



University of Colorado
Anschutz Medical Campus

College of Nursing

STUDENT HANDBOOK

2011-2012

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I. INTRODUCTION

LETTER FROM THE DEAN

At the University of Colorado, College of Nursing, we strive to offer pioneering, nationally ranked nursing programs that empower students to achieve career goals. With a rich tradition of innovation, our college has helped shape important milestones in the nursing profession. We are the birthplace of the nurse practitioner and caring movements, and one of the first schools in the country to offer a Doctor of Nursing Practice (DNP) program.

Our distinguished faculty has made significant contributions to school-based health care and nursing informatics, as well as research into pain management, rural health, and pediatric nursing. As we look to the future, we are advancing the development of additional research strengths in public health, health care of children, those with chronic illness, and clinical health care. Our strong faculty practices with children, pregnant women and their families, adults, and elders allow our students to combine world-class research with real-world education. We also are known for our pioneering efforts in rural health care. We want you to know that the atmosphere here is both friendly and future-oriented. Ours is a community of distinguished faculty and students who will play a major role in shaping your own personal future and the future of nursing.

This Student Handbook presents policies, procedures, and general information intended to assist you as you progress through the College of Nursing. This Handbook should be used in conjunction with other official documents prepared and distributed by the University of Colorado and the College of Nursing. The Handbook is provided to students for informational purposes only and in no way constitutes a contract, either expressed or implied, with the University of Colorado or the College of Nursing nor any entity so associated. The College of Nursing reserves the right to change, delete or add any information without previous notice and at its sole discretion. Furthermore, the provisions of this document are designed by the University to serve as guidelines rather than absolute rules, and exceptions may be made on the basis of particular circumstances.

Sincerely,

Patricia Moritz, PhD, RN, FAAN
Dean

J. Kathleen Magilvy, PhD, RN, FAAN
Associate Dean for Academic Programs

ACCREDITATIONS AND MEMBERSHIPS

The University of Colorado is recognized by all major accrediting agencies and is accredited by the North Central Association of Colleges and Secondary Schools. The College of Nursing is accredited by:

National League for Nursing Accrediting Commission
61 Broadway-33rd Floor
New York, NY 10006
1-800-669-1656, Ex 158
www.nlnac.org

and

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036-1120
www.aacn.nche.edu

and

American College of Nurse-Midwives
Division of Accreditation
8403 Colesville Road, Suite 1550
Silver Spring, MD 20910-6374
240-485-1800
www.midwife.org

The College of Nursing maintains the following memberships: National League for Nursing; American Association of Colleges of Nursing; Colorado Association of Colleges of Nursing; Colorado Council on Nursing Education; Friends of the National Institute of Nursing Research; National Student Nurses Association; Western Institute of Nursing/Western Society for Research in Nursing; Sigma Theta Tau.

UNIVERSITY OF COLORADO ADMINISTRATION

Bruce Benson

President, University of Colorado

Jerry Wartgow, PhD, MEd

Interim Chancellor, University of Colorado

COLLEGE OF NURSING

Patricia Moritz, PhD, RN, FAAN

Dean

Amy Barton, PhD, RN, FAAN

Associate Dean for Clinical Affairs

Karen Sousa, PhD, RN, FAAN

Associate Dean for Research Affairs

J. Kathleen Magilvy, PhD, RN, FAAN

Associate Dean for Academic Programs

Roxie Foster, PhD, RN, FAAN

PhD Program Director

Victoria Erickson, PhD, ARNP-BC, PNP, FAANP

Master's and Doctor of Nursing Program Director

Gayle Preheim, EdD, RN, NEA-BC, CNE

Bachelor of Science Program Director

AUTHORIZATION AND RESPONSIBILITIES

The University of Colorado was authorized on November 7, 1861 by act of the Territorial Government. Events during the next fifteen years including the Civil War, delayed the Act's realization. Upon admission of Colorado into the Union on August 1, 1876, the University was declared an institution of the state, and the Board of Regents was established under the Constitution as its governing authority. Forty-five students began classes on September 5, 1877.

The Board is charged constitutionally with general supervision of the University and the exclusive control and direction of all funds of and appropriations to the University, unless otherwise provided by law.

The Board of Regents consists of nine members serving staggered six-year terms, one elected from each of the state's six congressional districts and three from the state at large. The members select their own chair and vice-chair. Prior to July 1, 1973, the board was made up of six regents, all elected from the state at large.

COLLEGE OF NURSING HISTORY

In 1998 the University of Colorado College of Nursing celebrated one hundred years of contributions to nursing education, practice and research. Throughout its history the College has been a pacesetter for the profession in all these endeavors.

Enrolling three students in its first class in 1898, the College was established as a three-year diploma program in connection with the School of Medicine and the University Hospital on the Boulder campus of the University of Colorado. In 1920 the University began one of the nation's earliest Bachelor of Science degree programs for nursing. Graduate nursing education began in 1950; at a time when requiring even a high school diploma for nurse's "training" was a controversial issue. From 1967-75 the Nurse Scientist Program allowed nurses to pursue doctoral studies in anthropology, physiology, psychology or sociology. This pioneering program of the Division of Nursing, U.S. Public Health Service, laid the groundwork for the College's Doctor of Philosophy in Nursing program, instituted in 1978. Today our graduates are impacting research, education and clinical practice worldwide.

In 1965, taking a step, which broke new ground in nursing, the College of Nursing developed the first nurse practitioner program in the country. This educational program has not only had a direct effect on the expanded practice roles for nurses nationwide but has also provided many new educational opportunities.

Although the faculty of the College of Nursing have been leaders in research in nursing for many years, the opening of the Center for Nursing Research in 1984 was a major step in strengthening those activities. It serves as a nexus of nursing research creating an environment in which research endeavors are furthered and nursing activities are supported statewide.

In the fall of 1990, the College of Nursing accepted the first students for the Doctor of Nursing (N.D.) degree, making the University of Colorado the first public university to offer this degree.

In 2005 the ND Program was converted to the Doctor of Nursing Practice (DNP) based on recommendations from national nursing organizations.

COLLEGE OF NURSING PHILOSOPHY

The University of Colorado College of Nursing, as an integral part of its parent institution, is dedicated to the pursuit of higher learning grounded in the arts, sciences, and humanities. The College of Nursing shares the missions of the University of Colorado: improving human health by educating health practitioners, delivering exemplary health care, and conducting research in the health sciences. The missions of the institution are directed toward a diverse community and the university acknowledges values, fosters, and benefits from the unique qualities, rich histories, and wide range of cultural values. The philosophy and mission of the College of Nursing are focused on education, research, reflective practice, and service within nursing.

The College of Nursing faculty believe nursing is a professional discipline with academic and practice dimensions. As a practice profession, nursing serves society through delivery of direct and indirect health care services to individuals, families and communities in local, regional, national, and international contexts. Nursing is a theory-guided, evidence-based practice, focused on holistic, relationship-centered caring that facilitates health and healing. Nursing is committed to ensuring quality health care for all. Nurses engage in political leadership to improve the health and health care of the society they serve. As a discipline responsible for knowledge generation, nursing is committed to: a) a search for knowledge regarding human experiences of health-illness-healing, the human/technology interface, environmental contexts of health care, and quality cost effective outcomes; b) development and testing of explanatory models of health, illness, and healing to guide professional practice; c) positive influence on the environmental contexts of health and health care; and d) promotion of quality and cost effective outcomes of nursing care. The College of Nursing faculty believe that generation of disciplinary knowledge is founded upon pluralistic forms of inquiry, continual communication with nursing practice, and interdisciplinary collaboration.

The College of Nursing faculty believes that higher education in nursing is responsible for preparing nurses for professional and discipline-related roles through a competency based curriculum emphasizing practice that is relational, reflective, responsive, respectful, and caring. Thus the faculty believes in the equivalent importance of undergraduate nursing education, graduate nursing education, and education preparing entry-level nurses with a professional doctorate. The faculty believe in education's responsibility to society to prepare nurses who advocate for social justice, and in education's need to be responsive to society's needs and changing local, national and global health care environments. They are committed to promoting reflective practice, and leadership for social change with inherent reciprocity among nursing practice, theory, and research in all educational programs. The faculty further believes that preparation for various nursing roles requires education in the arts and sciences foundational to nursing and in substantive disciplinary knowledge regarding caring in the human health experience across the lifespan. The faculty believes that contemporary nursing education and practice require a commitment to diversity, interdisciplinary partnerships in practice and research, and a grounding of education in faculty practice. Faculty practice models expert care and community service; provides opportunities to develop innovative models of health care delivery; improves access to care for underserved populations; engages in clinical inquiry; and tests nursing theories. Contemporary nursing

education also is facilitated by articulated degree programs, flexible and self-directed programs that incorporate lifelong learning, innovative educational technologies, and inter-institutional collaboration.

Approved 8/24/98 faculty meeting; revised 2/12/02

Re-Ratified 6/23/08

Implemented 7/1/08

UNIVERSITY OF COLORADO MISSION STATEMENT

The mission statement of the University of Colorado (UCD) reflects the main purposes of the institution: (a) the education of health professionals; (b) the delivery of both health care and community service; and (c) the advancement of knowledge through research in the health sciences.

The mission statement for the campus is as follows:

UCD offers programs and role models for the undergraduate, graduate and postgraduate education and training of professional health practitioners. The programs reflect a balanced integration of the basic and clinical sciences, individual and community health problems, curative and preventive health practices, and individual and team efforts. The UCD develops and maintains educational and training opportunities for continuing education of practicing health professionals in the state through educational programs.

UCD directly provides health care to patients at University of Colorado Hospital Authority, Colorado Psychiatric Hospital, the Children's Diagnostic Center and the Dental Clinic, as well as at several campus affiliates. University of Colorado Hospital Authority has a responsibility to provide health care to many Colorado residents who are financially unable to secure such hospital care elsewhere. The health care services are comprehensive, ranging from first contact (primary) care to highly specialized (tertiary and quaternary) care. The health care services also serve as a foundation for teaching and research activities.

UCD advances health knowledge through basic and applied research, functioning as the major health-related research base in the state. UCD maintains high standards regarding human subjects throughout its research activities and ensures that any protocols used are intended to benefit both the individual and mankind.

UCD is an integral part of the University of Colorado's multi-campus educational system. The center is also a major technical and professional resource for other institutions in the Rocky Mountain Region dealing with health issues. The UCD communicates with many constituencies, including the administration, faculty, and staff at other campuses and schools, alumni, professional and civic groups, foundations, and governmental representatives and agencies, and the public.

UCD supports its educational, health care, research and external affairs programs through support services aimed at achieving coordinated development, efficient and effective resource management, timely and appropriate informational exchanges, and programmatic accountability. The center also supports its programs by maintaining a safe, secure, and pleasant environment for its patients and personnel, while upholding all aspects of diversity as a necessary condition to achieving the institution's stated objectives and mission.

II. GENERAL POLICIES AND PROCEDURES

UNIVERSITY OF COLORADO BACKGROUND INVESTIGATION POLICY

I. Purpose

UCD intends to maintain a safe and productive educational, clinical and research environment. Therefore, prospective UCD employees, current UCD employees seeking Promotional Opportunities, Housestaff, and Students enrolled in health science disciplines with clinical rotation requirements (collectively referred to as “Applicants,” more specifically defined in Section XI below) must consent to and pass a background investigation prior to any final appointment, hiring, or promotion decisions. All offers of appointment, employment, or promotion are contingent upon the Applicant passing the necessary background investigation(s). The type of background investigation varies by position and is intended to protect the assets, employees, and students of UCD.

All Applicants must consent to a criminal background investigation as a condition of being considered for any position or Promotional Opportunity. In addition, Applicants for certain designated positions may be requested to consent to additional pre- and post-appointment background investigations as deemed necessary by the hiring or appointing authority. These additional background investigations may include civil, financial and motor vehicle records investigations. Applicants, who refuse to consent to any form of required background investigation, refuse to provide information necessary to conduct the background investigation or provide false or misleading information in regard to the background investigation will no longer be considered for the position for which they have applied. Further, any Applicant who has been hired, appointed or promoted and is found to have falsified information related to the background investigation will be subject to disciplinary action including termination.

II. Enforcement

This policy is enforced and monitored through the UCD Human Resources (HR) Office. The UCD HR Office may work with University Police or contract with outside agencies for any and all background investigations. Any exceptions or special consideration by hiring or appointing authorities will require approval of the Chancellor or his/her designee.

III. Application

UCD personnel or Housestaff employed or appointed prior to the effective date of this policy will not be subject to background investigations except when background investigations are required by any state or federal law, regulation or rule. However, current employees who apply for Promotional Opportunities within UCD will be required to comply with any background investigation required for the positions for which they apply. All Applicants who apply for a position after the effective date of this policy shall be subject to background investigations. In addition, UCD retains the right to conduct background investigations of current employees when it has reasonable grounds to do so, e.g., workplace violence incident, or when it is required to do so pursuant to state or federal laws, rules or regulations.

UCD departments with employees hired and paid through affiliates, e.g., UCH, UPI, VA, TCH, National Jewish are encouraged to require background investigations through the affiliate’s HR Office.

IV. Job Announcements

Notice of Background Investigations. The following statement is posted on the UCD employment web site:

“The University of Colorado performs background investigations as a condition of employment for all prospective employees and housestaff and current employees seeking promotional opportunities within UCD. The investigations are initiated at the request of the hiring or appointing authority prior to making any job offer. Applicants will be asked to provide personal data and sign a release form before the investigations are conducted. Applicants who fail to provide the data and consent will be removed from consideration for employment, appointment or promotion. Background investigations always include review of criminal records and may, for designated positions, require investigation of any or all of the following: credit, motor vehicle, civil and financial records.”

The following statement is required on all UCD job announcements and must be mentioned in all recruitment efforts:

“The University of Colorado requires background investigations for employment.”

V. Procedures for Background Investigations on Applicants

A. Request to Conduct Background Investigation. Upon the identification of finalist(s), the hiring or appointing department will submit the “UCD Background Investigation” form(s) for the finalist(s) to the UCD HR Office. The “Consent to Conduct a Background Investigation” form must be signed by the Applicant at the time of his or her initial application for employment, appointment or promotion. The UCD HR Office will determine the status of an Applicant upon completion of the background investigation using predetermined criteria (see *Pass/Fail Criteria for Various Background Investigations* section below). Every effort will be made to ensure that the background investigation does not impede the search, hiring or appointment processes. Most background investigations can be completed within a few days.

B. Notice of Completion of Background Investigation. The hiring or appointing authority will be notified via e-mail whether or not the Applicant has passed the background investigation. Applicants will be notified of their background investigation pass/fail status via a Background Investigation Notification Letter with a copy to the hiring or appointing department.

C. Disagreement with Information. Applicants who disagree with the accuracy of the information found in the background investigation process may request in writing to the UCD HR Office that the UCD HR Office verify the accuracy of any information that the Applicant identifies as incorrect. The hiring or appointing authority is not required to stop the hiring or appointment process while the UCD HR Office considers the Applicant’s request.

Applicants who do not pass the background investigation and who feel that there are extenuating circumstances to be taken into account may submit a written request for reconsideration to the hiring or appointing department with a copy to the UCD HR Office. A hiring or appointing authority, upon consultation with the UCD HR Director, may make exceptions where it is deemed to be in the best interests of UCD.

D. Background Investigation Records. For personnel files for which the UCD HR Office is the custodian, i.e., classified staff, student employees and exempt professional staff, copies of passing Background Investigation Notification Letters will be placed in the personnel files. For personnel files for which a school and/or department is the custodian, i.e., faculty, copies of passing Background Investigation Notification Letters will be placed by the school/department in the personnel file. For all Applicants who are not hired, such documentation will be destroyed.

VI. Types of Investigations

Criminal background investigations are required for all individuals covered by this policy. Requirements for additional background investigations will vary by position status and duties. Prior to announcing the position, the hiring or appointing authority will determine the type of additional investigation required. The UCD HR Office can provide recommendations on types of investigation by position. Basic guidelines are provided below.

A. Criminal: All positions (see *Application* section above).

B. Financial/credit: Administrative and officer positions at Assistant Vice Chancellor level and above; academic leadership positions at Director, Assistant Chair level and above; positions at any level that handle cash or other assets of significant value (e.g., valuable lab equipment, prescription drugs, etc.).

C. Motor Vehicle: Positions that require driving of University vehicles; require driving of patients, students, clients or others in a private vehicle or require any other driving of a motor vehicle to conduct University business.

D. Civil: Positions involving significant involvement with UCD's financial matters, administrative and officer positions at Assistant Vice Chancellor level and above; academic leadership positions at Director, Assistant Chair level and above.

Post-appointment background investigations may be required at the hiring or appointing authority's discretion. As a condition of continued employment, employees must consent to any periodic post-appointment background investigations as a result of the amount of responsibility or risk associated with that position.

VII. Pass/Fail Criteria for Various Background Investigations

The following campus guidelines are provided for various types of background investigations. More specific criteria may be determined at the time of the position announcement by the hiring or appointing authority, in consultation with the UCD HR Office. The process of determining more specific criteria is intended to match the pass/fail criteria to the position's duties and responsibilities and not to dilute the standard passing criteria for background investigations. Criteria that are more strict or lenient must be approved by UCD HR prior to posting the job announcement.

A. Criminal Records. An Applicant will be considered to have "passed" the criminal background investigation if he/she meets all of the criteria listed below:

1. No felony convictions for drug use or distribution in the ten (10) years immediately preceding the submittal of his/her application for employment or promotion at UCD.
2. No felony convictions for serious or violent felonies, including but not limited to homicide or sexual assault (no time limit).

2. No nonviolent misdemeanor convictions in the two (2) years immediately preceding the submittal of his/her application for employment or promotion at UCD.

Note: Applicants with a pattern of nonviolent misdemeanor convictions may be excluded from certain positions at the discretion of the hiring or promoting authority, in consultation with the UCD HR Office.

3. No violent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her application for employment or promotion at UCD.

These criteria are based on convictions and not arrest records. A “conviction” means a verdict, a guilty plea or a Nolo Contendere (“No Contest”) plea.

Foreign nationals typically have a number of background investigations performed as part of the visa application process. The UCD HR Office will work with the International Scholars and Students Office to determine whether additional investigations are necessary.

B. Credit Records. To “pass” the credit record background investigation, an Applicant must have a score of 600 or higher, and cannot have declared bankruptcy in the seven (7) years immediately preceding the submittal of his/her application for employment or promotion at UCD.

C. Motor Vehicle Records (Driver’s License Records). To “pass” the motor vehicle record background investigation, an Applicant must have a valid Colorado driver’s license with no suspensions in the five (5) years immediately preceding his/her application for employment, appointment or promotion at UCD. If the individual has lived in Colorado less than five (5) years, UCD reserves the right to review other states’ motor vehicle records.

D. Social Security Records. An automated match of records is performed by the University and the Social Security Administration no less than every three (3) months. Although these matches will typically occur after the date of hire, Applicants who falsify records may be subject to immediate termination. An Applicant must present a valid social security card to the hiring or appointing department before his/her first day of employment. An Applicant must be entered into the University’s Human Resources database using the name on his/her social security card.

E. Civil: To “pass” the civil background investigation, an Applicant must have no non-insured judgments over \$200,000, such as wrongful death or civil fraud, and no restraining orders or judgments against them for civil trespass, assault, battery or false imprisonment for the two (2) years immediately preceding his/her application for employment, appointment or promotion at UCD.

VIII. Confidentiality

Information obtained for the purpose of and during the background investigation, will be retained by the UCD HR Office separate from other employment records. The background investigation notification letter will list only a general reason(s) without details (e.g., “failure to pass criminal background investigation” or “failure to pass motor vehicle background investigation”). The hiring or appointing authority will receive a copy of the same letter without any additional information. However, in certain circumstances, the UCD HR Office has the authority and discretion to discuss questionable or incomplete background investigation results with the hiring or appointing authority to ensure the intent of the policy is met.

IX. Procedures for Background Investigations of Housestaff Applicants and Housestaff

In addition to and/or in lieu of policy above, the following applies to Housestaff Applicants and Housestaff only:

A. Enforcement. The Housestaff Background Investigation policy is enforced and monitored through the UCD Housestaff Credentials Committee and the Housestaff Credentials Committee is responsible for approving any exceptions or special consideration. The GME Office may work with University Police or contract with outside agencies to gather the information for all investigations, and the GME Office will review the results of the investigation.

B. Application. Background investigations will be conducted for all Housestaff Applicants new to a University of Colorado Graduate Medical Education (GME) residency or fellowship training program. A Housestaff Applicant who has passed a background investigation before starting a GME-sponsored residency will not be subject to another investigation upon entering a GME-sponsored fellowship, unless the Housestaff Applicant has been out of a UCD GME program for one year or more.

C. Position Announcements. At the time of interview, all Housestaff Applicants will be asked to sign a statement informing them that *final acceptance* into a GME training program is contingent upon successfully passing a criminal background investigation, which will be conducted in the spring of the calendar year in which the Housestaff Applicant will begin training.

D. Procedures on Background Investigations on Applicants.

1. Request to Conduct Background Investigation. A background investigation will be conducted as part of the routine intake process of all new Housestaff in the spring. The Personnel Identification form will include an inquiry about criminal convictions. New Housestaff who refuse to complete this section or do not answer truthfully and completely may not be allowed to enter a GME program. New Housestaff who refuse to sign the "Consent to Conduct a Background Investigation" form or provide inadequate/incorrect information on this form will not be allowed to enter a GME program.
2. Information Available Through Background Investigations. The criminal background investigation will include a record of all convictions. Only conviction information will be considered. A "conviction" is considered to be a verdict, a guilty plea or a Nolo Contendere ("No Contest") plea. If the investigation reveals information that could be relevant to the Housestaff Applicant's suitability for appointment, the Associate Dean for GME and/or the Housestaff Credentials Committee may request additional information from the Housestaff Applicant. If the investigation reveals anything more than minor traffic convictions, it shall be forwarded to the Housestaff Credentials Committee.
3. Notice of Completion of Background Investigation. The Associate Dean for GME or designee will review all criminal background investigations. If adverse information deemed to be relevant to the Applicant's suitability for appointment is contained in the background investigation, the Associate Dean for GME will notify the Housestaff Applicant in writing and will refer the investigation report to the Housestaff Credentials Committee. The Housestaff Credentials Committee will be responsible for making the final decision regarding whether the results of a background investigation disqualifies a Housestaff Applicant from entering a GME program.

4. Disagreement with Information. Housestaff Applicants who disagree with the accuracy of the information found in the background investigation process may request in writing to the Associate Dean of GME that the accuracy of any information that the Housestaff Applicant identifies as incorrect be re-verified. The appointment process will continue while the Housestaff Credentials Committee considers the Housestaff Applicant's request.

Housestaff Applicants who do not pass the background investigation and who feel that there are extenuating circumstances to be taken into account may submit a written request for reconsideration to the Associate Dean of GME to enter a GME program. The Housestaff Credentials Committee may make exceptions where it is deemed to be in the best interests of UCD.

5. Ability of Applicant to Review Information. The Housestaff Applicant may review the criminal background investigation information received by the University by contacting the Associate Dean for GME in writing.
6. Right to Respond to Adverse Report. The Housestaff Applicant will be asked to review any adverse information and to provide a written response for the Housestaff Credentials Committee. When appropriate, the Housestaff Applicant may be asked to meet with the Housestaff Credentials Committee in person to answer questions.

E. Types of Investigations. Only criminal background investigations will be required before a Housestaff Applicant will be allowed to start a GME program.

F. Pass/Fail Criteria for Criminal Background Investigations.

1. Criminal Records. A Housestaff Applicant will be considered to have "passed" the criminal background investigation if s/he meets all of the criteria listed below:
 - i. No felony convictions for drug use or distribution in the ten (10) years immediately preceding the submittal of his/her Personnel Identification Consent forms.
 - ii. No felony convictions for serious or violent felonies, including but not limited to homicide or sexual assault (no time limit).
 - iii. No nonviolent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her Personnel Identification and Consent forms.
 - iv. No violent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her Personnel Identification and Consent forms.

These criteria are based on convictions and not arrest records. A "conviction" means a verdict, a guilty plea or a Nolo Contendere ("No Contest") plea.

2. Convictions.
 - i. If a Housestaff Applicant truthfully discloses conviction(s) on the Personnel Identification form, an evaluation of each conviction will be made by the Housestaff Credentials Committee before the Housestaff Applicant is allowed to enter a GME program.
 - ii. The existence of a conviction does not automatically disqualify a Housestaff Applicant from entering a GME program. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the

relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision to allow a Housestaff Applicant to enter a GME program with a conviction is solely at the discretion of the Housestaff Credentials Committee.

- iii. Failure to disclose all previous convictions other than minor traffic convictions will be considered falsification of records and will be grounds for discipline up to and including withdrawal of offer of GME training for Housestaff Applicants and termination for current Housestaff members.

G. Confidentiality. Information obtained for the purpose of and during the background investigation, will be retained by the GME Office separate from other Housestaff records. Reasonable efforts will be made to ensure that results of criminal background investigations are kept as confidential as possible with a limited number of persons authorized to review results.

X. Procedures for Background Investigations of Student Applicants and Students Who Are Enrolled in Health Disciplines with Clinical Rotation Requirements

In addition to and/or in lieu of policy above, the following applies to Student Applicants and Student and Students only:

A. Enforcement. The Student Background Investigation policy is enforced and monitored through the designated committee within each School or program is responsible for approving any exceptions or special consideration. The School/program may work with University Police or contract with outside agencies to gather the information for all investigations, and the GME Office will review the results of the investigation.

B. Application. Background investigations will be conducted for all Student Applicants new to a UCD health science degree program that has a clinical training component. A Student Applicant who has passed a background investigation before entering a UCD degree program will not be subject to another investigation upon entering a GME-sponsored fellowship, unless the Student Applicant has been out of a UCD program for one year or more.

C. Position Announcements. At the time of application/acceptance, all Student Applicants will be asked to sign a statement informing them that *final acceptance* into a UCD training program is contingent upon successfully passing a criminal background investigation.

D. Procedures on Background Investigations on Applicants.

1. Request to Conduct Background Investigation. A background investigation will be conducted as part of the routine intake process of all new Students. The UCD enrollment materials will include an inquiry about criminal convictions. New Student who refuse to complete this section or do not answer truthfully and completely may not be allowed to enter a UCD health science program. New Students who refuse to sign the "Consent to Conduct a Background Investigation" form or provide inadequate/incorrect information on this form will not be allowed to enter a UCD health science program.
2. Information Available Through Background Investigations. The criminal background investigation will include a record of all convictions. Only conviction information will be considered. A "conviction" is considered to be a verdict, a guilty plea or a Nolo Contendere ("No Contest") plea if the investigation reveals information that could be

relevant to the Student Applicant's suitability for enrollment, the designated individual or committee within the School/program may request additional information from the Student Applicant. If the investigation reveals anything more than minor traffic convictions, it shall be forwarded to the designated committee within the School/program.

3. Notice of Completion of Background Investigation. The designated individual within the School/program will review all criminal background investigation results. If adverse information deemed to be relevant to the Student Applicant's suitability for enrollment is contained in the background investigation, the designated individual within the School/program will notify the Student Applicant in writing and will refer the investigation report to the designated committee within the School/program. The designated committee will be responsible for making the final decision regarding whether the results of a background investigation disqualifies a Student Applicant from entering a UCD health science program.
4. Disagreement with Information. Student Applicants who disagree with the accuracy of the information found in the background investigation process may request in writing to the designated individual within the School/program that the accuracy of any information that the Student Applicant identifies as incorrect be re-verified. The enrollment process will continue while the designated committee within the School/program considers the Student Applicant's request.

Student Applicants who do not pass the background investigation and who feel that there are extenuating circumstances to be taken into account may submit a written request for reconsideration to the designated individual within the School/program. The designated committee may make exceptions where it is deemed to be in the best interests of UCD.

- i. Ability of Applicant to Review Information. The Student Applicant may review the criminal background investigation information received by the University by contacting the designated individual within the School/program in writing.
- ii. Right to Respond to Adverse Report. The Student Applicant will be asked to review any adverse information and to provide a written response for the designated committee within the School/program. When appropriate, the Student Applicant may be asked to meet with the designated committee in person to answer questions.

E. Types of Investigations. Only criminal background investigations will be required before a Student Applicant will be allowed to start a UCD health science program.

F. Pass/Fail Criteria for Criminal Background Investigations.

1. Criminal Records. A Student Applicant will be considered to have "passed" the criminal background investigation if s/he meets all of the criteria listed below:
 - i. No felony convictions for drug use or distribution in the ten (10) years immediately preceding the submittal of his/her Personnel Identification Consent forms.
 - ii. No felony convictions for serious or violent felonies, including but not limited to homicide or sexual assault (no time limit).
 - iii. No nonviolent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her Personnel Identification and Consent forms.

- iv. No violent misdemeanor convictions in the seven (7) years immediately preceding the submittal of his/her Personnel Identification and Consent forms.

These criteria are based on convictions and not arrest records. A “conviction” means a verdict, a guilty plea or a Nolo Contendere (“No Contest”) plea.

2. Convictions.

- i. If a Student Applicant truthfully discloses conviction(s) on the Personnel Identification form, an evaluation of each conviction will be made by the Student Credentials Committee before the Student Applicant is allowed to enter a UCD health science program.
- ii. The existence of a conviction does not automatically disqualify a Student Applicant from entering a UCD health science program. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision to allow a Student Applicant to enter a UCD health science program with a conviction is solely at the discretion of the designated committee within the School/program.
- iii. Failure to disclose all previous convictions other than minor traffic convictions will be considered falsification of records and will be grounds for discipline up to and including withdrawal of acceptance into the UCD health science program and termination for current Students.

G. Confidentiality. Information obtained for the purpose of and during the background investigation, will be retained by the School/program separate from other Student records. Reasonable efforts will be made to ensure that results of criminal background investigations are kept as confidential as possible with a limited number of persons authorized to review results.

XI. Definitions

Applicants are current or prospective employees who submit information to be considered for positions at the UCD, including individuals not currently employed by UCD, Housestaff, current UCD employees seeking Promotional Opportunities, and Students/Student Applicants who are applying for/enrolled in health science programs with clinical rotation requirements. This Background Investigation Policy shall apply to all Applicants for the following types of positions at UCD:

1. All regular, temporary and contract faculty including faculty in the Research Associate series*
2. All University and UCD officers employed at UCD
3. All classified employees, including classified staff transferring from other state agencies
4. All professional exempt (unclassified) employees
5. All student employees
6. All GME housestaff, residents, fellows and trainees
7. All students in health science disciplines with clinical rotation requirements

* Faculty who are affiliated with University Physicians, Inc. (UPI) are subject to background investigations as part of licensing verification process. Upon notification of a pending faculty hiring decision, the UCD HR Office will attempt to receive verification of the UPI background investigations prior to the hiring decision, or in the absence of such verification will conduct a background investigation according to campus procedures.

Background Investigation Notification Letter is the form letter sent to individuals notifying them of the pass or fail status of their background investigation.

Civil Records include records of civil lawsuits recorded in Colorado courts for which the Applicant is named as a plaintiff or defendant.

Credit Records include credit information available through national credit bureaus, in accordance with the Fair Credit Reporting Act (FCRA).

Criminal Records include in-state, out-of-state and international criminal history, including misdemeanor and felony convictions. Every effort will be made to verify convictions rather than relying on criminal arrest records. A “conviction” is generally defined as a verdict, a guilty plea or a Nolo Contendere (“No Contest”) plea.

Housestaff includes GME interns, residents and fellows.

Motor Vehicle Records (Driver’s License Records) include state of Colorado motor vehicle records. If the Applicant has lived in Colorado for less than ten (10) years, UCD reserves the right to review other states’ motor vehicle records.

Promotional Opportunities are job advancement, title enhancement and/or pay increase actions or processes open to current UCD employees. For classified staff employees, a Promotional Opportunity results in a promotion, i.e., appointment to a class with a higher pay grade midpoint than their current or previous position. For UCD faculty, a Promotional Opportunity occurs when the faculty member accepts a higher-level job title, e.g., Instructor to Sr. Instructor, or is promoted within a job title to another department at the same or higher salary, e.g., PRA transfer to another department. Any UCD employee who applies for a Promotional Opportunity within UCD shall be subject to the same type of background investigation that an individual not currently employed by the University and seeking the same position would receive. Promotional Opportunities do not include promotions that are built into a current position, e.g., academic progression from Assistant Professor to Associate Professor or entry-level classified staff positions that normally progress to the next classification level without a competitive selection process, and background investigations are not required in such cases.

Required Information for most background investigations includes name (including any former names), address (including address history), date of birth and social security number. Information will be obtained from Consent to Conduct a Background Investigation form filled out by the Applicant as part of the application process. The Applicant’s signature on the form is required as authorization for the UCD HR Office to conduct a background investigation.

Social Security Investigations include comparison of employee data against Social Security Administration database to match name, address, etc. This investigation occurs within one to three months after date of hire and is conducted by University Payroll Benefit Services through an automated process involving University payroll records.

CLINICAL POLICIES AND REQUIREMENTS

All Clinical Policies and Requirements listed below can be found in the [Student Clinical Policies and Procedures Handbook](#) on the nursing website under Student Handbooks.

Attendance in Classes and Clinical Placements

Deadlines for Criminal Background Checks, Drug Screens, Immunizations and Certifications

Clinical Outcome Competency Progression in the Nurse Practitioner Options

Clinical Readiness Self Assessment

Colorado AHEC Travel Reimbursement for Community-Based Rotations

Health Screening and Immunization Records

International Elective Course and Clinical Policy

Nursing Student Evaluation of the Preceptor

Personal Learning Competency Outcomes

Rural Clinical Placements Policy and Procedure

Student Accident & Injury Policy & Procedure for Workmen's Compensation

Student Clinical Placement Policy and Procedure

Student Clinical Requirements

Uniform Dress Code for Clinical Rotations

E-MAIL POLICY

A. Purpose of the Policy

There is an expanding reliance on electronic communication among students, faculty, staff and administration at the University of Colorado, College of Nursing (UCD-CON) and in other schools on campus. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within UCD-CON.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, e-mail as the need arises.

B. Scope

The student e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication:

- University use of e-mail;
- Assignment of student e-mail addresses;
- Student use of and responsibilities associated with assigned e-mail addresses; and
- Expectations of e-mail communication between faculty and student and staff and student.

C. Policy

1. University use of e-mail

E-mail is an official means for communication within UCD-CON. Therefore, the University of Colorado College of Nursing has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. Assignment of student e-mail address

Information Systems (IS) will assign all students an official University e-mail address. It is to this official address that the University of Colorado College of Nursing will send e-mail communications; this official address will be the address listed in the University's Global Address List for that student.

3. Redirecting of e-mail

UCD e-mail cannot be electronically redirected to another e-mail address. Support is available for setting e-mail clients to read multiple accounts. Please contact the Student E-Mail Coordinator at 303-724-2171 or go to the Health Sciences Library for information on how to set up your computer to receive multiple e-mail accounts. The University will not be responsible for the handling of e-mail by outside vendors or by departmental servers.

4. Expectations regarding student use of e-mail

Not reading e-mail does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address. Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with University communications (at a minimum, once a week). Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," error in forwarding e-mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing University communication sent via e-mail.

5. Educational uses of e-mail

Faculty will determine how e-mail will be used in their classes. It is highly recommended that if faculty have e-mail requirements and expectations they specify these requirements in their course syllabus. Faculty can make the assumption that students' official e-mail addresses are being accessed and faculty can use e-mail for their courses accordingly.

6. Appropriate use of student e-mail

- a. All use of e-mail including use for sensitive or confidential information, will be consistent with the Administrative Policy Statement on Use of Electronic E-mail. See https://www.cusys.edu/policies/policies/IT_Email.html
- b. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of e-mail, including use for sensitive or confidential information, will be consistent with FERPA.
- c. E-mail shall not be the sole method for any legal notification, action, or correspondence.

D. Procedures

The Office of the Assistant Vice Chancellor for Information Systems will review this policy as needed. Changes will be authorized by the approval of the Dean and the Associate Dean for Academics.

E. References

This policy complies with the guidelines as found in:

- Family Educational Rights and Privacy Act, UCD Registrar
- UCD's Information Technology Services, Rights and Responsibilities
https://www.cusys.edu/policies/policies/IT_ProvidingUsingIT.html
- University of Colorado System, Use of Electronic Mail Policy:
https://www.cusys.edu/policies/policies/IT_Email.html
- University of Colorado System, Student Rights to privacy of Educational Records:
<http://www.cusys.edu/policies/Academic/studentrights.html>

POLICY FOR COMPLETING COURSE AND INSTRUCTOR EVALUATIONS ONLINE

The Board of Regents requires each unit to conduct student evaluations of courses and instructors. All College of Nursing students are required to complete an online evaluation of each course and instructor at the end of the instructional period. Students will receive instructions on accessing the evaluations through their e-mail. The College of Nursing reserves the right to hold grades until evaluations are complete.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act is a federal law that guarantees students:

1. The basic right to have access to their education records.
2. The assurance that their records are protected from access by others.
3. The right to challenge their records if they believe the records are inaccurate, misleading, or otherwise in violation of the student's privacy.

Conditions for student access

- Presentation of a valid photo ID: driver's license, student ID, or passport, are all acceptable.

- If the student is unable to request the records in person, the student may request a record by sending a signed and dated request.

Information the student may not see

- Education records that contain information on more than one student. Examples are printouts of wait-listed classes and rosters. Each student may look only at his or her own academic information.

Public Information

- student's name
- all addresses on record
- email address
- all telephone listings on record
- date and place of birth
- major field of study
- participation in officially recognized activities/sports
- height and weight of members of athletic teams
- dates of attendance
- degrees and awards received
- most recent or previous educational institution attended
- registration status (full-part or part-time enrollment)
- photo image

Examples of confidential information (i.e. when talking to someone on the phone)

- social security number
- grades
- courses taken by a student
- name of parents or next of kin
- fees/tuition paid
- ACT, SAT, GMAT, or TOFEL scores
- grade-point average (GPA)
- the location or time of the student's classes
- the specific number of hours enrolled
- passed or failed

Review educational records

If a student wishes to review his or her educational records, records are available in the Office of Student Affairs and Diversity, College of Nursing, front desk (Room 3255), Anschutz Medical Campus, Education II North building, third floor.

Privacy Flag

Students wishing to request that a privacy flag be placed on their records should contact the Office of Student Affairs and Diversity, College of Nursing, front desk (Room 3255), Anschutz Medical Campus, Education II North building, third floor.

INDEPENDENT STUDY POLICY

A student requesting an Independent Study should see the appropriate Program Director to determine if the student's academic needs can be met by existing nursing courses. The student's pursuit of an Independent Study will be dependent on (a) the student's academic standing, (b) the availability of a sponsoring faculty member, (c) the availability of a clinical site and preceptor, and (d) the completion of appropriate prerequisite course work. The Independent Study is never a replacement for good planning or a student's availability to take a regularly scheduled course.

Students seeking a clinical independent study need approval from the Program Director who will notify the Clinical Placement Office. The sponsoring faculty will provide the Clinical Placement Office with the student's goals and objectives, the number of clinical hours needed, and possible agencies to contact for the clinical rotation. The Clinical Placement Office will locate placement and contact the faculty with the placement information. The sponsoring faculty will then send the goals and objectives to the agency along with a confirmation letter.

It is the student's responsibility to (a) identify a sponsoring faculty member; (b) register for the Independent Study with the Program Office, (c) obtain the appropriate signatures on the paper work, and (d) then take the paper work to the UCD Registrar's Office.

LAWS OF THE REGENTS OF THE UNIVERSITY OF COLORADO

ARTICLE 10[1]: NONDISCRIMINATION

The University of Colorado does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes action to increase ethnic, cultural, and gender diversity, to employ qualified disabled individuals, and to provide equal opportunity to all students and employees.

Qualification for the position and institutional need shall be the sole bases for hiring employees, and the criteria for retaining employees shall be related to performance evaluation, assessment of institutional need, fiscal constraints, and/or, in the case of exempt professionals, the rational exercise of administrative prerogative.

All students shall have the same fundamental rights to equal respect, due process, and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity, and inquiry that should always guide education.

The UCD Employment Rights, Compliance and Investigative Office is in the Human Resources Department on the 4th floor of Building 500 on the Anschutz Medical Campus. If you wish to report violations of the Article 10 of the Laws of the Regents or need additional information, this office at (303) 724-0766, or by mail to: ERCI, UCD, Mail Stop F430, Aurora, CO 80045-0508.

LEAVE OF ABSENCE (LOA)

Continuous registration is a requirement for active status in the College of Nursing. If a student needs to interrupt her/his progression in school, the student may request a "Leave of Absence" for not more than one academic year provided s/he is in good academic standing and intends to return to school. A student may be granted a "Leave of Absence" for up to one academic year (fall, spring and summer semester). A "[Leave of Absence Request](#)" should be submitted first to the student's faculty advisor and program director. The completed and approved form should be submitted to the College of Nursing program office. It is the student's responsibility to ensure that s/he is not registered for any courses during the terms for which a leave has been granted. LOA forms are available at the program office. If a student petitions for a LOA after the designated drop/add period he/she will be subject to full payment of tuition. If the student is receiving financial aid they must contact the Office of Student Financial Aid.

Students must contact their Program office 90 days prior to expiration of LOA to obtain a revised approved Individualized Program Plan before returning to the Program. Failure to do so will result in administrative withdrawal from the program.

REQUEST FOR LEAVE OF ABSENCE (LOA)

Student Name: _____ Student ID Number: _____

Address: _____

Program: BS RN to BS DNP MS PhD Post MS Year in Program: _____
 (Circle one)

Term Admitted: _____ 20____ Terms of LOA Requested: _____ 20____
 Fall Spring Summer Fall Spring Summer

Term Returning: _____ 20____ 90-Day Notification Date: _____
 Fall Spring Summer

NOTICE TO STUDENT: Continued registration is a requirement for active status in the College of Nursing. If student needs to interrupt his/her progress in the School and the interruption does not exceed one year (two academic semesters and one summer term), it is recommended that the student who is in good standing and has every intention of returning to the School within a two academic semester/one summer term period request a LOA rather than formally withdrawing from the College of Nursing.

Please complete items 1-3 below, obtain signatures from your Advisor and the Program Director and return this form to the program office.

1. Have you been on a LOA any other term/s ___Yes ___No If yes, please indicate term Year__
2. State the reason for requesting a LOA.
3. Are you registered for any class/es during the semester/s you are requesting an LOA?__Yes ___No

I understand if I am registered for classes, it is my responsibility to officially drop these classes by completing a drop/add form and returning it to the UCD Office of Admissions and Records, Education II North building, third floor, Student Services area. I understand if I request a LOA after the designated drop/add period, I am responsible for full payment of tuition.

I understand if I am receiving Student Financial Aid that I must contact the Office of Student Financial Aid, Education II North building, third floor, Student Services area..

NOTE: If a student petitions for a LOA after the designated drop/add period he/she will be subject to full payment of tuition.

Student Signature	Date
APPROVED: _____	NOT APPROVED: _____
Advisor Signature	Date
Program Director Signature	Date
Graduate School signature (MS and PhD students only)	

NOTICE TO FACULTY ADVISOR and Program Director: If Leave of Absence is not approved, please attach explanations.

Distribution by Program Office to the following: Office of Student Affairs and Diversity, Graduate School (MS and PhD students only), Student, Registrar

MILITARY LEAVE POLICY

Occasionally the College of Nursing has students that serve in the U.S. Military, Reserves or National Guard. The University of Colorado supports its students who are serving the country in this way. Military actions in other parts of the world and weather related disasters and other crises in the United States and in other parts of the world often result in the Department of Defense's and the Governor's calling Reserve and National Guard members to active duty. Federal and state laws require Reserve and National Guard members to comply with orders calling them to active duty.

A student who receives orders calling him/her to report for active military duty should provide a copy of those orders to the Associate Dean for Academic Programs or to the Assistant Dean for Student Affairs and Diversity. The Associate/Assistant Dean will provide a copy of the orders to the Office of Records and to the Office of Financial Aid, if the student has a scholarship or other financial aid. The Associate/Assistant Dean will notify the appropriate program director. The program office will notify faculty members in all courses in which the student is enrolled and will assist with arrangement of course completion options.

Faculty members are required to work with a student who has received military orders to enable the student to complete the course work whenever it is reasonably feasible for the student to do so. If a student receives military orders for an extended period of time and it is highly likely that the student will miss most of the class sessions in the course, the student would be well advised to drop the course. If the student receives military orders late in the term, the student would be well advised to withdraw from the term. Faculty members may offer the student the option of an incomplete in the course. However, students should be discouraged from taking more than one incomplete. If the faculty member is amenable and the course lends itself to completion by independent study, faculty members are encouraged to offer this option to the student. If the faculty member is amenable and the course lends itself to submission of assignments by email, faculty members are encouraged to offer this option to the student. Faculty members may offer students other course completion options. In all cases written documentation of any course completion agreement between a faculty member and a student is to be placed in the student's academic file for later reference. A copy is also to be provided to the student.

A student who is forced by virtue of military orders to drop selected courses or withdraw from a term should receive a refund of any tuition the student has paid for the courses dropped or withdrawn. Refunds of tuition paid by financial aid will be handled by the Bursar and the Office of Financial Aid so as not to disadvantage the student. A student on financial aid who is forced by virtue of military orders to drop selected courses or withdraw from a term should not be penalized in terms of financial aid eligibility, making academic progress, or other financial aid criteria. If a student has arranged to attempt to complete a course and finds that the nature of the military service prevents the student from completing the course work, the student should notify the faculty member and the Associate/Assistant Dean and request their assistance in determining and implementing an appropriate course of action (e.g., requesting an incomplete, or dropping the course).

The College of Nursing's Military Leave Policy is based on the University of Colorado's Policy regarding Students Called for Military Duty, Effective September 8, 2005.

Original date 9-8-05/Approved by SAAC 9-17-08/Implemented 10-1-08

Introduction

As a professional College of Nursing, it is our goal to produce well-educated, competent and caring nurses able to safely and effectively practice in a wide variety of health care settings. To achieve such a goal, the College of Nursing is charged with establishing standards or requirements to insure competent, safe practice among the students within its programs. A decision to interrupt a student's progress is based upon the student's inability to meet the established requirements set by the College of Nursing. It is further recognized that the decision to interrupt progression is a serious matter and therefore should be subject to review to insure fairness. It is the policy of the College of Nursing to welcome student generated appeals of decisions regarding student progression issues. Students wishing to appeal an unfavorable academic progression decision shall follow the guidelines established within this document.

For purposes of clarification, the Student Petition for Academic Progression policy applies solely to appeals related to academic progression. Typical progression issues include the need for a student to repeat a course(s), decelerate in their program, or a student facing suspension or dismissal. Disagreement about passing grades may be addressed via the grievance policy as these issues do not affect progression. Further complaints about possible discrimination will be referred to the Office of Diversity, located on the 3rd floor of Education II North building, Student Services Area.

Procedure

If a student disagrees with a decision regarding progression at the College of Nursing, she/he may obtain the Student Petition for Academic Progression form from several locations: College of Nursing Office of Student Affairs and Diversity (CON front desk), Associate Dean for Academic Programs Office, or the Program Director's Office. The student is encouraged to make an appointment with his/her advisor (or designee) and discuss the progression problem/concern before filing an appeal. All students are encouraged to resolve their concerns with their advisor or Program Director before initiating an appeal. An appeal must be submitted on the appropriate form within 10 calendar days of receipt of the decision regarding progression with the SAAC and the Program Director. If an appeal is not initiated in 14 calendar days of the receipt of the decision regarding progression, the SAAC may choose to dismiss the appeal as untimely.

The chairperson of the SAAC (or designee) will place the appeal on the agenda of the SAAC meeting. Student issues are discussed in closed session and the student who initiated the appeal may attend and present their appeal. The student will have a limited period of time to present documents, information and any written statements from other individuals as to why they believe the decision regarding their academic progression was inappropriate or inconsistent with CON policy or procedures. Any faculty member involved with the progression may provide documentation (course failure or other documentation) and information why the academic progression decision is appropriate. The student may have a non-attorney advisor who assists them with the presentation of their information.

The role of the Program Director is to serve as a specialist to the SAAC, citing policies and expectations within their specific program. After concluding the meeting, the SAAC prepares a written report of the recommended facts and conclusions. The SAAC serves in an advisory capacity to the Associate Dean for Academic Programs and proposes their report to the Associate Dean for Academic Programs. The final decision rests with the Associate Dean for Academic Programs, and thus a statement of final decision will be issued from that office. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within seven (7) working days after the letter notifying the student of the actions of the College of Nursing. All reports of academic decisions made by UCD officials will be placed in the student's academic file, including the Student Petition for Academic Progression form.

Policy Updated/effective 8/29/11

UNIVERSITY OF COLORADO COLLEGE OF NURSING
OFFICE OF ACADEMIC PROGRAMS
Education II North, C288-2
13120 East 19th Avenue
Aurora, CO 80045

STUDENT PETITION FOR ACADEMIC PROGRESSION

Print Name and Address

Student ID# _____

Academic Program (check one)

_____ **BSN Program:**

_____ **Junior** **Senior**

_____ **RN-BS**

_____ **DNP Program**

_____ **Master's Program/Post Master's Certificate:**

_____ **Specialty** _____

_____ **PhD Program**

E-mail Address _____

Phone (H) _____

(W) _____

Procedures for petitioning the Student Academic Affairs Committee

- | |
|--|
| <ol style="list-style-type: none"> 1. You must address all of the following points of information <i>that apply</i>. Add an additional sheet with your responses. 2. Incomplete petitions will not be considered by the Student Academic Affairs Committee. 3. You must meet with your academic advisor before submitting the petition. 4. You must submit one copy of the petition to the Chairperson of the Student Academic Affairs Committee and one copy to the Program Director. |
|--|

1. Clearly and concisely state what you are requesting.
2. When did you first become aware of the problem?
3. Identify any extenuating circumstances related to the problem.
4. What steps have you already taken to address the problem/situation? (List names, dates, if possible)
5. Identify resources or supports that may help you correct or improve this situation.
6. Have the circumstances that caused the problem improved or been corrected, or are they in the process of changing?
7. How do you plan to do things differently in the future to ensure academic success?

Student Signature: _____

Date: _____

Academic Advisor Signature: _____

Date: _____

(Indicates only that student has consulted with advisor and does not indicate, express or imply approval)

Program Director Signature: _____

Date: _____

To be completed by Chair of Student Academic Affairs Committee

	Approved		Denied
--	----------	--	--------

Names of Committee members present: _____

Additional Comments: _____

Date Approved/Denied: _____ Chairperson Signature: _____

POLICY OF NON-DISCRIMINATION ON THE BASIS OF DISABILITY

The University of Colorado does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Sherry Holden, Coordinator, Disability Resources and Services, UCD, Building 500, room W1103; (303) 724-5640, has been designated to process requests for accommodation and to coordinate compliance with the non-discrimination requirements contained in Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA), including section 35.107. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided there under, are available from the ADA coordinator.

POLICY STATEMENT FOR PROFESSIONAL ROLE BEHAVIORS

Purpose

- To communicate commitment and strategies for creation of a learning and practice environment that fosters long-term and lasting integrity and accountability in professional nursing education and practice.
- To describe the critical elements of professional role behaviors expected of students, primarily in the clinical setting.
- To guide decisions for appropriate and consistent consequences for unprofessional conduct.

Overview

- Students have the right to be informed of the requirements for professional role behaviors and the responsibility to conduct themselves in accordance with the requirements.
- Values underlying professional role behaviors are mutual respect, civility, personal accountability, trustworthiness, and open communication. The principles of adult learning, including readiness, self-directedness, and active participation are also relevant to professional role behaviors.
- Formation of a professional nursing identity and socialization into the professional nursing and advanced practice roles should be facilitated for students during nursing education. Professional conduct during nursing education forms patterns of professional accountability essential for safe, credible and successful practice.
- Faculty must consistently inform and implement requirements for professional role conduct, and consistently enforce consequences in the event of violation of the professional role requirements.
- Although intended to guide a high standard of professional behavior in the clinical setting, this Policy Statement and the Critical Elements listed below are generally applicable to conduct in the classroom setting and for clinical, lab, simulation, and online learning, as well.

The ANA Code of Ethics outlines principles of professional nursing behavior. The Professional Roles Behaviors policy supports and assures adherence to the Code of Ethics by outlining how the Code is demonstrated by students at the UC College of Nursing. Following are the nine provisions of the ANA Code of Ethics.

1. *The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.*
2. *The nurse's primary commitment is to the patient, whether an individual, family, group, or community.*
3. *The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.*
4. *The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.*
5. *The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal professional growth.*
6. *The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.*
7. *The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.*
8. *The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.*
9. *The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.*

American Nurses Association. (2005). Code of ethics for nurses.

- The Policy Statement for Professional Role Behaviors is consistent with the philosophy and rationale of the UC CON Student Honor and Conduct Code, the Colorado Nurse Practice Act, and the assumptions inherent for ethical conduct outlined by professional nursing organizations, including the National Student Nurses Association Code of Academic and Clinical Professional Conduct.
- The Policy Statement is intended to complement the UC CON Honor Code. Although a violation of this Policy Statement may also be a violation of the UC CON Honor Code, a violation of this Policy Statement does not automatically constitute a violation of the UC CON Honor Code.
- The Policy Statement applies to all undergraduate and graduate students from admission to graduation, including students with approved ADA accommodations.

Uses for the Policy Statement

Orientation: Use proactively prior to class, clinical, lab, and simulated learning experiences to orient students, faculty, clinical scholars/instructors, and preceptors to the professional behaviors expected of students.

Instruction: Use during class, clinical, lab and simulated learning experiences to reinforce expected professional behaviors and provide feedback to the student regarding met expectations and areas of needed improvement.

Discipline: Use to determine appropriate recommended consequences of unprofessional conduct, including action plans for continuation in class, clinical, lab and simulated learning experiences, suspension from the clinical setting, course failure, or referral.

Competency Assessment: Use as a tool to evaluate professional behavior outcome competencies listed in student formative and summative evaluations.

Policy Statement Development

The Baccalaureate faculty and Clinical Scholars initially developed the Policy Statement to assist in orienting, informing, and socializing students into professional nursing role behaviors and to support decision making/action, in the event that student behavior violates the requirements for professional conduct. The Student Academic Affairs Committee, Office of Clinical Affairs, General Faculty, and faculty with Graduate Appointments endorse the Policy Statement, assist in its enforcement consistently across courses and across programs, and are responsible for evaluation and revision of Critical Elements and implementation protocol to assure adequacy and appropriateness.

Note:

Make up time for suspension from clinical cannot be guaranteed and generally will NOT be arranged for professional role behavior violations, thereby resulting in an incomplete or course failure, delaying program progression and completion. The student must accept the responsibility for these behaviors and the consequences.

A Clinical Agency reserves the right to refuse a student placement or to remove a student from clinical placement should that student demonstrate unsafe or unprofessional behaviors during clinical preparation time or during the clinical rotation. The expectations for professional behavior are consistent across clinical practice and nursing education settings.

Critical Elements of Professional Role Behaviors

The following essential performance behaviors must be consistently demonstrated:

1. **Academic Integrity** –Defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility: (Center for Academic Integrity, 1999, p.4).

Refrains from all active and passive mechanisms that allow or facilitate academic dishonesty, including lying, cheating, plagiarizing the work of others, fabricating attendance records or completion of assignments, sharing one’s own work or obtaining other’s work.

Demonstrates accountability in maintaining integrity for own learning and learning of peers by upholding the highest level of confidentiality related to course, clinical, lab, and simulated learning experiences. Refrains from providing information about contents of learning activities competency performance examinations or assessments in class, clinical, lab, or simulation, that are defined as individual assignments

Failure to report occurrences of academic dishonesty or unsafe care practices, misrepresenting self and/or information, withholding information, accessing any medical record without specific cause, or falsifying information in the patient medical record constitutes a violation of academic integrity.

Violations of academic integrity will be dealt with expeditiously. Warranted actions may include, but are not limited to, failure in the assignment, course, and referral to Student Academic Affairs,

referral to Honor and Conduct Committee, and dismissal from the program. Violations may have legal ramifications.

2. **Communication** - Demonstrates in all forms of communication (verbal, electronic media, and nonverbal interaction) respect for others, active listening skills, assertiveness, and professional courtesy. Uses the English language in conversing, comprehending, writing, and documenting, as required the UC CON Technical Standards.
3. **Preparedness** – Plans and effectively uses time. Completes assignments prior to class, clinical, lab and simulation in order to actively participate in learning activities.
4. **Attendance** - Takes initiative to clarify and confirm schedule. Is present without exception in required classes, orientation sessions, and clinical or practica, lab, simulated learning experiences and community-based assigned observations and clinics. Demonstrates initiative and follow through in meeting scheduled assignments.
 - **Approved absence** - In the event of verifiable illness or emergency, notifies the clinical scholar/instructor, AND agency preceptor **prior** to the scheduled clinical. Is flexible in completing necessary make-up time or assignments in the designated time frame, if make-up is offered as an option. A student may not independently arrange a “make-up” with a clinical agency. Only the Office of Clinical Affairs determines with the clinical agency whether “make-up” is feasible.
 - **Unapproved absence** - Any missed required class, clinical, lab or simulated learning experience for a reason other than a verifiable illness or emergency, or lack of timely notification to the clinical scholar/instructor AND agency preceptor is considered an unapproved absence. Make-up will not be provided for “no-shows” or when prior notification was not student-initiated, therefore resulting in a failing grade for the class, clinical, lab or simulated assignment. In the event of an unapproved absence from clinical, a clinical failure is warranted, resulting in course failure.
5. **Punctuality**- Is consistently demonstrating promptness when meeting scheduled class, clinical, lab, and simulated learning experiences. Demonstrates initiative, enthusiasm, and active engagement in learning assignments and clinical experiences. Students are expected to attend class regularly. Specific requirements for class attendance and consequences for tardiness/absences will be documented by faculty in the course syllabus. In the clinical, lab, and simulated learning experiences, attendance as scheduled is required and tardiness is unacceptable. A reasonable expectation is to arrive at the clinical site a minimum of 15 minutes prior to the start of the shift. Tardiness necessitates a plan of action initiated by faculty/clinical instructor, or preceptor that requires the student’s commitment to be punctual for subsequent scheduled activities. A pattern of tardiness may result in a failing grade for the class, lab, clinical, or simulated learning experience since a lack of personal accountability is inconsistent with professional nursing and safe patient care. A plan for continued progression will not be approved until the student is able to accept the scheduling requirements.
6. **Dress** - Adheres to the Dress Code as specified by the CON or agency for lab, simulated learning experiences, and clinical experiences. A pattern of non-compliance will result in suspension from the clinical, lab, simulation experience. Students may be dismissed for the day for non-adherence to Uniform Policy. Dismissal from the lab or simulation experience will result in a failing grade for the assignment. Dismissal from clinical constitutes an unexcused absence and

loss of clinical hours required to pass the course. The Dress Code for undergraduate students specifies that the black polo shirt with CON logo and khaki pants or knee-length skirt should be worn when obtaining “Patient Assignments” for clinical preparation. Graduate students in clinical practica are expected to dress professionally and congruent with dress code policies of the affiliating clinical setting.

7. **Equipment** – Anticipates supplies and equipment that will be necessary to complete patient care. Equipment may include: stethoscope, watch with a second hand, College of Nursing photo identification badge, drug cards, and written assignments, as specified by faculty/course syllabi or clinical requirements.
8. **Conflict Management** – Demonstrates collaborative problem solving skills in the event or conflict relevant to the course, clinical, lab or simulation experience occurs. Conflict management skills include: engaging in timely and constructive dialogue with the immediate participants to clarify the issue; consulting in a timely fashion with advisor, clinical scholar/instructor, or preceptor; accurately identifying the negotiable and non-negotiable issues; and determining an effective strategy to achieve mutual goals, and follow through respectfully with the decision.

Constructively uses opportunities throughout the course to communicate questions and concerns relevant to course/assignment outcome competencies. Comments on course, faculty, and preceptor evaluations are specific, and include constructive feedback on effective teaching and learning strategies, as well as recommendations for improvement.

Disrespectful behaviors, including making demands, blaming others for one’s own mistakes, or demeaning others, are considered unprofessional and are unacceptable in the context of a collaborative and positive learning environment. Unprofessional conduct will be referred to the Program Director, who will consult with faculty, CON administration, and representatives from the affiliating clinical agency, as appropriate, to determine subsequent action, which may include referral to Student Academic Affairs and the Honor and Conduct Committee, or Graduate School Honor Committee.

Students of the CON are guests in affiliating clinical agencies or practice sites. A positive working relationship between the CON and affiliating clinical agencies is imperative to assure quality placements in sufficient numbers for all students across clinical courses. Unprofessional communication or behavior reflects poorly on the CON student body and jeopardizes future clinical placements. Deceleration, suspension, withdrawal are options for students who determine that clinical placements/schedules are unacceptable to them. Students are accountable for all information sent by the Office of Clinical Affairs via UC CON email, and must commit to checking for updated information as frequently as needed to identify new and changing information.

9. **Obligation to the Client** – Demonstrates accountability in accepting assignments for patient care, and carrying through with responsibilities within the designated time frames. Communicates whereabouts (breaks, lunch, meetings, etc.) and assures continuity of care at all times. Uses clinical judgment and self-assessment skills to determine when assistance is needed in accepting an assignment or providing patient care. Leaving the patient or clinical assignment without acknowledged communication constitutes patient abandonment and is sufficient for failure. *See Note in bold under Critical Elements of Professional Role Behaviors.

- 10. Respect** - Courtesy, consideration, respect and positive regard are conditions for learning. Demonstrates attentiveness, politeness, consideration for others in all learning environments and with clients, peers, health care providers, faculty, and staff. Refrains from intruding, interrupting, distracting, or otherwise limiting the opportunities for learning. Interacts with all others with demonstrations of respect, tolerance, and caring. Body language, nonverbal behaviors, including voice tone, and personal opinion must at all times demonstrate professionalism and collegiality. Demonstrates respect for diversity of race, ethnicity, religion, political opinion, sexual orientation, gender, age, socio-economic status of clients, peers, and other care providers.

A student may be removed from the class, clinical, lab, or simulated learning experiences for disrespecting the learning or working environment and interfering with the learning or work of others. Return to the class, clinical, lab, or simulated learning experience is dependent on commitment to demonstrate civility.

- 11. Emotional and Physical Readiness** - Engages in self-monitoring and demonstrates emotional and physical health necessary for learning and safe practice. If the student's willingness or emotional or physical ability is deemed to be inadequate to maintain patient safety, the student will be dismissed from the learning or clinical environment by the clinical scholar/instructor or preceptor in consultation with the Course Coordinator and Program Director. Appropriate referral will be made by the Office of Student Affairs and Diversity to the appropriate campus support service or health care provider. The student may not be permitted to return until an evaluation and recommended follow up is complete. Documentation of the student's emotional and physical readiness to return to school and clinical practice will be required to address the imperative of patient safety. In the event of approved absences for medical reasons, make-up time for missed class, clinical, or simulated learning experiences will be arranged within the scheduled term if possible, but cannot be guaranteed. If make-up time cannot be negotiated with the student, clinical agency, and faculty, a grade of incomplete or course withdrawal will be necessary, and a plan for progression in the program will be revised accordingly, as necessary.

Students suspected of abusing alcohol, drugs, or illegal substances will be subject to immediate removal from the learning or clinical area and referred for screening diagnostics. Institutional policies related to substance abuse will be enforced. Pursuant to Honor and Conduct Code, immediate action may be taken when the welfare and safety of others is threatened.

- 12. Constructive Use of Time** – Manages time constructively, shows self-directedness and initiative to locate or request meaningful learning experiences. Creatively seeks resources to support individual learning needs. Thinks critically about what the immediate experience may offer in integrating knowledge and skills. Avoids inappropriate use of phone for personal calls, loitering in the work areas, and ineffective identification of potential learning activities in the event of down time.
- 13. Confidentiality** – Demonstrates respect for patient confidentiality within and outside the agency. Maintains patient confidentiality in all communication, including use of electronic media. Extreme caution must be exhibited in relaying information about clinical experiences in any social networking media (e.g. blogs, Face book) by never referencing clinical information that identifies people, place, or specific events. Well-intentioned reflection can jeopardize patient rights and your professional standing if perceived as violating ethical and legal parameters of confidentiality, patient privacy rights, and health privacy laws.

14. Institutional Policy and Procedure - Participates in scheduled orientation (agency and computer) to acquaint self with relevant policies and procedures, and adheres to them throughout the clinical practice. Examples of relevant Policy and Procedure include standards of patient care, nursing assessment and interventions, delegation, documentation, and student role.

All required orientations scheduled by the clinical agency are mandatory and prerequisite for continuing in the clinical rotation. A student who is absent from a mandatory orientation will forfeit their clinical placement and be placed on an individual program plan for progression, on a space available basis. It is the student's responsibility to be informed of new and changing orientation schedules conveyed by the Office of Clinical Affairs by checking UC CON email account as necessary to assure compliance.

15. Requirements for Clinical Placement - Takes the initiative to complete all requirements for OSHA, HIPAA, Immunizations, Drug Screening, and CPR, and other mandatory/regulatory documentation prior to the onset of clinical, according to the Office of Clinical Affairs and clinical agencies published policies detailing specific requirements. Provides copies of the verifying documentation as specified by the Office of Clinical Affairs in a timely manner, and is able to show verifying documentation upon request by the clinical agency. Failure to do so will result in a forfeiture of the clinical placement, delay in progression and graduation.

16. Online and Tele-Conference Courses - Follows the necessary rules of "Netiquette", in courses using educational technology, such as interactive video or computer-mediated communication. Is alert and sensitive as to how classroom conduct, facial or body language, or written expressions are being communicated electronically to others. In online communication, demonstrates consideration of other's opinions, no flaming (aggressive comments) or shouting (excessive use of capital letters). Assures that online communication conveys an ability to listen respectfully to others and comment assertively. Carefully considers the appropriate medium for communicating an issue or concern. Public matters may be communicated in a group forum or conference center. Private e-mail to a classmate or faculty should be used for confidential issues. Phone calls or face-to-face communication is appropriate for problem solving and conflict management. Students are required to follow the UC AMC campus email policy and use their student email address for all communication with the CON.

17. Email Communication – Adheres to the CON Student Email Policy, Student Handbook.

University use of e-mail

E-mail is an official means for communication within UC CON. Therefore, the UC CON has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

Expectations regarding student use of e-mail

Students are expected to check their official e-mail address on a frequent and consistent basis, as often as necessary to stay current with University communications and to assure timely receipt of changing circumstances related to clinical placements or schedules. Not reading email does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," error in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are unacceptable excuses for missing University communications sent via e-mail.

Implementation of the Policy Statement for Student and Clinical Faculty Use

Orientation:

- The signed copy will be placed in the student's file in the Office of Student Affairs and Diversity. The student should retain a copy for reference throughout the program of study.
- During incoming student orientation, students will be provided copies of the Policy Statement and be provided an overview by faculty.
- The student will be asked to sign a document verifying receipt and acceptance of the professional behavior requirements.
- New faculty, contract faculty, clinical scholars, instructors, and preceptors will receive a copy of the Policy Statement from the Program Director upon hire.
- The Course Coordinator will provide (to faculty involved with the course) orienting course materials (condensed syllabi, assessment tools, etc.), and reinforce use of the Policy Statement.

Instruction:

- The Course Coordinator for each clinical experience will reinforce expected professional behaviors using the Policy Statement during the course orientation session, and may include the Policy Statement in course materials. Minimally, all course syllabi should state the Policy Statement is relevant to the course and will be enforced.
- Throughout the clinical experience, clinical faculty will provide feedback to the student regarding met expectations and areas of needed improvement.
- Examples of positive professional role behaviors will be noted on the Mid-Term Competency Assessment.
- In the event that performance is sub-standard, the faculty, clinical scholar/instructor, or preceptor who observes the behavior is responsible for discussing the concern directly with the student in a timely manner. The specific behavior and action for required improvement will be clearly conveyed. The student's understanding of the concern and commitment for improvement will be verified. A specific action plan will be documented, including criteria and timeframes for improvement or continuation in the clinical, and consequences for continued violation, including the potential for suspension from the clinical setting.

Discipline and Competency Performance Assessment:

- The Clinical Competency Performance Assessment Tool for every course will include standardized reference to the critical elements of professional role behaviors as an outcome competency.
- Appropriate consequences of unprofessional conduct will be consistently determined, using the Policy Statement.

- Failure to achieve professional role behaviors will be documented in specific terms of violation, intervention, and consequence.
- The student and Course Coordinator or Clinical Scholar/instructor or preceptor will meet to discuss conduct violation and consequence.
- Consequences may include suspension, course failure, referral, required consultation, or assignment to validate the student's understanding of the impact of the violation and the significance of professional conduct.
- A violation of specified professional role behaviors may constitute failing clinical and therefore, course failure.
- The Course Coordinator and Program Director will be notified and involved in decisions regarding unprofessional behaviors to assure consistency in application of this Policy Statement and due process options for the student.
- If a student disagrees with any disciplinary action taken against him/her under this policy, the student may submit a written appeal in adherence with the Student Grievance Policy/Procedure or Student Petition for Academic Progression.

Revised by SAAC 9-23-08

Approved by General Faculty 9-29-08

Revised by faculty members of the BS Steering Committee, 8-30-10

Implemented 9-14-10

UNIVERSITY OF COLORADO
COLLEGE OF NURSING

POLICY STATEMENT FOR PROFESSIONAL ROLE BEHAVIORS

Student Name: _____

Student ID Number: _____

I have been provided with a copy of the **Policy Statement for Professional Role Behaviors** and have read the contents. An opportunity for questions and clarification has been provided.

I understand the Professional Role Behaviors are expected as a standard of behavior, and will be implemented and enforced throughout my program of study to facilitate a constructive learning environment. I agree to be accountable for the professional role behaviors outlined. I will also assertively uphold these expectations of my peers.

I accept the responsibility to conduct myself in accordance with the requirements. I understand violation may cause a delay or suspension in program progression or completion.

REASONABLE ACCOMMODATION

It is the policy of the College of Nursing and the University of Colorado to provide reasonable accommodation to qualified students with a disability so they can meet required technical standards for successful completion of degree requirements. Whether a requested accommodation is reasonable will be determined on an individual basis by the Office of Disability Resources and Services (DRS) and the College of Nursing. Accommodations may include: assistance in identifying volunteer note-takers, alternative testing (extra time, scribe, reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreters services. Reasonable Accommodations afforded students in a didactic environment do not automatically transfer or apply to a clinical setting. Should a student request accommodations in the clinical setting, an additional review is conducted. This additional review includes determination regarding whether or not there is an appropriate, reasonable accommodation needed for the student to demonstrate the ability to meet technical standards in the clinical setting. In addition, this review includes considerations of both patient and student safety.

The Office of Disability Resources and Services serves the needs of a large and diverse community of students with disabilities who attend the University of Colorado. The DRS staff has a strong commitment to equal access and oversee the provision of a full range of accommodations for students with disabilities. The DRS staff also works closely with faculty and staff in an advisory capacity, assisting in the development of reasonable accommodations that allow students with disabilities to demonstrate their abilities. Accommodations include: assistance in identifying volunteer note-takers, alternative testing (extra time, scribe, reader), textbooks in alternate format (Braille, enlarged, digital-audio), priority registration and/or interpreters services.

For assistance and/or information, please contact the DRS office, located in Room W1103 of Building 500, @ (303) 724-5640.

Determining what is reasonable accommodation is an interactive process. It is the student's responsibility to initiate the evaluation for disability accommodation and to contact and communicate with the DRS office. The role of the College faculty or staff is to refer students to the DRS office and/or the College liaison when appropriate, and to follow the prescribed recommendations as determined by the DRS office.

The University of Colorado, as mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, is responsible for providing equal access to an education for students with disabilities. This university-wide responsibility is shared by the faculty, staff and students and includes the implementation of accommodations in the classroom.

When a student has received approval for accommodations, the following process will occur:

- 1) The Faculty Notification Letter (FNL), which lists the approved accommodations, is sent to College's designated liaison (currently the assistant dean for student affairs and diversity).
- 2) The DRS staff and designated liaison will discuss the recommended accommodations and address any concerns specific to the approved, classroom accommodations.
- 3) The Liaison sends the FNL to all faculty teaching the student's courses by e-mail and copies the student on that e-mail.

Implementation of Accommodations for Students with Disabilities

After the faculty member has received a Faculty Notification Letter (FNL) from their designated liaison, the faculty member and student meet to discuss the accommodations. The student is responsible for

letting the faculty member know which accommodations they would like to utilize and when they would like to use them.

Examples of classroom accommodations and the associated faculty role are listed below:

- **Notetaking Services**: student will ask a peer to share their notes with them. They can use carbonless paper or copy their original notes. DRS will pay the notetakers (\$15.00/credit) or the notetaker can volunteer.
 - **Faculty role**: If the student has difficulty finding a notetaker, it would be helpful for the faculty member to assist with identifying a student.

- **Alternative Testing***: student will need to indicate to faculty member if they wish to use accommodations for their exam. If so, the faculty member provides the following information to the liaison ONE WEEK PRIOR TO THE EXAM:
 1. Class – Name and Call Number
 2. Date of Exam
 3. Time (beginning and end time allotted for the class)
 4. Where exam can be picked up and delivered back to
 5. Any special directions (e.g., can use a 3x5 card of notes, can use calculator, no scratch paper allowed)
 - **Faculty role**: Provide the requested information to the liaison for any exams two hours or longer.

- **Recorder in Classroom**: student will present a one-page, triplicate form to the faculty member. The form explains the restrictions associated with recording a class and requires signature of both the faculty member and the student. Both the faculty member and student will retain a copy for their record and the original will remain in the DRS Office.
 - **Faculty role**: Talk with student, review the form and discuss any concerns regarding recording. Sign the form and keep a copy for your records.

Please be advised, students who request accommodations in the clinical setting should be referred to Katherine Foss, CON, Clinical Development Coordinator at (303) 724-1565, email Katherine.Foss@ucdenver.edu or Sherry Holden, Coordinator, Disability Resources and Services @ (303) 724-5640, email sherry.holden@ucdenver.edu.

* While the Office of Disability Resources & Services (DRS) is being established, we will provide testing assistance including rooms & proctors for any exam that is two hours or more in length. When the DRS is fully staffed, the office will assist faculty with all exams.

Language and Communication

It is the policy of the College of Nursing to require all applicants to the College whose primary spoken language is not English to submit Test of English as a Foreign Language (TOEFL) scores as part of the application process. (All international applicants to the College of Nursing must submit a TOEFL score.) Effective July 1, 2009, a total score of at least 560 on the paper-based TOEFL and 50 or above on the Test of Spoken English (TSE), 220 on the computer-based TOEFL and 50 or above on the TSE, or 83 on the Internet-based TOEFL with 26 or above on the Spoken portion is required. Potential applicants that do not currently meet the minimum TOEFL requirement may participate in the College's free English as a Second Language (ESL) workshops that are offered on Saturdays throughout the school year. Current students, faculty and staff at the College of Nursing may also participate in the ESL workshops at no cost. **Original date 3-08 /Revised 10-3-08/Updated and effective 8-29-11**

SEXUAL HARASSMENT POLICY STATEMENT

The University of Colorado is committed to maintaining a positive learning, working and living environment. In pursuit of these goals, the University will not tolerate acts of sexual harassment or related retaliation against or by any employee or student.

Sexual harassment: consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, living conditions and/or educational evaluation; (2) submission to or rejection of such conduct by an individual is used as the basis for tangible employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Hostile environment sexual harassment: (described in subpart (3) above) is unwelcome sexual conduct that is sufficiently severe or pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, hostile or offensive. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating.

Retaliatory Acts: The University does not permit retaliatory acts against any employee or student who reports an incident of alleged sexual harassment, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to such allegation of sexual harassment.

Reporting: In order to take appropriate corrective action, the UCD must be aware of sexual harassment or related retaliation. Therefore, anyone who believes that s/he has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to the campus sexual harassment officer (see below) or to any supervisor. Any supervisor who experiences, witnesses or receives a written or oral report or complaint of sexual harassment or related retaliation shall promptly report it to the campus sexual harassment officer. Reporting requirements do not extend to supervisors who are required by the supervisor's profession and University responsibilities to keep certain communications confidential (e.g., a professional counselor or ombudsperson). Persons may be subjected to disciplinary action for knowingly and recklessly making a false complaint of sexual harassment or providing false information regarding a complaint.

The **University Policy on Sexual Harassment** can be obtained from the UCD sexual harassment officer or accessed online at www.cusys.edu/policies/Personnel/sexharass.html .

The UCD sexual harassment officer is in the Human Resources Department on the 4th floor of Building 500 on the Anschutz Medical Campus. If you wish to report sexual harassment or need additional information, call (303) 724-0766, or by mail to: EEO/AA Compliance Office, UCD, Mail Stop F430, Aurora, CO 80045-0508.

STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

The College of Nursing recognizes that students that have been admitted to one or more of its degree programs have both rights and responsibilities. Students are encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth. The freedom of faculty members to teach and the freedom of students to learn are inseparable facets of academic freedom: Students should exercise their freedoms in a responsible manner. This institution has a duty to develop policies and procedures, which provide and safeguard the students' freedom to learn. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, i.e., through faculty-student council, student membership, or representation on faculty committees. The institution has an obligation to clarify those standards of behavior, i.e., Student Academic Honor and Conduct Code as found in the Student Handbook, which it considers essential to its educational mission, its community life, or its objectives and philosophy.

Student Rights

1. Under no circumstances will a student be denied admission to this institution for any factor of bias or discrimination including on the basis of race, creed, gender, color, ethnicity, national origin, age, religion, political beliefs, economic status, geographic background, disabilities or other special needs, sexual orientation, or marital status.
2. Students have protection through orderly procedures, (i.e., grievance procedure, SAAC review), against prejudiced or capricious academic evaluation.
3. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise are considered confidential and not released without the knowledge and consent of the student, or used as a basis of evaluation.
4. Students have the right to have a responsible voice in curricular issues, and may have a representative on the curriculum and evaluation committee.
5. The institution will have a carefully considered policy based on state and federal law both as to the information that should be a part of a student's permanent educational record and to the conditions of disclosure of information.
6. Students and student organizations are free to examine and discuss all questions of interest to them, to express opinions publicly and privately, and to invite and to hear any person of their own choosing for furthering their education.
7. Students have the right to belong or refuse to belong to any organization of their choice.
8. Students have the right to personal privacy to the extent that the welfare and property of others are respected.

Student Responsibilities

1. As citizens and members of an academic community, students are subject to the obligations, which accrue to them by virtue of this membership and should enjoy the same freedoms of

- citizenship. Students are responsible for being aware of their obligations as citizens of the College, the greater campus and the university community.
2. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
 3. While students have the protection of due process, (i.e., grievance procedure, SAAC review), they are, however, responsible for maintaining standards of academic and clinical performance established for each course in which they are enrolled.
 4. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know those regulations. The Student Handbook, outlining grievance procedures and the Student Academic Honor and Conduct Codes is available for every student, in either printed or electronic formats.
 5. While adequate safety precautions will be provided by the College, for example, adequate lighting, locks, security for electronic communications and other safety measures as deemed necessary by the environment; students must also assume responsibility for their personal safety by utilizing shuttle and escort services, their powers of observation, and common sense when on campus, using technology or in a clinical setting.
 6. Students are responsible for taking care of both their personal physical and mental health. The University provides basic health insurance that includes coverage for both physical and mental health. Students have the responsibility for seeking out the help they may need to address mental or physical health concerns; including assistance with alcohol or drug dependency problems should they exist or develop during the course of a student's academic program.
 7. A dress code has been established with community, student and faculty input, so the highest professional standards for safety are maintained, but also taking into consideration points of comfort and practicality for the student. Students are responsible for complying with this dress code.
 8. Grading systems are carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding. Students have a responsibility to be aware of grading policies.
 9. Students are expected to be aware of procedures for responsible evaluation of nursing faculty, and have the responsibility to provide constructive criticism in the course and faculty evaluation process.
 10. Students must comply with the policies of the College, the campus, the Board of Regents of the University, the City of Aurora, and of the State of Colorado.
 11. Electronic mail (e-mail) is an official means of communication within the university community. Therefore, the University of Colorado, College of Nursing has the right to send communications to students via e-mail. Students are responsible for checking their official e-mail address on a frequent basis in order to stay current with College or University communications.

Original date 11-05
Revised 6-3-08
Implemented 7/1/10

STUDENT GRIEVANCE POLICY/PROCEDURE

Introduction

The purpose of this Student Grievance Policy/Procedure is to provide students with a mechanism to request review of decisions and actions within the College of Nursing. There are a number of policies within the school or the university that addresses specific concerns and it is important that those matters are referred to the appropriate office or person. For example, sexual harassment and gender or age discrimination are addressed in the Equal Opportunity/Affirmative Action policy, while other concerns may relate to the Academic Honor and Conduct Code or the Academic Progression policy. The Student Grievance Policy is designed to cover those issues that fall outside of existing policies. The Ombuds Office is available as a confidential resource to help students to access the appropriate office or means of resolving a problem.

Procedure

As part of professional education, students sometimes must engage in and thus learn conflict resolution skills whenever they perceive a problem with a clinical preceptor or faculty member. These problems can be quite varied from a grade received to clinical expectations, etc. The first step for students in dealing with a perceived problem is to talk with the involved faculty member about the problem. This should be done privately, for instance, in the faculty member's office or some other agreed upon place. This dialogue may shed light on the issue or provide the student with an adequate rationale for the event involving the faculty member. Most often, this type of dialogue between the parties involved can resolve an issue. If students are hesitant to bring an issue to the attention of a faculty member, it is recommended that they ask their advisor to be present when meeting with the faculty member. The Ombuds Office is available to assist with this step if requested.

The conflict resolution meeting should occur as expeditiously as possible, within 30 days. In the event that either party is unavailable to meet within the 30 days, the Associate Dean for Academic Programs may be contacted to facilitate the scheduling of the meeting. If the problem is resolved through the informal discussion, no further steps are required. If the student and faculty member do not resolve the problem presented, the student then may wish to file a grievance.

Step I- Statement of Grievance

If the student and faculty do not come to resolution the student may wish to initiate a formal review of the complaint. When this is the case, the student should complete the Initial Statement of Grievance form, obtain a signature from the involved faculty or staff member and proceed to Step II of the Grievance Procedure. A copy of the Step I Initial Statement of Grievance should be given to the involved faculty or staff person (s).

Students may obtain Initial Statement of Grievance forms from several locations: College of Nursing Office of Student Affairs and Diversity (CON front desk), Associate Dean of Academic Programs Office, or Program Director's Office.

Step II - Formal Resolution

During the formal review process, all parties involved may have a peer colleague of their choice present

with them if any meetings are called. While that colleague may not participate formally in the meetings, they may provide advice and support.

The submission of a Grievance/Formal Request form initiates the formal review process. The student shall submit the written request to the Associate Dean for Academic Programs to initiate a formal review. The statement must include the course name and number (if applicable), the student(s)/faculty or committee member(s) involved, and a summary stating the specific policies or procedures involved and the specific actions upon which the grievance is based. It is recommended that this summary be kept to one typewritten page. Supplemental materials relevant to the complaint may be attached to support the grievance.

The written grievance must be submitted within (10) ten days after the informal meeting has occurred. The Associate Dean for Academic Programs (or designee) will conduct an appropriate investigation into the matter, taking whatever steps are appropriate.

The Associate Dean for Academic Programs (or designee) will promptly inform the student of the resolution of the grievance. The decision of the Associate Dean for Academic Programs shall be final.

If the grievance is referred to the Student Academic Affairs Committee (SAAC), the student and faculty who are involved are invited to attend a meeting of the committee. Prior to the meeting, SAAC members will receive copies of the grievance and supporting materials for their review. The student and involved faculty will each be given equal time to speak to the committee. All parties involved may remain in the meeting to hear information presented by others. Following the presentations, SAAC members may question the involved parties. The student and involved faculty will then be excused from the meeting and the committee will deliberate and vote. The Program Director of the student's program will be excused from the meeting during the committee's formal vote. (The role of the Program Director is to serve as a specialist to the SAAC, citing policies and expectations within their specific program.) The committee will forward its decision to the Associate Dean for Academic Programs who will notify the student.

Revised SAAC 11/8/2010
Implemented 2/15/11

UNIVERSITY OF COLORADO
COLLEGE OF NURSING
STATEMENT OF GRIEVANCE - STEP I

Date _____

Name of Student _____

Academic Program (check one)

_____ BSN Program

_____ Junior _____ Senior

_____ RN-BS

_____ DNP Program

_____ Master's Program/Post Master's Certificate:

Specialty _____

_____ PhD Program

_____ Non-Degree

Most disputes can be resolved following a thorough discussion of the issues by the parties involved. If such a meeting has occurred, and no resolution has been achieved, the student may document the concern/complaint in the space below, obtain the signature of the involved faculty or staff member, and proceed to Step II of the Grievance Procedure. One copy of this form should be distributed to each of the parties involved.

Statement of the problem/concern/complaint (including course name and number):

CONTINUE ON BACK IF NECESSARY.

The resolution that I am seeking is:

I have met with the student and have discussed the issues stated above.

Faculty/Staff Signature _____ Date _____

SAAC, spring 99

**UNIVERSITY OF COLORADO
COLLEGE OF NURSING**

GRIEVANCE/FORMAL REVIEW REQUEST - Step II

To: Associate Dean for Academic Programs Date: _____
From: _____ Student ID: _____

_____ (street address)
_____ (city, state, zip)
_____ (phone-home)
_____ (phone-work)

____ BSN Program
_____ Junior _____ Senior

____ RN-BS

____ DNP program

____ Master's Program/Post Master's Certificate:
Specialty _____

____ PhD Program

____ Non-degree

Re: Request for Formal Review-Grievance

Procedures for Formal Review Request – Step II

1. Attach a copy of the (informal) initial Step I form.
2. This form shall be submitted to the Associate Dean for Academic Programs within 10 days following the informal meeting if no resolution is achieved and the student wishes to ask for further review of the matter.
3. Supplemental materials may be attached to this form.

Names of students, faculty or committee members involved:

Steps taken in the informal initial review process (including outcome of meeting):

Student Signature _____ Date _____

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION

I. Introduction

In spring 2008, the University of Colorado College of Nursing adopted the following technical standards for admission, progression and graduation of College of Nursing students in the Bachelor of Science (BS) and Doctor of Nursing Practice (DNP) programs. These standards also apply for Master's of Science (MS), Post-Master's, PhD and special graduate students taking clinical courses involving direct client care. Candidates for these degrees must be able to meet these minimum standards with or without a reasonable accommodation for successful completion of degree requirements. In graduate courses or programs without clinical components, or those involving no direct patient care, the standards may be modified by the program council governing the specific degree program (MS or PhD).

The following technical standards explain attributes necessary to complete the educational programs in nursing. The College will consider any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed here. An applicant with concerns about these technical standards is strongly encouraged to discuss the issue with the director of the particular program. An applicant is not required to disclose the nature of any disability. If appropriate, and upon request from the applicant, reasonable accommodations for a disability may be provided.

II. Standards

A. Observation

1. The student must be able to observe and participate in lectures, demonstrations, research and practice situations in nursing.
2. She/he must be able to observe health assessments and interventions, diagnostic procedures and waveform readings to determine a client's condition and the effect of therapy.
3. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

B. Communication

1. A student must be able to communicate clearly and effectively in English with clients, teachers and all members of the health care team. Written and oral communication must use standard, professional medical terminology.
2. He/she must communicate with clients clearly and effectively in English to elicit information regarding history, emotional status and activity, and to perceive nonverbal communications.
3. Communication includes speech, hearing, reading, writing and computer literacy.
4. A student must be able to clearly and effectively report in English to members of the health care team. Additionally, students must be able to relay appropriate information to clients, as well as teach, explain, direct and counsel a wide variety of individuals.
5. In some instances the student will be required to provide clear, direct communication in English during highly stressful, crisis situations. These skills necessitate a strong command of the English language and prompt, timely interpretation of pertinent patient data.
6. Students must be able to communicate online in a timely, professional manner, e.g., enter an electronic medical record immediately after the patient visit.

C. Violation of the Communications standard

It is the current policy of the faculty of the College of Nursing to require all applicants to the College whose self-declared primary spoken language is not English to submit Test of English as a Foreign Language (TOEFL) scores as part of the application process. (All international applicants to the College of Nursing must submit a TOEFL score.) Effective July 1, 2009, a total score of at least 550 on the paper-based TOEFL and 50 or above on the Test of Spoken English (TSE), 213 on the computer-based TOEFL and 50 or above on the TSE, or 80 on the Internet-based TOEFL with 26 or above on the Spoken portion is required. For students who fail to disclose that their primary spoken language is a language other than English, that failure will be viewed as a lack of integrity on the admission application and may be a matter that is referred to the Honor and Conduct Committee.

For students admitted prior to the implementation of current admissions standards including the TOEFL and TSE requirements mentioned above, and for all students at the College, patient safety is of paramount concern. Despite these admissions policies, safety concerns are occasionally raised by clinical or other instructors regarding student English skills and concerns of potential risks to student and patient safety. Consequently all students, regardless of the requirements in effect at the date of their admission, who are observed to be unsafe in a clinical or simulation environment by qualified nursing or other health care personnel, are to be identified and reported to their respective program director and may be removed from clinical settings.

The academic program director will ask the Assistant Dean for Student Affairs to arrange for the respective evaluation(s) as deemed necessary. The Assistant Dean for Student Affairs will arrange for the appropriate evaluation or ongoing evaluations and forward the evaluation reports to the academic program directors as appropriate.

In the case of English communication, an English as a Second Language (ESL) evaluation (Oral Proficiency Interview or OPI) is to be conducted by a certified ACTFL (American Council on the Teaching of Foreign Languages) instructor to assess and rate oral proficiency levels of speakers in English, according to guidelines and standards formulated by ACTFL. These standards include categories such as:

Superior, Advanced High, Advanced Mid, Advanced Low, Intermediate High, Intermediate Mid, and Intermediate Low. Those applicants rated as Superior, Advanced High, or even Advanced Mid are determined to meet the College of Nursing Technical Standard for communication in English.

Students that evaluate at Advanced Low or below are determined to be unsafe for the clinical environment and will be addressed by the academic program director using measures noted above. Appropriate action will be taken regardless of previous courses completed satisfactorily, GPA, or proximity to graduation. Two consecutive OPI evaluations in which the student receives a rating of Advanced Low or lower will result in the student's administrative withdrawal from the College.

D. Motor Abilities

1. A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures and to operate equipment safely.
2. He/she must have sufficient motor function to elicit information from patients by:
 - tactile palpation
 - auscultation using a stethoscope
 - direct hand percussion
 - indirect percussion using a percussion hammer
 - other diagnostic maneuvers
3. A student must possess sufficient fine motor skills to be able to perform basic laboratory tests (e.g. using a glucometer, slide preparation) and perform basic patient care procedures (e.g. tracheostomy care, urinary catheterization, insertion of intravenous catheters, giving intramuscular and subcutaneous injections and using oxygen/respiratory equipment).
4. He/she must be able to execute motor movements reasonably required in a prompt, timely fashion in order to provide routine and emergency care to patients.
 - a. Examples of emergency treatments required of student nurses to be done in a prompt, timely fashion include but are not limited to:
 - cardiopulmonary resuscitation
 - administration of intravenous medications
 - application of pressure to stop bleeding
 - obtainment & interpretation of vital signs
 - opening of obstructed airways
 - notification of a change in patient status to the appropriate provider
 - b. Examples of routine treatments required of student nurses to be done in a reasonable, timely fashion include but are not limited to:
 - administration of scheduled and as needed medications
 - obtainment of vital signs
 - performing a basic head-to-toe physical assessment
 - performing and assisting with activities of daily living

E. Intellectual, Conceptual, Integrative and Quantitative Abilities

1. The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis.
2. He/she must be able to synthesize knowledge, integrate and prioritize all aspects of patient care in a prompt, timely fashion. This includes synthesis of objective and subjective findings and diagnostic studies in order to formulate and initiate a plan of care integrating the gender, age, religious, physical and patient preferences.

3. The student must be able to integrate concepts of pathophysiology, pharmacology and fundamentals of nursing care in order to formulate a cohesive, multidisciplinary plan of care for desired patient outcomes appropriate to each clinical setting.
4. The student must be able to use this information to identify and develop a diagnosis, establish priorities and monitor treatment plans and care modalities.
5. The student must be able comprehend three dimensional and spatial relationships.
6. The student must be able to incorporate data from multiple patient sources (e.g. physical assessment, vital signs, lab values, interdisciplinary documentation) in a prompt manner in order to provide appropriate, safe patient care.
7. He/she must be able to recognize and respond rapidly and safely to changes in a patient's status based on a variety of sources such as physical assessment and pertinent laboratory findings. The student must be able to revise care to promote appropriate patient outcomes.

F. Behavioral and Social Abilities

1. A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.
2. The student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients in a variety of settings and from different cultures. Individual patient care must be performed regardless of the patient's race, ethnic group, age, gender, religious or political preference, ability to pay, gender or sexual orientation.
3. The student will be required to perform nursing care in many settings including acute care inpatient settings (e.g. medical surgical, obstetrics, psychiatric, pediatric) as well as outpatient settings (e.g. public health, outpatient clinics, long term care facilities, schools and homes). The student must have the ability to perform nursing care that may be outside their own personal level of comfort in these settings so that the patient's needs are a top priority.
4. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress.
5. The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient's situation.
6. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.
7. Students are not required to be involved with medical procedures that are in disagreement with individual attitudes and values. Nevertheless, students are required to learn about these procedures and participate in the professional care of the patient before and after such procedures.
8. Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable diseases using appropriate standard precautions and/or guidelines.

G. Health and Related Requirements

1. Students are required, according to agency and university policy, to provide current proof of having met all health related requirements prior to participating in any clinical

activities. Students are responsible for maintaining all personal health records including current immunizations, CPR (American Heart Association BLS for Health Care Providers), OSHA and HIPPA documentation.

2. All entering students are required to complete a background check prior to entering the College of Nursing in compliance with the affiliation agreement for the clinical agency and community standards for disqualifying offenses. This may include a drug screen to comply with a clinical agency requirement.
3. Students may be required to complete a physical exam in compliance with clinical agency affiliation agreement.
4. For RN-BS or graduate students, the student must have evidence of an unencumbered Colorado nursing license (this includes evidence of having an unencumbered license from a compact state).
5. Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and should carefully be considered. Deficiencies in knowledge, judgment, integrity or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from a nursing program.

Revised by SAAC 9-23-08

Approved by General Faculty 9-29-08

Implemented 10-1-10

Updated/effective 9/29/11

GUIDELINES FOR IMPLEMENTING TECHNICAL STANDARDS

The College of Nursing has put into place a process for addressing the issue of compromised Technical Standards for Admission, Progression and Graduation requirements. If College of Nursing students are observed by qualified nursing or other health care professionals to be unsafe in the clinical environment due to an inability to meet the Technical Standards, the appropriate academic program office is required to take action to ensure a safe environment for students, patients and other personnel. This action may require that a student be immediately removed from the clinical environment.

Technical Standards exist in the areas of: Observation, Communication, Motor Abilities; Intellectual, Conceptual, Integrative and Quantitative Abilities; Behavioral and Social Abilities, Health and Related Requirements, and Physical and Sensory Requirements.

For any student observed to be unsafe due to a temporary or permanent inability to meet any one or more of the Technical Standards, it is the duty of qualified nursing or other health care personnel to report these observations to the respective academic program director.

The program director will research the question and determine if conditions warrant a professional evaluation. (This process may be delegated by the program director to a staff member or advisor as appropriate to the program in question.) Professional evaluations can include the assessment of the student in question by a variety of professionals capable of assessing the situation. These professionals may include but are not limited to health care providers, mental health care providers, drug and alcohol counselors (currently through Peer Assistance Services), English as a Second Language instructors (currently an ACTFL certified ESL instructor), Physical Therapy providers, campus ADA accommodations

evaluators (through the Office of Disability Resources and Services), and College of Nursing faculty members and associate deans.

The academic program director will ask the Assistant Dean for of Student Affairs to arrange for the respective evaluation(s) as deemed necessary. The Office of Student Affairs will arrange for the appropriate evaluation or ongoing evaluations and forward the evaluations to the academic program directors as appropriate.

The academic program director will then respond to the evaluation report from the qualified professional. Responses may range from taking no action (if supported by the findings of the evaluation), mandatory changes in student behavior, requiring the student to take a Leave of Absence (LOA) from the program in order to address specific concerns, referral to the Office of Disability Resource Services, or mandatory student withdrawal or administrative withdrawal of the student from the program.

The appropriate option will be selected by the academic program director, subject to review by SAAC if requested by the student in question, and implemented by the respective academic program office. (The program director may also bring the issue forward to SAAC for review or consultation should she or he desire additional opinion or advice, but this review is not required.)

The Program Office will develop a reentry plan for the student in question including the management of the LOA process if necessary. This plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the LOA or withdrawal from the program. For an LOA that extends for a period beyond one semester, any reentering student must be tested by the appropriate program office (or designee) to ensure that an understanding of clinical competencies is current and adequate for the safe practice upon the student's return.

Policy updated and effective 8/29/11

PHYSICAL & SENSORY REQUIREMENTS

Physical Capabilities

Key: N = Never
 O = Occasional; 1 – 33% of time
 F = Frequent; 34 – 75% of time
 C = Constant; 76 – 100% of time

Activity		Frequency				Activity		Frequency				Activity		Frequency			
		N	O	F	C			N	O	F	C			N	O	F	C
Lift/Carry						Push/Pull						Walk				X	
10 lbs or less					X	15 lbs or less				X		Sit				X	
11-20 lbs					X	16-30 lbs			X			Stand				X	
21-50 lbs				X		31-50 lbs			X			Fine motor manipulations				X	
51-100 lbs			X			51-100 lbs			X			Gripping				X	
100+ lbs		X										Squat/Kneel				X	
												Bend				X	
Drive						Computer						Twist/Turn				X	
Manual		X				Data Entry			X			Crawl		X			
Automatic		X				Use of mouse			X			Climb			X		
												Reach above chest			X		
												Reach outward				X	

Sensory Capabilities

Key: N = Never
 O = Occasional; 1 – 33% of time
 F = Frequent; 34 – 75% of time
 C = Constant; 76 – 100% of time

Activity	Frequency			
	N	O	F	C
Able to see clearly at both near and far distances				X
Able to identify and distinguish colors			X	
Able to judge distances and spatial relationships			X	
Able to communicate verbally and in writing				X
Able to distinguish between sounds such as telephone vs. fire alarms, tone of voice, varied decibels				X
Able to perceive attributes of objects such as size, shape, temperature, texture through touch			X	

9-23-08

CON Tech Standards-Physical Capabilities table 9-29-08 Adapted from University of Colorado Hospital

WITHDRAWAL FROM THE UNIVERSITY OF COLORADO COLLEGE OF NURSING

Students must begin the withdrawal process by going to the UCD Registrar's Office to obtain a withdrawal form. Students must obtain approval from the program director, Director of Student Affairs and Diversity and Graduate School (MS or PhD students only). The withdrawal form requires termination clearance signatures from various college and campus offices. The completed withdrawal form must be filed with the UCD Registrar's Office.

A withdrawal notation is recorded on the student's transcript.

Students who withdraw without communicating with the program director, Director of Student Affairs and Diversity and Graduate School (MS or PhD students only) without filing the completed withdrawal form will receive failing grades in the courses for which they are registered in the term.

Students who are not registered for longer than one year (12 months) will be considered withdrawn from the College of Nursing. They will then be required to reapply for admission.

III. ACADEMICS

ACADEMIC ADVISING

A faculty advisor will be assigned to each student upon entering the academic program and that faculty member will advise the student throughout his/her academic program. The student is notified by email. Graduate students develop a degree plan with the advisor which will be the basis for registration each semester.

Advisors will be notified by program directors and/or course instructors if there are course difficulties.

While students are usually expected to keep the assigned advisor, it is possible to change by completing the "Request for Change of Advisor" form available in the Office of Student Affairs and Diversity and taking it to the requested or new advisor, who must agree to the change and sign the form. When the form is returned to the Office of Student Affairs and Diversity, the previous advisor will be notified.

Student Role And Responsibility

Advisors are available to assist students as they progress through the program, but each student is ultimately responsible for his/her own education and contacting their advisor as needed. Students are responsible for knowing and completing all the curriculum requirements and assuming the following responsibilities:

1. Knowing the degree requirements as printed in the student handbook.
2. Making the initial contact with the advisor through email or phone contact.
3. Meeting with the advisor for program degree plan review and advice if the student is failing a course or encountering difficulties that might affect progression.
 - *A student experiencing academic difficulty should immediately seek out both the course instructor and his/her faculty advisor. At any time during a course, the instructor may initiate an "Unsatisfactory Progress Notice" for a student. If a student receives such a notice, s/he should immediately make an appointment with both the instructor and the faculty advisor*
4. Meeting Baccalaureate and Graduate School deadlines (BS, MS, DNP, PhD)
5. Contacting the advisor regarding a possible leave of absence from the program, situations that may require medical clearance, or other situations that may affect progression.
6. Contacting the advisor regarding clinical placement issues or performance in the clinical area that may arise through the program

Academic advisors have a wide array of clinical and academic resources readily available to students, as well as expertise in their own area of nursing practice. Students are encouraged to periodically contact their advisor for guidance regarding career planning placement and options.

ACADEMIC STATUS AND PROGRESSION

The faculty are charged by the University of Colorado Board of Regents with responsibility for the quality of education of each individual student. Inherent in this responsibility is the assessment of individual progression based on both academic and professional standards.

Any student may be subject to immediate suspension or dismissal when in the judgment of the faculty in consultation with the Dean and other appropriate University officials, the good of the University, public and/or safety and welfare of patients warrant such action. No student shall be suspended or dismissed except for cause and the student will have an opportunity for one appeal through Student Academic

Affairs Committee (SAAC). The grounds for suspension or dismissal include but are not limited to demonstrable behavior contrary to generally accepted ethical and professional nursing standards, neglect of clinical responsibilities, impairment in classroom and clinical settings due to illegal drug and/or alcohol use, or violation of the standards of conduct established by the University of Colorado Board of Regents.

ACADEMIC STANDING AND PROGRESSION BACHELOR OF SCIENCE (B.S.) PROGRAM

- 1. Regular Admission Status** -- All admission requirements must be completed by the application deadline to be eligible for Regular Admission Status. Provisional admission status does not apply to the B.S. program.
- 2. Good Academic Standing** – Students are required to maintain a cumulative GPA of 2.0 or better, no incomplete grades while failing (IF), and passing grade, “C” (2.0) or better in all courses. (A student must have the right to complete an IF or IW grade when approved by faculty within parameters of grading policies.)
- 3. Academic Progression** – Academic progression is continuation of the academic program based upon an approved sequenced plan.
- 4. Leave of Absence** -- Continuous registration according to the approved, sequenced academic program plan is a requirement for active status in the College of Nursing (CON). If a student needs to interrupt her/his progression in school, the student may request a “Leave of Absence” (LOA) for not more than one academic year, provided s/he is in good academic standing and intends to return to school. LOA forms are available at: [Policies and Forms](#) . The LOA request form should be submitted to the academic program director. A student may be granted a LOA for up to one academic year. It is the student’s responsibility to ensure that s/he is not registered for any courses during the terms for which a leave has been granted if a student petitions for a LOA after the designated drop/add period he/she will be subject to full payment of tuition. If the student is receiving financial aid they also must provide the Office of Student Financial Aid notice of the LOA.
- 5. Academic Probation** – When a matriculated BS student fails to maintain good academic standing, the student is placed on academic probation by the Program Director. Academic Probation occurs upon either of the following:

The student earns a grade of less than a C (2.0) in one nursing course

OR

The student’s cumulative grade-point averaged in the College of Nursing courses falls below a 2.0.

Academic Probation indicates that the student is in academic jeopardy and should seek frequent communication with the academic advisor and utilize other campus resources. Duration of Academic Probation varies by the reason student is placed on probation. Duration is dependent on the reason for probation: 1) one semester for GPA < 2.0, 2) until a course is retaken after course failure, or 3) time specified in contract with the instructor (up to one year) for an incomplete.

A student on Academic Probation will have two (2) semesters to raise the cumulative grade-point average to a minimum of 2.0. The status of a student who fails to achieve the minimum cumulative grade-point average in the two semesters will be referred by the Program Director to the Student Academic Affairs Committee (SAAC). The student may petition for Progression. A recommendation for Progression, Suspension or Dismissal will be made by the SAAC. A recommendation for Suspension or Dismissal will be forwarded by the SAAC to the Dean for action.

A student on Academic Probation may repeat a course only once and on a space-available basis. The student will be required to pay tuition and fees associated with the repeated course. Both course grades will appear on the transcript and both will be included in the College of Nursing's calculation of grade-point average. The status of a student, who fails the same course two times or fails any two courses, at any time in the program, will be referred to the SAAC by the academic program director. SAAC will determine an appropriate course of action that may include progression, or recommendation to the Dean for academic suspension or dismissal from the College of Nursing.

A student must successfully complete prerequisite junior level courses prior to progression to subsequent courses. The student must successfully complete any failed clinical course before proceeding to another clinical course.

6. **Suspension** -- Suspension involves prohibition of registration for further coursework for a period not to exceed 2 semesters according to the approved academic program plan. Suspension is invoked when the student is not in good academic standing due to a reversible problem, such as illness, that should resolve within two semesters or less. Events that may trigger a suspension are two or more incomplete grades or a course failure requiring remediation prior to retaking. Leave of Absence is an option for students experiencing illness or other reversible problems, but if the student does not choose to initiate a Leave of Absence then suspension will be invoked. A recommendation for Suspension is made by the academic program director to the SAAC. The student can complete incomplete grades (except clinical courses) during Suspension. The student may petition SAAC to end the Suspension any time up to two semesters after it is invoked. A student who does not successfully petition for an end to Suspension will be referred to the SAAC for recommendation to the Dean for Dismissal. Time on Suspension counts toward the time limit for graduation.

Academic Progression Plan -- The student will initiate contact with the program director three months prior to the end of the Suspension period to request an approved academic progression plan. Documentation of fitness to return to school will be required to assure readiness for continued study and indicate ability to practice safely in the clinical setting.

7. **Dismissal** -- Dismissal is administrative withdrawal from the program. Reasons for dismissal include, but are not limited to the following: Students with a GPA below 2.0 at the end of the Academic Probation period, with four or more incomplete grades, or who have failed a course for the second time, or who have failed two courses in the program, are subject to Dismissal. The academic program director will make a recommendation for dismissal to the Dean. The Dean will notify the student in writing of the decision and their right to appeal. This petition is reviewed by SAAC. The student may petition for progression. The SAAC will make a recommendation for progression or recommendation to the Dean for dismissal and a final decision letter will be sent. The dismissal letter will indicate whether the student is eligible to reapply.

To continue working toward the degree, the dismissed student must apply for readmission to the program no earlier than two academic years after Dismissal.

- 8. Managing Change and Complex Course and Clinical Schedules** - A number of new nursing schools have opened and existing nursing programs have expanded enrollments in the Denver area to address the nursing shortage. The UCD College of Nursing has established strong, collaborative relationships with a significant number of clinical affiliating agencies to assure appropriate clinical placement resources. However, due to the limited capacity and ongoing changes related to student clinical placements, students must demonstrate flexibility to meet scheduling requirements.

Approved academic progression plans are provided to students by the BS Program prior to pre-registration for each semester. Clinical schedules and placements are communicated by the Office of Clinical Affairs Office approximately one month prior to the start of the course/clinical. It may become necessary to change clinical schedules and placements when mandated by changes in clinical agencies. For example, days of the week or class/clinical hours may change. The semester in which clinical courses scheduled to complete may change. Occasionally changes may require availability for class or clinical hours during times that ordinarily are considered “off”, including the summer semester, or January, May or August intersessions, or the use of the spring break week. Official holidays adhered to by the College of Nursing are noted on the [Academic Calendar](#)

Changes and mandatory orientations are communicated by the Office of Clinical Affairs as soon as information is available, recognized the challenges of planning for family, work, and other life commitments. Child care and work schedules need to be arranged after classes and clinical schedules are determined. A maximum of twenty flexible hours of work per week is advised to accommodate changing schedules. Students in the accelerated pathway will need to limit work hours further, as necessary.

It is imperative for students to plan for managing schedule changes effectively. If needed, options for deceleration or Leave of Absence are available to students who cannot accommodate schedule changes. Students are successful in making arrangements dictated by changes, and when flexible and adaptable are able to progress in the program without unanticipated delays.

Revised 9-29-08
Approved by General Faculty 9-29-08
Implemented 10-15-08

ACADEMIC STANDING AND PROGRESSION

DOCTOR OF NURSING PRACTICE (DNP) PROGRAM (POST MS)

- 1. Regular Admission Status** -- All admission requirements must be completed by the application deadline to be eligible for Regular Admission Status. Provisional admission status does not apply to the DNP Program.
- 2. Provisional Admission Status** – Applicants who are granted admission with provisional status do not meet all admission criteria. The deficiency is defined in the student’s admission letter, as well as the time frame and criteria for removing the deficiency. If the deficiency is not resolved

in the specified timeframe, the student may be dismissed from the program by recommendation of the Program Director to the Dean.

3. **Good Academic Standing** – Students are required to maintain a cumulative GPA of 3.0 or better, no incomplete grades while failing (IF), and passing grade (B- or better) in all courses.
4. **Academic Progression** – Academic progression is continuation of the academic program based upon an approved sequenced program plan.
5. **Deferrals and Leave of Absence** -- Continuous registration, excluding summer, is a requirement for active status in the College of Nursing (CON).

If a student has not yet registered, or drops all courses prior to census date, the student may request a deferral through the Office of Student Affairs and Diversity.

If a student needs to interrupt her/his progression in school, the student may request a “Leave of Absence” (LOA) for not more than one academic year provided s/he is in good academic standing and intends to return to school. A student may be granted a LOA for up to one academic year (fall, spring and summer semester). A “Leave of Absence Request” should be submitted first to the student’s faculty advisor and program director. The completed and approved form should be submitted to the CON’s Office of Academic Programs. It is the student’s responsibility to ensure that s/he is not registered for any courses during the terms for which a leave has been granted. LOA forms are available online at Student Central. If a student petitions for a LOA after the designated drop/add period he/she will be subject to full payment of tuition. If the student is receiving financial aid s/he also must provide the Office of Student Financial Aid notice of the LOA.

6. **Academic Probation (Monitored by Program Offices)** – When a matriculated student fails to maintain good academic standing, the student is placed on academic probation by the Program Director. Academic Probation occurs upon either of the following:

The student earns a grade of less than a B- in one nursing course

OR

The student’s cumulative grade-point average in the College of Nursing courses falls below a 3.0.

OR

The student earns an IF in one course.

Academic Probation indicates that the student is in academic jeopardy and should seek frequent communication with the academic advisor and utilize other campus resources. Duration of Academic Probation varies by the reason the student is placed on probation. Any class in which the student received a grade of \leq - must be retaken the next time the class is offered.

A student on Academic Probation will have two (2) semesters to raise the cumulative grade-point average to a minimum of 3.0. The status of a student who fails to achieve the minimum cumulative grade-point average in the two semesters will be referred by the Program Director to the Student Academic Affairs Committee (SAAC). The student may petition for Progression. A recommendation for Progression, Suspension or Dismissal will be made by the SAAC. A recommendation for Suspension or Dismissal will be forwarded by the SAAC to the Dean for action.

A student on Academic Probation may repeat a course only once and on a space-available basis. The student will be required to pay tuition and fees associated with repeated courses. Both course grades will appear on the transcript and both will be included in the College of Nursing's calculation of grade-point average. The status of a student, who fails the same course two times or fails any two courses, at any time in the program, will be referred to the SAAC, who will determine an appropriate course of action that may include recommendation to the Dean for academic suspension or dismissal from the College of Nursing.

A student must successfully complete any failed clinical rotation before proceeding to another clinical rotation. Exceptions will be made only under extraordinary circumstances and only with the prior approval of the Program Director.

- 6. Suspension (Monitored by Program Offices)** -- Suspension involves prohibition of registration for further coursework for a period not to exceed 2 consecutive semesters of enrollment. Suspension is invoked when the student is not in good academic standing due to a reversible problem, such as illness, that should resolve within two semesters or less. Reasons for suspension include three or more incomplete grades (IW or IF) or course failure requiring remediation prior to retaking. Requesting a leave of Absence is an option for students experiencing illness or other reversible problems, but if the student does not choose to initiate a Leave of Absence and progress to an academic status as listed above, then suspension is invoked. A recommendation for Suspension is made by the Program Director to SAAC. The student can complete incomplete grades (except clinical courses) during Suspension. The student may petition SAAC to end the Suspension any time during the suspension. A student who does not successfully petition for an end to Suspension will be referred to SAAC for recommendation to the Dean for Dismissal. Time on Suspension counts toward the time limit for graduation.

Academic Progression Plan -- The student will initiate a contact with the program director three months prior to the end of the Suspension period to mutually develop an Academic Progression Plan.

- 7. Dismissal** -- Dismissal is administrative withdrawal from the program. Students with a GPA below 3.0 at the end of the Academic Probation period, with four or more incomplete grades, or who have failed a course for the second time, or who have failed two courses in the program, are subject to Dismissal. The Program Director will make a recommendation for dismissal for review to the SAAC. The student may petition for progression. The SAAC will make a recommendation to the Dean for continued academic probation during Progression, Suspension, or Dismissal.

To continue working toward the degree, the dismissed student must apply for readmission to the program no earlier than two academic years after Dismissal.

MASTER OF SCIENCE (MS) AND DOCTOR OF PHILOSOPHY (PhD) STUDENTS

Students in the MS and PhD programs are governed by the UCD Graduate School Graduate Student Handbook's, "Academic Appeals Process" section.

ACADEMIC STATUS AND PROGRESSION GRADUATE STUDENTS (MS & PhD)

- 1. Regular Admission Status** -- All admission requirements must be completed by the application deadline to be eligible for Regular Admission Status.
- 2. Provisional Admission Status** – Applicants who are granted admission with provisional status do not meet all admission criteria. The deficiency is defined in the student's admission letter, as well as the time frame and criteria for removing the deficiency. If the GPA is the deficiency, the student must complete all courses, and earn a B or higher grade for the first 6 credits of coursework. If the deficiency is not resolved in the specified timeframe, the student may be dismissed from the program by recommendation to the Dean by the program director. See [Graduate School Student Handbook](#) for details.
- 3. Good Academic Standing** – Students are required to maintain a cumulative GPA of 3.0 or better with no incomplete grades on the student transcript, and with passing grades of B- or better in all courses. Incomplete Pass grades are allowed. Any of the above can trigger Academic Probation.
- 4. Academic Progression** – Academic progression is continuation of the academic program based upon an approved sequenced plan.
- 5. Leave of Absence** -- Continuous registration is a requirement for active status in the College of Nursing (CON). Graduate students must register continuously in each fall and spring semester. Specific requirements exist for registration following PhD comprehensive examination as stated in the [Graduate School Handbook](#) . If a student needs to interrupt her/his progression in school, the student may request a “Leave of Absence” (LOA) for not more than one academic year provided s/he is in good academic standing and intends to return to school. A student may be granted a LOA for up to one academic year (fall, spring and summer semester). A “Leave of Absence Request” should be submitted first to the student’s faculty advisor and program director. The completed and approved form should be submitted to the CON’s Office of Academic Programs and the Graduate School. It is the student’s responsibility to ensure that s/he is not registered for any courses during the terms for which a leave has been granted. LOA forms are available at the CON Office of Academic Programs. If a student petitions for a LOA after the designated drop/add period he/she will be subject to payment of tuition as governed by University policies. If the student is receiving financial aid they also must provide the Office of Student Financial Aid notice of the LOA.
- 6. Academic Probation** – When a matriculated M.S. or Ph.D. student fails to maintain good academic standing, the student is placed on academic probation by the Program Director. Academic Probation occurs upon either of the following:

The student earns a grade of less than a B- in a required course

The student receives an IF in a required course

OR

The student’s cumulative grade-point falls below a 3.0.

Academic Probation indicates that the student is in academic jeopardy and should seek frequent communication with the academic advisor and utilize other campus resources. The duration of

Academic Probation varies by the reason the student is placed on probation. The duration is a minimum of one semester (not including summer term) for GPA < 3.0, until a course is completed or up to one year for an IF, and until a course is retaken for a grade lower than B-.

A student on Academic Probation will have two (2) semesters to raise the cumulative grade-point average to a minimum of 3.0. The status of a student who fails to achieve the minimum cumulative grade-point average in the two semesters will be referred by program director to the Student Academic Affairs Committee (SAAC) for recommendations. The student may complete a Petition for Academic Progression at the time of the SAAC review. A recommendation for Progression, Suspension or Dismissal will be made by the SAAC. A recommendation for Suspension or Dismissal will be forwarded by the SAAC to the Dean for action.

A student on Academic Probation due to receiving a grade less than B- in any of the required courses may repeat a course only once and on a space-available basis. The student will be required to pay tuition and fees associated with the repeated course. Both course grades will appear on the transcript and both will be included in the College of Nursing's calculation of grade-point average. The status of a student, who receives a grade of less than a B- two times or receives less than a B- in any two courses, at any time in the program, will be referred to the SAAC for recommendation. The student may complete a Petition for Academic Progression at the time of the SAAC review. A recommendation for Progression, Suspension or Withdrawal will be made by the SAAC. A recommendation for Suspension or Withdrawal will be forwarded by the SAAC to the Dean of the Graduate School for action. The Graduate School has a separate appeals process, as listed in the Handbook <http://www.uchsc.edu/gs/gs/handbook.htm>.

- 7. Suspension** -- Suspension involves prohibition of registration for further coursework for a period not to exceed 2 semesters (exclusive of summer term). Although summer term does not count as one of the semesters of suspension, suspended students cannot register for classes during any intervening summer term. Suspension is invoked when the student is not in good academic standing due to a reversible problem, such as illness, that should resolve within two semesters or less. The most common triggers for Suspension are incomplete grades (IF), receiving a grade of B- in more than one course or receiving two grades of less than a B- in the same course. Leave of Absence is an option for students experiencing illness or other reversible problems, but if the student does not choose to initiate a Leave of Absence and progress to an academic status as listed above, then suspension is invoked. A recommendation for Suspension is made by the Assistant Dean for Graduate Studies to the SAAC. The student can complete incomplete grades (except clinical courses) during Suspension. The student may petition the SAAC to end the Suspension any time up to two semesters (not counting summer term) after it is invoked. A student who does not successfully petition for an end to Suspension will be referred to the SAAC for recommendation to the Dean for Dismissal. Time on Suspension counts toward the time limit for graduation.

Academic Progression Plan -- The student will contact the program director three months prior to the end of the Suspension period to mutually develop an Academic Progression Plan.

- 8. Dismissal** -- Dismissal is administrative withdrawal from the program. Students with a GPA below 3.0 at the end of the Academic Probation period, with four or more incomplete grades, or those who have received lower than a B- grade in a course for the second time, or who have received less than a B- grade in two or more required courses in the program, are subject to Dismissal. The program director will make recommend dismissal to the SAAC. The student may submit a Petition for Academic Progression. The SAAC will review and make a recommendation

to the Dean of the Graduate School for either continued academic probation during Progression, Suspension, or Dismissal.

To continue working toward the degree, the dismissed student must apply for readmission to the program no earlier than two academic years after Dismissal.

COMPULSORY WITHDRAWAL

A student may be required to withdraw from the University permanently or for varying periods of time (suspension). The readmission of such a student may be denied permanently or for varying periods of time. Some of the circumstances that may result in compulsory withdrawal are:

1. Failure to meet the scholastic standards of the College of Nursing.
2. Failure to observe the standards of conduct or those which are otherwise prescribed by regulation of the University or implied by membership in the University community.
3. Failure to meet financial obligations to the University as prescribed by the Regents.
4. Being in a condition of physical or mental illness such as may be considered detrimental to the welfare of other members of the University, or in a condition such as to make continuance incompatible with the University's objectives as an educational institution.

COLORADO STATE BOARD OF NURSING LICENSURE EXAMINATION

BS students must apply for both the National Council Licensure Examination (NCLEX) and for an RN license in the state they plan to work as an RN. Students applying for licensure in the State of Colorado must also submit an official transcript showing all grades and posted degree with the application for licensure. Students planning to take the licensure examination or to be licensed outside the state of Colorado should contact the State Board of Nursing of that state several months prior to completion of licensure requirements.

For information:

National Council of State Boards of Nursing: <https://www.ncsbn.org>

State Board of Nursing in Colorado: <http://www.dora.state.co.us/nursing>

COMMENCEMENT

The University of Colorado holds one annual commencement ceremony in May of each year for all the schools and programs on campus. Students who completed their respective programs the prior December and those who anticipate completion in the forthcoming August are encouraged to participate in the full campus activities.

COMPUTER REQUIREMENT

All students are required to possess (lease or own) a personal computer that meets UCD minimum specifications for the duration of their degree program. They are also required to have Internet access. These minimum requirements are subject to change due to changing technology.

Internet Access

The AMC campus provides Internet dial up service to students automatically. Outside Internet Service Providers are also acceptable.

Preferred Minimum Workstation Requirements

On either PCs or Macintoshes, you will get better performance with the most recent operating system version and the largest amount of RAM that you can install.

PC Workstations:

- Windows NT/2000 or XP Operating System
- Pentium 4 or better central processing unit
- 100 megabytes free disk space
- 128 or more megabytes random access memory (RAM)
- 56K bps modem

Information Systems recommends a modem made by US Robotics or Hayes for desktop computers. US Robotics, Hayes, or one made by Intel is recommended for laptop computers.

Macintosh Workstations:

- System 8.0 or higher Operating System
- 15 megabytes free disk space
- 128 or more megabytes random access memory (RAM) (to load all applications concurrently)
- 56K bps modem

Information Systems recommends a modem made by Global Village for desktop computers. Global Village modem or one made by Apple for PowerBook computers.

Intercon Systems, the vendor of InterPPP, which is used to connect Macs to the student system, recommends Supra, Practical Peripherals, or Hayes modems.

CONVOCATION

Each school plans its own convocation ceremonies in which the school recognizes each of the graduates individually. The College of Nursing holds the convocation on the same day as commencement. Students graduating at other times are encouraged to participate in the ceremony. Detailed information is provided to the students by the Office of Student Affairs and Diversity.

BS graduates will have their individual class pictures taken during the semester prior to graduation. Nursing pins and graduation announcements are available in the Campus Book Store.

DEGREE VERIFICATION

The College of Nursing processing fee for degree verification is \$20.00 for all who request this service. If you need degree verification contact the Office of Student Affairs and Diversity at 303-724-1487.

GRADES

The instructor is responsible for the grade symbol assigned. Special symbols (e.g., “NC”, “W”) are indicators of registration or grade status and are not assigned by the instructor. The grading system allows the use of plus/minus grading at the discretion of the program/instructor.

Note: For all *graduate* degrees in Nursing, the student is expected to attain a minimum grade of “B-” in all required Nursing courses. A grade of “B-” is acceptable, but not as a grade-point average overall. A “3.0” which is equivalent to a “B” (not a “B-”) must be maintained overall in order to progress in the program. Students in the *baccalaureate program* are expected to maintain a minimum grade of “C” in all courses (a grade of “C-” is not acceptable).

Standard Grades	Grade-points per credit hour
A =	4.0
A- =	3.7
B+ =	3.3
B =	3.0
B- =	2.7
C+ =	2.3
C =	2.0
C- =	1.7
D+ =	1.3
D =	1.0
D- =	0.7
F =	0.0
I	Incomplete – regarded as F if not completed within a maximum of one year.
IP	In progress coursework at the professional level; thesis, project, research, rotations only at the graduate level.
HP/F	Credit hours count toward the degree, but are not included in the grade average.
NC	Indicates registration on a no-credit basis.
W	Indicates withdrawal or drop without credit.

Explanation Of I

An I is an incomplete grade. The student must request the incomplete grade when extenuating circumstances have arisen. The instructor may or may not grant this request. Once granted, the student must complete a contract with the original instructor outlining the work required and the time frame for completion. If the student does not complete the work for that course satisfactorily within a year the grade posted will be an F.

The final grade (earned by completing the course requirements or by retaking the course) does not result in deletion of the “I” grade symbol from the transcript. A second entry is posted on the transcript to show the final grade for the course. At the end of one year, “I” grades for courses that are not completed will be regarded as “F”.

Revised 1/14/09
Implemented 1/30/09

Grade Reports

Students may obtain grades from the UCD website (<http://www.UCHSC.edu>). Follow the Students and Prospective Students link to the Student Records page.

GRADUATION

Students who plan to complete their program of study must submit a diploma card to the UCD Registrar's Office early in the term in which they plan to graduate. Students should watch for posted deadlines for submission of diploma cards. Students who have submitted diploma cards will receive information in the mail about commencement and convocation.

Graduate students must be registered to be graduated. If the student has only the comprehensive exam(s) to complete, he/she registers for 6490 for one credit. GRADUATION PACKET must be obtained from the Graduate School Office early in the semester in which the graduation is planned.

GUIDELINES FOR IMPLEMENTING STUDENT HONOR AND CONDUCT CODE

Members of the College of Nursing community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All students in the College of Nursing will receive a copy of the College of Nursing guidelines and procedures for implementing the College of Nursing Honor Code on admission to the **CON**. Students will indicate their willingness to adhere to the Code by signing and returning the acknowledgment form, which shall be placed in the student's file. Ignorance of the guidelines and procedures may not constitute an affirmative defense to a violation of the Honor and conduct Code. All questions or concerns regarding the Honor and conduct code should be directed to the Office of the Dean, College of Nursing.

Individuals with complaints pertaining to allegations of discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, or sexual harassment are referred by the College of Nursing Honor and Conduct Committee to the UCD EEO/AA Compliance Officer for investigation. Upon the completion of EEO/AA Officer's investigation, those findings shall be submitted to the College of Nursing Honor and Conduct Committee which shall take those findings into consideration in determining whether a violation of the College of Nursing Honor Code has occurred. The findings of the EEO/AA Officer shall be considered during the College of Nursing Honor Code proceedings. The College of Nursing Honor and Conduct Committee shall consider what weight should be afforded the findings of the EEO/AA Officer. Factors to be considered in determining what weight should be afforded to the findings of the EEO/AA Officer include, but are not limited to, the thoroughness of the investigation, the experience of the investigator and the amount of corroborating information.

The College of Nursing has developed the following guidelines and procedures to review alleged violations of the College of Nursing Student Honor and Conduct Code and to make recommendations concerning violations of the Code. The College of Nursing Student Honor and Conduct Committee will be convened as necessary by the Chairperson. The Student Honor and Conduct Code Committee shall follow these guidelines to the extent possible. However, the Committee reserves the right to modify these procedures if necessary based on extraordinary circumstances to be determined on a case-by-case basis.

Membership of the College of Nursing Student Honor and Conduct Committee

The Student Honor and Conduct Committee is a sub-committee of the Student Academic Affairs Committee. Voting members of the Student Honor and Conduct Committee will include four (4)

faculty members, one of whom serves as chairperson who shall only vote in circumstances where there is a tie, and four (4) students. A majority of the committee constitutes a quorum. A quorum is sufficient for decision-making; a minimum of 3 faculty and 2 students must be present. Decisions of the committee shall be reached based upon a simple majority vote.

1. Faculty members will be recommended to the Dean of the College of Nursing by faculty governance representatives. Each committee member will be appointed for a two-year term with two new members appointed at the beginning of the academic year (fall).
2. Student members will be appointed by the Student Academic Affairs Committee (SAAC). An effort will be made to include one student from each of the programs (BS, MS/DNP, and PhD.) Student members will serve one-year terms and may be reappointed for a second term.
3. The Chairperson will be one of the faculty members and will be elected by the Committee. The Chairperson will serve a one-year term.

The College of Nursing Student Honor and Conduct Committee will review cases alleging violations of the College of Nursing Student Honor and Conduct Code related to academic honesty, professional conduct, ethics, drugs and alcohol, and respect for the rights and property of others. *Note: Issues other than academic honesty that are related to a course grade or program progression, (either didactic or clinical), will be referred to the College of Nursing Student Academic Affairs Committee.--*

In the event there is an Honor Code Violation by a nursing student enrolled in the MS, DNP or PhD program, the Graduate School Student Honor and Conduct procedures will be followed except in cases involving clinical nursing practice issues. In those cases, the College of Nursing procedures will be followed. All matters referred to the Student Honor and Conduct Committee shall be confidential to the extent practical and permitted by law, throughout the proceedings.

Procedures in Cases of Suspected Violation of the Student Honor and Conduct Code

1. Faculty, staff, and other students have the responsibility to report alleged violations of the Student Honor and Conduct Code. For matters related to nursing practice and risk to patients, covered by the American Nurses Association Code of Ethics, the student is required to report (e.g., a student diverting patient drugs). The failure of a student to report an observed violation of the honor code may constitute a violation of the honor code and may subject the observer to an honor code proceeding. Any reasonable suspicion of a violation of the Student Honor and Conduct Code shall be reported to the Chairperson of the Student Honor and Conduct Committee. All charges must be submitted in writing. Normally, disciplinary action will not be taken against the alleged violator until the Student Honor and Conduct Committee has deliberated. However, if the alleged violation threatens the welfare or safety of others, or is against the law, the Dean of the College of Nursing or designee will take appropriate action if necessary (e.g., immediate suspension).
2. When a party has evidence that a student has violated the Student Honor and Conduct Code, he/she may meet with the student to discuss the issue. The reporting party may seek the counsel of a neutral person such as the Campus Ombudsperson or another professor. The reporting party or a third party representing the reporting party shall give the student the opportunity to self-report. If the student refuses to self-report, the party shall report the suspicion to a professor, the Program Director, Associate Dean, or Honor Council Chairperson. The party must submit this request in writing to the Chairperson within 5 working days of discussing the situation with the

student. The person receiving the report (Professor, Program Director, Associate Dean, or Honor Council Chair) then makes a formal report to the SAAC committee for review.

3. The Student Academic Affairs Committee may review the complaint to determine whether the conduct in question would constitute a violation of the Honor Code. If the Committee determines that the conduct could constitute a violation of the College of Nursing Student Honor and Conduct Code, then the matter would receive full review. If the Committee determines that the alleged acts would not constitute a violation of the College of Nursing Honor Code, then there will be no further review of the matter.
4. When an alleged violation is referred to the Student Honor and Conduct Committee, the student(s) will be notified of the charges in writing within 10 working days of the date of referral to the Student Honor and Conduct Committee and the date of the scheduled hearing.
5. The Student Honor and Conduct Committee will hold a hearing:
 - The hearing will be held, if possible, within thirty (30) days of the student being notified of the alleged Student Honor and Conduct Code violation. (a)The student shall have the opportunity to submit a written pre-hearing statement in response to the charges. (b) The student shall have the opportunity to review any evidence against him/her prior to the hearing upon submission of a written request to the Chairperson.
 - The student accused of violating the Honor Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she wishes. The reporting party may either attend the proceedings in person or submit a statement of the incident in lieu of personally attending the hearing. The Committee shall have no power to compel any individual to testify.
 - No legal counsel will be present for either the student or the University.
 - The student may have a representative of her/his choice present at the hearing for advice and/or support during the proceedings. This representative shall not advocate on behalf of the student.
 - If the student has been properly notified of the charges and the date of the hearing yet chooses not to attend, the hearing will proceed in his or her absence.

The Committee shall keep an adequate record of the hearing. Evidence will be reviewed during the hearing, the allegation of a violation must be proven using the standard of a preponderance of the evidence.

6. Following the hearing, the Student Honor and Conduct Committee will discuss the proceedings outside the presence of the parties and determine a course of action to follow with respect to the student conduct in question. Upon a majority vote of the College of Nursing Honor and Conduct, the Committee will make its recommendation to the Associate Dean for Academic Programs, which may include but is not limited to the following actions:
 - Take no action against the student based on a finding of no violation.

- Place the student on disciplinary probation for a specified period of time.
- Suspend the student's registration at the UCD, including Extended Studies, for a specified period of time.
- Make appropriate recommendations, such as requiring the student to receive professional counseling, substance abuse treatment or attend anger management courses.
- Dismiss the student permanently from the UCD College of Nursing.

If the Committee is unable to reach a majority opinion on whether the student violated the Student Honor and Conduct Code and what, if any, discipline should occur, the Chairperson will act as the tiebreaker.

7. A record of all documents associated with the case and a record of the action taken will be kept in a file in the Dean's office.
8. In all cases the student will be notified by certified U.S. mail of the Committee's recommendation within five (5) working days of the hearing.
9. If the student wishes to appeal the decision in the case, the appeal along with the rationale for the appeal shall be submitted in writing to the Dean within seven (7) working days after the letter notifying the student of the actions of the College of Nursing Honor and Conduct Committee has been sent by certified U.S mail.
10. The Dean will review the decision of the Committee and the student's appeal and notify the student of her/his decision within thirty (30) days of receiving the student's notice of appeal.
11. The Dean will only reverse or modify the findings and recommendations of the College of Nursing Honor and Conduct Committee if he/she concludes by a preponderance of the evidence that one of the following situations exists: (a) new information regarding the student's alleged violation of the Student Honor and Conduct Code which was previously unknown to the student or the Committee is discovered; (b) there was an error in the process that prevented the student from presenting relevant information to the Committee that could have materially changed the Committee's decision; or (c) there is evidence that the Student Honor and Conduct Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.
12. If the student is suspended, expelled, or otherwise unable to continue his or her academic studies either temporarily or permanently because of disciplinary or other action, the Dean shall notify the UCD Registrar of the change in the student's academic status and order the Registrar to suspend the student's registration.

Original date: 8-26-02

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Implemented 10-15-08

HONOR AND CONDUCT CODE

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health professions have a particular obligation, therefore, to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

Academic Honor and Conduct Code

Education at UCD College of Nursing is conducted under the honor system. All students who have entered health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are also expected to have achieved a level of maturity which is reflected by appropriate conduct at all times.

The type of conduct which violates the College of Nursing's Student Honor and Conduct Code includes but is not limited to the following:

- Academic Dishonesty
- Complicity with Academic Dishonesty
- Plagiarism
- Cheating
- Fabrication and Falsification
- Submission of the same papers more than once or for different classes
- Misuse of Academic Materials
- Intoxication or being under the influence of drugs or alcohol in a clinical or classroom setting
- Any conduct, both on and off of campus, that interferes with the student's ability to perform his/her professional duties or reflects poorly on the practice of nursing
- Disruptive or disorderly conduct in classroom or clinical setting, such as disregard of rights of faculty and peers, threatening behaviors in any medium of communication, and sexual harassment.
- Violation of any University of Colorado, UCD or College of Nursing policy

Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior which violate these standards: plagiarism, including improper use of web information, cheating, illegitimate possession and/or use of examinations, and falsification of official records.

Professional Conduct

As future health professionals, students should adhere to the highest standards of professionalism. Examples of unprofessional conduct include: misrepresentation of effort, credentials or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient confidentiality; and other conduct which falls below that which befits a health professional.

Professional conduct includes incidents that affect not only one's ability to practice, but also the reputation of the College of Nursing and the image of nursing students.

Substance Abuse

Substance abuse compromises the student's ability to learn and to practice as a health provider and may constitute an honor code violation. Students who have a problem with alcohol and/or other substances should seek assistance from services available on campus.

Effective fall 2009 the CON drug screening policy was implemented. All current students in fall 2009 were screened and subsequently all admitted students in the CON except PhD students will be screened.

Respect for the Rights and Property of Others

Students should conduct themselves in a manner which recognizes the rights and property of others. Examples of inappropriate behavior include theft, damage to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, harassment or physical assault, and any conduct which threatens the health or safety of others.

Reporting Violations of the Honor Code

The primary responsibility for reporting violations of the student honor and conduct code rests with the individual who has committed the violation. However, fellow students and members of the faculty and staff also share in this responsibility. Prior to matriculation each student signed an agreement to adhere to the Honor and Conduct Code, Professional Role Behaviors Policy and a background check authorization; therefore, new violations must be reported.

Relationship of Honor and Conduct Code to Local, State, and Federal Laws

The University adheres to all applicable local, state, and federal laws, and cooperates with law officials in all matters. Any alleged violation of local, state, or federal laws will be referred to the appropriate law enforcement officials and such laws have precedence over the provisions of this policy.

MEMO OF CONCERN

Purpose: The University of Colorado College of Nursing strives to produce nurse graduates who have proven that they are competent and safe practitioners. A major component of nursing education is the opportunity for students to practice in a clinical setting with patients. It is in the clinical setting where students demonstrate the integration of nursing theories, pathophysiology, and nursing skills under the supervision of skilled clinical educators.

The feedback received in a clinical setting is essential to increasing the student's knowledge base, enhancing the student's professionalism, and strengthening the student's skills as he or she progresses through the program. This policy / procedure will address how significant student feedback will be obtained and utilized for the purpose of professional growth in CU College of Nursing students.

Significant feedback is defined as the monitoring and evaluation of a student's performance in a clinical setting. Significant feedback includes but is not limited to effectiveness and competency. Significant feedback also relates to any clinical behavior within the realm of professionalism as well as communication skills, tardiness, attitude, organization, and documentation. This policy does not substitute for mid-point failure notices or other patient safety actions initiated by clinical faculty. It is intended to serve as a means of notifying clinical instructors of the importance of monitoring and evaluating a student's performance based on the fact that the College of Nursing tracks and expects students to improve their performance over time. This policy allows students to demonstrate improvement as they progress in the program.

Procedure: When a clinical educator has given significant feedback to a student in a clinical area, this feedback will be documented on the student's evaluation form for the course. When the block is completed, the course coordinator will forward one copy of the evaluation to the Program Director and the Director of the Office of Student Affairs and Diversity. This completed evaluation form will be maintained in the student's file in the program office.

The course coordinator will prepare a statement that conveys the areas for improvement to the subsequent clinical facility, with suggestions for how improvement may be measured by clinical faculty

and demonstrated by the student. This will be accomplished by holding a face-to-face meeting with subsequent clinical faculty whenever possible. In some circumstances it may be conveyed in the form of an email, and in all cases a copy will be supplied to the student. The clinical performance will be monitored and evaluated by the clinical faculty. At the end of the block or the semester, the evaluation will be forwarded by the course coordinator to the Program Director who will forward to subsequent course faculty as needed to support continuity of expectations.

Title change only, approved by the SAAC, Dec 4, 2006

OFFICIAL TRANSCRIPT

Students may print unofficial transcripts from the UCD Website (<http://www.ucdenver.edu/registrar/> , click on the Records & Registration link to the student sign-on page). Official transcripts may be ordered from the website or by completing the transcript request form in the UCD Registrar's Office. Transcripts may be ordered by mail from UCB Records Office, Box 68, Transcript Section, Regent Administrative Center 125, Boulder, CO 80309. Requests should include the following:

1. Student's full name (include maiden or other name if applicable).
2. Student number
3. Birthdate
4. Last term and campus attended
5. Whether the current term's grades are to be included (when a transcript is ordered near the end of a term).
6. Agency, college, or individuals to whom the transcripts are to be sent. Complete mailing addresses are required. (Transcripts sent to students are marked "Issued to Student.")
7. Student's signature. This authorizes release of the record to the designee.

There is no charge for transcripts. A student having any financial obligations to the University that are due and unpaid will not be issued a transcript. Copies of transcripts from other institutions cannot be furnished.

ONLINE COURSES

Online courses are offered through CU-Online using the Blackboard platform (<https://blackboard.cuonline.edu>). For technical support contact help@cuonline.edu or call 303-556-6505.

First time users are encouraged to access a tutorial *Discovering Blackboard Simulation* to learn more about using Blackboard. This can be found at <https://blackboard.cuonline.edu>.

PLAGIARISM: HOW NOT TO DO IT
Information for Students
© Cathy J. Thompson, PhD, RN, CNS

PLAGIARISM: WHAT IT IS

There are many sources and references on the subject of plagiarism – so there is no sense in me reinventing the wheel. Much of the material I’m presenting is cut-and-pasted from various university websites on writing or plagiarism and is fully referenced at the end of this document.

Plagiarizing by accident is not an excuse. So let’s be clear about what it is:

Plagiarism is taking someone else’s work and acknowledging it as your own.

- If you copy material and do not put quotes or cite – this is plagiarism.
- If you have paraphrased information and have not cited the source – this is plagiarism.
- If you have borrowed ideas from a source, but fail to credit the originator – this is plagiarism.
- From a source: if you’ve just rearranged words, used a synonym to substitute for a word, or left some words out, thinking that this is legitimate paraphrasing – you are wrong. This is plagiarism.
- If you copy content and cite, but do not put quotes around it – this is plagiarism (because the reader thinks you paraphrased the information into your own words, because there are no quotes).
- If you attribute *anyone’s* work (e.g., another student) as your own – this is plagiarism.
- If you have/hire someone else write your assignments – this is plagiarism.

Sources include: “published works (books, magazines, newspapers, websites, plays, movies, photos, paintings, and textbooks) and unpublished sources (class lectures or notes, handouts, speeches, other students’ papers, or material from a research service) (University of California, Davis [UCD], 2001, ¶ 4).

Harris (2004) defined plagiarism as:

Using another person’s words or ideas without giving credit to the other person. When you use someone else’s words, you must put quotation marks around them and give the writer or speaker credit by revealing the source in a citation. Even if you revise or paraphrase the words of someone else or just use their ideas, you still must give the author credit in a note. Not giving due credit to the creator of an idea or writing is very much like lying. (Point 3, Strategies of Awareness)

Plagiarism can be considered *intentional* or *unintentional* – but either way, it is a violation. The University of California Davis (2001) defines intentional and unintentional plagiarism this way:

Intentional plagiarism is deliberate copying or use of another’s work without credit.
Unintentional plagiarism can result from not knowing citation standards (“Isn’t information from the Internet free?”), from sloppy research and poor note-taking, or from careless “cutting and pasting” of electronic sources. (UCD, 2001, section How Can You Avoid Plagiarism, ¶ 1)

WHY DO WE (THE FACULTY AND ADMINISTRATION) CARE IF STUDENTS PLAGIARIZE?

- **You are not learning what you need to learn for your clinical and professional role (and therefore can’t protect your patients).**
- **Plagiarism constitutes lying and fraud. Your character comes into question.**
- **The credibility and the reputation of the University, as a whole, are threatened.**
- **As nurses, we hold the public’s respect and trust. Dishonest students threaten that credibility and trust.**

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health professions have a particular obligation; therefore, to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others. (University of Colorado College of Nursing Student Handbook [UCD-CON-SH], 2007-08, p. 46)

When you plagiarize you: (Harris, 2004; UCD, 2004)

- Show disrespect for your faculty, fellow students, and education in general
- Are being dishonest
- Are violating the Honor Code you signed when admitted to the University and School
- Cheat yourself:
 - Miss the benefit of truly understanding and learning content that is deemed important for your professional education
 - Neglect skills that will benefit you in your professional career

My instructor won't know...

- Oh yes, we will. Many times it is pretty clear to faculty when you've plagiarized material. Some faculty members will ask you to submit the articles you've used for your papers. You can be sure that the faculty will check your paper against your sources.
- We **know** about the paper mills, Internet sources for papers, tricks of the trade, etc. We have resources to find plagiarized papers using computer search engines and plagiarism detection software.
- Oh, and by the way, a paper that is *completely* assembled using cut-and-pasted quotes and paraphrases from your sources – is not considered your own work! This would be a paper that is a collection of other people's work. So make sure you have your own thoughts interspersed throughout your assignments.

BOTTOM LINE....

Plagiarism is WRONG, it is CHEATING, LYING, STEALING, FRAUD, and it will not be tolerated at the CON.

KNOWLEDGE IS POWER

Paraphrasing

Paraphrasing is when you use your own words to rewrite someone else's ideas or thoughts and then cite the author(s) to credit them for their original ideas. In order to paraphrase correctly you must read the material, understand the point of the material, and be able to capture the author's thoughts in your own words.

Paraphrasing ***is not***:

- Changing a few words and copying the rest
- Changing words that alter the meaning of the original sentence (That means you are using words you don't really understand the meaning of and therefore that you don't understand the author's message.)
- Reversing the sentence order or flipping a clause
- Using the author's unique phrasing or manner of expression
- Adding your own thoughts to the paraphrase

Some sources add this point: Paraphrasing is not

- Using the author’s sentence structure or patterns (this is an area of controversy – I’ve read other sources that specifically define paraphrasing as putting the author’s ideas in your own words, *in their order*, with appropriate cites.) So this is just an FYI.

Paraphrasing Examples

Original Material:

“Impaired ability of the left ventricle affects both systolic and diastolic function. When the left ventricle is unable to contract adequately to eject blood, cardiac output drops along with the heart’s ability to deliver oxygen to the tissues. Because not all blood is ejected with each beat, blood remains within the ventricle after systole. This increase in end-systolic volume impairs left ventricular filling during diastole” (Holcolmb, 2002, p. 232).

Plagiarized material:

Impaired ability of the left ventricle affects both systolic and diastolic function. Cardiac output drops along with the heart’s ability to deliver oxygen to the tissues when the left ventricle is unable to contract adequately to eject blood. Because not all blood is ejected with each beat, blood remains within the ventricle after systole. This increase in end-systolic volume impairs left ventricular filling during diastole.

Why is this Plagiarism?

- Author’s exact words used without quotes and a citation to indicate quoted material
- Flipped the clause in the second sentence

Plagiarized material:

The inability of the left ventricle **to contract** affects both systolic and diastolic function. The heart’s ability to deliver oxygen to the tissues **is decreased** when the left ventricle is unable to contract adequately, **causing** cardiac output **to drop**. After systole, **the** blood remains within the ventricle. This **rise** in end-systolic **capacity** impairs left ventricular filling during diastole.

Why is this Plagiarism?

- Author’s exact words used with only minor changes made to sentences (noted in **bold**)
 - **This is called the Mosaic or Patchwork Plagiarism**
- Flipped the clause with wording changes in the second sentence.
- Flipped the clause with wording changes in the third sentence.
- Left out words in third sentence
- The change in the word “increase” in third sentence to “rise,” and “volume” to “capacity” does not accurately convey the point that the increased blood volume is what is causing the ESV to increase. The word substitutions in this case do not have the same meaning as the original sentence.
- No citation

Accurate paraphrase: Example 1

The heart’s ability to transport blood and nutrients to the tissues is dependent on its ability to contract adequately. Poor contractile function of the left ventricle will result in an excess of blood in the left ventricle causing a decrease in ejection fraction, stroke volume, and therefore cardiac output. The excess left ventricular blood volume inhibits the capacity of the left ventricle accept more blood during diastole (Holcomb, 2002).

Why is this not plagiarism?

- The author’s ideas are accurately conveyed, but the student used their own words.

- Citation to credit the author is included.
 - No quote marks needed because the material is paraphrased.
 - No page number needed because material is not quoted.

Accurate Paraphrase and Quote: Example 2

Holcomb (2002) stated that the heart's ability to transport blood and nutrients to the tissues is dependent on its ability to contract adequately: "When the left ventricle is unable to contract adequately to eject blood, cardiac output drops along with the heart's ability to deliver oxygen to the tissues" (p. 232). Blood not ejected due to poor left ventricular function will overload the heart causing a decrease in the ability of the left ventricle to accept more blood.

Why is this not plagiarism?

- The author's ideas are accurately conveyed in the student's paraphrase and cited.
- There is an indication of where the student copied material – the author's exact words are copied *exactly* and surrounded with quotes and page # noted in the citation. The full citation of Author, year, page # is not needed at the end of the paragraph because the paragraph started with the citation of the author and year. The implication is that the entire section is referring to this Holcomb reference.

HOW TO AVOID PLAGIARIZING

- Be knowledgeable: know what it is and how to avoid it. You've heard the adage: "Ignorance of the law is no defense" – the same is true for plagiarism
- Be really careful when taking notes to identify when you are directly quoting from the author – get in a habit of putting quotes around the note, page #, all bibliographic material, etc. You really won't remember that you were going to change that sentence, idea, etc. (UNBC, 2000).
 - I've always used a system where I bracket my own words or thoughts to be sure I remember that these are mine versus the author's in my notes – even if it's only a few words. I do it all the time – so it is a habit.
 - Write the quote, with quotes, *exactly* as written, with punctuation, etc. Even if words are spelled wrong or foreign spelling (e.g., paediatric vs. pediatric. See your APA text for how to acknowledge these issues). Remember you can always paraphrase the quote later – but write it right the first time so there is no confusion in your mind when you go back to put your paper together.
 - I close my eyes and rewrite the material/ideas, etc. and then check with the source to make sure I really am putting the ideas in my own words – then I make sure I put the citation with it!
- If you feel you have to use the author's exact words – then quote or block quote (as appropriate) and cite correctly. FYI- Many faculty would rather you paraphrase and not have a paper of quotes – see my earlier note about cut-and-pasted submissions.
- Don't paraphrase using the author's unique sentence structure or "pattern of ideas" without citing (The University of Wisconsin-Madison [UWM], 2004).
- If you are not sure whether to cite or not, be safe and not sorry - CITE.
- Get the instructor's permission if you submit your own paper from a previous class for an assignment in a current class (University of Northern British Columbia [UNBC], 2004). This is called self-plagiarism! (Harris, 2004).

What does NOT have to be cited?

Facts or information that is considered "common knowledge" or "shared language" do not have to be cited. Common knowledge is "generally known information" or "facts that can be found in numerous places and are likely to be known by a lot of people" (Indiana University, 1998).

The University of Wisconsin-Madison (2004) provides this definition of “shared language”:

In every discipline and in certain genres (such as the empirical research report), some phrases are so specialized or conventional that you can't paraphrase them except by wordy and awkward circumlocutions that would be less familiar (and thus less readable) to the audience. When you repeat such phrases, you're not stealing the unique phrasing of an individual writer but using a common vocabulary shared by a community of scholars. (¶ 10, 11)

So words that are common, “precise, economical, and conventional designations” (UWM, 2004, ¶ 9) within the nursing profession (for example, “critical care, staff nurses, nurse manager, clinical nurse specialist, nurse clinician, resource nurse”; ¶ 8), are considered shared language and do not need to be quoted. These words can be used in paraphrases without penalty, *unless they are part of a unique sentence structure or “within a longer borrowed phrase”* ¶ 9).

Examples:

George W. Bush is the 43rd president of the United States. This is common knowledge

The Earth is the third planet from the sun. This is common knowledge.

The heart has four chambers. This is common knowledge for the health care disciplines.

You don't have to cite ‘common knowledge,’ **BUT** the fact must really **be** commonly known. That Abraham Lincoln was the U.S. President during the Civil War **is** common knowledge; that over 51,000 Union and Confederate soldiers died in the Battle of Gettysburg⁴ is **not**. (UCD, 2001, section Guidelines for Avoiding Plagiarism, Point 5).

⁴“The Battle of Gettysburg stories,” Gettysburg Convention & Visitor's Bureau, September 22, 1999, <http://www.gettysburg.com/visitor/booklet/bat/aftermath.htm>.

THE FINE PRINT: the following information is directly pasted from the CU–CON Student Handbook, 2003

CU Academic Policy:

CON Guidelines (From the CU-CON Policy Statement for Professional Role Behaviors)

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health professions have a particular obligation; therefore, to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others. (UCD-CON-SH, 2006-07, p. 46)

- You can log on to the <http://www.nursing.ucdenver.edu/pdf3/stuHandbook.pdf> pages 47-50 for details on the policy and procedures on Honor Code violations and **for Implementing the Student Honor and Conduct Code.**

Academic Honor and Conduct Code

Education at the Anschutz Medical Campus is conducted under the honor system. All students who have entered health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are also expected to have achieved a level of maturity, which is reflected by appropriate conduct at all times.

Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior which violates these standards include: plagiarism, cheating, illegitimate possession and/or use of examinations, and falsification of official records.

Professional Conduct

As future health professionals, students should adhere to the highest standards of professionalism. Examples of unprofessional conduct include: misrepresentation of effort, credentials or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient confidentiality; and other conduct which falls below that which befits a health professional.

What is a Violation of the Student Honor and Conduct Code?

The type of conduct which may violate the College of Nursing's Student Honor and Conduct Code includes but is not limited to the following:

- Academic Dishonesty
- Plagiarism
- Cheating
- Fabrication and Falsification
- Multiple Submission
- Misuse of Academic Materials
- Complicity of Academic Honesty
- Intoxication or being under the influence of drugs or alcohol in a clinical or classroom setting
- Any conduct, both on and off of campus, that interferes with the student's ability to perform the obligations of their profession (p. 50)

CONSEQUENCES FOR STUDENTS CAUGHT PLAGIARIZING

- Multiple consequences can be applied for students caught plagiarizing
 - Disciplinary probation
 - Recommendations for counseling
 - Suspension
 - Expulsion

References

Harris, R. (2004, November 17). Anti-plagiarism strategies for research papers. Retrieved January 13, 2006, from <http://www.virtualsalt.com/antiplag.htm>

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University of California, Davis. (2001). Avoiding plagiarism: Mastering the art of scholarship. Retrieved August 8, 2008, from the University of California, Davis Student Judicial Affairs Web site: <http://sja.ucdavis.edu/files/plagiarism.pdf>

University of Colorado College of Nursing Student Handbook. (2003). Retrieved from The University of Colorado College of Nursing Student Services Web site: <http://www.nursing.ucdenver.edu/pdf3/stuHandbook.pdf>

University of Northern British Columbia. (2000). Plagiarism. Retrieved January 13, 2006, from the University of Northern British Columbia Learning Skills Centre Web site: <http://www.unbc.ca/assets/lsc/handouts/writing/plagiarism.pdf>

University of Wisconsin-Madison. (2004). Quoting and paraphrasing sources. Retrieved January 13, 2006, from the University of Wisconsin-Madison Writing Center Web site: <http://www.wisc.edu/writing/Handbook/QuotingSources.html>

Bibliography

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

UNIVERSITY OF COLORADO
COLLEGE OF NURSING

**REPORT OF COURSE FAILURE/FAILURE TO MEET PROGRAM
REQUIREMENTS**

Purpose: 1) To inform a student who has failed to meet the course competencies.
2) To advise the student on future course of actions required.

Student's Last Name First

Please check one:

_____ FAILURE TO MEET PROGRAM REQUIREMENTS (describe below)
_____ Course Failure

The standing of this student is a final grade of _____ in this course:

Course Number - Title – Section

(Circle appropriate program)

BS DNP MS PhD RN-BS Post MS Certificate Non-Degree

Substantiating Documentation/Rationale: (Add attachment if needed)

Recommended Course of Action: (Add attachment if needed)

Timed-Specific contract needs to be drawn up and agreed upon by Faculty, Program Director, Student and Academic Advisor.

Faculty Date

This form must be completed and distributed as indicated below, and sent to the appropriate individuals at the time the final grades are computed for each course.

Distributed by office of appropriate Program Director:

- | | |
|--|-----------------------|
| 1. Student (Certified Mail) | Date of Action |
| 2. Student Advisor _____ | _____ |
| 3. Assistant Dean, Office of Student Affairs & Diversity | _____ |
| 4. Program Director/Advising File _____ | _____ |
| 5. Associate Dean for Academic Programs | _____ |
| 6. Return receipt should be stapled to this form (Director's Office) | _____ |

This notice will be removed from all files upon successful completion of the program.

SCHOLARSHIPS & WORK STUDY

Scholarship information is available in the CON Office of Student Affairs and Diversity (CON Front Desk), in the Office of Student Financial Aid, and in the library. Students may view the [Financial Aid website](#) for additional information on scholarships. Work study information is available from the Office of Student Financial Aid.

UNIVERSITY OF COLORADO
COLLEGE OF NURSING

UNSATISFACTORY PROGRESS NOTICE

Purpose: To alert a student who is not meeting the competencies of a course in an attempt to avoid further academic difficulty and provide additional advising and support if necessary.

Student's Last Name First

The student is currently failing the following course:

Course Number - Title - Section

(Circle appropriate program)

BS DNP MS PhD RN-BS Post-MS Certificate Non-Degree

Substantiating Documentation/Rationale: (Add attachment if needed)

Areas Needing Improvement/Proposed Plan: (Add attachment if needed)

Timed-Specific contract needs to be drawn up and agreed upon by Faculty, Program Director, Student and Academic Advisor.

Faculty Date Week in Semester or Clinical Session

To the Student: If you have not discussed this problem with the instructor and your advisor, it is recommended that you do so at once.

Distributed by office of appropriate Program Director:

Date of Action

- | | |
|--|-------|
| 1. Student (USPS Certified Mail) | _____ |
| 2. Student Advisor _____ | _____ |
| 3. Assistant Dean, Office of Student Affairs & Diversity | _____ |
| 4. Program Director/Advising File _____ | _____ |
| 5. Associate Dean for Academic Programs | _____ |
| 6. Return receipt should be stapled to this form (Director's Office) | _____ |

This notice will be removed from all files upon successful completion of the program.

IV. REGISTRATION

REGISTRATION PROCEDURES

Registering For Classes

Registration is processed through the UCD Registrar's Office. Students are responsible for complying with all University policies, requirements and deadlines published in the [UCD Course Book](#). Course books are available on the UCD web site.

New Student Registration

Newly admitted students are advised by faculty before or during new student orientation. New student registration for all programs takes place during an advising session or new student orientation.

On-Line Registration

All students must register on the UCD web site. The web address is <https://portal.cusys.edu/UCDAccessFedAuthLogin.html>. You can also go to the **Registrar's Office** (<http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx>), click on **Registration**. Please verify and update your current address and telephone number on the web when you register.

Continuing Student Preregistration And Registration

All continuing students are strongly encouraged to register during the Pre-registration period. If a student fails to register during the pre-registration period, he/she will have to wait until the drop/add period to register.

It is extremely important that all students register during the pre-registration period. Enrollment management decisions will be made regarding waitlisted students, clinical section, and possible cancellation of courses. If students want to ensure that they have a place in a course they must register during the assigned pre-registration period or they face the risk of not being able to enroll in desired courses. This is especially important for courses that fill quickly with students who are waitlisted (e.g. master's level core courses or courses for prescriptive authority). At the end of the pre-registration period, course lists will be sent to the primary faculty for their assigned courses to help monitor how enrollment in that course is developing.

If a student is on a waitlist, he/she will not be automatically notified if they are moved from the waitlist into the class. Students can monitor their status easily using the Web. This actually is more reliable and convenient for students so they will benefit from this procedure.

Continuing students pre-register in November for courses offered during Winter Intersession and Spring term, in April for courses offered during Summer, and in July for Fall courses. See the Academic Calendar for dates each term.

Master's Degree Comprehensive Exam Registration

Students must be registered for at least one credit hour during the term they take the comprehensive examination for the Master's degree. Students who register for NURS6940 to fulfill this requirement will pay this one credit hour rate.

Policy for Taking Graduate School Comprehensive Exam Off Campus through Interactive Video:

1. All parties (site coordinators, faculty, and the student) understand the nature and rules for proper conduct of a comprehensive exam. These rules in writing will be given to all parties. All rules of the Graduate School concerning the examination will be followed with the exception of the student being off-site.
2. The student will be connected to UCD campus via interactive video (real time) and a proctor assigned to manage the examination on the distant end. As with any comprehensive exam, students will be reminded that they are not allowed to bring any exam materials into the room.
3. The chair of the exam committee will distribute exam questions 30 minutes prior to the start of the exam via one of two methods: fax to distant site if fax is readily available or post on document camera so the student can read questions. Chair will remain in the room while the student prepares responses to the questions.
4. The student will remain on the camera for the entire time of the exam. The student will be asked to leave the room or dialogue will be muted at the near end conclusion of the exam so faculty members can deliberate the results of the exam.

At the conclusion of the faculty discussion, the results and feedback will be shared with the students and the exam form signed by faculty. The student may receive a faxed copy of this form upon request.

Non-degree Students

A non-degree student is defined as any student who has not been formally admitted to an undergraduate, graduate, or professional degree program. Applications and registration forms for taking classes as a non-degree student are available through the Office of Professional Development and Extended Studies (phone: 303-724-1372, email: professional.development@ucdenver.edu, or in person at: Anschutz Medical Campus, Education 2 North Building, Room 3220). Non-degree students in the College of Nursing may apply and register for classes during the open registration period. Non-degree students will be placed on waiting list until the open registration period ends. A student may earn up to 12 credit hours that may apply to a graduate program.

Eligibility for Non-degree Student Registration

- Students enrolling for PhD level courses must have completed an MS degree or have obtained written approval from PhD Program Director.
- Students enrolling for MS level courses must have a BS degree in nursing or permission of instructor to enroll.
- Registered nurses from a diploma or associate degree nursing program may also take courses and must obtain approval from BS Program Director or be admitted into the RN-BS Program.

Note: Matriculated or previously enrolled University of Colorado students who are under academic suspension or dismissal are not eligible to enroll.

Official College of Nursing Academic Calendar

Classes and clinicals follow the official College of Nursing [master calendar](#). Please note the observance of official holidays. Your attendance in classes is expected and clinical attendance is mandatory. Provisions for makeup are not available, except possibly for life extenuating circumstances. We regret that requests for holiday observances other than those officially listed, weddings, vacations, or other individual circumstances cannot be honored.

RETROACTIVE ENROLLMENT POLICY

Registrar will allow student retroactive enrollment only with the approval of the Dean or the Associate Dean of Academics and if the student account is not subject to a finance stop.

Definitions

Finance Stop – Prohibits enrollment in subsequent academic term as a result of any unpaid student bill, incurred during any preceding academic term.

Retroactive Enrollment – Enrollment in any course of study, including credit or non-credit, matriculated or non-degree, after the campus drop/add deadline.

Reference

UCD Student Course Book 2005-2006

TUITION AND FEE REGULATIONS

Payment of Tuition and Fees

Students with unpaid tuition balances will not be allowed to register for subsequent quarters/semesters.

SCHEDULE CHANGES/DROPPING COURSES

Students may drop courses during the Drop/Add period (the first ten class days of the academic term during fall and spring; first five class days for summer term). Courses dropped during this period do not require the instructor's signature and will not appear on the student's transcript.

After the Drop/Add period, a course may not be dropped unless there are circumstances clearly beyond the student's control. Both the instructor and program director's signatures are required on the drop form. Tuition will not be adjusted and courses dropped after the drop/add period will appear on the student's transcript with a grade of "W". Students who wish to appeal tuition charges should submit a "[Tuition Petition Form](#)." These forms are available at the College of Nursing front desk or in the Office of Academic Programs or online in Student Central on the nursing website.

It is the student's responsibility to see that the drop has been processed. Students receiving VA benefits must report dropped courses to the VA representative in the Office of Financial Aid, Education II North Building, third Floor, Student Services area.

If a student stops attending class and does not officially drop the course/s, the student is responsible for tuition/fees and will receive a grade of "F" for each course. This grade will appear on the transcript.

Note: Students dropping all classes must complete a withdrawal form. See "Withdrawal Procedures."

V. STUDENT RESOURCES

ALUMNI ASSOCIATION

The purpose of the Association is to recognize the contributions of all alumni and to provide programs and services, which stimulate interest in, build loyalty for, and increase support for the University of Colorado College of Nursing among its alumni-to-be (students). The programs and services offered by the Association are supportive of an environment that encourages gender, ethnic, and cultural diversity.

The Association is governed by elected officers and a board of directors. The purpose of the Board of Directors is to determine the policy, goals, and management objectives of the Association. The standing committees of the Association are: Awards, Social Activities, Nominations, Professional Relations, and Special Projects. Activities include: educational opportunities, fund raising, homecoming and class reunion events, and career network. Questions about the CON Nursing Alumni Association should be directed to the College of Nursing Alumni Office at 303-724-4146.

ALUMNI RELATIONS OFFICE

The Office of Alumni Relations at the University of Colorado maintains alumni association programs for the various schools and academic programs, including the College of Nursing. The Alumni Relations Office maintains records of alumni; arranges alumni events throughout the United States; coordinates alumni board meetings and activities; sponsors annual meetings, class reunions, homecoming, and student/alumni programs; and works with the CU Foundation Office of Annual Giving. The Office of Alumni Relations participates in the publication of bulletins for all alumni associations of UCD. (303.724.2518, 13100 E. 17th Pl., Room CG009)

CENTER FOR NURSING RESEARCH

Graduate students and faculty at the University of Colorado College of Nursing are afforded the services of the Center for Nursing Research with its Computer Laboratory. The objective of the CNR is to provide direct support to graduate students and faculty to facilitate their activities in cutting-edge research from a clinical health service, behavioral, physiological, psychological, social, cultural and economic perspective.

The CNR Lab is available to CON students who are enrolled in graduate classes (MS, DNP, PhD). The computer lab is available 24 hours a day, 7 days per week; graduate assistants are available most weekdays during the semester to provide technical support and orient new users. CNR computers provide access to the Internet and to software programs for creating text documents and running quantitative and qualitative analyses. Printing is limited to 30 pages per document and 300 pages per semester on the high-speed dot matrix printer.

Users must agree in writing to use the CNR Lab only for College of Nursing class projects, assignments, Internet courses, and student e-mail. Lab resources are not to be used for printing course syllabi, visiting Internet websites (unless class related), personal projects, and non-research-related projects originating inside or outside the College of Nursing, or printing of unrelated work. Viewing or printing materials

from pornographic websites is strictly prohibited. Violators may be subject to revocation of Lab privileges.

Experienced energetic research faculty and statistical experts, along with coordinators of varied backgrounds, assist the CNR. The lab is directed by Dr. Paul Cook and is staffed by research assistants at various levels of expertise. The members of the staff of the CNR are available for consultation, data management and analysis, and other assistance as needed. The CNR also offers short courses on lab software, and sponsors programs on methodologies and for the dissemination of research results and collegial review. (College of Nursing, Education II North building, 4th floor, room 4224, 303-724-1771)

COLORADO STATEWIDE AHEC SYSTEM

COLORADO AHEC SYSTEM

Mailing Address:

UCD at Anschutz Medical Campus,
Building 618, Mail Stop F433
Aurora, CO 80045-0508

Delivery Address:

UCD at Anschutz Medical Campus
1976 Uvalda Court, Bldg. 618, Room 110
Aurora, CO 80010-7218

John Westfall, MD, Director e-mail: jack.westfall@ucdenver.edu

Phone: (303)724-0326, Fax: (303)724-0891

Toll Free (Fas/Lrp): 1-866-474-1022

CENTENNIAL AHEC

4650 West 20th Street, Suite A
Greeley, CO 80634

Sally Henry, Director e-mail: shenry@cahec.org

Phone: (970)330-3608, Fax: (970)330-3698

Internet: <http://www.cahec.org>

CENTRAL COLORADO AHEC

2465 S. Downing St, Suite 210
Denver, CO 80210

Kris Wenzel, Director e-mail: kriswenzel@centralcoahec.org

Phone: (303) 422-2438, Fax: (303) 422-4981

SAN LUIS VALLEY AHEC

P.O. Box 1657
Alamosa, CO 81101

Freddie Jacquez, Director e-mail: freddie@slvahec.org

Charlotte Ledonne, Nursing Education Coordinator e-mail: charlotte@slvahec.org

Phone: (719)589-4977, Fax: (719)589-4978

Internet: <http://www.slvahec.org>

SOUTHEASTERN COLORADO AHEC

503 N. Main, Suite 422
Pueblo, CO 81003

Randy Evetts, Director e-mail: randy.evetts@secahec.org

Sherry Richert, Associate Director of Education e-mail: sherry.richert@secahec.org

Phone: (719)544-7833, Fax: (719)544-7955

Internet: <http://www.secahec.org>

WESTERN COLORADO AHEC

592 32 Road
Clifton, CO 81520

Carol Giffin-Jeansonne, Director

e-mail: cgiffin@wcahec.org

Kate McMahon, Education Coordinator e-mail: kmchamon@wcahec.org

Phone: (970)434-5474, Fax: (970)434-9212

Internet: <http://www.wcahec.org>

COUNSELING AND SUPPORT SERVICES

Within the Health Sciences, the Student Psychiatric Health Service offers professional, confidential counseling to students. This service is for the benefit of the students if and when they need assistance and support in dealing with the stresses of professional education. Fees are paid through the University Student Health Insurance only if you enrolled in Student Health Insurance. For more information or for an appointment call 303-724-4716.

CUSNA (CU STUDENT NURSES ASSOCIATION)

CUSNA is the school chapter of CSNA (Colorado Student Nurses Association) and NSNA (National Student Nurses Association). CUSNA supports the NSNA mission to organize, represent and mentor students preparing for initial licensure as registered nurses. CUSNA also supports this mission by promoting development of the skills that students will need as responsible and accountable members of the nursing profession and by advocating for high quality health care.

EMPLOYMENT

Information regarding student employment on-campus either as student hourly or work study student can be accessed at the following website <http://www.ucdenver.edu/academics/CUOnline/TuitionFees/FinancialAid/Pages/WorkStudy.aspx> . The campus provides many opportunities for students to use their skills and have flexible work schedules while attending classes. There are opportunities for graduate students (MS & PhD) as Teaching Assistants (TA) and Research Assistants (RA). Contact the Clinical Affairs Office at 303-724-1381 for information on TA positions and the Research Office at 303-724-8551 for RA positions.

FINANCIAL AID OFFICE

The Financial Aid Office shall make every effort within published rules to ensure that financially needy students, who otherwise would not be able to attend the University of Colorado because of insufficient

resources, will have the financial opportunity to attend this institution and obtain their degrees. (Education II North Building, 3rd Floor, Student Services Area; Campus Box A-088, 303-724-8364.)

GRADUATE SCHOOL OFFICE

The primary responsibilities of the Graduate School are to maintain the high standards and quality of graduate faculty and programs, and to coordinate the various graduate programs. (Academic Office I building, 303-724-2915)

HEALTH INSURANCE

All full time students at UCD are required to have health insurance. Any student registered for 5 or more credit hours will be automatically charged for the Student Health Insurance Plan and the Student Health Service fee. The Student Health Insurance Plan is a full service PPO Insurance Plan that utilizes the University Physicians (UPI) and Sloans Lake provider networks. Students enrolled in the Student Health Insurance and/or the Student Health Service may utilize the Student Health Clinic at the A.F. Williams Family Medicine Center (303-372-9797) as their Primary Care Provider – no co-pay is necessary for primary health. The Student Health Service prepays most services at A.F. Williams.

Services not prepaid are billed to the student's insurance. The Student Health Clinic can refer students to qualified specialists in the UPI and Sloans Lake networks as necessary.

If a student already has comparable health insurance, he or she may waive the Student Health Insurance Plan and have the cost credited back to his or her Bursar's account. Comparable health insurance must cover preventative care expenses, have an Annual Deductible of \$1000 or less, and have a Maximum Lifetime Benefit (per illness or injury) of \$200,000 or more. To waive the Student Health Insurance, the student must submit a waiver form and provide proof of insurance including benefit information to the Student Insurance Office. The deadline for submitting a completed waiver form is September 3 for the fall term. ANY STUDENT THAT DOES NOT COMPLETE AND SUBMIT A WAIVER BEFORE THE DEADLINE WILL BE RESPONSIBLE FOR THE TOTAL COST OF THE INSURANCE PLAN FOR THAT PLAN YEAR.

HEALTH SCIENCES LIBRARY

Health Sciences Library on the UCD Anschutz Medical Campus has an extensive collection of allied health, dental, medical, nursing, and pharmacy materials. The library's collection includes more than 265,000 bound volumes and approximately 2,518 current journal subscriptions; 978 are unique print titles, 1540 are unique electronic full-text titles.

Numerous computerized resources are available in the library. Self-search computer databases include MICROMEDEX, MEDLINE, CINAHL, Academic Search Premier, Health Reference Center Academic, Health and Wellness Resource Center, Stat!Ref, PsycINFO, and others. These databases may be searched by UCD students at no charge. Mediated on-line searches done by the library's professional researchers may be requested for a fee. IMPULSE, the library's electronic card catalog, includes books, journals, and audiovisual materials in Health Sciences Library, as well as material in nine other health sciences libraries in the Denver metro area. The resources are available on the Internet at <http://hslibrary.ucdenver.edu/>.

Classes and demonstrations are offered at no cost to students for IMPULSE, OVID (for searching MEDLINE and six other biomedical databases), MICROMEDEX, ProCite (personal file management software) and the Internet. Contact the Education department; (303) 724-2141 at <http://hslibrary.ucdenver.edu/classes/>.

The Learning Resources Center (LRC) provides audiovisual and compute-aided instructional materials to support lectures and self-instruction. A limited number of application software programs are available on LRC computers. Materials not available at Health Sciences Library may be obtained through the Resource Services Department for a fee. Photocopy service for materials in Health Sciences Library is also available for a fee.

Students are encouraged to become familiar with the library's resources and services early in their professional studies. (303-724-2151)

HEALTH SERVICE

Any student who waives the Student Health Insurance has the option of purchasing the Student Health Service. The Student Health Service allows students to be seen an unlimited number of times for primary health care needs at the Student Health Clinic during the school year. Some lab work and x-rays are not covered by the Student Health Service, but can be billed to the student's private insurance company.

For more detailed information about the Student Health Insurance, Student Health Service, or the waiver process, contact the Student Insurance Office in the Education II North Building, 3rd floor, Student Services Area, or call (303) 724-7674.

IDENTIFICATION CARDS

All students at the University of Colorado are issued photo identification badges at the time of registration or orientation. Security for all staff, students, and property on campus is of significant concern. University buildings are locked after normal operating hours, weekends, and holidays. ID badges may be used to gain access to the building housing a student's school/program after hours.

This ID badge remains valid for the entire period of enrollment. The ID badge must be worn (except when it interferes with lab work, etc.) any time students are on campus. The sharing or loaning of an ID badge is prohibited.

When students graduate or leave the campus, the ID badge must be returned during the clearance process. Lost or stolen ID cards should be reported immediately to the University Police. The initial cards are provided by the University and replacement cards can be obtained for \$10.

Students who need to report lost or stolen ID's and obtain a replacement should contact the ID Access Office, Anschutz Medical Campus, Building 407 (Police Department), 1st floor, 303-724-0399.

MEDICAL MALPRACTICE COVERAGE

The University of Colorado provides medical malpractice coverage through a Self-Insurance Trust (the "Trust") authorized and established pursuant to a resolution of the Regents of the University of Colorado. This coverage is subject to the terms of the Trust's Coverage Document and extends to students, interns, residents and other health care practitioners-in-training who are enrolled and matriculated at the University. As employees, servants, or volunteers of the University, all such persons are "public employees," and therefore their liability in any medical malpractice action is limited by the Colorado Governmental Immunity Act (CRS 24-10-114). The Colorado Governmental Immunity Act provides that the maximum amount that may be recovered against a public entity or public employee shall be (i) \$150,000 for any injury to one person in any single occurrence; and (ii) \$600,000 for any injury to two or more persons in any single occurrence (except that no person may recover in excess of \$150,000). Coverage applies to an act or omission of a student occurring during the performance of the student's duties and within the scope of his/her training, unless the act or omission is willful and wanton.

This coverage applies to the persons described above while they are involved in any activity or program which has received the prior approval of the University of Colorado, regardless of where such activity or program may take place, as long as it occurs within the United States. In the event that the activity takes place in a state other than Colorado, and a court in that state determines that the limits of the Colorado Governmental Immunity Act do not apply, the Trust has provided for coverage of \$1,000,000/\$3,000,000 through a commercial insurance policy.

Students who agree to participate in and are approved for a foreign exchange program are advised that the University of Colorado Self-Insurance and Risk Management Trust does not provide malpractice Coverage for their activities outside the continental United States.

OFFICE OF DIVERSITY

The mission of the Office of Diversity is to achieve and support a diverse community of faculty, students, and staff that is enriched by a broad range of backgrounds, perspectives and experiences.

To fulfill this mission and to support the UCD mission, we

- Acknowledge, value, and foster the unique qualities, rich histories, and array of cultural values that mirror and fulfill the UCD mission of education, health care, research, and community service.
- Recognize and respect the diverse values of faculty, students, and staff and seek to build on our collective differences, strengths, and successes for the benefit of the UCD community and the community at large.
- Identify and vigorously recruit and retain faculty, students, and staff from underrepresented populations.
- Strive to create an optimal climate to support and promote diversity.
- Hold diversity as an integral component of academic excellence.

The responsibilities and activities of the Office of Diversity include:

- Supplementing student recruitment efforts and coordinating campus “pipeline” activities to identify and support prospective students from underrepresented populations, especially those that are educationally and/or economically disadvantaged.
- Coordinating campus Minority Health Professions Opportunity Days.
- Providing current students with information, support and referrals for academic, financial, and personal issues.
- Advising and supporting minority student organizations.
- Supporting the campus GLBTI group.
- Supporting the faculty Ethnic Minority Affairs Committee, especially in efforts to recruit and retain faculty from underrepresented populations.
- Providing resources and search committee training, reviewing and approving all search processes for the recruitment and hiring of faculty to ensure compliance with Federal regulations and University policies.
- Maintaining a “diversity library” (books, journals, videos) for faculty, students and staff.

The UCD Office of Diversity is located in Education II North, 3rd floor, Student Services area and is open Monday – Friday from 7:30 a.m. – 5 p.m. Contact the Office at Diversity.Inclusion@UCDENVER.edu or 303.724.8003. Visit the Office website at [Office of Diversity and Inclusion](#).

OMBUDS OFFICE

The Ombudsperson is available to students to help resolve problems or conflicts in an informal, confidential manner. This office operates outside the usual review or appeal procedures and is totally independent of any other department. The Ombudsperson is impartial and will not take sides, but will help to clarify concerns and direct students to the appropriate resources. Conversations with the Ombudsperson are confidential, except as provided by law, and the identity of any individual seeking the help of the Ombudsperson will not be revealed.

The Ombudsperson will listen, help to analyze the situation, identify and explain relevant university policies or procedures and will help to explore options with the student. Mediation services are also available.

This office has been established as an independent department, to assure the members of the university community that the Ombudsperson will be neutral and will not take sides. All communications with the Ombuds Office are confidential and students will have a safe environment to share their concerns.

When

a student presents a problem, the Ombudsperson will listen carefully and help to sort out the issues which may be presented. If appropriate, the Ombudsperson will explain relevant university policies or procedures, and may make referrals.

The Ombudsperson is also available to engage others in informal discussions regarding a given situation. If given permission, the Ombudsperson is available to gather information, consult with others or mediate disputes that may arise. The individuals involved will be empowered to seek a resolution that will work for them. For example, the Ombudsperson is available to resolve an allegation of sexual harassment in a private and informal manner.

The Ombuds Office is located on the Anschutz Medical Campus at 13001 E. 17th Place in room 7005C, Building 500. Office hours are Monday - Friday 9:00 A.M. until 5:00 P.M. and other times by appointment. The Ombudsperson may be reached at 303-724-2950.

SIGMA THETA TAU

Alpha Kappa Chapter of Sigma Theta Tau, a national honor society of nursing, was first established at the University of Colorado in January 1966. The Chapter expanded in January 1982, to encompass Regis College (formerly Loretto Heights College) Program in Nursing as one Chapter-at-Large. Its purposes are to develop creative leadership, to contribute to the advancement of nursing through the support of research, and to foster high professional standards. Annual scholarship awards are presented both to undergraduate and graduate students. To be eligible for membership, a student must demonstrate above-average scholastic achievement and a potential for leadership in nursing and have completed at least half of the nursing program.

STUDENT ASSISTANCE OFFICE

The Student Assistance Office provides specific services to support and complement UCD students' academic learning. The office provides current housing and child care referral and resources, Student Senate assistance, intramural coordination (flag football, softball, basketball, and volleyball, CU Buffalo football ticket sales (limited quantities available), counseling referral, learning assistance/tutoring services, community service coordination, notary public service, and more. (Education II North building, 3rd Floor, Student Services area, 303-724-7686)

STUDENT RECORDS

Student academic records are maintained in the Office of Student Affairs and Diversity during the duration of the program. Students may review their folder upon request to the Office of Student Affairs and Diversity.

STUDENT SENATE

The Student Senate is the student governing body and sounding board for the Anschutz Medical Campus. The Senate is composed of two elected representatives from each class of the various schools and programs at UCD: School of Medicine, School of Dentistry, College of Nursing, Graduate School, School of Pharmacy, Child Health Associate Program, Physical Therapy Program, and Dental Hygiene Program. All Senate meetings are open to any interested student, and participation by non-Senate members is greatly encouraged. The AMC Student Senate meets every 2nd and 4th Monday of each month September through May. Meetings begin at 5:30 p.m., and are held in room 2307 of Ed II North.

The primary focus of the Senate is the promotion of interdisciplinary contact and cooperation between and among the various schools and programs at UCD. The Senate has student representation on a number of campus committees, including Interdisciplinary Teaching Excellence Committee, Student Health Services Advisory Council, Welcome Weekend Committee, Philanthropy Committee, Financial Aid Advisory Committee. Internal committees include the Finance Committee, Communications Committee, and Social Committee. The Student Senate also has representatives on short-term committees throughout the Anschutz Medical Campus.

Contact with issues on the three other University of Colorado campuses is maintained through meetings of the University of Colorado Student Executive Officers (Intercampus Student Forum). A student advisor to the President of the University of Colorado acts as a liaison between the student officers and the President.

Students are encouraged to discuss issues which concern campus matters with their Student Senate representatives and encourage the Student Senate to report regularly on the information and issues discussed at Student Senate meetings.

The Student Senate sponsors various parties throughout the year and has a small sum of money available to assist students who wish to attend seminars and present research. Fund requests can be obtained from senators or from the Student Assistance Office.

VI. TUITION

TUITION AND FEES

Students are directed to the [University of Colorado Course Book](#) for complete and detailed information on tuition and fees, refunds, and penalties. IT IS THE RESPONSIBILITY OF THE STUDENT TO BE KNOWLEDGEABLE ABOUT THESE POLICIES.

The University of Colorado Board of Regents reviews and approves tuition and fees each year. The Board of Regents reserves the right to change the fees and tuition at any time. Fees are itemized on the first billing statement of each term at UCD. Copies of current tuition and fees are available at both the UCD Office of Admissions and Records and at the College of Nursing front desk.

Tuition for Courses Taken for No Credit

Tuition for courses taken for no credit (NC) is the same as for courses taken for credit.

Fractional Credit

Fractional credit is regarded as 1 hour in assessing tuition and fee charges.

Drop/Add Tuition Adjustment

Complete adjustment of tuition and fees will be made on drop/add changes through the first ten days of classes only. No refunds for any changes will be made for dropping courses after the tenth day of classes. Charges will be assessed for the addition of courses. Students who believe they dropped a class within the first ten days of class but who were still charged for that class should contact their school's Student Affairs office to file a formal appeal. If their respective school believes that the circumstances justify relief from the tuition charges, the school will work with the Registrar's Office to drop the student from that class.

Late Registration Penalty

A late registration penalty will be charged to students who are authorized to register after their regular registration period. The late registration penalty is \$20. A late registration penalty will be charged on registrations for Candidate for Degree and Doctoral Thesis. The registration penalty is separate and distinct from any penalty that may be assessed for late payment of tuition and fees.

Matriculation Fee

There is a one-time non-refundable matriculation fee of \$140.00 for any new student to the UCD Health Sciences campuses. This fee will be assessed at the time of initial registration. Charges will not be made for dropping or adding courses or for transcript orders.

Payment of Tuition and Fees

Students enrolling at UCD are responsible for full payment of tuition and fees. Students should be prepared to pay their bills in full. Tuition and fees are due and payable on the first day of class. However, as a convenience to students, the Bursar's office provides a 30-day grace period prior to assessing finance charges.

Failure to receive a tuition bill does not dismiss the student from his or her obligation for payment. Failure to pay tuition does not cancel classes and therefore does not eliminate or reduce the financial obligation. Students are financially liable for all classes for which they are registered. Failure to attend classes does not cancel a student's registration. Note: Stopping payment on a check does not cancel classes.

The student's initial bill will be comprised of tuition and fees for the current term as well as any fees to cover the period from the current term until the following August 31. The initial bill may also include any credits due for the employee tuition reduction, advance payments and deposits and financial aid when applicable. Students with unpaid tuition balances will not be allowed to register for subsequent semesters nor will they be allowed to obtain a copy of their transcript.

Credit Cards

The UCD Anschutz Medical Campus Bursar's office does not accept credit cards for the payment of tuition and fees, primarily due to the administrative fee charged to the institution which would have to be passed on to the students in the form of higher tuition charges. The interest rate charged on credit cards normally exceeds that of the institutional funds available to students, and the institutional funds also have more favorable payback terms than do credit cards.

Service Charges

A monthly service charge of 1.5% will be added to a student account if the account is not paid in full. This charge will be assessed to a student account that has an unpaid balance on the last day of the month in which the 30-day grace period expires and each month thereafter. However, students attending Fall-term classes that begin in August or September will have until October 31 of that year to pay their accounts in full.

Delinquent Accounts

Students who do not pay the charges for one term by the end of the first ten days of class in the following term will be subject to in-house collections. Accounts referred for in-house collection will have a service fee of twenty percent added to the balance due.

Enforcement

By Colorado statute, the University is not permitted to determine the timing nor the agencies to which we refer delinquent student accounts. State law and administrative policies enacted are specific as to the procedures we must follow. Collection activity is now at the discretion of Central Collection Services for the State of Colorado. Once an account has been referred to this agency, the following actions will be taken:

1. No transcripts will be issued for the student until the bill is paid in full
2. Service charges of 1.5 percent per month will continue to be assessed
3. Your account will be reported to the credit bureau

Appeals

Students who disagree with a decision made by the Bursar's office for charges assessed or enrollment holds due to account balances may appeal in writing to the Fee Payment Appeals Board for reconsideration. The board, chaired by the Bursar, consists of two Associate Deans of Students Affairs, one of whom shall be from the appropriate school, a student from the appropriate school, the Director of Student Affairs, the Registrar, the Director of Financial Aid, and the Director of the Diversity office. Appeals must be made in writing to the Bursar and must be received within 10 days of the student's initial request to have a charge or registration hold decision reversed. The Board will notify the student in writing of its decision within 10 business days of the receipt of the request.

Personal Checks

There is a \$25.00 returned check fee on all items returned by a financial institution, effective fall term 2005.

Refunds and Withdrawal Charges

No change of program or withdrawal is valid without the written consent of the dean or dean's designee of the school or program in which the student is registered. If a student withdraws from the University, NO refund of tuition will be granted. Fees are also non-refundable.

The deans or their designees of the various schools at UCD Anschutz Medical Campus may, under extenuating circumstances, waive all or a portion of tuition charges and those fees recorded in the school's accounts upon a student's withdrawal or dismissal from school. Students requesting tuition relief due to a withdrawal for unforeseen circumstances should contact their school's Student Affairs office to file a formal appeal. If their respective school believes that the circumstances justify relief from the tuition charges, the school will work with the Registrar's office to enter the appropriate tuition rebate percentage on the student account.

Students Receiving Financial Aid

The University must follow specific federal refund calculations for students receiving financial assistance and who withdraw from school. The University is required to determine the correct refund applicable to first-time students who withdraw within the first term and the refund for continuing students who withdraw within the first term and the refund for continuing students who withdraw. For further information on the required refund policy for students receiving financial aid, please see the UCD Financial Aid bulletin on Withdrawing and Financial Aid. This bulletin is available in the student Financial Aid office, located in Education II North building, third floor, Student Services area.

GUIDELINES FOR PETITIONING FOR AN EXCEPTION TO THE TUITION POLICIES

Policies, procedures, deadlines and appropriate charges for dropping/adding courses and withdrawing from the University are outlined in the UCD Course Book and this handbook.

Section 1: Reasons for Which Exemptions to Policies are Considered Petitions for exceptions to established tuition policies will be considered for the following reasons only:

1. Students disability for medical reasons. Written documentation from the treating physician/hospital must accompany the petition and must provide:
 - a. Details regarding the nature and extent of the medical condition.
 - b. Date the medical problem was first diagnosed.
 - c. Date(s) of treatment.
 - d. Date(s) of hospitalization or other confinement, date of release, and date that recuperation period ended.
2. Death in the immediate family. Documentation of the death must accompany the petition as well as a statement from the student explaining how the death affected his/her ability to complete the school term.
3. Changes in hours or location of employment, which are beyond the student's control and prevent the student from attending the classes for which he/she is registered (student must drop course work within 5 days of notification of change in hours, or location of employment). A letter from the student's employer, written on company letterhead, must accompany the petition. The letter must include the following information:
 - a. Reasons for and date of the change in work schedule.
 - b. The student's work hours prior to the change and the work hours resulting from the change.
 - c. Reasons for the change on the student work location, new work location and date of the change in work location.

Section 2: Reasons for Which Exceptions to Policies are not Considered Petitions for exceptions to the tuition policies will not be considered for any of the following reasons:

- A. Obtaining new employment; changes in hours/location of employment which are not beyond the student's control.
- B. Loss of employment
- C. Failure to comply with drop/add, withdrawal and registration policies and deadlines as published in the UCD Course Book even if the student has not attended classes (except for reasons listed in Section I above)
- D. Failure to file faculty/staff waiver by the published deadline.
- E. Failure to obtain change in residency classification by the beginning of the term. Residency petitions must be completed before the beginning of the term.
- F. Failure to adhere to wait-list procedure.

Section 3: Filing the Petition for Exceptions to Policies

- A. Petitions for exception to the tuition policies must be filed within three months of the end of the term for which the exception is requested.
- B. Petitions for must be made in writing. Petitions that are not accompanied by all required documentation will not be considered.
- C. Students should make a copy of their petition before submitting it for review.

Deliver or mail petitions to: Office of Student Affairs & Diversity
 Attn: Tuition Appeals Committee
 University of Colorado
 College of Nursing, C-288-6
 13120 East 19th Avenue
 Aurora, CO 80045

Your petition will be reviewed by the College of Nursing Tuition Appeals Committee. You will receive notification of the outcome of your petition. If your petition is approved, your account will be adjusted accordingly, and any refund will be forthcoming from the Bursar's Office.

UNIVERSITY OF COLORADO
COLLEGE OF NURSING
TUITION PETITION FORM

(revised 8/2001)

Please read the Guidelines for Petitioning For An Exception To The Tuition Policies before completing.

Use a typewriter or print with a ball-point pen.

Name _____ Student ID
Number _____

Mailing Address _____
Street _____

City _____ State _____ Zip Code _____

Work Phone _____ Home Phone _____

This petition is for _____, 20 _____
Term Year

Course Name, Number, Section and Credit Hours _____

I have read the **Guidelines For Petitioning For An Exception To The Tuition Policies**. I believe I qualify for an exception to the tuition policies for the following reasons (please use additional page if needed):

Please attach all required documentation

I did did not apply for and receive financial aid for the term to which the petition applies. (If you did receive financial aid for the term, any tuition adjustment will be returned to the Office of Financial Aid, not to you directly.)

Student's Signature **Date**

Approved Disapproved _____

Tuition Petition Committee Signatures **Date**

Comments: _____

(revised 8/2001)