UNIVERSITY OF
NORTHERN COLORADO

Undergraduate

RN-BSN

STUDENT HANDBOOK

2026 - 2027

School of Nursing
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The Official Handbook with the most recent updates is located here:

https://www.unco.edu/nhs/nursing/resources/clinical-student/student-handbooks.aspx

and it will be updated as changes occur.

Students will be responsible for accessing and using the most current version.

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UNC School of Nursing

Mission

To improve the health and well-being of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship, innovation, and practice.

Vision

The University of Northern Colorado School of Nursing will be known for excellence in the preparation of exceptional practitioners and nurse educators. Through innovation in practice and education, our faculty and students will transform the healthcare landscape to meet the needs of society and advance our discipline.

Values

Excellence: being outstanding; fostered through intentional decision-making and development of high standards and processes for ensuring quality.

Professionalism: consistent demonstration of and adherence to accountability, competence, responsibility, dependability and a commitment to life-long learning.

Caring: an integral component of nursing practice requiring ongoing development of empathy, conscience, compassion, resilience, and confidence in interactions with patients, families, communities, other healthcare professionals, and ourselves.

Equity, Diversity and Inclusion: acknowledgement of human dignity and autonomy, privacy, equity, freedom, and inclusivity as central to cultivating deep understanding of people in the betterment of health and well-being of all members of society.

Social Justice: We can achieve a just and equitable healthcare system for all by recognizing and combating discrimination in healthcare and becoming aware of implicit bias and its effects. We oppose discrimination in healthcare and are committed to continued efforts to prevent discriminatory acts.

Student-Centered Teaching and Learning: Evidence-based, innovative teaching and learning is critical to meeting the changing demands in healthcare, nursing practice, and nursing education.

Community Engagement: collaboration with community-based partners to enrich learning, foster equitable decision-making processes, and deepen relationships and trust to meet the healthcare needs of the region.

Innovation: We value creativity, curiosity, and responsible innovation in nursing education and practice. By integrating AI thoughtfully and ethically, we prepare nurses to use technology to improve patient care, optimize systems, advance research, and strengthen clinical and academic decision-making, while upholding the humanistic values central to the nursing profession.

University of Northern Colorado
School of Nursing
Goals/Program Outcomes

To prepare well-educated baccalaureate and graduate prepared nurses who understand the impact of professional nursing on a dynamic, diverse, and technologically advancing health care system.

Goals - Undergraduate Programs:

- Graduates will acquire a solid foundation of knowledge in the liberal arts and sciences.
- Graduates will develop critical thinking and knowledge of research-based therapeutic interventions.
- Graduates will demonstrate a thorough understanding of the professional leadership and management skills necessary to be successful in a complex health care system.
- Graduates will effectively interact with people from diverse cultural, socioeconomic, geographical (urban/rural), and global perspectives.
- Graduates will positively influence the health and well-being of individuals and their communities as well as engage in practices that promote personal health and well-being.
- Graduates will demonstrate knowledge of professional values and standards of practice to provide quality nursing care in a variety of health care settings.
- Graduates will incorporate multidisciplinary perspectives and will effectively communicate and collaborate as nursing professionals in a variety of settings.
- Graduates will develop a lifelong commitment to learning, scholarship and service.
- Graduates will acquire the knowledge,skills, and attitudes that prepare them for beginning level professional practice with a foundation for future graduate level study.

Program Outcomes:

1. Safely and competently demonstrate comprehensive person-centered therapeutic interventions guided by the nursing process and evidence-based standards of care to restore, maintain, and promote optimal health and/or quality of life in individuals, families, groups, communities, and populations. (1, 2, 3)
2. Demonstrate intellectual inquiry and analysis by integrating healthcare technologies, knowledge, research, and other evidence from humanities, arts, general science, and nursing science in the design and provision of quality patient care. (1, 4, 8)
3. Employ effective communication strategies, techniques, and technologies to provide a person-centered, inter/intradisciplinary approach to the delivery of safe, quality, inclusive, care of diverse individuals, families, groups, communities, and populations. (5, 6, 7)

4. Practice nursing with respect and caring for all persons through awareness and integration of social, cultural, and spiritual factors, patient preferences, and social justice. (7)
5. Assume the roles of leader, manager, and professional nurse through participation in measures to improve the quality of health care delivery outcomes within complex systems, promote the nursing discipline, and demonstrate accountability for lifelong personal, professional, and leadership development. (9, 10)

Updated NFSO 12/1/2023

Campus and Student Resources: UNC Dean of Students

The Dean of Students Office's purpose is to help all students be successful at the University of Northern Colorado. They do that by enhancing and recognizing student learning and personal responsibility through:

- Encouraging the positive growth and development of students
- Helping in the resolution of student issues and concerns
- Serving as an information and referral center for students and the campus community
- Assisting student learning through values-centered accountability by administering the Student Code of Conduct

Contact Dean of Students:

- www.unco.edu/dean-of-students/
- University Center 2205
- Phone: 970-351-2001
- Email: dos@unco.edu

Campus and Student Resources:

Financial Aid and other funding opportunities

The Office of Financial Aid connects you to financial solutions such as Grants, Scholarships, Student Employment, and loans to help bridge the gap between what you can afford to pay for your college expenses and the cost of attending.

Contact the Office of Financial Aid:

- www.unco.edu/financial-aid/
- Campus Commons
- Phone: 970-351-4862
- Email: ofa@unco.edu
- Office Hours: 8am - 5pm, Monday through Friday

Campus and Student Resources: Student Support and Resources

Below is a list of on-campus resources:

Assault Survivors Advocacy Program (ASAP): provides confidential 24-hour crisis response and intervention, advocacy, and resources to survivors of sexual violence, relationship or intimate partner violence, and stalking.

> **Contact ASAP:**
> www.unco.edu/assault-survivors-advocacy-program/
> Cassidy Hall, 2nd Floor
> Office Hours: 9am - 5pm, Monday through Friday
> Phone: 970-351-1490
> Crisis Line: 970-351-4040
> Email: advocacy@unco.edu

UNC Bear Pantry: UNC's Bear Pantry is a collaborative initiative on campus to assist students in our community who are faced with food insecurity.

> **Contact Bear Pantry:**
> www.unco.edu/bear-pantry/
> University Center 2166
> Phone: 970-351-3667
> Email: bear.pantry@unco.edu

UNC Bookstore: www.bkstr.com/northerncoloradostore/store-hours

Campus Recreation Center: Open to students, faculty, and friends of UNC. Provides facilities, activities, and services for every ability level.

> **Contact UNC Campus Recreation:**
> www.unco.edu/campus-recreation/
> Phone: 970-351-2062

Center for Career Readiness: www.unco.edu/career/

Counseling Center: The UNC Counseling Center staff include licensed professional counselors, licensed psychologists, advanced master's and doctoral level trainees, new professionals working toward licensure, and administrative staff.

> **Contact UNC Counseling Center:**
> www.unco.edu/counseling-center/
> Cassidy Hall, 2nd Floor
> Phone: 970-351-2496

Cultural and Resource Centers: The Cultural and Resource Centers provide tailored personal support services to empower students to reach their academic, personal, and professional aspirations. Cultural/Resource Centers include:

- Asian Pacific American Student Services
- César Chávez Cultural Center
- Gender & Sexuality Resource Center
- Marcus Garvey Cultural Center
- Native American Student Services
- Stryker Institute for Leadership Development
- Veteran's Services
- Center for Women's & Gender Equity

> **Contact Cultural and Resource Centers:**
> www.unco.edu/equity-inclusion/departments/

Dining Services: www.unco.edu/living-on-campus/dining/

Campus and Student Resources: Student Support and Resources

Disability Resource Center (DRC): The DRC Office collaborates with the University in its commitment to recognize disability as a valued aspect of diversity and to embrace access to the University of Northern Colorado community as a matter of equity and inclusion. The office provides the University with resources, education, and direct services.

Contact DRC:
www.unco.edu/disability-resource-center/
Michener L-80
Office Hours: 8am - 5pm, Monday through Friday
Phone: 970-351-2289
Email: DRC@unco.edu

Housing & Residential Education: www.unco.edu/living-on-campus/housing/

Office of Institutional Equity and Compliance (OIEC): The OIEC, in collaboration with University partners, builds an inclusive academic, cultural, and social campus community that supports equitable opportunities for all. OIEC reports to UNC's General Counsel and is responsible for implementing and/or enforcing several policies and procedures for students, staff, faculty, volunteers, and campus guests:

- Title IX Sexual Harassment
- Discrimination and Harassment
- Student-Faculty Disputes
- University Complaints

Contact OIEC:
www.unco.edu/institutional-equity-complaince/
University Center 3060
Phone: 970-351-4899
Email: titleix@unco.edu

Office of Student Life (OSL): OSL provides programs and services that foster a sense of belonging, an inclusive campus, and opportunities for learning and growing. The OSL consists of 5 different areas that allow students to get involved:

- Center for Peer Education
- Fraternity and Sorority Life
- Office of Student Organizations
- Student Senate
- University Program Council

Contact OSL:
www.unco.edu/student-life/

Campus and Student Resources: Student Support and Resources

Student Health Center (SHC): The SHC is a walk in clinic located in Cassidy Hall. All UNC students and employees are eligible to use the SHC and most insurance plans can be billed.

Contact SHC:
www.unco.edu/student-health-center/Cassidy Hall
Phone: 970-351-2412
Email:SHCfrontdesk@unco.edu

Student Legal Services: Students have access to consultations through Student Legal Services. To setup an appointment, you can email dos@unco.edu.

Student Outreach and Support (SOS): The UNC SOS office fosters student development, engagement, and success by assisting students during difficult circumstances which may include medical, mental health, personal or family crisis, illness or injury.

Contact SOS:
www.unco.edu/student-outreach-support/
Phone: 970-351-2001
Email: dos@unco.edu

Tutorial Services: Tutorial Services provides free peer-led tutoring services and academic skills sessions to UNC students enrolled in undergraduate-level courses.

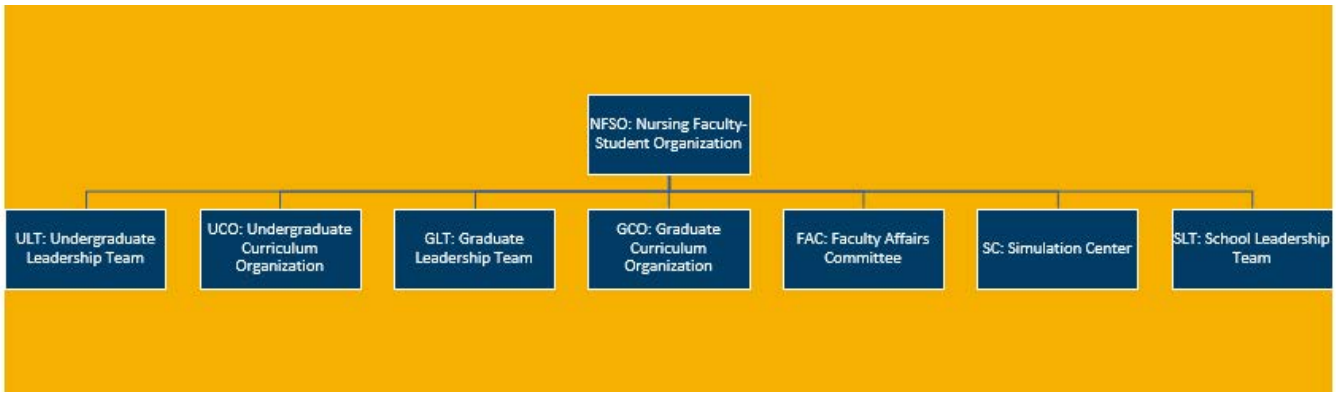
Contact Tutorial Services:
www.unco.edu/tutoring/
Michener Library, Room L149
Phone: 970-351-1904

Writing Center: The Writing Center provides one-on-one sessions for students at any level to improve specific projects and become better all-around writers.

Contact the Writing Center:
www.unco.edu/writing-center/
Ross Hall 1230
Phone: 970-351-2056
Email: writingcenter@unco.edu

UNC School of Nursing Governance Structure

The governance structure is guided by the School of Nursing bylaws.



NFSO: Students are elected by their peers for representation at the Nursing Faculty-Student Organization meetings.

ULT: Undergraduate Leadership Team:
- Chair: Undergraduate Assistant Director
- Clinical Lead Faculty
- RN-BSN Program Coordinator
- Simulation Coordinator
- UCO Chair

UCO: Undergraduate Curriculum Organization:
- Undergraduate faculty members
- Simulation Coordinator
- Students

GLT: Graduate Leadership Team
- Chair: Graduate Assistant Director
- DNP Program Coordinator
- FNP Program Coordinator
- AGACNP Program Coordinator
- PhD/NEC Program Coordinator
- GCO Chair

GCO: Graduate Curriculum Organization:
- Graduate faculty members
- Students

FAC: Faculty Affairs Committee:
- Undergraduate/Graduate faculty members

SC: Simulation Center
- Lab Manager
- Simulation Coordinator
- Undergraduate/Graduate faculty members

SLT: School Leadership Team
- Chair: Director
- Chairs of Committees
- Program Coordinators

UNC School of Nursing: Student Participation in Governance Structure

NFSO: Nursing Faculty-Student Organization

This is a committee of the faculty as a whole, plus student representatives. This groups meets a minimum of 2 times per semester for communication of information and for decision making regarding Nursing program policies.

1. Students will full voice and vote in NFSO shall include the identified representatives of the undergraduate and graduate student body of the School of Nursing.
2. Each year in the fall, the undergraduate nursing programs shall be represented by one elected representative; who shall have full voice and vote in NFSO meetings, with the exception of declared executive sessions.

All student representatives receive the NFSO agenda and minutes. All students should contact their representatives about concerns. The student representatives are elected at the beginning of each semester by their peer group. All NFSO meetings are open for students to attend. Check with a faculty member or SON office staff for dates and times.

UNC School of Nursing: Student Nurses Association

Student Nurses Association (SNA)

An important and critical activity of a professional person is participating in their professional organization(s). UNC School of Nursing has a Student Nurses Association (SNA) on campus.

UNC nursing majors have consistently provided leadership in the Colorado Student Nurses Association (CSNA) over past years. A faculty member assists the elected officers to carry out the purposes of the organization. You are encouraged to become a member of this organization.

UNC School of Nursing: Zeta Omicron Chapter of Sigma

Sigma, National Nursing Honor Society

In spring of 1981, the UNC School of Nursing Honor Society successfully petitioned the national Sigma organization for a local charter. Chartering ceremonies occurred May 14, 1982.

Nursing students who meet the academic achievement and leadership qualifications of Sigma are invited to become active members. Membership is considered an honor and is a prestigious symbol of excellence in nursing.

The purpose of Sigma is to:

1. Recognize excellence in scholarship.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Encourage creative work.
5. Support the learning, knowledge, and professional development of nurses.

American Association of Colleges of Nursing

The Essentials:
Core Competencies for Professional Nursing Education
Executive Summary

Since 1986, the American Association of Colleges of Nursing (AACN) has published the *Essentials,* which provide the educational framework and expectations for the preparation of nurses at four-year colleges and universities. In April 2021, AACN's members voted to approve ***The Essentials: Core Competencies for Professional Nursing Education***, which will transform how nurses are prepared in baccalaureate, master's, and Doctor of Nursing Practice programs. Built on a strong foundation of nursing as a discipline, the benefits of a liberal education, and the principles of competency-based education, the re-envisioned *Essentials* present a new model and framework for preparing registered nurses for contemporary practice.

The Essentials: Core Competencies for Professional Nursing Education calls for a transition to competency-based education focusing on two levels of professional nursing education: entry-level and advanced-level nursing practice. This model provides the structure across education programs and provides a mechanism to adapt to future changes within nursing education. Competencies for professional nursing practice are made explicit. These Essentials introduce 10 domains and the expected competencies for each domain that represent professional nursing practice and reflect the diversity of practice settings. The competencies are applicable across four spheres of care (disease prevention/promotion of health and wellbeing, chronic disease care, regenerative or restorative care, and hospice/palliative/supportive care), across the lifespan, and with diverse patient populations.

While the domains and competencies are broad in scope and cross all levels and areas of nursing practice, the sub-competencies build from entry into advanced professional nursing practice. The sub-competencies are designed to be understandable, observable, and measurable by learner, faculty, and future employers. The intent is that any curricular design should provide the learner sufficient and diverse opportunities to achieve and demonstrate the competencies. Since this document has been developed with practice partners and with other nursing colleagues, the *Essentials serve to bridge the transition between education and practice.*

Domains for Nursing

Domains are broad distinguishable areas of competence that, when considered in the aggregate, constitute a descriptive framework for the practice of nursing. The new Essentials delineates the domains essential to nursing practice, including how these are defined, what competencies should be expected for each domain at each level of nursing, and how those domains and competencies both distinguish nursing and relate to other health professions. The Domains include:

- **Domain 1: Knowledge for Nursing Practice** encompasses the integration, translation, and application of disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences.
- **Domain 2: Person-Centered Care** focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate.
- **Domain 3: Population Health** spans the healthcare delivery continuum from prevention to disease management of populations and describes collaborative activities with affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

- **Domain 4: Scholarship for Nursing Practice** involves the generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.
- **Domain 5: Quality and Safety,** as core values of nursing practice, involves enhancing quality and minimizing risk of harm to patients and providers through both system effectiveness and individual performance.
- **Domain 6: Interprofessional Partnerships** involves intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.
- **Domain 7: Systems-Based Practice** prepares nurses to lead within complex systems of health care. Nurses must effectively coordinate resources to provide safe, quality, equitable care to diverse populations.
- **Domain 8: Informatics and Healthcare Technologies** are used to provide safe, high quality care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice.
- **Domain 9: Professionalism** involves cultivating a sustainable professional nursing identity, perspective, accountability, and comportment that reflects nursing's characteristics and values.
- **Domain 10: Personal, Professional, and Leadership Development** includes activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

Concepts for Nursing Practice

The Essentials also feature 8 concepts which are central to professional nursing practice and are integrated within and across the domains and competencies. A concept is an organizing idea or a mental abstraction that represents important areas of knowledge. Each Essentials concept serves as a core component of knowledge, facts, and skills across multiple situations and contexts within nursing practice. Each concept functions as a hub for transferable knowledge, thus enhancing learning when learners make cognitive links to other information through mental constructs. The integration of concepts within the competencies and sub-competencies is essential for the application throughout the educational experience and serve as a foundation to students' learning. The featured concepts are:

- Clinical Judgment
- Communication
- Compassionate Care
- Diversity, Equity, and Inclusion
- Ethics
- Evidence-Based Practice
- Health Policy
- Social Determinants of Health

These Essentials represent an opportunity for a future characterized by greater clarity as it relates to expectations of graduates and a more disciplined approach to nursing education. Competencies are used within the academic program as core expectations, thus setting a common standard. Additional elements within a degree plan will allow schools to differentiate degree paths using the same sub-competencies and to distinguish themselves in alignment with various institutional missions.

This model adapts to the current state of nursing education, and perhaps more importantly, provides a path for an evolving trajectory for nursing education. Over time, higher education, stakeholder demands, nursing regulatory standards, and economics are among the many forces that will drive the direction and pace of change for nursing education in the future.

Click here to access the entire *Essentials* document.

Undergraduate Program Outcomes

Program Outcomes:

Safely and competently demonstrate comprehensive patient centered therapeutic interventions guided by the nursing process and evidenced-based standards of care to restore, maintain, and promote optimal health and/or quality of life in individuals, families, groups, communities, and populations.

Demonstrate intellectual inquiry and analysis by integrating information, knowledge, research and other evidence from the humanities, arts, general sciences and nursing science in the design and provision of quality patient care.

Employ effective communication strategies, techniques and technologies to provide a patient-centered, inter/intradisciplinary approach in the delivery of safe, ethical, and therapeutic care of individuals, families, groups, communities and populations.

Practice nursing with respect and caring for all persons through awareness and integration of social, cultural and spiritual factors, patient preferences and justice.

Assume the roles of leader, manager and professional nurse through participation in measures to improve the quality of health care delivery outcomes within complex systems, promote the nursing discipline and demonstrate accountability for professional conduct.

The curriculum design of the Nursing program and the University requirements for graduation are as follows:

A. Required Prerequisite Courses

Course No.	CR	Course Name	
*CHEM 281	3	Fundamentals of Biochemistry	Only applicants who have earned a grade of "C" or better ("C-" is not acceptable) in each of the prerequisite courses or course equivalents will be considered for admission. If an applicant is admitted to the Nursing program, then earns less than a grade of "C" in any of the prerequisite courses or course equivalents, their admission to the Nursing program will be rescinded. All nursing prerequisite classes must be completed before entering the nursing program.
*CHEM 281L	1	Fundamentals of Biochemistry Lab	
*BIO 110	4	Biology: Atoms to Cells	
BIO 245	4	Introduction to Anatomy & Physiology	
BIO 246	3	Advanced Anatomy & Physiology	
BIO 251	4	Allied Health Microbiology	
NURS 326	3	Pathophysiology	
FND 250	3	Principles in Nutrition	
*PSY 230	3	Growth & Development	
*STAT 150	3	Statistics	
*ENG 123	3	College Research Paper	

*These courses count for Liberal Arts Core.

B. Liberal Arts Core - 31 semester credits

Composition: ENG 122 ..... 3 hours
ENG 123 ..... 3 hours
Mathematics: STAT 150 ..... 3 hours
Arts & Humanities ..... 6 hours
History ..... 3 hours
Social & Behavioral Sciences: PSY 230 ..... 3 hours
Natural & Physical Sciences: CHEM 281(L) & BIO 110 & FND 250 ..... 7 hours
International Studies ..... 1 class
Multicultural Studies ..... 1 class

Please Note:

1. Although 3-6 hours of Liberal Arts Core could be taken in upper division after admission to the nursing program, it is highly recommended that students complete LAC prior to admission into the clinical nursing program. A total of 31 semester hours of LAC are required. This usually involves meeting category requirements plus one course from any content area. LAC requirements are set by University policy.

2. Liberal Arts Core requirements should be completed prior to the semester of graduation.

RN-BSN/Dual Enrollment Nursing Program Plan of Study

Required Support Courses:	Credits	Completed
ENG 123 College Research Paper	3	
PSY 230 Human Growth & Development	3	
STAT 150 Introduction to Statistical Analysis	3	
BIO 245 Anatomy & Physiology	4	
BIO 246 Anatomy & Physiology II	3	
BIO 251 Microbiology	3	
FND 250 Principles of Nutrition	3	

Liberal Arts Curriculum:	Required Credits	Completed
Communications:	6	
Elementary Comp ENG 122		
Intermediate Comp ENG 123		
Mathematics:	3	
STAT 150		
Arts & Humanities/History/ Social & Behavioral Sciences/ U.S. Multicultural Studies and International Studies:	15 (Total) Out of the 15 3 credits must be International Studies and 3 credits must be Multicultural Studies	

Required Nursing Courses	Credits	Completed Credits
NURS 303 Transitions to Baccalaureate Nursing	3	
NURS 305 Professional Nursing Concepts	3	
NURS 329 Health Assessment - RN/BSN	3	
NURS 380 Research and Evidence Based	3	
NURS 382 Patient Centered Care Concepts Across the	3	
NURS 383 Current Issues in Health Care - RN/BSN	3	
NURS 405 Theory and Principles of Public Health Nursing	3	
NURS 406 Population-Based Practice	3	
NURS 470: Professionalism in Practice	3	
NURS 480 Professionalism in Practice: Leadership & Managements	3	
Total:	30	

Art & Humanities	6	
History	3	
Social & Behavioral Sciences PSY 230	3	
One additional course	3	
Physical/Life Sciences: FND 250	7	
Total:	**31**	

Notes:	Approved Electives:

****Liberal Arts Curriculum requires a minimum of 31 credit hours

Required Nursing Courses

Nursing is an independent, professional discipline requiring critical inquiry and discriminating judgment to assist individuals and groups maintain health. The nursing courses required for RNs have been chosen to encourage the development of such critical thinking as well as leadership skills. The curriculum also includes courses in general education that are the mark of a good university education.

NURS 303 - Transition to Baccalaureate Nursing (3 credits)

Facilitates movement of registered nurses into the professional role of a baccalaureate prepared nurse.

NURS 305 - Professional Nursing Concepts (3 credits)

Develops knowledge and skills in patient education, communication, cultural sensitivity, quality and safety, informatics and health literacy for nursing practice and professional nursing roles.

NURS 329 - Health Assessment (3 credits)

Focuses on theory and application of health assessment, including physical, mental, developmental and cultural appraisals of individuals and families.

NURS 380 - Research and Evidence Based Practice (3 credits)

Develops beginning research knowledge in relationship to health outcomes. Emphasis will be on quantitative and qualitative research as components of evidence-based practice.

NURS 382 - Patient Centered Care Concepts Across the Lifespan (3 credits)

Emphasizes issues in professional nursing as they relate to health promotion, aging, chronic illness, end of life and palliative care, complementary and alternative therapies, case management and care coordination.

NURS 383 - Current Issues in Health Care - RN/BSN (3 credits)
Emphasizes issues in professional nursing as they relate to the changing health care environment. Areas of emphasis are ethics, change theory, power and politics, and nursing organizations.

NURS 405 - Theory and Principles of Public Health Nursing: Population-Based Practice (3 credits)
Emphasis on synthesis of concepts, theories, knowledge, and practice from nursing and public health sciences within diverse population and environmental contexts. Facilitates professional role development and clinical reasoning.

NURS 406 - Population-Based Practice - RN/BSN (3 credits)

Advances the knowledge and skills of the RN in the application of the concepts, theories, knowledge, and practice of the public health sciences with a population focus. 90 Clinical Hours. S/U Graded. Participation Fee.

NURS 470 - Clinical Practice: Professionalism in Practice (3 credits)

A preceptored practicum that develops the leader/manager role of the baccalaureate nurse. S/U graded. Participation fee.

NURS 480 - Professionalism in Practice: Leadership & Managements (3 credits)

Emphasis is on the nurse as a leader/manager in society and the health care system with respect to current issues and trends.

Admission Guidelines

Admission Requirements for the RN-BSN Program are as follows:

1. Admission to UNC.
2. Graduate of state approved diploma or associate degree program. *
3. 2.5 grade point average (minimum).
4. Licensure as a registered nurse. *
5. 1000 hours of work experience in last 3 years is recommended.

Transfer of credit for a total of 90 semester hours from regionally accredited four-year institutions may be accepted. Up to 64 semester hours of credit earned at a community college may be approved.

*Admission to the Dual Enrollment Program does not require graduation (only admission) from a state approved associate degree nursing program as well as licensure as a registered nurse.

*The student is awarded 40 credits of upper division nursing coursework upon completion of the Associate Degree program, passing the NCLEX, and 13 credits of the UNC RN-BSN nursing curriculum.

Prerequisites and Liberal Arts Core Classes

If any additional prerequisite courses or liberal arts core classes are required, official transcripts are due to the UNC's Registrar's Office at the completion of the semester you complete them.

Credit by Transfer

Transfer credit for courses taken at an accredited junior college, college, or university may be granted upon an official evaluation of the applicant's valid transcript from such an institution of higher learning. This evaluation is done by both the UNC Office of Admissions (General Education requirements) and by the School of Nursing. (Required support and Nursing courses). Your advisor can assist you in obtaining information about transferring credits.

The following policies apply to transfer credit evaluation of nursing or required support courses:

- Upper division credit cannot be granted to lower division courses. That is, courses with 100-200 course numbers will not receive transfer equivalency for 300-400 level courses, even though the course title may be similar. R.N.'s are provided the opportunity to demonstrate achievement of 300-400 level nursing course objectives through challenge examinations.
- In order to earn credit for any courses in the basic sciences which include a laboratory, evidence must be provided that the course completed at another institution included a laboratory. For example, to transfer credit for BIO 245 "Anatomy & Physiology I", the equivalent course must have included a laboratory.

UNC | School of Nursing

POLICY TITLE:

Program Admission - English Proficiency

Last Revision/Review Date: 3/7/2025
Previous Review Dates:
Original Policy Date:
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Nursing students must be able to communicate clearly and effectively in English with patients and members of the healthcare team using standard, professional medical terminology. Communication may occur during highly stressful, crisis situations requiring a strong command of verbal and written language skills and timely interpretation of patient data. Clinical agency affiliation agreements require attestation of English proficiency of students entering clinical rotations. To meet these needs, SON undergraduate and graduate clinical programs require students to have a higher level of English proficiency than university admission to assure preparation for the rigor of programmatic coursework and to meet clinical agency requirements.

PROCEDURE:

1. If an applicant's transcripts come from outside the US, then the applicant will need to demonstrate English proficiency by meeting one of the following UNC graduate level criteria at the time of application (https://unco.smartcatalogiq.com/en/current/graduate-catalog/general-information/international-admission/demonstration-of-english-proficiency/):

    a. Michigan English Test – minimum overall score 64 with minimum of 64 on listening, reading, speaking and writing subscores.
    b. Cambridge English – B2 First Test – minimum overall score 176 with minimum of 169 Use of English, 162 writing, 169 listening, and 176 speaking subscores.
    c. TOEFL a minimum of 83 on the internet-based test (iBT) with a minimum score of 18 reading, 18 listening, 26 speaking, and 21 writing.
    d. IELTS (International English Language Testing System)—Minimum of 6.5 total, no score lower than 6 and a minimum speaking subscore of 7.
    e. GATEWAY English Test – overall score of 475, with all sections with a score of 430 or above.
    f. Successful completion of level 7 of the Intensive English Proficiency Program at UNC.

2. If an applicant does not meet the required standard for program admission, the student will be provided information for UNC's Intensive English Program (IEP) (https://www.unco.edu/global/services-programs/intensive-english-program/). If the student meets the other requirements for admission to the program, they may be offered conditional admission to the nursing program they have applied to while they complete the IEP or document proficiency through another process.
    a. Depending on the timeline of the IEP, the applicant may have their admission deferred for 1 year to allow for completion and readiness for the nursing program.

3. If an applicant, whose transcripts come from outside the US, fails to provide documentation of English proficiency at the time of application/admission, they may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).

4. Non-international students (e.g. permanent residents) whose primary language is not English, may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).

5. SON English proficiency requirements will be communicated to departments across campus to provide to prospective students and families who inquire about the program and professional advising centers.

6. Prospective students shall be informed of the requirement during the application process through the SON and NursingCAS. This policy will also be published in SON program handbooks and on the UNC SON program pages.

UNC School of Nursing

POLICY TITLE:

Challenge Exams for Required Prerequisite Courses (Undergraduate Nursing)

Last Revision/Review Date: 2/9/18 ULT: 4/27/18 NFSO
Previous Review Dates: 2/01 JM; 10/10 ULT; 9/11 ULT
Original Policy Date: 10/24/97, 9/23/11 adopted by NFSO
Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

Students applying to the prelicensure and post licensure BSN programs may complete challenge exams to meet the requirement of selected prerequisite courses. Students may only take the challenge exams on a case-by-case basis after submission of a request to the undergraduate leadership team. Examples of considerations for accepting the challenge exam may include significant experience or previous coursework.

PROCEDURE:

1. National League for Nursing challenge exams and College Level Examination Program (CLEP) exams are available for students to take to meet nursing prerequisite course requirements.

2. For pre-requisite courses, students may repeat challenges twice. If unsuccessful, the student must register and complete the course.

3. NLN or CLEP exams taken at other institutions can be accepted for transfer if taken within the last three years.

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Syllabus Statements

Each nursing syllabus is considered the student-faculty contract for that specific course.

UNC Syllabus Statements can be found at https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx

Program Costs

Program costs vary based on tracks. Contact the SON office for more information.

Graduation Information

A bachelor's degree is an academic title granted to a student who has completed a specific course of study. Degree titles are authorized by the Colorado Commission on Higher Education and the program leading to the degree may be administered by the university, a college, a school, and sometimes a program board or coalition of faculty.

www.unco.edu/registrar/graduation/graduation-undergraduate.aspx

Applying for Undergraduate Graduation: Graduation applications are handled by the Office of the Registrar. A graduation application fee will only be charged one time per degree and is applied to your student account. Specific "applying for graduation" information can be found: www.unco.edu/registrar/graduation/graduation-undergraduate-apply.aspx

UNC | School of Nursing

POLICY TITLE:

Background Check Policy - Students

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel; 9/28/2025 MH edits
Previous Review Dates: 11/07 DWL; 8/2008 ULT/GLT; 12/3/21 NFSO
Original Policy Date: 11/2/2007
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

All students accepted to the University of Northern Colorado (UNC) School of Nursing (SON) clinical programs are required to pass a background check(s) as a part of their program and licensure requirements, and to meet legal and contractual requirements for off-campus courses scheduled at clinical agencies.

PROCEDURE:

1. SON will post background check requirements and disqualifying offenses on its website and in its program handbooks.

2. Upon admission SON will inform students of the background check requirement, which may include fingerprinting. SON will provide the process for getting a background check before starting the program and will inform students that additional background checks are possible during the program, depending on the clinical agency requirements. Finally, SON will inform students that a positive background check may impact their admission status or ability to continue in their program.

3. The student is responsible for payment through a third-party vendor for background check.

4. As required by SON's clinical agency agreements, the background check(s) includes, but is not limited to, the following:

    - Social Security Number Trace
    - Residential History Search
    - Nationwide Sex Offender Registry
    - Federal Criminal History Record Searches
    - Motor Vehicle Record Search
    - Employment Verification
    - Education Verification
    - Office of the Inspector General (OIG) Sanction Report
    - General Services Administration (GSA) Excluded Parties List
    - Office of Foreign Asset Control (OFAC) Terrorist List
    - Name of State Statewide Criminal History Record Search
    - FBI Fingerprint National Crime Information Center (NCIC) files
    - County Criminal Search
    - Central Registry for Child Protection (CBI)

5. Any student with a positive background check will not be allowed to start or continue in their program. A positive background check means that the student was convicted of one or more of the following criminal offenses :

   - *Any violent felony convictions of homicide. (No time limit)*
   - *Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.*
   - *Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.*
   - *Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.*
   - *Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.*
   - *Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application. (Paraphernalia possession is not considered a disqualifying offense).*
   - *Any felony theft crimes in the 7 years immediately preceding the submittal of application.*
   - *Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.*
   - *Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.*
   - *Misdemeanor or felony crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.*
   - *Registered Sex Offenders. (No time limit)*
   - *Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.*
   - *More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.*
   - *Any offense, regardless of type, which is still pending in the courts (without legal disposition at the time of program application and/or program start.*

6. The SON Director will review any positive background check on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.

7. Any student who refuses to complete the background check or provides false or misleading information, will be referred to the SON Director for program termination.

UNC School of Nursing

POLICY TITLE:

Drug Screen Policy - Students

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel
Previous Review Dates: 10/08 NFSO; 10/11/19 NFSO;12/3/21 NFSO
Original Policy Date: 9/28/07
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

To ensure the safety and well-being of students and patients, and to meet mandatory contractual and liability standards with clinical agencies, all students interacting with any clinical agency are required to obtain and pass a drug screen as part of the admission process and during their program of study.

Marijuana is a schedule 1 substance under federal law (https://www.dea.gov/drug-information/drug-scheduling) and is a prohibited substance under this policy.

PROCEDURE:

1. The School of Nursing (SON) will publish the drug screening requirement on its website and in its program handbooks.

2. SON will notify students of the drug screen requirement and requirement for annual drug screens upon admission to the SON clinical programs. SON will also notify students that, depending on agency requirements, random drug screening(s)may be required during the program.

3. Upon admission, SON will provide each student the process to get a drug screen, including the location of designated drug testing sites, deadlines for completion, results reporting, and associated costs.

4. The student is responsible for payment through a third-party vendor designed by SON for the Drug screen(s).

5. For program compliance, SON will use a ten (10) panel drug screen, which includes screening for:

    a. Cannabis
    b. Cocaine
    c. Opioids
    d. Benzodiazepines
    e. Amphetamines
    f. Barbiturates
    g. Methadone
    h. Methaqualone
    i. Propoxyphene
    j. Phencyclidine

6. The designated vendor's Medical Review Officer will review the drug screen to determine whether the student passed. If a student believes that they have extenuating circumstances regarding positive drug screen results, the student may contact the designated vendor to verify that the drug test results are correct.

7. The SON Director will review positive drug screens on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.

8. Any student who fails to submit the drug screen by the required date, or has a positive screen, may not be admitted to the program or may have their program of study terminated.

UNC School of Nursing

POLICY TITLE:

Health and Safety Compliance Tracking for Nursing Students

Last Revision/Review Date: 10/13/2023 NFSO; 11/14/2024 MH edits; 5/13/2025 MH edits; 9/21/25 edits
Previous Review Dates: 7/98 SB, 5/99 SB; 2/2000 SB, 5/2000SB, 10/2000SB; 5/08 DWL; 9/11 KBL; 4/18/22 NFSO
Original Policy Date: 10/11/14
Sponsoring Committee(s): School Leadership Team – Administrative Policy

DESCRIPTION:

Students must maintain health and safety clearance requirements upon admission to the undergraduate and graduate nursing programs. Students admitted to the nursing program will be informed, via their acceptance letter, and in the student handbook of these requirements. Failure to meet these requirements may result in required withdrawal from clinical coursework.

PROCEDURE:

1. The School of Nursing will monitor the following for all students (differences by program are noted below).
2. Requirements will be communicated to the students upon admission to the program.
3. All clearance and other requirements are due the first of the month the requirement is due or as otherwise noted.
4. Requests for an exception to this policy go to the Director for review.
5. Programs without scheduled clinical rotations are exempt from the clearance policy (i.e. PhD in Nursing Education and Nurse Education Certificate program)
6. Students will follow the instructions on the attached sheets (reviewed and updated annually)

Compliance/Clearance	Requirement	Documentation	Tracking
Tuberculosis screening	Annual PPD or QuantiFERON If history of a +TB screen, must submit a neg Chest X-ray report every 5 years and an annual TB symptom clearance by a provider.	Health record with date and results of last test, X-ray, or medical statement of exception or approved declination Annual PPD must be a 2-step PPD if greater than 12 months since previous screening	Complio
Measles, Mumps, Rubella	Documented series or positive titer; due once upon admission.	Health record with immunization dates or titer results	Complio
Hepatitis B	Documented vaccination series or signed declination; due once upon admission. Titer results not accepted*	Health record with immunization dates or approved declination	Complio
Tdap/Td booster	Required every 10 years; due first of month of expiration.	Health record with immunization dates	Complio
Varicella	Vaccination or positive titer; due once upon admission.	Health record with immunization dates or titer results	Complio

COVID-19 Vaccination	Due upon admission	Health record with immunization dates or approved exemption	Complio
Influenza	Vaccination or signed declination; due October 1, annually, or as otherwise indicated	Health record with immunization dates or approved exemption	Complio
RN/APRN license (all programs except pre-licensure)	Due every other year with renewal	Copy of license	Complio
American Heart Association BLS CPR for Healthcare Providers (ACLS for NP programs only; replaces BLS)	Update required every other year; due at time of expiration	Current BLS and/or ACLS card with date of expiration	Complio
Directory information	Annual; due September 1		Complio
Drug Screen	Completed upon admission to the nursing program, annually thereafter, and as needed		Complio
Background Check	Completed upon admission to nursing program and as needed		Complio
HIPPA Training	Annual training through American Data Bank / Complio	Completion certificate	Complio
OSHA Training – must include: - Bloodborne Pathogens for Healthcare Workers - Backcare / Ergonomics - Fire Safety and Emergency Evacuation - Hazard Communication for Healthcare Workers - Infection Control for Healthcare Workers - Personal Protective Equipment for Healthcare Workers	Annual training through American Data Bank / Complio	Completion certificate for each module	Complio
Malpractice insurance	Minimum coverage of $1,000,000/occurrence and $3,000,000 in the aggregate	Certificate of insurance	Complio

*updated per CHPHE CBH rule 6 CCR 1009-2, May 2023

UNC School of Nursing

POLICY TITLE:

Assumption of Risk Statement

Last Revision/Review Date: 4/29/22 NFSO
Previous Review Dates: 7/81 RP, 6/88 JF, 10/93 VK; 4/98 LC, 11/27/01 DP; 5/08 DWL 10/18/19 ULT/NFSO
Original Policy Date: 12/2/77
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Due to the nature of nursing education and required clinical agency teaching-learning environments, nursing students may be exposed to situations or communicable diseases that may put a student at risk of illness or injury.

It is recommended that students notify their program coordinator, clinical faculty, and preceptors if they are pregnant, have compromised immunity, or any other situation that may place the student at increased risk. This information will be confidential.

PROCEDURE:

1. The attached 'Assumption of Risk during Clinical Experiences' document will be included in the student handbook for all clinical programs, and will be reviewed with the incoming students at admission or orientation (depending on the timing of program start).
2. The students will have the opportunity to ask questions and receive any needed clarifications before the beginning of their program of study.
3. Students will be asked to sign the assumption of risk document and will be kept in their student record.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Assumption of Risk
during Clinical Experiences

Clinical experiences (including senior practicum, clinical rotations, and other assigned clinical observation experiences) are a required component of the nursing academic programs at the University of Northern Colorado. These experiences allow students to practice skills and techniques learned in didactic and lab courses, as well as, develop critical thinking and other competencies important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients to develop these important skills.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty in the School of Nursing (SON) work closely with our clinical agency partners to ensure appropriate measures are in place for your clinical experiences through development and enforcement of policies and procedures relating to your safety and prevention of disease exposure, including, but not limited to exposure to COVID-19. This includes ensuring all students have access to appropriate Personal Protective Equipment (PPE) during clinical experiences and training related to the potential hazards and prevention techniques. Students have the responsibility to report any exposure or injury sustained during their clinical experience to the co-assigned RN or preceptor and UNC faculty.

Even with such measures, there are risks inherit to every clinical experience. Potential risks include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes, or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, families or other persons, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death.

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries some risks that cannot be eliminated.

I acknowledge and understand that it is my responsibility to follow all faculty instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of disease and injury.

Knowing these risks, I certify that I have decided, of my own free will, to pursue my chosen degree program, including the participation in clinical experiences.

Printed name of student/Signature Date

UNC School of Nursing

POLICY TITLE:

Influenza Vaccination and Exemption Policy - Undergraduate and Graduate

Last Revision/Review Date: 9/28//2020 NFSO
Previous Review Dates: 3/25/11 ULT; 11/2012 ULT, 11/16/12 10/18/19 NFSO
Original Policy Date: 4/11/11
Sponsoring Committee(s): School Leadership Team – Admin Policy

DESCRIPTION:

Clinical agencies require that students who are participating in onsite clinical experiences receive the flu vaccination annually during the designated flu vaccination period or have an approved exemption.

PROCEDURE:

1. Students will be vaccinated against influenza annually and submit documentation of the vaccination to the School of Nursing (SON) office by designated date of each year.

2. The influenza vaccination will be paid for by the student.

3. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student may have their clinical start date delayed or may be removed from the clinical rotation.

4. Exemption Procedure
    a. An exemption from vaccination may be granted based on documented medical contraindications or religious beliefs. A student requesting an exemption must submit the exemption request and supporting documentation to the SON office for evaluation.

    b. Medical contraindications may include:
        i. Prior adverse reaction to influenza vaccine
        ii. Allergy to a vaccine component
        iii. Medical conditions deemed by a licensed medical provider as contraindications to receive influenza vaccine or for postponing influenza vaccination
        iv. Other approved medical reasons

    c. A student requesting an exemption based on medical reasons must provide proof of the medical contraindication(s) in a letter from a licensed medical provider. If a medical exemption is granted for a temporary condition, the student must resubmit a request for exemption each year. If exemption is granted for a permanent condition, the exemption medical documentation does not need to be requested each year.

    d. A student requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exception. The exemption request must be consistent with the person's prior vaccination history.

    e. The SON Director, or designee, will determine whether the exemption request has been approved.

    f. If an exemption to immunization is granted, the student/faculty member must follow agency policy.

    g. If the exemption is granted and the student is unable to complete the clinical experience secondary to agency policy, the student may earn a failing grade in that course.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Influenza Vaccination Exemption Form

Name: _____

Bear Number (last 4): _____

The UNC School of Nursing requires all students to receive an annual influenza vaccination. To request an exemption, complete this form, attach the supporting documentation, and submit to the School of Nursing office. You will be notified whether your exemption request has been approved.

Type of Exemption

I request an exemption for the annual influenza vaccination requirement based on (check one of the following):

_____ Medical Exemption

1. I certify that I cannot receive the influenza vaccination because of medical contraindication(s).
2. My medical contraindication(s) is:
   _____Temporary (must be certified annually)
   _____Permanent

3. Attached is a letter from a licensed medical provider confirming that I should be exempted from the influenza vaccination requirement due to my medical status. This letter must confirm whether the exemption is temporary or permanent. Temporary exemptions must be recertified annually.

_____ Religious Exemption

1. I certify that the influenza vaccination is contrary to my religious beliefs and/or practices.
2. Attached is documentation confirming that this exemption is consistent with my religious beliefs/practices (Documentation may include a letter from clergy, a personal statement of your moral/ethical belief system, or other evidence that this request is based on sincerely-held religious beliefs and is not merely a personal preference.)

_____ _____

Signature **Date**

School of Nursing Office Use

Exemption Approved:
_____Yes, permanent
_____Yes, temporary until_____
_____No

Reviewer's Signature _____

UNC School of Nursing

POLICY TITLE:

COVID-19 Vaccination and Exemption Policy - Undergraduate and Graduate Clinical Programs

Last Revision/Review Date: NFSO 12/2/2022
Previous Review Dates: SLT 11/2022
Original Policy Date:
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Many clinical agencies require students and faculty participating in clinical experiences receive the COVID-19 vaccination and required boosters or have an approved exemption. To ensure all students and faculty have met the requirements for the various clinical agencies and are able to continue with clinical experiences for their respective programs, the SON requires all students and faculty receive the vaccination and associated boosters or request an exemption through the following process.

PROCEDURE:

1. Students and faculty members are recommended to be vaccinated against COVID-19 and submit documentation of the vaccination, and any associated booster vaccinations, to the School of Nursing (SON) office by designated date each year.

2. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student may be unable to attend clinical experiences depending on agency policies where the student is assigned.

3. Faculty members who are unvaccinated must alert the School of Nursing Director to ensure an exemption can be negotiated with the facility or to find another instructor to teach the rotation.

4. <u>Exemption Procedure</u>
    a. An exemption from vaccination may be granted based on documented medical contraindications, religious, or other beliefs. A student or faculty member requesting an exemption must submit the exemption request and supporting documentation to the SON Director for evaluation.

    b. Medical contraindications may include:
        i. Allergy to a vaccine component
        ii. Medical conditions deemed by a licensed medical provider as contraindications to receive COVID-19 vaccine or for postponing COVID-19 vaccination
        iii. Other approved medical reasons

    c. A student or faculty member requesting an exemption based on medical reasons must provide proof of the medical contraindication(s) in a letter from a licensed medical provider. If a medical exemption is granted for a temporary condition, the students must resubmit a request for exemption each year. If exemption is granted for a permanent condition, the exemption medical documentation does not need to be requested each year.

    d. A student or faculty member requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exemption. The exemption request must be consistent with the student's prior vaccination history.

    e. For any other exemption request, the student or faculty member must provide a written narrative for the reason the exemption is requested. The exemption request must be consistent with the student's prior vaccination history.

    f. The Director for the School of Nursing will determine approve all exemption requests. The Director may request a meeting with the student or faculty member to obtain additional information before deciding if the request is granted.

g. If an exemption to immunization is granted, students must follow agency infection control policies to participate in the clinical experience.

h. If the exemption is granted and the student is unable to complete the clinical experience due to agency policy, a different site may requested for the student. If no clinical agency is found that will accept a student without vaccination, the student may not be able to complete the clinical rotation during that semester. Every attempt will be made to locate a clinical rotation that will accept the approved exemption, however, progression in the program cannot be guaranteed.

i. All documentation for an exemption request and associated documents will be kept on the Director's sharepoint folder that is only accessible by the Director. If documentation is needed to be shared with a facility to navigate placement, the student will be notified and included on all communication.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

COVID-19 Vaccination and Booster Exemption Form

Student/Faculty Member Name: _____

The UNC School of Nursing requires all students to receive COVID - 19 vaccination, any associated boosters, or request an exemption. To request an exemption, complete this form, attach the supporting documentation, and submit to the School of Nursing Director. You will be notified whether your exemption request has been approved.

Type of Exemption

I request an exemption for the COVID-19 vaccination and associated booster requirement based on (check one of the following):

__ Medical Exemption Request

1. I certify that I cannot receive the COVID-19 vaccination because of medical contraindication(s).
2. My medical contraindication(s) is:
   _____Temporary (must be certified annually)
   _____Permanent
3. Attached is a letter from a licensed medical provider confirming that I should be exempted from the COVID-19 vaccination requirement due to my medical status. This letter must confirm whether the exemption is temporary or permanent. Temporary exemptions must be recertified annually.

__ Religious Exemption Request

1. I certify that the COVID-19 vaccination is contrary to my religious beliefs and/or practices.
2. Attached is documentation confirming that this exemption is consistent with my religious beliefs/practices (Documentation may include a letter from clergy, a personal statement of your moral/ethical belief system, or other evidence that this request is based on sincerely-held religious beliefs and is not merely a personal preference.)

___ Other Exemption Request

1. Attached narrative documents a request for exemption that is unrelated to medical or religious exemption categories.

_____ _____

Signature **Date**

School of Nursing Office Use

Exemption Approved:
_____Yes, permanent
_____Yes, temporary until_____
_____No

Director's Signature _____

UNC School of Nursing

POLICY TITLE:

Malpractice Insurance - Student

Last Revision/Review Date: 3/24/2017 NFSO
Previous Review Dates: 3/21/07 LC; 3/29/08 ULT; 3/3/17 GLT
Original Policy Date: 5/4/01
Sponsoring Committee(s): School Leadership Team – Administrative Policy

DESCRIPTION:

Because of the increasing legal requirement by clinical agencies used by the School of Nursing (SON) for individual student malpractice coverage, the SON requires all students in undergraduate, Advanced Practice Nurse Practitioner and Doctor of Nursing Practice programs to obtain and maintain individual malpractice coverage with minimal limits of $1,000,000 per occurrence and $3,000,000 in the aggregate.

PROCEDURE:

1. Students shall be informed upon admissions to the School of Nursing programs of the requirement of carrying individual malpractice insurance throughout their clinical program.
2. Information regarding agency options for such insurance will be provided in student handbooks and the SON office.
3. Students may be required by clinical agencies to show proof of their individual malpractice coverage. Failure to have required coverage will necessitate withdrawal from the clinical course.

UNIVERSITY OF NORTHERN COLORADO
Office of Human Resources
Carter Hall, Room 2002
Greeley, CO 80639

Use this form to report ALL workplace incidents - on or off campus - involving Employees, Student Workers, and Students involved in Practicum Work Assignments.

Injured Employee/Student must complete Sections I & II – Please Print Clearly

EMPLOYEE/STUDENT INFORMATION

Section I

Injured Employee/Student Name			Bear #	
Home Address	City	State	Zip Code	
Date of Birth	Sex: Male ☐ Female ☐	Marital Status	Home Phone	Work Phone
Department	Job Title	Campus Box	Hire/Work Start Date	
Supervisor/Faculty Name	Supervisor/Faculty Phone #	Supervisor/Faculty Email		

ACCIDENT/ILLNESS INFORMATION

Section II

Injury or Illness Date	List Time Injury or Illness Occurred: AM ☐ PM ☐	Was the accident or illness on UNC's property? If not where. YES ☐ NO ☐
Location of Injury or Illness (Room # & Building or Company)	Date reported to Supervisor/Faculty	Time reported to Supervisor/Faculty AM ☐ PM ☐
Time began work on date of injury AM ☐ PM ☐	Did employee/student return to work after being injured? YES ☐ NO ☐ If YES, Date returned to work / /	
Name the object or substance which directly injured the employee/student (Be specific e.g. knee hit floor, fell-hand hit pavement, hammer struck finger etc):		
What were you doing when injured? – Describe how the injury or illness occurred and the part(s) of the body affected - Be specific and detailed (e.g. bending to pick up item felt a sharp pain in lower left back, slipped on ice while walking, gradual pain developed in shoulder over a course of 3 months, etc.) Identify all body parts that were injured.		
List all known witnesses (include Name and Phone Number)		
Was the injury/illness treated with first aid? YES ☐ NO ☐		Has the employee visited a medical provider for this injury/illness? YES ☐ NO ☐ If yes, what is the name and address of the provider?
Was 911 called? YES ☐ NO ☐		
Employee/Student Signature		**Date**

EH&S and HR Use Only

Date Received Report	Lost Time or Restrictions YES ☐ NO ☐	WC Claim Number	Date Faxed to EH&S	HR Representative
Medical Provider (Hospital or Doctor)			Date of 1st appointment	

Human Resources

Dear

We are sorry to learn that you have been injured. In order to be sure you receive the care you need, we are filing a claim with our workers' compensation insurance carrier, Pinnacol Assurance. Pinnacol will contact you with your claim number and additional information soon. In the meantime, you should see one of the medical providers UNC has selected to treat our injured employees. These medical providers specialize in on-the-job injuries and are located in the offices listed below.

PEAK FORM MEDICAL CENTER
8225 W 20th St, Greeley CO 80634
Phone: (303) 655-9005

BANNER OCCUPATIONAL HEALTH CLINIC
1517 16th Ave, Greeley, CO 80631
Phone: (970) 810-6810

Our goal is to ensure that you get the quality care you need to recover quickly and return to work as soon as possible. If you have questions, please contact Human Resources at (970) 351-2718, fax number (970) 351-1386.

Sincerely,

UNC Human Resources

Worker's Compensation Insurance Contact Information:
Pinnacol Assurance
7501 E Lowry Blvd., Denver, CO 80230
(303) 361-4000 or 1(800) 873-7242

_____ _____
Employee Signature Received letter on this date

UNC | School of Nursing

POLICY TITLE:

Clinical/Practicum Placement Policy

Last Revision/Review Date: 12/1/2023 NFSO
Previous Review Dates: 10/18/19, 3/9/18 NFSO, 4/30/2021 NFSO; 12/1/2023 NFSO
Original Policy Date: 3/2/2018
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

The purpose of this policy is to facilitate appropriate and timely clinical and practicum placement of all nursing students. Students must complete the specified number of clinical/practicum hours based on course and program requirements. The definition of practicum for the purpose of this policy is any clinical experience where the student is placed 1:1 with a preceptor, except for the graduate nurse practitioner programs in which 1:1 experiences are termed 'clinical'

Clinical and practicum placement is competitive. The School of Nursing has affiliation agreements with several regional healthcare systems and practices. Regulatory requirements vary state-to-state and must be considered when placing students in sites outside of Colorado. Once a site and preceptor are secured, the School of Nursing provides approval and obtains agreements / clearance for all placements.

PROCEDURE:

1. At least 3-4 months prior to the start of the clinical/practicum course, the clinical/practicum placement coordinator or program coordinator contacts students regarding their needs for securing a site and preceptor. Students residing out of state should be contacted as early as possible to assure adequate time for arranging new affiliation agreements.

2. The student may identify a site/preceptor on their own that is within program guidelines or may request assistance from the clinical placement coordinator or program coordinator.
    a. Clinical/Practicum placement requests may be denied by the clinical/practicum placement coordinator, program coordinator or facility clinical/practicum placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
    b. Students may schedule their clinical/practicum hours at a clinical site they work at, however, the clinical/practicum hours cannot be scheduled as part of the student's employment. Thus, students must have hours scheduled for their course that are separate then their scheduled work hours. Students cannot be paid for their time in a clinical rotation.
    c. If contacted for assistance, the clinical/practicum placement or program coordinator will seek an available site/preceptor.
    d. Requests for out-of-state rotations will be discussed and approved by the program coordinator to assure all state requirements are addressed. Concerns or questions about specific state requirements will be discussed with the State Authorization & Compliance Administrator in the Office of the Provost.
    e. The clinical/practicum placement or program coordinator secures a site and preceptor and notifies student.
    f. The student then has 5 business days to initiate contact with the site/preceptor.
    g. The student must inform the clinical/practicum placement or program coordinator of the status of the contact with site/preceptor by the 6th business day.
    h. If student fails to initiate contact within the 5 business days, then the placement or program coordinator may offer the site/preceptor to another student.
    i. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.

3. Student submits the *Form to Request a Clinical Site Affiliation Agreement/Attestation* (form titles and content vary slightly by program and are attached) to Program Management Specialist or designee by the posted deadline.

4. Deadlines for each semester are outlined in the student handbooks, on the above-named form, and/or in course information.

5. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

6. Final confirmation of clinical/practicum placement is to be done using student's BearMail account.

Undergraduate Programs:

7. The lead clinical faculty member will initiate conversation with students who are entering a practicum clinical course about preference for site and clinical specialty. For RN-BSN program clinical/practicum courses, students may provide information on specific preceptor, in addition to clinical site.
    a. Clinical placement requests may be denied by the clinical placement coordinator, program coordinator or facility clinical placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
    b. The lead clinical faculty member will work with the undergraduate program management specialist to request placements.
    c. The clinical placement or program coordinator secures a site and preceptor and notifies student.
    d. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.

8. Deadlines for each semester are outlined via email communication and in the course syllabus.

9. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

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To be completed by the student.

NP CLINICAL SITE PLACEMENT INFORMATION AND REQUEST FORM

- Submission is required to inform the SON of your intent to be in a site. **It neither confirms nor guarantees placement.**
- Submission of this form initiates a request for a new agreement with a clinical site OR verifies existence of a current agreement.
- A complete form must be submitted per preceptor/site for each clinical course (e.g., 2 preceptor/site requests = 2 forms).
- New or expiring agreements can take up to 3 months to obtain. Please note semester-specific deadlines. If the form is submitted late, you risk not having a site and preceptor secured for the course.
  - **Mar 15:** Deadline for requesting a site (new OR existing) for Summer clinical course
  - **June 15:** Deadline for requesting a site (new OR existing) for Fall clinical course
  - **Oct 15:** Deadline for requesting a site (new OR existing) for Spring clinical course
- Email completed form(s) to mellany.archer@unco.edu.
- **NOTE:** You **may not** begin clinical until you receive a confirmation email from the site or Mellany indicating approval (or a green thumb in myCE, *Centura facilities require final approval to come from them via email, even if myCE indicates you are approved.*)

⇨ Failure to fully complete ALL FIELDS may result in a significant delay in placement and clearance.

STUDENT INFORMATION

Name: _____ **Bear Email:** _____ **Phone:** _____

Course #: _____ **Start Date:** **End Date:** _____

I am an employee of the site listed below or of the health system of which it is a part of: ○ **YES** ○ **NO**

PRECEPTOR CONTACT & SITE INFORMATION

Proposed Site: _____ **Address:** _____

Preceptor Name: _____ **Credentials:** _____

Note: if preceptor is a PA, a supervising physician's name must be documented.

Preceptor Email: _____

Role/Specialty Area: _____

Clinical Overview/Purpose: *(OB, Peds, Family Practice, ED, other.)* _____ **# Hours:** _____

CLINICAL SITE CONTACT INFORMATION

Each site has its own clearance process; accurate contact info is required so UNC can coordinate placement with the appropriate person at the requested site. Please check the box that applies to this request:

☐ I am omitting contact information because the site is well-known to UNC (a large hospital system such as NCMC, UCHealth, etc.).

☐ This is a request for *Denver VA, Kaiser, Salud,* or *Sunrise Community Health*. I am omitting the contact information because placement for these sites is handled through UNC only and not through individual students.

☐ The site or preceptor has provided information regarding the person who coordinates placement; I will complete the fields below:

Name: _____ **Email:** _____

Site Address: _____

Phone (OPT): _____

UNC School of Nursing

POLICY TITLE:

Clinical Performance Evaluation - Undergraduate

Last Revision/Review Date: 3/7/2025 NFSO
Previous Review Dates: 4/24/11ULT; 4/18/14 ULT; 4/19/19 ULT/NFSO; 3/1/2024 NFSO
Original Policy Date: 5/6/2011
Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

Each student must receive a satisfactory grade in clinical performance in order to pass each clinical course. During the progression of the clinical course, each student will receive ongoing verbal as well as a final written evaluation of their clinical performance from the clinical instructor. The final written evaluation will be based on the clinical evaluation tool designed for each clinical course.

PROCEDURE:

1. In order to receive a satisfactory grade for clinical performance in a clinical course, the student must
    a. Receive a grade of satisfactory on each critical behavior as indicated on each clinical evaluation tool.
    b. Receive a grade of satisfactory or needs improvement on each clinical objective other than the critical behaviors (see 1.a)
    c. Adhere to the student code of conduct.

2. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of the course as indicated in #1 above, the clinical instructor will notify the Lead Clinical Faculty member. Students who are unable to satisfactorily meet clinical course objectives may complete a Clinical Remediation Plan (attached) or fail the course at the determination of the Lead Clinical Faculty Member.

3. If the Clinical Remediation Plan is implemented, the clinical instructor will review the plan outlined in the Clinical Remediation Plan with the student prior to the next scheduled clinical day.
    a. At the designated follow-up time indicated on the Clinical Remediation Plan, the clinical instructor will complete the follow-up section of the form and review the information with the student.
    b. The clinical instructor will then forward the form to the Lead Clinical Faculty who will review, sign, notify the Program Coordinator, and place the form in the student's School of Nursing official record.

4. Should an incident occur near the end of the scheduled clinical experience that would prevent the student from receiving a satisfactory grade as indicated in #1 above and adequate time is not available for a remediation plan to be implemented and evaluated, it is at the discretion of the Clinical Lead Faculty, in collaboration with the clinical instructor, to write a formal remediation plan (as per instructions in # 3 above) that will bridge to the successive clinical course. Lead clinical faculty will determine if remediation or course failure is warranted.
    a. If a formal remediation plan is in place, the student will be allowed to pass the initial clinical course, with the stipulation that the student successfully meets the requirements of the Clinical Remediation Plan by a predetermined date in the subsequent clinical course.
        i. At the time the bridge remediation plan is initiated, the student will be notified that the remediation plan will be shared, as necessary, with the subsequent semesters' clinical instructors, Clinical Lead Faculty, and Program Coordinator and placed in the student's School of Nursing official record.
        ii. Should the student be unsuccessful in meeting the requirements of the Clinical Remediation Plan by the predetermined date, the student will receive an unsatisfactory clinical course grade.

5. Should a student subsequently demonstrate the same unsatisfactory behaviors or needs improvement on critical behaviors during their clinical experiences in the remaining semesters within the School of Nursing, it is the discretion of the Program Coordinator to enact a plan that may include the appointment of an unsatisfactory grade.

6. The clinical agency shall maintain the right to refuse the return of a student who has not adhered to agency policies and procedures. This may result in an unsatisfactory clinical grade.

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Clinical Remediation Plan

A plan for student success

Student Name: _____

Faculty Member: _____

Date: _____

Course: _____

This is notification that you currently have unsatisfactory performance in clinical. You are not meeting the following clinical objectives based on the data outlined below:

In order for you to achieve a grade of satisfactory in clinical, you will need to do the following:

Student Signature: _____

Faculty Signature: _____

Date Reviewed with Student: _____

Follow up

Student is meeting the clinical objectives and has satisfactorily completed the items outlined in the remediation plan above.

❑ Yes ❑ No

Comments:

I understand that this remediation plan and the course evaluation will be shared with the course coordinator and the clinical faculty of future semesters.

Student Signature: _____
Date

Clinical Faculty Signature: _____
Date

Clinical Lead Faculty Signature: _____
Date

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POLICY TITLE:

Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses

Last Revision/Review Date: 12/5/2025
Previous Review Dates: 11/17/79; 5/88 SB; 4/10/98 LC; 2/09 NFSO; 1/31/14 ULT; 2/4/14 NFSO
Original Policy Date: 5/19/78
Sponsoring Committee(s): ULT

DESCRIPTION:

To achieve a satisfactory/passing grade in any clinical nursing course, the student must demonstrate safe nursing care and acceptable professional behavior. Failure to adhere to the following practices may result in a failing grade.

1. Refrain from engaging in client care when physical or emotional condition is a threat to clients and/or others.
2. Carry out nursing intervention in a safe manner.
3. Engage in nursing practice in accordance with the student's level of preparation, legal limitations, and agency policy.
4. Communicate with faculty and health team members respectfully, appropriately, honestly and accurately, including reporting errors of omission or commission to appropriate persons.
5. Maintain confidentiality of client information.
6. Notify faculty or the individual designated in advance if they will be absent from any assigned experience.
7. Seek appropriate supervision and/or consultation in the planning and provision of nursing care.
8. Acknowledge and accept responsibility for their own actions.
9. Demonstrates professional behaviors (e.g. self-directed, prepared for clinical, on time, appropriate use of electronic devices, and dressed according to course dress code).

PROCEDURE:

1. Clinical instructor(s) and lead clinical faculty will confer regarding student's failure to adhere to any of the above critical behaviors. A decision will be reached regarding whether the situation warrants a failing grade in the course.
2. Involved faculty will place an anecdotal record in the student's file with a copy to the student and the Assistant Director.

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POLICY TITLE:

Artificial Intelligence Student Use Policy

Last Revision/Review Date: 12/5/2025 NFSO
Previous Review Dates:
Original Policy Date: 12/5/2025
Sponsoring Committee(s): School Leadership Tem

DESCRIPTION:

The UNCO School of Nursing affirms its responsibility to ensure that all students demonstrate the competencies, critical reasoning, and professional integrity necessary to provide safe, high-quality patient care. We have an obligation to prepare students to engage with AI across clinical, teaching, and research settings in an ethical manner. Student assessment in the age of AI must continue to uphold these standards of competency and accountability. We recognize that while AI tools may enhance learning and efficiency, they also challenge traditional measures of capability, integrity, and authenticity. Therefore, assessments must continue to reflect students' independent mastery of knowledge and skills essential for nursing licensure, clinical readiness, and professional practice.

For both clinical and non-clinical programs, AI presents unique opportunities and complexities. In clinical settings, students must adhere to privacy, safety, and anti-bias practices to promote health equity with AI use. Non-clinical programs rely on cultivating deep inquiry, scholarly reasoning, leadership, and sustained intellectual engagement. This policy will guide responsible AI use in coursework, research, and assessment, ensuring that our graduates remain competent, ethical, and forward-thinking leaders in nursing education and practice.

PROCEDURE:

1. The SON Director will work with the program management specialists to include the SON AI Use Policy in all student program and clinical faculty handbooks. The program coordinators will review during the orientation to each program.

2. SON faculty will add the following statement to their course syllabi and the associated CANVAS course for all SON courses except DNP scholarly project and PhD Dissertation courses (NURS 727/798/797/799)–

   "Artificial intelligence (AI) tools may be used as indicated for each course assessment using the following scale. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI in their written proposal and final written product, if allowed. Failure to do so and/or the use of generative AI tools to create content are violations of academic integrity and subject to the SON Code of Conduct Policy."

   The following AI Use – Assessment scale is to be used as a guide to communicate the expectations for AI use on each course assignment/assessment. Faculty may choose to add the scale to their syllabus but are not required to.

Artificial Intelligence Use - Assessment Scale – (adapted from Perkins, et al., 2024)

		Description
1	No AI	The assessment is completed entirely without AI assistance. This level ensures that students rely solely on their knowledge, understanding, and skills. *AI must not be used at any point during the assessment.*
2	AI Assisted Idea Generation and structuring	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. *No AI content is allowed in the final submission*
3	AI- Assisted Editing	AI can be used to make improvements to the clarity or quality of student created work to improve the final output, but no new content can be created using AI. *AI can be used, but your original work, with no AI content, must be provided in an appendix.*
4	AI Task Completion, Human Evaluation	AI is used to complete certain elements of the task, with students providing discussion or commentary on the AI-generated content. This level requires critical engagement with AI generated content and evaluating its output. *You will use AI to complete specified tasks in your assessment. Any AI created content must be cited.*
5	Full AI	AI should be used as a 'co-pilot' in order to meet the requirements of the assessment, allowing for a collaborative approach with AI and enhancing creativity. *You may use AI throughout your assessment to support your own work and do not have to specify with content is AI generated.*

3. SON faculty shall add a statement to each course assessment/assignment that indicates the allowed level of AI use on that course requirement. Faculty may choose to use the italicized statement corresponding to the level of AI use (as indicated on the table) or may change the italicized statement to meet the needs of the assignment in their course. Each statement will be found in the assignment description in the syllabus and may or may not refer back to the table (if used).

4. SON faculty teaching in the doctoral scholarly project and dissertation courses (NURS 727/798/797/799) will add the following statement to the syllabus instead of the statement outlines in #2 above –

   Artificial intelligence (AI) tools may be used to help generate topics, ideas, and outlines and to revise the learner's original work in this course. Any other use of AI to generate content is prohibited. Note that the use of AI tools may impact the quality and accuracy of the assignment. It is the learner's responsibility to disclose and/or document any use of AI in their written proposal and final written product; failure to do so and/or the use of generative AI tools to create content are violations of academic integrity.

5. SON faculty will add language reminding students to never enter personal, private, or HIPAA-protected data into generative AI platforms (public or private) as a statement under course/grading requirements.

6. SON faculty will add a statement for each course involving student research that all documents/outputs involving the use of AI, if allowed, must comply with IRB and data security requirements.

7. Students may choose to opt out of AI use for any assignment and be provided an alternate assignment to meet the course requirement.

8. Students must declare how they used AI tools such as for topic generation, brainstorming, outlining, editing, etc. for each course assignment for which it is allowed. Example declarations will be provided in the syllabus to guide the students, such as:

   "I attest that this project made use of AI in the following ways…"
   [List tools used, purpose, and how outputs were edited or validated.]

9. Students must cite and reference materials generated by AI using APA Style and Grammar Guidelines (2025) https://apastyle.apa.org/blog/how-to-cite-chatgpt

10. Students who use AI in an authorized manner for assessments, clinical logs, care plans, or other course work will be subject to *UNC Code of Conduct* and SON Code of Conduct Policy. Students may be asked to orally defend or explain their work if AI misuse is suspected.

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POLICY TITLE:

SON Grading Policy

Last Revision/Review Date: 2/18/2022 NFSO
Previous Review Dates:
Original Policy Date:
Sponsoring Committee(s): School Leadership team

DESCRIPTION:

The SON will employ the following grading policy and procedure to ensure consistency in course grading, standardize grading schema across programs, and assure students are meeting professional standards and program outcomes.

PROCEDURE:

1. The School of Nursing grading policy for all programs will not use +/- as per the university grading policy outlined in the respective catalog.

2. Each course syllabus will outline the grading policy under the section titled “Method of Evaluation”.

3. The method of evaluation statement will also include information on requirements for passing the course. For the undergraduate programs, the statement will read: “*A grade of “C” or higher (“S” for clinical courses) is required to pass this course*”. For graduate programs the statement will read: “*A “B” or higher (“S” for clinical courses) is required to pass this course*”.

4. A statement will be included for all SON course syllabi regarding completion of course assignments/requirements. The statement will read *“Students must complete all course assignments/requirements as outlined in the syllabus”.*

5. The grading policy will be communicated to students at program orientation, in the student handbooks, and each course syllabus.

UNC School of Nursing

POLICY TITLE:

Student Concerns

Last Revision/Review Date: 12/6/2025 NFSO reviewed
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH; 12/3/21 NFSO
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team – Academic Policy

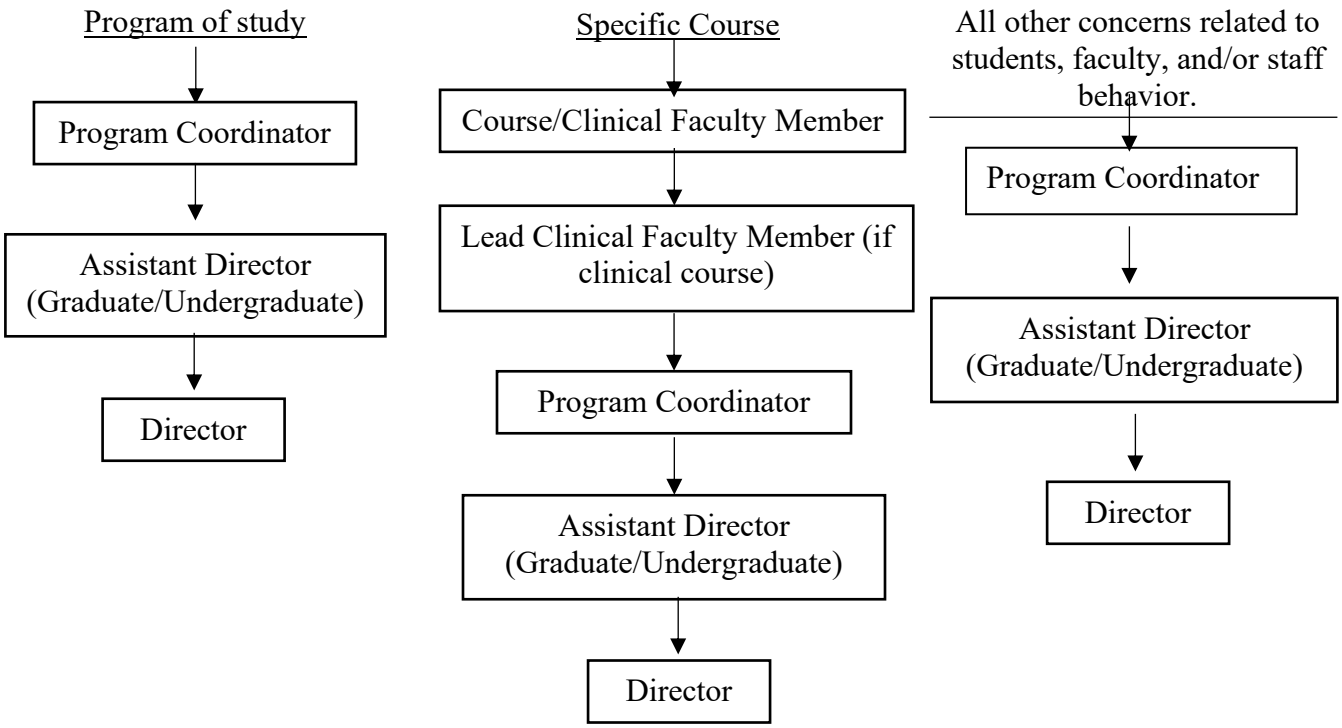
DESCRIPTION:

The SON encourages students to voice their concerns about their nursing educational program and/or academic procedures.

PROCEDURE:

1. Depending on the nature of the concern, a student is encouraged to reach out to the specific faculty member identified in the chart below to report the concern and receive guidance about how to address the issue (including steps to initiate a formal complaint or grievance).

2. If the concern is directed toward the faculty member identified as their point of contact, the student is then directed to the next person in the chart, and so on.



3. The student with concerns regarding an academic decision or other formal grievance are directed to appropriate Assistant Director to provide the student information on the SON Academic Appeals Policy, or UNC Board Policy Manual, and assist the student with next steps

POLICY TITLE:

Students' Dishonest Acts

Last Revision/Review Date: 4/2/21 NFSO
Previous Review Dates: 5/91 SCB w/ University Counsel; 10/31/93 VK; 4/98 LC; 11/27/01 DP; 12/09 ULT/GLT/NFSO, 11/30/18 GLT/NFSO; 12/2020 GLT/NFSO; 1/2021 ULT
Original Policy Date: 2/21/86
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

Dishonesty violates the professional code of ethics. Students are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. Taking an exam or writing a paper for another student.
2. Copying a few sentences for a paper without appropriate referencing to credit the source; See University definitions of Plagiarism.
3. Copying or sharing information from answer sheets and/or care plans without doing the work independently.
4. Sharing information regarding a course exam with anyone (even classmates). The exams should not be printed, copy/pasted, screen captured, etc.
5. Leading one to believe you have completed a required assignment or activity when indeed you have not
6. Fabricating data.
7. Stealing school, agency, or client property.

Students will be held accountable for their dishonesty.

PROCEDURE:

Student Responsibilities:

1. Students shall recognize or value that academic honesty is highly correlated with professional nursing ethics. Students are responsible and accountable for their behavior.
2. Students will comply with testing administration procedures and other course expectations.
3. Students will physically focus directly on their own work during examinations.

Faculty Responsibilities:

1. Faculty will provide student handbooks that direct students to university policies.
2. Faculty will use measures to minimize the opportunity for cheating/dishonest acts. Such measures may include seating arrangements during testing, assuring all test booklets are accounted for and proctoring an examination actively.
3. Faculty will include the Academic Integrity statement in all course syllabi.

Reporting of Dishonest Acts:

1. Students should report their observations or knowledge of dishonest acts to the faculty involved. Such reports are confidential.
2. Faculty who suspects, observe, or have knowledge of a student's dishonest acts shall follow guidelines below, depending on the circumstances:
    a. Refrain from accusing the student of cheating in front of other students.
    b. Meet with the student at the earliest opportunity to discuss facts available to the faculty regarding the dishonest act. Ask for the student's perceptions of the incident.

c. If the faculty believes a dishonest act has definitely occurred, the faculty shall notify the respective Assistant Director or Program Coordinator and the student in writing. The student shall also be informed regarding School of Nursing Grievance Procedures by the faculty involved.
d. A faculty member who is concerned that a student may have committed academic misconduct must submit a report to the Dean of Students describing the alleged academic misconduct.

Sanctions:

1. The course instructor may assign a grade of zero for the assignment or exam and/or may result in failure of the course.
2. The student may receive from the Assistant Director a letter regarding their disciplinary probation in the School of Nursing.
3. In the event of a second incident of dishonesty of any kind, the student may be terminated from the nursing program.
4. In the event of proof of destruction or stealing of property, the faculty may notify campus police and appropriate law enforcement agencies.

Due Process Procedures:

1. Student will meet directly with faculty involved with the behavior at issue to discuss recommended outcomes and /or sanctions.

2. Upon report of an incident of dishonesty:

   Undergraduate student: The Program Coordinator will be made aware of the exact issues/charges being made. The Program Coordinator may recommend sanctions or that the student's program of study be terminated.

   Graduate Student: The Graduate Leadership Team (GLT) may recommend sanctions or that the student's program of study be terminated.

3. If termination is recommended, this decision is subject to a formal hearing before the University Hearing Office/Panel. See the UNC Student Handbook.

UNC | School of Nursing

POLICY TITLE:

Suspected Drug or Alcohol Use

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel
Previous Review Dates: 5/91 w/ Univ Counsel; 10/93 VK; 4/98 LC; 11/01 DP; 12/6/13 ULT; 1/31/14 ULT; 3/7/14 ULT w/ Univ Counsel; 3/28/14 NFSO; 4/18/2022 NFSO
Original Policy Date: 1/17/86
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

The School of Nursing (SON) faculty have the right and responsibility to protect the public's health, safety, and welfare from impaired SON students who use drugs or alcohol in clinical settings. SON students are prohibited from using drugs or alcohol or other mind-altering substances that affect their performance during a clinical rotation and must abide by the University of Northern Colorado (UNC) and the clinical agency's policies.

PROCEDURE:

1. If a student's behavior suggests that they may be under the influence of drugs, alcohol, or other mind-altering substance, the clinical faculty member must remove the student from patient care.

2. The student is required to immediately take a drug and alcohol screen.

3. The clinical agency's policy for testing will apply if it is able to test the student. Otherwise, the student will be referred to UNC's Student Health Center (SHC) for testing.

4. The student is responsible for the testing expense.

5. The clinical faculty member will arrange appropriate transportation for the student from the clinical site to the testing site, if needed. The student is responsible for any travel expense.

6. If drug and alcohol screen is positive, or if the student refuses to be tested, the student will be referred to the SON Director and may be dismissed from their program, Further, if the student violated UNC or the clinical agency's policies or regulations, the student will be referred to the SON Director and may be dismissed from their program.

7. It is the student's responsibility to inform the course lead faculty member if they are taking prescription medications that could significantly affect cognition, behavior, or motor function, or may impair the ability to practice as a professional nurse safely and competently. The student will be referred to the performance standards policy for any needed accommodations for the use of prescription medications.

8. If a student holds a professional license and violates this policy, the SON may be required to report the violation to the Colorado State Board of Nursing or other regulatory body for further action.

4/7/2022 – Deb Miller communicated via email that it is appropriate to have students tested at the Student Health Center if they are not able to be tested on-site

UNC | School of Nursing

POLICY TITLE:

Academic Appeals-School of Nursing

Last Revision/Review Date: 10/18/19 NFSO
Previous Review Dates: 9/92, 2/20/98 JR; 12/01; 2/07; 12/6/10 NFSO; 11/12 GLT; 10/21/15 GLT / 2-2016 NFSO; 10/18/19 ULT/NFSO
Original Policy Date: 11/12/2014
Sponsoring Committee(s): School Leadership Team - Academic Policy

DESCRIPTION:

The purpose of the procedures outlined below is to provide the student with guidance for appealing an academic decision that they consider arbitrary, capricious, or contrary to university policy, which are the reasons acceptable to the University for appealing. Before utilizing these procedures, or between any of the appeals steps outlined below, the student is encouraged to seek advice from their academic advisor. It is further recommended that attempts at mediation between student and instructor be pursued.

Procedures for implementation of this policy are based on UNC Board Policy, specifically Academic Appeals Policy and Procedure (Policies 2-1-201 - 2-1-204). The student must follow the Steps for Appeal as set forth in 2-1-204 of UNC Board Policy.

PROCEDURE:

1. The student is encouraged to set up an informal conference with the instructor involved for the purpose of trying to resolve a grievance before the initiation of the formal academic appeals process.
2. If no resolution is reached in Step 1, the student may then move forward with a formal appeal. The student is recommended to meet with the Assistant Director of their respective program to discuss the situation and be advised on the formal appeal process set forth in University Board Policy (Policies 2-1-201 - 2-1-204).
3. The formal appeal must be initiated in writing to the faculty member within 21 working days after the end of the semester or session in which the action occurred.
4. If the problem remains unresolved, the student may request a conference and submit a written appeal to the SON Director within 7 working days from the response from the faculty member. The Director will confer with the faculty member whose action is being appealed. The formal appeal process, as set forth in Board Policy, will then be followed for the remaining steps of the process.

UNC School of Nursing

POLICY TITLE:

Progression Requirements for Undergraduate Nursing Student

Last Revision/Review Date: 3/7/2025 NFSO
Previous Review Dates: 10/2000 DP; 4/2002 SB; 12/2008 ULT; 4/2010 ULT/NFSO; 1/25/19 ULT/NFSO; 12/3/21 ULT/NFSO; 2/18/22 NFSO
Original Policy Date: 5/1/98
Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

Progression requirements for all undergraduate students. Readmission to the program will be determined by the Undergraduate Leadership Team.

ACADEMIC DISMISSAL PROCEDURE:

1. Students must earn a minimum grade of "C"/"S" in all required nursing courses for progression in the Nursing program.

2. Students must successfully complete all required semester nursing courses before progression into the next semester of the clinical, pre-licensure program. Course progression may vary depending on the program of study for non-clinical undergraduate programs.

3. A student receiving less than "C" or "S" in a nursing course will fail the course and will be dismissed from the program and may be required to withdraw from other enrolled courses.

4. The student may request readmission to the program to repeat the course failed. Students may request re-admission to the Nursing program one time only. If a student is readmitted and the same or a subsequent course is failed, the student is not eligible for a second readmission.

5. The ULT will consider the request and decide whether to readmit the student; students will only be readmitted if there is space available. Readmission is not guaranteed to any student who has been dismissed from the program. Either the student or ULT may request additional information be considered, depending on the circumstance.

Non-academic Leave of Absence Procedure:

1. Students may need or opt to step out of the progression of nursing courses due to an unexpected event (i.e.. substantial physical injury, pregnancy, personal health changes). Upon step-out, a student must contact program advisor and/or coordinator with a written notification of expected program leave of absence. The program advisor and/or coordinator will provide guidance on the step-out process and their effected plan of study.

2. To request readmission, the student will be encouraged to meet with the program coordinator/advisor for guidance on the process.

3. The ULT will consider the request and decide whether to readmit the student. Students will only be readmitted if there is space available. Either the student or ULT may request additional information be considered, depending on the circumstance.

UNC | School of Nursing

Performance Standards

Print Name: _____

Performance Requirement	Description	Standard	Examples of Actions (not all inclusive)	Initials
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment	Identify cause- effect relationships in clinical situations, develop care plans, evaluate the effectiveness of nursing interventions	
Interpersonal	Ability to relate to others	Interpersonal abilities sufficient for professional interactions with a diverse population of individuals, families and groups	Identify needs of others, establish rapport with patient, families, colleagues, engage in successful conflict resolution, peer accountability	
Communication	Speech, reading, writing	Effective use of English language. Communication adeptness sufficient for verbal, nonverbal and written professional interactions	Explain treatment procedures, initiation of health teaching, documentation and interpretation of nursing actions and patient responses	
Mobility / Endurance	Physical ability, strength, stamina	Physical abilities sufficient for movement from room to room quickly and maneuver in small spaces in order to physically perform patient care continuously for up to a 12-hour shift	Movement about patient's room, work spaces, and treatment areas, provide routine personal care and emergency administration of rescue procedures (CPR), walk, sit, and stand for long periods of time	
Motor Skills	Physical ability, coordination, dexterity	Gross and fine motor abilities sufficient to provide safe, effective nursing care	Calibration and use of equipment, lift, transfer and position patients, maintain sterile technique	
Hearing	Use of auditory sense	Auditory ability sufficient to monitor and assess health needs	Ability to hear monitoring device alarms and other emergency signals and cries for help, auscultatory sounds	

Visual	Use of sight	Visual ability sufficient for observation and assessment necessary in patient care	Observe patient condition and responses to treatments, see calibration markings or numbers	
Tactile	Use of touch	Tactile ability sufficient for physical assessment	Ability to palpate and use sense of touch in physical examinations and therapeutic interventions	
Emotional/Behavioral	Emotional and mental stability	Emotional stability and appropriate behavior to function effectively under stress and assume responsibility/ accountability for actions	Adaptable, concern for others. Ability to provide safe nursing care in a stressful environment with multiple interruptions, noises, distractions, unexpected patient needs	

I have read and understand the list of Performance Standards for the nursing program I am enrolled in. Currently, I am able to meet all of the standards with or without reasonable accommodations. I understand that if my situation changes or if I am observed to be unsafe due to temporary or permanent inability to meet any one or more of these standards I will reach out to the Disability Resource Center.

_____

Print Name

_____

Signature *Date*

UNC | School of Nursing

POLICY TITLE:

Student Code of Conduct

Last Revision/Review Date: 3/7/2025 NFSO
Previous Review Dates: 9/16/114/20/18 ULT; 4/27/18 NFSO
Original Policy Date: 10/11
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Nurses are charged with ensuring the protection, promotion, and optimization of health and wellbeing of individuals and their communities. As such, UNC nursing students are expected to maintain the highest standard of personal and professional conduct, in alignment of nursing professional organizations (ANA, 2025), and to embrace the values, moral norms, and ideals of the profession. To assist in communication of the expected conduct of a professional nurse, students will be required to read and sign the School of Nursing's Student Code of Conduct at the beginning of their program and review at the beginning of each semester.

PROCEDURE:

1. The School of Nursing Student Code of Conduct will be included in each program's student handbook and updated annually. A link to the handbook will be provided in all syllabi and on the SON website.

2. Additional information related to student professional conduct will also be linked in the student handbook, including UNC's Code of Conduct, the Board of Trustee's Policy manual section on student conduct (Part 5), and the American Nurses Association's Code of Ethics to provide additional information and highlight the importance of this topic.

3. Each student will review the Student Code of Conduct and other materials in the student handbook as a part of the program's orientation. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding, which will be kept in the student's file.

4. Any breach of code of conduct will be communicated to the respective program coordinator by the person witnessing or learning of the infraction.

5. The program coordinator will determine, in consultation with appropriate faculty/SON leadership, the appropriate action, which may include, but is not limited to, verbal/written warning, development of an action/remediation plan, or program termination, depending on the severity of the infraction. Documentation of an action taken will be kept in the student file.

UNC's Student Conduct Policy

Students are also expected to be familiar with the University's expectations as outlined in UNC's Student Code of Conduct located at: https://www.unco.edu/dean-of-students/pdf/Student-Code-of-Conduct.pdf

University of Northern Colorado
School of Nursing

Student Code of Conduct

UNC's School of Nursing faculty members have a social and professional responsibility to ensure the development and consistent performance of ethical, personal, and professional conduct of the highest standard of all students in the undergraduate and graduate nursing programs. The student is expected to conduct themselves in a manner that reflects the ethical, personal and professional accountability congruent with the School of Nursing's values, program objectives, and the American Nurses Association's (2025) *Code of Ethics for Nurses*. Faculty members are responsible for communicating expectations of student's conduct throughout the program. Additionally, faculty members are responsible for providing feedback and designing corrective action plans when necessary to assist students in developing expected ethical, personal and professional nursing behaviors as part of their ongoing education as a professional nurse. The development and demonstration of appropriate ethical, personal, and professional conduct is the responsibility of the student and is determined as essential for the student's transition into professional practice.

ANA CODE OF ETHICS FOR NURSES (2025)

Provision 1:
The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2:
The nurses' primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, or community, or population

Provision 3:
The nurse establishes a trusting relationship and advocates for the rights, health and safety of recipients of nursing care.

Provision 4:
Nurses have authority over nursing practice and are responsible and accountable for their practice; consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5:
The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6:
Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7:
Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8:
Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9:
Nurses and their professional organizations, work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing .

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

Reference: American Nurses Association (2025). *Code of Ethics for Nurses*. Silver Springs, MD:ANA.

University of Northern Colorado
School of Nursing

Student Code of Conduct

I understand that during my educational experience in the University of Northern Colorado, School of Nursing I am expected to demonstrate ethical, personal, and professional conduct in congruence with ANA Code of Ethics (2025), UNC Dean of Students', Student Code of Conduct, the School of Nursing's values statement, program outcomes and course objectives..

I agree I am responsible to:

- Review and adhere to the University's and the School of Nursing's Code of Conduct and specific clinical agency policies.
- Review and adhere to national standards of conduct for a student and professional nurse.
- Demonstrate behaviors consistent with the above policies and standards in all settings when in the student role, including all clinical, classroom/laboratory, and public settings.
- Refrain from violation of federal, state, or local ordinances including, but not limited to, those covering alcohol, narcotics, illicit drugs, gambling, sex offenses or arson.
- Refrain from disorderly, lewd, and indecent or obscene language or conduct.
- Refrain from use of technology to view or send obscene or threatening material to students, faculty, staff, or patients.
- Refrain from forgery, alteration, misuse, destruction, or mutilation of college documents, records, identifications, or other educational materials of the school or other students.
- Use generative AI for all course related work as outlined in the course syllabus.
- Follow professional standards for incorporation of published and unpublished sources in all course related work and recognize that incorporation of materials from other sources or paraphrasing of such material without acknowledgment is considered plagiarism.
- Attest that all work is of my own words and creation, except where clearly indicated and acknowledged using professional standards of citation and referencing.
- Attest performance on all examinations reflects my knowledge without use of unauthorized materials.
- Dress in accordance with specific program's dress code policy in all settings; refrain from wearing student uniform in public settings if not performing course requirements.
- Uphold utmost integrity in personal, professional, and academic situations by refraining from and reporting any form of dishonesty or breach in the above standards and policies using appropriate communication channels.
- Demonstrate respect for differences in race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.
- Communicate in a professional and respectful manner promoting collegiality, civility, collaboration, and a positive learning/clinical environment at all times and in all situations.

I understand and acknowledge that, in the event I breach any provisions of University and School of Nursing Policies or national professional standards, I will be subject to disciplinary action which may include dismissal from the nursing program.

Print Name:_____

Signature:_____

Date:_____

UNC | School of Nursing

POLICY TITLE:

Confidentiality Statement

Last Revision/Review Date: 12/5/2025
Previous Review Dates: 9/16/11; 4/20/18 ULT; 4/27/18 NFSO
Original Policy Date: 10/2011
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

As a part of their program of study and in accordance with standard affiliation agreements with partnering clinical agencies, students are required to abide by federal laws and clinical agency policies and procedures related to privacy and confidentiality of protected patient information.

PROCEDURE:

1. The program coordinator for each clinical nursing program will review this policy with students during program orientation and ask students to sign attesting their understanding and agreement to maintain patient privacy and confidentiality and abide by federal laws throughout the program.
2.
3. Students will review the policy and sign the form at the beginning of each semester including clinical rotations throughout the program.

4. The policy and form will be provided to the student for signature in an online platform allowing digital signatures (i.e. Typhon). The signed forms will be filed in the student's file i located on the SON Sharepoint.

UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Confidentiality Statement

I understand that during my educational experience in the University of Northern Colorado, I will come in contact with protected health and other information for which I am required by federal law and agency policies to keep confidential. This information may be in oral, written, or electronic format, and includes, but is not limited to, patient information, personnel/employee information, and computer or access codes.

I agree to become familiar with and abide by all federal laws (i.e. HIPAA and HITECH) and clinical agency policies and procedures related to privacy and confidentiality of patient and other information. **All patient information is confidential.**

I agree I am responsible to:

- Access and communicate information only on a need to know basis.
- Never access confidential information merely for personal interest.
- Communicate information only to those authorized to receive it.
- Report inappropriate use of information to my clinical instructor or preceptor.
- Maintain confidentiality of computer access codes.
- Exclusively use student login/computer access codes during clinical rotations (i.e. refrain from using employee login credentials during student experiences if also employed by the agency)
- Access patient information or medical records while at the clinical site (not from home or other location)
- Dispose of all confidential written and printed information by shredding according to agency policy
- Avoid communicating any information about patients, clinical sites, clinical instructor, peers, or agency personnel by e-mail, on social media sites, or on any other internet platform.
- Avoid communicating patient or other protected information via text/phone messaging platforms.
- Not duplicate (copying, taking a picture or capturing an image) of any part of a medical record or of patient care.
- Avoid taking any photos in the clinical setting
- Avoid use of agency logos, trademarks, symbols, images, or any similar documents, for any purpose
- Avoid electronically recording, patients, conversations, or any other information in the clinical setting

I understand and acknowledge that, in the event I breach any provisions of this confidentiality statement or the confidentiality policies and procedures of a clinical agency, I may be dismissed from the Nursing Program. I may also face legal ramifications from the clinical agency.

Signature of student Date

Printed name of student

UNC School of Nursing

POLICY TITLE:

SON FERPA - Policy

Last Revision/Review Date: 12/5/2025 NFSO
Previous Review Dates:
Original Policy Date: 12/5/2025
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

PROCEDURE:

1. The SON Director, or designee, will review and update the student FERPA release documents with University Counsel and/or the Office of the Registrar at the end of each academic year.
    a. The updated documents will be provided to the program management specialists
        i. for incorporation into program student handbooks as they are prepared for incoming cohorts of students for the next academic year.
        ii. for upload into a 3rd party platform for signature (i.e. Typhon)

2. Program coordinators will review the FERPA policy and the following education release documents with students during program orientation:
    a. *Authorization to Release Competed Scholastic Assignments* form – student authorization to use completed assignments for accreditation review, inclusion as exemplars for future courses, curriculum committee review, and for agency feedback;
    b. *Authorization to Release Educational Records* – student authorization of a release of summary of performance and transcript data (including GPA) for employment reference letters or surveys, graduate school applications, and scholarship, internships or other types of applications.

3. Students will have an opportunity to ask questions about the policy and release documents before signing.

4. Students will be asked to sign the release forms either on paper or through a 3rd party platform (i.e. Typhon). The program management specialists will upload the forms to the student's file.

5. The program management specialists will track student signatures and identify students who have opted to not allow general release of their educational records.

6. Full and part time faculty will check with the student, or the program management specialist, to assure they have signed the release form for the specific circumstances noted above (2.a and 2.b).

7. For any requested release of a student's education record not listed above, or for students who have not signed the general release forms, an *Individual Student – FERPA release – Nursing* form must be completed and signed by the student before the record may be released.

8. The SON Director, or designee, will alert students when directory information may be provided to non-UNC entities and provide an opportunity for students to opt-out of the release.

University of Northern Colorado
School of Nursing
Gunter 3080
Campus Box 125
Greeley, CO 80639
(970) 351-2293
(970) 351-1707 Fax

AUTHORIZATION TO RELEASE INFORMATION

Pursuant to provisions of the Federal Family Educational Rights and Privacy Act of 1974, (Public Law 93-380), I hereby authorize the University of Northern Colorado, School of Nursing to release the following information concerning my educational records:

- General Summary of Performance
- Grades
- GPA

THIS INFORMATION MAY BE RELEASED FOR THE FOLLOWING PURPOSE(S): (CIRCLE ALL FOR WHICH AUTHORIZATION IS GIVEN):

1. Reference for prospective employers
2. Reference for Graduate School (or other program)
3. Scholarships, Internships/Externships, or other types of financial assistance programs
4. Other: _____

_____

_____ _____
Date Student's Signature

_____
Name (Print or Type)

- -

FOR OFFICE USE ONLY:

Date Information was mailed: _____ Processed by: _____

Revised 5/3/16; MHenry approved by DSatriano UNC Counsel

UNC

UNIVERSITY OF NORTHERN COLORADO

AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS

In consideration of my enrollment in the University of Northern Colorado School of Nursing, I hereby authorize the Board of Trustees of the University of Northern Colorado ("UNC") permission to use my name (or any fictional name), photographs, video and/or audio recordings of me, negatives, prints, motion pictures, video and/or audio recordings, or any other reproduction, in any media that contain my image, likeness or voice (including but not limited to video and/or audio recordings of simulation experiences in academic course work) for educational and/or promotional purposes in any UNC written, video and/or audio materials of any type or manner including but not limited to books, magazines, flyers, manuals, handbooks, catalogues, in hard copy, any electronic or digital format and/or on the World Wide Web, or in any other manner, and for any other lawful purpose, in the sole discretion of UNC. I grant this permission effective on the date written below and in perpetuity. I understand that I cannot, at any time, revoke the permission that I have given to UNC by signing this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS.

I declare that I have read and understand the contents of this AUTHORIZATION OF USE OF NAME, IMAGE, LIKENESS AND/OR VOICE RECORDINGS, and I am signing it as my free and voluntary act, irrevocably binding myself and my heirs, successors and assigns.

Student's Name (printed): _____

_____ _____

Signature of Student Date

_____ _____

Signature of Parent or Legal Guardian Date

(Parent or legal guardian must sign if participant is under 18 years of age and the signature of parent or legal guardian binds the Student, Parent and/or Legal Guardian to the Authorization of Use of Name, Image, Likeness and/or Voice Recordings)

8/17/16 MHenry, approved DSatriano UNC Legal Counsel

University of Northern Colorado
School of Nursing
Gunter 3080
Campus Box 125
Greeley, CO 80639
(970) 351-2293 Fax: (970) 351-1707

AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION, DRUG SCREEN, AND BACKGROUND CHECK RESULTS

I, _____ (student name), authorize the UNC School of Nursing to disclose Protected Health Information, Drug Screen and Background Check results to a clinical agency, upon request of agency, when participating in clinical experiences.

PROTECTED HEALTH and other CLEARANCE INFORMATION TO BE USED OR DISCLOSED TO A CLINICAL AGENCY:

Health Clearance Records

Background Check Results

Drug Screen Results

This Authorization will expire automatically upon the termination of my nursing program for any reason or upon my graduation from my nursing program.

_____

Signature of Student **Date**

_____

Print Name of Student

5/3/2016 MHenry; approval by DSatriano

Letters of Reference

Letters of Reference: The faculty of the School of Nursing are responsible for encouraging graduates to maintain a professional vitae and a list of references. Individual references may be provided by faculty upon request.

Release of Information requirements: Often students request a reference for part-time employment and/or data about their academic progress for loans, scholarships, insurance, etc. A signed release of information **must** be in your student file before we can comply with any request.

URSA *(Latin word meaning “bear”)*

URSA for students: Take care of financial aid, register for classes, view transcripts, access textbook information, visit Degree Works and more. Login with your UNC email address and password.

www.ursa.unco.edu

Academic Advising

What you can expect from your Academic Advisor:

Pre-clinical students are advised by a nursing advisor in the NHS Advising Center. They are available by email, phone, or one-on-one appointments. As a pre-clinical student, a PIN is required to register for classes. Once in the clinical program, your advisor is the Program Coordinator. Once in the clinical program, you no longer need a PIN for registration.

Your academic advisor is a critical contact person within the School of Nursing. The advisor is available to help you with problems you may encounter, or has information to give for a referral to other sources of help for student problems and/or situations which you may encounter while attending UNC.

You must see your advisor if you anticipate the need to drop a course or change your designated nursing track.

University of Northern Colorado
School of Nursing
Undergraduate Nursing Major Student Handbook Agreement
2026-2027

I have read, understand and agree to abide by the policies and guideline outlined in this School of Nursing Undergraduate Nursing Major Student Handbook. I have asked questions to clarify anything I don't understand.

Printed Name: _____

Signature: _____

Date: _____