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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,

Sarah A. Thompson, PhD, RN, FAAN
Dean

Be the nurse that everyone looks to first.
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:

Commission on Collegiate Nursing Education (CCNE)
of the American Association of Colleges of Nursing
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: American Academy of Nursing; American Association of Colleges of Nursing; National Student Nurses Association; Colorado Nurses Association; National League for Nursing; and Sigma Theta Tau International.
UNIVERSITY OF COLORADO ADMINISTRATION

Bruce Benson
President, University of Colorado

Donald M. Elliman, Jr.
Chancellor, University of Colorado Anschutz Medical Campus

COLLEGE OF NURSING

Sarah A. Thompson, PhD, RN, FAAN
Dean and Professor

Amy J. Barton, PhD, RN, FAAN
Professor and Associate Dean for Clinical and Community Affairs

Leigh Small, PhD, RN, CPNP-PC, FNAP, FAAN, FAAN
Associate Dean for Academic Programs and Associate Professor

Peter Kaufmann, PhD
Associate Dean for Research and Scholarship and Professor

John Moore, MBA
Associate Dean, Finance and Administration

Shane Hoon, MA
Assistant Dean, Student Affairs and Diversity

Rosario Medina, PhD, FNP-BC, ACNP, CS
Assistant Dean, Graduate Programs

Karen L. Gorton, PhD, RN, MS
Assistant Dean, Undergraduate Programs

Paula M. Meek, PhD, RN, FAAN
PhD Program Chair and Professor
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 by General Faculty 8-24-98
Revised 2-12-02
Re-Ratified 6-23-08
Implemented 7-1-08

MISSION OF THE UNIVERSITY OF COLORADO

The University of Colorado is a public research university with multiple campuses serving Colorado, the nation and the world through leadership in high-quality education and professional training, public service, advancing research and knowledge, and state-of-the-art health care.

Each campus has a distinct role and mission as provided by Colorado law.
(Laws of the Regents, Article 1, Part C. Adopted 02/11/2010.)

MISSION OF UNIVERSITY OF COLORADO DENVER | ANSCHUTZ MEDICAL CAMPUS

University of Colorado Denver and the Anschutz Medical Campus is a diverse teaching and learning community that creates, discovers and applies knowledge to improve the health and well-being of Colorado and the world.

Vision
By 2020, University of Colorado Denver will be a leading public university with a global reputation for excellence in learning, research and creativity, community engagement and clinical care.

Values
To be a university greater than the sum of its parts, University of Colorado Denver | Anschutz Medical Campus embraces excellence in:

- **Learning and Scholarship**
  The University respects academic freedom and the rigorous quest for knowledge and understanding. We share knowledge and foster student success through a continuous process of inquiry, critical thinking, reflection, collaboration and application.

- **Discovery and Innovation**
  The University fosters an energetic, collaborative and creative environment where we develop and employ new ideas and technologies. Our entrepreneurial culture enables us to expand the frontiers of knowledge and human experience.
• **Health and Care of Mind, Body and Community**  
The University enriches the well-being and sustainability of communities and our cultural, living and natural environments. We promote healthy lifestyles, prevent, diagnose and treat disease and deliver high-quality and compassionate health care.

• **Diversity, Respect and Inclusiveness**  
The University seeks the richness that an increasing diversity of our communities brings to our learning, research and service endeavors. Our common humanity leads us to create an inclusive and respectful ethos characterized by caring, empathy, compassion, nurturing, collegiality and mentoring.

• **Citizenship and Leadership**  
The University serves Colorado and the world as a recognized source of talent, knowledge, informed judgment, exemplary health care and professional practice. We are responsible stewards of the resources entrusted to us and utilize them with integrity for the betterment of our community.

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**GUIDING PRINCIPLES**

Article 1, Part C of the *Laws of the Regents* establishes the mission of the University of Colorado. Consistent with the legal obligations and responsibilities of the University of Colorado community, the university will:

1. Encourage and provide access to the university for all qualified students within the university’s capacity.
2. Maintain a commitment to excellence.
3. Promote and uphold the principles of ethics, integrity, transparency, and accountability.
4. Be conscientious stewards of the university’s human, physical, financial, information, and natural resources.
5. Encourage, honor, and respect teaching, learning, and academic culture.
6. Promote faculty, student, and staff diversity to ensure the rich interchange of ideas in the pursuit of truth and learning, including diversity of political, geographic, cultural, intellectual, and philosophical perspectives.
7. Encourage and support innovation and entrepreneurship at all levels of the university including research and creative activities.
8. Strive to meet the needs of the State of Colorado, including health care, technology, work force training, and civic literacy.
9. Ensure that the university is an economic, social, and cultural catalyst.
10. Support and encourage collaboration amongst departments and campuses, and between the university and other educational institutions to improve our communities.
11. Provide an outstanding, respectful, and responsive living, learning, teaching, and working environment.
12. Focus on meaningful measurable results.
University of Colorado College of Nursing Student Handbook


Sources: http://www.ucdenver.edu/about-us/mvv/Pages/default.aspx
II. GENERAL POLICIES AND PROCEDURES

BACKGROUND INVESTIGATION POLICY

Policy

The University of Colorado Denver |Anschutz Medical Campus strives to maintain a safe and productive educational, clinical, research and employment environment. All prospective students seeking clinical opportunities must, therefore, consent to and pass a criminal background investigation prior to any final program acceptance. Background checks are also required for new employees, volunteers and trainees who will have direct, ongoing contact with other students, patients, or visitors or who have direct access to University resources such as facilities, equipment, funds or other property. Anyone subject to a criminal background check in accordance with this policy is referred to as an "applicant." All appointments and promotions are contingent upon the applicant passing the necessary criminal background investigation.

Procedure

1. New applicants must be informed that they will be subject to a criminal background check and consent in their applications to the criminal background investigation, as a condition of submitting such applications.

2. An applicant who refuses to consent to any form of required background investigation, refuses to provide information necessary to conduct the background investigation or provides false or misleading information in regard to the background investigation will not be considered further for acceptance into a program of study.

3. Any applicant who has been matriculated and is subsequently found to have provided false or misleading information related to the background investigation will be subject to disciplinary action, up to and including termination from the program.

4. Disagreements With Information Found in the Background Investigation and Requests for Reconsideration:

   a. Applicants who disagree with the accuracy of the information found in the background investigation process may submit additional information in writing to the Office of Student Affairs and Diversity. Additional information from the applicant must be received by within five (5) business days after they were notified of their status by e-mail.

   b. Applicants who do not pass the background investigation and who believe there are extenuating circumstances about their criminal convictions or pending charges that should be considered by the Office of Student Affairs and Diversity may submit a written request for reconsideration.

5. The criteria for assessing criminal background information are based on convictions as well as pending charges. A "conviction" means a verdict, a guilty plea or a Nolo Contendere ("No Contest") plea. An applicant will be considered to have "passed" the criminal background investigation if he/she meets all of the criteria listed below:

Be the nurse that everyone looks to first.
a. No felony convictions for drug use or distribution in the ten (10) years immediately preceding the submission of his/her application at the University of Colorado Denver | Anschutz Medical Campus.

b. No felony convictions for serious or violent felonies, including but not limited to, homicide or sexual assault (no time limit).

c. In all other circumstances where convictions are found, relatedness of the convictions will be determined by the Office of Student Affairs and Diversity. The criteria to be considered in this analysis include, but are not limited to:

- whether the convictions or pending charges were disclosed on the application form;
- the nature and gravity of the offense(s)
- the time that has elapsed since the conviction, pending charges, and/or the completion of the sentence and any other remediation

Approved by SAC 12/12/2016
Implemented 12/12/2016

CHILDREN IN THE WORKPLACE AND/OR CLASSROOM

Policy

The workplace and the classroom are typically not appropriate places for non-student, minor children to be present on a frequent or continuing basis. Children will not be allowed in the classrooms of the College of Nursing on the Anschutz Medical Campus or the South Denver Location. This policy exists for the safety of the minor, as well as to foster respect for those students in the classroom attempting to participate in class activities without disruption. For further information, please see the full policy through the UC Boulder site at http://www.colorado.edu/policies/guidelines-children-workplace-andor-classroom.

Procedure

1. If a student has an emergency that affects childcare, such as illness or school closings, the student should notify the instructor by phone, email, or Canvas messaging as soon as possible.
2. Attempts will be made by the instructor to use Zoom or other interactive methods to include the student if possible.
3. The student should attempt to obtain missing content from a classmate.

Adopted 11-28-16
Effective 11-28-16
DRESS CODE AND PROFESSIONAL APPEARANCE POLICY

The CON is committed to ensuring all students promote an appearance that is professional in order to instill confidence, trust and respect in patients and their families. It is important that nurses are clearly identified as health care professionals; this includes their professional attire.

This policy applies to all CON students who provide direct patient care in off-site or on-site clinical areas. The purpose of this policy is to provide general guidelines and standards of practice as it pertains to professional dress and appearance; clinical sites may have requirements that are above and beyond these guidelines. Any clinical site requirements must be followed. No dress code can provide for all contingences; students are expected to apply a certain amount of professional judgment in selecting clothing. If students are unsure about a clothing choice, they should seek the advice of their course coordinator. Course and clinical faculty are responsible for communicating, interpreting and adhering to this policy, and determining appropriateness of attire and appearance for their specific course and clinical facility.

Students who fail to adhere to the dress code and appearance policy may be asked to leave the on-site or off-site clinical area; make-up time for missed clinical hours associated with leaving the clinical site may not be available. Multiple violations of the dress code may result in a course failure.

Accommodations -- Students may request a dress or grooming accommodation, if necessary, through the University or applicable clinical site.

Clothing -- Clothing at the on-site or off-site clinical area should fit properly, be clean, pressed, in good condition and of a length and style that does not interfere in performing job duties. Dress and skirt length should be at a length in which you can sit comfortably in public and not be revealing. Any clothing that is short, tight, and overly revealing is inappropriate.

1. Examples of inappropriate clothing items include, but are not limited to: denim, sweatpants, exercise pants, shorts of any kind, bib overalls, leggings, tank tops and any spandex or other form fitting pants such as those worn for biking.
2. Bare midriff, low-cut necklines, sun dresses and spaghetti straps are inappropriate and therefore prohibited.
3. Undergarments should not be visible through clothing.
4. Students are permitted to wear shirts underneath scrub tops. These shirts must be black, white, or gray and be free from any designs or writing.
5. Hats, with the exception of those worn for religious purposes, are not permitted. For further information, please see the AMC Title IX policy located at http://equity.ucdenver.edu/
6. Jackets other than scrub jackets are not permitted for infection concerns (i.e. fleece jackets, vests or similar).
7. For safety purposes, scrub tops or bottoms may not have any zippers, rings or other accessories directly attached to the scrubs that may be pulled or accessed by patients.
Footwear -- Professional style shoes must be worn in areas where patients are present. Shoes should be clean, well-polished, in good repair, and dedicated to the work setting. Safety, comfort, appearance, and quietness should be the prime considerations in the selection of appropriate footwear.

1. Shoes must be closed-toe, flat or heels less than 2 inches, made of sturdy material that will not absorb body fluids or potentially hazardous materials and be of a neutral color.
2. Thongs, flip-flops, hiking boots, Crocs, beach sandals, and Five Fingers (or similar footwear) are prohibited.
3. Tennis shoes may be worn, but must be leather, clean, and in good repair. Mesh topped tennis shoes are not permitted due to safety concerns.

Grooming -- Students should exhibit good personal hygiene at all times. This means clean nails, teeth, hair, shoes, body, and clothes. Students must remain free of odors or scents that might be offensive or unhealthy to others, including, but not limited to, cigarette smoke, body odor, bad breath, and excessive use of perfume or cologne.

1. Additional applied fragrances such as perfume, cologne, or aftershave, are not permitted in patient care areas.
2. Artificial nails, extenders, or wraps are not permitted. Nails with decals are not permitted.
3. Hair must be neat, clean, and styled appropriately. Hair should not fall over the eyes or on patients.
4. Sideburns, beards, and mustaches must be short, neat, clean, well-trimmed, and follow the contours of the face for sanitary and safety purposes.
5. Heavy use of makeup is not acceptable.

Identification Badge -- A CU CON identification badge must be worn and remain visible to patients and staff at all times while a student is in the facility.

1. Badges should be unaltered, worn at the waist or above, and either clipped to clothing or around the neck with a break-away lanyard.
2. Badges need to be easily read by patients and should not be covered by items that obstruct legibility of names and or photographs. Pins, buttons, or stickers may not be directly attached to the identification badge.
3. Off-campus agency may require students to obtain agency-specific ID badges to be worn during clinical time in the agency. If required, the first agency issued-ID badge is free to the student. Lost, misplaced, stolen agency issued-ID badges must be reported to the agency and the student will incur a replacement cost. Agency-issued ID badges must be returned to the agency, as indicated by agency policy. Any questions regarding agency-issued ID badges can be directed to Undergraduate Placement Services, the clinical instructor, or course faculty.

Jewelry -- Jewelry must not interfere with job performance or safety. Jewelry in the clinical setting should not come in contact with patients, the work area, or pose a danger of becoming caught in machinery or equipment.
1. Ear piercings, including studded earrings and small hoops, must be discreet and not create a safety hazard. Gauged or plug earrings must be less than 1/4 inch in diameter.

2. No more than 3 items may be worn in an ear at any one time. Nose studs are not allowed.

3. Any other visible jewelry worn in piercings is prohibited, including the tongue.

4. Pins, buttons, jewelry, emblems, or insignias may be prohibited by agencies and therefore not allowed.

5. Medic alert and wristwatches are not considered jewelry.

**Tattoos** -- Visible tattoos must be covered.

**Undergraduate Scrub Policy** – Students are required to wear a specific scrub style as approved by the CON. Scrubs are purchased through the campus bookstore and ordered at orientation. All scrubs and polos are required to have the CON logo embroidered on the upper left area of the scrub top. Students are required wear a black polo shirt with CON logo and khaki pants or knee-length skirt when obtaining patient assignment data for clinical preparation.

Approved by SAC 11/16/2015  
Approved by General Faculty 12/14/2015  
Implemented 12/14/2015
UNDERGRADUATE ONSITE CLINICAL ATTENDANCE POLICY

Punctuality is an expected professional behavior of all CON students. As defined by the CON Policy Statement for Undergraduate Professional Role Behaviors, punctuality is: “consistently demonstrating promptness when meeting scheduled class, clinical, lab, and simulated learning experiences. 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”.

The purpose of this policy is to describe what constitutes attendance in the onsite clinical setting, and to guide students and faculty to appropriate and consistent consequences of tardiness and absence. This policy does not address absences or tardiness in offsite clinical experiences.

Definitions

Tardiness -- Tardiness is arriving to a scheduled onsite clinical session 1-10 minutes after the scheduled start time. Students who arrive late (approved or unapproved, avoidable or unavoidable) will be considered tardy.

Absence -- An absence occurs when a student arrives more than 10 minutes after start of the scheduled session.

Approved absence -- Absence is approved when a student initiates communication (via email or phone call) prior to scheduled start time for a verifiable illness or emergency. Communication of absence through another student is not considered an appropriate student initiated communication.

Unapproved absence -- Absence is unapproved when there is no verifiable illness or emergency.

Students who are tardy or absent will not be guaranteed make up time or the ability to participate in CEC/Sim.
Tardiness Protocol

Occurrences are cumulative with all onsite clinical experiences.

Consequences for initial and subsequent tardiness are outlined below:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Student Behavior</th>
<th>Student Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st Occurrence of</strong></td>
<td><strong>Student arrives 10 minutes or less (1:00 – 10:00</strong></td>
<td><strong>Verbal warning to student from CEC faculty regarding first</strong></td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td><strong>minutes) to onsite clinical.</strong></td>
<td><strong>occurrence of tardiness.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Email sent to Student and Course Coordinator informing them of student tardiness</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>and that a verbal warning was provided.</strong></td>
</tr>
<tr>
<td><strong>2nd Occurrence of</strong></td>
<td><strong>Student arrives 10 minutes or less (1:00 – 10:00</strong></td>
<td><strong>A Student Advising Notice (SAN) is completed with a follow up meeting between</strong></td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td><strong>minutes) to onsite clinical.</strong></td>
<td><strong>student and Course Coordinator within 2 business days from initiation of the SAN.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Email sent to Student and Course Coordinator informing them of the initiation of</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>the SAN.</strong></td>
</tr>
<tr>
<td><strong>3rd Occurrence of</strong></td>
<td><strong>Student arrives 10 minutes or less (1:00 – 10:00</strong></td>
<td><strong>A Student Advising Notice (SAN) is completed with a follow up meeting between</strong></td>
</tr>
<tr>
<td><strong>record</strong></td>
<td><strong>minutes) to onsite clinical.</strong></td>
<td><strong>student and Course Coordinator within 2 business days from initiation of the SAN.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>The student will receive a 10-percentage point drop in final course grade. For</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>example if the final percentage points were 97%, the final grade would be 87%.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Email sent to Student and Course Coordinator informing them of the initiation of</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>the SAN and deduction of the grade.</strong></td>
</tr>
<tr>
<td><strong>4th Occurrence of</strong></td>
<td><strong>Student arrives 10 minutes or less (1:00 – 10:00</strong></td>
<td><strong>The student will receive a course failure.</strong></td>
</tr>
<tr>
<td><strong>Record</strong></td>
<td><strong>minutes) to onsite clinical.</strong></td>
<td><strong>Email sent to Student and Course Coordinator informing them of the course failure.</strong></td>
</tr>
</tbody>
</table>

Be the nurse that everyone looks to first.
Absence Protocol

Occurrences are cumulative with all onsite clinical experiences.

If the Student is absent for entire onsite clinical experience without any communication to CEC faculty for an unapproved reason then consequences will start on the 2nd Occurrence of Record.

Consequences for absences are outlined below:

<table>
<thead>
<tr>
<th>Situation</th>
<th>Student Behavior</th>
<th>Student Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Occurrence of Record</td>
<td>Student arrives 11 minutes or more after the start of onsite clinical.</td>
<td>A Student Advising Notice (SAN) is completed with a follow up meeting between student and Course Coordinator within 2 business days from initiation of the SAN.</td>
</tr>
<tr>
<td>2nd Occurrence of Record</td>
<td>Student arrives 11 minutes or more after the start of onsite clinical.</td>
<td>A Student Advising Notice (SAN) is completed with a follow up meeting with student and Course Coordinator within 2 business days from initiation of the SAN. The student will receive a 10-percentage point drop in final course grade. For example if the final percentage points were 97%, the final grade would be 87%. Assistant Dean for Undergraduate Programs, Assistant Dean for Student Affairs and Diversity and course faculty notified by CEC Director of student absence. Appropriate follow up initiated through campus resources.</td>
</tr>
<tr>
<td>3rd Occurrence of record</td>
<td>Student arrives 11 minutes or more after the start of onsite clinical.</td>
<td>The student will receive a course failure.</td>
</tr>
</tbody>
</table>

Process for Appeal of CON Undergraduate Onsite Clinical Attendance Policy

Students may appeal tardiness or absence event at any level of occurrence. An appeal must be submitted via email to the CEC faculty and Course Coordinator within two business days of receipt of email notification of the tardiness or absence event. Appeals submitted after two business days will not be considered. The appeal will be reviewed by course faculty with input from the Assistant Dean for Student Affairs and the Assistant Dean for Undergraduate Programs. A decision regarding the appeal will be communicated to the student via email within two business days of receiving the appeal. Decisions regarding the appeal will be final.
Tardiness and Absence Protocols

Student arrives 10 minutes or less to Onsite Clinical Simulation

YES

1st Occurrence on Record
Verbal and/or email warning
Email sent to Student and Course Coordinator

2nd Occurrence on Record
Student Advising Notice (SAN)
Email sent to Student and Course Coordinator

3rd Occurrence on Record
Student Advising Notice (SAN)
10 percentage point drop in final course grade.
Email sent to Student and Course Coordinator

4th Occurrence on Record
Course failure
Email sent to Student and Course Coordinator

Student arrives 11 minutes or more after the start of Onsite Clinical Simulation

YES

1st Occurrence on Record
Student Advising Notice (SAN)
Email sent to Student and Course Coordinator

2nd Occurrence on Record
Student Advising Notice (SAN)
10 percentage point drop in final course grade.

3rd Occurrence on Record
Course failure
Email sent to Student and Course Coordinator

Absent for entire onsite clinical experience without any communication to CEC faculty and an unapproved reason.
DRUG TESTING POLICY

The UCD Anschutz Medical Center College of Nursing requires all matriculated students in programs with clinical components to submit to a drug test. For non-degree seeking students and students enrolled in the PhD program, a drug test will be required for courses with a clinical component.

A drug test is required to ensure the safety and well-being of patients. In addition, student drug tests are mandatory to meet accreditation standards, licensure issues, contractual obligations, and liability issues.

Procedure

As a part of the admission process into the nursing program, all students must satisfactorily pass a drug test. Upon admission, students will receive information regarding location of designated drug test sites, deadlines for compliance, results reporting, and associated fees. Students are responsible for the cost of the required drug test.

Results of the drug test will be reported electronically to the College of Nursing Clinical Placement office. Review of drug test results will be conducted by the Medical Director of the designated vendor to determine a passing or failing level. The student may review the information reported by the designated vendor for accuracy and completeness and request that the designated vendor verify that the drug test results are correct. Prior to making a final determination that may adversely affect the student, the program will inform the student of this information, how to contact the designated vendor to challenge the accuracy of the report, and the role of the designated vendor in any decisions made by the program.

If required by a specific clinical training site, a student may be required to submit to additional drug testing based on the contractual agreements with those clinical sites.

For Cause/“Reasonable Suspicion” Testing

If the College of Nursing has reasonable suspicion that a student is using illegal drugs or is improperly under the influence of drugs or alcohol while engaged in university-related activities, the program may immediately require the student to report for testing at a designated vendor. The program is responsible for identifying and providing safe travel to and from the designated vendor for the testing. If a student refuses to submit to a reasonable suspicion alcohol or drug test, the refusal may be considered a presumptive positive.

Illegal Drugs: For purposes of this policy, ‘illegal drugs’ means illegal use of controlled or illegal (i.e. prohibited) substances. It does not mean prescription drugs that are lawfully being taken by a student prescribed by a licensed health care professional; the student must be under the direct medical care of the licensed health care professional. Although marijuana is legal in the State of Colorado, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for purposes of this policy. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol in the learning environment is also prohibited under this policy.

To determine reasonable suspicion, the following factors may be considered, but are not an exclusive list of factors justifying a drug or alcohol test:
• The physical symptoms or manifestations of drugs or alcohol use and impairment such as altered or slurred speech or repeated incoherent statements, dilated or constricted pupils, flushed skin, excessive sweating, excessive drowsiness or loss of consciousness;
• Unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without explanation;
• Inability to walk steadily or in a straight line, or perform normal manual functions essential to clinical treatment without reasonable explanation;
• Accident or “near misses” in a clinical environment that appear related to unexplained sensory or motor skill malfunctions;
• Perceived odor of alcoholic beverages or illegal drugs;
• The direct observation of drug or alcohol use; or,
• A report of reasonable suspicion provided by a reliable and credible source.

Students who have a medical condition, injured, or taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) may not be able to meet the technical standards, and therefore may not be suitable for the clinical environment where patient safety is the topmost concern.

Positive Drug Test Results/Sanctions

All students must satisfactorily pass any required drug test at the time of admission as well as when requested by program for cause/”reasonable suspicion”. A refusal to undergo a drug test will be considered a presumptive positive. A student whose test results in a “negative dilute” or an insufficient sample will be required to be retested immediately. Multiple retests resulting a negative dilute may be considered a presumptive positive and handled as such. Any costs required by any additional testing are the responsibility of the student.

Students who do not pass a required drug test may face disciplinary action, including rescinding of their admission, administrative withdrawal from courses, placement on a leave of absence, or dismissal from the academic program. Students may also be referred to Peer Assistance Services (PAS) for evaluation and treatment. Any costs incurred or required as part of a treatment program or ongoing monitoring are the responsibility of the student.

Revised SAC 4/15/2015
Implemented 4/27/15

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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**
   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.cu.edu/ope/aps/6002](https://www.cu.edu/ope/aps/6002)
   a. 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.
   b. 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.cu.edu/ope/aps/6001](https://www.cu.edu/ope/aps/6001)
   - University of Colorado System, Use of Electronic Mail Policy: [https://www.cu.edu/ope/aps/6002](https://www.cu.edu/ope/aps/6002)
   - University of Colorado System, Student Rights to privacy of Educational Records: [http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx](http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx)

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**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.

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*Be the nurse that everyone looks to first.*
I. Introduction

CU South Denver may need to close the facility due to inclement weather, an emergency, or a threat to the building. This policy describes the process for closing the building or delaying its opening.

II. Policy Statement

a. CU South Denver will follow the Douglas County School District weather closures and delays.

b. In addition, the Vice Chancellor or his/her designee may close the facility or delay opening of the building for weather and other reasons.

c. The Assistant Vice Chancellor of Program Operations is authorized to act for the Vice Chancellor for the purposes of this policy if the Vice Chancellor is out of town or cannot be reached. If the Assistant Vice Chancellor of Program Operations is unavailable, the Business Operations Director is authorized to act as Vice Chancellor for the purposes of this policy.

d. Closure of CU South Denver is dependent on local conditions and is not coordinated with other CU Campuses.

e. The facility does not cancel courses, it only closes the building. Faculty must determine what action to take if a specific class cannot be held at the CU South Denver location.

III. Procedures

a. The Assistant Vice Chancellor for Program Operations executes the processes related to facility closure.

b. If the Assistant Vice Chancellor of Program Operations is unavailable to perform these functions, then the Business Operations Director will fulfill these functions.

c. If Douglas County School District implements a closure or delay, the Assistant Vice Chancellor for Program Operations may implement the closure or delay without consultation with the Vice Chancellor.

d. Otherwise, prior to implementing processes for closure or delay, the Assistant Vice Chancellor for Program Operations contacts the Vice Chancellor for the closure or delay decision, providing information that may necessary to consider for a decision.

e. The Assistant Vice Chancellor for Program Operations may consult with the CU Denver I Anschutz Chief of Police, the CU South Denver Facilities Manager, Liniger Building Security, the Business Operations Director, the Deputy Controller or their designees, as needed.

f. If the facility is to be closed or if opening is delayed, then the Assistant Vice Chancellor for Program Operations will notify the Marketing Coordinator, and the Marketing Coordinator will update the website, update the Weather Line, alert local media, and post to social media (Facebook and Twitter). If the Marketing Coordinator is unavailable to perform these functions, then the Reservations Coordinator will fulfill these functions.

g. If the facility is to be closed or if opening is delayed, then the Assistant Vice Chancellor for Program Operations or the Student Services Coordinator will send an e-mail to existing Liniger Building staff and will alert existing students and faculty according to the contact information provided during the badging process.

h. The Assistant Vice Chancellor for Program Operations will notify the Police Chief of CU Denver I Anschutz of action taken.

i. The Assistant Vice Chancellor of Program Operations will notify Liniger Building Security immediately of building closure.
j. Liniger Building Security will only enforce closures communicated by the Assistant Vice Chancellor for Program Operations and will ensure that the building is secure during times of closure. This may include ensuring that the building does not automatically open at regular opening time.

k. The Assistant Vice Chancellor of Program Operations shall notify the Deputy Controller and Emergency Response Facilities staff so a decision can be made in regards to clearing walks, drives and alerting the Snow Management Company if needed.

l. If present in the building at the time of closure, Security staff, Facilities staff, the Assistant Vice Chancellor of Program Operations, or the Business Operations Director shall post signs as to when the facility is closed and when it will open.

m. In case of closure, it is up to faculty to determine, or to follow school and college policies, regarding how affected courses will be addressed.

n. If a closure happens overnight, then the team will plan to communicate the message by 5:00 am.

o. The Assistant Vice Chancellor of Program Operations shall maintain an alert system and implement procedures to ensure that contact information is collected, kept updated, and kept confidential. Such information shall be kept current so persons not attending the facility do not receive alerts and all persons that are attending do receive alerts.

Original 3-11-15
Implemented 3-16-15
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
- grade-point average (GPA)
- ACT, SAT, GMAT, or TOEFL scores
- 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.

For more information, visit the Student Privacy web page of University of Colorado Denver
http://www.ucdenver.edu/anschutz/studentresources/Registrar/StudentServices/FERPA/Pages/default.aspx
The College of Nursing (CON) understands that under certain extreme weather conditions, students cannot and should not attempt to travel to campus or clinical sites. We recognize the Anschutz Medical Campus (AMC) rarely closes due to the nature of its education, practice, and research obligations that emphasize keeping the campus open. Please adhere to the following campus wide University policy located at: http://www.ucdenver.edu/anschutz/studentresources/student-assistance/organizations/senate/Documents/Inclement%20Weather%20Procedure-1.pdf

The CON will officially close if the Anschutz Medical Campus closes. Should this occur:

- Students are not expected to attend clinical assignments.
- Students are expected to contact the appropriate clinical supervisor as soon as possible to notify him or her.
- Students are not expected to attend class.
- Students will be responsible for any academic work missed due to absences caused by severe weather conditions.
- It is the individual student's responsibility to take the initiative to make up any missed class work.
- It is the faculty member's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to inclement weather.
- Faculty members have discretion in determining whether additional classes will be added for the class or if additional work is assigned due to a closure or delayed opening.

When there is inclement weather:

- All students are expected to exercise individual judgment regarding their ability to travel safely to campus when inclement weather is in the area.
  - Students are not expected to place travel for class attendance or clinical rotation above individual safety.
Students must assume responsibility for deciding if weather conditions are too hazardous to permit safe driving.

Students must notify their appropriate instructor(s)/preceptor/supervisor as soon as possible if not attending class or clinical.

If the Anschutz Campus delays opening, the CON will as well. The following guidelines apply:

- Students are expected to follow local media and the web site to find the specific time of opening: www.ucdenver.edu/alert
- Students are expected to report to their regularly scheduled classes when the campus opens.
- All classes scheduled prior to the set time of opening are cancelled for the day.

If a faculty member needs to cancel a class due to his/her inability to get to campus:

- The faculty will make every attempt to notify all students in that course as early as possible via Canvas or email.
- Students will be responsible to check their email or Canvas platform for information
- It is the faculty member's responsibility to provide a reasonable opportunity for students to complete assignments or examinations missed due to inclement weather.
- Faculty members have discretion in determining whether additional classes will be added for the class or if additional work is assigned due to a closure or delayed opening.

For the CU South Denver Location

The College’s south Denver location is at a higher altitude and may receive very different snow totals than AMC. CU South Denver will follow the recommendations of their own Assistant Vice-Chancellor regarding delays or closures. The Assistant Vice-Chancellor will notify CU South Denver employees, students, and faculty by email and text message using the Ready Op notification system. This will be tested regularly and is updated based on CU South Denver’s badging system. Students and faculty for CU South Denver will follow this notification process for delayed openings or closure.

Revised 11-2016

INDEPENDENT STUDY POLICY

A student requesting an Independent Study should see the appropriate Assistant Dean 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 Assistant Dean 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.

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**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.

For more information on the Article 10 of the Laws of the Regents of the University of Colorado go to: https://www.cu.edu/regents/laws-and-policies/regent-laws/article-10-nondiscrimination

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**LEAVE OF ABSENCE (LOA)**

**Policy:**
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.

An approved LOA request will interrupt and potentially delay the student’s progression and original graduation date. Revisions in the
curriculum may occur during the student’s LOA and impact course requirements and progression upon the student’s return; additional courses/credits may be necessary to meet current curricular requirements. An individual academic progression plan will be developed, with courses available on a space available basis, for the student following an approved LOA to minimize impact of the LOA on progression and graduation.

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 LOA after the designated drop/add period s/he 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 may petition for tuition reimbursement, using the Tuition Reimbursement Form should they need to withdraw from a course following the drop/add period.

**Undergraduate Leave of Absence**

**Procedure:**

1. Students considering a LOA should schedule a meeting with their academic advisor to discuss the LOA process, and information pertaining to the development of an individualized academic progression plan.
2. Students are required to submit a “Leave of Absence Request” to the student’s faculty advisor and Assistant Dean of Undergraduate Programs. This form can be found online at [http://www.ucdenver.edu/academics/colleges/nursing/students/Documents/leave-of-absence-request.pdf](http://www.ucdenver.edu/academics/colleges/nursing/students/Documents/leave-of-absence-request.pdf)
3. Approval for the LOA will be made by the Assistant Dean of Undergraduate Programs.
4. Once approved, students are required to contact the academic advisor regarding development of an academic progression plan.
5. Students must contact the Undergraduate Programs office 90 days prior to expiration of LOA to obtain a revised approved academic progression plan before returning to the Program. Failure to do so may result in administrative withdrawal from the program.
6. During the LOA, students are expected to engage in self-directed, independent learning activities that will promote their engagement in the program during their absence.

**Graduate Leave of Absence**

**Procedure:**

1. Students considering a LOA should schedule a meeting with their specialty director to discuss the LOA process, and information pertaining to the development of an individualized academic progression plan.
2. Students will complete a “Leave of Absence Request” to be signed by the Assistant Dean of Graduate Programs (MS, DNP) or Program Director (PhD).
3. Approval for the LOA will be made by the Assistant Dean of Graduate Programs or Program Director.
4. Once approved, students are required to contact the staff academic advisor regarding the revised academic program plan.
5. Students must contact their staff academic advisor 90 days prior to expiration of LOA to obtain a revised approved academic progression plan before returning to the Program. Failure to do so may result in administrative withdrawal from the program.
6. During the LOA, students are expected to engage in self-directed, independent learning activities that will promote their engagement in the program during their absence.

**Ph.D. students only:**

Link to graduate student handbook:

LOA form:

Revised SAC 4/15/2015
Implemented 4/27/2015
REQUEST FOR LEAVE OF ABSENCE (LOA)

Student Name: ___________________________ Student ID Number: _______________________

Address: ____________________________________________

Program: ___________________________________________

Term Admitted: _____________________ 20__ _____________________ 20__
Fall, Spring, or Summer Fall, Spring, and/or Summer

Term Returning: ___________________ 20__ ____________________ 90-Day Notification Date: __________________________
Fall, Spring, or Summer

Please complete items 1-3 below, obtain signatures from your Advisor and the Assistant Dean 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

ACTION PLAN:

_________________________________________ __________________________________________
_________________________________________ __________________________________________

_________________________________________ ___________________________
Student Signature Date

_________________________________________ ___________________________
Advisor Signature Date

_________________________________________ ___________________________
Program Director /Assistant Dean Signature Date

APPROVED: __________________________ NOT APPROVED: __________________________
Date Date

Notice to Faculty Advisor and Program Director/Assistant Dean: If Leave of Absence is not approved, please attach explanations.
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 Assistant Dean. 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 SAC 9-17-08; Implemented 10-1-08
PETITION FOR ACADEMIC PROGRESSION

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 Assistant Dean’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 assistant dean 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 SAC and the Assistant dean. If an appeal is not initiated in 14 calendar days of the receipt of the decision regarding progression, the SAC may choose to dismiss the appeal as untimely.

The chairperson of the SAC (or designee) will place the appeal on the agenda of the SAC 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 Assistant Dean is to serve as a specialist to the SAC, citing policies and expectations within their specific program. After concluding the meeting, the SAC prepares a written report of the recommended facts and
conclusions. The SAC 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
STUDENT PETITION FOR ACADEMIC PROGRESSION

Print Name ___________________________________________ Student ID# ______________________
Address ____________________________________________ Academic Program (check one)
____________________________________________________
____________________________________________________
____________________________________________________
E-mail Address ________________________________________
Phone (H) ___________________________________________
(W) ____________________________________________

Procedures for petitioning the Student Academic Affairs Committee

1. You must address all of the following points of information that apply. 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 Assistant Dean.

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)
Assistant Dean 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: ____________

Be the nurse that everyone looks to first.
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 UNDERGRADUATE 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 those 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 behavior, 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 all aspects of student learning environments including, but not limit to, the classroom setting, the Clinical Education/Simulation setting, and the online learning setting.
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 University of Colorado 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.


- The Policy Statement for Professional Role Behaviors is consistent with the philosophy and rationale of the University of Colorado College of Nursing 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 CU CON Honor Code. Although a violation of this Policy Statement may also be a violation of the CU CON Honor Code, a violation of this Policy Statement does not automatically constitute a violation of the CU CON Honor Code.

- The Policy Statement applies to all undergraduate students from admission to graduation.

**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 as appropriate.

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 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:
An alternative assignment 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 all clinical practice sites and within all 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 per the Center for Academic Integrity Fundamentals Value Project. [http://www.academicintegrity.org](http://www.academicintegrity.org) - Fundamental Values Project (retrieved on 03/03/2013).

   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, but not limited to, providing information about contents of learning activities,
competency performance examinations, or any other 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 is not limited to, failure in the assignment, course, and referral to Student Affairs 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 by the University of Colorado College of Nursing 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. If an alternative assignment session is offered as an option, the student will be flexible in completing all necessary alternative assignment times or assignments within the designated time frame. A student may not independently arrange an alternative assignment with a clinical agency. Only the Office of Clinical Affairs determines with the clinical agency whether an alternative assignment 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. Alternative assignments 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, simulated, or any other 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 College of Nursing (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.

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 involved faculty, College of Nursing (CON) administration, and representatives from the affiliating clinical agency, as appropriate, to determine subsequent action, which may include referral to Student Affairs 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 University of Colorado 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 warrants failure.

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 consistently 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, alternative assignment time for missed class, clinical, or simulated learning experiences will be arranged within the scheduled term if possible, but cannot be guaranteed. If alternative assignment 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.

Smart phones, tablets, and other electronic devices may only be used in the clinical agency sites and lab/simulated environments as defined by the agency policy, clinical scholar, clinical coordinator and faculty in each individual setting. Failure to comply with electronic use rules will be managed as outlined below in the section, Confidentiality.
13. **Confidentiality** – Demonstrates respect for patient confidentiality within and outside the agency. Maintains patient confidentiality in all communication, including use of electronic media. The University of Colorado College of Nursing advises against relaying information about clinical experiences in any social networking media (e.g. blogs, Facebook). Students may not reference any clinical information that could identify people, places, or specific events. Well-intentioned reflection can jeopardize patient privacy and a student’s professional standing if perceived as violating ethical and legal parameters of confidentiality, patient privacy rights, and health privacy laws. Additional information can be found on the National Council State Boards of Nursing website at: [https://www.ncsbn.org/Social_Media.pdf](https://www.ncsbn.org/Social_Media.pdf).

- **Patient Safety** – When exposed to protected health information, the student is expected to follow the Minimum Necessary Principle and the agencies policies concerning Protected Health Information (PHI).
  - The patient’s information is only to be disclosed as needed to provide care for that patient. The Minimum Necessary Principle dictates any posting or communication related to PHI is prohibited from being discussed on social media networks.
  - Protected Health Information is defined as individually identifiable health information that is transmitted by or maintained in electronic media or transmitted or maintained in any other form or medium and includes but is not limited to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>All dates related to the patient, including age</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone number</td>
<td>Fax number</td>
<td>Email address</td>
</tr>
<tr>
<td>Social security number</td>
<td>Medical record number</td>
<td>Health plan number</td>
</tr>
<tr>
<td>Account or visit number</td>
<td>Certificate/license number</td>
<td>Finger or voice prints</td>
</tr>
<tr>
<td>Device IDs and serial numbers</td>
<td>Web URLs or IP addresses</td>
<td>Photographs or images</td>
</tr>
</tbody>
</table>

- “individually identifiable health information” held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral. This information may include demographic data that relates to:
  a. the individual’s past, present, or future physical or mental health condition,
  b. the provision of health care to the individual, or
  c. the past, present, or future payment for the provision of healthcare to the individual, and
  d. identifies the individual or there or there is a reasonable basis to believe it could be used to identify the individual.

- **Social Networks Policy Statement**: Social Networks are not to be used for posting or communicating anything related to clinical agency patients, their conditions, their care or the activities of providers. Any posting or communication on social networks is a violation of HIPAA Privacy Rule by disclosing PHI.
• Any failure to comply with patient privacy or prudent use of information or electronic devices warrants clinical, lab, simulation, and/or course failure.

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 a Program Interruption 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 University of Colorado College of Nursing email account as necessary to assure compliance.

15. **Requirements for Clinical Placement** – Takes the initiative to complete all requirements for OHSA, HIPAA, Immunizations, Drug Screening, 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 email 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 University of Colorado Anschutz Medical Campus email policy and use their student email address for all communication with the College of Nursing.

17. **Email Communication** – Adheres to the College of Nursing Student Email Policy, Student Handbook. Email is an official means for communication within the University of Colorado College of Nursing. Therefore, the CU CON has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

**Implementation of the Policy Statement for Student and Clinical Faculty Use**

**Orientation:**

• During incoming student orientation, students will be provided copies of the Policy Statement and be provided an overview by faculty. The student should retain a copy of the policy for reference throughout the program of study.
• The student will be required to sign a document verifying receipt and acceptance of the professional behavior requirements. The signed document will be placed in the student's file in the Office of Student Affairs and Diversity.

• 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.

Implemented 9-14-2010
Revised by SAC 12-5-2013
Approved by General Faculty: 1-27-2014
UNIVERSITY OF COLORADO
COLLEGE OF NURSING

POLICY STATEMENT FOR PROFESSIONAL UNDERGRADUATE 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:

- Note taking 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 note takers ($15.00/credit) or the note taker can volunteer.
  - Faculty role: If the student has difficulty finding a note taker, 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.

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: http://www.ucdenver.edu/about/departments/H R/Documents/DH%20Title%20IX%20May%202015.pdf

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, SAC 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, SAC 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.
STUDENT COURSE FAILURE APPEAL POLICY/PROCEDURE

Purpose:
1. The purpose of this policy is to provide a mechanism to request review of a course failure. There are a number of policies within the college that addresses specific concerns and it is important that those matters are referred to the appropriate office or person. The Ombuds Office is available as a confidential resource to help students access the appropriate office or means of resolving a problem. If the student and involved person(s) are unable to resolve the problem, the student may file an appeal. If the issue does not involve a grade failure or progression, the student may go to the Associate Dean of Academic Programs, or the appropriate Assistant Dean.

Procedure: See Flow Chart.

Informal Conflict Resolution Meeting
1. Arrange a meeting with the Assistant Dean of Student Affairs and Diversity.
2. The student should arrange for a private face to face meeting with the involved person(s) to discuss the issue.
3. If the student is hesitant to discuss an issue, it is recommended the student ask their advisor to be present when meeting. The Ombuds Office is also available to assist if requested.
4. The meeting must occur within 5 working days of faculty notification or posting of course failure (whichever occurs first). In the event that either party is unavailable to meet within the 5 working days, the Associate Dean of Academic Programs may be contacted to facilitate the scheduling of the meeting.
5. If the problem is resolved through informal discussion, no further steps are required.
6. In order to file a formal appeal, the following criteria must be met:
   a. The appeal must refer to a clinical course failure or a didactic course failure OR must reflect a matter that affects student progression.
   b. The appeal is not regarding a course grade change.

Statement of Appeal
1. If the student wishes to initiate a formal review of the complaint, the student should complete the Initial Statement of Course Failure form within 5 working days of the meeting and obtain a signature from the involved person(s) and proceed to Formal Request Review of the procedure.
2. A copy of the Initial Statement of Course Failure form should be given to the involved person(s).

Formal Review Request
1. Submission of a Formal Review Request form initiates the formal review process. The student shall submit the form along with a written request to the appropriate Assistant Dean or Program Director to initiate a formal review.
2. The written request must include the following: course name and number, the student, person or persons involved, a summary stating specific policies or procedures involved, and specific actions upon which the appeal is based.
3. This summary must be kept to one typewritten page.
4. Any supplemental materials relevant to the complaint may be attached to support the appeal.
5. The written appeal must be submitted within 5 days after the informal meeting with the student and person or person(s) has occurred.
6. The Assistant Dean (or designee) will conduct an appropriate investigation into the matter, which may include a reference to the Student Affairs Committee (SAC) if all criteria are met.

Student Affairs Committee Formal Appeal Process
1. Possible outcomes of filing a formal appeal will be one of the below:
   a. The appeal does not meet all criteria and will be dismissed
   b. The formal appeal meets all criteria and has formal hearing by SAC. The student request is granted and the original class decision is overturned.

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c. The formal appeal meets all criteria and has formal hearing by SAC. The student request is denied and the original decision is upheld.
d. The formal appeal meets all criteria and has formal hearing by SAC. The student request is granted with contingencies.
2. During the formal review process, all parties involved may have a peer colleague of their choice present with them at meetings. Colleagues may not participate formally in the meetings but, they may provide advice and support. Unless the student requests otherwise, SAC meetings may include student representatives.
3. If the appeal is referred to SAC, all parties involved are invited to attend the meeting. This may take up to 10 working days to schedule a hearing.
4. Prior to the meeting, SAC members will receive copies of the appeal and supporting materials for their review.
5. During the formal review, all parties will be given equal time to address the committee.
6. All parties involved may remain in the meeting to hear information presented by others.
7. Following the presentations, SAC members may question the involved parties.
8. Once the committee members have concluded their questions, all parties including the Assistant Dean of the student’s program will be excused from the meeting while members deliberate and vote.
9. The committee will forward the outcome recommendations to the Associate Dean of Academic Programs who will make a final decision and notify the student.
10. The Associate Dean of Academic Programs (or designee) will inform the student of the resolution of the appeal within 5 working days. The decision of the Associate Dean of Academic Programs shall be final.

Revised by SAC 3/17/2015; 8/10/2015

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UNIVERSITY OF COLORADO
COLLEGE OF NURSING
INITIAL STATEMENT OF COURSE FAILURE FORM

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 Appeal 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 ____________

SAC Spring 2015

Be the nurse that everyone looks to first.
UNIVERSITY OF COLORADO
COLLEGE OF NURSING
FORMAL REVIEW REQUEST FORM

To: Associate Dean of Academic Programs

From: ___________________________________________ (Street address)
__________________________________________ (City, State, Zip)
__________________________________________ (Home phone)
__________________________________________ (Work/mobile phone)

____ BSN Program
____ Junior       ____ Senior
____ RN-BS
____ DNP Program
____ Master’s Program/Post Master’s Certificate:
         Specialty________________________________
____ PhD Program
____ Non-Degree

Procedures for Formal Review Request
1. Attach a copy of the Initial Course Failure Appeal form.
2. This form shall be submitted to the Associate Dean of Academic Programs within 5 working 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__________________
Initial Meeting with Assistant Dean of Student Affairs to Discuss Grade Failure Appeal

Student wishes to proceed with Grade Failure Appeal

STUDENT APPEAL STEP I- INFORMAL MEETING WITH INVOLVED PERSON(S)

Resolved with person(s) through informal meeting within 5 days of the last day of the course?

YES

STOP

NO

START APPEAL STEP II

Within 5 Days of Meeting, Complete letter

Fill out Statement of Appeal and turn in to Associate Dean of Academic Programs

Meet Criteria for hearing?

YES

STEP III- FORMAL RESOLUTION WITH SAC HEARING

NO

STOP

Committee Recommendations made to Associate Dean of Academic Programs

Final Decision made by Associate Dean of Academic Programs and sent to student by certified mail
STUDENT GRADE APPEAL PROCEDURE
FOR GRADES UNRELATED TO PROGRESSION

Rationale
The purpose of this procedure is to provide students with a mechanism to request review of grade decisions within the College of Nursing. If the grade affects progression, then the student has the right to appeal to SAC. If the grade does not affect progression, please see procedure below.

Procedure
If a student is dissatisfied with a grade earned on an assignment or for a course, the first step is to talk with the involved faculty member about the grade. This should be done privately, for instance, in the faculty member’s office or some other agreed upon place. This conversation should provide the student with an adequate rationale for the grade given. If students are hesitant to bring an issue to the attention of a faculty member, it is recommended that they ask their advisor (undergraduate students) to be present when meeting with the faculty member. The Assistant Dean of Student Affairs and Diversity or Ombuds Office is available to assist with this step if requested. The decision of the faculty member is final.

Created 8-10-15
Approved By General Faculty 9-28-15
Implemented 9-28-15

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 Masters 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 Assistant Dean and may be removed from clinical settings.

The academic assistant dean 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 assistant deans 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 assistant dean 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 HIPAA 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 SAC 9-23-08
Approved by General Faculty 9-29-08
Implemented 10-1-10
Updated and 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 assistant dean.

The assistant dean will research the question and determine if conditions warrant a professional evaluation. (This process may be delegated by the assistant dean 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 assistant dean 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 assistant deans as appropriate.

The academic assistant dean 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 assistant dean, subject to review by SAC if requested by the student in question, and implemented by the respective academic program office. (The assistant dean may also bring the issue forward to SAC 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

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

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to see clearly at both near and far distances</td>
<td>X</td>
</tr>
<tr>
<td>Able to identify and distinguish colors</td>
<td>X</td>
</tr>
<tr>
<td>Able to judge distances and spatial relationships</td>
<td>X</td>
</tr>
<tr>
<td>Able to communicate verbally and in writing</td>
<td>X</td>
</tr>
<tr>
<td>Able to distinguish between sounds such as telephone vs. fire alarms, tone of voice, varied decibels</td>
<td>X</td>
</tr>
<tr>
<td>Able to perceive attributes of objects such as size, shape, temperature, texture through touch</td>
<td>X</td>
</tr>
</tbody>
</table>

9-23-08 CON Tech Standards
9-29-08 Physical Capabilities table 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 assistant dean, 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 assistant dean, 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 assistant deans 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 "Student Advising 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 (SAC). 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 STATUS AND PROGRESSION
BACHELOR OF SCIENCE (B.S.) PROGRAM

Policy:
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 Affairs Committee (SAC). 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 drug and/or alcohol use, or violation of the standards of conduct established by the University of Colorado Board of Regents.

1. Regular Admission Status -- All admission requirements must be completed by the first day of the matriculating semester in order to be eligible for Regular Admission Status. Transfer to another track will be considered on a case by case basis. If a different track is desired, the student must submit a letter of request, explaining the circumstances to the Assistant Dean of Undergraduate Programs. The request will be reviewed by the Assistant Dean of Undergraduate Programs, the Associate Dean of Academic Affairs, and the Dean as needed. Transfer to another track will be on a space available basis.

2. Good Academic Standing -- Students are required to maintain a cumulative GPA of 2.0 or better, no incomplete grades, and passing grade of “C” (2.0) or better in all courses.

3. Academic Progression -- Academic progression is the continuation of the academic program based upon an approved sequenced plan.

4. Leave of Absence (LOA) -- Continuous registration according to the approved, sequenced academic program plan is a requirement for active status in the College of Nursing (CON) during the terms for which a leave has been granted. The CON is not responsible for any impact the LOA may have on a student's financial aid package.

Students with an approved one year LOA will be expected to complete a credit-bearing Clinical Remediation course prior to reentry. Following successful completion with minimum passing grade of “C” (2.0), the student will be placed in the appropriate sequence of courses based on the initial completed coursework and program of study. No other courses at the CON may be taken until the Clinical Remediation course is successfully completed.

5. Academic Probation -- When a matriculated BS student fails to maintain good academic standing, the student is placed on Academic Probation by the Associate Dean of Academic Programs. 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.

A student on Academic Probation may repeat a course only once as scheduled with the subsequent offering of the admission cohort (traditional or accelerated). The student will be required to pay tuition and fees associated with the repeated course.

6. Suspension -- Suspension involves prohibition of registration for further coursework for a period of up to one year according to the approved program interruption plan. Suspension is invoked when the student is not in good academic standing. This triggers enrollment in a credit-bearing Clinical Progression course prior to retaking a failed course.

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; failure of a course for the second time; failure of two courses in the program. The dismissed student must reapply for admission to the program no earlier than two academic years after dismissal.

Procedures:
1. Leave of Absence (LOA) -- If a student’s progression is interrupted for personal reasons, the student may request a “Leave of Absence”. The request will be considered 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 must be submitted to the Assistant Dean of for Undergraduate Programs Baccalaureate (BS) Program Director within ten business days. A student may be granted a LOA for 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. The CON is not responsible for any impact the LOA may have on a student’s financial aid package.

2. Leave of Absence Program Interruption Plan -- The student will initiate contact with the Assistant Dean of Undergraduate Programs to request an approved program interruption plan for the upcoming semester. Contact should be made prior to or during the pre-registration period for the upcoming semester (90 days prior to the start of the semester).

3. Academic Probation -- When a matriculated BS student fails to maintain good academic standing, the student is placed on Academic Probation by the Associate Dean of Academic Programs. Academic Probation indicates that the student is in academic jeopardy and is expected to communicate frequently with the Academic Advisor and utilize other campus resources. Duration of Academic Probation varies by the reason the student is placed on probation. Probation will be in effect during the term in which the student registers for the Clinical Progression course and continues into the semester in which the student re-enrolls in the course that was failed. If the student’s GPA is 2.0 or greater at the end of that second term, the probation will end. If the grade point average is not a minimum of 2.0 the student will be referred to the Student Affairs Committee (SAC) for progression determination.

4. Suspension -- A recommendation for Suspension is made by the Associate Dean of Academic Programs, who will notify the student of this status. The student will
initiate contact with the Assistant Dean of Undergraduate Programs to request an approved academic progression plan for the upcoming semester. Contact should be made prior to or during the pre-registration period for the upcoming semester (60-90 days prior to the start of the semester).

5. **Dismissal** -- The Assistant Dean of Undergraduate Programs will make a recommendation for dismissal to the Associate Dean for Academic Programs in the College of Nursing. The Associate Dean for Academic Programs will notify the student in writing of the decision and his/her right to appeal. If/When the student decides to petition, the case is reviewed by SAC. The SAC will make a recommendation for progression or recommendation to the Associate Dean for Academic Programs for dismissal and a final decision letter will be sent. The dismissal letter will indicate whether the student is eligible to reapply and also to appeal the decision. A student may appeal a dismissal decision to the Dean, College of Nursing. The Dean’s decision will be final.

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**RETURNING UNDERGRADUATE STUDENT PROGRESSION POLICY**

**Policy:**

1. Students who experience an interruption in their program progression due to an approved Leave of Absence or a course failure will be able to re-enter and/or continue in the program based on course and clinical availability. This may result in a delay in program progression.

2. The Clinical Progression Course is required for all course failures and students who will be returning to the program after an absence of 6 months or longer. Students in good academic standing and returning after an approved Leave of Absence may enroll in the Clinical Progression course as an optional activity to support their learning needs.

**Procedure:**

1. Contact the academic advisor to discuss options and procedures regarding progression. Options regarding progression will be discussed with the student and additional faculty resources as necessary.

   - For students who wish to apply for a Leave of Absence, please refer to the Leave of Absence Policy in the Student Handbook.
   - Students experiencing a course failure will be placed on suspension. Progression options will be outlined with the student by the academic advisor and other faculty resources as indicated. Please refer to the information on suspension and probation located in the Student Handbook.
2. Information regarding the student’s subsequent program plan following suspension or Leave of Absence will be communicated to the student by the academic advisor in conjunction with the Undergraduate Program Office and the Office of Clinical Affairs.

Revised by SAC 9-8-2014
Approved by General Faculty 9-22-14
Implemented 9-22-2014
POLICY ON SCHEDULING AND CLINICAL PLACEMENTS
BACHELOR OF SCIENCE (B.S.) PROGRAM

Managing Change and Complex Course and Clinical Schedules

Background. The 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.

Policy on Scheduling. Approved academic Program Plans are provided to students by the Baccalaureate (BS) Program Office 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 (i.e., days, times, locations) when mandated by changes in clinical agencies. Students may be required to complete a different course than originally scheduled in their Program Plan due to sudden changes in clinical placements. Occasionally students may be required to attend class or clinical during times that ordinarily are considered “off”, including the summer semester, or January, May or August intersessions, Spring Break week. Intersession is considered the time between scheduled semesters (i.e. the break between summer and fall semester, fall and spring semester, and spring and summer semester). In addition, official holidays noted on the College of Nursing Academic Calendar are “no class” days. Generally clinical is not scheduled on holidays, except in circumstances when clinical hours are necessarily scheduled to prevent delays in progression or graduation.

Policy on Clinical Placement Scheduling and Student Employment. Clinical schedules, mandatory orientations as well as any changes regarding clinical schedules or orientations are communicated by the Office of Clinical Affairs as soon as information is available, recognizing 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, and may require additional planning should a clinical schedule or orientation change abruptly. A maximum of twenty flexible hours of work per week is advised to accommodate changing schedules for traditional students. Students in the accelerated pathway are strongly advised not to work while in the program to accommodate intensive and frequently changing schedules, to allow for adequate study time to succeed in the rigorous program, to provide safe clinical care, and to facilitate personal health.

All students are responsible for maintaining current clinical requirements including immunizations, CPR, HIPAA and OSHA in order to practice safely in the clinical environment.

Revised 5-22-2012
Approved by SAC
Implemented 6-1-2012
ACADEMIC STATUS 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 Assistant Dean 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 (I/F), 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 assistant dean. 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 Assistant Dean. 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 earns an F 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 grad of <-
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 Assistant Dean to the Student Academic Affairs Committee (SAC). The student may petition for Progression. A recommendation for Progression, Suspension or Dismissal will be made by the SAC. A recommendation for Suspension or Dismissal will be forwarded by the SAC 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 SAC, 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 Assistant Dean.

7. 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 Assistant Dean to SAC. The student can complete incomplete grades (except clinical courses) during Suspension. The student may petition SAC 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 SAC for recommendation to the Dean for Dismissal. Time on Suspension counts toward the time limit for graduation.

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

9. 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 Assistant Dean will make a recommendation for dismissal for review to the SAC. The student may petition for progression. The SAC 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.

ACADEMIC STATUS AND PROGRESSION
DOCTOR OF PHILOSOPHY (PhD) STUDENTS

Students in the 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 assistant dean.

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 assistant dean. 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 Assistant Dean. 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 assistant dean to the Student Academic Affairs Committee (SAC) for recommendations. The student may complete a Petition for Academic Progression at the time of the SAC review. A recommendation for Progression, Suspension or Dismissal will be made by the SAC. A recommendation for Suspension or Dismissal will be forwarded by the SAC 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 SAC for recommendation. The student may complete a Petition for Academic Progression at the time of the SAC review. A recommendation for Progression, Suspension or Withdrawal will be made by the SAC. A recommendation for Suspension or Withdrawal will be forwarded by the SAC to the Dean of the Graduate School for action. The Graduate School has a separate appeals process, as listed in the [Graduate School Handbook](#).

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 SAC. The student can complete incomplete grades (except clinical courses) during Suspension. The student may petition the SAC 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 SAC for recommendation to the Dean for Dismissal. Time on Suspension counts toward the time limit for graduation.

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

9. 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 assistant dean will make recommend dismissal to the SAC. The student may submit a Petition for Academic Progression. The SAC 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:

Failure to meet the scholastic standards of the College of Nursing.

1. 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.
2. Failure to meet financial obligations to the University as prescribed by the Regents.
3. 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.
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 high-speed Internet access. It is recommended that students should have more than one browser (IE/Safari, Mozilla Firefox, Chrome, etc.) on their computer stations. All computers on campus must have an approved antivirus and antispyware utility installed and regularly updated. Class-related data must be backed up regularly. See the Data Backup Policy below. These minimum requirements are subject to change due to changing technology.

Internet Access
While you are physically at the AMC campus, Wi-Fi service is available to students. You will, however, need to secure your own Internet Service Provider from home or other locations. You need a high speed Internet connection; no dial up services.

Minimum Workstation Requirements
Minimum workstations requirements are largely dictated by the software commonly used in our programs. Please see the table below that outlines requirements for the commonly used technologies in the CON. In general, 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.

In addition, CON requires that your computer has a camera (auxiliary or built in) and a microphone. If your microphone is built in to your computer, you also need a headset with a microphone that has the background noise cancelling feature.

Data Backup
When a computer is stolen, malfunctions or becomes damaged, data loss can be a huge setback. Students are strongly advised to use multiple storage/back-up options such as separate hard drive, thumb drive, cloud-based or local sources as backup. Loss of data due to computer difficulties will not be considered a valid excuse for failure to meet requirements, such as, completing an assignment, meeting a deadline or performing on an exam.
## Required Technologies/Software

<table>
<thead>
<tr>
<th>Technology/Software</th>
<th>CON Programs</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Microsoft Office Suite of Software</strong></td>
<td>All – Official software used to conduct normal/on-going daily communication</td>
<td><a href="https://products.office.com/en-us/office-system-requirements?legRedirect=true&amp;CorrelationId=5471e5cd-ffd2-405c-bd05-13a85e7f0e37">https://products.office.com/en-us/office-system-requirements?legRedirect=true&amp;CorrelationId=5471e5cd-ffd2-405c-bd05-13a85e7f0e37</a></td>
</tr>
<tr>
<td><strong>Canvas</strong></td>
<td>All – Official Learning Management System (LMS) for the University</td>
<td>What are the basic computer specifications for Canvas? <a href="http://guides.instructure.com/s/2204/m/4214/1/82542-what-are-the-basic-computerSpecifications-for-canvas">http://guides.instructure.com/s/2204/m/4214/1/82542-what-are-the-basic-computerSpecifications-for-canvas</a></td>
</tr>
<tr>
<td><strong>Typhon</strong></td>
<td>All</td>
<td>Requires high speed internet connection.</td>
</tr>
<tr>
<td><strong>Endnote</strong></td>
<td>All</td>
<td>System Requirements: <a href="http://endnote.com/en/requirements">http://endnote.com/en/requirements</a></td>
</tr>
<tr>
<td><strong>SPSS</strong></td>
<td>PhD</td>
<td><a href="https://www.ibm.com/software/reports/compatibility/clarity-reports/report?html/osForProduct?deliverableId=B8E87BAAEE2211F49B860FF88098CE8&amp;osPlatforms=AIX%7CLinux%7CMac%20%05%7CWindows&amp;eduComponentIds=D002%7CS001">https://www.ibm.com/software/reports/compatibility/clarity-reports/report?html/osForProduct?deliverableId=B8E87BAAEE2211F49B860FF88098CE8&amp;osPlatforms=AIX%7CLinux%7CMac%20%05%7CWindows&amp;eduComponentIds=D002%7CS001</a></td>
</tr>
</tbody>
</table>
| **Cerner**                           | MS, DNP                                                                      | For PC  
- Citrix 12.0+ – used with IE and Firefox. Google Chrome (sometimes problematic). Internet Explorer is preferred for the Citrix download.  
However, IE, Firefox, Google Chrome can be used to access the system after the Citrix download has been completed. Cookies need to be enabled.  
For MAC:  
- Citrix Receiver – Safari or Firefox  
- Receiver 11.1  
- Receiver 11.1 requires: Mac OS X 10.6  
- Receiver 11.6 & 11.7 require: Mac OS X 10.6, 10.7, and 10.8 (32- and 64-bit)  
Cerner has not validated use on the MS Surface tablet.  

For IPAD:
Download Citrix Receiver from iTunes. It is free. However, the EHR is not a native App for IPAD or any other mobile device. It is still accessed from the internet. Limited in usefulness due to limited real estate...requires resizing the screen for some documentation unless using a keyboard, and requires a lot of scrolling to see information.

High Speed internet connection. No dial-up.

**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).

<table>
<thead>
<tr>
<th>Standard Grades</th>
<th>Grade-points per credit hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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”.

**Grade Reports**

Students may obtain grades from the [UCDAccess](#) website. Follow the Records and Registration to Students Center for Academic Records.

Revised 1-14-09

Implemented 1-30-09

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**GRADUATION**

Students who plan to complete their program of study must apply for graduation via [UCDAccess](#) in the term in which they plan to graduate. All important notices and reminders regarding graduation and related deadlines are sent to you via email. Be sure to check your email regularly and pay close attention to the deadline dates. These dates are not flexible. Students who have registered for graduation will receive information by email about commencement and convocation.

Graduating students with certain financial aid packets are required to complete exit documentation (by email and regular mail).

Documentation requests may come from several sources. Approximately three weeks prior to graduation, a “hold” will be placed on your account until all parts of the exit documentation are complete.

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.
COMMENCEMENT

The University of Colorado holds one annual commencement ceremony in May and December of each year for all the schools and programs on campus. Students who completed their respective programs in the forthcoming August are to participate in the December ceremony. Official regalia must be worn to participate in these ceremonies. Additional details will be posted on the website and emailed to students prior to the event.

Diplomas
Diplomas are typically available for pickup from 4-6 weeks after final grades are posted. Students will be notified that their diploma is available for pick up. Students who would like their diploma mailed should contact the Registrar’s Office directly to make arrangements.

For more information on commencement visit the UC Denver/Anschutz Medical Campus Commencement web page.

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 participating in graduation ceremonies may only participate in the ceremony pertaining to their semester of graduation, except for August which will participate in December 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.

HONOR’S DESIGNATION

Undergraduate students must have a Grade Point Average below to qualify for honors distinction:

- 3.50 – 3.74 – Cum Laude
- 3.75 – 3.89 – Magna Cum Laude
- 3.90 – 4.00 – Summa Cum Laude

The Honors GPA posted to a student’s final transcript will include all program courses completed within the CU College of Nursing. Convocation ceremonies take place prior to the final semester of grades being posted. Due to this, only grades completed through the penultimate semester (the one before the final semester) will be included in Honors designations reflected in the graduation program.

Revised 2/3/2016
Approved by SAC 2/8/2016
OFFICIAL TRANSCRIPT

Students may print unofficial transcripts from **UCDAccess** at any time during their education. To order official transcripts students need to follow the directions listed in the [UCD Registrar’s web page](#).

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.

LICENSURE (RN)

The application process for a RN license consists of four steps:

**Step One: Registering for the NCLEX**
Register for the national examination by Internet, mail (required paper application), or telephone through NCLEX Examination Program, Pearson Vue Professional Testing (the NCLEX contracted testing service in Minnesota). See the [Candidate Bulletin](#) for specific information. Register at least two months prior to graduation to allow time for processing the application and payment. You will not be able to schedule the NCLEX until your receive an Authorization to Test (ATT) number from the State Board of Nursing.

**NCLEX Candidate Web site**
- Email: vuepearsonprofessionaltesting@vue.com
- Phone: 1-866-496-2539 toll-free Monday-Friday 7a to 7p CST
- Payment:
  - By Internet or telephone: credit or debit card
  - By mail: certified check, cashier’s check or money order.
  - Personal checks **NOT** accepted
  - Fee: $200.00

**Step Two: Application for Licensure**
The application for licensure is available on the State Board website. If you plan on applying for licensure in a state other than Colorado, contact the desired State Board of Nursing for application information. For the list of nursing state boards visit the [National Council of State Boards of Nursing](#). Visit the (preferred) State Board of Nursing website and download the [Application for Original License by Examination](#) (link is for Colorado). The completed application and the unopened official transcript should be submitted in the same envelope. The address to submit the application and unopened official transcript is listed on the application. Be sure to answer all questions on the application or it may not be processed. Mail this application after picking up an official transcript from the Registrar’s Office - see step three.
**Step Three: Official Transcript**
The Office of the Registrar will order your official transcript. You will be notified via school email, by the Program Office, when the transcript is available for you to pick up. This transcript will be printed after finals grades and your degree have been posted. The UNOPENED/SEALED official transcript must accompany your application for licensure. The official transcripts will not be available until after the graduation.

**Step Four: Receive ATT (Authorization to Test) and Schedule Exam**
You may schedule your examination once you have been made eligible and receive your Authorization to Test (ATT) number from the State Board of Nursing.

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**COLORADO STATE BOARD OF NURSING LICENSURE**

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. At least two months before graduation register with Pearson Vue.

Visit the [Colorado State Board of Nursing](https://www.dora.state.co.us/nursing) webpage and download the Application for Original License by Examination. 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. Submit your completed application, with the fee and your official transcripts either by mail or in person.

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 more information on Colorado State Board of Nursing: [http://www.dora.state.co.us/nursing](http://www.dora.state.co.us/nursing)

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**DEGREE VERIFICATION**

The College of Nursing processing of degree verification is free for students (current and graduated). If you need degree verification, contact the Office of Student Affairs and Diversity at 303-724-1487.
HONOR AND CONDUCT CODE

The health professions are based on a high degree of trust by the individuals they serve. Members of the CON community, including faculty and students, accept the responsibility to maintain the highest standards of intellectual honesty and ethical and professional conduct. All CON students receive a copy of the guidelines and procedures for implementing the CON Honor Code on admission. 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 CON Associate Dean of Academic Affairs.

**Academic Honor and Conduct Code**

Education at the CON 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 CON’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

- **Any conduct, both on and off 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.**

- **Intoxication or being under the influence of drugs or alcohol in a clinical or classroom setting**

- **Violation of any University of Colorado, UCD or CON policy**

- **Violation of patient confidentiality**

**Academic Honesty**

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior which violate these standards include, but are not limited to: plagiarism, including improper use of web information, cheating, illegitimate possession and/or use of examinations, and falsification of official records. In most instances, the first academic violation will be dealt with by faculty of the course in which the violation occurs. Counseling and/or education on the violation, appropriate reflection in grading, a verbal warning, and notice in the student’s file in the Office of Student Affairs are outcomes which may be expected.

**Professional Conduct**

As future health professionals, students should adhere to the highest standards of professionalism. Professional conduct includes incidents that affect not only one’s ability to practice, but also the reputation of the CON and the image of nursing students. Examples of unprofessional conduct includes,
but is not limited to: 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.

**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, but are not limited to: 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.

**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.

**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. Upon the completion of EEO/AA Officer’s investigation, those findings shall be submitted to the CON Student Affairs Committee. 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.

All matters referred to the Student Affairs Committee shall be confidential to the extent practical and permitted by law, throughout the proceedings.

**Process for 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 Affairs Committee. All charges must be submitted in writing.

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, another professor, or the Assistant Dean of Student Affairs and Diversity.
3. The Student Affairs Committee will review the complaint to determine whether the conduct in question constitutes a violation of the Honor Code. If the Committee determines that the conduct could constitute a violation of the CON Student Honor and Conduct Code, then the matter will receive full review. If the Committee determines that the alleged acts does not constitute a violation of the CON Honor Code, then there will be no further review of the matter.

4. When an alleged violation is referred to the Student Affairs Committee, the student(s) will be notified of the allegation in writing within 10 working days of the date of referral to the Committee and will receive the date of the scheduled hearing.

5. The Student Affairs Committee will hold a hearing:

- 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 and Conduct Code will be given an opportunity to be heard during the hearing and to present any evidence or witness he/she may wish. 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.

- 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.

- The student may waive the attendance of the SAC student representative during the hearing.

- 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.

- During the hearing, the allegation of a violation must be proven using the standard of a preponderance of the evidence.

6. After the hearing, the 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 Committee, recommendations will be made 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 CON.

7. 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.

8. In all cases the student will be notified by the Associate Dean of Academic Affairs in writing within ten (10) working days of the hearing.

9. If the student wishes to appeal the decision in the case, the appeal and 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 decision.

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 may reverse or modify the findings and recommendations of the Student Affairs 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 Committee acted in an arbitrary or capricious manner. The decision of the Dean is final.

Original date: 8-26-02
Implemented 10-15-08
Revised by SAC 4-14-14
Approved by General Faculty 4-28-14
ONLINE COURSES

Starting in January of 2013, CU Online is transferring off the Blackboard and eCollege platforms to a new platform: Canvas (https://ucdenver.instructure.com/login). Both online classes and the in-class classes with online component will be held via Canvas. For system specifications to support the Canvas online learning go to: http://guides.instructure.com/s/2204/m/4214/l/82542-what-are-the-basic-computer-specifications-for-canvas

First time users are encouraged to access a tutorial and get an overview of the Canvas: https://community.canvaslms.com/community/answers/guides/

For technical support contact CU Online Help Desk at cuonlinehelp@ucdenver.edu or 303-315-3700 (M-F 7AM-7PM).
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, Assistant Dean, 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 Assistant Dean:

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

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

College of Nursing scholarship application for both undergraduate and graduate student is available on a yearly basis. The application is posted in the College of Nursing Scholarship web page or by selecting Scholarships under the Student tab on the College of Nursing homepage. Additional resources on scholarships can be found on the College of Nursing Scholarship web page under the “Other Funding” tab and on the UCDAccess. For any inquiries regarding the College of Nursing scholarships contact nursing.scholarships@ucdenver.edu.

Students interested in working on campus during the program can be employed as work-study students. Several positions available are flexible to the students’ schedule and clinical rotations. For more information visit the Office of Student Financial Aid web page.
UNIVERSITY OF COLORADO
COLLEGE OF NURSING

STUDENT ADVISING 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**

**Date**

There is a concern about the student in the following course:

<table>
<thead>
<tr>
<th>Course Number - Title - Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Circle appropriate program)</td>
</tr>
<tr>
<td>BS - Traditional</td>
</tr>
<tr>
<td>BS - Accelerated</td>
</tr>
<tr>
<td>DNP</td>
</tr>
<tr>
<td>MS</td>
</tr>
<tr>
<td>PhD</td>
</tr>
<tr>
<td>RN-BS</td>
</tr>
<tr>
<td>Post-MS Certificate</td>
</tr>
<tr>
<td>Non-Degree</td>
</tr>
</tbody>
</table>

**CONCERN:** To be completed by Course Coordinator. Clinical faculty may add attachment as necessary. Timed-Specific agreement needs to be drawn up and agreed upon by the Course Coordinator and Student.

**To the Student:** If you have not discussed the course concern with the Course Coordinator and your advisor, it is recommended that you do so at once.

**Substantiating Documentation/Rationale of concern:** (Add attachment if needed)

**RECOMMENDED COURSE OF ACTION** (Add attachment if needed)

**The student, in conjunction with faculty, will:**

**Student Signature**

**Date**

**Course Coordinator Signature**

**Date**

**Week in Course**
Student Advising Notice continued

END OF COURSE FOLLOW UP

___ The student has met course competencies.
___ The student has not met course competencies.

Student signature                     Date

Course Coordinator signature          Date

Process for initiating the Student Advising Notice:

1. **Original documentation**: The original Student Advising Notice will remain with the initiating faculty for completion of the End of Course section. Provide a copy of the original form to staff of the appropriate program office. A copy of the original form will be distributed by staff of the appropriate program office to the:

   Date of Action
   
   1. Student (via USPS Certified Mail* & Student email) _______________________
   2. Student Faculty Advisor _______________________
   3. Assistant Dean Office of Student Affairs & Diversity _______________________
   4. Assistant Dean Undergraduate or Graduate Programs _______________________

*Return receipt should be stapled to this form

2. **Upon course completion**: The Student Advising Notice is to be filed with the appropriate Program Office upon completion of End of Course Follow Up section of the form. The Student Advising Notice will be maintained in the student’s academic file until the student is no longer enrolled in the undergraduate or graduate nursing program, at which time the form will be destroyed.

Original date: 2/8/2016
Approved by SAC: 2/8/2016
Implemented: 2/22/2016
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. See the Academic Calendar for registration periods.

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 UCDAccess web site. (https://myaccount.ucdenver.edu).

For course schedules visit the Academic Resources page under the Student tab on the College of Nursing homepage. The course schedule is one document with all programs combined and arranged by BS, DNP, MS, PhD and Extended Studies/Professional Development. This document is updated as needed. During course 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 UCDAccess portal. 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, online 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 Assistant Dean.
- 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 Assistant Dean 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 Academic 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.

**Payment of Tuition and Fees**
Students with unpaid tuition balances will not be allowed to register for subsequent quarters/semesters.

Reference: [UCD Student Course Book](#)

**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 assistant dean’s signatures are required on the drop form. Tuition will not be adjusted and courses dropped after the Drop/Add period and 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 also available at the College of Nursing homepage under the [Student](#) tab.

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 303-724-2518.

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 (CNR) 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 Program Office**
13120 E 19th Ave MS-F433
Aurora CO 80045
Phone: 303-724-0348
Fax: 303-724-0891
Program Directory

**Regional AHEC Programs**

**Centennial AHEC | CAHEC**
4650 West 20th St Suite A
Greeley CO 80634
Phone: 970-330-3608
Fax: 970-330-3698
www.cahec.org

**Central Colorado AHEC | COAHEC**
10200 East Girard Avenue, C252
Denver CO 80231
Phone: 303-481-8686
Fax: 303-481-8554
www.centralcoahec.org

**San Luis Valley AHEC | SLVAHEC**
300 Ross,
PO Box 1647
Alamosa CO 81101
Phone: 719-589-4977
Fax: 719-589-4978
www.slvahec.org

**Southeastern Colorado AHEC | SECAHEC**
503 North Main St, Ste. 422
Pueblo CO 81003
Phone: 719-544-7833
Fax: 719-544-7955
Toll Free: 866-330-7100
www.secahec.org

**Southwestern Colorado AHEC | SWCAHEC**
P.O. Box 755,
Durango CO 81301
Phone: 970-403-0037
www.swcahec.org

**Western Colorado AHEC | WCAHEC**
743 Horizon Court Suite 204
Grand Junction CO 81506
Phone: 970-434-5474
Fax: 970-434-9212
www.wcahec.org

Be the nurse that everyone looks to first.
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. For more information visit CUSNA and NSNA web pages.

EMPLOYMENT

Information regarding student employment on-campus either as student hourly or work study student can be found at UCDAccess portal. 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. The Financial Aid Office is located in Education II North Building, 3rd Floor, Student Services Area; Campus Box A-088. For more information visit the Financial Aid Office web page.
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

Any student registered for 1 or more credits will be automatically charged for the Student Health Insurance Plan and the Student Health Service fee. If you have an equivalent insurance, you may qualify to waive the Student Health Insurance Plan. For more information on the health plan and the utilization visit the Student Health Insurance web page.

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 more information and types of classes contact the HSL Education department or (303) 724-2141 or visit the library’s class offering web page

Materials not available at Health Sciences Library may be obtained through the ILLiad and PROSPECTOR free of charge for current students. Photocopy and printing services 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.
HEALTH SERVICE – CAMPUS HEALTH CENTER

The Campus Health Center (CHC) invites anyone who works or studies on the University of Colorado Anschutz Medical Campus to receive a wide range of care. The CHC has appointments available and accepts walk-ins, has flexible hours, and board-certified practitioners who can manage prescriptions.

CHC is conveniently located on the second floor of the Anschutz Health and Wellness Center on the corner of Racine Street and Montview Boulevard.

For more detailed information about the CHC, please call 303-724-6242 or visit the website here.

IDENTIFICATION CARDS

All students at the University of Colorado are issued photo identification badges at the time of registration or orientation period. 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. For more information contact the Security Badging Office.

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 healthcare 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) $350,000 for any injury to one person in any single occurrence; and (ii) $990,000 for any injury to two or more persons in any single occurrence (except that no person may recover in excess of $350,000). 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 INCLUSION & OUTREACH

The mission of the Office of Inclusion & Outreach is to provide sustained, comprehensive programs across all educational levels to promote access and increase numbers of underrepresented populations in healthcare, STEM (science, technology, engineering and mathematics) and research professions.

The AMC Office of Inclusion & Outreach is located in Education II North, 3rd floor, Student Services area and is open Monday - Friday from 7:30 a.m. – 5:00 p.m.

Contact the Office at 303.724.8003. For more information, visit the Office of Inclusion and Outreach website.
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 INTERNATIONAL (STTI)

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.

Chapter members honor the nursing profession in countless ways. Annual scholarship awards are presented both to undergraduate and graduate students. The membership is obtained by an invitation. Undergrads must complete half their program before receiving an invitation. The BS students’ will receive an invitation if they demonstrate above-average scholastic achievement and a potential for leadership in nursing and have completed at least half of the nursing program. Graduate students must complete 10 credits before receiving an invitation. For more information go the Alpha Kappa chapter at large web page: http://thecircle.nursingsociety.org/alphakappachapter/home

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 COUNCIL

The Student Council is a group of current nursing students who provide representation between College of Nursing students, staff and faculty.

**Mission Statement**

*To serve as a liaison between the student body and administration, to promote student community through the sponsorship of activities and provide resources that aid students during their tenure at the College of Nursing.*

As such, Student Council aims to support activities that are consistent with the mission of the College of Nursing:

Improving human health by educating practitioners in nursing, delivering exemplary health care, and conducting research in the health sciences.

And that are consistent with the QSEN competencies for Professional Nurses:

- Patient-Centered Care
- Teamwork & Collaboration
- Evidence Based Practice
- Quality Improvement
- Safety
- Informatics

Specifically, Student Council is active in the following activities:

- Peer Mentor Program – Providing Senior student guidance to incoming College of Nursing Juniors
- Communication – Acting as a liaison between the BS student body and the administration to facilitate proactive feedback, issue resolution and process improvements
- Community Outreach – Supporting students in opportunities to practice and hone their QSEN skills
- Fundraising – Offering College of Nursing merchandise or memorabilia with a portion of proceeds dedicated to student support and activities
- Recognition – Acknowledgment and support of groups and organizations that are in alignment with the goals of the BS student body and Student Council mission
- Unity – Hosting or sponsoring events that bring College of Nursing students together with their peers

All BS students within the College of Nursing are welcome to attend Student Council meetings and are allowed to vote on items raised by the council. The Student Council meets the first Friday of every month and discusses opportunities for improving the College of Nursing’s processes and procedures and to create social or fundraising events. For more information visit the [Student Council web page](#).
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. For the meeting dates visit the AMC Student Senate web page.

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. However, you can make credit card payment through your UCDAccess portal.

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 student must make an initial request to have a charge or registration hold decision reversed within 10 business days from the first day of the course. The student must also be in good academic standing. 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
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.

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**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 Anschutz Medical Campus (AMC) 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. **Student's 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 during the current semester must accompany the petition as well as a statement from the student explaining how the death affected his/her ability to complete courses in progress.

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 AMC 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 10 business days of the end of the term for which the exception is requested.

B. Petitions for exception 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.

Revised and Approved by SAC 12/19/2016
Implemented 12/19/2016
UNIVERSITY OF COLORADO
COLLEGE OF NURSING
TUITION PETITION FORM

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
_________________________________________ State ________________ Zip Code
City

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)