BRIGHAM YOUNG UNIVERSITY

COLLEGE OF NURSING

BACCALAUREATE STUDENT HANDBOOK

2009-2010

Revised August 2009

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SECTION I
WELCOME

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

BACCALAUREATE STUDENT HANDBOOK

WELCOME TO THE COLLEGE OF NURSING!!!

The College of Nursing faculty, administration, and staff welcome you and wish you a rewarding and successful experience in nursing. The curriculum has been planned to prepare professional nurses for excellence as a generalist in nursing practice. Faculty, administration, and staff are available to assist students to progress toward that goal.

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university standards. This Handbook contains the policies and procedures for the baccalaureate nursing program. Students are responsible for knowing and following the policies and procedures outlined in this Handbook. In addition to this copy, the handbook is available on the College of Nursing website (http://nursing.byu.edu).

When questions arise or information is needed during the nursing program, students should refer to the Handbook before seeking the answers from other sources. If questions are not answered in the Handbook, students may refer questions regarding acceptance, registration, and progression to the Undergraduate Nursing Advisement Center, questions regarding coursework to faculty, and questions regarding other student issues to the Associate Dean—Undergraduate Studies.

May you enjoy a successful educational experience!
SECTION II
INTRODUCTION

This handbook provides information for students in the Brigham Young University (BYU) College of Nursing (CON) undergraduate program. It is designed to provide information after to students have been accepted to the program. It should be read in conjunction with the Brigham Young University Bulletin - Undergraduate Catalog.

The handbook is organized into sections that explain what students need to know upon entering, progressing through, and completing the program.

Students are responsible for knowing and responding to the material presented in this handbook and in the Brigham Young University Bulletin - Undergraduate Catalog.

A. LOCATION

The Campus

Brigham Young University, sponsored by The Church of Jesus Christ of Latter-day Saints is located in Provo, Utah, forty-five miles south of Salt Lake City. The 600-acre campus is nestled next to the snowcapped Wasatch Mountains in Utah Valley. The student body of 30,000 includes students from the fifty states and over seventy foreign countries. The 1,600 faculty members hold degrees from many universities. BYU offers education in nearly 200 subject areas within its eleven colleges and graduate schools, along with an outstanding continuing education program.

Utah Valley offers extensive recreational opportunities. With Utah Lake and several reservoirs a few miles from campus, boating and water skiing are popular sports. The Wasatch Mountains offer recreation throughout the year in the sports of hiking, rock climbing, camping, backpacking, skiing, and snowmobiling. Sundance ski resort is located closest to campus (about 30 minutes away); other ski resorts (Park City, Deer Valley, Snowbird, Alta, and Brighton) are approximately an hour's drive from campus.

Cultural and sports events are available at BYU and in the Provo area. University Forum and Devotional Assemblies offer the opportunity to hear General Authorities of the Church as well as internationally known experts in various fields. Attendance at Devotionals and Forums on Tuesdays at 11:00 a.m. is expected when students are on campus.
B. COLLEGE FACILITIES

The College of Nursing is located on the first, third, fourth, and fifth floors of the Spencer W. Kimball Tower (SWKT). Facilities and supportive services include the following:

1. Clinical Facilities:

The College of Nursing makes extensive cooperative use of hospitals and health care facilities in Salt Lake County, Utah County, and selected rural sites including some international experiences. The clinical facilities offer comprehensive experiences in all areas of acute care, community, and ambulatory nursing.

2. College of Nursing Learning Center:

The Nursing Learning Center (NLC), located in 130 SWKT, is administered by the College of Nursing to provide a quiet study area, one group study room, a circulation desk and reserve reference area for access to electronic media, reserve print reference material, closed circuit TV, and other electronic resources to support the various courses taught within the college. Access to the NLC is restricted to graduate and undergraduate nursing students. No food or drink is to be brought into the NLC. Dr. Patricia (Patty) Ravert is the Coordinator of the Nursing Learning Center. Colleen Tingey is the Supervisor of the Nursing Learning Center.

The NLC also provides computer access to nursing instructional programs, e-mail, library online catalog and references, databases, and web-based resources. The Kimball Tower Computer Lab (100 SWKT) is to be used for word processing and other computer applications not available in the NLC.

The nursing laboratories are a part of the NLC. Instruction in the labs is designed to bring clinical reality into the educational setting by the use of hospital patient units, mannequins, supplies, and equipment. A nurses’ station and medication preparation area in Basic Nursing further simulate the hospital setting. Advanced Nursing simulates a critical care unit and medical surgical nursing unit. There are also learning areas for Pediatrics and Maternal/Newborn patient care.

The NLC is the home to sophisticated, high-fidelity computer-based human patient simulators which allow students to assess changeable heart sounds, breath sounds, chest movement, experience cardiac monitoring, administer simulated medications, and observe the physiological effects. An adult simulator, named SAM by the students, and a pediatric simulator (Tiny Tim) are computer-driven, utilize compressed air to simulate chest movement and pulses. They can function using different patient profiles (and different underlying physiological settings) and health care scenarios. The computer-based simulators allow the same patient and scenario to be experienced by multiple students or groups of student. Various medical devices such as a crash
cart, simulated medications, an x-ray viewing area, a cardiac care monitor, and computers are available to support the simulation experiences.

The NLC also houses a maternal and neonatal birthing simulator, Noelle, in a birthing suite. This simulator is a full-size female which allows students to experience the patient care associated with childbirth and associated complications. The simulator provides experience with fetal position, fetal heart sounds, and performing Leopold maneuvers.

Students attend learning sessions taught by faculty members, staff nurses and/or senior nursing students as teaching assistants to learn and practice nursing techniques, and complete “pass-off’s” before caring for patients in the actual clinical setting.

The College of Nursing NLC also has four examination rooms with a dressing area (141 SWKT), two 4-bed patient care units (142 & 143 SWKT), and a pediatric-mother-baby area with birthing bed, isolettes, and pediatric beds (144 SWKT).

Nursing Learning Center hours vary each semester and spring and summer terms and include open hours Monday-Saturday (except Summer term as identified below). The Center is open some evenings until 6:30 p.m. and some evenings until 9 p.m. During spring and summer terms, open hours are reduced based on student needs. Below is a typical schedule of NLC hours. Actual hours may vary.

**Fall/Winter Semesters:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday and Friday</td>
<td>7:30 a.m. – 6:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Wednesday and Thursday</td>
<td>7:30 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 2:00 p.m. (Circulation areas)</td>
</tr>
<tr>
<td>*Saturday</td>
<td>9:00 a.m. – 1:00 p.m. (open skills labs)</td>
</tr>
</tbody>
</table>

*Requires sign-up for skills practice time.

The NLC closes all areas every Tuesday from 10:45 a.m. to 11:45 a.m. for devotionals or forums.

3. **Research Center:**

The Research Center is located in 400 SWKT. The Research Center houses the offices of the Computer Support Representative and the Research Secretary. The facility offers work space for faculty and students, research resources, several general nursing research journals, and eight computer work stations. Current software packages include several programs for quantitative data analysis, qualitative data analysis, media presentation preparation, and scanning.
4. **Student Study Rooms:**

Two areas are set aside for Nursing students—one for graduate students and one for undergraduate students. The study rooms are located on the 4th floor of the SWKT. Both rooms are equipped with computer dataports.

5. **Undergraduate Nursing Advisement Center:**

The College of Nursing Undergraduate Advisement Center (NAC) assists undergraduate nursing students with planning and progressing through the nursing program. Questions regarding acceptance, pre-nursing courses, general education courses, graduation requirements, scholarships, and the nursing curriculum may be directed to the Undergraduate Nursing Advisement Center. This area also maintains the records of the required documentation for student clinical experiences such as immunizations, CPR, and forms, e.g. HIPPA, Student Profile.

The location is:
551 Spencer W. Kimball Tower (SWKT)
BYU Campus
(801) 422-4173

Hours are: 8-5 weekdays
Closed each Tuesday from 10:45 a.m. – 12:00 p.m. for devotionals and forums, and 8a.m. – 10 a.m. on Thursday for training.

The Undergraduate Nursing Advisement Center staff is prepared to answer general questions. Students are encouraged to schedule an appointment to meet with Dr. Mark White or his assistant Cara Wiley, each semester prior to starting the Nursing program.

C. **LIBRARY FACILITIES**

Located in the center of campus, the Harold B. Lee Library houses more than seven million items and provides access to thousands of digital resources. The library’s role at the university is supporting the work of students and faculty. Nursing students are supported in their studies by Betsy Hopkins, the Nursing Subject Librarian. She provides a set of research tools accessible at the Science Desk on level 2 of the library or online at www.lib.byu.edu/nursing.

Students can access Nursing databases such as CINAHL, MEDLINE, and more through the library web site, lib.byu.edu. The website also features a specialized subject page with resources for nursing students including live online research help. Students are always welcome to ask librarians for information.
The library offers hundreds of computer stations for research along with study tables, group study rooms, and soft reading chairs. If a student’s research requires books which are not in the collection they are welcome to request them through interlibrary loan (ILL). Journal articles outside the library’s extensive collection can be obtained in digital format through the ILL system. Visit the Interlibrary Loan Department in room 3421 HBLL or online at illiad.lib.byu.edu/illiad/ill.html.

To learn more about the library visit lib.byu.edu. For specific research questions use our Ask a Librarian Service at www.lib.byu.edu/ask.html or call (801) 422-2927. For library hours visit lib.byu.edu/hours.html.

D. ACCREDITATION

The College of Nursing is a member of the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing, the American Association of Colleges of Nursing, and the Western Council on Higher Education in Nursing. The program is fully accredited by the National League for Nursing Accrediting Commission, the Commission on Collegiate Nursing Education (CCNE), and is approved by Utah State Board of Nursing. In addition to nursing accreditation, Brigham Young University is fully accredited by the Northwest Association of Schools and Colleges.

SECTION III

ACCEPTANCE CRITERIA

A. APPLICATION PROCESS

Students interested in applying to the College of Nursing can access the application online at http://nursing.byu.edu/academics/UnderGrad/undergrad_prg.asp. Application dates and acceptance criteria are also available online and through the Undergraduate Nursing Advisement Center. (For more specific details see Document 24 - Sample Application.) Final acceptance into the BYU Nursing Program is determined by the Acceptance Committee and is based on the members’ professional judgment and the best interests of the nursing profession. The Committee’s decision is final. Students who are not accepted into the Nursing Program may reapply only once. Candidates are encouraged to meet with an advisor in the Undergraduate Nursing Advisement Center prior to application.

B. ACCEPTANCE TO PROGRAM
Acceptance into the baccalaureate nursing program is based on a number of criteria, including but not limited to the applicant’s Overall GPA; written communication skills; community, church, and school service over the past five years; recommendations by employers and/or educators; and the number of outstanding classes. The point range for the criteria is as follows:

- **GPA:** 0-25 points
- **Community, church, and school service over the past 5 years:** 0-5 points
- **Impromptu essay:** 0-5 points
- **ACT / SAT Scores** 0-2 points
- **Letters of Recommendation (required but not scored)**
- **CPR certification (required but not scored)**

A maximum of 64 students are accepted to begin Fall and Winter semesters. In addition, alternates are selected. The students are chosen based on factors including: the cumulative points acquired on GPA, community - church - school service and/or leadership, ACT / SAT scores, and a written essay. Others factors affecting admission may include the professional judgment of the admissions committee, the best interests of the nursing profession, the number of classes remaining to be taken, previous acceptance deferred to serve a mission, alternate status on the previous acceptance cycle, and other factors as determined by the selection committee.

Applicants are expected to finish all pre-nursing courses with a C grade or higher prior to enrolling in the first nursing class. **(A grade of C- or below is not satisfactory progress.)** Acceptance to the nursing program is competitive and restricted to a limited number of openings yearly. Not all students who meet the requirements will be accepted into the program. Students apply in May for Fall acceptance, and in September for Winter acceptance.

Students transferring into the College of Nursing will follow the same course sequence as other students. Courses transferring from other colleges which are equivalent in content and credit will be reviewed for acceptance. Those students who hold LPN licensure should contact the Undergraduate Nursing Advisement Center (NAC) for information on application. Transfer students with more than 80 semester credits of transfer work may not have priority for admission to BYU. **Also, transfer students will need to follow university transfer GPA requirements to be considered for admission to the university.**

The following minimum criteria have been established for acceptance into the baccalaureate program. The student must:

1. **Be admitted to BYU.**
2. Complete the following courses (or equivalent transfer courses) prior to applying to the nursing program:

**PREREQUISITES:** *Nursing 180, *Chem. 285, *PDBIO 305, and either *SFL 210 or *Psych 220, plus a minimum of 18 semester hours of University Core credit.*

Recommended Core courses include: First Year Writing, Religion 121 and 122, Arts/Letters or Civilization courses, American Heritage 100

3. Have no more than one course repeat. More than one repeat may result in loss of one point per repeat.

Students with prerequisites in progress can be accepted on a “provisional” basis. Provisional acceptance will be withdrawn from any student whose final grade is significantly lower than the mid-term grade, or fails to receive a grade of C or higher in a nursing prerequisite course in progress.

Before acceptance to the College of Nursing, **students with English as a second language (ESL) are required to take the English Proficiency Examination offered in B153 of the JFSB at 9am every second Friday of every month**, plus ESL service courses as recommended by the examination outcome. The student must also have a TOEFL score of at least 580 (paper-based test) or 237 (computer-based test) or 93 (internet-based test) and have successfully completed Nursing 102 with a grade of at least a “C”. A “C-“ is not satisfactory progress. (Nursing 102 is offered only through Independent Study.) Contact the Undergraduate Nursing Advisement Center for more information about this requirement.

Because computers are used extensively in health care facilities, computer literacy is expected when accepted to the College of Nursing. Students may wish to consider obtaining a laptop computer to use with electronic textbooks in some courses.

Upon admission/acceptance students will also need to fill out legal forms for essential abilities, confidentiality, insurance, release form, etc. (Please see documents 5, 6, 7, 8, 9, 10, 11, and 12.)

**C. ACCEPTANCE POLICIES FOR LICENSED PRACTICAL NURSES**

Brigham Young University College of Nursing accepts Licensed Practical Nurses who desire a baccalaureate degree in nursing. Students with LPN licensure follow the same
requirements and course sequencing as Generic students. (See the curriculum guide – Document 17 of this handbook.) Contact the Nursing Advisor for additional information.

D. ACCEPTANCE POLICY FOR REGISTERED NURSES

Brigham Young University does not at this time have a “continuation” program for the Associate Degree RN.

E. POLICIES FOR TRANSFER STUDENTS

The following criteria are required of transfer students:

1. At least thirty hours in residence credit are required to meet BYU graduation requirements. Seventeen hours of the residence requirement must be in the College of Nursing.

2. All requirements for the baccalaureate degree must be completed by enrolling in courses, challenging courses, or receiving equivalent transfer credit.

3. Transfer students must meet the expected university transfer GPA to be considered for admission to the university.

4. Transfer students with more than 80 semester credits of transfer work may not have priority for admission to the university.

5. Students may request that courses taken at other colleges or universities be transferred to the nursing program. To do this, contact the secretary in the Undergraduate Nursing Advisement Center to have courses evaluated for equivalency.

6. Transfer students from other nursing programs should follow these procedures:

   a. Students who transfer from other baccalaureate nursing programs may request that courses from their previous program be applied to the baccalaureate degree. Evaluation of the credit for previous general education courses will be done by the Transfer Evaluation Office, A-166 ASB, (422-2507). Students complete an application for evaluation of transfer credit in the Transfer Evaluation Office.

   b. After the Transfer Office evaluates the courses and number of credits, the supervisor in the Advisement Center (551 SWKT) will assist the student in determining which courses are needed for degree completion. Students should make an appointment
with the supervisor for assistance in determining prerequisite courses, courses which may be challenged, and courses which need to be taken.

c. The Associate Dean—Undergraduate Studies coordinates the evaluation of nursing courses that may be transferred to the BYU degree. To initiate this process, the student completes a College of Nursing Transfer Credit Petition form and submits it to the supervisor of the Undergraduate Nursing Advisement Center (551 SWKT). The completed form and any pertinent documents (course syllabi, etc.) are then submitted to the associate dean—undergraduate Studies for preliminary evaluation. (See a copy of this transfer credit petition form in the Appendix—Document 3)

F. REINSTATEMENT POLICY

1. Voluntary Withdrawal from the Program

Student submits a signed official withdrawal form to the Undergraduate Nursing Advisement Center (NAC). Forms may be obtained from the NAC (551 SWKT). Withdrawal necessitates a reapplication to the nursing program. **Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission.** (A sample of the Withdrawal Form is found in the Appendix—Document 1.)

Student submits a reapplication for reinstatement. Reapplication forms are also available in the NAC. Students may be reinstated to the College of Nursing to continue in the program if:

- Total university grade point average is at least 2.5
- Nursing grade point average is at least 3.0
- Placement is available in the requested course.

(A sample of the Reapplication Form is found in the Appendix—Document 2.)

Student submits, in writing, any special problems or requests. These should be sent to the Undergraduate Nursing Advisement Center (NAC) for review by the Associate Dean—Undergraduate Studies. Petition forms are available in the NAC, 551 SWKT. (A sample of the Petition Form is found in the Appendix—Document 13.)

2. Discontinuation/Failure from the Program:

Students are automatically dismissed from the nursing program at the time they fail to make satisfactory progress in required nursing classes and nursing-related classes (NDFS 100, MMBio 221 & 222, PDBio 220 & 365, Stats 221, and Psych 111). A grade of a C- or below is not considered satisfactory progress.
Students MAY be allowed to repeat only one unsatisfactory nursing or nursing-related course in the nursing program. After an unsatisfactory second attempt, students are not eligible for reacceptance to the nursing program.

After dismissal, students may seek reinstatement to the nursing program by submitting to the Associate Dean—Undergraduate Studies a written request for reinstatement. **Students must also apply to the College for reacceptance at the same time. Reaplication forms are available in the Undergraduate Nursing Advisement Center (NAC), 551 SWKT.** (See a sample of the reaplication form in the Appendix—Document 2.)

Consideration for reinstatement will be made according to the following criteria:

- Recommendation of the faculty member who taught the course that was failed
- Past clinical and didactic performance in nursing courses
- Student grades in required nursing and nursing-related courses
- Student's ability to demonstrate that he/she can be successful in nursing
- Student is not on University Warning or Probation and does not have an incomplete in other courses
- Space is available in the semester being repeated

Students who apply for reacceptance after failing to make satisfactory progress will be considered after students who are currently enrolled have their requests satisfied. Priority will be given to those students in the program and to those returning following withdrawal for reasons other than failure.

**SECTION IV**

**PROGRAM DESCRIPTION**

The undergraduate curriculum is based on the University Mission Statement and Aims, and the College of Nursing Mission Statement.

A. **UNIVERSITY MISSION**

The mission of Brigham Young University - founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints - is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.
All instruction, programs, and services at BYU, including a wide variety of extracurricular experiences, should make their own contribution toward the balanced development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

1. All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.

2. Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.

3. In addition to a strong general education, students should also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.

4. Scholarly research and creative endeavor among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.

In meeting these objectives BYU’s faculty, staff, students, and administrators should also be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its influence both by encouraging programs that are central to the Church’s purposes and by making its resources available to the Church when called upon to do so.

We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University’s influence in a world we wish to improve.

--Approved by the BYU Board of Trustees, November 4, 1981
B. UNIVERSITY AIMS

The mission of Brigham Young University is “to assist individuals in their quest for perfection and eternal life” (“The Mission Statement of Brigham Young University”). To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service. (The Mission of Brigham Young University and The Aims of a BYU Education, Brigham Young University. Brigham Young University Bulletin, Undergraduate Catalog, 2008-2009, pp. 12-15)

C. COLLEGE OF NURSING MISSION and LEARNING THE HEALER’S ART

College of Nursing Mission

The mission of the College of Nursing at Brigham Young University is to develop professional nurses who promote health, care for the suffering, engage in the scholarship of the discipline, invite the Spirit into health and healing, and lead with faith and integrity. Our purpose is to teach and advance the discipline of nursing within the context of the principles of the Gospel of Jesus Christ.

Learning the Healer’s Art

We are a community of nursing scholars engaged in discovery and application of the Healer’s Art to strengthen health and healing worldwide and to enhance the discipline of nursing.

D. CURRICULUM DESCRIPTION

Following completion of prerequisite and acceptance to the College of Nursing, the undergraduate nursing curriculum is organized into six semesters and one spring term:

Prerequisite and Supporting Courses:
Consists of prerequisite courses taken prior to application for acceptance to the nursing program and supporting courses that can be taken concurrently with clinical nursing courses. These supporting or cognate courses, taught by faculty in other disciplines, provide students with a foundation in English, the social sciences, math, chemistry, etc., providing knowledge of the human condition from which arise health care needs.
For the course schedule, please see the Curriculum Guide in the index (document 17). For course descriptions please refer to the University Catalog at [http://saas.byu.edu/catalog/](http://saas.byu.edu/catalog/)

### E. PROGRAM OUTCOMES

**Undergraduate Program Outcomes**

1. Integrate the values of the gospel of Jesus Christ as part of caring.
2. Demonstrate effective critical thinking and communication.
3. Design, provide, and evaluate professional nursing care for individuals, families, and communities.
4. Practice and lead with an understanding of the discipline of nursing at the local, national, and global levels.
5. Exemplify lifelong learning.

### F. COURSE LEARNING OUTCOMES

Please see the “Learning Outcomes” on the Nursing website at [http://nursing.byu.edu](http://nursing.byu.edu).

### G. COURSE SEQUENCING

The tables below show the “tracking” through the nursing curriculum for students who begin nursing fall 2008 or winter 2009. **This tracking sequence is subject to change during the transition to new prerequisite course guidelines.**

**RACKING THROUGH THE NURSING CURRICULUM**

**FALL 2009 PROGRAM ADMITS –**

**For tracking through the Nursing Curriculum for the old program admits, please see the Nursing Advisement Center**

**NOTE:** All students who begin the program in fall 2009 will sequence through the program according to the following “track” and will graduate in April 2012.

|-----------|-------------|-----------|-------------|-------------|-----------|-------------|
TRACKING THROUGH THE NURSING CURRICULUM
WINTER 2010 ADMITS

NOTE: All students who begin the program in winter 2010 will sequence through the program according to the following “track” and will graduate in December 2012.

|-------------|-----------|-------------|-----------|-------------|-------------|-----------|

H. COURSE DESCRIPTIONS

For course descriptions please refer to the BYU Catalogue at [http://saas.byu.edu/catalog/](http://saas.byu.edu/catalog/)

I. CREDIT HOUR EQUIVALENT

Clock hour equivalent for a credit hour is as follows:
- Theory: 1 credit hour = 1 clock hour
- Clinical: 1 credit hour = 3 clock hours
- Laboratory experience: 1 credit hour = 2 clock hours
- Seminar: 1 credit hour = 2 clock hours

SECTION V

STUDENT PROGRESSION THROUGH THE CURRICULUM

A. GENERAL GUIDELINES FOR ALL STUDENTS

1. Students are responsible for making certain that they are registered for the proper courses.

2. Nursing course requirements (lecture, labs, clinical, discussion groups, etc.) must take precedence over work, classes, or other outside activities and obligations. Missing lecture, labs, clinical, and/or discussion groups may lead to failure in the course or courses. Clinical experiences may start as early as 6:00 a.m. Students need to plan accordingly. Also, students are responsible for their own transportation to and from
clinical. Some clinical assignments will require travel to a site the evening before to prepare for the next day's work. The clinical locations may be in Utah County or in Salt Lake County or the west desert of Utah. Clinical assignments are located in various locations often as far south as Payson or as far north as Salt Lake City and occasionally farther.

3. Students should be aware that during the second semester (Nurs 295, 296, and 297), they will have nursing requirements (lecture, labs, clinical, discussion groups, etc.) Monday, Tuesday, Wednesday, Thursday, and Friday. Students should plan on having 4-6 hours of nursing-required content each day of the week throughout their first semester.

4. Students are expected to follow the prescribed curriculum plan, including the plan for general education courses. Some of the required general education courses must be completed prior to or during the semester shown in the curriculum plan because the theory from these courses may be essential to nursing courses.
   a. Students must pass all segments of the nursing curriculum in the order of progression outlined in the curriculum guide; for example, all Semester 1 courses must be satisfactorily completed before the student may progress to Semester 2.
   b. Students will take Nursing 400-Global Health and Diversity in spring following Nursing 340 and Nursing 360.

5. Students must complete all courses in Semesters 1-5 before registering for Capstone.

6. Students may fail to make satisfactory progress (C- or lower is not satisfactory progress) one required nursing course or nursing-related course (NDFS 100, MMBio 221 & 222, PDBio 220 & 365, Stats 221, and Psych 111) and petition to repeat that course one time. Following a second unsatisfactory attempt course, students will be dismissed from the program.

7. All courses (including all University and General Education requirements, as well as all College of Nursing requirements) must be completed prior to graduation. Students will not be given clearance to sit for the National Council Licensure Examination (NCLEX-RN) until all course work has been successfully completed and the degree is posted to the transcript.

8. Students should seek assistance from the Undergraduate Nursing Advisement Center (NAC) regarding any questions or problems related to progression through the program. Students can access their ABC (Graduation Progress Report) on AIM or receive one from the NAC. The ABC shows progress toward graduation. Students are responsible for checking their ABC for errors and should notify the NAC immediately of errors. Failure to do so may delay graduation. Current registration is included on the ABC. Students check the ABC for:
a. Identification information (Name, address, etc.)
b. Correct listing of completed and uncompleted courses
c. Graduation deficiencies
d. Transfer credit

9. Students should notify the NAC of correct addresses, telephone numbers, and name changes to keep the information in the Center updated. Students should also notify the University of any changes in name, address, etc. Address and name change information should be updated on AIM/Route Y.

10. Students who drop out of the program for any reason must notify the NAC immediately. If they drop out during the semester, students are expected to notify the course faculty immediately. Students who drop out of the program for any reason are required to reapply. Forms are available in the NAC (551 SWKT). Reacceptance is based on space availability as well as previously noted criteria.

11. Incomplete grades in courses are given only when severe illness or a family crisis interrupts study after the 12th week of the semester. Students whose extenuating circumstances arise after the add/drop deadline but before the twelfth week of a semester should petition for an official withdrawal with the Registration Office, B-150 ASB, immediately. Refer to http://saas.byu.edu/registrar/records/incompletes.php.

12. To advance in the nursing program, students are required to:

a. Complete all prerequisite courses with a C grade or better prior to entering nursing. A C- is not satisfactory progress.

b. Maintain a C grade or above in all required nursing and nursing-related courses.

c. Maintain an overall grade-point average of at least a 2.0.

d. Maintain academic and non-academic standards of the University.

13. Students who register for a nursing course and are in violation of any of the above will be required to withdraw from the College. However, students may petition the Associate Dean—Undergraduate Studies, to continue in nursing classes while repeating the unsuccessful course. Petition forms are available in the Undergraduate Nursing Advisement Center. (See a sample of the petition form in the Appendix—Document 13.)

14. Students wishing to transfer nursing credit from another nursing program to BYU should adhere to the following procedure:
a. Students should obtain the Transfer Credit Petition Form from the Undergraduate Nursing Advisement Center. (See a sample of the form in the Appendix—Document 3.)

b. Students should make an appointment with Dr. Mark White of the Advisement Center to discuss their plans regarding transferring credit. Students bring to the meeting with Dr. White, the Transfer Credit Petition Form and the completed portions of the form regarding the school, the course, the contact person at the school, etc. Also bring the course descriptions from the nursing school you wish to transfer the credit from and the syllabus of the course you wish to transfer. If you are unsure of the appropriate course, the syllabus can be obtained after that determination is made.

c. The Associate Dean will then give approval to begin the process and outline additional information that may need to be obtained. When all the information required is obtained, the Associate Dean will distribute the materials to the appropriate faculty member for review.

d. After the review is completed, the Associate Dean will give final approval or denial to transfer the credits and notify the student in writing.

B. REGISTRATION

All nursing didactic and competency laboratory classes are taught on the Provo campus. Students accepted to the program will have clinical experience in Utah and Salt Lake Counties as well as other assigned sites.

Nursing Advisement Center will notify students via email regarding the registration process.

SECTION VI
PROFESSIONALISM

As a profession, nursing requires intensive study in acquiring new knowledge and the mastery of clinical skills. Professionalism is also an integral part of nursing practice. Positive work attitudes such as reliability, loyalty and cooperation are as important to success in a profession as are clinical skills. High standards of behavior and attitude are consistent with the profession and the philosophy of Brigham Young University College of Nursing. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. The overarching resources for this document are taken from the American Nurses Association Code of Ethics for Nurses (http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsSt...
You are responsible and accountable for the specifics contained within each document. If you are in doubt about personal behavior or the dress standard for a particular class or activity, ask your faculty for advice.

A. PROFESSIONALISM IN DID ACTIC, NLC, CONFERENCES AND PROFESSIONAL ACTIVITIES

Professionalism is an integral part of all aspects of nursing including didactic sessions. Students are to attend lectures, labs and conferences unless previously cleared through one of the course faculty members. Be respectful of the time and effort they have put in preparing for and presenting their material. Failure to demonstrate professional behavior in the classroom is grounds for lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course. See Document 23 for the Professionalism Activities Policy.

Professional behavior is exemplified by:

1. **Being on time.** Punctuality is one way to demonstrate professional behavior. Tardiness is considered unprofessional, impolite and disruptive to the faculty/presenter as well as other students.
2. **Coming prepared to participate in the discussion topic.**
3. **Being respectful of all people in the learning environment.** Respect others by being attentive, demonstrating appropriate use of language, not condemning others for their comments and not interrupting others.
4. **Practicing professional etiquette with regards to the use of electronic devices such as cell phones, PDAs, personal computers or any other electronic devices.**
   A. During class/lab/conferences, **turn off** cell phones/PDAs, etc., and do not text or answer or make phone calls.
   B. Use of personal computers for note taking or looking up pertinent references is acceptable during lecture/lab/conferences. Unacceptable use of personal computers or other electronic devices includes but is not limited to: looking at pictures, playing games, surfing the internet and emailing.
5. **Making childcare arrangements.** Infants or children are not to be brought to lecture, lab or conferences.
6. **Maintaining appropriate dress standards as outlined in the BYU Dress Code.**

B. PROFESSIONALISM IN THE CLINICAL SETTING
Students are to demonstrate appropriate professional behavior in the clinical setting. Students should remember they are guests in the clinical agencies. They should treat physicians, nurses, other staff, patients, and families with courtesy and respect. Should a problem or conflict occur the supervising faculty member should be contacted immediately. Failure to demonstrate professional behavior is grounds for lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course.

Professional behavior is exemplified by:

1. Maintaining all CON and/or agency requirements such as CPR, vaccinations, OSHA standards and background checks.

2. Placing patient care as a top priority. Students have an obligation to patients, families and clinical agencies to ensure they are well prepared to care for patients. Students are to be alert and prepared with adequate knowledge and skills necessary to care for patients. Such preparation may require curtailing employment and other responsibilities. Students cannot work the night prior to clinical. If the faculty member finds the student unprepared or in a mental or physical state unfit to care for patients, the student will be sent home. Being sent home may result in lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course.

3. Attending required clinical. Clinical attendance is mandatory; a student who is unable to attend must notify the faculty member prior to the assigned experience. Absences without granted permission are unacceptable and may result in course failure. The College of Nursing may request a health care provider’s signed statement concerning the health status of a student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete. (See information regarding incompletes in the Student Handbook.)

4. Being on time for clinical experiences. Tardiness is considered unprofessional, impolite and discourteous.

5. Being actively involved in all aspects of their clinical experiences. This includes being proactive in seeking learning opportunities.

6. By using cell phones, i-pods, PDA’s, laptops or other electronic devices only when authorized by faculty and for clinical activities, not personal use.

Uniform and Professionalism Dress Standards are exemplified by:

1. Wearing the BYU CON uniform which is a white tunic top with BYU CON patch and navy blue uniform pants. It is expected that uniforms will be clean and wrinkle-free. The top is to be worn over the bottoms, not tucked in.
a. Tunic may be V-neck, button-front, or keyhole neck with pockets. A clean white shirt without a logo may be worn under the tunic.
b. Pants may have elastic or drawstring waist (drawstring tucked in) with or without a cargo pocket and without ribbed cuffs.
c. Shoes must be white with closed toes and heels. Comfortable and supportive water resistant shoes are recommended. The shoes should be worn only in clinical and not in recreational settings. White or navy blue socks (which cover the ankles) must be worn.
d. A white sweater or white jacket with a College of Nursing patch may be worn if desired. In some situations, a laboratory coat with a CON patch over professional dress may be required.
e. The CON patch is sewn, not pinned, on the left sleeve two inches below the shoulder on the uniform and on the laboratory coat.
f. An identification badge needs to be worn at all times. The agency specific badge is worn, and/or the BYU name tag.
g. Scarves (except for religious observance), bright colored ornaments or jewelry in the hair or elsewhere are not worn with the uniform. Wedding rings may be worn unless otherwise specified in individual courses. Women may wear small non-dangling earrings.
h. Long fingernails, fingernail polish, and/or artificial nails are not acceptable.
i. Hair needs to remain away from the face and off the shoulders. Male students are to be clean shaven.

2. **Wearing business professional dress** in some clinical environments, such as public health.
   a. Faculty will inform students as to whether the uniform or professional dress is required.
   a. Professional dress includes a dress or dress pants and top with shoes that demonstrate professionalism. In addition, jewelry is worn in moderation.
   b. Name pins are worn on the professional dress.

C. **PROFESSIONALISM IN SERVICE RELATED ACTIVITIES**

Service related activities may take on a variety of venues. For specific dress requirements, consult with your course faculty or the activity director. Professional character is exemplified by students honoring service commitments.
SECTION VII
COLLEGE REQUIREMENTS

A. Criminal Background Checks and Drug Screens

1. **Purpose:** Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the nursing program.

2. **Scope:** This policy applies to all students accepted to the BYU undergraduate nursing program.

3. **Policy:**
   a. Brigham Young University College of Nursing requires both a state and federal criminal background check and a drug screen to enable clinical practice within the nursing program.
   b. Background checks and drug screens will be required of all students accepted to the program.
   c. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screen. Failure to comply may result in denial of acceptance or dismissal from the program.
   d. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making admission decisions, and helping promote the safety of patients.
   e. If a background check or drug screen identifies issues that may preclude acceptance, the case will be referred to the Associate Dean of Undergraduate Studies for review and action.
   f. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.

4. **Procedure:**
   a. **Conditions of Enrollment:** It is an express condition of acceptance for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean over Undergraduate Studies and the Baccalaureate Admissions Committee in the College of Nursing.
b. **Waiver/Consent:** The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the Nursing Advisement Center. A copy of this release may be obtained for personal records. (See a copy of this form in the Appendix—Document 21.)

c. **Obtaining a Background Check and Drug Screen**
   1) The background check and drug screen will be initiated by the student as part of the routine acceptance process. Background checks will be due to the Advisement Center, along with the informed consent/release form, by the date specified by the NAC. Please allow six to eight weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program. (See Instructions in the Appendix—Document 20.)
   2) A state criminal background check must be obtained from the BCI. The instructions and application materials for a State Criminal History Record are included in the acceptance packet that all new admits receive from the Nursing Advisement Center. For questions regarding the state background check call (801) 965-4939.
   3) A federal criminal background check must be obtained from the CJIS. The instructions are included in the acceptance packet that all new admits receive from the Nursing Advisement Center. For questions call regarding the federal background check call (304) 625-5590. (See a copy of the instructions in the Appendix—Document 20.)
   4) A drug screen must be obtained from any credible drug screen company. Some suggested organizations are on the instruction page. (See a copy of this information in the Appendix—Document 20.)
   5) All expenses associated with background checks, fingerprinting, and drug screens are the sole responsibility of the requesting student.

d. **Convictions & Positive Drug Tests:**
   1) The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. Each individual will be considered on a case by case basis. Relevant considerations may include, but are not limited to: the details of drug screen results, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student’s successful efforts toward rehabilitation. Any decision to accept or reject an applicant, or retain or dismiss a current nursing student who has a conviction or positive drug test is solely at the discretion of the Baccalaureate Acceptance Committee.
   2) If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.

e. **Results:**
   1) **Confidentiality:** Reasonable efforts will be made so that results of criminal background checks and drug screen are kept confidential with only those personnel having a legitimate need to know being authorized to review results.
2) **College of Nursing access to results:** The Associate Dean—Undergraduate Studies will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the Associate Dean - Undergraduate Studies will notify the student in writing requesting additional information, and will refer the report to the Baccalaureate Acceptance Committee.

3) **Admission/participation:** Based on the results of the criminal background checks and drug screen, the Baccalaureate Acceptance Committee and the Associate Dean—Undergraduate Studies reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.

4) **Student Access to results:** The student may review the state background check and drug screen results by submitting a written request to Undergraduate Nursing Advisement Center (NAC). Federal background check results, by law, are returned directly to the applicant, who will then be required to bring the sealed envelope with federal results to the NAC (see instructions).

5) **Student right to respond:** The student will have a chance to provide a written explanation to the Baccalaureate Acceptance Committee and or the Associate Dean—Undergraduate Studies. When appropriate, the student may be asked to meet with the committee in person to answer questions.

6) **Right to change and/or terminate policy:** Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

**B. Insurance**

1. Students in clinical courses are covered by a malpractice insurance policy. The fee for this insurance coverage is paid by the College of Nursing.

2. Students are required to carry their own health insurance policy. Insurance is available through the BYU Student Health Center or from a private insurance company.

3. In addition, the University Office of Cooperative Education and Internships requires that all students who have educational experiences off campus sign and submit a Student Agreement form to the Undergraduate Nursing Advisement Center (NAC). The form identifies stipulations for off-campus educational experiences and requires students to provide evidence of personal health insurance coverage. The information sheet and form are included in the acceptance packet sent to students when they begin the Nursing program.

Students who do not submit this form to the NAC can be blocked from registering for nursing classes. (See a sample of the form and the agreement in the Appendix—Document 7.)
3. Injuries, including contaminated needle sticks, incurred during class, laboratory, or clinical experience should be reported immediately to your instructor or preceptor. If you are in clinical, follow hospital protocol regarding care and incident reports. In addition, contact the Assistant Dean, Resource Management, by phone immediately at 422-7189. You will also need to complete the BYU “Incident Report Form”. Depending on the severity and/or type of incident, you may need to receive emergency care in the ER or leave clinical for care at the Student Health Center.

If a student receives an injury during class, laboratory, or clinical experience and does not follow the process explained in the previous paragraph—completing all aspects required relating to reporting the incident and completing all required paperwork in an appropriate, expeditious way, the student will not be allowed to register for subsequent courses until the process has been completed appropriately. Financial claims could be denied and the student could be held personally responsible.

Students are covered by worker’s compensation for health care coverage only, but incidents will be reviewed by the BYU Risk Management Office to determine eligibility.

C. Cardio-Pulmonary Resuscitation Certification

1. Students are required to have current certification in Cardio-pulmonary Resuscitation (CPR) at the professional rescuer level (1 man, 2 man, infant)—including training in the use of an external defibrillator. CPR and are required to apply to the program. Applicants submit a copy of their CPR certifications with their application to the program.

2. This training is available at a number of locations including the American Heart Association, and the Red Cross. See the Undergraduate Nursing Advisement Center (NAC) for a list of training facilities.

3. A copy of your CPR certification is to be given to the NAC after completion of a renewal course.

4. Certification will be checked by the Undergraduate Nursing Advisement Center staff and a copy of the certificate will be placed in your file in the NAC. Take your certificate to the Undergraduate Nursing Advisement Center after completion of the course. Students will not be allowed in clinical unless they are currently certified. In addition, students will not be permitted to register for nursing classes without a copy of their current certification in the student’s NAC file.

D. Physical Examinations
1. Beginning students are required to complete a health history so that any health problems can be detected and treated to avoid interference with nursing classes. Health history forms are available from the Undergraduate Nursing Advisement Center (NAC) and are sent with the acceptance letter.

2. A TB test is required and, if necessary, a Rubella titer or MMR booster are required as part of the examination. A copy of the immunization record for the MMR booster or the results of the Rubella Titer test as well as a record of the results of the TB test must be accompanied by the laboratory report which you will submit to the NAC with your completed physical form.

3. TB tests must be repeated annually. A copy of the TB test results must be given to the NAC each year. Students will not be allowed in clinical without current TB test information. Students will not be permitted to register for nursing classes without current TB test results being submitted to the NAC. (See Nursing Advisor if you have any questions about this.)

4. Students who test positive for TB are required to have a chest X-ray (which must be “clear”), and it is strongly recommended that you complete the “INH” medication series. If you test positive and your chest X-ray is “positive,” you will not be able to begin Nursing. You will be required to take the “INH” series and to submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) “clear” sputum samples, you can apply again to enter Nursing. Attendance at clinical and registration for subsequent Nursing semesters can be blocked if this information is not in your permanent file in the Undergraduate Nursing Advisement Center.

5. Completed history forms with all accompanying documents and immunizations are to be returned to the NAC by the first Friday of the semester you begin Nursing 294. Students will not be able to register for Nurs 294 without all documents being cleared through the NAC.

E. Access and Confidentiality Agreement
   In order to participate in clinical experiences, students must sign the “Access and Confidentiality Agreement” form for students. The agreement, and an informational document, outlines the responsibility of nursing students regarding confidential information. (See a sample of these documents in the Appendix—Documents 5 & 6.)

F. Cooperative Education Form
   In order to participate in clinical experiences, students must sign the Expectation of Nursing Student Form. This form outlines the conditions of participating in clinical
experiences. (See a sample of this information and form in the Appendix—Document 12.)

G. Immunizations

1. Students who do not have evidence of measles immunization will be required to complete the vaccination or to have a rubella titer done to show immunity.

2. Students must have "current" Tetanus/Diphtheria/Pertussis or Tdap (a.k.a. ADACEL) and to provide verification of that vaccination to the Nursing Advisement Center before beginning clinical. If a student has received a TD shot within the past two years, they cannot receive the Tdap and will have to petition, but must get the Tdap after two years from the time the TD shot was received.

3. Students are required to report Polio immunization.

4. Students must verify that they have had Chicken Pox. Those who have not had Chicken Pox are encouraged to have the Chicken Pox immunization. Documentation verifying the immunization must be provided to the NAC.

H. Hepatitis B Vaccine Program

For several years the College of Nursing has required the Hepatitis B Vaccine to entering students. The centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices recommends that healthcare and public safety workers at risk for exposure to blood or blood-contaminated body fluids be vaccinated against hepatitis B.

The College of Nursing conducts a Hepatitis B Vaccination program for enrolled students. In accordance with OSHA, the vaccine will be provided to students free of charge for the three-injection sequence. Because of the OSHA regulations, we would expect each of you to take advantage of this opportunity. However, if you choose not to take the vaccine, you will be asked to sign a waiver form indicating that you were offered the vaccine and choose not to have it.

I. Hepatitis B Policy and Procedures

1. Policy - Each student will receive the Hepatitis-B vaccine series at the expense of the College of Nursing. Students must do one of the following to continue in clinical courses:
a. Begin (and finish) the three-injection series. (Students must provide the Undergraduate Nursing Advisement Center (NAC) with verification of the dates vaccinations were administered.)

b. Sign a waiver refusing the vaccine.

c. Provide the NAC with requires documentation verifying the dates of the vaccinations or a liability release form. (See a copy of this form in the Appendix – Document 16.)

The College of Nursing will pay for three (3) injections—the normal vaccination series—if the immunization is administered at the Student Health Center on campus. Injections given at a location other than the Student Health Center will not be covered by the College of Nursing. Students who do not complete the series as scheduled and so must begin the series a second time to receive maximum therapeutic benefit, will be required to pay for any additional injections.

2. Procedures

a. The Undergraduate Nursing Advisement Center (NAC) will send the Hepatitis-B information packet to students who are admitted or readmitted to the nursing program and notify the Associate Dean—Undergraduate Studies of incoming students who are not in N294 (i.e., transfer students, returned missionaries, LPNs, etc.)

b. Students contact the Student Health Center for an appointment (422-5156).

c. Students who do not intend to receive the Hep B vaccine will sign the "Liability Release Agreement" waiver (document 16) and return the signed waiver to the NAC by the first Thursday of the semester. Students who have had the vaccination series will also provide the NAC with the documentation identifying the dates the vaccinations were administered.

d. Students will receive the vaccine series at the Student Health Center.

e. When the Student Health Center personnel administer the vaccine, they will give the student a receipt that the vaccine was given. The Student Health Center will keep all records of vaccines given for a period of seven years.

f. The Student will return the receipt to the NAC. A copy of the receipt will be placed in the student's permanent file.

g. The NAC will have on file a record of the student's immunizations (from the receipts given by the Student) or a signed waiver. This information will be entered on the database. Faculty has access to the database, which is located on the S drive.
“Certifications and Background Checks.” **Students may not begin clinical practice without providing these documents to the NAC.**

h. The Assistant Dean—Resource Management will receive the names of students who have been vaccinated when the bills for the vaccine come from the Student Health Center and will pay the Student Health Center as needed.

i. The NAC will keep a master list of all current students and their Hepatitis B vaccines. Vaccination receipts and waivers will be filed in the students’ files.

j. Faculty will inform students of what they need to do to conform to the policy and will remove students from clinical rotations (with associated grade implications as necessary) until the students are in compliance with the policy.

Should a student experience an exposure incident to Hepatitis B, they should contact the Assistant Dean—Resource Management who will make arrangements for a titer to be drawn and additional Hepatitis B vaccinations if necessary. The College of Nursing will incur the cost of the titer and vaccinations.

J. **COMMUNICABLE DISEASE CONTROL STANDARDS**

Responding to the growing concern regarding communicable diseases (such as Acquired Immunodeficiency Syndrome, Hepatitis B, and SARS) the College of Nursing has developed the following standard. Students are required to read the following standards and sign the "Communicable Disease Awareness Statement" sent with the acceptance packet. This form is to be filed with the Undergraduate Nursing Advisement Office (NAC) at a designated time. Students will not be allowed in clinical settings unless the form is on file. (See a sample of this form in the Appendix-- Document 4.)


The Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings 2007 updates and expands the 1996 Guideline for Isolation Precautions in Hospitals. The following developments led to revision of the 1996 guideline:

1. The transition of healthcare delivery from primarily acute care hospitals to other healthcare settings (e.g., home care, ambulatory care, free-standing specialty care sites, long-term care) created a need for recommendations that can be applied in all healthcare settings using common principles of infection control practice, yet can be modified to reflect setting-specific needs. Accordingly, the revised guideline addresses the spectrum of healthcare delivery settings. Furthermore, the term “nosocomial infections” is replaced by “healthcare-associated infections” (HAIs) to reflect the changing patterns in healthcare delivery and difficulty in determining the geographic site of exposure to an infectious agent and/or acquisition of infection.
2. The emergence of new pathogens (e.g., SARS-CoV associated with the severe acute respiratory syndrome [SARS], Avian influenza in humans), renewed concern for evolving known pathogens (e.g., C. difficile, noroviruses, community-associated MRSA [CA-MRSA]), development of new therapies (e.g., gene therapy), and increasing concern for the threat of bio-weapons attacks, established a need to address a broader scope of issues than in previous isolation guidelines.

3. The successful experience with Standard Precautions, first recommended in the 1996 guideline, has led to a reaffirmation of this approach as the foundation for preventing transmission of infectious agents in all healthcare settings. New additions to the recommendations for Standard Precautions are Respiratory Hygiene/Cough Etiquette and safe injection practices, including the use of a mask when performing certain high-risk, prolonged procedures involving spinal canal punctures (e.g., myelography, epidural anesthesia). The need for a recommendation for Respiratory Hygiene/Cough Etiquette grew out of observations during the SARS outbreaks where failure to implement simple source control measures with patients, visitors, and healthcare personnel with respiratory symptoms may have contributed to SARS coronavirus (SARS-CoV) transmission. The recommended practices have a strong evidence base. The continued occurrence of outbreaks of hepatitis B and hepatitis C viruses in ambulatory settings indicated a need to re-iterate safe injection practice recommendations as part of Standard Precautions. The addition of a mask for certain spinal injections grew from recent evidence of an associated risk for developing meningitis caused by respiratory flora.

4. The accumulated evidence that environmental controls decrease the risk of life-threatening fungal infections in the most severely immune-compromised patients (allogeneic hematopoietic stem-cell transplant patients) led to the update on the components of the Protective Environment (PE).

5. Evidence that organizational characteristics (e.g., nurse staffing levels and composition, establishment of a safety culture) influence healthcare personnel adherence to recommended infection control practices, and therefore are important factors in preventing transmission of infectious agents, led to a new emphasis and recommendations for administrative involvement in the development and support of infection control programs.

6. Continued increase in the incidence of HAIs caused by multidrug-resistant organisms (MDROs) in all healthcare settings and the expanded body of knowledge concerning prevention of transmission of MDROs created a need for more specific recommendations for surveillance and control of these pathogens that would be practical and effective in various types of healthcare settings.

**Standard Precautions**

Assume that every person is potentially infected or colonized with an organism that could be transmitted in the healthcare setting and apply the following infection control practices during the delivery of health care.

IV.A. Hand Hygiene

IV.A.1. During the delivery of healthcare, avoid unnecessary touching of surfaces in close proximity to the patient to prevent both contamination of clean hands from environmental surfaces and transmission of pathogens from contaminated hands to surfaces.
IV.A.2. When hands are visibly dirty, contaminated with proteinaceous material, or visibly soiled with blood or body fluids, wash hands with either a non-antimicrobial soap and water or an antimicrobial soap and water.

IV.A.3. If hands are not visibly soiled, or after removing visible material with non-antimicrobial soap and water, decontaminate hands in the clinical situations described in IV.A.2.a-f. The preferred method of hand decontamination is with an alcohol-based hand rub. Alternatively, hands may be washed with an antimicrobial soap and water. Frequent use of alcohol-based hand rub immediately following handwashing with non-antimicrobial soap may increase the frequency of dermatitis.

Perform hand hygiene:

- IV.A.3.a. Before having direct contact with patients.
- IV.A.3.b. After contact with blood, body fluids or excretions, mucous membranes, non-intact skin, or wound dressings.
- IV.A.3.c. After contact with a patient’s intact skin (e.g., when taking a pulse or blood pressure or lifting a patient).
- IV.A.3.d. If hands will be moving from a contaminated-body site to a clean-body site during patient care.
- IV.A.3.e. After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient.

IV.A.4. Wash hands with non-antimicrobial soap and water or with antimicrobial soap and water if contact with spores (e.g., *C. difficile* or *Bacillus anthracis*) is likely to have occurred. The physical action of washing and rinsing hands under such circumstances is recommended because alcohols, chlorhexidine, iodophors, and other antiseptic agents have poor activity against spores.

IV.A.5. Do not wear artificial fingernails or extenders if duties include direct contact with patients at high risk for infection and associated adverse outcomes (e.g., those in ICUs or operating rooms).

IV.A.5.a. Develop an organizational policy on the wearing of non-natural nails by healthcare personnel who have direct contact with patients outside of the groups specified above.

IV.B. Personal protective equipment (PPE)

IV.B.1. Observe the following principles of use:

- IV.B.1.a. Wear PPE, as described in IV.B.2-4, when the nature of the anticipated patient interaction indicates that contact with blood or body fluids may occur.
- IV.B.1.b. Prevent contamination of clothing and skin during the process of removing PPE.
- IV.B.1.c. Before leaving the patient’s room or cubicle, remove and discard PPE.

IV.B.2. Gloves

IV.B.2.a. Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-
intact skin, or potentially contaminated intact skin (e.g., of a patient incontinent of stool or urine) could occur.

IV.B.2.b. Wear gloves with fit and durability appropriate to the task.
   IV.B.2.b.i. Wear disposable medical examination gloves for providing direct patient care.
   IV.B.2.b.ii. Wear disposable medical examination gloves or reusable utility gloves for cleaning the environment or medical equipment.
IV.B.2.c. Remove gloves after contact with a patient and/or the surrounding environment (including medical equipment) using proper technique to prevent hand contamination. Do not wear the same pair of gloves for the care of more than one patient. Do not wash gloves for the purpose of reuse since this practice has been associated with transmission of pathogens.
IV.B.2.d. Change gloves during patient care if the hands will move from a contaminated body-site (e.g., perineal area) to a clean body-site (e.g., face).

IV.B.3. Gowns
IV.B.3.a. Wear a gown, that is appropriate to the task, to protect skin and prevent soiling or contamination of clothing during procedures and patient-care activities when contact with blood, body fluids, secretions, or excretions is anticipated.
   IV.B.3.a.i. Wear a gown for direct patient contact if the patient has uncontained secretions or excretions.
   IV.B.3.a.ii. Remove gown and perform hand hygiene before leaving the patient’s environment.
IV.B.3.b. Do not reuse gowns, even for repeated contacts with the same patient.
IV.B.3.c. Routine donning of gowns upon entrance into a high risk unit (e.g., ICU, NICU, HSCT unit) is not indicated.

IV.B.4. Mouth, nose, eye protection
IV.B.4.a. Use PPE to protect the mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions. Select masks, goggles, face shields, and combinations of each according to the need anticipated by the task performed.
IV.B.5. During aerosol-generating procedures (e.g., bronchoscopy, suctioning of the respiratory tract [if not using in-line suction catheters], endotracheal intubation) in patients who are not suspected of being infected with an agent for which respiratory protection is otherwise recommended (e.g., M. tuberculosis, SARS or hemorrhagic fever viruses), wear one of the following: a face shield that fully covers the front and sides of the face, a mask with attached shield, or a mask and goggles (in addition to gloves and gown).

IV.C. Respiratory Hygiene/Cough Etiquette
IV.C.1. Educate healthcare personnel on the importance of source control measures to contain respiratory secretions to prevent droplet and fomite transmission of respiratory pathogens, especially during seasonal outbreaks of viral respiratory tract infections (e.g., influenza, RSV, adenovirus, parainfluenza virus) in communities.

IV.C.2. Implement the following measures to contain respiratory secretions in patients and accompanying individuals who have signs and symptoms of a respiratory infection, beginning at the point of initial encounter in a healthcare setting (e.g., triage, reception and waiting areas in emergency departments, outpatient clinics and physician offices).

IV.C.2.a. Post signs at entrances and in strategic places (e.g., elevators, cafeterias) within ambulatory and inpatient settings with instructions to patients and other persons with symptoms of a respiratory infection to cover their mouths/noses when coughing or sneezing, use and dispose of tissues, and perform hand hygiene after hands have been in contact with respiratory secretions.

IV.C.2.b. Provide tissues and no-touch receptacles (e.g., foot-pedal operated lid or open, plastic-lined waste basket) for disposal of tissues.

IV.C.2.c. Provide resources and instructions for performing hand hygiene in or near waiting areas in ambulatory and inpatient settings; provide conveniently-located dispensers of alcohol-based hand rubs and, where sinks are available, supplies for handwashing.

IV.C.2.d. During periods of increased prevalence of respiratory infections in the community (e.g., as indicated by increased school absenteeism, increased number of patients seeking care for a respiratory infection), offer masks to coughing patients and other symptomatic persons (e.g., persons who accompany ill patients) upon entry into the facility or medical office and encourage them to maintain special separation, ideally a distance of at least 3 feet, from others in common waiting areas.

IV.C.2.d.i. Some facilities may find it logistically easier to institute this recommendation year-round as a standard of practice.

Student Education

All students must receive current information on communicable disease control and OSHA requirements, to be facilitated by one of the following:

1) Content on AIDS, Hepatitis, and other communicable diseases, including epidemiology, transmission, and standard precautions and other pertinent issues are integrated appropriately in Nursing courses.

2) In order to meet OSHA requirements, the College of Nursing is required to educate students about risks associated with nursing education. Students are required to (a) view the OSHA video each fall semester in a clinical course. Students admitted in the winter will view it that semester and then each fall after that; (b) sign and submit a form to the Nursing Advisement Center verifying that
the video has been viewed; (c) if absent on the day the video is shown, the student will be responsible to view the video in the NLC and submit the signed OSHA form to the Nursing Advisement Center. The Advisement Center staff will file the signed form in the student’s permanent file.

Students who do not view the video and submit the form to the Advisement Center will not be eligible to register for subsequent semesters. For questions on this requirement, contact the Nursing Undergraduate Advisement Center. (See a sample of the form in the Appendix—Document 4.)

READ AND SIGN THE COMMUNICABLE DISEASE AWARENESS STATEMENT
SENT WITH THE ACCEPTANCE PACKET
AND SUBMIT IT TO THE NURSING ADVISEMENT CENTER
551 SWKT
AFTER COMPLETING ALL READINGS IDENTIFIED IN THE STATEMENT

SECTION VIII
STUDENT RETENTION

A. STANDARDS OF ACADEMIC PERFORMANCE

1. Abide by BYU Honor Code. Refer to http://honorcode.byu.edu/content/view/3585/4643/.

   Specific policies embodied in the Honor Code include 1) the Academic Honesty Policy, 2) the Dress and Grooming Standards, 3) the Residential Living Standards, and 4) the Continuing Student Ecclesiastical Endorsement Requirement.

2. Faculty are responsible for testing in each course and prevention of academic dishonesty. Students are expected to maintain the BYU Honor Code and to assist others to abide by it. Failure to abide by the Honor Code may result in dismissal from the College and the University.

B. INTEGRITY AND HONESTY

The first injunction of the BYU Honor Code is the call to “be honest.” Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character.” President David O. McKay taught that character is the highest aim of education…. It is the purpose of the BYU Academic Honesty Policy to assisting in fulfilling that aim.
BYU Students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct. (http://honorcode.byu.edu/index.php?option=com_content&task=view&id=3597&Itemid=4643).

1. Cheating:

Using or attempting to use unauthorized materials or study aids in any academic exercise is dishonest and may result in dismissal from the nursing program.

a. Faculty members will state in advance their policies and procedures concerning examinations and other academic exercises, as well as the use of shared study aids, examination files and related materials, and forms of assistance.

b. Students completing any examination should assume that external assistance (books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.

c. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial term paper companies.

d. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

2. Fabrication:

Unauthorized falsification of any information or citation in an academic exercise is cheating and may result in dismissal from nursing. One should acknowledge reliance upon the actual source from which cited information was obtained. For example, a writer should not reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

3. Facilitating Lack of Academic Honesty:

Knowingly helping or attempting to help another to commit an act of academic dishonesty constitutes aiding and abetting and is a moral issue which contravenes the Code of Honor. For example, one who knowingly allows another to copy from his or her paper during an examination is in violation of this section.

4. Plagiarism:
Representing the words or ideas of another as one's own in any academic exercise is dishonest and may result in dismissal from the University.

a. **Direct Quotation**: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited.

b. **Paraphrase**: Proper acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Lockes' comment..." and conclude with a reference identifying the exact reference.

c. **Borrowed Facts or Information**: Information obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders or prominent nations, basic scientific laws, etc.

d. **General Information**: Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately referred.

e. **Reference, Citation, or Reference Citation**: One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.

5. **Lying**

Knowingly making an untrue statement with the intent to deceive or create a false or misleading impression is dishonest and may be grounds for dismissal from the nursing program. For example, leading a faculty member to believe that the student had completed a certain number of home visits, or had provided certain treatments for a client, or had put in so many clinical hours during the weeks, when none of the foregoing was true, are all considered lying.

6. **Procedure for dealing with the above.**

a. Students who are aware of a lack of academic honesty should report such instances to their professors.

b. Faculty members are to notify the student of a violation as soon as it is recognized.

b. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may also write a response.
C. **GRADING**

1. All nursing courses will be graded with a letter grade: A, B, C, D, F. Students must receive a C grade or better to continue in the nursing program. **A C- is not satisfactory progress in any required nursing courses or nursing-related courses (NDFS 100, MMBio 221 & 222, PDBio 220 & 365, Stats 221, and Psych 111).**

2. Didactic portions of the course will be graded on class participation, tests, and assignments. The specific nature of the assignments will be given in the individual courses.

3. Students must pass the clinical and didactic portion of the course. Passing grades are a C or better. (A C- is not a passing grade.)

4. Students are expected to abide by the policies and standards of both BYU and the clinical agencies.

5. Final examinations are given only at scheduled finals time. All papers are due on the date the instructor has identified and no later than the last day of class. Usually each course identifies grading policies for late papers.

6. College of Nursing grading criteria is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94.9</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
</tr>
</tbody>
</table>

D. **FAILURE IN COURSE WORK**

1. Students will fail a course for violation of BYU or agency policies and standards, failure to adequately prepare for class or clinical practice, dishonesty or lack of personal integrity, abuse to patients, as well as unsatisfactory course work or progress (C- grade or lower is not satisfactory progress).

2. The faculty member notifies the student of possible failure when problems or violations or deficiencies are recognized. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may write a response. A copy of this document is to
be given to the Nursing Advisement Center (NAC) and the Undergraduate Associate Dean. The following procedure takes place after the initial conference:

a. Discuss examples of why the student is failing to meet course standards are to be given to the student.

b. Plans for how the student is to successfully progress in order to complete the course are decided jointly by the student and the faculty member.

c. The student and faculty member meet periodically to determine student progress in the course.

d. If the student successfully completes the course, faculty will notify the Associate Dean—Undergraduate Studies.

3. When a student fails the course, a written memo from the course faculty member is sent to the Associate Dean--Undergraduate, and the Supervisor of the NAC.

   a. A copy of all written notes pertaining to the student's failure and progress are given to the student and sent to the Associate Dean--Undergraduate Studies and the NAC.

   b. Students may choose to initiate the grievance procedure following the direction given in Section XI of this Handbook.

4. Students who fail one (1) nursing or nursing-related course must petition the Associate Dean--Undergraduate Studies, for consideration for reacceptance to the Nursing program. (Petition forms are available in the NAC. A sample of the form is found in the Appendix—Document 13.)

5. Students who fail must also reapply to the Nursing program by submitting a reapplication to the NAC. Contact the NAC for reapplication dates. (A sample of the reapplication form is found in the Appendix—Document 2.)

   SECTION IX

   GRADUATION

   Students must be officially registered for their correct major at the time they apply for graduation. The Undergraduate Nursing Advisement Center (NAC) will assist students who have questions and problems regarding graduation requirements and processes. The student's responsibilities for graduation are the following:

   A. Submit an application for graduation at least one semester before graduation. (Alert the NAC if you are planning to complete a minor or double major). Graduation
applications are available in the NAC. The Nursing Advisor must sign this form before you submit the application.

B. Review the copy of the official graduation evaluation which will be sent about one week after the application has been submitted.

C. Review your ABC printout each semester to be sure it is accurate, and contact the Advisement Center if the ABC is inaccurate. The ABC is available online on “AIM.”

D. Complete all required nursing courses and nursing-related courses (NDFS 100, MMBio 221 & 222, PDBio 220 & 365, Stats 221, and Psych 111) with a C grade or above. Have at least a 2.0 BYU GPA. (A C- is not satisfactory progress.)

E. Meet all University requirements for the baccalaureate degree.

F. Meet University deadlines and pay appropriate fees.

G. Order cap and gown when requested by the University. Students are responsible for knowing the cap and gown deadlines.

H. Qualify for graduation in order to participate in the graduation ceremonies.

The NAC will work with the University Graduation Office to clear students for graduation. A list of all students who have applied for graduation will be kept in the NAC, and students will be notified if they have deficiencies which will prevent them from graduating. (See a copy sample of the graduation information sheet in the Appendix—Document 18.)

SECTION X

LICENSURE

Graduates of the baccalaureate program are eligible to take the National Council Licensure Examination (NCLEX-RN) for state licensure to practice as Registered Nurses.

A. LICENSED PRACTICAL NURSE LICENSURE

Students may take the Practical Nurse (NCLEX-PN) examination for state licensure after successfully completing Nursing 294, 295, 296, 297, 300, 320, 330, 339, 340, and 360. Although this is not a part of the nursing program, students may choose to work as licensed practical nurses through the duration of the program. Interested students can access information about registering for the exam and accessing a license application at the following websites:
Exam registration:  http://www.vue.com/nclex/
License application:  http://www.dopl.utah.gov/licensing/forms/012.pdf

B. REGISTERED NURSE LICENSURE

To obtain a license as a Registered Nurse in the state of Utah, a student must have an earned degree from a State Board of Nursing approved nursing school. At BYU, the degree is the Bachelor of Science with a major in Nursing. The student must also successfully pass the NCLEX-RN examination. **Please note that eligibility to sit for this exam will not be granted by the state until the Board of Nursing has received all license application documents—including a transcript showing the degree posted. Transcripts showing degrees are usually available two weeks after graduation.**

The Supervisor of the Undergraduate Nursing Advisement Center (NAC) conducts an orientation during Capstone (Nurs 490) regarding licensure application in Utah.

C. NCLEX-RN EXAMINATION

The NCLEX-RN (National Council Licensing Examination-Registered Nurse) is a national examination given in various locations across the United States. Successful completion of the examination allows graduates to use "RN" as an addendum to their name and to be licensed to practice as an RN. The license can be endorsed by other states when appropriate requirements are met with that state.

Exam registration:  http://www.vue.com/nclex/
License application:  http://www.dopl.utah.gov/licensing/forms/012.pdf

Students who plan to license outside Utah must contact the licensing agency in that state. (The NAC can obtain current addresses for all state boards.)

SECTION XI

STUDENT AFFAIRS

A. UNDERGRADUATE NURSING ADVISEMENT CENTER

1. The College of Nursing Undergraduate Nursing Advisement Center (NAC) assists students with planning and progressing through the undergraduate nursing program. Questions
regarding admission, pre-nursing courses, general education courses, graduation
requirements, scholarships, and nursing curriculum may be directed to the NAC.

2. The location is: 551 Spencer W. Kimball Tower
BYU Campus
Phone: 422-4173
FAX: 422-0536

Hours are: 8-5 Weekdays
Closed on Tuesdays 10:45 a.m.-12:00 p.m. for devotionals and forums and Thursdays
8:00 a.m. – 10:00 a.m. for training.

Walk-in hours: Although scheduled appointments are recommended, students are
invited to stop by the NAC for general questions.

E-mail address: nursing_advisement@email.byu.edu

B. STUDENT NURSES ASSOCIATION

BYU College of Nursing has a Student Nurses Association (SNA) which is affiliated
with the National and Utah Student Nurses' Associations. This organization is for the
enrichment and benefit of undergraduate students. All undergraduate Nursing students are
couraged to be active participants. Student officers are elected by the association members.
Faculty advisors assist students. BYU/SNA dues are approximately $10/year and National
Student Nurse Association dues are approximately $35 for one year and $60 for two years. This
fee pays for membership in state and national Student Nurses Associations. Applications are
available in the Undergraduate Nursing Advisement Center (NAC).

C. STUDENT REPRESENTATION ON FACULTY COUNCILS

Student representatives are invited to be members of the Undergraduate Academic
Affairs Council (UGAAC) and other College of Nursing councils and committees. The student
organization selects representatives in September of each year to serve on the
councils/committees. Student input and recommendations are actively solicited in planning and
improving all areas of the undergraduate program. Students are voting members of some
councils/committees. Since active involvement in professional affairs is part of professional
nursing, all students are urged to participate actively in college and student body matters.

The procedure for student assignment to councils/committees is as follows:
1. The Associate Dean sends the student officers a list of the councils/committees, their functions and purposes, the names of the chair and members, the schedule of meeting times, and the number of students needed.

2. The student organization then appoints interested students to each council/committee and notifies the Associate Dean and the council/committee chair of the students who will serve on the council/committee.

3. The student officers give the newly appointed students the schedule and meeting places of the assigned committee.

4. The council/committee chair calls each student assigned to extend a welcome and to give a brief orientation to the work of the committee and/or background of the items on the agenda. At this time, the chair confirms the student’s commitment to serve.

5. The council/committee chair notifies the students of any meetings, schedule changes, cancellations, etc.

D. PREVENTING SEXUAL HARASSMENT

By law, Brigham Young University is obligated to protect its students from gender discrimination, including unlawful sexual harassment, in all programs and activities sponsored by the university. As you embark on your internship, please be aware of what constitutes sexual harassment and what you should do if you encounter it during your internship opportunity.

Definition
Sexual harassment is defined as *unwelcome* sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual’s employment, or
- Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
- The conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples
Behaviors that contribute to a hostile environment include, but are not limited to:

- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Commenting on physical attributes
- Displaying sexually suggestive pictures
- Using crude language or demeaning or inappropriate terms
Using indecent gestures
Engaging in hostile physical conduct

**Appropriate Response**
Both employers and employees have a responsibility to prevent and stop workplace harassment. If you experience harassment while participating in a BYU-sponsored internship, report the behavior to your internship coordinator and your experience provider. They will take appropriate action to address and correct the behavior. You may also contact the university’s Equal Opportunity Manager or 24-hour hotline at:

Equal Opportunity Manager
Brigham Young University
Telephone: (801) 422-5895
Email: sue_demartini@byu.edu

24-hour hotline: 1 (888) 238-1062

**E. STUDENTS WITH DISABILITIES**

Disability law is generally enforced through federal and state equal opportunity agencies. Unlawful discriminatory action by the university may result both in litigation against the university and possible loss of federal financial assistance. Because of the extensive legal regulation designed to assist persons with disabilities and to heighten public sensitivity to barriers faced by persons with disabilities, it is important the campus community be informed of its responsibilities under applicable disability law.

**AMERICANS WITH DISABILITIES ACT**
The Americans with Disabilities Act (commonly referred to as the “ADA”) was enacted into law in 1990 and modeled after Section 504 of the Rehabilitation Act of 1973. The ADA attempts to establish a uniform program to protect persons with disabilities from discrimination. While BYU is obligated to observe Title I provisions with respect to employment, it is exempted from the provisions of the public accommodations required under Title III because of its affiliation with and sponsorship by The Church of Jesus Christ of Latter-day Saints. BYU will attempt in good faith to comply with those provisions of the ADA from which it is exempted to the extent reasonably practicable as determined at the sole discretion of BYU.

**TO REQUEST AN ACCOMMODATION**
It is the student’s obligation to request academic adjustments to accommodate a disability and to assist the university through an interactive process to identify appropriate and effective academic accommodations. Disabled students needing and desiring an accommodation in the classroom or other school-related activity should contact the University Accessibility Center (UAC), 1520 WSC, Telephone 801-422-2767. UAC personnel will document the disability and determine appropriate accommodations.
F. GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES

Refer to the ‘Student Academic Grievance Policy’ in the Grading and Records section of the University Undergraduate Catalog at http://saas.byu.edu/catalog/2008-2009ucat/GeneralInfo/Records.php

1. Introduction

Professional behavior mandates responsibility for effective problem solving of the involved person. Students are expected to go to the person with whom they have the problem, discuss the problem, and attempt resolution. This means that a student will go directly to a faculty member, another student, staff, nurse, physician, or anyone with whom the problem exists, to carefully and tactfully discuss the issue. It is considered unacceptable and unprofessional to complain to someone else about another person and to refuse to solve problems with those involved.

Occasionally, however, students discuss problems with a faculty member and find that the problem is still not solved. In those situations, the following procedure should be followed.

2. Procedure
   a. The grievance must be initiated by the student no later than four months (120 days) from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred. A grievance related to restrictions limiting participation in university academic programs must be initiated within 30 days of the decision in question. http://saas.byu.edu/catalog/2008-2009ucat/GeneralInfo/Records.php
   b. If the faculty member is not available or if the student feels strongly that the faculty member may not deal fairly with the grievance, the student can choose to take the matter to the Associate Dean—Undergraduate Studies. The appeal should be made to the Associate Dean—Undergraduate Studies, in a written memorandum containing an outline of the grievance, its disposition, and setting forth facts supporting the appeal. The Associate Dean—Undergraduate Studies will respond to the appeal within 30 days.
   c. The Associate Dean—Undergraduate Studies will review the grievance with the student and resolve the grievance if possible. If the student doesn't agree with the decision of the Associate Dean—Undergraduate Studies, or if the student and Associate Dean—Undergraduate Studies, feel that those involved would benefit by taking the grievance to a committee or with the Dean. The Associate Dean—Undergraduate Studies will assist the student in grievance process. The appeal must be made within 30 days of the written response of the Associate Dean—Undergraduate Studies.
   d. If the grievance is taken to a committee or the Dean, it will be handled by one of two methods. Method one is the preferred method.

METHOD ONE: Special three-member committee.
1) The Dean will appoint a full-time member of the faculty as the chair.
2) The other two members of the committee will be appointed by the student and faculty member involved respectively. Each of these members must be either a full-time student or a full-time faculty member.
3) When the grievance is heard, both the student and the faculty member involved will be free to call witnesses. The witnesses may be questioned by the other party or by the committee members. The number of witnesses involved and the conducting of the hearing will be determined by the committee chair.
4) The decision of the committee (majority vote) will be final and not subject to appeal. The decision can include a change of grade. The student will be notified of the decision in writing within 30 days of the date of the hearing.

METHOD TWO: Dean

1) The grievance will be heard by the Dean.
2) When the grievance is heard, both the student and faculty member involved will be free to call witnesses. The witnesses may be questioned by the other party or by the Dean. The number of witnesses involved and the conducting of the hearing will be determined by the Dean.
3) The decision of the Dean will be final and not subject to appeal. The decision can include a change of grade. The student will be notified of the decision in writing within 30 days of the date of the hearing.

G. FINANCIAL ASSISTANCE/SCHOLARSHIPS

Scholarships are available to qualified students. Continuing students can apply for scholarships on the Web at http://saas.byu.edu/depts/scholarships/. Scholarships awarded by the University Financial Aids Office are based on academic achievement (GPA), total credit hours, and other stipulations. (See a University Scholarship Policy - http://saas.byu.edu/catalog/2008-2009ucat/FinancialInfo/FinAid.php).

College of Nursing scholarships are available to qualified Nursing majors. Students apply for these awards by applying through the University website listed in the paragraph above. In addition, students must meet the following qualifications:

The scholarship application procedure is a 2-step process. To be considered for a Nursing Scholarship, both steps must be completed.

1. All students will be required to apply through the University for Scholarships. The FAFSA form is part of the application for a university scholarship.
2. Students must complete a College of Nursing Scholarship Application Form (See Appendix – Document 14) found online to be considered for a College of Nursing scholarship. Check the box indicating the scholarship for which you would like to be
considered. Stipulations for each scholarship are listed on our website http://nursing.byu.edu/academics/UnderGrad/ungrad_prg.asp. It is strongly recommended that you write, “Any scholarship” for the question “Which scholarship are you applying for?”

Students are responsible for the university scholarship deadlines and the College of Nursing scholarship deadlines. Exceptions to College of Nursing deadlines may be petitioned through the Advisement Center, but approval is not guaranteed.

If students have previously received a scholarship from the College of Nursing, they will not be eligible to receive another unless they attend the scholarship dinner in October, have sent a thank-you letter(s) to the donor(s) and have provided a copy to the Advisement Center by the deadline set forth in the scholarship letter received. Students may check with the Advisement Center to find out if a copy of the letter is on file. Failure to do so may result in ineligibility for future scholarships.

Petitions:

Petitions may be completed to request a pro-ration of a scholarship based on credit hours. This must be done prior to the scholarship deadline. **Only Capstone students will be eligible for pro-ration.** Pro-ration will not be approved for fewer than 10 credits in a F/W semester. Spring/Summer terms scholarships are not pro-rated, although exceptions may be approved in the event of extreme emergency. Exceptions are requested by petition and will be acknowledged in writing.

If you have questions, please contact the advisement assistant in the Advisement Center.

For Scholarship Policy and Stipulations please see Document 15 in the appendix.
APPENDIX

Document 1 – Withdrawal Form

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
551 SWKT
PROVO, UT 84602
OFFICIAL WITHDRAWAL FROM NURSING PROGRAM

<table>
<thead>
<tr>
<th>Name:</th>
<th>BYU ID #:</th>
</tr>
</thead>
</table>

I am officially withdrawing from the College effective:

Reason for withdrawal:

I do not plan to return to the nursing program.

I plan to return to the nursing program for ________________ semester.

I understand that if I wish to return to my nursing studies I must apply for reacceptance by the deadline specified by the College of Nursing and that students who reapply are accepted on a space-available basis. I understand that not all students who apply for reacceptance are able to re-enter the program because of limited clinical placements each semester. (See reinstatement policy in the Student Handbook.) I also understand that I may be required to apply to the University for readmission.

_________________________________________
Student Signature

Withdrawal Form accepted by: Undergraduate Nursing Advisement Center Representative

Date 8/08
INSTRUCTIONS FOR REAPPLYING
TO THE BACCALAUREATE PROGRAM IN NURSING
BRIGHAM YOUNG UNIVERSITY
(8/08)

The information contained on this form must be completed fully. Please read this sheet carefully in order to understand and agree to all requirements stated hereon.

Include the following with your reapplication:
- The reapplication form – attached
- A current transcript of grades – if you are a transfer student
- A midterm grade report for any nursing-related courses currently in progress

**Submission dates:**
- **Spring/Summer:** January 1 – 31
- **Fall:** June 1 – 30
- **Winter:** September 1 – 30

Those who are reaccepted to the College of Nursing will be required to meet the following requirements:

1. All applicants to the baccalaureate program **must be currently admitted to Brigham Young University** – through the Provo Campus Admissions Office, A-153 ASB, (801) 422-2507.

2. All nursing students must have current certification in CPR (Cardio-Pulmonary Resuscitation). Certification must be completed prior to beginning clinical and must be maintained throughout the nursing program. Information regarding local training in CPR courses may be obtained from the American Red Cross and the American Heart Association in your community. (Check with the Undergraduate Nursing Advisement Center regarding course availability at BYU.)

3. All students who attend BYU are required to have health insurance. Health insurance at the BYU Student Health Center is available, or students can secure insurance coverage through private insurance companies.

MAIL COMPLETED REAPPLICATION TO:
Undergraduate Nursing Advisement Center
551 SWKT
Brigham Young University
Provo, UT 84602
(801) 422-4173
FAX: (801) 422-0536
Email: nursing_advisement@byu.edu

(Do not send this instruction sheet with your application. Keep it for your information.)

5/05
This form (and the accompanying questionnaire) must be completed and returned to the Undergraduate Nursing Advisement Center during one of the application periods below:

<table>
<thead>
<tr>
<th>Submission dates:</th>
<th>Spring/Summer</th>
<th>January 1 – 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>June 1 – 30</td>
</tr>
<tr>
<td></td>
<td>Winter</td>
<td>September 1 – 30</td>
</tr>
</tbody>
</table>

Name ___________________________ BYU ID No. ___________________________

Semester your are returning to Nursing ___________ Class entering ___________

Last nursing class attended ___________________________ Date last attended ___________________________

Reason for withdrawing from the program ___________________________

Are you a current BYU student? _____ (Yes) _____ (No)

Is your CPR Certification current? _____ (Yes) ___________ (Date) _____ (No)

I have deferred a College of Nursing Scholarship Award (Yes) (No)

I feel that I am ready to continue in the Nursing program and wish to be considered for reacceptance.

Signature

Address

E-mail

Phone

Date 8/08
### Qualifying Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever had a license, certificate, permit, or registration to practice in a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you even been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any professional licensing agency or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Have you ever been terminated from a position because of drug use or abuse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Have you ever been incarcerated for any reason in any federal, state, or county correctional facility?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you answered any of the above questions in the affirmative, please attach to this application a full disclosure of all the circumstances and any resolution reached. In addition, also specifically provide the following information:

- The nature and extent of any past or present use or dependency on a drug, controlled substance, alcohol, or chemicals
- The disposition of any related criminal action
- The disposition of the matter with appropriate ecclesiastical authorities
- The disposition of the matter in relationship to your enrollment or employment— if you were formally enrolled or employed at BYU at the time of the event
- The details of your involvement in any supervised drug rehabilitation program
- Any evidence of your complete rehabilitation from past use or dependency on drugs, controlled substances, alcohol, or chemicals

I have read the above questions and have answered them truthfully.

____________________________
Student Signature

____________________________
BYU ID Number

____________________________
Date
# Transfer Credit Petition Form

**BRIGHAM YOUNG UNIVERSITY**  
**COLLEGE OF NURSING**  
**TRANSFER CREDIT PETITION FORM**  
*(8/08)*

<table>
<thead>
<tr>
<th>Name:</th>
<th>BYU ID #:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Reason for transferring credit:**

<table>
<thead>
<tr>
<th>Course/s within the College of Nursing that the transfer credit will replace:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List the course/s that you think will meet the course requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person at the College of Nursing where the course/s will be taken (including name, address, phone number, e-mail):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**APPROVAL TO HAVE THE COURSE REVIEWED BY FACULTY MEMBER**

__________ Approval to have the course reviewed

__________ Disapproval of the transferring credit

Revised 1/13/09
Why: ________________________________________________________________

______________________________________________________________

______________________________________________________________

Associate Dean, Undergraduate Studies  Date
REVIEW BY FACULTY MEMBER

I recommend the following course/s be taken to meet the requirement for the course in the BYU College of Nursing:

________________________________________________________________________

________________________________________________________________________

In evaluating the course/s the following is my assessment:

_________ The theory and clinical requirements and components are similar to the requirements of the course/s in the College of Nursing credit hour, and the course will transfer for a BYU course.

_________ There are additional content, clinical time, assignments, etc., that need to be added in order for the course to be similar to the one in the College of Nursing. Listed below is an outline of the additional requirements:

________________________________________________________________________

________________________________________________________________________

_________ I have made contact with the faculty member at the College of Nursing from which the transfer credit is to be made, and they can meet the additional requirement.

_________ This course is not equivalent to a Brigham Young University College of Nursing course.

________________________________________________________________________

Signature of faculty ___________________________ Date ________________

FINAL APPROVAL – ASSOCIATE DEAN

_________ Approval has been granted to transfer the nursing course

_________ Based on the review, the nursing course will not be transferable

Reason:

________________________________________________________________________

________________________________________________________________________

Associate Dean, Undergraduate Studies ___________________________ Date ________________
Yearly Update of Blood Borne Pathogens

PLEASE COMPLETE ONE OF THE FOLLOWING and submit this form to the Nursing Advisement Center.

I have viewed the video on blood borne pathogens.

______________________________  ________________________________
STUDENT SIGNATURE               PRINTED NAME

______________________________
DATE

SOCIAL SECURITY #

________Baccalaureate Student   ________Graduate Student

OR

I have completed a blood borne pathogens inservice as part of my employment since May 2008:

______________________________
FACILITY WHERE ATTENDED

______________________________
DATE ATTENDED

______________________________  8/08
STUDENT SIGNATURE
Faculty at the College of Nursing has specified essential abilities critical to the success of students in the nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. As condition for your admission to the program you must sign the following document indicating you possess the essential abilities. This form will be kept in your permanent file. Essential abilities are as follows:

**Essential judgment skills to include:** ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.

**Essential neurological functions to include:** ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities, including manual dexterity and the performance of technical skills. Neurological functions must be intact and the students must be able to stand, walk, and lift independently.

**Essential psychomotor skills to include:** ability to stand for prolonged periods, reach above and below waist, bend at waist, lift objects up to 10 pounds, move objects weighing up to 50 pounds, push/pull objects over 50 pounds, walk at a brisk pace, and manipulate items using hands and fingers. See Document 19 on Nursing website at [http://nursing.byu.edu/academics/under_grad_docs/essential_abilities.pdf](http://nursing.byu.edu/academics/under_grad_docs/essential_abilities.pdf)

**Essential communication skills to include:** ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.

**Essential emotional coping skills:** ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.

**Essential intellectual/conceptual skills to include:** ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.

**Other essential behavioral attributes:** ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on substances that may impair behavior or judgment. You must demonstrate responsibility and accountability for actions as a student in the College of Nursing.

I have read the above document outlining the essential abilities necessary to be a student in the College of Nursing and verify that I have the outlined essential abilities. I understand that falsification of my abilities may lead to dismissal from the nursing program.

______________________________
Student name (Please print legibly)

______________________________
Signature Student  ____________________________

Date

---

I have read the above document outlining the essential abilities necessary to be a student in the College of Nursing and verify that I have the outlined essential abilities. I understand that falsification of my abilities may lead to dismissal from the nursing program.

______________________________
Student name (Please print legibly)

______________________________
Signature Student  ____________________________

Date

---

**essential abilities w 06.doc**

**Fall 2008**

---

Revised 1/13/09
Document 6 – Confidentiality Agreement

BRIGHAM YOUNG UNIVERSITY
College of Nursing
Access and Confidentiality Agreement

Purpose:
As a nursing student at BYU College of Nursing participating at clinical agencies, you will have access to “Confidential Information.” The purpose of this agreement is to help you understand your duty as a nursing student and also after graduation or when leaving the program regarding Confidential Information.

Definition of “Confidential Information:”
“Confidential Information” includes patient information, employee information, financial information, or other confidential information relating to clinical agencies. You may have access to some or all this information from various sources, including but not limited to, agency computer systems, patient records, conversations, reports, case conferences, rounds, etc.

Confidential Information is valuable and sensitive, and is protected by law. As a student at BYU College of Nursing, and after graduation or when leaving the program, you are required to conduct yourself in strict conformance to the confidential policies of the agency and law. Your principal duties in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties may result in discipline, which might include, but is not limited to, dismissal from BYU College of Nursing, the University, and to legal liability.

Agreement:
As a student, I understand that I will have access to Confidential Information which may include, but is not limited to, information relating to:

1. Patients (such as records, conversations, admittance information, patient financial information, etc.)
2. Employees of the agency (such as salaries, employment records, disciplinary actions, etc.)
3. Agency information (such as financial and statistical records; strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.)
4. Third party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology, etc.)

Accordingly, as a condition of my enrollment at BYU College of Nursing and in consideration of my access to Confidential Information, I promise that:

1. Information is necessary for learning; but, I will use Confidential Information only as needed by me to perform my legitimate duties as a student nurse.
   a) I will not access Confidential Information for which I have no legitimate need to know

Revised 1/13/09
b) I will not in any way divulge, copy, release, sell, load, revise, alter, or destroy any Confidential Information except as properly authorized by faculty or agency administrators, within the scope of my role as a student in the agency.

c) I will not misuse Confidential Information or carelessly care for Confidential Information including Confidential Information discussed in clinical conferences.

2. I will safeguard and will not disclose my access code or any other authorization I have that allows me to access Confidential Information. I accept responsibility for all activities undertaken using my access code and other authorization.

3. I will report to my nursing instructor any suspicion or knowledge that I may have that my access code, authorization, or any Confidential Information has been misused or disclosed without the agency’s authorization.

4. I will report to my nursing instructor activities, by any individual or entity that I suspect may compromise the confidentiality of Confidential Information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

5. I understand that my obligations under this Agreement will continue after graduation from BYU and when I am no longer a student in the program.

6. I will be responsible for my misuse or wrongful disclosure of Confidential Information and for my failure to safeguard my access code or other authorization to access Confidential Information. I understand that my failure to comply with this Agreement may result in my dismissal from the College of Nursing at BYU.

7. I understand that if inappropriate use of information is observed, evidence will be forwarded to management and/or law enforcement officials and that my future employment in the agency may be prohibited.

8. I understand that if I have clinical in an IHC facility I will also sign the IHC Access and Confidentiality Agreement for students.

Student’s Signature (Please write legibly) Date 8/08
The Student will be working with various Experience Providers under contractual arrangements established by the College of Nursing.

Program Starting Date: ________________    Graduation Date: _____________
BYU College of Nursing Advisor: ________________            Tel. Office: _____________
Home: _____________


The student hereby agrees to the following:
1. Be enrolled as a clinical student in the College of Nursing.
2. Comply with all Experience Provider rules, policies, and procedures.
3. Work conscientiously under the direction of the staff of the Experience Provider, submitting all reports and assignments as required.
4. Report serious problems, including physical, safety and personnel, to the Experience Provider and the BYU faculty advisor.
5. Complete all BYU academic assignments and course work as outlined by the College of Nursing.
6. Adhere to the BYU Honor Code and Dress and Grooming Standards.
7. Provide evidence of health insurance coverage:
   ( ) BYU     ( ) Parents     ( ) Self     ( ) Other
   Name of Company: ______________________
   Policy Number: ______________________
   Expiration Date: ______________________
8. I have received and read a copy of the College of Nursing Master Agreement between BYU and the Experience Providers from my department. I agree to abide by its terms.
9. I have notified the University Office of Cooperative Education and Internships in writing of my age if I am younger than 18 years old.

Exceptions, if any:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Student’s Name (Please Print)                          Student’s Signature                                Date

8/08 Student Agreement.doc
Document 8 – Release Form

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

AUTHORIZATION TO DISCLOSE INFORMATION AND
RELEASE OF LIABILITY

I hereby authorize the College of Nursing and/or the BYU College of Nursing Advisement Center (collectively “BYU”) to disclose personal and confidential information about me collected by BYU to selected clinical facilities at which I may be participating to fulfill academic requirements at BYU. The type of information to be disclosed may include, among other things, my name, birth date, gender, and contact numbers such as phone number, and personal address and other information as reasonably required by the participating clinical facility. The purpose of the release of this information is to allow the clinical facility to identify and evaluate me for possible participation as a student intern at the clinical facility.

I understand that by signing this Authorization, I am waiving my rights, if any, of nondisclosure of this information under federal law. This Authorization does not permit the disclosure of this information to any other types or classes of persons or entities except as allowed by law and BYU policy.

I also agree to release BYU and its officers, personnel and agents as to any and all liability, claims, demands, and actions which might be made by me or my estate on account of any losses, expenses, or damages of any kind which might result, directly or indirectly, from BYU’s release of information to a clinical facility.

_________________________________________  ______________________________
Student’s Name (Please Print)                  Date

_________________________________________
Student’s Signature
Document 9 – Statement of Responsibility and Release

Brigham Young University
College of Nursing Undergraduate Handbook – Responsibility and Release Form

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university and college standards. It is the student’s responsibility to read the BYU College of Nursing Undergraduate Handbook, to be aware of the policies and procedures outlined in this handbook, and to adhere to them. These policies and procedures include but are not limited to:

- OSHA VIDEO REQUIREMENT
- UNIVERSITY INSURANCE VERIFICATION REQUIREMENT
- ACCESS AND CONFIDENTIALITY AGREEMENT
- COMMUNICABLE DISEASE CONTROL STANDARDS
- SEXUAL HARASSMENT

Due to the nature of the nursing discipline, students may be exposed to various risks including, but not limited to, skeletal muscle injuries and exposure to communicable diseases during laboratory and/or clinical experiences. It is the student’s responsibility to follow established principles, policies, and procedures while in these settings.

Accordingly, in consideration of my admission to the BYU College of Nursing program, I accept responsibility for reading and complying with the policies and procedures contained in the Undergraduate Student Handbook.

__________________________________________  __________________________
Student’s Name (Please Print)  Date

__________________________________________
Student’s Signature
CONSENT FORM FOR USE OF STUDENT WORK

I, the undersigned, hereby give permission to the College of Nursing at Brigham Young University (“BYU”), to use at their discretion for non-commercial, educational purposes any intellectual property (the “Student Work”) which I generate in the course of my taking classes at BYU. Such Student Work may include completed class assignments, portfolios, journals, term papers, inventions, presentations, whether oral, written or in any media, and other forms of Student generated intellectual property, both oral and written. Possible BYU uses for the Student Work include, but are not limited to, evaluation and accreditation of University programs and activities, scholarly presentations, the dissemination of the Student Work on CDs, websites or through other electronic means, public display, faculty research, teaching, publications or presentations, accreditation reports, or use in the classes as reference and sample materials. I understand that I will continue to own the Student Work, and that I will be given proper attribution as the owner of the Student Work pursuant to my instructions specified at the bottom of this document.

________________________   __________________________   __________________________
Student Name                     Signature                     Date

Witness:

________________________   __________________________   __________________________
Name                          Signature                     Date

(Check and initial one option)

☐ Use my full name in association with my Student Work.

☐ Use only my first name in association with my Student Work.

☐ Do not use my name in association with my Student Work.
I do hereby consent and agree that Brigham Young University, acting through its College of Nursing, has the right to utilize photographs or video or audio of me (and/or my property) and to use these for educational or promotional materials including, but not limited to, presentations, catalogues, brochures and other publications, thank-you letters and presentations. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Brigham Young University all rights to exhibit this work publicly or privately, including posting it on a BYU website. I waive any rights, claims or interests I may have to control the use of my identity or likeness in the photographs, video, or audio and agree that any uses described herein may be made without compensation or additional consideration of me.

I represent that I have read and understand the foregoing statement and am competent to execute this agreement. (Youth under 18 must have parent signature)

<table>
<thead>
<tr>
<th>Name (Please print)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Name of Parent/Guardian</td>
<td></td>
</tr>
<tr>
<td>Signature of Parent/Guardian</td>
<td>Date</td>
</tr>
</tbody>
</table>
Document 12 - Expectation of Nursing Students

Students accepted into the nursing program are expected to prioritize nursing classes, labs, and clinical over work or other classes. All nursing theory and competency laboratory classes will be taught on the Provo campus. It is recommended that you do not schedule work or classes during daytime hours while in the nursing program.

Clinical placements may be different from those identified in the on-line class schedule and through Registration. All students should expect to experience clinical activities in both Utah and Salt Lake counties during their semesters in the nursing program. Clinical activities may occur during days, evenings and, in some cases, nights. Students must provide their own transportation to and from clinical.

It is expected that you attend all clinical hours. Failure to do so may result in failure of the course.

Students are also required to read and be up-to-date on information in the Student Handbook, which is found on the College of Nursing website.

I have read and understood the Expectations of Nursing students as to class and clinical.

__________________________________________  __________________________
Student’s Full Name (Print)                  Date

__________________________________________
Student’s Signature
Document 13 – Petition Form

Approved: ____________________
Date: ____________________
Initials: ____________________

COLLEGE OF NURSING
PETITION

NAME ________________________ BYU ID ____________________

ADDRESS
Street ________________________ City ________________________ State _______ Zip _______

PHONE NO. ________________________ E-MAIL ________________________

What is the purpose for this petition?

- [ ] Scholarship exception
- [ ] Repeats
- [ ] Immunization requirement exception
- [ ] Other (please briefly identify) ________________________

BELOW, OR ON ANOTHER SHEET OF PAPER, PLEASE GIVE US YOUR REASONS FOR PETITIONING THIS EXCEPTION.

SIGNED: ________________________

DATE: ________________________

8/08
Document 14 – CON Scholarship Application Form

Name:____________________________________________________________________________________
(Please include First, Last, and Maiden Name)

BYU ID#:______________________________________

Year in School: Check one.

☐ Sophomore ☐ Junior ☐ Senior

Nursing Courses Currently Taking:
________________________________________________________________________________________

Overall GPA:________

Which scholarship are you applying for? __________________________________________________________

**Note** Stipulations and scholarship names are listed on our website http://nursing.byu.edu. If you don’t know which scholarship you would like, just write “Any Scholarship” in the space provided.

Which semester are you applying for?

☐ Fall ☐ Winter ☐ Spring

**Note that typically you apply for both Fall & Winter in April at the same time (so mark both unless you know you will not be attending one of the semesters). You apply for Spring in January. Nursing scholarship deadlines follow that of University scholarships.

Specials Needs/Reasons for needing a scholarship:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

(8/2008)
Document 15 – Scholarship Policy

BRIGHAM YOUNG UNIVERSITY
SCHOLARSHIP POLICY & STIPULATIONS
2009-2010

Contracting:
To allow greater flexibility in scheduling, the Scholarship Office has provided two alternatives for students. Both require that you fill out a contract form in the Scholarship Office, A-41 ASB.

1. **28-Credit Hour Alternative**: If you have been awarded for both fall and winter, instead of taking 14 credits each semester you may contract to complete 28 credit hours during the fall and winter semesters combined. In addition, you must still have at least 12 credits per semester. For instance, you may contract to take 15 fall semester and 13 winter semester.

2. **Credit Hour Reduction for Final Enrollment**: You may request to take fewer credits during your last semester or terms prior to graduation unless you are obligated by contract to take more. Your scholarship will then be prorated.

Additional Information:
1. The Scholarship Office will only award scholarships to undergraduates who have fewer than 160 credits (excluding AP and IB credit) at the time of consideration.

3. The Scholarship Office limits assistance to eight semesters of fall/winter scholarship per student. Spring/summer scholarships do not count against the eight semesters of eligibility. Thus, after receiving eight semesters of fall/winter scholarship, you may still be eligible to receive spring/summer awards.

Exceptions and Petitions:
These policies are standard requirements for all scholarship recipients. Exceptions are *sometimes* granted based on individual needs. In making decisions, the committee considers extenuating circumstances such as serious illness, injury, or disability; death or serious illness in one's immediate family; and extensive family responsibilities such as those faced by a single parent with dependent children. Typically, exceptions are not made because of marriage, difficulty of curriculum, employment, or graduate school tests. **Nursing Scholarships are exceptions because 12 credit hours are required per semester instead of 14.**

To submit a petition:
1. Send an e-mail to the Scholarship Committee at sch-petitions@byu.edu
2. Type your name and student ID number in the subject line.
3. Describe your circumstances to the committee and make a specific, clear request.
4. If you are petitioning based on medical circumstances, please have your doctor send us a letter verifying that your medical condition necessitates an exception to policy. Our fax number is (801) 422-0235.

For questions regarding the use of your scholarship:
Scholarship Office  scholarships@byu.edu
A-41 ASB
Provo, UT 84602
(801) 422-2146
Brigham Young University
Scholarship Policies

Claiming your scholarship:
Your scholarship will automatically appear on your Tuition Billing Statement once you register for the minimum number of credits required to keep your scholarship:

<table>
<thead>
<tr>
<th>Minimum Hour Requirement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Winter</td>
<td>14 Credits</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>
If you do not maintain the required credit hours, your entire award will be canceled. You will then be responsible to pay all tuition charges and late fees.

Students enrolled in Study Abroad, Washington Seminar, Semester at Nauvoo, full-time BYU-approved internships, and student teaching are only required to take 12 credits.

Credits that **DO NOT** count towards the hour requirement:
- Classes taken fall semester and repeated the following winter semester
- Independent Study
- Audited classes
- Exemption and language exams
- Classes taken at other institutions

Credits that **DO** count:
- Classes taken at the Salt Lake Center
- Online sections of classes (*ONLY* if they are registered for through AIM)

**Using your scholarship:**
Your notification letter defines the periods and duration of your scholarship. If your award is for fall and winter semesters, you may choose to use it in the following combinations within the same academic year:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

* Spring & summer together equal one semester.

Please contact the Scholarship Office to use your scholarship in a combination other than fall and winter semesters. If you will not be attending fall or winter semester, contact the Admissions Office about deferment options.

**Accessing funds:**
Once you register for the minimum hours required, your scholarship will credit in the “Financial Aid and Payment” section of your online Tuition Billing Statement. If money from scholarships and grants exceeds tuition and fees, the Cashier’s Office will issue you a check for the excess. You may pick up excess checks at One Stop in the Wilkinson Center during the first two weeks of school or at the Cashier’s Office (D-wing ASB) after One Stop closes.

**Deferments:**
1. You may defer fall/winter scholarships to serve an LDS mission. To defer a scholarship and your admission to BYU, complete the [Admission and Scholarship Deferment Application](admissions.byu.edu) available at admissions.byu.edu or in the Admissions Office. The balance of your scholarship will be available beginning the semester you return to BYU. If your scholarship is awarded as a percentage of tuition, its value will be increased in proportion to the cost of tuition. **Note:** Scholarships will be deferred for the time you are actually serving your mission and may not be deferred for employment either before or after your mission.

2. Fall/winter scholarships may be deferred for extenuating circumstances. See Exceptions and Petitions.

3. Spring/summer scholarships may not be deferred.

**Discontinuance:**
If you enroll and then do not attend a given semester or, once enrolled, discontinue for non-emergency reasons, the entire scholarship will be canceled and you will be billed for the appropriate tuition and discontinuance fees. If you need to discontinue because of extenuating circumstances, please contact the Scholarship Office as well as the Discontinuance Office for appropriate action.

Revised 1/13/09
Reapplication:
You must reapply each year to be considered for future scholarships. Complete an online application (accessible on Route Y) by the deadline:

Continuing Student Scholarship Deadlines

<table>
<thead>
<tr>
<th>Minimum Hour Requirement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Winter</td>
<td>14 Credits</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>6 Credits</td>
</tr>
</tbody>
</table>

Additionally, you must declare a major by the end of your sophomore year to be considered for scholarships.

Taxation:
Under tax laws, funds awarded as scholarships, fellowships, benefits, and grants, are excluded from the recipient's gross income to the extent that they are used for required tuition, books, fees, supplies, and equipment. Funds that exceed these expenses or which are used for other purposes, including room, board, research, and travel, must be included as taxable income. Because you are responsible to pay any taxes due the government, you should keep receipts, cancelled checks, and other documents to detail your qualified expenditures, namely, required tuition, books, fees, supplies, and equipment. Since tax liability depends on each individual's circumstances, you should consult your personal tax advisor with any questions or concerns.  

(6/15/08)
For several years the College of Nursing has “highly recommended” the Hepatitis B Vaccine to entering students. We have done this for five reasons:

a. The risk for Hepatitis B infection (HBV) increases in health care workers. Worldwide HBV infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma.

b. Nurses and nursing students have been identified as part of the group considered to be at substantial risk for infection due to exposures to blood and blood-contaminated body fluids.

c. The present strategy for Hepatitis B prevention is to vaccinate those individuals at high risk for infection.

d. Clinical agencies are requiring all employees and students to have the vaccine in order to maintain accreditation by their regulatory agencies.

e. Federal OSHA guidelines mandate the vaccine.

We sought the opinion of the University Legal Counsel as to our responsibility to students regarding the Hepatitis B Vaccine. Federal OSHA guidelines have become more strict on this matter. Those of you who are employed in health care institutions have probably already learned that those agencies are required by the same OSHA requirements to provide you with the vaccine; some of you may have already begun the series with your employer. In order to comply with the Legal Counsel’s interpretation of the OSHA regulations, the College of Nursing has a Hepatitis B Vaccination program for enrolled students. In accordance with OSHA, the vaccine will be provided to students free of charge. Because of the OSHA regulations, we would expect each of you to take advantage of this opportunity. However, if you choose not to take the vaccine, you will be asked to sign a waiver (attached) indicating that you were offered the vaccine and chose not to have it.

Because vaccination is an important safety precaution, we require it for participation in clinical. (The health care agencies require it as well.) In order to participate in clinical (and receive credit for nursing courses) you will need to do one of the three following items:

a. Begin the series of vaccinations at the Student Health Center. Entering nursing students, LPNs, and returning students will be informed of time and location for the
vaccines. Students schedule their own appointment for the immunizations. Bring your vaccination receipt to the Nursing Advisement Center. **Attendance at clinical and registration in Nursing classes can be blocked if copies of your immunization documents are not in your file in the Undergraduate Nursing Advisement Center (NAC).**

b. Sign the waiver form indicating that you choose not to participate in the vaccination program and return it to the NAC immediately. **This form should be signed in the presence of one of the Undergraduate Nursing Advisement Center staff.**
LIABILITY RELEASE AGREEMENT
(Waiver of Hepatitis Vaccine – for those not planning on receiving their Hep B series)

I, the undersigned, knowingly and voluntarily waive my right to receive without cost to me a Hepatitis B vaccine from Brigham Young University.

In making this decision, I have carefully considered the following:

1. “The delivery of health care has the potential to transmit hepatitis B virus (HBV) and hepatitis C virus (HCV) to both healthcare workers and patients. Outbreaks of HBV and HCV infection have occurred in outpatient settings, hemodialysis units, long-term-care facilities, and hospitals, primarily as a result of unsafe injection practices; reuse of needles, fingerstick devices, and syringes; and other lapses in infection control. To prevent transmission of bloodborne pathogens, healthcare workers should adhere to recommended standard precautions and fundamental infection-control principles, including safe injection practices and appropriate aseptic techniques.

2. For continued protection, the Advisory Committee on Immunization Practices (ACIP) recommends that healthcare and public safety workers with reasonably anticipated risk for exposures to blood or infectious body fluids receive the complete hepatitis B vaccine series and have their immunity documented through postvaccination testing. (June 24, 2008 at http://www.cdc.gov/hepatitis/Populations/HealthcareSettings.htm).

3. I am in the high risk category for exposure to Hepatitis B.

4. There is presently insufficient data to determine with reasonable medical certainty the affect of the Hepatitis B vaccine on a developing fetus. However, the Centers for Disease Control has stated the following concerning the affect of the Hepatitis B vaccine on a developing fetus:

   “Because the vaccines contain only noninfectious HbsAg particles, there should be no risk to the fetus. In contrast, HBV infection of a pregnant woman may result in severe disease for the mother and chronic infection of the newborn baby. Therefore, pregnancy or lactation should not be considered a contraindication to the use of this vaccine for persons who are otherwise eligible.”

I have read and understood the above information and representations and hereby fully release Brigham Young University and all of its officers, employees, and agents, without limitation or qualification as to any and all liabilities, claims, demands, and actions which may be made by me or my estate on account of any losses, expense or damages of any kind concerning property, personal injuries (physical or emotional) or death which may result, directly or indirectly, from my election not to receive the Hepatitis B vaccine from Brigham Young University.

Name  (please print or type)

__________________________________________
Signature

__________________________________________
Witness  Date

Revised 1/13/09
Document 17 – Curriculum Guide

This page shows a suggested sequencing of courses from the freshman year to graduation:

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Nurs 180</td>
<td>*Chemistry 285</td>
</tr>
<tr>
<td>*Development elective (see below)</td>
<td>*PDBio 305 Physiology</td>
</tr>
</tbody>
</table>

**Recommended University Core:**

First Year Writing
Physical Science (Chem 101*** or Chem 105)
Civilization 1
Religion

Total: 15-16 Credits

* Indicates prerequisite courses. University Core may be taken in any order.
Nurs 180 and development elective can be taken either semester.

Spring/Summer: Complete 6-9 hours of University Core: Arts/letters, Civilization, Religion

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDFS 100 Nutrition</td>
<td>Stats 221</td>
</tr>
<tr>
<td>MMBio 221 Micro</td>
<td>Nurs 296 Intro to Community</td>
</tr>
<tr>
<td>MMBio 222 Lab</td>
<td>Nurs 295 Nurs Fundamentals</td>
</tr>
<tr>
<td>PDBio 220 Anatomy</td>
<td>Nurs 297 Nurs Care Older Adults</td>
</tr>
<tr>
<td>Nurs 294 Health Assessment and Promotion</td>
<td>@PDBIO 365 Pathophysiology</td>
</tr>
<tr>
<td>Rel</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 15

Spring internships may be available. You may need to go a Spring/Summer to complete more of the University Core.

<table>
<thead>
<tr>
<th>Fifth Semester</th>
<th>Sixth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rel.</td>
<td>Nurs 340 Childbearing Families</td>
</tr>
<tr>
<td>Nurs 320 Scholarly Inquiry in Nursing</td>
<td>Nurs 360 Childrearing Families</td>
</tr>
<tr>
<td>Nurs 300 Pharmacology</td>
<td>Psych 111 Intro to Psych</td>
</tr>
<tr>
<td>Nurs 330 Nursing Care of Adults with Illness</td>
<td>Nurs339 Ethics in Nursing</td>
</tr>
<tr>
<td>Rel</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 15

<table>
<thead>
<tr>
<th>Seventh Semester</th>
<th>Eighth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nurs 460 Psych Nursing</td>
<td>Nurs 490 Capstone</td>
</tr>
<tr>
<td>Nurs 470 Adults in Crisis</td>
<td>Nurs 489 Community</td>
</tr>
<tr>
<td>Rel</td>
<td>2</td>
</tr>
<tr>
<td>Arts and letters elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 15

Not all students who meet requirements may be accepted into the program. Students must have at least a C in all nursing and nursing-related courses (a C- is not satisfactory progress). Students are encouraged to meet with the Nursing Advisor once each semester prior to entering Nursing.

NOTE: If Math ACT score is lower than 23, check with the Nursing Advisor.
Chem 101 may be needed prior to Chemistry 285 if you have not had two years of high school chemistry or passed Chemistry Placement Test.

**Chem 101** is the first choice NOT Chem 105, although it can be taken. Again, we highly recommend Chem 101.

Development Elective----→ Take 1 of the following:  SFL 210 or Psych 220

Physical Science Elective→ See GE explanation on the Web for elective options. [http://saas.byu.edu/classSchedule/policy/fall/univcore.php#5](http://saas.byu.edu/classSchedule/policy/fall/univcore.php#5)

Document 18 – Applying for Graduation

**APPLYING FOR GRADUATION**

Revised 1/13/09
Congratulations! You have now reached an important point in your academic career. It is very important that you carefully follow the instructions below so that your graduation will proceed smoothly and quickly.

**WHAT TO DO**

Pick up the application for graduation from the Nursing Advisement Center and obtain the needed signatures. Your student account will be charged $15 for graduation. Your application will take about one week to process. If you have a minor or a double major, you will need to obtain clearance for it before your application can be signed. The secretary can explain the procedure to you. (Graduation applications are available in the Undergraduate Nursing Advisement Center.)

**WHAT COMES NEXT**

After your application has been processed, you will receive an official graduation summary in the mail from the Graduation Evaluation Office. This summary will list any General Education deficiencies. If you are a transfer student, pay special attention to the religion evaluation. You will be responsible for correctly completing any deficiencies listed on the evaluation. You should also meet with your advisor to evaluate your progress in the major. The advisor will indicate any deficiencies in your major, minor, or GE as applicable, as well as answer any questions you may have about your graduation summary.

**WHAT TO WATCH FOR**

You must be aware of the deadlines that apply to you and the graduation date you are requesting. Look in the current class schedule for dates regarding transfer credit, challenges, incomplete grades, home study, etc. You will be held to those dates, and you will be responsible for knowing and completing requirements on time. Check with the Undergraduate Nursing Advisement Center the first month of the semester you plan to graduate to verify that your name will be submitted for graduation. If you wish to postpone your graduation for some reason, or if you do not make the graduation date you originally planned for, you must contact your advisor and request that you be considered for the next graduation. You will not be required to resubmit your application for graduation.

**ABCs**

ABCs (Graduation Progress Reports) showing progression toward graduation are available through “Route Y.” You can check your graduation progress on the AIM kiosks across campus. Also, you can get a new ABC from your Nursing Advisor. If you have questions, check with the Supervisor of the Undergraduate Nursing Advisement Center in 551 SWKT.

Revised 1/13/09
Document 19 – Essential Abilities Description

Please see our Nursing website at http://nursing.byu.edu/academics/UnderGrad/ungrad_prg.asp. The link for Document 19 – Essential Abilities is at the bottom of the right-hand column.
INSTRUCTIONS

Please begin the background check/drug screening process IMMEDIATELY. Be sure to start the Drug Screen 6 weeks before the beginning of the next semester by setting an appointment for the Drug Screen and by mailing in the Background Check form and check to the Advisement Center. Please call if you have questions, 801-422-4173.

BACKGROUND CHECK

Complete the entire form (attached). Please note the following:

1. All information written is confidential and will only be used for a background check.
2. Make sure to attach a check for the correct amount (see form below). No Background Check will be started until we receive the form AND the payment. Make your check payable to: BYU College of Nursing

Submit form and check to the Nursing Advisement Center at the address below:
Nursing Advisement Center
Brigham Young University
College of Nursing
551 SWKT
Provo, UT 84602

DRUG SCREEN

Obtain at least a 5-panel drug screen from any credible organization (see attached). Results should be available in about 24 hours for you to pick up and bring in to the Undergraduate Nursing Advisement Center in 551 SWKT. Costs associated with the 5-panel drug screen may vary, but are usually around $30-$40.
Background Check Information

***All this information is necessary for us to complete a background check on you. This will allow you to participate in clinical work at our contracted hospitals.***

Social Security Number: _ _ _ - _ _ - _ _ _

Do you admit to any criminal conviction other than minor traffic violations? ◯ Yes ◯ No

First Name: ____________________ Middle: ____________ Last: ______________________

Date of Birth (MM/DD/YYYY): _ _ / _ _ / _ _ _ _   Sex: ◯ Male ◯ Female

Also known as (i.e. alias or maiden names)

________________   _____________________

________________   ______________________

Current Address

Street: ___________________________________ City: ________________________________

State: _________ ZIP: _____________ County (NOT Country): ________________________

Previous Address (The address where you have lived the longest in the past 7 years. Preferably your permanent address.)

Street: ___________________________________ City: ________________________________

State: _________ ZIP: _____________ County (NOT Country): ________________________

Please write a check (no cash) for $24 payable to the BYU College of Nursing. ***IMPORTANT: If you are from any of the following counties you have additional fees. Please check the counties and add the appropriate fee to your total amount. **Additional fees may be required for multiple residencies. You will be billed for the additional fees. Failure to pay the fees may result in inability to attend clinical.***

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Del Norte</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Humbolt</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Imperial</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Inyo</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Plumas</td>
<td>$15</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Orleans</td>
<td>$10</td>
</tr>
<tr>
<td>Maine</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Clay</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Leflore</td>
<td>$25</td>
</tr>
<tr>
<td>Missouri</td>
<td>Jackson</td>
<td>$10</td>
</tr>
<tr>
<td>Nevada</td>
<td>Clark -(Justice Courts only)</td>
<td>$7</td>
</tr>
<tr>
<td>New York</td>
<td>All OCA counties (see below)</td>
<td>$55</td>
</tr>
<tr>
<td>South Dakota</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Davidson</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Knox</td>
<td>$10</td>
</tr>
<tr>
<td>Vermont</td>
<td>All counties</td>
<td>$30</td>
</tr>
</tbody>
</table>

**College of Nursing Criminal**

New York OCA Counties include

- Allegany
- Nassau
- Bronx
- New York
- Cayuga
- Orange
- Cortland
- Orleans
- Dutchess
- Queens
- Erie
- Richmond
- Hamilton
- Rockland
- Kings
- Suffolk
- Monroe
- Tioga
- Montgomery
- Westchester

Revised 1/13/09
These lists are provided to help students choose a drug testing facility if no other options are available to them. It is not intended to replace personal physicians, university clinics, or any other credible services.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>PHONE NO.</th>
<th>COST</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orem WorkMed</td>
<td>400 N. 505 W. Orem</td>
<td>(801)714-3200</td>
<td>$30</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Orem Work Care</td>
<td>601 N. 1200 W. Orem</td>
<td>(801)224-4211</td>
<td>$28</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Occupational Health Center International (OHCI)</td>
<td>875 S. Orem Blvd., Suite 1, Orem</td>
<td>(801)226-0451</td>
<td>$40</td>
<td></td>
</tr>
</tbody>
</table>

All three companies listed above do 5-panel drug screens which test for marijuana, cocaine, opiates (codeine, morphine, heroin), amphetamines (amphetamines and methamphetamines) and PCP.
Document 21 – Criminal Background Checks & Drug Screen Release Form

I hereby authorize Brigham Young University College of Nursing to receive and review the information from my state and federal criminal background check and drug screen if I am accepted to the BYU undergraduate program. I also acknowledge that I have been provided with a notification of my rights with respect to my application for academic internship opportunities or clinical experiences and any criminal background check pursuant to the Fair Credit Reporting Act. I understand that reasonable efforts consistent with the law will be made by Brigham Young University College of Nursing to protect the confidentiality of this information. I understand that information contained in the criminal background report and/or drug screen results may result in my being dismissed from the College of Nursing.

I understand that I have a right to review the results of my criminal background investigation by putting a request in writing to the Associate Dean--Undergraduate Studies and that I have a right to respond to any information received as a result of the investigation. I understand that if I do have a criminal record or test positive for illegal/questionable substances, I may be asked to submit a written explanation to, or meet in person with the Associate Dean--Undergraduate Studies. Furthermore, I am aware that my continued status in or dismissal from the BYU Nursing Program based on the results of a criminal background check or drug screen is at the discretion of the Associate Dean--Undergraduate Studies.

I hereby give Brigham Young University College of Nursing permission to release a copy of my criminal background and drug screen information to agencies to which I am assigned for clinical experiences, prior to beginning the assignment. I agree that a photocopy of this authorization may be accepted with the same authority as the original. I understand the agencies may refuse my access to clients/patients based on information contained in the criminal background check and/or drug screen, and that their criteria may differ from that of the College of Nursing.

I hereby further release Brigham Young University and its directors, agents, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of information pursuant to this Release.

I understand that I am responsible for all costs associated with these processes.

Signature ___________________________________________ Date _______________________
Print Name ______________________________________________
Date of Birth _____________________________________________
Please print or type all names you have used in the past (use other sides of page if necessary)
________________________________________________________

Return this form to the Undergraduate Nursing Advisement Center, 551 SWKT, Provo, UT 84602

Students who are accepted will receive fingerprint cards and information relative to these processes in the acceptance packet. (Since it takes 6-8 weeks for results of the background check to be mailed, please plan to begin the process as soon as you receive the acceptance package, in order to have information returned to the College of Nursing and to you by the time school starts.) Failure to comply may result in dismissal from the program.

Revised 1/13/09
Document 22 – Community Service Policy

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. (Aims of a BYU Education)

Community Service

Purpose
The purposes of community service activities are to respond to the health promotion needs of the community, promote interaction and outreach between the BYU College of Nursing and the community, and instill a spirit of volunteerism and service in students.

Outcomes
Through participation in community service activities, students will:

1. Appreciate the importance of maintaining clinical competency and familiarity with factors impacting the health of communities and populations.
2. Increase familiarity with health promotion and treatment services provided in the community.
3. Integrate the values of the Gospel of Jesus Christ while serving others and promoting health.

Community Service Activities
During each semester that students have a clinical nursing course each student will be required to participate in at least one community service OR one professionalism activity. Community service activities will include a form of nursing service, such as providing health education, screening exams or immunizations, etc. to community groups. The community health board coordinator will post opportunities, usually in the form of sign-up sheets, on the community health board across from 428 SWKT. Faculty may also post opportunities, with the faculty name listed on the sheet. If posted opportunities do not match students’ availability, students may seek their own activities, approved by their clinical faculty. Activities should be a minimum length of 2 hours when possible. In semesters with two clinical courses, only one course should have the community service/professionalism requirement.

Grade
Each clinical course team will decide how to grade the community service activities, how students will report their activities, and at what point in the semester they must be completed. However, failure to attend an activity when the student has committed to attend it will result in a 5% clinical grade reduction (see below).

Attendance
In order to ensure community needs and expectations are met, students must attend activities for which they have signed up. Once they have signed up, students must get substitutes to cover any shift they cannot attend. If they or their substitute are not able to attend the service project, there will be a 5% reduction in the clinical grade for both students. Students are responsible to report their attendance to their clinical instructor.
Document 23 – Professionalism Activities Policy

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. (Aims of a BYU Education)

Professionalism Activities

Purpose

The purposes of professionalism activities are to encourage students to be involved in and contribute to their profession, and learn the value of lifelong learning and professional service.

Outcomes

Through participation in professionalism activities, students will:

1. Become familiar with factors impacting the nursing profession.
2. Take advantage of opportunities to contribute to the art and science of nursing.
3. Increase familiarity with health promotion and treatment services provided in the community.
4. Gain an appreciation of the value of lifelong learning and professional service.
5. Prepare to practice and lead with an understanding of nursing at the local, national and global levels (see BYU College of Nursing program outcomes)

Professionalism Activities

During each semester that students have a clinical nursing course each student will be required to participate in at least one community service OR one professionalism activity. Professionalism activities are related to nursing and include such activities as attending a health education seminar, a nursing organization meeting, a local or national legislative meeting, or surveying a community health resource. These activities will provide the student with valuable information about nursing professional issues and community resources. The community health board coordinator will post announcements on the community health board across from 428 SWKT. If posted announcements do not match students’ availability, students may seek their own activities, approved by their clinical faculty. Activities should be a minimum length of 2 hours when possible. In semesters with two clinical courses, only one course should have the community service/professionalism requirement.

Grade

Each clinical course team will decide how to grade the professionalism activities, how students will report on their activities, and at what point in the semester they must be completed. Students are responsible to report their attendance to their clinical instructor.
Brigham Young University
College of Nursing

Undergraduate Nursing Application
Winter 2010

Deadline: September 9, 2009 – September 30, 2009

Undergraduate Nursing Advisement Center
551 SWKT Provo, UT 84602 (801)422-4173
Fax (801)422-0536
Checklist and Appointment Worksheet

This page is for you to write important deadlines, and to keep track of documents to be turned in with your application. All application documents except the recommendations should be submitted together during your appointment. Call the Undergraduate Nursing Advisement Center at (801)422-4173 to make an appointment to turn in your application. Do not lose this sheet.

All application documents are due between September 9, 2009 – September 30, 2009 by 5pm.

Appointments:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Date:</th>
<th>Time:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impromptu Essay</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Due</td>
<td>BY September 30, 2009</td>
<td>5pm</td>
<td>551 SWKT</td>
</tr>
<tr>
<td>Midterm Grades Deadline</td>
<td>Due ON October 27, 2009</td>
<td>NO SOONER &amp; NO LATER</td>
<td>551SWKT</td>
</tr>
<tr>
<td>CPR Certification Class</td>
<td>BY September 30, 2009</td>
<td>5pm</td>
<td>551 SWKT</td>
</tr>
</tbody>
</table>

Documents:

Turn in the following documents for a complete application:

- Information Sheet [signed form bring, fax or mail to Nursing Advisement Center] (page 3 & 4)
- Essential Abilities – bring it, fax it or mail it to the Nursing Advisement Center (page 5)
- Background Check/Drug Screen Informed Consent/Release Form - bring it, fax it or mail it to the Nursing Advisement Center (page 6) This just tells us you will get a background check once accepted.
- ACT/SAT/TOEFL Score and Midterm Grade Instructions & Form (page 7 & 8)
- Service List (page 9)
- Impromptu Essays (instructions on page10 & 9) – impromptu essay given in March- see dates
- Resume [optional] (instructions on page 12)
- Copy [front and back] of CPR [signed] (instructions on page 13 & 14)
- Recommendations (page 16 – 22)

Note: Recommendation forms will be submitted directly to the Undergraduate Nursing Advisement Center by your recommenders. See instructions on page 16.

NOTE: Files that are incomplete (missing any of the documents—including recommendations) will not be reviewed. It is the applicant’s responsibility to verify that all documents are received in the Undergraduate Nursing Advisement Center by the September 30 deadline. We also reserve the right to take points off for NOT following instructions completely. See page 3 for beginning of instructions and important dates.

If you will NOT be here in September, you may MAIL (or Fax: 801-422-0536) IN YOUR APPLICATION to: Brigham Young University
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602

**If you are mailing your application be sure to call us before the deadline to check that we got it.

Revised 1/13/09
Personal Information Sheet
Application for acceptance to the baccalaureate program in Nursing
Winter 2010

The Personal Information sheet is to be filled out by going to the following link:
http://nursing.byu.edu/onlineform/default.aspx

You must complete the Personal Information page in addition to the other parts of the application or else your application will be considered incomplete and will not be reviewed. Once you submit the form online you will be allowed to go back in and change information until 5pm on the last date of the deadline. Be sure to list any petitions you have from the College of Nursing.

INSTRUCTIONS TO THOSE RE-APPLYING:

**You MUST turn in your 3 signed sheets AGAIN and fill out the Personal Information online AGAIN. Additionally, you must email the Advisement Center (nursing_advisement@byu.edu) and tell us what you’d like to keep from your previous application. (i.e. – recommendations, service score, etc.)

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1</td>
<td>Applications for Winter 2010 available on the College of Nursing webpage under Academics</td>
</tr>
<tr>
<td>September 3</td>
<td>Application orientation from 11a.m. – 12 p.m. in 490 SWKT - Thursday</td>
</tr>
<tr>
<td>September 4</td>
<td>Application orientation from 2 p.m. – 3 p.m. in 490 SWKT - Thursday</td>
</tr>
<tr>
<td>September 8</td>
<td>Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 9</td>
<td>Impromptu essay 4:00 p.m. in 102 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 10</td>
<td>Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 11</td>
<td>Impromptu essay 4:00 p.m. in 102 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 14</td>
<td>Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 15</td>
<td>Impromptu essay 4:00 p.m. in 102 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 16</td>
<td>Impromptu essay 8:00 a.m. in 105 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 17</td>
<td>Impromptu essay 4:00 p.m. in 102 SWKT (Must sign up for a slot for this time)</td>
</tr>
<tr>
<td>September 19</td>
<td>Application submission</td>
</tr>
<tr>
<td>9-30</td>
<td><strong>ALL</strong> application documents MUST be received in the Nursing Advisement Center by <strong>September 30 before 5pm.</strong> Incomplete applications will not be reviewed even if you are missing a recommendation.</td>
</tr>
<tr>
<td>October 30</td>
<td>Election Committee meets to make acceptance decisions</td>
</tr>
<tr>
<td>October 30</td>
<td>Students will be notified by e-mail on the day of the Selection Committee meeting. Check announcements on nursing webpage <a href="http://nursing.byu.edu">http://nursing.byu.edu</a>. Letters will be sent out the next day.</td>
</tr>
<tr>
<td>November</td>
<td>Students who are accepted will be able to register for nursing classes.  An email will be sent with directions.</td>
</tr>
<tr>
<td>January 4</td>
<td>Winter semester classes begin at BYU</td>
</tr>
</tbody>
</table>

THE FOLLOWING THREE PAGES NEED TO BE MAILED, FAXED OR BROUGHT INTO THE ADVISEMENT CENTER BY THE DEADLINE OR YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE REVIEWED.

Revised 1/13/09
### PLEASE ANSWER THE FOLLOWING QUESTIONS ACCURATELY:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever had a license, certificate, permit, or registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to practice a regulated profession denied, conditioned, curtailed,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>limited, restricted, suspended, reprimanded, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever been permitted to resign or surrender your license,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>certificate, permit, or registration to practice in a regulated</td>
<td></td>
<td></td>
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<tr>
<td>profession while under investigation or while action was pending against</td>
<td></td>
<td></td>
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<tr>
<td>you by any professional licensing agency, hospital or other health</td>
<td></td>
<td></td>
</tr>
<tr>
<td>care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Are you currently under investigation or is any disciplinary action</td>
<td></td>
<td></td>
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<tr>
<td>pending against you now by any licensing agency?</td>
<td></td>
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<tr>
<td>4. Have you ever had hospital or other health care facility privileges</td>
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<tr>
<td>denied, conditioned, curtailed, limited, restricted, suspended, or</td>
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<tr>
<td>revoked in any way?</td>
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<tr>
<td>5. Is any action related to your conduct or patient care pending</td>
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<tr>
<td>against you now at any hospital or health care facility?</td>
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<tr>
<td>6. Is any action pending against you now by either the Federal Drug</td>
<td></td>
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<tr>
<td>Enforcement Administration or any state drug enforcement agency?</td>
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<tr>
<td>7. Have you ever been declared incompetent by any court of competent</td>
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<tr>
<td>jurisdiction by reason of mental defect or disease and not restored?</td>
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<tr>
<td>8. Have you ever been terminated from a position because of drug use or</td>
<td></td>
<td></td>
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<tr>
<td>abuse?</td>
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<td>9. Are you currently using or have you recently (within 90 days) used</td>
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<tr>
<td>any drugs (including recreational drugs) without a valid prescription,</td>
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<tr>
<td>the possession or distribution of which is unlawful under the Utah</td>
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<tr>
<td>Controlled Substances Act or other applicable state or federal law?</td>
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<tr>
<td>10. Have you ever used any drugs without a valid prescription, the</td>
<td></td>
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<tr>
<td>possession or distribution of which is unlawful under Utah Controlled</td>
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</tr>
<tr>
<td>Substances Act or other applicable state or federal law, for which you</td>
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<tr>
<td>have not successfully completed or are not now participating in a</td>
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<tr>
<td>supervised drug rehabilitation program, or for which you have not</td>
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<tr>
<td>otherwise been successfully rehabilitated?</td>
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<tr>
<td>11. Have you ever pled guilty to, no contest to, or have been convicted</td>
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<tr>
<td>of a misdemeanor in any jurisdiction? Motor vehicle offenses such as</td>
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<tr>
<td>driving while impaired or intoxicated must be disclosed but minor</td>
<td></td>
<td></td>
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<tr>
<td>traffic offenses such as parking or speeding violations need not be</td>
<td></td>
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<tr>
<td>listed.</td>
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<tr>
<td>12. Have you ever been arrested for or charged with a felony in any</td>
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<tr>
<td>jurisdiction?</td>
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<tr>
<td>13. Have you ever pled guilty to, no contest to, or have been</td>
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<tr>
<td>convicted of a misdemeanor in any jurisdiction? Motor vehicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>offenses such as driving while impaired or intoxicated must be</td>
<td></td>
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<tr>
<td>disclosed but minor traffic offenses such as parking or speeding</td>
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<tr>
<td>violations need not be listed.</td>
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<tr>
<td>14. Have you ever been allowed to plea guilty or no contest to any</td>
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<tr>
<td>criminal charge that was later dismissed (i.e. plea in abeyance or</td>
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<tr>
<td>deferred sentence)?</td>
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<tr>
<td>15. Have you ever been incarcerated for any reason in any federal,</td>
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<tr>
<td>state, or county correctional facility or in any correctional facility</td>
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<td></td>
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<tr>
<td>in any other jurisdiction?</td>
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</tr>
</tbody>
</table>

If you answered any of the above questions in the affirmative, please attach to this application a full disclosure of all of the circumstances and any resolution reached. In addition, also specifically provide the following information:

- The nature and extent of any past or present use or dependency on a drug, controlled substance, alcohol, or chemicals
- The disposition of any related criminal action
- The disposition of the matter with appropriate ecclesiastical authorities
- The disposition of the matter in relationship to your enrollment or employment – if you were formally enrolled or employed at BYU at the time of the event
- The details of your involvement in any supervised drug rehabilitation program
- Any evidence of your complete rehabilitation from past use or dependency on drugs, controlled substances, alcohol, or chemicals

I understand that my application will not be reviewed unless all prerequisite nursing courses are completed or I am currently registered for the classes (current registration applies to winter admits only). I also understand that if I do not submit midterm grades for any pre-nursing and/or supporting classes now in progress, my application will not be reviewed (midterms apply to winter admits only). I understand that if my final grade in any pre-nursing or supporting class that is in progress at the time my application is reviewed is below a C, and/or if my pre-nursing GPA falls below a 3.0 at the end of fall semester, my acceptance to the nursing program may be revoked. I will then be required to reapply when the deficiencies are satisfied. I understand that I am limited to a total of one repeat of a pre-nursing class. I have read this application and have supplied accurate information. I understand all the requirements for acceptance into the nursing program. Furthermore, I understand that if I am accepted to the nursing program, I will need access to a car to attend clinical. I understand that my nursing time commitments take priority over work and other extracurricular activities.

I have read and understand the above and have answered the questions truthfully.

**Applicant Signature**

**Date**

**BYU ID #**

Revised 1/13/09
BYU College of Nursing
Essential Abilities Form

Faculty at the College of Nursing has specified essential abilities critical to the success of students in the nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations. As condition for your admission to the program you must sign the following document indicating you possess the essential abilities. This form will be kept in your permanent file. Essential abilities are as follows:

**Essential judgment skills to include:** ability to identify, assess, and comprehend conditions surrounding client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.

**Essential neurological functions to include:** ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in the practice of nursing. Behaviors that demonstrate essential neurological functions include, but are not limited to, observation, listening, understanding relationships, writing, and psychomotor abilities, including manual dexterity and the performance of technical skills. Neurological functions must be intact and the students must be able to stand, walk, and lift independently.

**Essential psychomotor skills to include:** ability to stand for prolonged periods, reach above and below waist, bend at waist, lift objects up to 10 pounds, move objects weighing up to 50 pounds, push/pull objects over 50 pounds, walk at a brisk pace, and manipulate items using hands and fingers. See Document 19 on Nursing website.

**Essential communication skills to include:** ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.

**Essential emotional coping skills:** ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.

**Essential intellectual/conceptual skills to include:** ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.

**Other essential behavioral attributes:** ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on substances that may impair behavior or judgment. You must demonstrate responsibility and accountability for actions as a student in the College of Nursing.

I have read the above document outlining the essential abilities necessary to be a student in the College of Nursing and verify that I have the outlined essential abilities. I understand that falsification of my abilities may lead to dismissal from the nursing program.

______________________________
Student name (Please print legibly)

______________________________
Signature Student

______________________________
Date

Winter 2010

Revised 1/13/09
Criminal Background Checks & Drug Screen
Informed Consent/Release Form

I hereby authorize Brigham Young University College of Nursing to receive and review the information from my state and federal criminal background check and drug screen if I am accepted to the BYU undergraduate program. I also acknowledge that I have been provided with a notification of my rights with respect to my application for academic internship opportunities or clinical experiences and any criminal background check pursuant to the Fair Credit Reporting Act. I understand that reasonable efforts consistent with the law will be made by Brigham Young University College of Nursing to protect the confidentiality of this information. I understand that information contained in the criminal background report and/or drug screen results may result in my being dismissed from the College of Nursing.

I understand that I have a right to review the results of my criminal background investigation by putting a request in writing to the Associate Dean--Undergraduate Affairs and that I have a right to respond to any information received as a result of the investigation. I understand that if I do have a criminal record or test positive for illegal/questionable substances, I may be asked to submit a written explanation to, or meet in person with the Associate Dean--Undergraduate Affairs. Furthermore, I am aware that my continued status in or dismissal from the BYU Nursing Program based on the results of a criminal background check or drug screen is at the discretion of the Associate Dean--Undergraduate Affairs.

I hereby give Brigham Young University College of Nursing permission to release a copy of my criminal background and drug screen information to agencies to which I am assigned for clinical experiences, prior to beginning the assignment. I agree that a photocopy of this authorization may be accepted with the same authority as the original. I understand the agencies may refuse my access to clients/patients based on information contained in the criminal background check and/or drug screen, and that their criteria may differ from that of the College of Nursing.

I hereby further release Brigham Young University and its directors, agents, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of information pursuant to this Release.

I understand that I am responsible for all costs associated with these processes.

Signature ___________________________ Date ______________________

Print Name ___________________________

Date of Birth __________________________

Please print or type all names you have used in the past (use other sides of page if necessary)

___________________________________________________________________________________

___________________________________________________________________________________

Return this form, the Questionnaire and Essential Abilities form to the Undergraduate Nursing Advisement Center:

551 SWKT, Provo, UT 84602 or by fax at 801-422-0536

Students who are accepted will receive fingerprint cards and information relative to these processes in the acceptance packet. (Since it takes 6-8 weeks for results of the background check to be mailed, please plan to begin the process soon after acceptance, in order to have information returned to the College of Nursing and to you by the time school starts.) Failure to comply may result in dismissal from the program.
ACT/SAT SCORE INFORMATION & MID-TERM GRADE SHEET INSTRUCTIONS

ACT SCORE INFORMATION:

You must submit an ACT/SAT score!!

- If you are a transfer student, you must obtain your ACT score from your previous school and have it sent to the Records Office at BYU.

- If you have never taken the ACT you can do that here at BYU through the Admissions Office (D-148 ASB). The cost is $40. You must set up the date with the Admissions Office and then pay your fee at the Cashier’s Office (D-155 ASB).

- If you took the SAT instead of the ACT, it’s OK. BYU’s database will reflect the ACT equivalent score. So, if you are a transfer student, again, you need to send your scores to BYU’s Records Office.

- For English as a Second Language students, we will look at your TOEFL score, which is one of the 3 additional pre-requisites you need in order to apply to the Nursing Program. If you are unsure about these 3 additional pre-requisites, please contact the Nursing Advisement Center at 801-422-4173 and ask for the ESL requirements.

MID-TERM GRADE SHEET INSTRUCTIONS:

- Give one grade sheet to each teacher or TA of each of each class (not just pre-requisites) you are taking around the time of your mid-term. We want the grade at the midterm NOT the midterm test grade only. (**If you give it to your professor early, he/she might lose it or forget to fill it out.) This means you will probably need to print off more than 2 grade sheets.

- Remind your professor that he/she must fill it out and send it through campus mail or have someone (yes, you, the student, can be that someone) deliver it to the Nursing Advisement Center, 551 SWKT, in a sealed and signed (on the seal) envelope.

- Due October 27th by 5pm. – NO SOONER and NO LATER!!

- **You, the student, are responsible to make sure we get that grade sheet in on time. If we do not have the grade sheet by October 27th your application will be incomplete.**

- If you have problems with this, call us before October 27th!

- If your envelope is not sealed or signed on the seal, we will NOT accept it.
MID TERM GRADE SHEET

Student Name: __________________________ Bye ID: __________

Class: ___________________________ Grade: _____________________

Professor Name: _____________________________________________

Professor Signature: __________________________________________

Professor Email: _____________________________________________

*Midterm grade sheets are due on October 27th and must be sent to the Nursing Advisement Center, 551 SWKT through campus mail, by a faculty member or delivered in a sealed and signed (on the seal) envelope. A TA can fill out this slip as well.
School, Community, and Church Service/Leadership

Service List
Please identify school, community, and church service/leadership for the past five years.

- List your service/leadership experiences on the chart provided at the following link: [http://nursing.byu.edu/onlineform/default.aspx](http://nursing.byu.edu/onlineform/default.aspx)

Be sure to sign in with your Net ID and password. READ THE INSTRUCTIONS HERE BEFORE YOU SUBMIT YOUR SERVICE LIST!!

- Be specific and detailed in outlining your activities—be as complete as possible.

- Identify the dates of service and the time involved.

- Identify activity in all three areas (school, community, and church). This means you should mark if it is a community, school or church service/leadership. We are looking for involvement in all three areas, as well as consistency in service/leadership over a period of time. It should be service and leadership which takes special effort in preparation, or has significant results. The planning, execution, and results of the service/leadership should take several hours.

- Do NOT list: “random acts of kindness,” temple attendance, or employment.

- If your service/leadership involvement in any of the three areas is limited due to personal circumstances, such as family responsibilities, please briefly identify them in the “Comments” portion of the chart.

- Service lists are graded for both quality and quantity so we will need to see total number of hours.

- Service in a health-care related setting is encouraged.

- We reserve the right to take off points for not following the instructions properly.
Essay

General instructions for the essay:

- You will complete an impromptu essay. The evaluators will carefully read the essay looking for content, grammar, punctuation, spelling, logical flow of ideas, sentence structure, appearance, and other writing criteria (see rubric page 10). The content of the essay should reflect the required topic. **The essay is limited to one page only. An essay longer than one (1) page will lose points.** Use a **12 point font**. (An essay font like Times New Roman makes the text easier for the evaluators to read.) Your essay should be **single spaced, with 1-inch margins.** Include your **BYU Student ID No. and your name** at the top, right corner of your essay, and be sure to type the title of the essay at the top of the page, word-for-word. Do not improvise the title.

- **We reserve the right to take off points for not following the instructions properly!!!!**

Impromptu essay:

- You will sign up for an impromptu essay appointment. You will have about 50 minutes to write a one-page essay pertaining to the topic given to you. If you do not arrive to the computer lab on time, you will have less than one hour to complete the essay. We recommend you arrive 5 minutes early.

- **Sign up sheets will be available in the Undergraduate Nursing Advisement Center.** Be sure to record the date, time, and room number on your Appointments Worksheet (page 2 of this application). If it is impossible for you to attend any of the scheduled appointments, contact the Undergraduate Nursing Advisement Center at 422-4173 and ask for Cara.

- **All impromptu essays will be typed on campus computers** in one of the rooms located in the computer lab on the first floor of the SWKT.

- If you are an **ESL student** (English as a Second Language) you will have to sign up with Cara for a separate time. Your essay will be done in an alternate location, not the SWKT computer lab.
# Essay Scoring Rubric

**BYU College of Nursing**  
Undergraduate Advisement Center

Name ___________________________________________ TOTAL ________

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Points 0/.5/1</th>
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<tbody>
<tr>
<td><strong>THESIS and CONTENT</strong></td>
<td></td>
</tr>
<tr>
<td>- The essay has a clearly stated thesis sentence.</td>
<td></td>
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<tr>
<td>- Ideas are developed with logic, freshness, and originality.</td>
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<tr>
<td>- The writer uses appropriate, concrete examples rather than merely asserts.</td>
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<tr>
<td>- The essay addresses the assigned topic.</td>
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<tr>
<td><strong>ORGANIZATION</strong></td>
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<tr>
<td>- The paper has an introduction, body, and conclusion.</td>
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</tr>
<tr>
<td>- There is a clear pattern of development (chronological, etc.) that does not digress from the thesis.</td>
<td></td>
</tr>
<tr>
<td>- Transitions are smooth and help the paper flow.</td>
<td></td>
</tr>
<tr>
<td>- The introductory paragraph is interesting and the concluding paragraph is effective.</td>
<td></td>
</tr>
<tr>
<td><strong>PARAGRAPHS</strong></td>
<td></td>
</tr>
<tr>
<td>- Paragraphs are organized, unified, and coherent.</td>
<td></td>
</tr>
<tr>
<td>- Each supporting paragraph has a controlling idea. (topic sentence)</td>
<td></td>
</tr>
<tr>
<td>- Supporting paragraphs contain specific examples that reinforce the thesis.</td>
<td></td>
</tr>
<tr>
<td><strong>STYLE</strong></td>
<td></td>
</tr>
<tr>
<td>- Sentence structure is mature and shows a variety of patterns.</td>
<td></td>
</tr>
<tr>
<td>- The tone of the essay is appropriate to the purpose.</td>
<td></td>
</tr>
<tr>
<td>- Vocabulary is well chosen and articulate.</td>
<td></td>
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<tr>
<td>- The essay is enjoyable and interesting to read.</td>
<td></td>
</tr>
<tr>
<td><strong>GRAMMAR, SPELLING, MECHANICS</strong></td>
<td></td>
</tr>
<tr>
<td>- Point reduction is given for errors. (comma splices, fragments, fused sentences, agreement, etc.)</td>
<td></td>
</tr>
<tr>
<td>- Spelling errors and improper word choice are penalized.</td>
<td></td>
</tr>
</tbody>
</table>

(Polished essays may be scored more strictly for this criterion)
Optional Résumé

You may wish to include a résumé with your application; however this is not required and not encouraged unless you’d like to show medically related employment. If you decide to submit a résumé, take into consideration the following outline of appropriate material to include:

- **Name, Address, Contact information** (email, phone, etc.)

- **Objective Statement**

- **Education**: schools attended with dates and duration of attendance; science related courses taken; GPA; high school attended (included at your discretion)

- **Experience**: jobs, volunteer programs, etc. that you have participated in and which you feel contribute to your ability to succeed in the nursing program

- **Achievements**: special awards, scholarships, or public recognition that you have received

For tips on writing résumés and for examples of effective layout options visit the BYU writing center website at: http://english.byu.edu/writingcenter/writingtips.html and click on “Resumes” under the heading titled “Pre-Professional.”

- **Email your essay as an attachment to** nursing_advisement@byu.edu. Save it and send it as “Last name, First name - Resume”.

Revised 1/13/09
CPR Certification

On the day you turn in your application, photocopies of your current CPR Certification is required. *(Photocopy both sides of the card—be sure to sign the back of the cards.)*

To schedule a CPR certification course, see contact information below. You may record the course date, time, and location on the Appointments Worksheet (page 2 of this application).

- Your CPR course must cover 1-man and 2-man training for the Adult, Child and Infant on the professional level, and will include training with the automatic external defibrillator (AED).
- If you are accepted to the program, you will be responsible to keep your CPR certification valid at all times.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Contact</th>
<th>Training Program</th>
<th>Approx. Time (hrs)</th>
<th>Valid (yrs)</th>
<th>Approx. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Red Cross Mountain Valley Chapter</td>
<td>865 N. Freedom Blvd., Provo</td>
<td>(801)373-8580</td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$60</td>
</tr>
<tr>
<td>American Red Cross Greater Area Salt Lake Chapter</td>
<td>465 South 400 East, Salt Lake City</td>
<td>(801)323-7000 <a href="http://www.utahredcross.org">www.utahredcross.org</a></td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$60</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>See back of this sheet **</td>
<td>(801)484-3838 (hqtrts)</td>
<td>Basic Life Support (BLS) for Healthcare Providers</td>
<td>6-8</td>
<td>2</td>
<td>$20-$40</td>
</tr>
<tr>
<td>BYU Risk Management &amp; Safety</td>
<td>Classes at UPB on campus</td>
<td>(801)422-7881 <a href="http://safety.byu.edu">http://safety.byu.edu</a> (*register online)</td>
<td>CPR/AED for the Professional Rescuer</td>
<td>8</td>
<td>1</td>
<td>$15</td>
</tr>
</tbody>
</table>

* Space is limited in these courses. If you register, please commit to attend, or notify the instructor if you are no longer able to attend.

---OVER---

Revised 1/13/09
Bear River Valley Hospital
Colin Westergard  BLS
460 West 600 North  435-863-2595
Tremonton, UT 84337 Fax: 435-863-4181
onduty@ci.tlint.net

Bountiful City Fire Department
John Hauze  BLS
65 West 200 South  801-298-6230
Bountiful, UT 84010 Fax: 298-6245
jhauze@bountifulutah.gov

Bridgerland Applied Technology Ctr.
Deby McArthur  BLS
1301 N. 600 W.  435-750-3098
Logan, UT 84321 Fax: 750-3093
dmcarthur@bridgerlandtc.org

Castleview Hospital
Myra Unger  BLS, ACLS
300 N. Hospital Dr.  435-637-4800
Price, UT 84501
Myra.ungermann@lpt.net

Central Valley Medical Ctr
Kristine Tatton  BLS, ACLS, PALS
48 West 1500 North  435-623-3000
Nephi, UT 84648

D&R CPR
Dee Brown/Randy Jacobsen  BLS
834 E Southwood Dr.  801-967-8292
Murray, UT 84107
rdatmjaco@networld.com

Dixie College
Tracey Leavitt  BLS, ACLS, PALS
225 S. 700 E.  435-652-7876
St. George, UT 84770 Fax: 656-4007
tkleeavitt@dixie.edu

Dugway Proving Ground
Robert Pagnani  BLS, ACLS
MCMX-PD-DPG  435-831-2858
DPG, UT 84022 Fax: 831-3435
pagnanidpg.army.mil

Gold Cross Ambulance
Luke Embley  BLS, ACLS
1717 S Redwood  801-975-4335
SLC, UT 84104 Fax: 975-4373
lsembley@earthlink.net

IHC Urban Central Region Hospitals
Lindsay Jorgensen  BLS, ACLS
800 W. 400 S  801-408-1070
SLC, UT 84143 Fax: 408-3589
ljdjorge@ihc.com

Lakeview Hospital
Darlene Baza  BLS, ACLS, PALS
630 E. Medical Dr.  801-299-4610
Bountiful, UT 84010 Fax: 299-2398
Darlene.baza@mountainstarhealth.com

Logan Regional Hospital
Marjorie Anderson  BLS, ACLS, PALS
1400 N 500 E  435-716-5310
Logan, UT 84341 Fax: 435-716-5420
Marjorie.I.Anderson@ihc.com

McKay Dee Hosp (IHC Urban North Reg.)
Terry Phillips  BLS, ACLS, PALS
4401 Harrison Blvd  801-387-8000
Ogden, UT 84403 Fax: 398-5452
rmktphill@ihc.com

Moab Valley Fire Protection District
Wesley C. Brewer  BLS
45 S 100 E  435-259-5557
Moab, UT 84532 Fax: 259-5710
Mfd1@frontiernet.net

Ogden Regional Medical Center
Sandy Rudh  BLS, ACLS, PALS
5475 S. 500 E.  801-479-2276
Ogden, UT 84405 Fax: 479-2009
Sandra.rudh@mountainstarhealth.com

Park City Fire Service
Sharka Vokel  BLS, ACLS, PALS
PO Box 880967  435-649-6706
Park City, UT 84068 Fax: 649-6946
svokel@pcfd.org

Pioneer Valley Hospital
Jennifer Lyman  BLS, ACLS, PALS
3460 S Pioneer Pkwy  801-964-3733
W. Valley City, UT 84120 Fax: 964-3719
sharwood@iasishealthcare.com

Primary Children’s Medical Center
Debbie Bemel  BLS, PALS
100 N. Medical Dr.  801-588-4070
SLC, UT 8493 Fax: 588-4075
pcdbemel@ihc.com

Salt Lake City Fire
Richard Soltis  BLS, ACLS
2398 W. N. Temple  801-799-4190
SLC, UT 8496 Fax: 799-3038
Rick.soltis@ci.slc.ut.us

Unified Fire Authority-Greater Salt Lake
Marlon Jones  BLS, ACLS, PALS
3380 S. 900 W.  801-743-7200
SLC, UT 84044 Fax: 250-0966
mjones@sltco.org

Sandy City Fire Department
Rick Howard  BLS, ACLS, PALS
9010 S. 150 E.  801-568-2940
Sandy, UT 84070 Fax: 561-7780
rhoward@sandycty.state.ut.us

Shriners Hospital for Children-Intermountain
Carolyn Wallin  801-536-3515
Fairfax Road At Virginia Street
SLC, UT 84103 Fax: 536-3799
cwallin@shrinernet.org

Snow College
Paul Fore  BLS
150 E. College Ave.  435-283-7537
Ephraim, UT 84627 Fax: 283-7501
Paul.foresnow.edu

Timp-Mountain View Medical Center
Ruthann Jarvis, RN  BLS, ACLS, PALS
750 W. 800 N.  801-714-6220
Orem, UT 84057 Fax: 714-6170
Ruthann.Jarvis@mountainhealth.com

Uintah Basin Medical Center
Von Johnson  BLS
RT 3 Box 3023 C  435-722-5601
Roosevelt, UT 84066 Fax: 722-6184
ka7erc@ubtanet.com

University of Utah Hospital and Clinics
Earl Fulcher, Jr.  BLS, ACLS
50 N. Medical Dr, #4009  801-581-2302
Salt Lake City, UT 84132 Fax: 581-2736
Earl.fulcher@hsc.utah.edu

UT Emergency Medical Training Council
Cindy Huish  BLS
P.O. Box 185  801-562-2302
Midvale, UT 84047 Fax: 562-8851
chuish@uemtc.org

US Training Council
David Probert  BLS
1209 W. 1520 N.  801-776-189
Clinton, UT 84015
Nathan@ustrainingcouncil.com

Utah County Hospitals
Nancy Ricks  BLS, ACLS, PALS
934 N 500 W.  801-357-7176
Provo, UT 84604 Fax: 357-7186
uvnricks@ihc.com

VA SLC Healthcare System
Julia Urbanek  BLS, ACLS
500 Foothill Dr.  801-582-1565x1947
SLC, UT 84148 Fax: 588-0414
Julia.urbanek@med.va.gov

Weber State University
Cynthia Belnap  BLS, ACLS, PALS
3802 University Cir.  801-626-6690
Ogden, UT 84408 Fax: 626-6610
chelnap@weber.edu

West Valley City Fire Dept.
Joe White  BLS, ACLS
5545 W 3100 S  801-955-4075
West Valley, UT 84120 Fax: 520-7176
joewhite@ci.west-valley.ut.us

American Heart Association
Training Centers
Utah Region (2004)

BLS = Basic Life Support
ACLS = Advanced Cardiac Life Support
PALS = Pediatric Advanced Life Support

Revised 1/23/06
OVERALL GPA

Your overall GPA is calculated using points earned in all University or College classes on your official transcript.

If you are a transfer student, your college transcript must be accessible via RouteY, the BYU intranet. This must be done in order for your file to be reviewed. Additionally, for Winter applicants only, students are allowed to be currently enrolled in the fall semester in a pre-requisite and still apply to the program for Winter. This is only for students attending BYU. You may not take a pre-requisite and still have it apply towards your application if you are attending a different school at the time of application. Transfer students also need to check with the Nursing Advisement Center to be certain courses from one school are equivalent to courses at BYU. **If you are an ESL student you must have your additional pre-requisites completed as well. See the Advisement Center if you have questions.**

Complete the following classes with a C grade or better (C- and below is not acceptable) before entering the nursing program:

- Nurs 180
- SFL 210 (also known as MFHD 210) OR Psych 220
- Chem 285*
- PDBio 305

*This class will not be used in calculating your GPA unless it helps, but you must still complete it with a C grade or better. Chem 101 and/or 105, Stats 221 and Ahtg 100 will also not be used in calculating GPA unless it helps. We do not look at Spring/Summer term grades when applying for Fall.

**NOTE: While First-Year Writing or its AP equivalent is not a prerequisite you must have it completed before applying due to the many writing assignments you have in Nursing and the Advanced Writing Nursing Course you take early in the program. In addition to the First-Year Writing class or its equivalent, students must also have 25-28 credits completed in order to apply.

If you have petitioned a grade or class for your application (even for an old application), be sure to include in the personal information sheet online that you were granted that petition.

**ESL Requirements**

1. **Take the English Proficiency Examination**
   - Exam given every second Friday of each month at 9am in B153 JFSB
   - Will take approximately 3 hours
   - Bring ID card and follow BYU dress and grooming standards
   - No dictionaries
   - Take this test as soon as possible; the results will tell you if you need to take any additional ESL courses. You must take these recommended courses before applying to the nursing program!

2. **Complete Nurs 102**
   - Only offered through Independent Study, for more details visit [http://ce.byu.edu/is/site/](http://ce.byu.edu/is/site/)

3. **Have a TOEFL score of at least a 580 (paper-based course) or 237 (computer-based score) or 93 (internet-based)**
   - [www.toefl.com](http://www.toefl.com)

Revised 6/17/09
Recommendations

You must have two recommendations in order for your file to be reviewed. The required forms are found directly following this page.

Some important information and tips:

- Each recommendation form consists of three pages. **You need to fill out a small section on the first page of each form before giving it to the recommender.** The individual providing the recommendation will fill out the remainder of the form.

- The recommendation forms will be returned directly to the Undergraduate Nursing Advisement Center by the recommender either by mail or by fax.

- **You should give the three-page forms to the recommenders a week or two before the start of the application submission period in September.** You can include an addressed, stamped envelope to facilitate a quick turn-around for the recommender. (The address and fax number for the Undergraduate Nursing Advisement Center are listed on the recommendation form.)

- When choosing the recommenders, **use individuals who know you well--not family and friends.** The recommenders can be teachers, employers, co-workers, organizational leaders, or other individuals who know you well. (See options on page two of the recommendation form.)

- The recommenders can attach a letter if they wish to, but a letter is not required and cannot take the place of any one of the three pages.

- **Recommendations must arrive at the Undergraduate Nursing Advisement Center September 9-30, 2009.** It is **your responsibility** to contact the recommenders and to call us at 422-4173 to verify that your recommendations arrive on time. **Both recommendations must be in your file no sooner than September 9, 2009 and no later than September 30, 2009, in order for your file to be reviewed.**

- **Only two recommendations will be accepted.** Additional recommendations beyond two will be shredded.
Recommendation Form
BYU College of Nursing

This form is due no sooner than September 9, 2009 and no later than September 30, 2009

Applicant completes this section of the form.

Name of Applicant: ___________________________________ (Type or print your name clearly) BYU Student ID No.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their rights to access the recommendations.

The following signed statement indicates my intent regarding this recommendation:

I waive ______/ I do not waive ______ my right to see this form or any supplementary notes or letters pertaining to this form.

__________________________________________
Applicant Signature

__________________________________________
Date

Individual providing recommendation completes the remainder of this form.

The applicant named above is applying for acceptance to the BYU College of Nursing and is requesting a recommendation from you. We appreciate your sincere and confidential evaluation of the abilities and attitudes of the applicant.

Please return this form to the Undergraduate Nursing Advisement Center between September 9 and September 30, 2009. This form may be submitted via mail or fax.

BRIGHAM YOUNG UNIVERSITY
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602
(801) 422-4173

Fax: (801) 422-0536

1. Name/Title: ________________________________________________________________
   Company/Business: ___________________________________________________________
   Address: ___________________________________________________________________
   Business Phone: ______________

2. How well do you know the applicant?    __Thoroughly   __Fairly Well    __Superficially
3. State nature and length of contact (Indicate dates):
   ____________________________________________________________________________

______________________________________________________________________________
4. I am/was the applicant’s (check all that apply):

___Teacher  ___Organizational Leader  ___Employer

___Supervisor  ___Co-worker  ___Other_____________

5. Using the scale below, compare the applicant with a representative group of students or employees whom you have known during your career.

<table>
<thead>
<tr>
<th>Trait</th>
<th>Superior Top 10%</th>
<th>Outstanding Top 20%</th>
<th>Good Top 50%</th>
<th>Avg./Poor Lower 50%</th>
<th>No basis for judgment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative: Begins and completes an activity without direction from others</td>
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<tr>
<td>Perseverance: stays with a project or activity until it is completed</td>
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<tr>
<td>Responsibility: is accountable for consequences of own actions</td>
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<td></td>
</tr>
<tr>
<td>Prioritization: sorts trivia from important aspects of a situation</td>
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</tr>
<tr>
<td>Organization: shows evidence of a systematic or planned approach to projects or activities</td>
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<tr>
<td>Logic: generates a reasonable conclusion from a set of related ideas</td>
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<tr>
<td>Creativity: generates new ideas from familiar ideas or situations</td>
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<tr>
<td>Flexibility: readily explores and incorporates new ideas</td>
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<tr>
<td>Well-roundedness: shows a wide range of interests and activities</td>
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<tr>
<td>Self-knowledge: speaks accurately about own strengths and limitations</td>
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<tr>
<td>Confidence: incorporates appropriate suggestions for change without a loss of self-esteem or becoming defensive</td>
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</tr>
<tr>
<td>Communication: communicates with others in a direct and non-destructive manner</td>
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<tr>
<td>Sensitivity: anticipates and responds constructively to the feelings and needs of others</td>
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<tr>
<td>Dependability: follows through on commitments made</td>
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</tbody>
</table>
6. Circle the appropriate number on the scale below that most closely identifies the applicant’s potential for success in a baccalaureate program.

<table>
<thead>
<tr>
<th>High</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>6</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>Low</th>
</tr>
</thead>
</table>

Comments: ___________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

7. In summary, please indicate the degree to which you support this applicant for undergraduate study in nursing:
   ____Strong Support  ____Moderate Support  ____Support with reservation  ____Do not support

8. Additional Comments (Address any other strengths or explain your evaluation of the applicant, if desired. A separate letter can be attached.)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
________________________

9. _________________________________________________
   Recommender’s Signature                                           Date

Thank you for completing this form. As a reminder please return this recommendation form to the BYU Undergraduate Nursing Advisement Center between September 9 and September 30, 2009. This form may be submitted via mail or fax.

BRIGHAM YOUNG UNIVERSITY
Undergraduate Nursing Advisement Center
551 SWKT
Provo, UT 84602
(801) 422-4173

Fax: (801) 422-0536
If you do fax the recommendation, please fax all three pages of the document.