



UNIVERSITY OF
NORTHERN COLORADO

Post-Master's Certificate
for the
Emergency Nurse Practitioner
STUDENT HANDBOOK
2026-2027



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Please note:

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

<https://www.unco.edu/nhs/nursing/#handbooks>

and it will be updated as changes occur.

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

***(The Plan of Study for the Fall 2026 cohort
will be as published in this handbook.)***

(Revised 7/27/2026)

(Please review the UNC Graduate School Student Handbook here)

<https://www.unco.edu/graduate-school/student-resources/current-students/>

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UNC School of Nursing (SON) Information



SON Mission

The Mission of the University of Northern Colorado School of Nursing, congruent with the University mission, To improve the health and well-being of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship and practice.

4/2023 revision adopted by NFSO

SON Vision

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

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

UNC Institutional Equity and Compliance (Title IX)

The University of Northern Colorado is committed to providing equal opportunity in its educational programs and activities and protects students, employees, and applicants for admission and employment from discrimination, harassment, and/or related retaliation based upon protected classes. For purposes of these policies, "protected classes" refers to race, color, national origin/ancestry, religion, creed, sex, sexual orientation, pregnancy, gender identity, gender expression, genetic information, veteran status/military service, marital/family status, age, disability, and political affiliation. The university prohibits sex-based discrimination and harassment, including discrimination based on sex as defined by Title IX, discrimination based on sex that falls outside of Title IX, and other forms of sexual harassment and sexual misconduct as defined by UNC Policy

(Board Policy Manual 1-1-508(3) and University Regulations 3-6-125 et seq.) It is critical to this commitment that anyone who may have been the target of or has experienced discrimination feel free to report their concerns without fear of retaliation.

Any person who has experienced protected class discrimination, harassment, sexual harassment, sexual misconduct, or related retaliation, should report concerns to the Office of Institutional Equity and Compliance. To foster a climate that encourages prevention and reporting, OIEC will respond to all reports promptly, provide supportive measures when necessary to maintain the safety of the university environment, and recognize the inherent dignity of all individuals involved. The university shall provide fair and equitable processes to investigate and address complaints that provides fundamental due process.

All inquiries about the application of policy under established laws and regulations (including Title IX) can be directed to the University's Title IX Coordinator and Equity Officer.

Jimmy Kohles

Phone: (970) 351-4899

Email: titleix@unco.edu

Website: www.unco.edu/oiec

<https://www.unco.edu/institutional-equity-compliance/>

SON Purpose and Goals for Graduate Programs

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 - Graduate Programs:

- Students will engage in scholarly activity, research and creative projects conducive to advanced professional nursing roles and advanced nursing practice.
- Students are prepared for advanced professional nursing roles through a solid foundation of theory, research and advanced practice standards as well as specialty nursing coursework.
- Students develop professional values fostering the commitment to life-long learning, scholarship and service.
- Students will develop competencies essential to assume leadership positions in nursing education and practice.

Simulation Center Mission and Vision Statement

Mission

The mission of the UNC School of Nursing simulation center, is to provide applied educational activities, support scholarly work, and inspire critical thinking in simulated clinical environments with students at all levels.

Vision

Faculty and staff on the simulation team at the University of Northern Colorado continue to develop critical thinking, evidenced-based practice educational interventions, scholarly work, and the establishment of collaborative inter/intra professional relationships, with the goal of educating students at all levels in a safe environment.

Adopted NFSO 10-2-2020

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Campus and Student Resources



MyUNC

MyUNC is UNC's on-line platform for students to: register, view transcripts, access textbook information, view financial aid, pay your bill, use Degree Works, see grades, etc. Students may access this service through the UNC website at: <http://my.unco.edu>.

Academic Program Support

Your SON program advisor and the SON Graduate Program Management Specialist are critical contacts for you within the School of Nursing. These individuals are available to help you with problems you may encounter or be able to refer you to other sources of help for student problems and/or situations which you may encounter while attending UNC.

School of Nursing Faculty and Staff: <https://www.unco.edu/nhs/nursing/faculty-staff/>

UNC Dean Of Students

The UNC Dean of Students website is: <https://www.unco.edu/dean-of-students/>

The Dean of Students office is available for you to share concerns and navigate difficult situations. Student Outreach and Support, Student Rights and Responsibilities, Student Legal Services, Bear Pantry, and Student Judiciary are located here to assist you.

1. Students Rights and Responsibilities - <https://www.unco.edu/graduate-school/academic-policies-deadlines/>
2. Title IX/Non-Discrimination or Sexual Misconduct Policies - <https://www.unco.edu/institutional-equity-compliance/>

UNC Graduate School

The UNC Graduate School website is: <https://www.unco.edu/graduate-school/>

****NOTE: Every effort is made to keep this handbook up to date, but information and forms should be verified with the Graduate School website to be sure that you have the most up-to-date information and/or version of a form.*

UNC GRADUATE SCHOOL POLICIES

UNC Graduate School academic policies and deadlines should be reviewed by each graduate student. These policies are updated on a regular basis and can change from semester to semester. The School of Nursing and your program coordinators will do his/her best to keep students informed of any important changes in Graduate School policies, but ultimately it is the graduate student's responsibility to be aware of Graduate School policies as an active graduate student.

<https://www.unco.edu/graduate-school/academic-policies-deadlines/>

OTHER GRADUATE SCHOOL ITEMS TO NOTE:

- **Current Students page:** <https://www.unco.edu/graduate-school/current-graduate-students/>
Includes links to the Graduate School Handbook, policies, deadlines, campus resources, guidelines for theses and dissertations, forms, and more.

- **Deferral prior to start of program** - You must enroll in courses during the first year of admission. If you choose to defer prior to starting your first semester, please discuss with your program coordinator, then complete this deferral process through the individualized account you created for the UNC Graduate application.
- **Continuous Registration** - All Masters, Specialist, and Doctoral students are required to register continuously from the time they first enroll in their graduate degree program until the semester or term in which they graduate. Students must be enrolled for at least 1 credit hour each academic semester (fall and spring) to be in compliance with this policy. Students not in compliance with the continuous registration policy will automatically be assessed a \$150 continuous registration fee each semester of non-enrollment. Payment of the continuous registration fee does exempt the student from financial aid obligations or the health insurance requirement. Full policy: <http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Registration/Continuous-Registration-for-Graduate-Students>
- **Graduate School Forms/Appeals:** <https://www.unco.edu/graduate-school/graduate-school-forms/>

Communicate with your program advisor prior to completing these forms:

- Transfer credit form (transfer courses from another institution):
- Graduate Student Petition for Exception (*used for exceptions to time to completion and leave of absence from the program etc.*)
- Withdrawal from a course or the program (*communicate with your program advisor prior to taking these steps*)
- Leave of Absence (*communicate with your program advisor prior to taking these steps*)

Financial Aid

Please note that per federal regulation requirements, UNC certificate program students (non-degree seeking) are not eligible for aid through the Free Application for Federal Student Aid (FAFSA). Currently, scholarships or private loans outside of the university are generally the only options for funding.

Letters of Reference

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

UNC Campus Resources

WRITING CENTER

Staff can assist in improving writing skills. Appointments can be made online or on campus and staff will provide assistance with writing. The Writing Center is provided by the English Department and can be accessed at <https://www.unco.edu/hss/centers-events/writing-center/>. Online tutoring is available.

MICHENER LIBRARY

Maggie Shawcross is our reference librarian. She can help you search for materials or narrow down a topic. 970-351-1474 maggie.shawcross@unco.edu. Maggie is also a resource for questions on APA writing style.

RESEARCH CONSULTING LAB

Assistance with research and statistical issues are provided through the Research Consulting Lab in the Department of Applied Statistics and Research Methods located within the College of Education. Information can be found at <https://www.unco.edu/ebs/applied-statistics-research-methods/research-consulting-lab/>

STATISTICAL CONSULTING

Statistical consulting is available at no charge to graduate students through the UNC Research Consulting Lab on campus. <https://www.unco.edu/ebs/applied-statistics-research-methods/statistics-support-center/>

HIRING A TYPIST, EDITOR, OR TRANSCRIPTIONIST

The Graduate School maintains a list of people who can be hired by students for these services. More information can be found at <https://www.unco.edu/graduate-school/hiring-a-typist-editor-transcriptionist/>

UNC COUNSELING CENTER

The UNC Counseling Center's goal is to support students throughout their academic journeys towards healthy and meaningful college experiences. Counseling services are **free** to UNC students. <https://www.unco.edu/counseling-center/>

PSYCHOLOGICAL SERVICES CLINIC

UNC Psychological Services at UNC accepts students in addition to the Northern Colorado community as clients for counseling and assessment services. Fees are based on a sliding fee scale. Interested individuals can contact them at (970) 351-1645 or <https://www.unco.edu/ebs/centers-institutes/psychological-services-clinic/>.

SON Governance and Student Organizations



Nursing Faculty Student Organization (NFSO)

The governance structure is guided by the School of Nursing by-laws, adopted by faculty. The by-laws have been revised throughout the years; the last revision was completed in 2021.

This is a committee of all SON faculty plus student representatives from all levels. It meets several times per semester for communication of information and for decision making regarding Nursing program policies. In addition, there are subcommittees which also meet every semester for Graduate Affairs (policies and issues for graduate programs) and Graduate Curriculum (curriculum development, implementation, and evaluation).

STUDENT PARTICIPATION IN THE GOVERNANCE OF THE SCHOOL OF NURSING

The graduate program coordinators will coordinate selection of a graduate student representative and an alternate each fall to NFSO and the Graduate Curriculum Committee (GCO) or program specific subcommittees. Additionally, NFSO and subcommittee meetings are open for any interested student to attend. Student representatives have full voice and vote in all these meetings with the exception of declared executive sessions. Student representatives will receive the meeting agendas/minutes, associated documents, and other communications via email. They are often scheduled on Friday mornings or afternoons (check with a faculty member or the office staff for dates).

Faculty value student input and hope that students take appropriate advantage of the opportunities to participate. Be sure you know who your representative is. All students are encouraged to contact their representatives in person, in writing, by email or by phone to share questions and feedback about programs and issues.

UNC Graduate Student Association (GSA)

<https://www.unco.edu/graduate-student-association/>

This is a student organization that provides graduate students with information on matters related to graduate students including financial support to attend and/or present at conferences and to support research projects.

Sigma Theta Tau (Zeta Omicron)

The UNC chapter of STTI, Zeta Omicron, was founded in 1982 by six nursing faculty members. Eligible students will receive an invitational email to join Zeta Omicron in the fall semester and are encouraged to participate in an induction ceremony later in the year. Find out more about STTI at <https://www.sigmanursing.org/>

Post Master's ENP Certificate Program Description, Admission, Outcomes, Etc.



Description of the Post MS-ENP Certificate Program

The ENP program is designed for students who want to work as Family Nurse Practitioner (FNP) in the ED/urgent care especially in the rural areas where FNPs will need to cover ED/urgent care along with the primary care clinic. The ENP student has completed an accredited FNP program with a master's or doctoral degree. Smaller health care facilities need FNPs who can see/treat patients across the lifespan in the primary care clinics as well as the ED/urgent care settings. The ENP program will provide the FNP with additional knowledge and tools to manage patients in the ED/urgent care.

Educational preparation must be consistent with the required competencies for the role. Per NONPF (National Organization for NP Faculties), family practice NP competencies span across the age continuum of preventive care, acute and chronic illnesses. NP competencies are not setting-specific but rather are based on scope of practice and population. In other words, NP competencies are tied to the services performed and population served rather than where the services are provided. In keeping with NONPF's guidelines, a student could rotate through an appropriate outpatient or community setting if it addresses the course objectives and aids in mastery of managing preventive care, stable and unstable chronic conditions, complex acute and chronic illnesses.

The program has been designed with advanced practice clinical simulations in addition to didactic coursework in order to prepare each student for the live clinical setting. A minimum of 360 clinical hours and 60 hours of simulation/lab hours are completed while enrolled in the clinical/practicum courses.

Upon program completion, the individual is eligible to apply for national certification. Following certification, the individual is eligible to be recognized as an Emergency Nurse Practitioner.

MSN Program Outcomes

1. Acquire, critically analyze and apply advanced knowledge to evidence-based practice in the care of individuals, families and populations.
2. Apply leadership skills in various health care systems for management of and accountability for care delivery and improved outcomes.
3. Participate in intra/interdisciplinary collaboration and advocacy for health care delivery and the development of health care policy.
4. Synthesize knowledge of safety, quality improvement, culture, ethics and healthcare technologies in the design and provision of direct and indirect care.

AAENP Competencies

Domain 1: Medical Screening

1. Performs a medical screening exam for all patients presenting for care
2. Obtains an appropriate history pertinent to the presenting complaint
3. Performs a pertinent, developmentally appropriate physical examination
4. Identifies differential diagnoses requiring immediate intervention
5. Identifies the potential for rapid physiologic and/or mental health deterioration or life-threatening instability (e.g., suicidal risk, infectious disease/sepsis, shock)
6. Initiates measures to maximize patient safety throughout the emergency care encounter
7. Evaluates assigned triage level for appropriateness based on a medical screening examination

Domain 2: Medical Decision Making

1. Formulates differential diagnoses to determine emergent vs. non-emergent conditions
2. Prioritizes differential diagnoses using advanced clinical reasoning, with consideration of the likelihood for morbidity or mortality
3. Evaluates need for & results of diagnostic testing based on evidence-based recommendations to ensure patient safety
4. Implements medical decision making for management plan development

Domain 3: Patient Management

1. Ensures safety of the patient and care team during delivery of emergency care
2. Formulates an individualized, dynamic plan of care to address the stabilization and initial treatment of emergent and non-emergent conditions
3. Provides emergency stabilization of patients experiencing physiologic and/or mental health deterioration or life-threatening instability
4. Prescribes therapies based on current, evidence-based recommendations for emergency care
5. Performs diagnostic, procedural, and therapeutic interventions based on current, evidence-based recommendations
6. Re-assesses and modifies plan of care based on the dynamic patient condition
7. Optimizes patient-centered care through interprofessional partnerships and communication
8. Collaborates with patients, families, significant others, and healthcare team to provide safe, effective, and individualized culturally competent care
9. Provides disaster and mass casualty patient management
10. Assesses health literacy in patients and families to promote informed decision-making and optimal participation in care
11. Ensures documentation of patient encounter to ensure safe transitions of patient care

Domain 4: Patient Disposition

1. Develops a plan for safe, effective, and evidence-based disposition plan using shared-decision making with patients and families
2. Implements appropriate patient disposition responsive to demographic trends
3. Communicates patient information effectively to ensure safe transitions in care
4. Selects appropriate intra- and inter-facility patient transport modality

Domain 5: Professional, Legal, and Ethical Practices

1. Incorporates current knowledge and evidence to guide practice and care delivery
2. Manages patient presentation and disposition in accordance with provisions of EMTALA
3. Provides care in accordance with legal, professional and ethical responsibilities
4. Actively leads and/or participates in interdisciplinary disaster preparedness & response
5. Identifies needs of vulnerable populations and intervenes appropriately
6. Records essential elements of the patient care encounter to facilitate correct coding and billing
7. Integrates culturally competent care into practice
8. Provides family-centered care protective of vulnerable persons and populations across the lifespan
9. Documents essential elements of patient care in accordance with regulatory and institutional standards
10. Functions as leader, mentor, educator, and/or policy developer to advocate for and ensure delivery of equitable emergency care
11. Contributes to research, quality improvement, and translational science to advance the body of knowledge in emergency care

Program Admission



POLICY TITLE:

Emergency NP Post-MSN Certificate – Application and Admissions

Last Revision/Review Date: 4/26/24 NFSO; 11/20/25 Revisions MH/MA

Previous Review Dates: 10/3/2023 NFSO

Original Policy Date:

Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

In order to provide equitable screening of all Post-Master's ENP program applicants, the below criteria will be utilized to screen program applicants.

ADMISSION REQUIREMENTS:

- A master's or doctoral degree in nursing from an ACEN, CNEA or CCNE accredited institution with a major in advanced practice nursing with population specialty in family practice (FNP).
- Current, unencumbered RN license or Advanced Practice nursing license as designated in the state where the applicant practices.
- FNP Board Certification (may be in process at time of application).
- Meet UNC Graduate School Requirements for admission.
- A minimum GPA of 3.0 at the master's level.
 - If you are still completing your bachelor's or master's* degree at the time you apply, admission will be based on your current cumulative GPA and you will need to re-submit your official transcript (showing your conferred degree and final GPA) during your first semester. If your final GPA fell below 3.00, you will be given additional requirements as defined by the academic program that must be met within one calendar year to remain enrolled at UNC. *The cumulative GPA of your master's degree will be used if 18 or more credit hours towards this degree has been completed.
- Meet the School of Nursing requirements for English Language Proficiency.
- Pass a background check and 10-panel drug screening.

APPLICATION REQUIREMENTS INCLUDE:

- Official transcripts from each college or university where courses were taken including documentation of a master's degree or higher was earned (or is in progress).
 - Please Note: As all official transcripts are submitted to NursingCAS, they do not need to be resubmitted to the Office of Admissions.
 - Applicants with academic credentials from outside the U.S. will need to follow the requirements for submission of foreign transcripts. Click on the Transcripts tab for information about international transcripts.
- Copy of current unencumbered RN license and/or Advanced Practice nursing license in the state where the applicant practices.
- Copy of current FNP board certification or proof of scheduled exam.
- Two letters of reference with at least one letter addressing potential to practice as a practitioner as allowed to the full scope of practice in their state of residence. Applicants will be asked to supply contact information for references in the application.
- Statement of career goals.-
- Current CV or resume.
- Documentation of English Proficiency, if applicable.

APPLICATION PROCESSING PROCEDURE:

- The priority deadline for completed applications (including all supplemental materials) each year is May 1st. Additional applications will be considered on a space available basis.

- Program applications are posted through the NursingCAS platform along with a link to our English Language Proficiency Policy, Background Check Policy, and Drug Screen Policy.
- Each completed applicant file will be loaded by the Graduate Program Management Specialist to a shared and secured e-file location that only GLT faculty will be allowed to access.
- Each GLT member will screen each applicant individually by using the criteria above for admission.
- They will provide rationale for the top candidates and their recommendations to GLT for review. A face-to-face meeting may take place if deliberation is needed.
- The Program Coordinator will summarize the feedback from each GLT member and create a list of applicants recommended for admission, an alternate list, and a decline/disqualifying list – to be reviewed by GLT for final approval.
- The Graduate Program Management Specialist will then email each applicant of their admission status (a recommendation for admission, placement on the alternate list, or an official denial).
- The Graduate Program Management Specialist will email the Graduate School with the names of the students to be admitted. They will download those applications from NursingCAS into Slate and verify with the applicant that the application requirements are met.
- The Graduate School will push the applicant names back to the SON for final confirmation in Slate.
- The Graduate School will email applicants their final admission notifications.
- Applicants will be admitted to the program based on meeting the above criteria and space availability.
- Admission to the program will be contingent on passing a background check and clear 10-panel drug screening.

POLICY TITLE:**Delayed Admission to SON Programs**

Last Revision/Review Date: 3/6/2026 NFSO; edits MH 5/13/2026
Previous Review Dates: 11/5/15 KH; 2/5/16 NFSO; Reviewed GLT 4/2022
Original Policy Date: 5/4/94
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Students who have been accepted into a SON program (undergraduate or graduate) may choose to delay their admission to the program for a variety of reasons. For such circumstances, the following procedure will be followed:

PROCEDURE:

1. Applicants who have been admitted to a SON program (undergraduate and graduate) but wish to delay their program start date, may do so for a maximum of one year, regardless of the circumstance. The applicant must have completed all admission requirements for the originally designated program start date before requesting deferment.
2. Applicants must request deferment of admission, in writing, to the respective program coordinator within 1 month of their acceptance to their program.
3. Applicants delaying admission will not have to reapply to the UNC (UG Admissions or Graduate School) School of Nursing the following year but must provide, in writing to the program coordinator, their intention to begin the program no later than 4 weeks prior to the program start date, or as otherwise indicated.
 - a. Failure to submit a letter of intention 1 month prior to the program start date will lead to forfeiture of their admission. The applicant may reapply during the next application cycle.
 - b. Program coordinators and SON administrative staff will not be responsible for contacting students in order to prompt their letter of intent to begin the program.

POLICY TITLE:**Provisional Admission to Graduate Programs**

Last Revision/Review Date: 12/4/15 NFSO; Reviewed GLT 4/2022
Previous Review Dates: 12/10/08 KH; 2/09 GCO/GLT; 11/2015 GLT/GCO
Original Policy Date: 5/4/94
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Students who meet all of the admission requirements except that of the GPA minimum, may be admitted with a provisional status upon recommendation of the Graduate Leadership Team.

PROCEDURE:

Prior to regular admission to the Graduate School and School of Nursing Master's Program, the specific provisions outlined by the School of Nursing which are consistent with Graduate School provisions are as follows:

1. Upon the recommendation of the Graduate Program Coordinator, the program advisor will select five semester hours of graduate level courses which are representative courses in the program's curriculum (e.g. core nursing courses). These courses must be taken within the student's first two semesters at UNC, and must be UNC courses.
2. If the student's grade point average for the above selected courses falls below 3.00 the student will not be granted regular admission to a degree program in the School of Nursing.
3. If the student's grade point for the selected courses is equal to or greater than 3.00, the department/division may recommend the student to the Dean of the Graduate School for regular admission.

POLICY TITLE:**Program Admission - English Proficiency****Last Revision/Review Date:** 5/1/2026 NFSO**Previous Review Dates:** 3/7/2025 (edits MH 3/17/2026)**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 SON admission criteria
 - 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.
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/>).
 - a. 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.
 - b. 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.
 - c. The applicant will be required to complete through level 7 of the UNC IEP program in preparation for the nursing program they have conditional admission. Upon completion of the level 7 course, the applicant will need to demonstrate English proficiency through retesting and meeting the criteria listed in 1a-e before being fully admitted to the 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 graduate level criteria (2026) - (<https://unco.smartcatalogiq.com/en/current/graduate-catalog/general-information/international-admission/demonstration-of-english-proficiency/>):

COURSE SEQUENCE (16 credits)

First Semester	Second Semester	Third Semester
NURS 662 – Advanced Emergency Care I (3)	NURS 671 Advanced Emergency Care II (3)	NURS 692 – ENP Clinical Synthesis (4) (180 hours)
NURS 663 – Emergency Procedures & Lab I (1)	NURS 672 – Emergency Procedures & Lab II (1)	
NURS 664 – ENP Clinical I (2) (90 hours)	NURS 673 - ENP Clinical II (2) (90 hours)	

Following Completion
ENP Certificate Exam

Prerequisites: Board certified Family Nurse Practitioner. Master's degree in nursing. Advanced Pathophysiology, Advanced Pharmacology and Advanced Health Assessment (these courses can be completed at UNC if enrolled in the MSN: Family Nurse Practitioner program).

****Note:** The ENP program requires a total of 360 clinical hours and 60 lab/simulation hours in emergency practice.

COURSE DESCRIPTIONS (16 CREDITS)

NURS 662 Advanced Emergency Care I (3)

Develops the foundation for advanced practice management of patients across the lifespan with acute (urgent and emergent) health problems.

NURS 663 Emergency Procedures & Lab I (1)

Critical skills intensive focusing on advanced practice skills for the emergency care environment including: airway management, chest tube insertion, central line insertion and management, ultrasound, lumbar puncture, and suturing. S/U graded.

NURS 664 ENP Clinical I (2)

The focus of this first clinical course is the beginning application of didactic and simulated learning to the live clinical setting. S/U graded.

NURS 671 Advanced Emergency Care II (3)

This course continues the development of advanced practice management of patients across the lifespan with acute (urgent and emergent) health problems.

NURS 672 Emergency Procedures and Lab II (1)

Critical skills intensive focusing on advanced practice skills for the emergency care environment including: airway management, intraosseous access management, ultrasound and simulation with standardized patients. S/U graded.

NURS 673 ENP Clinical II (2)

This course provides for intermediate application of didactic and simulated learning in the live emergency care. S/U graded.

NURS 692 ENP Clinical Synthesis (4)

The focus of this final clinical course is advanced application of didactic, simulated, and clinical learning to the live emergency care setting. S/U graded.

Tuition Rates

Tuition rates are subject to approval by the UNC Board of Trustees each summer and are subject to change. They are posted by Extended Campus on each program's page and Extended Campus' general cost page. Tuition rates are effective during the subsequent Fall, Spring, and Summer semesters. Additional fees (e.g. assessment, course, participation, supervision fees) may apply to specific courses.

Tuition Rates: <https://www.unco.edu/costs/extended-campus.aspx>

Additional Fees by Course: <https://www.unco.edu/costs/fees/academic-fees.aspx>

Program Cost (Estimated)

Tuition rates are subject to approval by the UNC Board of Trustees each summer and are subject to change. The estimate cost sheet provided on the next page is based on this past year's tuition rates and fees. All other associated program related expenses are estimated.



School of Nursing

Post MS-ENP Certificate Program Estimated Costs

(tuition rates are set each academic year and are approximate)

Tuition and Fees = \$17,807
(16 program hours)

Students may incur the following approximate expenses prior and during the program.

* Some expenses may be reoccurring based on compliance requirements.

NOTE: Per federal regulation requirements, UNC certificate program students (non-degree seeking) are not eligible for aid through the Free Application for Federal Student Aid (FAFSA).

BLS (renewable)	Must be American Heart Association	\$55+
ACLS (renewable)	Must be American Heart Association	\$75+
Malpractice Insurance	NP Student coverage required, further information forthcoming	\$130+
COMPLIO (American Databank)		
	Immunization Tracking	\$40 (36 months)
	HIPAA/OSHA Training	\$30 (annual)
	Background Check (at program start + add'l if clinical site requires)	\$59+ (cost varies)
	Drug Screen (10-panel) (at program start + add'l if clinical site requires)	\$35

HEALTH CLEARANCE AND IMMUNIZATIONS

(prices listed below are approximate and based on current estimated costs)

Measles/Mumps/Rubella (MMR)	2-shot series OR Titer	2 shots = \$85+ each Titer = \$60+
Tetanus/Diphtheria/Pertussis (Tdap)	Required every 10 years and/or positive titer results for tetanus/diphtheria only (titer is not acceptable for pertussis)	Tdap = \$60+ Td booster = \$60+
Hepatitis B	3-shot vaccination series or signed declination	3-shots = \$95+ each
Varicella/Chickenpox	2-shot series OR Titer	2-shots = \$150+ each Titer = \$120+
TB/PPD (annual) Initial clearance includes <u>two</u> separate TB/PPD tests within 12 months of each other, subsequent renewals require only one test w/in 12 months of previous test	Annual TB/PPD OR QuantiFERON or T-Spot blood tests; <u>positive</u> tests require a chest x-ray	TB/PPD = \$30+ (x 2 if needed) QuantiFERON = \$85+ Chest x-ray (if needed) = variable
Influenza (annual)	Due annually October 1 st	Varies
COVID	Health record with immunization dates or approved UNC declination	Varies

Other variable out-of-pocket expenses during the program may include (but are not limited to):

	Books and Technology	\$500+
	Travel related expenses (to/from clinicals and campus intensives)	variable
	Renewing compliance items	variable

Program and Student Fees cover the following (but are not limited to):

	Rosh Review (FNP national certification exam review platform)	\$250 (covered by fees)
	myClinicalExchange (clinical rotation management platform)	\$40 (covered by fees)
	Typhon (track clinical encounters, evaluations, etc.)	\$90 (covered by fees)
	Nursing Badges (initial)	\$5 (covered by fees)

Updated 6/17/2026

ENP Program Completion Information

Graduate Certificate Programs at the University of Northern Colorado are sequences of focused courses that provide foundational preparation in a particular subject or area of specialization. In order to receive recognition of completion for a graduate certificate program, please complete the form linked below and return to michaela.romero@unco.edu and mellany.archer@unco.edu

<https://www.unco.edu/app/uploads/2025/10/Graduate-Certificate-Programs.pdf>

A notation of completion of the graduate certificate program will be added to the student's academic transcript and an official certificate will be mailed.

NOTE:

- It is advised for students to download and print their clinical hours/experiences from Typhon at the end of their program.
- It is advised that students keep copies of all program syllabi for future reference if needed.



POLICY TITLE:

Emergency Nurse Practitioner Certificate Program Completion Timeline

Last Revision/Review Date: 5/2/2025 NFSO

Previous Review Dates:

Original Policy Date: 4/18/2025 GLT

Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Clinical practice in emergency and urgent care settings is continuously evolving to keep abreast of national guidelines and practice standards. Thus, clinical rotations must accompany clinical didactic courses within a closer timeframe than allowed by the graduate school for completion of a certificate program (8 years).

PROCEDURE:

1. Students in the ENP Post-Masters Certificate program will be required to complete the program within 2 years to assure clinical rotations and theory courses are taken within a reasonable timeframe.
2. Students will be required to complete clinical rotations within 15 months after completing the associated didactic and simulation/laboratory courses.
3. Students will not be allowed to pace the courses over a longer period of time, regardless of reason. If a student gets off – track and/or takes a formal LOA, they will need to repeat any courses previously completed to ensure students have the most current information before progressing through the curriculum.
4. The SON will inform incoming students of the required course pacing during the program orientation. The policy will be published in the ENP program handbook.

Academic Progression, Expected Student Performance, and Related Policies



ENP Certificate Program Progression

Students are expected to progress according to the Program of Study provided by their advisor. Any exceptions must be discussed with the advisor and approved by the Program Coordinator.

All courses must be completed with a minimum grade of “B”. See Progression in Graduate Programs Policy in the next section for details.

Please follow the below link for further detailed information.

<http://unco.smartcatalogiq.com/en/current/Graduate-Catalog/General-Information/Policies-and-Procedures/Grading>

Course Syllabi

Each nursing syllabus is the student-teacher contract for that specific course. The course objectives are your guide for achieving the expectations of the course. The faculty will carefully explain the requirements of each course during the first week of the semester. If you have questions or need clarification, please make an appointment with the course faculty member early in the semester.

Evaluation practices (grading) may vary from course to course or semester to semester. Please be sure you understand the evaluation policy.

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

****It is advised that students keep copies of all program syllabi for future reference if needed.***

Course and Faculty Evaluations

Near the end of each semester students will receive an email to complete course and faculty evaluations in Canvas. Student's timely completion of the evaluations each semester is an extremely important part of our accreditation process and assists in our program review including faculty and curriculum. This is a great opportunity to share both positive and constructive feedback that can be utilized to shape the nursing student experience for you as well as future cohorts. Students may have multiple faculty assigned to a course, but only an evaluation for an instructor they interacted with is requested. All evaluations are anonymous and confidential.

Academic Related Policies

(See the following pages for Academic Related Policies)

POLICY TITLE:**Academic Appeals****Last Revision/Review Date:** 10/18/19 ULT/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

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.

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, and may adjust the suggested phrases to match the needs of their courses/assignments.

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. <i>AI must not be used at any point during the assessment.</i>
2	AI Assisted Idea Generation and structuring	AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work. <i>No AI content is allowed in the final submission</i>

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. <i>AI can be used, but your original work, with no AI content, must be provided in an appendix.</i>
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. <i>You will use AI to complete specified tasks in your assessment. Any AI created content must be cited.</i>
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. <i>You may use AI throughout your assessment to support your own work and do not have to specify with content is AI generated.</i>

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.

POLICY TITLE:**SON Clinical Programs - Attendance Policy****Last Revision/Review Date:** 5/1/2026 NFSO**Previous Review Dates:** 8/2008 dwt; 5/3/13 ULT/NFSO; 1/25/19 ULT/NFSO; 12/1/2023 NFSO**Original Policy Date:** 3/14/08**Sponsoring Committee(s):** School Leadership Team**DESCRIPTION:**

Students enrolled in SON clinical programs (BSN, MSN, Post-Masters Certificate (ENP/FNP) and DNP) are required to attend all lecture, laboratory, and clinical hours as scheduled, to ensure their success and meet board of nursing and accreditation requirements. Regular attendance in nursing lecture/clinical courses is critical to support learning, professional development, and preparation for safe nursing practice. Additionally, assignments and discussions scheduled during in-class sessions may meet one or more competencies necessary to receive a passing course grade and meet national standards.

If a student has an illness or has sustained an injury that could be aggravated by clinical, classroom, or laboratory experiences, or could place others at risk, the student has an obligation to refrain from attending class to care for self or seek treatment. If the student is unable to meet performance standards for their course, they are to contact the faculty member and the program coordinator as outlined in the *Performance Standards* policy. Depending on the situation, documentation may be necessary to ensure safe resumption of attendance in any course.

Attendance expectations include being ready to begin before the scheduled start of the day and after any scheduled breaks. A 30-minute lunch break is pre-scheduled in all clinical/laboratory hours and not included in the hours calculated for the course. Students are expected to remain in the classroom, laboratory, or on the clinical unit until the scheduled end of each day. Arrival to class/clinical late or leaving before the end of class/clinical may constitute an unexcused absence unless prior arrangement was made with the faculty member.

Excused absences are granted for any unexpected situation out of the student's control or personal life events which necessitate the student's attendance outside of scheduled coursework. Examples of excused absences include illness, injury, treatments, surgeries or other medical-related appointments that the student is unable to reschedule. Students are encouraged to communicate with the course faculty member prior to any anticipated absences.

Unexcused absences are defined as any absence due to a scheduled activity unrelated to the nursing program (i.e. vacations, job orientations, weddings) not granted permission by the clinical lead faculty or program coordinator prior to arrangements being made or missing a class period without communicating with the faculty member prior to the absence.

PROCEDURE:

In the event that a student must miss a scheduled lecture/lab/clinical class period, or a partial class period, they are to:

1. notify the faculty member regarding the absence as soon as possible prior to the absence.
2. complete make up materials for the missed content
 - a. Trad/Second Degree BSN program clinical course hours - missed /clinical hours must be made up either through a repeat clinical day, completion of virtual simulation or other case-based materials (1:1 ratio of sim:clinical hours missed), or through completion of on-campus high fidelity simulation hours (2:1 ratio of sim:clinical hours missed). The type of clinical hour make up is determined by the clinical lead faculty member.

- b. BSN capstone (NURS 446) and RN-BSN/MSN/DNP program clinical course hours --missed clinical hours will be rescheduled and completed.
 - c. On campus laboratory courses – the skills/procedures covered during the missed course time must be completed by the student. The timing of review/practice session is at the discretion of the lead faculty member and dependent on course resources. There may be instances where there is no available time to make up the missed laboratory, which may result in the student earning an unsatisfactory grade on the missed content or an incomplete grade for the course.
 - d. On campus/online synchronous lectures – all students are expected to attend each lecture course per the course schedule provided at the beginning of the semester in the syllabus. Course attendance expectations will be clearly delineated in each course syllabus and points will be deducted for any missed day. Learning objectives completed during the in-class session will need to be completed through make up materials, per the discretion of the faculty member. There may be instances where there is no opportunity to make up this time and the student may receive an unsatisfactory grade on the missed content or an incomplete grade for the course.
 - e. Online/asynchronous courses – course attendance/participation expectations will be delineated in the syllabus at the start of the semester, which may include participation points, per the discretion of the faculty member.
- 3. If a student misses lecture/laboratory/clinical due to a medical reason unrelated to a short-term illness (i.e. cold, flu), a medical clearance may be needed before return to their coursework. The student is to email the SON Director for directions on next steps, which may necessitate documentation/clearance to return to the course.
 - 4. Any absence, unexcused or excused, may result in a notice of unsatisfactory performance or an unsatisfactory grade for the course.
 - 5. If the absence includes missing more than one scheduled class or is longer than 1 week (5 business days), the student will also notify the program coordinator, who will work with the student to determine the best course of action depending on the situation; this may include advising the student to take a leave of absence (see LOA policies), join a different cohort of students, or work with the faculty members to make up the missing days, among other options. Depending on the situation, the absence may warrant program dismissal if no alternative is identified.
 - a. If a student chooses to miss a course(s) requirements after the program coordinator has not approved the requested leave, the student may be dismissed from the program per the SON Code of Conduct policy and may request reinstatement through the appropriate procedure.

POLICY TITLE:

Audio and Video Recording Policy during Classrooms and Simulation Experiences

Last Revision/Review Date: NFSO 4/28/23

Previous Review Dates:

Original Policy Date:

Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

The UNC School of Nursing is committed to excellence in teaching and learning through use of technology to meet course and program objectives, which may include recording of instructional activities to meet the objectives of the course.

PROCEDURE:

1. Classroom
 - a. Faculty members may create audio or audio/video recordings of classroom lectures for instructional purposes to meet the objectives of a course.
 - b. Faculty members must alert students that they will be recorded, the use and distribution of the recording, and how the recording will be stored before the recording is initiated.
 - c. All attempts should be made to protect student's privacy if the recording is conducted online and students can be viewed in their personal settings.
 - d. Students must be allowed an opportunity to ask questions or to opt out of a recording if requested.
 - e. Classroom related recordings may be saved by the instructor for future courses, if appropriate. All recordings must be distributed through the university's learning management system and kept on a university password-protected drive. All recordings not to be used as future course materials or accreditation exemplars should be destroyed at the end of the semester.
2. Simulation and Skills Laboratory
 - a. Faculty members may create audio or audio/video recordings of skills and simulated learning experiences for instructional purposes to meet objectives of a laboratory, clinical, or didactic course.
 - b. Before a simulated learning experience is recorded, the students must be provided information on the event and sign the consent form attached to this policy. Information to share with students include:
 - i. When the recording will occur
 - ii. What the recordings will be used for
 - iii. How the recordings will be stored/distributed
 - iv. When the recordings will be deleted
 - c. All students will have an opportunity to ask questions before signing the consent form.
 - d. Signed consent forms will be collected by the course instructor, lead clinical faculty, or program coordinator at the beginning of the semester for the course including recordings through the Typhon platform.
 - e. Students who request not to be recorded will be provided alternative opportunities to meet course objectives.



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

***You will be instructed by the SON
on how to sign this form.***

Student Consent to Video and Audio Recording during Simulated Teaching-Learning Activities

Teaching-learning activities for your classroom, laboratory, and clinical courses in the University of Northern Colorado's ("UNC") School of Nursing may require participation in simulated patient care experiences. Simulated patient care experiences enhance educational outcomes by providing the opportunity to observe and participate in navigating real life patient scenarios in a non-clinical setting. Simulated experiences are designed to challenge a student's response and judgment to patient care scenarios in a more realistic environment.

School of Nursing faculty and staff may video and audio record all or portions of simulated patient care experiences in which you are either a participant or an observer. The recordings optimize the educational value of the teaching-learning activity. Recordings of simulated patient care experiences will be treated as education records under 34 C.F.R. Section 99.3, which is the Family Educational Rights and Privacy Act.

By signing this document, you consent to being video and audio recorded during simulated patient care experiences. The recordings will only be used for teaching-learning activities and student assessment purposes.

I authorize the UNC School of Nursing faculty and staff to video and audio record my participation in teaching-learning activities including simulated patient care experiences for educational and evaluation purposes.

Name _____

Signature _____

Bear Number (last 4 digits) _____

Date _____

POLICY TITLE:

Grading Policy (SON)

Last Revision/Review Date: 2/18/2022 - NFSO

Previous Review Dates:

Original Policy Date: 2/18/2022

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.

POLICY TITLE:**Newborns/Children in SON Classes****Last Revision/Review Date:** 12/6/2024 NFSO**Previous Review Dates:** 11/13 ULT**Original Policy Date:** 12/6/2013 ULT**Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

In an effort to provide an environment that is conducive to learning and safety for students, newborns/children will not be allowed to attend classroom, laboratory, simulation or clinical experiences with their parents. However, some parents may need to bring newborns/children to campus for feedings and lactating parents and may need access to a lactation station or lactation support while on campus.

PROCEDURE:

1. Newborns/children are not allowed to attend course activities with their parents who are students in the School of Nursing. This will be communicated to students at program orientation.
2. Students and Faculty are encouraged to access UNC's most current information on lactation stations on the Center for Women's and Gender Equity website <https://www.unco.edu/center-womens-and-gender-equity/?page=1&limit=3&tags=Center%20for%20Women%27s%20and%20Gender%20Equity,cwge>
 - a. If students need to bring their children for lactation or feedings, they must arrange for the child's care while attending class.
 - b. Information regarding lactation/feeding resources will be available to all students through the SON front office and will be distributed to students through the SON CANVAS shell.

POLICY TITLE:**Progression in Graduate Programs**

Last Revision/Review Date: 5/1/2026 NFSO; MH updates 5/13/2026 (update DNP project timeline)
Previous Review Dates: 1/13/17 KH; 2/3/17 NFSO; 10/18/19 GLT; 10/13/23 NFSO; 12/5/2025 NFSO
Original Policy Date: 3/9/15
Sponsoring Committee(s): Graduate Leadership Team

DESCRIPTION:

Successful completion of the graduate nursing programs requires a minimum grade of 'B' in each course, satisfactory grade in each clinical course, and completion of applicable graduate school requirements (e.g. comprehensive exams, proposal and final dissertation/DNP scholarly project defenses). The student will not be able to complete any additional course work in the clinical portion of their program of study until the clinical course in question has been successfully completed. The student may not graduate without all of these requirements met satisfactorily.

Unsatisfactory course work and retake procedures:

One didactic or clinical course may be repeated if the grade is lower than a 'B' or Unsatisfactory. The graduate comprehensive exams (written/oral) allow for one retake. The repeated course will be recorded on the student's transcript and both letter grades will count towards the cumulative grade point average. If the student does not receive a 'B' or higher in a didactic course or Satisfactory grade in a clinical course on the repeat attempt, progression in the graduate program is not adequate and program termination will be recommended by GLT to the SON Director and UNC Graduate School.

A second grade below a "B" or "Unsatisfactory" in any additional course will be cause for program termination recommendation.

If the student receives lower than a 'B' or Unsatisfactory in two courses in the same semester, then program termination will be recommended by GLT.

If the student chooses to Withdraw ("W") due to failing grades twice during the enrolled program, then program termination will be recommended by the GLT to the SON Director and Graduate School.

To appeal a grade or program termination, the student shall follow the SON and UNC academic appeals policy and procedure.

Completion of dissertation and DNP Scholarly project credits:

PhD students: In order to enroll in 799 credits students should also have completed 4 N797 credits. If needed, students may enroll in 1 credit of N799 in the semester they are completing the written and/or oral exam if all 4 N797 credits have been completed based on consultation with the Research Advisor (RA). Students will work collaboratively with the RA regarding enrollment/spacing of N799 credits.

DNP students: Students must take N727 (DNP Scholarly Project Proposal) prior to registering for N798 (DNP Practicum) credit hours. Students must meet with the DNP Program Coordinator to discuss/request registration for ALL N798 credit hours. This discussion will include the specific number of credit hours of N798 that the student will be cleared for registration. Course overrides will be required to register for all N798 hours. The Written and Oral Comprehensive Exams and Scholarly Project proposal (one scheduled meeting) must be completed during N727 enrollment. The Final DNP Scholarly Project Defense will ONLY be completed while actively registered for N798 during the subsequent semester.

POLICY TITLE:**Service Animal Policy****Last Revision/Review Date:** 5/2/2025 NFSO**Previous Review Dates:****Original Policy Date:****Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

The university supports the rights of individuals with disabilities to access university programs, activities, and services on campus, including the accompaniment by a service animal outlined by the UNC Disability Resource Center: <https://www.unco.edu/disability-resource-center/accommodations/housing/emotional-support-animals.aspx> and Office of Institutional Equity and Compliance https://www.unco.edu/institutional-equity-compliance/pdf/OIEC_Service_Animal_SOP.pdf. Service animals are allowed to accompany individuals with disabilities in all areas where the public is normally allowed to access, which includes classroom spaces. The below definitions and procedures are adapted from the above documents.

Similarly, service animals are welcome in the School of Nursing classrooms and other shared spaces. However, SON laboratory and simulation rooms have confined spaces and hazardous equipment that may be associated with risk to the animal or other individuals in the space. Additionally, clinical facilities may have specific policies regarding service animals depending on the patient population and other considerations. To assure safety for students, faculty, the service animal, and other guests in the laboratory spaces, and to assure compliance with clinical agency policies, the following procedure is to be followed. Emotional support animals and pets are not allowed in any School of Nursing spaces.

DEFINITIONS AND BACKGROUND INFORMATION:

Service animal: Pursuant to the ADA and CRS, a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Service animal-in-training: An animal that is being trained as a service animal, whether by an individual with a disability or by a trainer of service animals.

Task: Work that the service animal has been trained to perform that is directly related to the person's disability. Emotional support animal: Animals whose sole function is to provide comfort or emotional support.

Emotional support animals (ESA): are not service animals under the ADA and are not entitled to public accommodation.

Handler: A person who is an individual with a qualifying disability who requires the service animal to perform a task, or a person who is training a service animal-in-training to perform a task.

Under the Americans with Disabilities Act, if there is a question as to whether an animal is a service animal, two questions may be asked by faculty or staff of a student who brings a service animal to class:

- Is the animal a service animal required because of a disability?
- What work or task has the animal been trained to perform?

PROCEDURE:

1. Students or faculty who use a service animal and anticipate needing access to SON lab, simulation, or clinical spaces are encouraged to coordinate with the DRC and SON Director in advance to support a smooth experience and discuss any necessary logistics or risk mitigation.

2. The DRC and SON Director, in consultation with course faculty and program coordinator, will work with the student to determine how the service animal may impact the logistics of the course and develop specific procedures, for both on-campus and community-based course requirements (i.e. clinicals, service learning). This may include a walkthrough of laboratory spaces and any simulated experience, considering the space and impact on the learning of other students engaged in the experience.
3. If a clinical agency is unable to accommodate a service animal, the SON Director/Program Coordinator will make every reasonable effort to identify an alternative experience. If no such experience is available despite all good-faith efforts, the student will be supported by the DRC and SON in exploring a plan for program completion that maintains academic integrity while ensuring compliance with disability access laws.
4. Any questions that arise during the course should be directed to the SON Director/DRC to determine if any changes in the procedures are needed, including questions that arise during a clinical rotation or other community-based experience.
5. If another person is adversely impacted by the presence of the service animal, the impacted person should contact the Office of Institutional Equity and Compliance (OIEC) to determine available options.
6. Any service animal who does not adhere to expected behavioral standards will be removed from the learning space. The following are examples that justify the removal of a service animal:
 - a. The animal is not housebroken
 - b. The animal is out of control and the handler does not take effective action to manage it
 - c. The animal poses a direct threat to the health and safety of others, such as another person or animal has been bitten (call UNC PD)
7. If there is concern that someone is misrepresenting an animal as a service animal, faculty/staff are asked to report the concern to the OIEC and let the SON Director know of the concern.
8. Students who believe they have been denied equal access may contact the Office of Institutional Equity and Compliance (OIEC) for support or file a grievance under the university's ADA policy.

UNC Departmental contact information:

Police Department- 970-351- 2245

Office of Institutional Equity and Compliance-- 970-351-4899 or titleix@unco.edu

POLICY TITLE:**Student Accommodations**

Last Revision/Review Date: 5/1/2026 NFSO
Previous Review Dates: 4/19/19 ULT/NFSO; Edits MH/DRC 8.18.25
Original Policy Date: 4/19/19 ULT/NFSO
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

At the University of Northern Colorado, we recognize disability as a vital aspect of diversity and are committed to fostering inclusive, accessible learning environments. The faculty and staff of the School of Nursing value diverse lived experiences of our students, including those with disabilities, and are committed to creating inclusive learning environments that reflect our profession's ethics and university's values of equity, access, and belonging. The School of Nursing partners with the DRC to implement approved accommodations.

PROCEDURE:

1. Students who require disability-related accommodations for testing, teaching and learning environments, clinical placements, and more, should connect with the Disability Resource Center (DRC) to engage in an individualized, interactive process. This ensures both consistency and alignment with institutional policy, federal law, and the university's equity goals.
2. SON faculty and staff should refer any student seeking disability-related accommodations directly to the DRC to ensure a fair, legally compliant, and supportive process for all learners.
3. If testing accommodations are requested and approved, the School of Nursing will collaborate with the DRC and the student to determine the most appropriate and feasible timing for test administration, while maintaining the integrity of the exam. Students are generally expected to test on or near the originally scheduled date, but flexibility may be needed depending on accommodation requirements and logistics. Testing may need to be scheduled the day before or after the scheduled exam time to assure the student does not miss any lecture/skills time in class, per the discretion of the faculty member.
4. SON faculty should not independently implement or modify accommodations without consulting the DRC. Faculty are expected to partner with the DRC in implementing approved accommodations to ensure consistency, legal compliance, and educational equity.
5. If a student incurs an injury or requires a short-term accommodation, they should follow the SON Performance Standards policy and reach out to the SON Director/DRC for further instructions.
6. Students and faculty are encouraged to reach out to the UNC Disability Resource Center for any questions regarding process, eligibility, or support. <https://www.unco.edu/disability-resource-center/> Contact information- DRC@unco.edu 970-351-2289.

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>

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 UNC's Code of Conduct Policy, the School of Nursing's values statement, program outcomes and course objectives, in addition to national standards of conduct of a student as outlined in the ANA's Code of Ethics for Nurses (2025).

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.
- 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 of 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: _____

POLICY TITLE:

Student Concerns

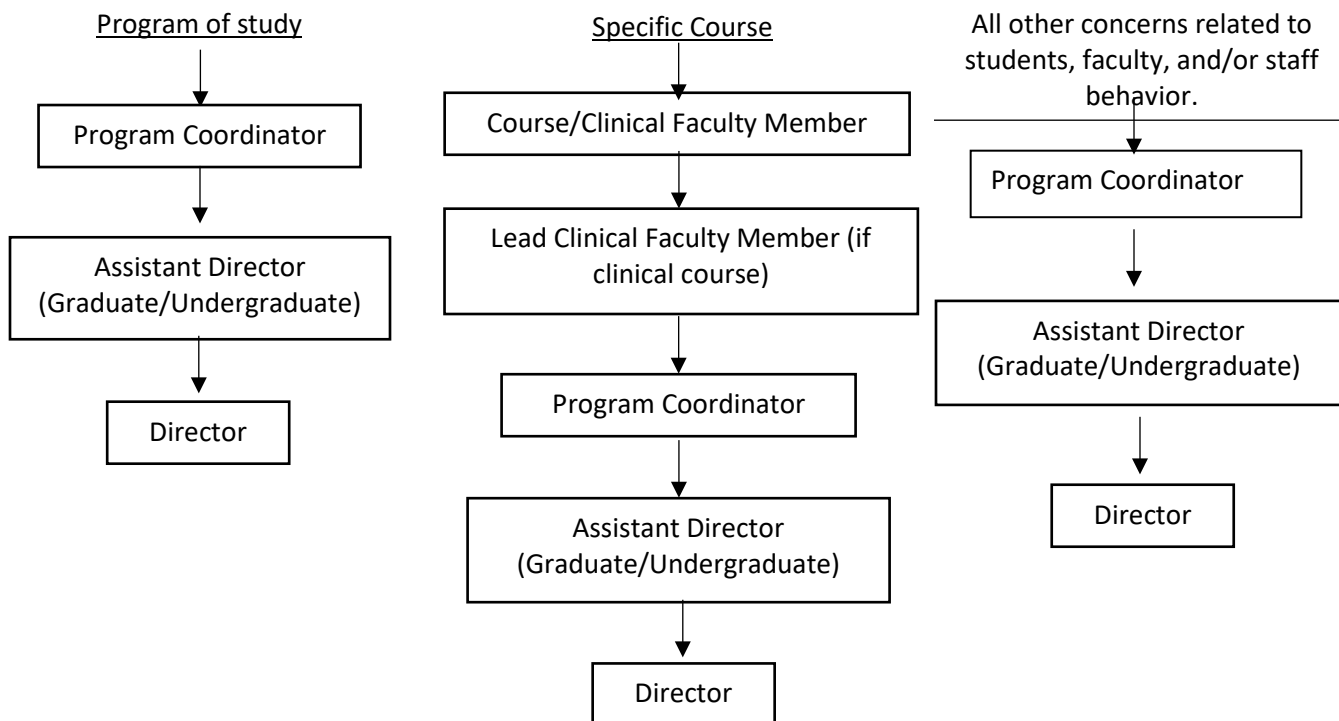
Last Revision/Review Date: 12/6/2024 NFSO reviewed
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH; 12/3/21 NFSO
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team – Academic Policy

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

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.

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

POLICY TITLE:

SON - Testing Policy

Last Revision/Review Date: 5/1/2026 NFSO
Previous Review Dates: 12/1/2023 NFSO
Original Policy Date: 12/1/2023 NFSO
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Exam integrity and providing a safe and equitable environment for testing in all courses are highly important as part of student success and optimal patient outcomes.

PROCEDURE:

- Students must be present on exam/test/quiz days for in-person courses or follow any required proctoring instructions for online courses.
- Students may be given the opportunity to make up exams, which may include an alternative examination, per the discretion of the faculty member.
- Any student who may miss an exam/test/quiz must notify the instructor before the start of the exam, if possible. Failure to do so may result in a grade of 0 for the exam.
- No additional time for testing will be permitted if a student arrives late.
- No personal belongings will be allowed on the desk during the exam/test/quiz except for items necessary for taking the exam/test/quiz.
 - Cell phones and all other personal electronic devices, including wearable technology (i.e. smartwatches, glasses) must be stowed in bag or coat. All bags, coats, and any other items not needed for testing will be placed at the front of the room or away from the students' reach.
 - Students will be notified if a calculator is allowed. Only simple calculators without storage capacity will be allowed. No graphing calculators will be allowed.
 - Students will be provided with scratch paper if it is allowed. Students must print their name on the provided piece of scratch paper and every student will submit the scratch paper before leaving the room.
- Students may not render any audio/visual recording or take any pictures/screenshots for any portion or type of exam (i.e. return demonstration, computer based, paper/pencil).
- Course instructors will proctor the exam/test/quiz and this may include moving around the room.
- Students are encouraged to leave the building or go to the student lounge after exiting the testing room and refrain from congregating in the hallways.
- Any testing accommodation must come through the Disability Resource Center.

Exam Integrity

- Students may not disclose or discuss information about the items or answers seen on exam/test/quiz. This includes posting or discussing questions on the internet and social media websites.
- Students may not copy or reconstruct exam items during or following the exam for any reason.
- Students may not seek help from any other party in answering items (in person, by phone, text, email, or AI) during the exam/test/quiz (including breaks).
- Students may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- Students will comply with any investigation related to exam integrity that needs to be conducted. Students may not take the exam/test/quiz for another student. If a student witnesses any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, the student should report it to the test/exam proctor, course instructor, or the Dean of Students. **Violation of this policy will not be tolerated. See Student Dishonest Acts and SON Student Code of Conduct Policies.**

Simulation Related Policies

(See the following pages for Simulation Related Policies)



POLICY TITLE:

Participant Guidelines in Simulation

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 2/2018 (SC); 4/2018 (SC)
Original Policy Date: 4/01/2016
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

This Simulation Center (SC) policy establishes participant guidelines in simulation and laboratory learning.

DESCRIPTION:

Participants in laboratory experiences adhere to established Simulation Center guidelines and rules for the Skills Lab.

PROCEDURE:

1. Participants should wash their hands prior to interaction with manikin and equipment.
2. Participants will wear gloves, when appropriate, while performing care to manikin or equipment.
3. Do not chew gum anywhere in the Skills Lab or Simulation Center (SC).
4. Return all supplies and equipment to their original location after use.
5. Do not remove any equipment from the manikins or the SC.
6. No eating or drinking in immediate areas of manikins or practice equipment.
7. If you find equipment in need of repair, report it to a faculty or staff member immediately.
8. Make sure all IV pumps are plugged into an outlet before leaving for the day.
9. All sharps should be placed in red biohazard containers in accordance with university policy.
10. If a red biohazard container is full, notify Lab Coordinator or faculty member.
11. Log off all computers, ensure they are plugged in, and returned to their original location.
12. Students are not allowed in the back hallway between skill labs, unless otherwise instructed. If you need supplies or equipment, please ask a faculty or staff member.
13. Clean up the lab before you leave according to station directions.
14. Wear your UNC School of Nursing uniform and name tag to all labs.
15. Bring your stethoscope to all laboratory activities.

POLICY TITLE:**Protection of Physical Safety of Participants Involved in Simulation Center Activities****Last Revision/Review Date:** 10/2020 NFSO; 11/14/2025SC Review/Edits; MH edits 2/5/2026**Previous Review Dates:** 4/2018 (NFSO)**Original Policy Date:** 3/1/2018**Sponsoring Committee(s):** School of Nursing Simulation Committee

DESCRIPTION:

For students, faculty and staff to have an optimal learning environment, it is critical that physical safety is consistently supported and maintained.

PROCEDURE:

1. To help ensure physical safety of participants, a simulation orientation is provided in the form of a video developed by the UNC simulation team. In addition to the video, the participant is provided with an orientation to the simulation room as part of the briefing.
2. Only faculty and announced participants of the simulated event are allowed in the simulation room during the learning experience. This includes access to the control room during the simulation. This minimizes congestion and crowding of simulation areas.
3. Consult with Lab Manager or Simulation Coordinator for assistance in moving any equipment in the laboratories or simulation suite.
4. All simulation areas contain a sharps container, and sharps are disposed of per the *Sharps Disposal Policy*.
5. All areas of heavy foot traffic are to be kept clear of clutter to prevent falling.
6. Alert the Lab Manager of any broken or non-operable equipment.
7. All cleaning supplies should be used in accordance with Material Safety Data Sheet (MSDS) instructions for that product. The Simulation Center MSDS sheets can be obtained from the supply hallway.
8. All cleaning supplies must be kept in the original container including the label from the manufacturer.
9. Use of latex products in the Simulation Center is to be avoided whenever possible. Some purchased equipment and supplies do contain latex and will be labeled. Anyone who has a latex allergy should notify the course lead faculty member prior to starting the lab course.
10. All injuries must be reported to the course lead faculty member, who will assist in the completion of *Workers' Compensation forms*. If indicated, Workers' compensation protocols are followed per university and SON policy.

POLICY TITLE:

Practicing Invasive Procedures

Last Revision/Review Date: 11/2020 NFSO; 11/14/2025 SC review/edits

Previous Review Dates: 9/2017 (NFSO); 1/2018 (SC); 3/2018 (SC)

Original Policy Date: 4/1/2016

Sponsoring Committee(s): School of Nursing Simulation Committee

DESCRIPTION:

Performing invasive procedures such as IV insertion on a person who does not need the procedure for therapeutic purposes creates unnecessary legal liability, risk of injury and blood/body fluid exposure. For this reason, students must not practice the invasive portion of skills such as IV insertion, IM injections, etc., on each other, on clinical instructors, preceptors, or anyone else under any circumstance.

PROCEDURE:

No invasive procedures are performed on humans anywhere in the University of Northern Colorado Simulation Center (SC).

POLICY TITLE:**Protection of Psychological Safety of Participants Involved in Simulation**

Last Revision/Review Date: 3/1/2024 NFSO
Previous Review Dates: 12/4/2020 NFSO
Original Policy Date: 4/2018 NFSO
Sponsoring Committee(s): School of Nursing Simulation Committee

DESCRIPTION:

The purpose of this Simulation Center policy is to address concerns that may arise should a participant experience undo stress, anxiety, or emotional distress while engaged in simulation activities within the University of Northern Colorado Simulation Center.

For students, faculty, and staff to have an optimal learning environment, it is critical that psychological safety is consistently supported and maintained for all participants including students, faculty, and standardized participants.

PROCEDURE:

1. To help ensure psychological safety of participants, a simulation orientation is provided in the form of a video developed by the UNC simulation team. In addition to the video, the participant is provided with an orientation to the simulation room as part of the briefing. Finally, faculty training includes content on maintaining psychological safety in simulation.
2. All high-fidelity scenarios should include pre briefing activities that are intended to establish a safe learning environment by situating learners into a common mental model and preparing them for educational content. Additionally, pre-briefing activities should convey important ground rules for the simulation-based experience.
3. Only faculty and authorized participants of the simulated event are allowed in the simulation room during the scenario. This includes access to the control room during the simulation. Unauthorized persons should not be present in the control room during simulation unless student participants have been made aware of the presence of additional observers. All participants are informed if they are being recorded or streamed on the day of the event.
4. Scenarios should follow the algorithm for the scenario, which is based on the objectives for the event. Additional distractors should not be added unless they are written into the scenario and meet a specific objective.
5. It is important to maintain consistency in the scenario between groups, including the role of faculty, use of cues and support, scenario set up and design, and time allotted for scenario and debriefing.
6. All students are made aware that simulated clinical events are to be kept confidential. This operating principle is reiterated with each event.
7. In the event that a participant in simulation is experiencing undo stress or anxiety a member of the UNC faculty or staff should offer support and assistance to the participant. If additional support is needed, the faculty/staff must assist the person in reaching appropriate campus resources. If this happens during a simulated clinical event, the simulation facilitator will notify the course coordinator who will address the problem and ensure that the participant is escorted to the Universities' Department for Counseling Services. Following the incident, the Assistant Director should be notified.
8. Information regarding counseling services at UNC is provided to the students and is in the SC.
9. If intervention is required for a participant experiencing acute stress or anxiety related to simulation, the course coordinator will assist with completion of workers' compensation forms. If indicated, workers' compensation protocols are followed per university policy.

POLICY TITLE:**Simulation Confidentiality**

Last Revision/Review Date: 10/18/2024 NFSO
Previous Review Dates: 4/2018 (NFSO) 10/2020 (NFSO)
Original Policy Date: 2/1/2018
Sponsoring Committee(s): School of Nursing Simulation Center

DESCRIPTION:

The Simulation Center Faculty, Staff and Students shall adhere to the University of Northern Colorado School of Nursing policy regarding simulation confidentiality when engaged in learning activities in the Simulation Center. University of Northern Colorado policy regarding Family Educational Rights and Privacy Act (FERPA) is followed. Student confidential information is defined as anything that a student, or those individuals with whom they interact, would expect to remain private. This includes information relating to the performance of other individuals, the details of the simulation scenarios and educational activities conducted. This applies whether seen in real time, on video, or otherwise communicated to the learner, and any related discussions.

PROCEDURE:

1. Students will engage in simulation-based training as part of their clinical learning experience and will participate in the simulation as a professional and treat it as a real patient care encounter.
2. The content of the simulations is to be kept confidential to maintain the integrity of the learning experience for all students and fellow learners.
3. During participation and throughout enrollment in the program, the student will maintain and keep confidential all scenario-specific and student-performance related information per the School of Nursing Code of Conduct.
4. Faculty and staff will maintain and keep confidential all scenario-specific and student performance related information.
5. Student performance information can only be shared on a need to know basis with the course lead, simulation coordinator, and/or undergraduate program coordinator.
6. Student will report any violations of confidentiality to the Simulation Facilitator or Clinical Faculty.
7. While simulation is in progress, video will not be streamed, recorded, or saved without prior knowledge of the scenario participants.
8. Any person not participating in the simulation event will not be allowed access to the simulation center while a scenario is in progress. This includes all tours and UNC employees from other departments.
9. This policy extends confidentiality protection to all participants in simulation including students, faculty, staff, and standardized patients.

POLICY TITLE:**Simulation Etiquette - Students**

Last Revision/Review Date: 12/5/2025 NFSO
Previous Review Dates: 4/2018 NFSO; 10/2020 NFSO; 10/18/2024 NFSO
Original Policy Date: 2/1/2018
Sponsoring Committee(s): School of Nursing Simulation Center

DESCRIPTION:

Simulated clinical learning experiences necessitate engagement of students in events which range from simple to highly complex and stressful as a part of their clinical coursework. As such, a high level of professionalism, comportment, and etiquette of all faculty, staff, and students is important to assure a positive, safe learning environment. Violation of this policy may result in unsatisfactory clinical performance and referral to the lead course faculty member.

PROCEDURE:

1. The simulation coordinator and/or clinical lead faculty member will provide an orientation to the simulation laboratory and specific simulated clinical experiences at the beginning of each clinical course. The orientation will prompt/remind students to:
 - a. maintain confidentiality of the experience (i.e. not sharing the scenario with other students or the performance of colleagues with others).
 - b. participate in the simulation as a nursing professional.
 - c. engage in the experience as if it were a real patient care encounter.
 - d. perform all procedures unless otherwise instructed.
 - e. assess vital signs (not retrieve from the monitor), unless otherwise instructed.
 - f. use SBAR, or other established reporting guidelines, when communicating with a provider or team member during the scenario.
 - g. provide support and encouragement for all student peers.
 - h. keep conversation to a minimum and maintain a quiet environment in the control room and shared spaces during the simulated event.
 - i. to follow any established scripts and faculty guidance in simulated clinical events.
2. Students are expected to complete assigned pre-simulation activities in order to participate in simulation.
3. All simulation participants are expected to contribute during debriefing.

Clinical/Practicum Experiences

ENP Clinical Rotation Requirements

The ENP program is designed for students who want to work as Family Nurse Practitioner (FNP) in the ED/urgent care especially in the rural areas where FNPs will need to cover ED/urgent care along with the primary care clinic.

The ENP program requires a total of 420 clinical/lab/simulation hours in emergency practice:

Lab/Simulation = 60 hours

NURS 663 Emergency Procedures & Lab I (1-credit course / 30 hours Lab/Simulation) – 1st semester

NURS 672 Emergency Procedures & Lab II (1-credit course / 30 hours Lab/Simulation) – 2nd semester

Clinical Hours = 360 hours - *Student clinical hours should mirror what the ENP will be doing in live clinical practice upon completion.*

- NURS 664 ENP Clinical I (2-credit course / 90 clinical hours) – 1st semester
- NURS 673 ENP Clinical II (2-credit course / 90 clinical hours) – 2nd semester
- NURS 692 ENP Clinical Synthesis (4-credit course / 180 clinical hours) – 3rd semester

** Students may use their places of employment, but practicum hours must be completed outside of regular working hours and responsibilities. Maximums are 12-hour shifts and practicum hours with an On-Call portion cannot be more than 12 hours.*

Examples of appropriate rotations include (but are not necessarily limited to):

- Urgent Care
- Emergency Department
- In hospital or freestanding clinics

Securing a Clinical Site and Preceptor

Students will work closely with course faculty, the Graduate Clinical Compliance and Program Management Specialist, and the ENP Program Coordinator to locate and secure placements.

Our clinical placement coordinator is dedicated to the Nurse Practitioner programs to assist Nurse Practitioner students in Colorado to find clinical placements and qualified preceptors (which include: MD, DO, PA, NP, and ENP.). The placement coordinator also provides administrative support and advice for students who will complete their clinical experiences outside of Colorado. All students should be prepared to actively network and locate clinical site experiences.

NOTE: Students may only begin clinical hours for a specific course on the first day of the semester it is offered.

Prior to the semester in which a student is conducting clinicals, they must complete and submit the NP CLINICAL SITE PLACEMENT INFORMATION AND REQUEST FORM to inform the SON of their intent to conduct clinicals at a particular site with a particular preceptor(s). A complete form must be submitted per preceptor/site for each clinical course (e.g., 2 preceptor/site requests = 2 forms). **It neither confirms nor guarantees placement.** Submission of this form additionally initiates a request for a new agreement with a clinical site OR verifies existence of a current agreement. New or expiring agreements can take up to 3 months to obtain. Email completed form(s) to the Graduate Clinical Compliance and Program Management Specialist.

Please note semester-specific deadlines. If the form is submitted late, you risk not having a site and preceptor secured for the course. **These deadlines may not be feasible for first semester ENP students.*

- ☐ **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

NOTE: You may not begin clinical until you receive a confirmation email from the site the School of Nursing indicating approval. Various sites may also include official notification for a student to begin.



NP CLINICAL SITE PLACEMENT FORM

(this form does not go to the preceptor or site)

- ❖ Submission is **required** to inform the SON of your **intent** to be at a site. **It neither confirms nor guarantees placement.**
- ❖ Submit a **separate** completed form for each site attending during a clinical course.
- ❖ You **may not** begin clinical until you receive a confirmation email from the site or Mellany indicating approval.
- ❖ New or expiring agreements may take 3+ months to finalize. Submitting the form late or an incomplete form may delay your clinical rotation.
- ❖ Email **completed** form(s) to mellany.archer@unco.edu.

Deadlines for form submission	Summer clinicals	Fall clinicals	Spring clinicals
	March 15 th	June 15 th	October 15 th

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: _____
Preceptor Email: _____ *Note: if preceptor is a PA, a supervising physician's name must be documented.*
Role/Specialty Area: _____
Clinical Overview/Purpose: _____ # Hours: _____
(OB, Peds, Family Practice, ED, other.)

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): _____

ENP – Faculty Site Visits

What is a site visit?

APRN faculty from UNC will be completing clinical site visits during the clinical courses. Site visit(s) will occur for each student during each clinical practicum course. The UNC faculty will be completing an evaluation of student clinical performance as well as an evaluation of the clinical site for appropriateness of FNP education goals.

What does the APRN site visitor do?

During each site visit, the UNC faculty member will meet with the student and preceptor either in person or virtual to discuss how the clinical learning experience is progressing. They either will also see 2 to 3 patients with the student or for a virtual visit discuss 2 to 3 patients if the schedule permits and provide feedback to the student on their skills and clinical ability. The UNC faculty will also review your charting within the EHR when possible and talk to the preceptor alone about student performance. Site visits in person may take anywhere from 2 to 3 hours of time on average, or a virtual visit could take 1 hour of time on average.

What should I tell my preceptor about the site visit?

Tell your preceptor when to expect the UNC faculty member and the information above in “What does a site visitor do?”. The visitation to a clinical student should not be anything new to the preceptor, but if they have any questions, please direct them to the faculty assigned to teach your clinical course.

Preceptor, Faculty, and Student Expectations for Clinical Rotations

The following information is given as a brief overview of what a clinical preceptor for an NP student can expect with regards to preceptor responsibilities and requirements. Additionally, information is included as to what the clinical preceptor can expect from the students and UNC faculty members. NP faculty are available for further explanation and clarification if needed.

EXPECTATIONS OF CLINICAL PRECEPTORS:

- Work with the students to establish a learning environment in which all individuals are respected, and their contributions valued.
- Construct assignments and structure clinical activities to help students identify/master key concepts and develop effective learning habits and skills as addressed in ENP competencies.
- Encourage students to think critically and analytically and help them develop skills in these areas.
- Effectively respond to student's questions and provide meaningful feedback and guidance.
- Make his/her expertise available to students.
- Contact clinical faculty promptly with any concerns or needs.

EXPECTATIONS OF STUDENTS IN CLINICAL ROTATIONS:

- Work with faculty to establish a learning environment in which all individuals are respected, and their contributions valued.
- Arrive prepared for the upcoming clinical day.
- Complete assignments and clinical activities on time as directed by faculty and preceptors.
- Strive to further develop skills and knowledge base.
- Interacts professionally and collegially with faculty, preceptors, and peers.
- Communicates professionally and effectively with patients and significant others and provides appropriate support in the context of the clinical situation.

- Complete the **NP Clinical Site Placement Information and Request Form** and submit to mellany.archer@unco.edu for each requested clinical rotation.

EXPECTATIONS OF CLINICAL COURSE FACULTY (SITE VISITOR):

- Provide preceptor with course syllabus and objectives.
- Review completed Clinical Logs in Typhon, assignments submitted on Canvas, and any oral presentations and provide timely feedback to student in a constructive manner.
- Provide consultations for the student and/or preceptor as requested.
- Visit or contact clinical sites, complete site visit evaluation as indicated, and review all student evaluations.
- Evaluate ongoing preceptor/student interactions to ensure that the student engages in experiences sufficient to meet the FNP role and population focused guidelines.
- Evaluate progression of competencies via meetings or communication with student and preceptors
- Regularly assess student's learning environment to promote positive experiences.
- Facilitate any necessary clarification related to the FNP program objectives or course expectations.
- Provide recognition, as appropriate, for the preceptor.
- Promote positive customer services for the clinical site.
- Listen to student's identified needs and help develop a plan to achieve positive outcomes.
- Contribute to the student's professional knowledge development.
- Report any concerns or variances to the primary course faculty.

Tracking Clinical/Practicum Hours

The School of Nursing uses the Typhon Group platform for student portfolio development and for student clinical/practicum activity tracking. Access to this system is required for all students and is paid for by the School of Nursing. Basic introduction and login information to TYPHON is provided. The on-line professional portfolio, and the documentation of all students clinical/practicum activities are required for certification, credentialing, and for successful post-graduate employment*.

****It is advised for students to download and print their clinical hours/experiences from Typhon at the end of their program.***

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Clinical/Practicum Compliance and Related Policies



UNIVERSITY OF
NORTHERN COLORADO

School of Nursing

Graduate Nursing Program Clearance Requirements

Your cooperation in meeting the *Practicum Nursing Program Clearance Requirements* will enable you to have access to the clinical sites that will prepare you for the practice of professional nursing.

In addition, clinical agencies are required by their accrediting and regulatory bodies to guarantee that staff, students, faculty, and visitors meet health and safety standards. There are periodic audits by agency representatives to verify that the School of Nursing (SON) students and faculty are compliant.

The SON utilizes Complio for verifying program requirements. Complio is an online, comprehensive tool for student screening, immunization tracking, and compliance. Information to set up your student account will be given to you following admission to the program and prior to the start of your first semester.

IMPORTANT: Students are expected to have all clearances up to date. It is ALWAYS the responsibility of the student to keep track of expiration dates and to submit renewals into Complio on time. Renewals are due the 1st of the month in which it expires. For example, if your BLS certification expires July 31st, the renewal will be due July 1st. If required documentation is not submitted by the deadline, student will be considered out of compliance with the policy and are **not eligible to attend** practicum until it is resolved.

See the 'Health and Safety Compliance Tracking for Nursing Students' Policy for more information on the requirements.

Clinical/Practicum Practice Related Policies

(See the following pages for Practicum Practice Related Policies)

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

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 inherent 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

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; 5/1/2026 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. 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
 - Social Security Number Validation
 - Residential History Search
 - Nationwide Sex Offender and Predatory Registry
 - Federal Criminal History Record Searches (past 7 years)
 - Motor Vehicle Record Search (DMV Search)
 - Employment Verification (most recent employment – 1 search)
 - Education Verification (highest degree earned)
 - Professional License Verification
 - Healthcare Exclusion List (includes Office of the Inspector General (HHS/OIG/SAM) Sanction Report; General Services Administration (GSA) Excluded Parties List (EPLS); Office of Foreign Asset Control (OFAC) Terrorist List (Patriot Act?); FDA Debarment List)
 - CO Statewide Criminal and sex offender History Record Search (past 7 years)
 - Adult and Child Abuse Registry
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 or disciplinary action on a professional license/certificate in any state
 - *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 encumbrance or disciplinary action on a professional license or certificate.*
 - *Any offense, regardless of type, which is still pending in the courts or state professional board (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 will confer with UNC Human Resources and the General Counsel's Office if any offenses are identified on a background check. Additional information may be requested from the applicant or student to determine the outcomes of the background check.
 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.

POLICY TITLE:**Clinical Performance Evaluation – APRN students****Last Revision/Review Date:** 10/21/15 GLT/NFSO; Reviewed GLT 4/2022**Previous Review Dates:****Original Policy Date:** 10/31/14**Sponsoring Committee(s):** Graduate 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 (see attached tools) of his/her clinical performance from their clinical preceptor and clinical faculty. In courses that have a clinical component, both the didactic and clinical portions must be passed in order to receive a passing grade for the course.

PROCEDURE:

1. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of a clinical course and the clinical preceptor and/or course faculty deems that a formal remediation is indicated, the course faculty (in collaboration with the clinical preceptor) will complete a Notification of Unsatisfactory Clinical Performance form (see attached).
2. The course faculty will review the plan outlined in the Notification of Unsatisfactory Clinical Performance form with the student prior to the next scheduled clinical day.
 - a. At the designated follow-up time indicated on the Notification of Unsatisfactory Clinical Performance form, the clinical preceptor and/or course faculty will complete the follow-up section of the form and review the information with the student. The form will then be reviewed, signed, and placed in the student's School of Nursing official record.
 - b. At the time the remediation plan is initiated, the student will be notified that the remediation plan will be shared with the subsequent semesters' clinical preceptors and course faculty and placed in the student's School of Nursing official record.
 - c. Should the student be unsuccessful in meeting the requirements of the Notification of Unsatisfactory Clinical Performance by a predetermined date, the student will receive an unsatisfactory clinical grade.
3. The clinical agency/clinic 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.



School of Nursing

Notification of Unsatisfactory Clinical Performance

Student Name: _____

Clinical Preceptor: _____

Course Faculty: _____

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: _____

Clinical Preceptor: _____

Faculty Signature: _____

Date Reviewed with Student: _____

Follow up *(Notification of Unsatisfactory Clinical Performance)*

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 faculty and the clinical preceptors of future clinical courses.

Student Signature:

Date

Clinical Faculty Signature:

Date

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:

4. 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.
5. 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 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.

6. 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.
7. Deadlines for each semester are outlined in the student handbooks, on the above-named form, and/or in course information.
8. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.
9. Final confirmation of clinical/practicum placement is to be done using student's BearMail account.

Undergraduate Programs:

10. 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.
11. Deadlines for each semester are outlined via email communication and in the course syllabus.
12. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

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.

POLICY TITLE:**Graduate Preceptor Policy****Last Revision/Review Date:** 3/6/2026 NFSO**Previous Review Dates:** 4/10/98; 12/08 GLT; 7/29/14; 1/13/17 GLT; 2/3/17 NFSO/ GLT 2/2022;**Original Policy Date:** 1/26/90**Sponsoring Committee(s):** Graduate Leadership Team**DESCRIPTION:**

The preceptor is an expert practitioner (e.g. Advanced Practice Registered Nurse {NP, CNS, CNM, CRNA}, physician {MD, DO}, physician assistant (PA), or other relevant specialist in the health profession) who is approved by the course faculty of record in consultation with the program coordinator. The preceptor actively practices in the area that is consistent with the clinical hours and course requirements. The preceptor provides the student with learning experiences for the student to meet the course objectives. The preceptor acts as a professional role model, resource, facilitator, coach, and mentor. The School of Nursing provides guidance to these preceptors in achieving the course and clinical expectations.

PROCEDURE:

1. Students in conjunction with faculty will identify their preferred preceptor and/or clinical site in context of the program and course requirements.
2. The Program Coordinator and Graduate Program Management Specialist verify if the preferred preceptor and clinical site are appropriate for the course's educational goals. This includes any preceptor and/or clinical site new to the program.
3. If approved, the student will submit a *Request for Clinical Placement* form to the Graduate Program Management Specialist, who then determines if an affiliation agreement needs to be established, renewed, or is current. If the preceptor/clinical site is out of state, the Graduate Program Management Specialist will verify with UNC's State Authorization Compliance and Assessment Specialist to see whether the student is allowed to complete a clinical rotation in that particular state.
4. The UNC State Authorization Compliance and Assessment Specialist will then begin the process of submitting materials to the specific state Board of Nursing to meet those state requirements and works with the Graduate Program Management Specialist and SON Director to successfully complete any State Board of Nursing requirements.
5. The Graduate Program Management Specialist verifies that the preceptor is willing to accept the role as a preceptor for the student through personal contact then begins assisting the student with any specific required onboarding for the site.
6. The student submits to the course faculty member a signed, written, informal agreement outlining the objectives for the clinical rotation agreed upon by the student and the preceptor. The student reviews the syllabus with the preceptor and provides a copy including the evaluation form.
7. The Graduate Program Management Specialist sends a welcome letter with information to guide the preceptor in successful completion of these clinical educational hours and requests updates on the preceptor's credentials. Those credentials are uploaded into the electronic tracking system upon receipt. Students are responsible for insuring that all preceptor credentials are loaded into the electronic clinical tracking system.
8. The preceptor and student complete an evaluation at the end of the student's rotation through the electronic tracking system or through a paper evaluation returned to the course faculty.
9. The Graduate Program Management Specialist sends a letter of appreciation with the total number of student precepting hours to the preceptor at the end of the semester.

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; MH edits 4.20.2026; MH edits 6.2.2026

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 per agency affiliation/legal agreements. Failure to meet these requirements may result in required withdrawal from clinical coursework or program delay.

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)

Clearance Category	Initial Requirement (due at program start or prior to start of clinical courses- depending on program)	Renewal Requirement	Documentation	Exemption/ Declination Allowed (must be approved by SON Director)
Tuberculosis screening Definitions: 2-step PPD: 1st PPD read within 48 hrs; 2nd PPD scheduled after 7 days and before 14 days after the first PPD PPD: if a previous PPD was completed within 12 months, then just one PPD, read within 48 hours, is required for the screen	<u>Initial Screen</u> 2-step PPD (only 1 PPD required if prior PPD completed within 12 months) OR TB quantiferon screen History of +TB Screen If the student has a history of a +TB screen, they must submit a neg Chest X-ray report completed within past 5 years and a TB symptom clearance by a provider.	<u>Annual Screen</u> History of neg TB Screen Annual PPD -if more than a 12-month lapse has occurred after the most recent PPD screen, then a 2-step PPD is required OR Annual TB quantiferon screen History of +TB Screen Annual TB symptom clearance by a provider Chest X ray results every 5 years	History of neg TB Screen Health record with date and results of screening (PPD or quantiferon) History of +TB screen Annual Symptom Clearance and Chest X ray results (every 5 years)	No
Measles, Mumps, Rubella Vaccination	Documented vaccination series (2 doses) or positive titer Negative or Equivocal titer results require booster vaccination	None	Health record with vaccination dates or titer results	No
Hepatitis B Vaccination	Documented vaccination series (3 doses) Titer results not accepted*	None	Health record with vaccination dates	Declination

Tdap Vaccination	Documented vaccination	Tdap vaccination every 10 years	Health record with vaccination dates	No
Varicella Vaccination	Vaccination series (2 doses) or positive titer Negative or Equivocal titer results require booster vaccination	None	Health record with vaccination dates or titer results	No
COVID-19 Vaccination	Documented vaccination	Annual; Due October 1 or as otherwise indicated or as indicated by agency requirements	Health record with vaccination dates	Medical, Religious, Other Exemption
Influenza	Documented vaccination	Annual; Due October 1 or as otherwise indicated	Health record with vaccination dates	Medical, Religious, Other Exemption
Physical Exam	Within 6 months prior to program/clinical start	None	Health record with date of exam	No
Health Insurance	At program start	Annual	Copy of health insurance card/policy	No
RN/APRN license (all programs except pre-licensure)	RN/APRN Licensure	By renewal due date	Copy of license	NA
American Heart Association Basic Life Support (BLS) for Healthcare Providers (HeartCode) OR ACLS for Experienced Providers (only ENP/FNP students are required to complete; replaces BLS requirement)	American Heart Association training; must include hands on skills session/ demonstration	By renewal date	Signed BLS or ACLS card with date of expiration	No

Urine Drug Screen	10 panel urine drug screen; due at program start (all programs) per SON policy	As indicated; some agencies require additional drug screen prior to clinical experience 10-panel screen with an extended opiate panel may be required by some agencies	Urine drug screen results	No
Background Check	Per background check policy; due at program start (all programs)	As indicated; additional background checks may be required by some agencies	Background check results	No
HIPPA Training	Course completed through American DataBank/Complio per SON policy	Annual	Completion certificate	No
OSHA Training	Course completed through American DataBank/Complio per SON policy (module list updated annually in policy)	Annual	Completion certificate for each module	No
Malpractice insurance	Minimum coverage of \$1,000,000/occurrence and \$3,000,000 in the aggregate Should include base coverage for any licensure held by student, with 'student' (RN/NP) insurance added in addition to base coverage	By renewal date	Certificate of insurance	No

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

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

DESCRIPTION:

Clinical agencies require that students who are participating in clinical experiences at the agency receive the flu vaccination annually during the designated flu vaccination period or have an approved exemption. This policy does not apply to distant students, unless it is required in their own setting, or to students NOT in clinical settings for their own program.

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 will be unable to attend clinical experiences.
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 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 requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exception. The exemption request must be consistent with the student's prior vaccination history.
 - e. The Assistant Director for the student's respective program will determine whether the exemption request has been approved.
 - f. If an exemption to immunization is granted, students 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.



Influenza Vaccination Exemption Form

Student Name: _____

Student Bear Number: _____

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 _____

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. Exemption Procedure
 - 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.



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

4. I certify that I cannot receive the COVID-19 vaccination because of medical contraindication(s).
5. My medical contraindication(s) is:
_____ Temporary (must be certified annually)
_____ Permanent
6. 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

3. I certify that the COVID-19 vaccination is contrary to my religious beliefs and/or practices.
4. 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 _____

POLICY TITLE:

Malpractice Insurance

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): Undergraduate Leadership Team and Graduate Leadership Team

DESCRIPTION:

Because of the increasing legal requirement by clinical agencies used by the School of Nursing 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.

POLICY TITLE:**Nursing Licensure Policy for Post-licensure Students**

Last Revision/Review Date: 1/26/18 NFSO
Previous Review Dates: 11/13 ULT; 1/19/18 ULT
Original Policy Date: 11/22/2013
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

Post Licensure BSN and graduate students must have an unencumbered, valid nursing license when admitted to a nursing program and maintain the license until graduation.

PROCEDURE:

1. Any change in the status of the student's license must be reported to the School of Nursing immediately by the student.
2. A license that has been suspended or revoked will prevent the students from progressing in the program.
3. Once a suspended or revoked license has been reinstated the student may apply for readmission.
4. Failure to report a change in license status will result in dismissal from the School of Nursing.
5. Students who are dually enrolled with an associate degree program must submit verification of licensure before matriculation into the final semester of the program.

POLICY TITLE:

OSHA/HIPAA Annual Training - Students

Last Revision/Review Date: 12/5/2025 NFSO
Previous Review Dates: 10/4/13 ULT; 10/18/13 NFSO11/30/21 9/21/2025 MH
Original Policy Date: 5/3/13 ULT
Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

The SON requires formal documentation that students enrolled in clinical programs have completed annual training for HIPAA and OSHA for healthcare workers prior to direct patient experiences. .

PROCEDURE:

1. Students will be advised of the need for annual OSHA and HIPAA training at the start of the clinical program.
2. Students will receive instruction on how to register for HIPAA and OSHA Training each year through a verified third-party vendor. Training will be paid by course participation fees.
3. Students will complete the training prior to the first clinical rotation. Due dates for completion will be determined by the program coordinator in collaboration with the respective program management specialist.
 - a. Required OSHA training modules include:
 - i. Backcare / Ergonomics
 - ii. Bloodborne Pathogens for Healthcare Workers
 - iii. Fire Safety and Emergency Evacuation
 - iv. Electrical Safety in Healthcare
 - v. Hand Hygiene
 - vi. Hazard Communication for Healthcare Workers
 - vii. Infection Control for Healthcare Workers
 - viii. Personal Protective Equipment for Healthcare Workers
 - ix. Preventing Workplace Violence in Healthcare Settings
 - x. TB Protection for Healthcare Workers
 - b. Required HIPAA training modules include:
 - i. Patients Rights
 - ii. HIPAA Privacy and Security for Students
(list updated 9/21/25)
4. Students will upload completion certificates for each OSHA and HIPAA training modules into the third-party tracking software (Complio).
5. Students will not be able to participate in direct patient care until the required training is completed. Failure to complete the training by the specified due date may result in a delay in clinical start, removal from a clinical rotation, or failure of the course, depending on the agency requirements.
6. The list of training modules required will be updated annually by the Director of the School of Nursing, or their designee.

POLICY TITLE:**Performance Standards – Clinical Programs**

Last Revision/Review Date: 4/26/2024 NFSO; Edits MH/DRC 8.18.25
Previous Review Dates: 1/31/14 ULT; 2/14/14 NFSO, 4/29/16 NFSO; 4/18/2022 NFSO
Original Policy Date: 1/31/14
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

At the University of Northern Colorado, we are committed to creating accessible, inclusive, and equitable learning environments across all programs, including clinical nursing education. In alignment with federal law and institutional policy, students enrolled in the School of Nursing (SON) Clinical Program are expected to engage with program requirements and performance standards, with or without reasonable accommodations. These accommodations are determined through an individualized, interactive process involving the student, the Disability Resource Center (DRC), and the SON in order to uphold both academic and patient care standards while ensuring equitable access.

PROCEDURE:

1. Students will review and sign the Performance Standards attestation form prior to program commencement and each subsequent semester. Students with concerns about their ability to meet a standard due to a disability or medical condition are encouraged to contact the DRC to initiate the accommodation process. This signed document will be filed in the student's SON file.
2. After enrollment in the Program, if a student develops a temporary health condition or a permanent disability that requires accommodation for any aspect of their learning (including classroom and offsite clinical rotations), they will be directed to contact the DRC, who will facilitate the interactive process to establish reasonable accommodations.
3. As part of the interactive process, when necessary, the DRC will seek information from the SON Director, relevant program coordinator, or course faculty, about the academic requirements essential to the course or program. As part of the interactive process, the DRC may consult SON leadership and faculty to identify any essential requirements of the course or program. This ensures that accommodations are evaluated in relation to academic integrity and licensing standards, and that reasonable modifications do not fundamentally alter core competencies.
4. The DRC will document its conclusions regarding the accommodation and communicate with the requesting student and relevant faculty/director or other relevant persons such as clinical coordinators and supervisors.
5. SON faculty or staff who receive an accommodation request from a student should pass the request along to the DRC directly so the DRC can engage with the student in an interactive process of determining reasonable accommodations. When doing so, faculty and staff should provide the student's name and contact information so that the process is not impeded.
6. If a student has temporary or ongoing medical restrictions that may impact engagement at a clinical site, they should contact the DRC. Healthcare provider documentation may be needed to inform the interactive process. The DRC will coordinate a discussion with the student, SON Director, and relevant program leaders to explore next steps, which may include temporary modification of clinical participation.

7. For the health and safety of students and patients, some accommodations may need to be disclosed to the clinical agency the student is attending. The clinical agency may deny the requested accommodation if it does not meet their health and safety standards. When clinical agencies raise concerns about a requested accommodation, the DRC and SON will make good faith efforts to identify alternative placements or explore other solutions that maintain access while upholding health and safety. The student will remain an active participant in this process.
8. If, after the interactive process and the implementation of reasonable accommodations, it is determined that a student is unable to meet the essential program requirements, the SON will explore academic alternatives and/or program adjustments in collaboration with the DRC. Dismissal or withdrawal is considered only after all reasonable options for access have been exhausted.

UNC Disability Resource Center Contact Information and Resources - <https://www.unco.edu/disability-resource-center/>

Email: DRC@unco.edu

Phone at 970-351-2289.

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

POLICY TITLE:

Student/Faculty Injury and Workers' Compensation Policy

Last Revision/Review Date: 12/5/2025 NFSO

Previous Review Dates: 5/92; 8/91; 2/96; 11/01 HR/SB; 4/16/07 LC; 3/25/08 DWL; 11/14/17 HR/FH; 9/27/19 HR/FH; 11/11/2020 HR/MH; 11/11/2024 MH edits 3/2025 MH update form; 9.10.2025 MH edits

Original Policy Date: 9/25/07

Sponsoring Committee(s): School Leadership Team – Administrative Policy

DESCRIPTION:

When UNC places a student in a cooperative education or student internship program without pay from the employer, UNC shall insure such a student under UNC's worker's compensation insurance.

PROCEDURE:

1. If a UNC student or faculty is injured or sustains an exposure to infectious pathogen at an affiliated agency during a clinical experiences and requires immediate attention, they should be directed to the nearest urgent care/emergency room for care. The student/faculty member should alert the provider that their care will be covered under UNC's worker's compensation insurance policy.
2. If the injury/exposure does not require emergent/urgent care, the student/faculty member should follow the agency's policy for care of the injury.
3. Regardless of the type of injury/exposure, the student/faculty member must complete any health care agency report forms as required by the agencies policies.
4. The student/faculty member must communicate the injury/exposure to the clinical lead faculty member or program coordinator who will support completion of the Injury/Illness report form found on the UNC Human Resources Website - Health/Safety <https://www.unco.edu/human-resources/employee-resources/health-safety.aspx>
5. The student/faculty member must submits the completed and signed Injury/Illness form to the School of Nursing Director, or designee, for review and submission to Human Resources.
6. The UNC Injury/Illness form must be submitted to Human Resources within four (4) working days of the injury/exposure. If the director, or designee, is unavailable to submit the form within 4 days of the injury, the student should be directed to submit the form directly to HR via email human.resources@unco.edu and include the SON Director on the email to process the form.
7. The Injury/Illness form is also kept in the student file on the SON SharePoint and NHS Dean's Office, HR representative for record keeping. The SON Director will update the workman's comp injury/exposure excel file (SharePoint - SON/Staff/Documents) to include the date of injury/exposure, program of study, student last name, and type of injury.
8. Each semester, the SON Director, in collaboration with the program management specialists, will inform HR of the states students in all programs are completing clinical experiences and will track the location of all current students on the affiliation agreement tracking spreadsheet. For rotations in WY or out of country, the SON Director will inform the UNC Office of Finance and Administration.

*10/15/2025 - Per Assoc VP of Administration - UNC's Liability/Workman's comp insurance can cover all states, except WY. It does not cover out of country rotations but may pending expansion of UNC's policy on a case-by-case basis.

Insert Workman's Comp Injury/Illness Report

Academic Record and Signature pages



Academic Record

All student files are located in the nursing offices. On the occasion you need to have access to your file, check with the SON office staff for the procedure to utilize your file. The School of Nursing also requires students to sign documents that may be needed in the general course of business throughout your program. For example, students often 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.

Documents requiring student signature are listed below and full copies are provided on the following pages along with the SON's FERPA Policy for your review. You will be instructed by the SON on how to specifically complete them for your program.

DOCUMENT	NOTE	FREQUENCY
Student Code of Conduct (as seen in the <i>Academic Progression Related Policies</i> section, Pg 44)		Orientation
Assumption of Risk (as seen in the <i>Clinical/Practicum Compliance and Related Policies</i> section, Pg 65)	Clinical/Practicum Programs Only	Orientation
Performance Standards – Clinical Programs (as seen in the <i>Clinical/Practicum Compliance and Related Policies</i> section, Pg 88)	Clinical/Practicum Programs Only	Beginning each semester
SON FERPA Student Policy and FORMS		
Authorization for Release Completed Scholastic Assignments		Orientation
Authorization to Release Educational Information		Orientation
Authorization of Use of Name, Image, Likeness, and/or Voice Recordings		Orientation and as needed
Other		
Confidentiality Statement Policy and FORM	Clinical/Practicum Programs Only	Orientation and at start of clinical course semesters
Student and Faculty Protected Health Information Release Policy and FORM	Clinical/Practicum Programs Only	Orientation
Student Handbook Agreement		Orientation

POLICY TITLE:

SON FERPA Student Policy

Last Revision/Review Date: 12/5/2025 NFSO; MH edits 5/19/2026

Previous Review Dates:

Original Policy Date: 12/5/2025

Sponsoring Committee(s): School Leadership Team

DESCRIPTION:

The Family Education Rights and Privacy Act (FERPA) of 1974 governs the access to educational information and student records. The UNC Office of the Registrar provides guidance and annual training for faculty and staff regarding FERPA as well as oversees processes for release of student records. To assure compliance with the law, the following procedure is to be followed for all SON programs.

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 Completed 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.
 - c. *Authorization to Release Name, Image, Likeness, and/or Voice* – student permission to use name, photos, video and audio recordings, or any other media to include image, likeness or voice for educational or promotional purposes.
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.



School of Nursing

**Authorization to Release
Completed Scholastic Assignments
(FERPA)**

I hereby give permission for my completed scholastic assignments to be used as examples by the University of Northern Colorado School of Nursing for the following purposes:

- For accreditation review
- For inclusion in future courses as a sample
- For curriculum committee review
- For agency feedback

I understand that my permission for such use by the School of Nursing is irrevocable.

Signature of student

Date

Printed name of student

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for such use of my scholastic records (as outlined above) by the School of Nursing.

Signature of student

Date

Printed name of student



Authorization to Release Educational Records (FERPA)

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
- Academic Transcript including Grade Point Average

THIS INFORMATION MAY BE RELEASED FOR THE FOLLOWING PURPOSE(S):

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

Signature of student

Date

Printed name of student

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for such use of my education records (as outlined above) by the School of Nursing.

Signature of student

Date

Printed name of student

Revised 8/14/25 MHenry/UNC Legal Counsel; MH edits 5/19/2026



Authorization of Use of Name, Image, Likeness and/or Voice Recordings (FERPA)

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 internet, or in any other manner, and for any other lawful purpose, in UNC's sole discretion. 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, binding myself and my heirs, successors and assigns.

Signature of student _____ Date _____

Printed name of student _____

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)

Declination (only sign if you do not permit use of your scholastic assignments)

I choose not to allow permission for use of my name, likeness, or voice as outlined above.

Signature of student _____ Date _____

Printed name of student _____

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. Students will review the policy and sign the form at the beginning of each semester including clinical rotations throughout the program.
3. 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 located on the SON SharePoint.



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

POLICY TITLE:**Student and Faculty Protected Health Information Release Policy****Last Revision/Review Date:** 12/5/2025**Previous Review Dates:****Original Policy Date:** 12/5/2025**Sponsoring Committee(s):** School Leadership Team

DESCRIPTION:

Clinical agencies require documentation of student and faculty health clearance information to assure patient and staff safety in accordance with federal and other laws. This policy outlines processes to collect, track, and release the required protected health information to clinical partners for these purposes.

PROCEDURE:

1. The SON Director, or designee, will review and update the student and faculty PHI release documents with University Counsel and/or the Student Health Center HIPAA Compliance Officer 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 PHI Release policy and the following release document with students during program orientation:
 - a. *Authorization to Release PHI and Other Health Clearance* form – student authorization to release Health Clearance Records (i.e. immunizations, required screenings (e.g. TB)), Malpractice insurance coverage, BLS/ACLS certification (ACLS for NP programs only), Nursing licensure information (post-licensure programs), Required training completion (OSHA/HIPAA), Background Check Results, and Drug Screen Results to clinical agencies upon request. Authorization ends at the time of program completion.
3. Students will have an opportunity to ask questions about the policy and release document before signing. Program Coordinators will alert students that they will not be able to participate in their program if they do not sign the release form.
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. All clinical faculty will be asked to submit the form along with completion of required health clearances and uploaded into Complio for tracking.



Authorization for Use or Disclosure of PHI and Clinical Health/Safety Clearance Information

I authorize the UNC School of Nursing to disclose Protected Health Information, Drug Screen, Background Check results, and other health and safety clearance requirements to a clinical agency, upon request of the agency, when participating in clinical experiences.

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

- Health Clearance Records (i.e. immunizations, required screenings (e.g. TB))
- Malpractice insurance coverage
- BLS/ACLS certification (ACLS for NP programs only)
- Nursing licensure information (post-licensure programs)
- Required training completion (OSHA/HIPAA)
- 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

Printed name of student

5/3/2016 MHenry; approval by DSatriano



School of Nursing

**Graduate Nursing Student
Handbook Agreement**

I have read, understand, and agree to abide by the policies and guideline outlined in this School of Nursing Graduate Nursing Student Handbook. I have asked questions to clarify anything I do not understand.

Signature of student

Date

Printed name of student