



FIT FOR STUDY PROCEDURES

FY24

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Fit for Study Procedure

The Utah Tech University College of Health Sciences (CHS) strives to create and maintain a healthy, safe, and supportive learning environment. CHS has the goal to address students as they encounter challenges in learning with support and encouragement. The following procedures are not to reprove students but to facilitate students on a path to succeed.

The CHS strives to protect the health and safety of students, patients, faculty, and staff while in class, and at the various facilities that we serve, by providing an environment where students are “fit for study” when practicing on campus or at a clinical site. When there is a concern expressed by faculty, staff, patient, another student, or member of the community that a student is not able to practice safely and effectively, he/she will not be permitted to stay on site and will be sent home immediately until “fitness” is determined. The following pages include information including Drug and Alcohol Testing Procedures, Student Impairment Related to Mental Health Procedure, Care Team, and Student Resources.

Drug and Alcohol Testing Procedure

This procedure applies to students enrolled in health science programs that provide direct patient care while attending Utah Tech University (UT).

Drug and Alcohol Screening

Applicant Testing:

1. Applicants accepted into UT Health Science programs that work directly with patients are required to submit to an initial lab screening from any facility that is deemed acceptable by program leadership, but results must be a minimum of a nine (9)-panel, non-rapid urine drug screen. All costs associated with drug testing are the responsibility of the student. Five (5)-panel screen results are not accepted. Rapid screening results are not accepted.

Recommended Screening Facility:

UT Booth Wellness Center

1037 E 100 South, St George, Utah

Appointment Required, call 435-652-7755

Urine drug screen result must include:

- i. Amphetamine/Methamphetamine
- ii. Barbiturates
- iii. Benzodiazepines
- iv. Cocaine
- v. Cannabinoid

- vi. Methaqualone
 - vii. Opiates
 - viii. Oxycodone/Oxymorphone
 - ix. Phencyclidine
-
- 2. Refusal to complete the testing process will prohibit the student from entering any health science program.
 - 3. At a minimum, students must be tested using the 9-Panel Non-Rapid Urine Drug Screen.
 - 4. A copy of the test results must be sent directly from the testing agency to the designated program representative's office.
 - 5. Positive tests will be confirmed by the testing laboratory if the urine creatinine is within normal limits. If the urine creatinine is not within normal limits, the student may submit a second urine specimen. However, two separate dilute urine samples will be considered a positive drug test. Students should review the attached campus drug testing procedure to avoid a dilute sample.
 - 6. A positive test will necessitate proof of a prescription written by a licensed health care provider. The student must submit documentation of a prescription filled prior to the date of urine drug screen testing date to the designated program representative's office within five business days of receiving the positive test results.
 - 7. Students with a confirmed positive drug test that is not explained by a licensed health care provider's prescription will be ineligible for admission to the program.
 - 8. If the student seeks to challenge a positive drug screen one of the following secondary test(s) is required depending on the creatinine level of the first submitted sample:
 - a. A first sample with normal creatinine requires that a second test will be run on the original sample.
 - b. A first sample with creatinine out of normal range requires that a hair follicle sample must be submitted for testing at the student's expense.

Reasonable Suspicion Testing

In determining "fitness", students will be required to have a drug screen done at the program's expense before being allowed to participate again in program activities. Periodic random screening requests will be made throughout the year at the program's expense. Students must report to UT Booth Wellness Center (day), St. George WorkMed (day), or InstaCare (evening) then if needed Emergency Department (ED) (evening/night) at St. George Regional Hospital for the test within 2 hours of the request. Pending faculty review, and in accordance to Utah Tech University, Policy 555: Student Academic and Professional Misconduct <https://utahtech.edu/wp-content/uploads/formidable/193/555-clean.pdf> and Policy 552: Student Code of Conduct https://utahtech.edu/wp-content/uploads/formidable/193/552_Student_Conduct_Code.pdf the student is subject to disciplinary action up to and including University or program dismissal. All

other affiliation agreement policies will be strictly adhered to in program activities including but not limited to courses, labs, and clinicals.

1. Students may be required to submit to reasonable suspicion testing for drugs and alcohol while participating in class, lab, or clinical experiences. Testing must include one of the following: a 10-Panel drug and alcohol screen; or a 9-Panel drug screen with either breathalyzer test or blood alcohol level drawn. Reasonable suspicion may be based on but not limited to observable phenomena/direct observation of substance or alcohol abuse and/or the physical symptoms or manifestations of substance abuse such as:
 - a. Speech – incoherent, confused, rapid slow, slurred, rambling, shouting, profanity, or change in speech.
 - b. Coordination – swaying, staggering, lack of coordination, grasping for support, slowed reflexes.
 - c. Demeanor—change in personality, excited, combative, agitated, aggressive, violent, argumentative, indifferent, threatening, antagonistic, mood swings, irritability, restlessness.
 - d. Alertness—change in alertness, sleepiness, drowsiness, confused.
 - e. Physical—bloodshot eyes, teeth grinding, nasal redness, dry mouth, flushed face, tremors, pupillary changes, odor of substance and/or alcohol.
 - f. Appearance—dirty clothing, disheveled.
 - g. Performance—unsafe practice, unsatisfactory work, excessive absenteeism, excessive tardiness, or a significant decline in performance.
 - h. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs.
2. If a faculty member or clinical agency staff member observes behaviors listed above, the student will be removed from the educational setting and the department chair will be notified immediately.
3. The student must report to the UT Booth Wellness Center or WorkMed for drug and alcohol testing within two (2) hours of the request, regardless of the student's admission to substance use. If this occurs during an evening clinical, the student must report to InstaCare, and WorkMed will be called in to perform the drug test.
4. The student will be responsible for obtaining transportation to the designated testing facility; the student will **not** be allowed to drive to the facility if any of the criteria (*in a through f*) apply.
5. If the results of the drug/alcohol test are positive, the student will be dismissed from the program.
6. If the student fails to report for a drug test within two (2) hours after being notified of the requirement or refuses testing, it will be treated as a positive test and the student will be dismissed from the program.

Post-Incident Testing:

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

Readmission:

1. A student who has been dismissed from a program due to a positive drug/alcohol test or refusal of reasonable suspicion testing may or may not be eligible to apply for readmission to the program, depending on the program's established procedures. Contact the program director or chair for specific program information regarding eligibility for readmission.
2. To be considered for readmission after a positive drug/alcohol test the student must:
 - a. Participate in a substance abuse treatment program.
 - b. Sign a HIPAA release form authorizing the substance abuse program manager to release treatment information to the student's respective program's department chair. Have the substance abuse program manager submit a letter to the student's respective program's department chair verifying successful participation in a substance abuse treatment program.
 - c. Submit to an unannounced urine drug/alcohol test at the student's expense prior to readmission. A positive test will result in ineligibility for readmission.

Procedure for Student Impairment Related to Mental Health

Purpose

To address non-punitive management and advocacy for mentally impaired students. To assist in the reduction of risks in providing safe, appropriate care to patients, to assure a safe working environment for all clinical agency staff and employees, and all UT staff, students, and faculty.

Background

The Dean and Department Chair of the appropriate program will be involved in any investigation of an impaired student.

The term “impaired student” includes problems related to mental health impairment. Specific needs and varying circumstances will be considered for each situation to handle the student’s impairment in the most appropriate manner.

UT faculty have the responsibility and authority to take immediate corrective action with regard to the student’s conduct and performance in the clinical setting.

Assessment

The impaired student needs to be assessed to determine if they are in *distress* or are having a *crisis*.

Signs/behaviors that a student might be in distress include the following:

1. Serious grade problems or a dramatic change in performance.
2. Excessive absences or inconsistent attendance.
3. Unusual or changed patterns of interaction (e.g., avoiding participation, excessive anxiety when called upon, domination of discussions).
4. Other characteristics that suggest the student is having trouble managing stress (e.g., depressed, lethargic, or rapid speech; swollen, red eyes; marked change in personal dress and hygiene; sleeping during class).
5. Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional while disclosing the circumstances prompting the request.
6. New or repeated behavior which interferes with the faculty members effective management of the educational or clinical environment.
7. Unusual or exaggerated emotional responses, which appear inappropriate to the situation, irritability, or outburst of anger.

Severely troubled or disruptive students may exhibit signs/behaviors that signify an obvious crisis and that necessitate emergency care. Examples include:

1. Highly disruptive behavior (e.g., hostility, aggression, violence)
2. Inability to communicate clearly (e.g., garbled, slurred speech; unconnected, disjointed, or rambling thoughts).

3. Loss of contact with reality (e.g., seeing or hearing things that others cannot see or hear; beliefs or actions greatly at odds with reality or probability).
4. Stalking behaviors (threatening behavior, unwanted advances or communication).
5. Inappropriate communications (e.g., including threatening letters, email messages, harassment).
6. Overtly suicidal thoughts (expression of a specific plan including referring to suicide as a current option or in a written assignment, statements of hopelessness, death allusions, thoughts of burdening others, and/or not belonging).
7. Threats to harm self or others.

A student who, in the opinion of the faculty, is exhibiting behaviors of distress or crisis that pose a danger to the safety and well-being of self or others will be immediately removed from any classroom, lab, or clinical setting.

Procedure for Students in Distress:

1. When it is determined a student is in distress and they have been removed from the classroom, lab, or clinical setting they will be referred to the UT Booth Wellness Center for evaluation by one of the counselors or may choose to be evaluated and treated by their private health care provider.
 - a. The faculty shall call the student's emergency contact person for transport from the campus or clinical setting to the UT Booth Wellness Center or private health care provider if, in the faculty's judgment, the student is incapable of driving safely.
 - b. UT Booth Wellness Center is located at 1037 East 100 South St. George, Utah. The phone number is 435-652-7755
 - c. A urine drug with alcohol screen is required.
2. The faculty will immediately alert the clinical coordinator or department chair. Faculty will provide within 24 hours, written objective documentation of the student's behavior, whether patient outcomes were affected due to the student's behavior, and the disposition of the student. If patient outcomes were negatively affected, the faculty must also immediately alert clinical agency staff and fill out an incidence or occurrence report per agency protocol.
3. Once the student has been evaluated/treated (either in-patient or out-patient) he or she must provide a letter from the relevant health care provider or counselor indicating the student is able to perform all the duties expected and may return to the classroom, lab, or clinical setting.
4. Next, a conference will be arranged as soon as possible between the faculty, student, and department chair to discuss the incident.
5. The department chair will then decide if the student is able to return to the classroom, lab, and/or clinical setting.

For Students in Crisis:

1. When it is determined a student is in crisis and they have been removed from the classroom, lab, or clinical setting the faculty may call 911 to request police intervention and transportation to the emergency department (ED). Be prepared to answer the following questions:
 - a. Nature of incident
 - b. Location of incident
 - c. Description of person(s) involved
 - d. Location of person(s) involved
 - e. If the person(s) left the scene, their direction of travel
 - f. What time the incident occurred
 - g. Your name, location, department, and extension number
2. Once the student has been safely transported to the ED the faculty needs to call the Utah Tech Police Department at 435-627-4300 to report the event. If there is no answer leave a message.
3. Once the student has been safely transported to the ED the faculty needs to immediately alert the clinical coordinator or department chair. Faculty will provide within 24 hours, written objective documentation of the student's behavior, whether patient outcomes were affected due to the student's behavior, and the disposition of the student. If patient outcomes were negatively affected the faculty must also immediately alert clinical agency staff and fill out an incidence or occurrence report per agency protocol.
4. Once the student has been evaluated/treated (either in-patient or out-patient) he or she must provide a letter from the relevant health care provider or counselor indicating the student is able to perform all the duties expected of a student nurse and may return to the classroom, lab, and/or clinical setting.
5. A conference will be arranged as soon as possible between the faculty, student, and department chair to discuss student behavior during the classroom, lab, or clinical experience.
6. The department chair will then decide if the student is able to return to the classroom, lab, and/or clinical setting.

Suspension/Expulsion/Dismissal from Program

If the student is believed to be in crisis and requires ongoing therapy, the student may be subject to suspension or expulsion from the program or other University programs in accordance with the University's policies and procedures: Utah Tech University Policy 552: Student Conduct Code https://utahtech.edu/wp-content/uploads/formidable/193/552_Student_Conduct_Code.pdf and Policy 555: Student Academic and Professional Misconduct <https://utahtech.edu/wp-content/uploads/formidable/193/555-clean.pdf>

Readmission to the Program after Dismissal for Impairment

After a minimum period of six months from the time of dismissal, the student may petition for readmission to the program. The requirements for readmission are as follows:

- The student shall submit a petition to the department chair.

- The student shall provide proof of active participation in therapy and a note from their health care provider stating they are able to return to school and resume participation in course, lab and clinical activities expected of a student.
- The student may be required to participate in on-going therapy as a condition of readmission.
- If readmitted to the program and required to participate in on-going therapy, the student shall provide evidence of such continued therapy on a schedule as determined by the department chair.
- Failure to submit evidence of on-going therapy will result in permanent dismissal from the program.
- Readmission is not guaranteed and will be on a space-available basis.
- A second documented incident of impaired behavior will result in permanent dismissal from the program.

Programs Appeal Processes

- Each program has specific steps and guidance for students to appeal a decision. Please refer to each program department chair and/or the program director for the specific program appeal process. A student may appeal a negative recommendation regarding a program decision.

Post Tuberculosis Exposure Procedure

Purpose

To provide appropriate steps for health care students who may have been exposed to clients, patients, or community members with active tuberculosis (TB). To assist in the reduction of risk of acquiring active TB or spreading TB. To safeguard the health of students and enhance provision safe care to patients. To assure a safe working environment for all clinical agency staff and employees, and all UT staff, students, and faculty.

Background

Health care program students undergo baseline TB testing when applying for admission per the requirements of their respective programs. For example, students are generally asked to submit proof of no active TB such as a negative interferon-gamma release assay (IGRA) (also known as the QuantiFERON Gold blood test) or a two-step tuberculin skin test (TST). Students who have had past exposure and have positive IGRA or TST should see a health care provider for TB risk assessment, symptom screening, and a chest radiograph. Students with documented positive tests but no symptoms of active TB infection are considered to have latent TB infection (LBTI) and require documentation from a health care provider to participate in programs and clinical experiences. Students should follow their respective program's procedures for baseline testing and submission of proof of results.

The post tuberculosis exposure procedure is based on the Centers for Disease Control and Prevention's updated 2019 recommendations for TB screening, testing, and treatment of health care personnel as well as the Utah Department of Health TB Control Program Manual and the American College Health Association Guidelines for TB Screening and Targeted Testing of College and University Students.

Procedure

1. When a student or clinical faculty knows or suspects the student may have been exposed to active TB, all details should be communicated to the clinical coordinator or faculty chair. Important details include:
 - a. Confirming the TB status of the patient to whom the student was exposed
 - b. Details of the exposure (e.g., what protective gear, if any, was worn by the student? What was the nature of their contact?)
2. Post-exposure, students require timely symptom evaluation and additional testing.
 - a. Students with a negative TB baseline test:
 - i. Should have an IGRA or TST performed along with symptom screening and continued monitoring for symptoms of active disease
 - ii. If the initial test is negative, a second test should be performed in 8-10 weeks, preferably using the same technique as the prior negative test
 - iii. The student may return to classes and clinical experiences after the first negative TST while also being symptom free
 - iv. Two negative tests 8-10 weeks apart and no symptoms of active disease will be considered proof of no active TB infection unless additional relevant information is given from the health care provider
 - b. Students with a positive TB baseline test (LBTI):
 - i. Should not be tested again with IGRA or TST post-exposure
 - ii. They should be screened for symptoms of active TB infection immediately and ongoing over the next 8-10 weeks. Any symptoms suggestive of active TB infection should be reported and the student should be referred to a health care provider for assessment.
 - iii. The student may return to classes and clinical experiences 24 hours after exposure barring any symptoms of active infection.

- iv. If active TB symptoms are detected, the student is referred to a provider for assessment and follow up care which may include a chest radiograph, risk assessment, further physical assessment, and a short-course rifamycin-based treatment regimen. The student must present a provider's note with clearance before returning to classes and clinical experiences. More information on short course therapy explained [here](#)

Signs & Symptoms of Possible Active TB Infection

- a bad cough that lasts 3 weeks or longer
- pain in the chest
- coughing up blood or sputum (phlegm from deep inside the lungs)

Other symptoms of TB disease are

- weakness or fatigue
- weight loss
- no appetite
- chills
- fever
- sweating at night

Newly positive TB tests post-exposure or newly acquired active infection detected in LBTI students due to onset of symptoms will be reported by the lab and/or provider to the Utah Department of Health within 24 hours of detection. For information on reporting protocols or other questions, call UT Department of Health TB Program at (801) 538-6191.

Care Team

C – Campus

A – Assessment

R – Response

E – Evaluation

Mission: The CARE Team is committed to campus safety through proactive, collaborative and objective approaches to the holistic management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the individual and campus community.

Purpose and Intent

The CARE Team serves in assessing situations where individuals are displaying distressing, disturbing, disruptive, and dangerous behaviors or that potentially impede their own or others' health and safety. For the safety and security of the campus community, risks will be evaluated and addressed using the adopted version of the NaBITA threat intervention tool.

When alerted to a concern, the CARE Team will:

- I. Gather, analyze, and assess information
- II. Support the concerned student(s) and assess the needs of those impacted
- III. Determine and implement plans for the individual of concern, including both immediate and ongoing strategies
- IV. Provide and make referrals for consultation, support, and assistance
- V. Assign level of risk to the individual and/or others involved
- VI. Review interventions and implementation strategies throughout the process

Incident Reporting Form: This form should be used for any incident on campus or in class that needs follow-up. The form can be accessed [here](#). The incident form can be used for students, faculty, and staff. Incidences are discussed weekly during the academic year. Contact police dispatch for immediate need in a classroom by calling campus police at 435-627-4300.

Student Concern Form: Whether you are a concerned parent, friend, or student, the student concern form is one way you can share that you are concerned about a student and/or would like to ask for a welfare check. The form can be accessed [here](#). Fill in as much information on the form as you can. Someone from the Student Success Center, or their designee, will reach out to provide the student with support and resources. If you would prefer to discuss your concern with someone directly, you can call the Student Success Center at 435-879-4691. Please note that if you provide your contact information, a designee may get in touch with you to get more information prior to contacting the student. Student Success does everything they can to preserve your anonymity if you choose to remain anonymous with your concern.

Please be aware that this form goes to the UT Student Success Center during normal business hours. It is not monitored after hours, on weekends, or on University holidays. UT has University Police available to respond to immediate concerns. If you have immediate concerns about the health or safety of a student of the UT community, call University Police at 435-619-1144. If there is an active emergency, call 911 immediately.

Trail Tracker is a weekly e-mail newsletter that is sent to the entire Utah Tech University student body through the Dean of Students office. The Trail Tracker newsletters are intended to inform students of campus events and other important dates and information.

We work closely with our campus partners to assure each week's newsletter includes every opportunity possible while maintaining simplicity. We strive to include events and programs that we feel would be of interest or benefit to students.

If you have an event or activity you would like included in the weekly Trail Tracker, please email your text to Trailtracker@utahtech.edu by 5:00 pm Tuesday of each week. Trail Tracker does not support graphics or photos and is a text only service.

Please feel free to contact the Trail Tracker team at trailtracker@utahtech.edu or call us at (435) 652-7514.

UT Booth Wellness Center is staffed with experienced, licensed mental health professionals including psychologists, social workers, and mental health counselors. All therapy sessions are confidential and although the UT Booth Wellness Center may be contacted by other concerned individuals (parents, faculty, etc.), your participation in therapy will not be discussed in any way with these entities without your written permission.

UT Booth Wellness Center

Phone: 435-652-7755

Office: 1037 E. 100 S.

Medical Health

Medical health issues can interfere with your ability to reach your potential in your work and studies. The UT Booth Wellness Center offers acute medical services to help address current medical challenges faced by students, staff & faculty. The UT Booth Wellness Center is staffed with experienced, licensed medical health practitioners to provide treatment. As an acute services facility we provide necessary treatment for a short period of time for an illness, injury, or other health condition. We are unable to provide primary or long-term care.

The UT Booth Wellness Center offers various medical health services including:

Sick Visits (i.e. colds, flu, sore throats, etc.)

Minor Wound Care (i.e. minor cuts, bruises, sprains, etc.)

Medical testing (i.e. strep, mononucleosis, tuberculosis, drug, STD, UTI, etc.)

Medical lab work (i.e. glucose, hemoglobin, STI, etc.)

Medical Exams (i.e. physicals, well-woman, etc.)

Students will be charged a fee of \$15.00 for provider services each medical appointment plus the cost of any laboratory testing. If the appointment is solely for the purpose of testing, the \$15.00 fee will not apply.

Mental Health

Mental health, emotional, or behavioral issues can interfere with your ability to reach your potential in your work and studies. The UT Booth Wellness Center offers brief mental health services for students, staff and faculty to help deal with mental health, emotional, or behavioral issues.

Mental Health services for students are paid for by Student Fees and are provided to UT students at no additional cost to the student. Services for Faculty and Staff are offered at a reduced cost (\$35.00/appointment).

Student Resources

Health and Wellness

UT Booth Wellness Center

435-652-7755 | wellness.utahtech.edu

offers medical health, mental health, and wellness programs for student wellbeing.

Crisis Text Line

Text 'HOME' to 741741 | crisistextline.org

Offers access to trained counselors to support people in crisis.

Public Safety Department/Campus Police

435-627-4300 | publicsafety.utahtech.edu

Working in partnership with students, staff, faculty, and our UT community, UT's Department of Public Safety strives to provide a safe and secure environment for all.

National Suicide Prevention Hotline

1-800-273-TALK | suicidepreventionlifeline.org

Provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

St. George WorkMed

385 N 3050 E

St. George, Utah 84790

435-251-2630

Open Hours: 8AM – 5PM

Dove Center

1240 E 100 S Ste 221

St. George, Utah 84790

435-628-1204

Open Hours: 8AM – 5PM (24-hour helpline)

Advocacy & Mentoring

LGBTQ+ Resource Center

435-652-7753 | lgbt.utahtech.edu

Supports UT's LGBTQ+ students, staff, and faculty, as well as educates the campus's straight and CIS community on how to be fully inclusive and welcoming of LGBTQ+ identities.

Mentoring Matters

435-879-4483 | dixieserves.utahtech.edu/mentoring-matters

Matches career professional mentors to students seeking encouragement, guidance, and support in experiencing success with life skills.

Center for Inclusion and Belonging

435-652-7730 | <https://cib.utahtech.edu/>

Serves as a hub for diverse student organizations, the Multicultural Inclusion Student Association (MISA), and equity and inclusion efforts on campus and in our community.

Office of Equity Compliance and Title IX

Report concerns to the Director of Equity Compliance and Title IX Coordinator by phone, via email at titleix@utahtech.edu or report@utahtech.edu, or by completing the Incident Reporting Form.

Hazel Sainsbury

Director of Equity Compliance/Title IX Coordinator

Hazel.Sainsbury@utahtech.edu

Email: titleix@utahtech.edu

Phone: 435-652-7747

Office: HCCLIB 579

Exists to educate concerning prevention, and respond to reports of protected class discrimination, harassment or retaliation, gender inequity, sex-based discrimination, sex-based harassment, sexual abuse, and sexual assault.

TRIO

435-652-7656 | trio.utahtech.edu/student-support-services/

Facilitates services for student success for low-income, first generation, or disabled students.

Veterans Department

435-652-7699 | veterans.utahtech.edu

Helps veteran students through the process of admissions, eligibility application, registration, and maximizing their benefits to pursue educational, professional, or vocational objectives.

Student Resource Center

435-879-4489 | Email at resource@utahtech.edu

Facilitates access to student resources and mentoring.

Financial Support

Financial Aid Office

435-652-7575 | financialaid.utahtech.edu

Offers information and resources for loans, scholarships, grants, work-study employment, and other aid options.

Addendum 1

Drug Testing Procedure

You **MUST** bring a valid state issued photo ID.

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

Next, you will be directed to the restroom and asked to provide a urine specimen.

YOU MUST:

1. Provide at least 45 mL (this is the equivalent of 3 tablespoons)
2. Return the specimen to the collector ASAP
3. **DO NOT** flush the toilet
4. **DO NOT** wash your hands

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

Addendum 2

Consent Form for Drug and Alcohol Testing

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

I authorize the University to conduct all related alcohol and drug tests that are subject to the policy. I further authorize and give full permission to have the University and/or its personnel to send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test(s) to the specific program to which I applied. I also authorize the release of information concerning the results of such tests to designated University personnel, its clinical partners, to any assistance program to which I may be referred, and to the appropriate licensing boards, if applicable.

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



I understand refusal to complete the drug and/or alcohol testing process will prohibit me from entering the desired program in the CHS at the University as stated in the CHS Drug and Alcohol Testing Procedure.

I consent to urine drug and/or alcohol testing for the purpose of admission to a program with a clinical component in the College of Health Sciences at Utah Tech University. I understand that this consent form remains in effect during my enrollment in a CHS program with a clinical component at the University.

Print Name: _____ Digital ID: _____

Student Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Addendum 3

Arrest Procedure

Prior to enrollment, all College of Health Sciences (CHS) students must submit a background check. Convictions of felonies or misdemeanors involving sexual misconduct or illegal drugs, preclude clinical rotations in partner Facilities and therefore forfeiture of a position in a CHS program.

Students who are enrolled in the Utah Tech University CHS programs must report any arrests or criminal convictions including, but not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. Excepts minor traffic violations such as speeding tickets. The CHS reserves the right to release relevant information regarding a student's criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions to the Dean of Health Sciences and department chair within 48 hours of the arrest or conviction will result in dismissal from the program.

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

Students may not report to clinical or be present in clinical agencies until the arrest or the subsequent legal proceeding is resolved and a determination has been made by the Dean of Health Sciences regarding the risk to patients and/or clinical agency employees as indicated by the nature and circumstances of the alleged violation of the law. The Dean of the CHS will review the student's status in the health science program. A possible outcome of the review may be the student's inability to continue in the program. It may be necessary to release the student's disclosure of a conviction, adjudications, and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

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

UT Policy 159 Sex Offender and Violent Felony
<https://utahtech.edu/wp-content/uploads/formidable/52/159.pdf>

Addendum 4

Disclosure of Convictions & Arrests

I understand that I have 48 hours to report any arrest, criminal conviction, or governmental sanction while enrolled in a Utah Tech University College of Health Sciences (CHS) program to the appropriate department chair and the dean of CHS.

I understand that I will be unable to participate in clinical activities until the issue is resolved.

I further agree to, and hereby authorize, the release of my disclosure of a conviction and/or arrest to an appropriate representative of the clinical agency for the sole purpose of determining eligibility to participate in clinical activities within the agency.

I understand that failure to report any arrests, convictions or governmental sanctions within 48 hours will result in my dismissal from the health science program.

I do hereby swear or affirm that I have read and understand the requirements of this procedure. I will comply with the requirements of this procedure.

Print Name: _____ Digital ID: _____

Student Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Addendum 5

Tuberculosis Testing Procedure

Upon entrance to UT health science programs, students are required to have completed a two-step tuberculosis (TB) test or an IGRA blood test.

The two-step TB test is also considered best practice by the CDC. A two-step test usually is obtained by a PPD test followed by a second PPD test within 2-3 weeks. However, the 2nd PPD can be given as late as 12 months after the first. A 2-step TB skin test can be done no sooner than seven days and no later than 12 months. This means, if a student has documentation and test results of a one-time TB skin test done within the past 12 months, they only need another one-time test. Remember, test results must be read within 48-72 hours.

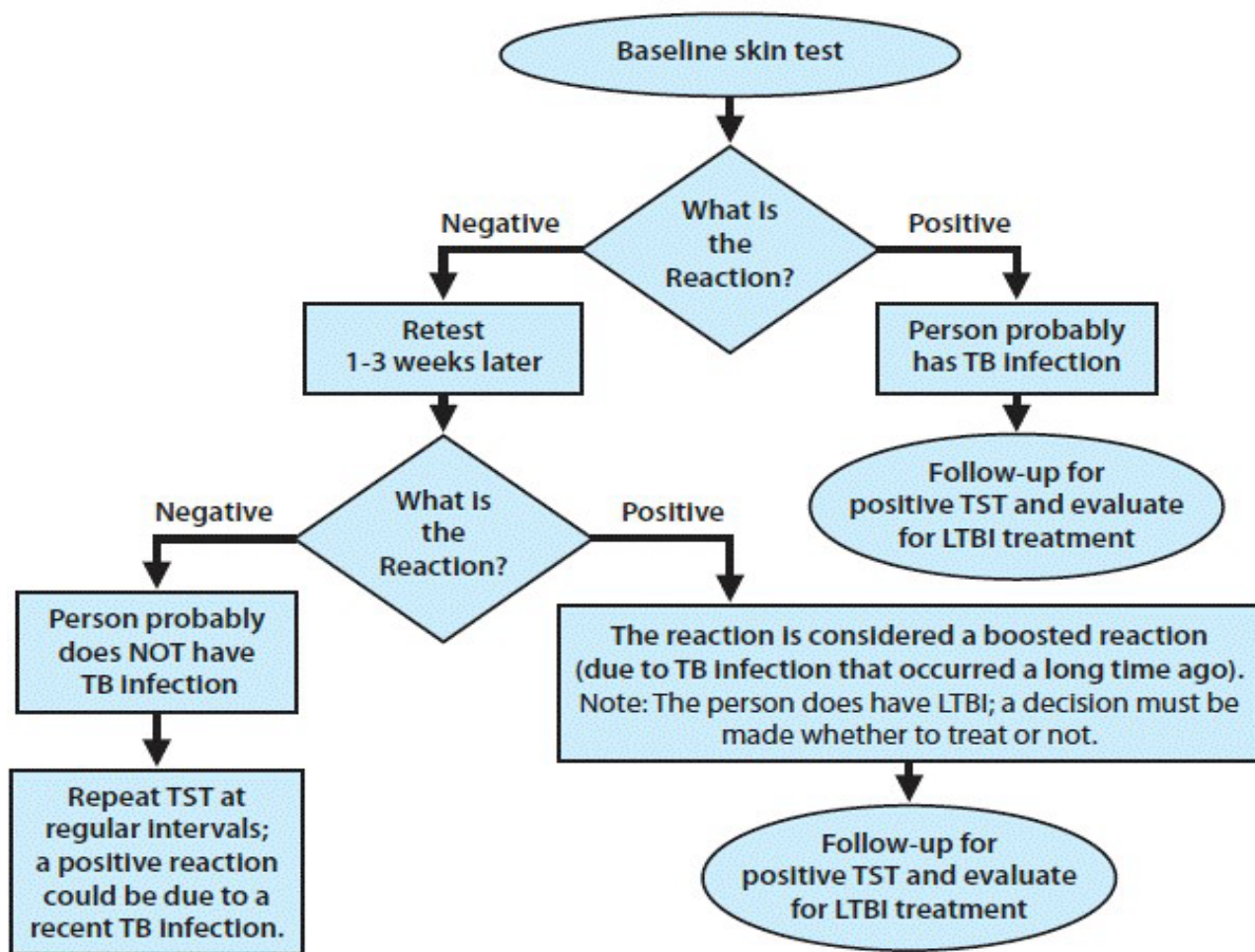
An IGRA is a blood test that can determine if a person has been infected with TB bacteria. Two IGRAs are approved by the U.S. Food and Drug Administration (FDA) and are available in the United States:

1. QuantiFERON®-TB Gold In-Tube test (QFT-GIT)
2. T-SPOT®.TB test (T-Spot)

CDC references:

1. <https://www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm>
2. <https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm>

2-Step Tuberculosis Testing



Addendum 6

Related Policies

UT Policy 158 Alcoholic Beverages <https://utahtech.edu/wp-content/uploads/formidable/193/158-Alcoholic-Beverages-for-on-and-off-Campus-Events.pdf>

Purpose 1.1 This policy establishes the rules and expectations regarding Utah Tech University (“the University”) approved service and consumption of alcohol as a matter of institutional policy. Alcohol possession and consumption is generally prohibited on campus; however, there may be times when alcohol consumption is permitted on campus for ceremonies, receptions, fund-raisers and/or private events sponsored by University departments or other clients who rent University facilities. This policy outlines the procedures for approval of alcohol consumption on grounds or in facilities owned or operated by Utah Tech University, as well as University expectations.

Scope 2.1 This policy applies to University personnel, students, and campus visitors/guests. Each group is identified with specific procedures as it pertains to both requesting and maintaining accommodation under this policy.

UT Policy 552 Student Conduct Code https://utahtech.edu/wp-content/uploads/formidable/193/552_Student_Conduct_Code.pdf

I. Purpose 1.1 Utah Tech University (“the University”) is authorized by the State of Utah, the Utah Board of Higher Education, the Utah Tech Board of Trustees, and the University President to establish the “Student Conduct Code.”

1.2 The Student Conduct Code exists to notify students, faculty, and staff of the specific expectations the University maintains related to student behavior, the rights and responsibilities that accompany being a student, and participation in Student Groups. The University expects students to maintain standards of personal integrity in harmony with its vision and mission; to be responsible for their own actions; to observe national, state, and local laws, and all the University’s policies; and to respect the rights, privileges, and property of other people. The Student Conduct Code describes the University’s intervention, resolution options, sanctions, and other disciplinary action related to the behavior of both individual students and Student Groups.

II. Scope

2.1 The Student Conduct Code governs the behavior of students and Student Groups.

2.2 On and off campus; affecting the University Community’s health, safety, or welfare; potentially damaging the reputation of the University regardless of the location of the behavior

Addendum 7

Dealing with Disruptive Behavior

Dean of Students Office * Gardner Center Room 202 * 435-652-7514 * ali.threet@utahtech.edu

In deciding to attend Utah Tech University (UT), a student become part of our academic community, and as such, the student makes a choice to devote necessary time and energy to ensure success in this new environment. UT students, faculty, and staff should assure the principles of mutual respect and citizenship remain at the forefront of discussions, interactions and behaviors that occur online, in the classroom, and all other areas on campus. There are many services available to assist students, but the primary responsibility to assure success at UT lies with the student.

Faculties and students have a right to an educational environment that is supportive of the learning process. It is the responsibility of the faculty (and other UT employees) to create and maintain this environment. It is the responsibility of the student to act in a manner that is appropriate for the classroom and adhere to established standards and expectations.

The following guidelines are designed to provide UT faculty and staff with sound principles for dealing with disruptive behavior, but it is still important to become familiar with the UT Student Rights and Responsibilities Code or from time to time you may encounter a disruptive student in the classroom or another area on campus. The best decisions are usually made when a faculty member has knowledge of the code and can appropriately assess the level of disruption for the well-being of all-students affected by the behavior. The goal behind providing this information is to aid UT employees in addressing disruptive behavior in a manner that discourages future negative behavior – while also protecting the safety and integrity of our institution.

FACULTY RIGHTS AND RESPONSIBILITIES:

- To establish and implement academic and behavioral standards for the classroom
- To clearly outline expectations, verbally and in syllabi
- To address inappropriate behavior
- To involve other offices (Dean of Students, Campus Police, Title IX, CARE Team, etc.) when circumstances arise
- To decide possible responses and outcomes for inappropriate behavior in the faculty member's class or department

WHAT IS DISRUPTIVE BEHAVIOR?

Disruptive behavior is best defined as any behavior that inhibits a faculty members ability to conduct class, or behavior that limits another student's ability to benefit from instruction – including conduct, speech, or activity that interferes with the learning activities of other students. Some examples of disruptive behavior may include:

- Physical violence, verbal abuse, or harassment
- Intoxication or illegal drug use
- Use of profanity, vulgarity, or other offensive language
- Failing to respect others when expressing their view points

- Talking while the faculty or another student is talking
- Constant questions or interruptions that interfere with classroom presentation

PREVENTING DISRUPTIVE BEHAVIORS:

The most effective way to prevent mildly disruptive behaviors from escalating to disputes, or serious acts of misconducts, is to establish classroom norms which create a civil environment. It is recommended that faculty members include a statement in their syllabus to establish boundaries and expectations for the class.

Although all disruptive behavior cannot be prevented, a faculty member can create an environment that may dissuade certain types of behavior.

EMOTIONAL AND MENTAL DISORDERS:

Emotional issues, mental distress, or psychological disorders are not legitimate excuses for disruptive behavior in an academic setting. There are established procedures that must be followed when reasonable accommodations are required. Disability claims and requests for accommodations should be discussed with Mr. Baako Wahabu or a member of his staff in the UT Disability Resource Center at **652-7516**. You may suggest a student also contact the UT Booth Wellness Center at **652-7756** if you feel they could benefit from a counseling session with a licensed therapist.

HOW TO RESPOND TO DISRUPTIVE BEHAVIOR:

Initially, it is always best to avoid singling out a specific student. Instead, direct a general word of caution to the entire class. In this way, the offending student may realize the behavior is inappropriate and that it will not be tolerated. A general statement might be something like..." Let's focus our attending on the material being discussed and discontinue side conversations or distractions".

BASIC PROTOCOL FOR FACULTY MEMBERS:

- Deal with the behavior immediately. The behavior is likely to progress and intensify if ignored. If a student poses a serious threat to the safety of themselves or others contact Police Dispatch immediately by calling **435-627-4300**.
- Do not take the behavior personally. In most instances, the behavior has nothing to do with the faculty. You may simply be the recipient.
- If you choose to speak with a student after class, explain why the behavior was inappropriate and inform them of relevant behavior expectations in order to continue in the course. If you feel uncomfortable or unsafe with a student, request that a colleague, department chair or someone from the Dean of Students Office be present at the meeting. Be sure to conduct conversations regarding inappropriate behavior in a private setting. If it becomes necessary to deal with a student's behavior during class, use discretion to calmly inform the student that his/her behavior must be discontinued.
- If the behavior continues, or becomes an issue in a future class, immediately ask the student to leave your classroom. Following class, the faculty should contact the department head, make certain to document all pertinent information regarding the incident, and contact the Dean of Student office for assistance.
- If a student refuses to leave your classroom, you may choose to adjourn the class, and contact Campus Police.
- Always log the incident – including date, time, locations, and the nature of the event. Note the names of a few in the classroom who could provide witness statements if necessary.
- It is often helpful to use the "incident reporting form" on the website to document appropriately
- Make sure your department chair is informed as any situation develops.
- Save inappropriate emails and always document dates and times of improper actions in the classroom.

WHAT IF A STUDENT APPEARS TO BE DANGEROUS?

If you believe a student is dangerous or that the situation has a potential to escalate into a physical threat to you or others, immediately call Police Dispatch at **435-627-4300** or **911** to report the behavior. If you are confronted with a situation where you cannot contact Campus Police, utilize the following guidelines:

1. Maintain a safe distance. Do not turn your back on the student.
2. Unless you are being physically assaulted, do not touch the student or their belongings as this may be interpreted as a threat.
3. Remain calm, and use a non-confrontational approach and tone to defuse the situation.
4. If a threat of harm is present, immediately dismiss the class, and ask someone to **call 911**.
5. Direct the student's attention away from the consequences as much as possible.
6. Once the student has been calmed and/or left the area, contact campus police immediately.
7. Notify the Dean or Students of the incident.

Addendum 8

Inclusion of Program Student Concerns/Grievance Procedures in Student Handbooks

As part of our ongoing commitment to fostering a supportive, safe, and transparent learning environment, we are pleased to provide you with an important update regarding the inclusion of Program Student Concerns Grievance Procedures in our student handbooks.

We firmly believe that clear communication and accessible resources are essential for students to effectively navigate any concerns that may arise during their academic journey here at Utah Tech University (UT). With this in mind, we are taking proactive steps to ensure that all students are well-informed about the procedures available to them should they encounter any challenges related to their program.

All students who are enrolled in programs and/or courses within the College of Health Sciences (CHS) will have access to a comprehensive set of grievance procedures. These procedures will be an integral part of our student handbooks and will serve as a structured approach for students to address any issues they may face. Moreover, they will offer guidance to our esteemed faculty members on how to effectively handle and support these concerns.

To bring this initiative to fruition, the department chair, program directors/coordinators, and faculty members for each specific program are collaboratively developing clear and outlined procedures for student concerns and grievances. Furthermore, once the procedures are finalized, we are committed to ensuring that everyone is well-informed about the new guidelines and their seamless implementation.

It is of utmost importance that program directors/coordinators and faculty members actively share the program student handbooks, which will contain the Program Student Concerns Grievance Procedures, with all new and incoming students. This proactive approach will ensure that our students are well-equipped to navigate any challenges they may encounter.