



UNIVERSITY OF  
**NORTHERN COLORADO**

**Undergraduate**  
**BSN**  
**STUDENT HANDBOOK**  
**2022 - 2023**



School of Nursing  
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The Official Handbook with the most recent updates is located here:  
<https://www.unco.edu/nhs/nursing/resources/clinical-student/student-handbooks.aspx>  
and it will be updated as changes occur.

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

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# Mission of the UNC School of Nursing

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The Mission of the University of Northern Colorado School of Nursing is to improve the health of society by preparing compassionate, courageous, and competent nurses who advance nursing through leadership, scholarship, and practice. Faculty, staff, and students create an environment supportive of diverse teaching and learning strategies with the aims of:

1. Preparing individuals at the baccalaureate level to assume roles in professional nursing practice
2. Preparing individuals at the graduate level to assume leadership roles in practice, education and research
3. Promoting quality and excellence in nursing scholarship and education
4. Advancing the health of the public through scholarly inquiry and the development and dissemination of new knowledge

Approved NFSO 4-19-2019; UNC Mission, Vision,  
Values updated November 2021 SLT

## Vision of the UNC School of Nursing

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The University of Northern, Colorado School of Nursing will be recognized 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.

- Health care practice, lifelong education, and service form the foundation for professional nursing. Professional nursing practice is operationalized using critical thinking, evidence-based practice, research, the nursing process, and the establishment of collaborative interdisciplinary relationships with the goal of promoting the health of individuals, families, groups, communities, and populations, with attention to diverse and vulnerable populations.
- Everyone is a holistic, bio-psycho-social and spiritual being evolving and developing over the lifespan within a dynamic environment. The individual interacts and develops relationships as a member of a family and culture within a larger diverse community and global society. Respected as unique beings, all individuals have a right to health.
- Health is a dynamic state that is individually and collectively defined. Health integrates the physical, psycho-social, spiritual, and emotional states of well-being
- Health care is in a constant state of change. Numerous societal demands require creative interventions, alternative settings, collaborative partnerships and coalitions to maximize health care delivery. The delivery of modern health care depends on an expanding group of educated professionals coming together as an interdisciplinary team
- Nursing, as a caring profession, is both an art and a science that promotes, supports, and restores optimal health and enhances quality of life in individuals, families, groups, communities, and populations. It is a professional discipline that is an integral component of health care delivery systems. The professional nurse is a designer, manager, coordinator, and provider of safe, quality care based on current evidence from nursing science and other related disciplines. Additional professional roles include the nurse as educator, leader, health systems manager, researcher, and advocate for social justice through health care policy. Professional standards of moral, ethical, and legal conduct are integral to professional nursing practice. Professionalism involves an awareness of personal beliefs, biases, health, and their impact on choices and behaviors. The nurse is responsible and accountable for advancing the profession of nursing and for continued professional growth.
- The nursing faculty is a community of nurse scholars committed to creating an environment that promotes intellectual inquiry and sensitivity to diversity of ideas.
- The nursing faculty believes that the entry level preparation for professional practice is the baccalaureate degree. Graduate education at the master's level prepares students for practice, leadership, research and educational roles.

# UNC School of Nursing Values Statement

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The School of Nursing shares the values of the University of Northern Colorado, the American Nurses Association, the National League for Nursing, and the American Association of the Colleges of Nursing. The School of Nursing prepares global citizens leading inter-professional collaborations and also fosters the following values:

**Professionalism** is the consistent demonstration of and strict adherence to accountability, competence, responsibility, dependability and commitment.

**Caring** is an integral part of nursing practice requiring the ongoing development of multiple components. These components include empathy, conscience, compassion, resilience, and confidence in all interactions with patients, families, other healthcare professionals, and ourselves.

**Diversity and Inclusion:** Diversity inherently exists among humans. We value inclusivity of diverse human identities and expressions in nursing education and nursing practice.

**Innovation in Teaching and Learning:** Research-based innovation in teaching and learning is critical to meeting the changing demands in healthcare, nursing practice, and nursing education. We value active learner involvement, and the preparation of competent practitioners, leaders, and nurse educators for the future.

Approved NFSO 4-19-2019; UNC Mission,  
Vision, Values updated November 2021 SLT



## Statement on Anti-Racism, UNC School of Nursing

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The UNC School of Nursing has a strong history of educating nurses to provide compassionate care to others. "We acknowledge that institutional racism exists in American society, of which the SON is a part. We oppose racism and strive to promote an inclusive and equitable environment. We are committed to increased awareness and continued efforts to prevent racist acts." Our overall mission is to improve the health of our society; including ALL members of our community. We value inclusivity of diverse human identities and expressions in nursing education and nursing practice. We can achieve a just and equitable health care system for all by recognizing and combating racism in healthcare, becoming aware of implicit bias and its effects, and working to achieve greater diversity in nursing education and the nursing workforce.

We strive to take action in both professional and personal ways to eliminate systematic racism, promote diversity, and reduce bias. We will:

1. Examine our curriculum to eliminate racist assumptions or content and increase student dialogue and awareness of racism and bias affecting nursing care.
2. Engage in approaches to removing racism or bias from admission, progression and retention for diverse students including students of color.
3. Actively seek ways to increase the diversity of faculty and staff by examining application, hiring, promotion, tenure and support practices.
4. Plan for anti-racism education and skills building for faculty, staff and students.
5. Commit to working together in this common effort.

We are steadfast in our belief that every individual should work and learn in an environment that embraces diversity and Inclusivity. **There is no tolerance for racism within our school.**



# Undergraduate Purpose, Goals, and Program Outcomes

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## **Purpose:**

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

## **Goals:**

Graduates will acquire a solid foundation of knowledge in the liberal arts and sciences.

Graduates will develop critical thinking and knowledge of research-based therapeutic interventions.

Graduates will demonstrate a thorough understanding of the professional leadership and management skills necessary to be successful in a complex health care system.

Graduates will effectively interact with patients from diverse cultural, socioeconomic, geographical (urban/rural), and global perspectives.

Graduates will positively influence the health and well-being of individuals and their communities as well as engage in practices that promote personal health and well-being.

Graduates will demonstrate knowledge of professional values and standards of practice to provide quality nursing care in a variety of health care arenas.

Graduates will incorporate multidisciplinary perspectives and will effectively communicate and collaborate as nursing professionals in a variety of settings.

Graduates will develop a lifelong commitment to learning, scholarship and service.

Graduates will acquire the knowledge and skills that prepare them for beginning level professional practice with a foundation for future graduate level study.

## **Program Outcomes:**

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

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

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

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

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

## Campus and Student Resources: UNC Dean of Students

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

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

### **Contact Dean of Students:**

- [www.unco.edu/dean-of-students/](http://www.unco.edu/dean-of-students/)
- University Center 2205
- Phone: 970-351-2001
- Email: [dos@unco.edu](mailto:dos@unco.edu)

# Campus and Student Resources:

## Financial Aid and other funding opportunities

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

### **Contact the Office of Financial Aid:**

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

## Campus and Student Resources: Student Support and Resources

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Below is a list of on-campus resources:

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

**Contact ASAP:**

[www.unco.edu/assault-survivors-advocacy-program/](http://www.unco.edu/assault-survivors-advocacy-program/)  
Cassidy Hall, 2nd Floor  
Office Hours: 9am - 5pm, Monday through Friday  
Phone: 970-351-1490  
Crisis Line: 970-351-4040  
Email: [advocacy@unco.edu](mailto:advocacy@unco.edu)

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

**Contact Bear Pantry:**

[www.unco.edu/bear-pantry/](http://www.unco.edu/bear-pantry/)  
University Center 2166  
Phone: 970-351-3667  
Email: [bear.pantry@unco.edu](mailto:bear.pantry@unco.edu)

**UNC Bookstore:** [www.bkstr.com/northerncoloradostore/store-hours](http://www.bkstr.com/northerncoloradostore/store-hours)

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

**Contact UNC Campus Recreation:**

[www.unco.edu/campus-recreation/](http://www.unco.edu/campus-recreation/)  
Phone: 970-351-2062

**Center for Career Readiness:** [www.unco.edu/career/](http://www.unco.edu/career/)

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

**Contact UNC Counseling Center:**

[www.unco.edu/counseling-center/](http://www.unco.edu/counseling-center/)  
Cassidy Hall, 2nd Floor  
Phone: 970-351-2496

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

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

**Contact Cultural and Resource Centers:**

[www.unco.edu/equity-inclusion/departments/](http://www.unco.edu/equity-inclusion/departments/)

**Dining Services:** [www.unco.edu/living-on-campus/dining/](http://www.unco.edu/living-on-campus/dining/)

## Campus and Student Resources: Student Support and Resources

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

**Contact DRC:**

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

**Housing & Residential Education:** [www.unco.edu/living-on-campus/housing/](http://www.unco.edu/living-on-campus/housing/)

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

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

**Contact OIEC:**

[www.unco.edu/institutional-equity-compliance/](http://www.unco.edu/institutional-equity-compliance/)  
University Center 3060  
Phone: 970-351-4899  
Email: [titleix@unco.edu](mailto:titleix@unco.edu)

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

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

**Contact OSL:**

[www.unco.edu/student-life/](http://www.unco.edu/student-life/)

## Campus and Student Resources: Student Support and Resources

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

**Contact SHC:**

[www.unco.edu/student-health-center/Cassidy Hall](http://www.unco.edu/student-health-center/Cassidy Hall)

Phone: 970-351-2412

Email: [SHCfrontdesk@unco.edu](mailto:SHCfrontdesk@unco.edu)

**Student Legal Services:** Students have access to consultations through Student Legal Services. To setup an appointment, you can email [dos@unco.edu](mailto:dos@unco.edu).

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

**Contact SOS:**

[www.unco.edu/student-outreach-support/](http://www.unco.edu/student-outreach-support/)

Phone: 970-351-2001

Email: [dos@unco.edu](mailto:dos@unco.edu)

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

**Contact Tutorial Services:**

[www.unco.edu/tutoring/](http://www.unco.edu/tutoring/)

Michener Library, Room L149

Phone: 970-351-1904

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

**Contact the Writing Center:**

[www.unco.edu/writing-center/](http://www.unco.edu/writing-center/)

Ross Hall 1230

Phone: 970-351-2056

Email: [writingcenter@unco.edu](mailto:writingcenter@unco.edu)

# UNC School of Nursing Governance Structure

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



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

**ULT: Undergraduate Leadership Team:**

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

**UCO: Undergraduate Curriculum Organization:**

Undergraduate faculty members  
Simulation Coordinator  
Students

**GLT: Graduate Leadership Team**

Chair: Graduate Assistant Director  
DNP Program Coordinator  
FNP Program Coordinator  
AGACNP Program Coordinator  
PhD/NEC Program Coordinator  
GCO Chair

**GCO: Graduate Curriculum Organization:**

Graduate faculty members  
Students

**FAC: Faculty Affairs Committee:**

Undergraduate/Graduate faculty members

**SC: Simulation Center**

Lab Manager  
Simulation Coordinator  
Undergraduate/Graduate faculty members

**SLT: School Leadership Team**

Chair: Director  
Chairs of Committees  
Program Coordinators



## UNC School of Nursing: Student Participation in Governance Structure

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### **NFSO: Nursing Faculty-Student Organization**

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

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

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

## UNC School of Nursing: Student Nurses Association

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### **Student Nurses Association (SNA)**

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

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

## UNC School of Nursing: Zeta Omicron Chapter of Sigma

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### **Sigma, National Nursing Honor Society**

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

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

The purpose of Sigma is to:

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

## The Nine AACN BSN Essentials:

### **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**

- A solid base in liberal education provides the cornerstone for the practice and education of nurses.

### **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**

- Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

### **Essential III: Scholarship for Evidence Based Practice**

- Professional nursing practice is grounded in the translation of current evidence into one's practice.

### **Essential IV: Information Management and Application of Patient Care Technology**

- Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

### **Essential V: Health Care Policy, Finance, and Regulatory Environments**

- Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

### **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**

- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

### **Essential VII: Clinical Prevention and Population Health**

- Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

### **Essential VIII: Professionalism and Professional Values**

- Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

### **Essential IX: Baccalaureate Generalist Nursing Practice**

- The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
- The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

# Undergraduate Program Outcomes

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## **Program Outcomes:**

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

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

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

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

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

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

## A. Required Prerequisite Courses

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

\*These courses count for Liberal Arts Core.

## B. Liberal Arts Core - 31 semester credits

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

### *Please Note:*

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

# BSN Traditional and 2nd Degree Plan of Study

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## Plan of Study:

### **SEMESTER ONE (14 credits):**

- NURS 310: Foundations of Nursing Practice I (3 credits)
- NURS 313: Health Assessment Theory and Laboratory (3 credits)
- NURS 323: Theory and Clinical Practice: Fundamental Nursing Concepts and Care (5 credits)
- NURS 327: Pharmacology (3 credits)

### **SEMESTER TWO (15 credits):**

- NURS 340: Foundations of Nursing Practice II (2 credits)
- NURS 374: Clinical Practice: Alterations in Adult Health (6 credits)
- NURS 375: Alterations in Adult Health Theory I (4 credits)
- NURS 376: Alterations in Adult Health Theory II (3 credits)

### **SEMESTER THREE (15 credits):**

- NURS 380: Research & Evidence-Based Practice (3 credits)
- NURS 420: Clinical Practice: Childbearing Families (3 credits)
- NURS 421: Clinical Practice: Pediatric Nursing (3 credits)
- NURS 425: Childbearing Family Theory (3 credits)
- NURS 426: Pediatric Nursing Theory (3 credits)

### **SEMESTER FOUR (14 credits):**

- NURS 404: Clinical Practice of Public Health Nursing: Population-Based Practice (3 credits)
- NURS 405: Theory & Principles of Public Health Nursing: Population-Based Practice (3 credits)
- NURS 414: Clinical Practice: Psych/Mental Health Nursing (3 credits)
- NURS 415: Theory of Psych/Mental Health Nursing (3 credits)
- NURS 440: Current Issues in Healthcare (2 credits)

### **SEMESTER FIVE (13 credits):**

- NURS 444: Clinical Practice: Advanced Acute Care (3 credits)
- NURS 445: Advanced Nursing Concepts & Care (2 credits)
- NURS 446: Clinical Practice: Capstone (5 credits)
- NURS 480: Professionalism in Practice: Leadership & Management (3 credits)



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**POLICY TITLE:****Student Selection to Clinical Nursing Courses****Last Revision/Review Date:** 4/30/21 NFSO**Previous Review Dates:** 10/9/98; 11/27/07 DWL; 1/09 ULT, 11/09 ULT, 4/10 NFSO; 4/29/10; 4/29/16; 4/28/17; 10/20/17; 12/4/17 ULT; 11/26/18; 11/30/18; 12/6/19 NFSO**Original Policy Date:** 5/7/1993**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

The faculty of the School of Nursing is responsible for admitting students to the Nursing Program who have demonstrated academic ability. Nursing students who meet the below criteria and who will be able to complete the required prerequisite courses are eligible to apply for admission to clinical courses in the School of Nursing. There will be 2 application time points to enter into the 'BS-nursing' major each year: entry after a minimum of 20 UNC credits have been earned (Bear Admission) and entry at the beginning of the clinical portion of the program (Open Admission). The number of students admitted to the clinical nursing program is determined by available resources and the demonstrated academic ability of the students applying.

**BEAR ADMISSION:**

Students may apply to the 'BSN-Nursing' major after completion of a minimum of 20 college credits earned at UNC. These students will be required to complete one additional year of prerequisite courses before entering the clinical portion of the 'BSN-Nursing' program. The following criteria will be used by the Undergraduate Leadership Team in the admission of students:

**Screening Criteria:**

1. Minimum of 20 earned UNC credits (excluding college credit earned in high school or advanced placement (AP) credit)
2. Minimum of 15 credits of general education or prerequisite courses still in progress.
3. Minimum GPA of 3.5 on a 4.0 scale for the most recent 30 semester hours of credit completed. Credit is not given for vocational or remedial courses below college level.
4. A grade of C or better (C- is not acceptable) in each of the prerequisite courses or course equivalent. A minimum of 4, but not more than 6, of the following prerequisites must be complete at the time of application- BIO 110 Principles of Biology, ENG 123 College Research Paper, and BIO 245 Introduction to Human Anatomy and Physiology and CHEM 281 Fundamentals of Biochemistry and CHEM 281L Fundamentals of Biochemistry Lab, BIO 251 Allied Health Microbiology, PSY 230 Human Growth and Development, STAT 150 Introduction to Statistical Analysis, BIO 246 Advanced Human Anatomy and Physiology, FND 250-Principles of Nutrition, and NURS 326 Pathophysiology.
5. If a student is admitted to Nursing program and earns less than a grade of C in any of the prerequisite courses or course equivalent, their admission to the Nursing Program will be rescinded.
6. Students must be in good academic standing at the time of application to the program. A student is ineligible for application if they are on academic probation. Student's on UNC's Fresh Start program would be eligible to apply, however, admission to the program would be contingent on removal of university probation status by the time of clinical program start.
7. If an applicant's primary language is not English, or if the applicant is an International student, they will need to demonstrate required English proficiency for the clinical nursing program by meeting one of the following criteria at the time of application:

- a. TOEFL (Test of English as a Foreign Language)--Minimum of 80 on the internet-based test (iBT) with a minimum score of 26 on the spoken English section.
- b. IELTS (International English Language Testing System)—Minimum of 6.5 total score with a minimum speaking subscore of 7.
- c. Successful completion of the Intensive English Proficiency Program at UNC with a minimum average score of 87% in level 6 courses.

At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the Assistant Director with consultation with the Undergraduate Leadership Team and appropriate university resources (i. e. Center for International Education).

#### Admission Selection Criteria:

1. Grade Point Average for admission selection will be calculated as follows:
  - GPA will be calculated using the most recent 30 semester hours of coursework and GPA from all of the completed nursing prerequisite courses.
  - High School Advanced Placement scores are not considered in GPA calculation.
  - Grades from vocational/technical courses such as CNA, EMT will not be included.
  - Course repeats/grade replacement – Students who have repeated a prerequisite course will only have the most recent grade from the first two completed attempts used in GPA calculation. The course grade accepted through the UNC grade replacement policy will be used for GPA calculation for all repeated courses at UNC.
  - When two courses have been determined to be the equivalent/substitution for one of the pre-requisite courses, both of the courses will be used in the GPA calculation. Both courses must be completed to be used in the GPA calculation.
2. A student essay addressing questions posed by the ULT each year.
3. Two standardized letters of recommendation- 1 from an academic reference and 1 from an employer or other person who has had direct oversight of the applicant.

#### Progression Requirements:

Before students can progress to the clinical portion of the nursing program, students admitted through Bear Admission must meet the following requirements to progress to the junior year of clinical courses:

1. Standardized test scores – Composite score of 75% or higher as well as individual test scores of 70% or higher
2. Maintain a minimum GPA of 3.0 on a 4.0 scale.
3. Maintain a minimum grade in all prerequisite courses of 'C' (C- is unacceptable)

#### **OPEN ADMISSION:**

Students may apply to the 'BSN-Nursing' major through open admission after completion of the required prerequisite courses and other degree requirements. These students would enter directly into the clinical courses of the program if offered a spot in the clinical portion of the nursing program. Availability of spots through 'Open Admission' will be limited to those not secured by students through 'Bear Admission' as outlined above. The following criteria will be used by the Undergraduate Leadership Team in the admission of students through 'open admission':

#### Screening Criteria:

1. Minimum GPA of 3.3 on a 4.0 scale for the most recent 45 semester hours of credit completed. Credit is not given for vocational or remedial courses below college level.
2. Only students who have a grade of C or better (C- is not acceptable) in each of the prerequisite courses or course equivalent will be considered for admission. These courses are BIO 110 Principles of Biology, BIO 251 Allied Health Microbiology, CHEM 281 Fundamentals of Biochemistry, CHEM 281L- Fundamentals of Biochemistry Laboratory, PSY 230 Human Growth and Development, STAT 150 Introduction to Statistical Analysis, ENG 123 College Research Paper, BIO 245 Introduction to Human Anatomy and Physiology, BIO 246 Advanced Human Anatomy and Physiology, FND 250 SC2-Principles of Nutrition, and NURS 326

Pathophysiology. If a student is admitted to Nursing program and earns less than a grade of C in any of the prerequisite courses or course equivalent, their admission to the Nursing Program will be rescinded.

3. Students accepted into the clinical nursing courses must successfully complete, with a grade of 'C' or better, all remaining required pre-requisite courses by the end of Spring Semester. No more than 4 of the 10 required pre-requisite courses may be in progress at the time of application.
4. Students must be in good academic standing at the time of application to the program. A student is ineligible for application if they are on academic probation. Student's on UNC's Fresh Start program would be eligible to apply, however, admission to the program would be contingent on removal of university probation status by the time of clinical program start.
5. If an applicant's primary language is not English, or if the applicant is an International student, they will need to demonstrate required English proficiency for the clinical nursing program by meeting one of the following criteria at the time of application:
  - a. TOEFL (Test of English as a Foreign Language)--Minimum of 80 on the internet-based test (iBT) with a minimum score of 26 on the spoken English section.
  - b. IELTS (International English Language Testing System)—Minimum of 6.5 total score with a minimum speaking subscore of 7.
  - c. Successful completion of the Intensive English Proficiency Program at UNC with a minimum average score of 87% in level 6 courses.
6. At the time of admission, if a student whose primary language is not English fails to provide documentation of English proficiency with application, they may be required to submit documentation of English proficiency before or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the Assistant Director with consultation with the Undergraduate Leadership Team and appropriate university resources (i. e. Center for International Education).

Admission Selection Criteria:

1. Grade Point Average for admission selection will be calculated as follows:
  - GPA will be calculated using the most recent 45 semester hours of coursework and GPA from all of the completed nursing prerequisite courses.
  - High School Advanced Placement scores are not considered in GPA calculation.
  - Grades from vocational/technical courses such as CNA, EMT will not be included.
  - Course repeats/grade replacement – Students who have repeated a prerequisite course will only have the most recent grade from the first two completed attempts used in GPA calculation. The course grade accepted through the UNC grade replacement policy will be used for GPA calculation for all repeated courses at UNC.
  - When two courses have been determined to be the equivalent/substitution for one of the pre-requisite courses, both of the courses will be used in the GPA calculation. Both courses must be completed to be used in the GPA calculation.
2. A student essay addressing questions posed by the ULT each year.
3. Two standardized letters of recommendation- 1 from an academic reference and 1 from an employer or other person who has had direct oversight of the applicant.
4. Standardized test score - Composite score of 75% or higher as well as individual test scores of 70% or higher
4. Students who have taken courses at UNC will be given priority for admission through the open admission process. Priority points will be determined by ULT each year.

**PROCEDURE:**

1. Applications for the Nursing Program will be available on the School of Nursing web site.
2. Students complete the application form, attach all requested materials, and return the application during the designated dates.

3. An ad hoc task force of the Undergraduate Leadership Team selects the students for acceptance or denial and establishes an alternate list of those students who will be accepted should space become available.
4. Students are notified by letter of their acceptance, denial, or status on the alternate list.
5. Students who have been accepted are required to return a provided Statement of Intent confirming that they accept or decline their admission to the Nursing program. As space becomes available, any students on the alternate list are notified of their acceptance as promptly as possible. One-year deferrals may be considered on a case-by-case basis, only upon formal request, full review and approval by an ad hoc task force of the Undergraduate Leadership Team (ULT)
6. If an applicant does not meet one of the above admission requirements, they may request an exception to the policy. The requested exception must be received before application due date to the Assistant Director. The exception will then be reviewed by the Undergraduate Leadership Team. Exceptions requested after the application due date will not be reviewed for that application cycle.

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**POLICY TITLE:****Admission of Nursing Students requesting transfer from another BSN program**

**Last Revision/Review Date:** 12/1/17 NFSO  
**Previous Review Dates:** 5/07 LC; 1/09 ULT; 11/11/16 ULT; 12/2/16 NFSO  
**Original Policy Date:** 5/1/07  
**Sponsoring Committee(s):** Undergraduate Leadership Teams

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**DESCRIPTION:**

The faculty of the School of Nursing are responsible for admitting students to the Upper Division of the Nursing program. When a student requests transfer into the UNC School of Nursing Undergraduate program from another BSN program, requests will be referred to the Assistant Director to bring before the Undergraduate Leadership Team (ULT). Admission will be considered on a space available basis only, after consideration is given to any current UNC student already on the waiting list. Priority for openings will be given to students who are already part of the UNC School of Nursing program waiting to reenter for continued progression.

**PROCEDURE:****General Requirements**

1. The institution the student is transferring from must have regional accreditation for credit transfer to UNC.
2. The nursing program the student is transferring from must have national accreditation (CNEA, ACEN, or CCNE)
3. No more than 2 years may have elapsed between the expected time of admission into the clinical program and the last nursing course taken.
4. All pre-requisite coursework must be met prior to transfer with a 'C' or higher in each of these courses. A 'C-' is not acceptable.
5. Cumulative GPA of at least 3.0
6. A grade of C (C- is not acceptable) or higher in all nursing coursework is required for consideration of transfer.
7. A student who has failed from the BSN nursing program they are requesting transfer from is not eligible for transfer to UNC's BSN program.
8. At the time of transfer, the student must have a minimum of 30 semester hours remaining to be taken at UNC to graduate.
9. The student would need to have a Liberal Art Core (LAC) course evaluation to determine LAC course needs for graduation from the university.
10. The student must comply with any other admission requirements at the time of transfer (i. e. CNA license).

**If the student meets the above general requirements, then they would submit the following application package to the ULT:**

1. The requesting student must submit copies of all course transcripts and course syllabi for nursing courses completed up until the time the request for transfer is made. Content will be reviewed, and an anticipated program of study developed based on review. The Assistant Director will collaborate with relevant faculty to determine course equivalency.
2. A letter of good standing from the Director of the program the student is leaving is required.
3. A letter outlining why and when they would like to transfer to UNC SON and how they would complete any outstanding admission requirements or LAC coursework.
4. Transfer into the first semester of the program will not be permissible. A student who meets the criteria for transfer into the first semester will be asked to apply to the program along with all other prospective students.

**POLICY TITLE:**

**Challenge Exams for Required Prerequisite Courses (Undergraduate Nursing) Courses**

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

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**DESCRIPTION:**

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

**PROCEDURE:**

1. National League for Nursing challenge exams and College Level Examination Program (CLEP) exams are available for students to take to meet nursing prerequisite course requirements.
2. For pre-requisite courses, students may repeat challenges twice. If unsuccessful, the student must register and complete the course.
3. NLN or CLEP exams taken at other institutions can be accepted for transfer if taken within the last three years.

## Syllabus Statements

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

**UNC Syllabus Statements** can be found at [https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus\\_statements.aspx](https://www.unco.edu/center-enhancement-teaching-learning/teaching-resources/syllabus_statements.aspx)



## Program Costs

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

## Graduation Information

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

[www.unco.edu/registrar/graduation/graduation-undergraduate.aspx](http://www.unco.edu/registrar/graduation/graduation-undergraduate.aspx)

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

# NCLEX Examination/RN Licensure

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## About the Practice of Professional Nursing:

In order to practice professional nursing, you must complete a national licensing examination - NCLEX, after you have met the requirements of the University and the nursing major for graduation.

## NCLEX Examination/RN Licensure:

The School of Nursing will distribute information regarding application for the NCLEX exam in the last semester of the program. It is the student's responsibility to make application and meet all deadlines as required. Students desiring a license in another state must contact and comply with that state's requirements for application. A listing of the addresses and phone numbers of each state's Board of Nursing is available at the National Council State Boards of Nursing web site. The School of Nursing is required to report knowledge of any of the below behaviors to the State Board. Although an affirmative answer to one of these questions does not automatically mean you will be denied licensure, it may mean the State Board will not consider you eligible even if you pass the NCLEX exam. Each case is considered on its individual merit. (Source: Colorado State Board of Nursing Application).

1. Has any nursing or other health care license held by you been denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation in any state other than Colorado or in any territory of the United States?
2. Are you under investigation or is a disciplinary action pending against your nursing license or other health care license in any state or territory of the United States?
3. Have you received notification from the Department of Health and Human Services, Office of the Inspector General, that you have been excluded from participation in Medicare, Medicaid or any federal health care programs based on program related crimes and discipline?
4. Have you ever been convicted, entered a plea of guilty, nolo contendere, or no contest for any felony, misdemeanor or petty offense?
5. Have you ever been convicted, pled no contest/nolo contendere, or had a court accept a plea to a criminal motor vehicle offense of DUI/DWI/DWAI/OWI or any traffic offense involving drugs or alcohol?
6. Has any final judgment, settlement or arbitration award for malpractice been paid by you or on your behalf?
7. In the last five years, have you been diagnosed with or treated for a condition that significantly disturbs your cognition, behavior, or motor function, or that may impair your ability to practice as a professional nurse safely and competently, such as bipolar disorder, severe major depression, schizophrenia or other major psychotic disorder, a neurological illness, or sleep disorder?
8. Do you now abuse or excessively use, or have you in the last five years abused or excessively used, any habit forming drug, including alcohol, or any controlled substance that has a) resulted in any accusation or discipline for misconduct, unreliability, neglect of work, or failure to meet professional responsibilities; or b) affected your ability to practice as a professional nurse safely and competently?
9. Have you been terminated or permitted to resign in lieu of termination from a nursing or other health care position because of your use of alcohol or use of any controlled substance, habit-forming drug, prescription medication, or drugs having similar effects?
10. Have you been arrested for an alcohol or drug-related offense other than stated in question No. 5?

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**POLICY TITLE:**

**Background Check**

**Last Revision/Review Date:** 12/3/21 NFSO  
**Previous Review Dates:** 11/07 DWL; 8/2008 ULT/GLT  
**Original Policy Date:** 11/2/2007  
**Sponsoring Committee(s):** School Leadership Team

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**DESCRIPTION:**

All students who are accepted to the University of Northern Colorado School of Nursing (SON) clinical programs are required to submit a background investigation. The clinical agencies used in the nursing programs require background checks of all potential clinical students. The purpose is to maintain a safe and productive educational and clinical environment.

**PROCEDURE:**

1. Students shall be informed upon admission to the School of Nursing of the requirement to have a fingerprint background investigation. The requirement and disqualifying offenses will also be published on the UNC SON website and in the program handbooks.
2. Information about the process for obtaining the background investigation will be given to each student on admission.
3. The background investigation will be paid for by the student.
4. The background check will include (at minimum) the following: Social Security Number Trace, Residential History Search, Nationwide Sex Offender Registry, Federal Criminal History Record Searches, Motor Vehicle Record Search, Employment Verification, Education Verification, Office of the Inspector General (OIG) Sanction Report, General Services Administration (GSA) Excluded Parties List, Office of Foreign Asset Control (OFAC) Terrorist List, Name of State Statewide Criminal History Record Search, FBI Fingerprint National Crime Information Center (NCIC) files, and Central Registry for Child Protection (CBI).
5. Any student who fails to submit the results of the background investigation by the required date will not be allowed to enter the program.
6. Any student who has one of the following positive (convicted) background investigations will not be allowed to enter the program:
  - 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 event).
  - Any felony theft crimes in the 7 years immediately preceding the submittal of application.
  - Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
  - Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.

- Misdemeanor or felony crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
  - Registered Sex Offenders. (No time limit)
  - Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
  - More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
  - Any offense, regardless of type, which is still pending in the courts (without legal disposition at the time of program application and/or program start.
7. If the background investigation reveals information that could be relevant to the application, the Assistant Director of the relevant program in the SON at the University of Northern Colorado, may request additional information from the applicant.
  8. The potential disqualifying offense(s) shall be reviewed on a case-by-case basis by the respective Assistant Director, who may confer with ULT/GLT depending on the situation.
  9. Applicants and students will also be informed that clinical facilities may also choose to require additional background checks, drug screening, and/or fingerprinting, and may disqualify students from participating in a clinical rotation based on individual facility policies, independent of any action at UNC. A disqualifying background check at a clinical agency may make the student ineligible to continue in their program. The cost for any additional background check or drug screen shall be paid by the student.
  10. If an applicant feels the criminal background investigation is inaccurate, the student may appeal, in writing, to the Assistant Director of the School of Nursing of their respective program. The ULT/GLT will review the appeal and make a determination about admitting the student to the School of Nursing. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

**POLICY TITLE:**

**Drug Screen Policy**

**Last Revision/Review Date:** 12/3/21 NFSO  
**Previous Review Dates:** 10/08 NFSO; 10/11/19 NFSO  
**Original Policy Date:** 9/28/07  
**Sponsoring Committee(s):** School Leadership Team

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**DESCRIPTION:**

The School of Nursing (SON) requires all students interacting with any clinical agency to obtain a drug screen.

**PROCEDURE:**

1. Students shall be informed upon admission to the SON of the requirement to have a drug screen.
2. Information about the process for obtaining the drug screen will be given to each student on admission and as needed.
3. Drug screen will be paid for by the student.
4. Any student who fails to submit the results of the drug screen by the required date will not be admitted to the program.
5. Any student with a positive drug screen after review by the contracted Medical Review Officer will not be admitted to the program.
6. If a student believes that they have extenuating circumstances regarding positive drug screen results, the student may appeal, in writing, and submit the appeal to the School of Nursing Assistant Director of their respective program.

**POLICY TITLE:**

# Health and Safety Compliance Tracking for Nursing Students

**Last Revision/Review Date:** 4/18/2022 NFSO

**Previous Review Dates:** 7/98 SB, 5/99 SB; 2/2000 SB, 5/2000SB, 10/2000SB; 5/08 DWL; 9/11 KBL

**Original Policy Date:** 10/11/14

**Sponsoring Committee(s):** SLT

**DESCRIPTION:**

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

**PROCEDURE:**

1. The School of Nursing will monitor the following for all students (differences by program are listed below).
2. Requirements will be communicated to the students upon admission to the program.
3. All clearance and other requirements or renewals 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 respective SON Assistant 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. For the dually enrolled RN-BSN students, clearance requirements may be attained from the community college they are currently attending.
7. Students will follow the instructions on the attached sheets (reviewed and updated annually) by undergraduate and graduate programs

Compliance/Clearance	Requirement	Documentation	Tracking
Tuberculosis screening	Annual PPD or QuantiFERON  If history of a +TB screen, must submit a neg Chest X-ray report every 5 years and an annual TB symptom clearance by a provider.	Health record with <u>date</u> and <u>results</u> of last test, X-ray, or medical statement of exception or approved declination  Annual PPD must be a 2-step PPD if greater than 12 months since last screen	Complio
Measles, Mumps, Rubella	Documented series or positive titer; due once upon hire.	Health record with immunization dates, titer results, or approved declination	Complio
Hepatitis B	Documented vaccination series, positive titer, or signed declination; due once upon hire.	Health record with immunization dates, titer results, or approved declination	Complio
Tdap/Td booster	Required every 10 years; due first of month of expiration.	Health record with immunization dates	Complio



Varicella	Vaccination or positive titer; due once upon hire.	Health record with immunization dates, titer results, or approved declination	Complio
COVID-19 Vaccination		Health record with immunization dates or approved UNC declination	Complio
Influenza	Vaccination or signed declination; due October 1 or as otherwise indicated	Health record with immunization dates or approved declination	Complio
RN/APRN license (all programs except pre-licensure)	Due every other year with renewal	Copy of license	Complio
American Heart Association BLS CPR for Healthcare Providers (ACLS for NP programs only)	Update required every other year; due at time of expiration	Current BLS and/or ACLS card with date of expiration	Complio
Directory information	Annual; due September 1		Complio
Drug Screen	Completed upon admission to the nursing program and as needed		Complio
Background Check	Completed upon admission to nursing program and as needed		Complio
HIPPA	Annual training	Examples of documentation could completion of the online training modules supported by UNC, or purchased training through suggested vendor.	Complio
OSHA (including Blood Borne Pathogens)	Annual training	Documentation examples-- workplace training certificates or completion of training modules purchased through suggested vendor.	Complio
Malpractice insurance	Minimum coverage of \$1,000,000/occurrence and \$3,000,000 in the aggregate	Certificate of insurance	Complio

**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

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**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.



## 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.

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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.

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Printed name of student/Signature

Date

**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

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**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:**

**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):** School Leadership Team

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**DESCRIPTION:**

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

**PROCEDURE:**

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

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**POLICY TITLE:**

**BSN Prelicensure Program - Uniform Policy**

**Last Revision/Review Date:** 10.29.2021 NFSO

**Previous Review Dates:** 4/28/00, 2/2/01, 2/29/08, 3/15/08 dwl; 11/16/12 ULT/NFSO; 1/25/13 ULT/NFSO; 12/4/15 ULT/NFSO; 1/9/16 NFSO; 11/30/18 ULT/NFSO

**Original Policy Date:** 9/23/79

**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

All students in the BSN prelicensure program must purchase and are expected to wear the designated uniform for the UNC School of Nursing when indicated for clinical or other experiences. Specific agency requirements may supersede use of the uniform for some rotations (e.g., preceptorship, community health). The proper UNC uniform is mandatory in all clinical and laboratory settings.

**UNIFORM:**

The UNC School of Nursing regulation uniform is a specified, approved navy-blue tunic with pants. A long sleeved black, navy blue, grey or white tee shirt without visible logo may be worn under the scrub top. A navy-blue uniform jacket may be worn and must have the UNC logo on the sleeve.

A navy-blue UNC labeled uniform jacket and student nurse nametag may be worn over street clothes when not wearing a uniform in the clinical setting if appropriate. Street clothes worn under the lab coat must be professional in appearance (e. g. clean and neat, clean shoes, no short skirts, no jeans, no shorts, no T-shirts, no tank tops or shirts with visible cleavage, no sandals, no hiking boots).

**SCHOOL OF NURSING PATCH:** UNC identification patch must be permanently attached on the sleeve of the regulation uniform, three inches below the left shoulder seam. If needed, patches can be purchased from the University Bookstore.

**SHOES:** Good quality, comfortable, supporting shoes are recommended. Clean, mostly grey, white or black shoes are acceptable. Shoes must be completely enclosed. No open-toed or open-backed shoes (including clogs with back strap) will be allowed. Shoe selection must be safe, clean, professional, quiet, and in good repair.

**HOSIERY AND SOCKS:** Hose or socks must be worn. Tan, black, grey, or white hosiery or socks are acceptable.

**NAMETAG:** UNC nametag is required with uniform and must be worn at all times when in a clinical setting. Any device used to wear nametag around the neck must be of material that breaks away easily.

**JEWELRY:** Wedding bands, watches, and one small, stud earring in each ear may be worn. Other visible body piercing jewelry may not be worn. No other jewelry may be worn. Ear gauges must be covered or plugged with skin-colored plugs. A medical ID tag may be worn with the UNC uniform.

**HAIR:** Hair should be clean and well

groomed. It must be pulled back, off shoulders if longer than shoulder length. Barrettes and uniform-colored headbands (black, grey, navy, white) are acceptable. Ribbons, scarves, and other hair ornaments may not be worn. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Extreme hairstyles and unnatural/exotic colors are not acceptable.

**NAILS:** Long nails, use of fingernail polish and/or artificial nails are not allowed.

**COSMETICS:** Heavy use of makeup is not acceptable. Scented lotions, perfumes, colognes, and after shaves may not be used. Heavy scents of any kind can be detrimental to the health of patients.

**SMOKING/GUM CHEWING:** Tobacco use is prohibited while in uniform, including restrictions on use of electronic cigarettes and chewing tobacco. An individual and their clothing must be free of tobacco odor. Chewing gum is prohibited when interacting with patients and in the nursing labs.

**TATTOOS:** Tattoos must be covered. Tattoos on the hands must be discussed with the clinical course coordinator.

**UNIFORM MAINTENANCE:** Uniform should be laundered and wrinkle free. Shoes should be kept clean and polished.

**PROCEDURE:**

1. The uniform policy will be placed in the student handbook and reviewed at the time of admission to the program and during orientation.
2. Students will be informed that failure to comply with this Uniform Policy may result in disciplinary action as recommended by faculty of record.
3. Accommodations for medical exceptions or cultural/religious conflicts with the policy may be made by the Assistant Director of Undergraduate Programs on a case-by-case basis.



**POLICY TITLE:**

**Workers' Compensation**

**Last Revision/Review Date:** 11/11/2020 HR/MH

**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;

**Original Policy Date:** 9/25/07

**Sponsoring Committee(s):** School Leadership Team

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**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:**

If a UNC student is injured at an affiliated agency during student clinical experiences, the student must complete any health care agency report forms as required by the agency policies. If the injury or illness requires immediate attention, the student should be sent directly to the nearest emergency room. If the injury does not require immediate attention, the student must notify faculty of record and contact the Human Resources within 24 hours post injury (970-351-2718). A Human Resources representative will schedule an appointment for the employee with UNC's designated medical provider. Please review the Health/Safety website for the most current information, provider letter, and the up to date "First Report of Injury Form". (<https://www.unco.edu/human-resources/employee-resources/health-safety.aspx>).

In addition, in order to be covered under UNC's worker's compensation:

- a. The student and faculty of record must complete and submit the "Injury/Illness Report" form within 24 hours of injury to:
  - i. UNC School of Nursing, Gunter Hall 3080, Greeley, CO, 80639; or
  - ii. via email to [nursing@unco.edu](mailto:nursing@unco.edu); or
  - iii. via fax 970-351-1707.
  - iv. This policy is available from the School of Nursing main office or at <http://www.unco.edu/nhs/nursing/pdf/workers-compensation-policy.pdf>.
- b. The student must sign the form, as well as the Director or Assistant Director (*there is no specific signature line so below the student signature is fine*).
- c. The form must be submitted by the School of Nursing within four (4) working days to: Human Resources, via email at [human.resources@unco.edu](mailto:human.resources@unco.edu) or via fax: 970-351-1386.
- d. A copy of the form is placed in the student file on SharePoint and is then sent to Human Resources. A copy must also be sent to the NHS Dean's Office, HR representative for record keeping.
- e. The workman's comp injury/exposure excel file (SharePoint - SON/Staff/Documents) needs to be updated to include the date of injury/exposure, program of study, student last name, and type of injury.
- f. If the injury/incident occurs within a clinical agency and is deemed an emergency or the injury needs immediate attention, the student should be taken care of by the nearest Emergency room. (Upon discharge the student should notify the hospital that their visit is a UNC Workers' Compensation claim, this will help to prevent the student from receiving bills for the care provided.) After emergency care has been provided and the student is discharged, the student must contact Human Resources as soon as possible to schedule follow-up care with a worker's compensation physician.

# Injury/Illness Report

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



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

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

## EMPLOYEE/STUDENT INFORMATION

### Section I

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

## ACCIDENT/ILLNESS INFORMATION

### Section II

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

## EH&S and HR Use Only

Date Received Report	Lost Time or Restrictions YES <input type="checkbox"/> NO <input type="checkbox"/>	WC Claim Number	Date Faxed to EH&S	HR Representative
Medical Provider (Hospital or Doctor)			Date of 1 <sup>st</sup> appointment	

## Injury/Illness Report

### UNIVERSITY OF NORTHERN COLORADO

Office of Human Resources  
Carter Hall, Room 2002  
Greeley, CO 80639



Date:

Dear

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

WORKWELL OCCUPATIONAL MEDICINE-GREELEY  
2528 W 16<sup>th</sup> St, Greeley, CO 80634  
Phone: (970) 356-9800

*Dr. Logan Jones, DO*  
*Malcolm "Matt" Slaton, PA-C*  
*Amber Payne, PA-C*

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

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

Sincerely,

UNC Human Resources

#### Worker's Compensation Insurance Contact Information:

Pinnacol Assurance  
7501 E Lowry Blvd., Denver, CO 80230  
(303) 361-4000 or 1(800) 873-7242

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Employee Signature

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Received letter on this date

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**POLICY TITLE:**

**Clinical/Practicum Placement Policy**

**Last Revision/Review Date:** 4/29/2022 NFSO  
**Previous Review Dates:** 10/18/19, 3/9/18 NFSO, 4/30/2021 NFSO  
**Original Policy Date:** 3/2/2018  
**Sponsoring Committee(s):** School Leadership Team

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**DESCRIPTION:**

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

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

**PROCEDURE:**

1. At least 3-4 months prior to the start of the clinical/practicum course, the clinical/practicum placement coordinator or program coordinator contacts students regarding their needs for securing a site and preceptor. Students residing out of state should be contacted as early as possible to assure adequate time for arranging new affiliation agreements.
2. The student may identify a site/preceptor on their own that is within program guidelines or may request assistance from the clinical placement coordinator or program coordinator.
  - a. Clinical/Practicum placement requests may be denied by the clinical/practicum placement coordinator, program coordinator or facility clinical/practicum placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
  - b. If contacted for assistance, the clinical/practicum placement or program coordinator will seek an available site/preceptor.
  - c. 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.
  - d. The clinical/practicum placement or program coordinator secures a site and preceptor and notifies student.
  - e. The student then has 5 business days to initiate contact with the site/preceptor.
  - f. The student must inform the clinical/practicum placement or program coordinator of the status of the contact with site/preceptor by the 6<sup>th</sup> business day.
  - g. If student fails to initiate contact within the 5 business days, then the placement or program coordinator may offer the site/preceptor to another student.
  - h. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.
3. Student submits the *Form to Request a Clinical Site Affiliation Agreement/Attestation* to Program Management Specialist or designee by the posted deadline.
4. Deadlines for each semester are outlined in the student handbooks, on the above-named form, and/or in course information.
5. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

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

**Undergraduate Programs:**

7. The lead clinical faculty member will initiate conversation with students who are entering a practicum clinical course about preference for site and clinical specialty. For RN-BSN program clinical/practicum courses, students may provide information on specific preceptor, in addition to clinical site.
  - a. Clinical placement requests may be denied by the clinical placement coordinator, program coordinator or facility clinical placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
  - b. The lead clinical faculty member will work with the undergraduate program management specialist to request placements.
  - c. The clinical placement or program coordinator secures a site and preceptor and notifies student.
  - d. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.
8. Deadlines for each semester are outlined via email communication and in the course syllabus.
9. The student is responsible for verifying with the Program Management Specialist or designee that they have been cleared prior to starting in the rotation.

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**POLICY TITLE:****Clinical Performance Evaluation - Undergraduate**

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

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**DESCRIPTION:**

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

**PROCEDURE:**

1. In order to receive a satisfactory grade for clinical performance in a clinical course, the student must
  - a. Receive a grade of satisfactory on each critical behavior as indicated on each clinical evaluation tool.
  - b. Receive a grade of satisfactory or needs improvement on each clinical objective other than the critical behaviors (see 1.a)
  - c. adhere to the student code of conduct.
2. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of a clinical course as indicated in #1 above, and the clinical instructor deems that a formal remediation is indicated, the clinical instructor will notify the Course Coordinator and complete a Notification of Unsatisfactory Clinical Performance form (see attached).
3. The clinical instructor 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 instructor will complete the follow-up section of the form and review the information with the student.
  - b. The clinical instructor will then forward the form to the Course Coordinator who will review, sign, notify the Assistant Director, and place the form in the student's School of Nursing official record.
4. Should an incident occur near the end of the scheduled clinical experience that would prevent the student from receiving a satisfactory grade as indicated in #1 above and adequate time is not available for a remediation plan to be implemented and evaluated, it is at the discretion of the Course Coordinator, in collaboration with the clinical instructor, to write a formal remediation plan (as per instructions in # 3 above) that will bridge to the successive clinical course.
  - a. With the formal remediation plan in the place, the student will be allowed to pass the initial clinical course, with the stipulation that the student successfully meets the requirements of the Notification of Unsatisfactory Clinical Performance by a predetermined date in the subsequent clinical course.
  - b. At the time the bridge remediation plan is initiated, the student will be notified that the remediation plan will be shared, as necessary, with the subsequent semesters' clinical instructors, Course Coordinators, and Assistant Director 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.
5. Should a student subsequently demonstrate the same unsatisfactory behaviors/needs improvement critical behaviors during his/her clinical experiences in the remaining semesters within the School of Nursing, it is the discretion of the Assistant Director to enact a plan that may include the appointment of an unsatisfactory grade.
6. The clinical agency shall maintain the right to refuse the return of a student who has not adhered to agency policies and procedures. This may result in an unsatisfactory clinical grade.



## **Notification of Unsatisfactory Clinical Performance**

**Student Name:** \_\_\_\_\_

**Faculty Member:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Course:** \_\_\_\_\_

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

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

**Student Signature:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_

**Date Reviewed with Student:** \_\_\_\_\_

## **Follow up**

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

☐ Yes      ☐ No

**Comments:**

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

**Student Signature:** \_\_\_\_\_ **Date**

**Clinical Faculty Signature:** \_\_\_\_\_ **Date**

**Course Coordinator Signature:** \_\_\_\_\_ **Date**



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**POLICY TITLE:****Critical Behaviors for Satisfactory Achievement in Clinical Nursing Courses**

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

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**DESCRIPTION:**

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

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

**PROCEDURE:**

1. Faculty involved in the course will confer regarding student's failure to adhere to any of the above critical behaviors. A decision will be reached regarding whether the situation warrants a failing grade in the course, School of Nursing probation, and/or suspension from the School of Nursing.
2. Involved faculty will place an anecdotal record in the student's file with a copy to the student and the assistant director.

**POLICY TITLE:**

**Undergraduate Clinical Experiences with University Closures**

**Last Revision/Review Date:** 2/9/18 ULT; 4/27/18 NFSO  
**Previous Review Dates:** 11/4/11  
**Original Policy Date:** 12/11 NFSO  
**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

At times, the University of Northern Colorado experiences closure of the campus for a variety of reasons.

**PROCEDURE:**

1. If the University is closed for unsafe road conditions (snow or ice),
  - a. Students will not go to the clinical site.
  - b. The faculty member will notify the clinical units that the students will not be in clinical on that day.
2. If the University is closed for reasons other than unsafe road conditions (power outages, water main break, etc),
  - a. Students will participate in their assigned clinical experiences.
3. If students are at the clinical site prior to the University announcing campus closure.
  - a. The clinical faculty member in consultation with the Course Coordinator or the Assistant Director can make the decision about whether to continue the clinical experience until the end of the shift or to end the clinical experience at the time of the University closure announcement.
4. If the university has not closed and the students are not yet at their clinical site, and weather conditions exist that may make it unsafe for students to travel to their clinical site, the Assistant Director for Undergraduate Programs in consultation with the affected Course Coordinator(s) may cancel the clinical rotation, and will communicate this information with the instructors, students, and agency.

**\*Per John Chaplain, purchasing and contracts specialist, 1/19/18, students are covered by UNC malpractice insurance when performing in other agencies even when UNC is closed for operation.**

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**POLICY TITLE:**

**Attendance Policy**

**Last Revision/Review Date:** 1/25/19 ULT/NFSO  
**Previous Review Dates:** 8/2008 dwl; 5/3/13 ULT/NFSO  
**Original Policy Date:** 3/14/08  
**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

Clinical and laboratory attendance is critical to student success. It is expected that students attend all portions of each course. Faculty believe that any student who misses clinical, classroom, or laboratory experiences (due to illness, tardiness, weather, or other circumstances) may have difficulty achieving course requirements. Therefore, students who miss laboratory or clinical, must follow the procedure listed below.

If a student has an illness or has sustained an injury that could be aggravated by clinical, classroom, or laboratory experiences or could possibly place a patient/client/colleague at risk, the student has an obligation to seek appropriate diagnosis and treatment. The student also has responsibility to report injuries/illnesses which interfere with course requirements to their faculty and the program coordinator/assistant director (please see the policy on 'performance standards').

**PROCEDURE:**

In the event that a student must miss lab/clinical, they are to:

1. For immediate situations, notify the faculty at least 2 hours prior to any absence from clinical/ laboratory.
2. All lab/clinical hours missed must be completed. Consult faculty immediately upon return to clinical/lab for individual make-up requirements – the requirements are at the discretion of the current faculty member/clinical course coordinator. Suggested activities are case studies, simulation, clinical time make-up if possible, system review worksheets, care-plans, etc.
3. Unexcused absences include any absence from clinical/lab activities if the above procedure is not followed or for any absence due to a scheduled activity unrelated to the nursing program (i.e. scheduling a vacation, job orientation, attending a wedding) not granted permission by the clinical course coordinator or program coordinator/assistant director prior to arrangements being made. If a student misses due to a medical reason, a medical clearance may be needed before return to the clinical course. The student is to follow-up with the program coordinator/assistant director for undergraduate programs for clearance to return to the clinical course.
4. Any absence, unexcused or excused, may result in an unsatisfactory grade for the course.

**POLICY TITLE:**

**SON Grading Policy**

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

**Previous Review Dates:**

**Original Policy Date:** 2/18/2022

**Sponsoring Committee(s):** School Leadership team

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**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:**

**Student Concerns**

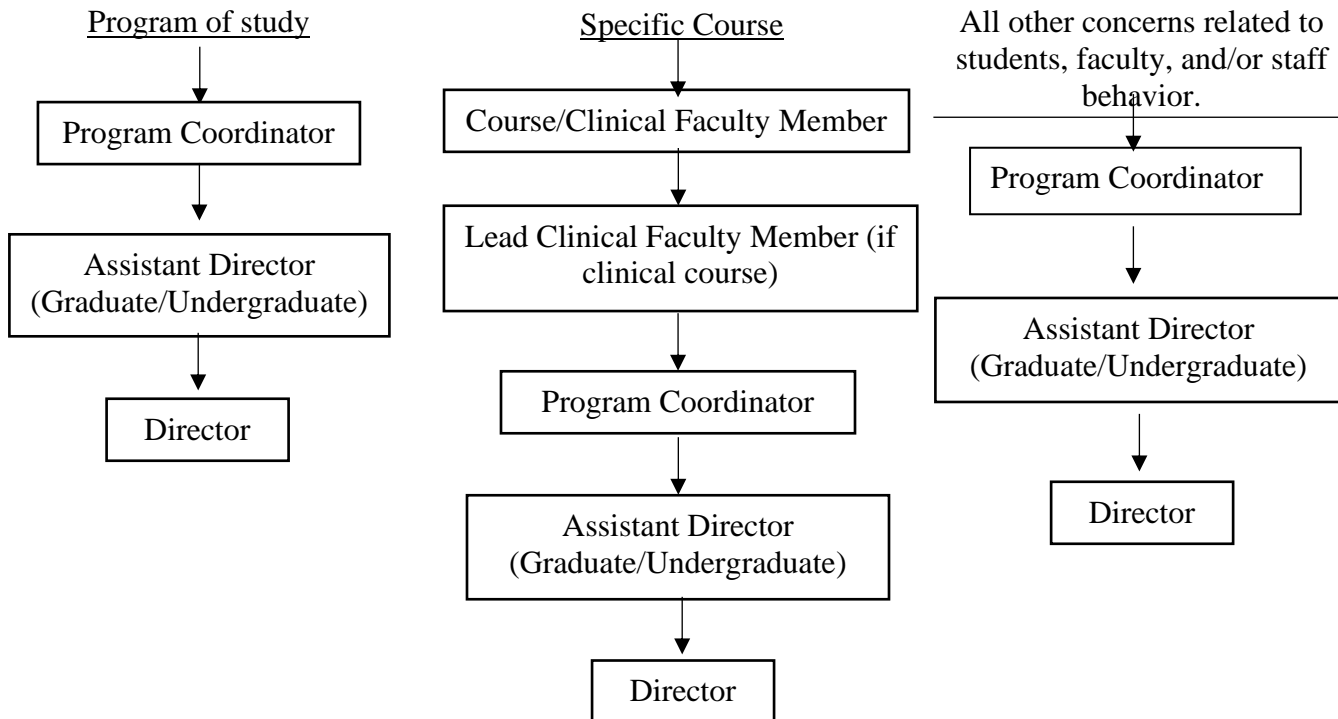
**Last Revision/Review Date:** 12/3/21  
**Previous Review Dates:** 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH  
**Original Policy Date:** 4/1/00  
**Sponsoring Committee(s):** School Leadership Team

**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

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**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

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**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.

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**POLICY TITLE:**

**Suspected Drug or Alcohol Use**

**Last Revision/Review Date:** 4/18/2022 NFSO

**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

**Original Policy Date:** 1/17/86

**Sponsoring Committee(s):** School Leadership Team

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**DESCRIPTION:**

The School of Nursing faculty has the right and responsibility to protect the public's health, safety, and welfare from students who use drugs and/or alcohol or who are impaired from the use of such substances in clinical settings. Thus, students must not use drugs and/or alcohol, must be free of impairment from the use of drugs or other mind-altering substances at all times in the clinical setting, and must not violate the policies or regulations of the University of Northern Colorado or of the clinical agency where the student receives their clinical experience.

**PROCEDURE:**

1. If a student demonstrates behaviors that suggest the student may be under the influence of drugs, alcohol, or other mind-altering substances, the clinical faculty member will remove the student from patient care.
2. The student will be required to be tested immediately to determine the presence/absence of drugs, alcohol, or other substances.
3. Testing will follow the policy of the clinical agency where the clinical experience is occurring.
4. Testing will be at the expense of the student.
5. The clinical faculty member will arrange for appropriate transportation of the student from the clinical site to the testing site (the Student Health Center is the preferred off-site testing center), if applicable. The student will be responsible for any expense associated with travel.
6. If drugs, alcohol, or other mind-altering substances are present in the student's system, if the student refuses to be tested, or if the student has been determined to have violated the policies or regulations of the University of Northern Colorado or of the clinical agency where the student is receiving their clinical experience, the student will be referred to the Assistant Director and will be dismissed from the School of Nursing.
7. The student must inform the clinical faculty member and the course coordinator if they are taking prescription medications that could significantly affect cognition, behavior, or motor function, or that 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 who has been found in violation of this policy holds a professional license, the School of Nursing may be required to report such violation to the 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



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**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

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**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.

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**POLICY TITLE:**

**Progression Requirements for Undergraduate Nursing Student**

**Last Revision/Review Date:** 2/18/22 NFSO

**Previous Review Dates:** 10/2000 DP; 4/2002 SB; 12/2008 ULT; 4/2010 ULT/NFSO; 1/25/19 ULT/NFSO; 12/3/21 ULT/NFSO

**Original Policy Date:** 5/1/98

**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

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

**ACADEMIC DISMISSAL PROCEDURE:**

1. Students must earn a minimum grade of "C"/"S" in all required nursing courses for progression in the Nursing program.
2. Students must successfully complete all required semester nursing courses before progression into the next semester of the clinical, pre-licensure program. Course progression may vary depending on the program of study for non-clinical undergraduate programs.
3. A student receiving less than "C" or "S" in a nursing course will fail the course and will be dismissed from the program and may be required to withdraw from other enrolled courses.
4. The student may request readmission to the program to repeat the course failed on a space available basis only. Students may request re-admission to the Nursing program one time only. If a student is readmitted and the same or a subsequent course is failed, the student is not eligible for a second readmission.
5. The ULT will consider the request and decide whether to readmit the student on a space available basis only. Either the student or ULT may request additional information be considered, depending on the circumstance.

**Non-academic Leave of Absence Procedure:**

1. Students may need or opt to step out of the progression of nursing courses due to an unexpected event (ie. substantial physical injury, pregnancy, personal health changes). Upon step-out, a student must contact program advisor and/or coordinator with a written notification of expected program leave of absence. The program advisor and/or coordinator will provide guidance on the step-out process and their effected plan of study.
2. To request readmission, the student will be encouraged to meet with the program coordinator/advisor for guidance on the process.
3. The ULT will consider the request and decide whether to readmit the student on a space available basis only. Either the student or ULT may request additional information be considered, depending on the circumstance.

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**POLICY TITLE:****Performance Standards - Undergraduate**

**Last Revision/Review Date:** 4/29/16 NFSO  
**Previous Review Dates:** 1/31/14 ULT; 2/14/14 NFSO  
**Original Policy Date:** 1/31/14  
**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

To ensure that students in the Undergraduate Nursing Program ("Program") are able to provide safe effective care for patients in assigned clinical settings, all students in the Program are required to attest to their ability to meet the identified Student Performance Standards ("Standards") with or without reasonable accommodation after admission into the Program and at the beginning of each semester of the Program. Reasonable accommodations will be determined through collaboration with the student, Disability Support Services ("DSS"), the SON Assistant Director of Undergraduate Programs and SON Director.

**PROCEDURE:**

1. Upon admission to the SON undergraduate nursing program, each student will be provided the Standards. Prior to the commencement of Semester 1, each student who enrolls in the Program is required to initial each item in the Standards and sign the attached form attesting his/her ability to perform the Standards. This signed document will be filed in the student's SON file.
2. In like manner as described in paragraph 1, above, each student must sign the Standards form at the beginning of each semester in Semesters 2-5. This signed document will be filed in the student's SON file.
3. After enrollment in the Program, if a student requests an accommodation in order to meet any of the Standards, they will be directed to contact DSS. The student must provide documentation of the approved accommodation to the SON Assistant Director and sign the Standards form attesting that s/he can meet the Standards with reasonable accommodation.
4. Any change in the status of a student's ability to comply with any of the Standards must be reported by the student to DSS and/or SON Assistant Director immediately.
5. If a student becomes unable to comply with any of the Standards, documentation satisfactory to SON must be provided that states that the student is now able to comply with the Standards without reasonable accommodation or with an approved reasonable accommodation before the student returns to or enters the clinical setting. Additional documentation may be required to demonstrate the student's ability to continually comply with the Standards with or without reasonable accommodation as the student progresses through the program.
6. 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.
7. If a student continues to be unable to meet any of the Standards with or without reasonable accommodation, they may be required to withdraw from clinical courses or may be dismissed from the nursing program.

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	

The Performance Standards were adapted from the Americans with Disabilities Act: Implications for Nursing Education (2015) and are required for successful completion of the nursing program and the practice of nursing. You are required to inform the School of Nursing (SON) or Disability Support Services immediately of any changes to your ability to meet these standards.

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 not be allowed to progress in clinical courses until I am able to meet the Standards with or without reasonable accommodations. If I am unable to comply with the Standards, I understand that I may be dismissed from the Nursing Program.

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*Print Name*

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*Signature*

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*Date*

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**POLICY TITLE:**

**Student Code of Conduct**

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

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**DESCRIPTION:**

As a student one of the undergraduate nursing programs at UNC, students are expected to maintain the highest standard of personal and professional conduct. 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 the program and review at the beginning of each semester.

**PROCEDURE:**

1. The Undergraduate Program Student Code of Conduct will be printed in full in the student handbook, updated annually. A link to the handbook will be provided in all syllabi.
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), the American Nurses Association's Code of Ethics, and the National Student Association's Code of Ethics. These materials will be linked in the document to provide additional information and highlight the importance of this topic.
3. During orientation to the undergraduate nursing program, each student will review the Student Code of Conduct and other materials in the student handbook. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding.
4. The signed forms will be filed in the student's file in the School of Nursing office.

**POLICY TITLE:**

**Confidentiality Statement (Undergraduate Programs)**

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

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**DESCRIPTION:**

While in the UNC Nursing Program, students come in contact with confidential information about patients in the clinical setting. Students need to become familiar with and abide by general guidelines and all clinical agency policies and procedures related to privacy and confidentiality.

**PROCEDURE:**

1. During Semester 1 of the Nursing Program, each student will sign the Undergraduate Programs Confidentiality Statement form.
2. The signed forms will be filed in the student's file in the School of Nursing office.
3. In each following semester that the student is in a clinical course, the student will again sign the Undergraduate Programs Confidentiality Statement form as a reminder of the importance of keeping patient information confidential. The document will be placed in the student's file.

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**POLICY TITLE:**

**Assessment Technologies Institute (ATI) Testing**

**Last Revision/Review Date:** 4/2/21 NFSO  
**Previous Review Dates:** 4/27/19 NFSO; 1/09 dwl  
**Original Policy Date:** 9/26/08  
**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

The School of Nursing requires all students to purchase the ATI package on admission to the nursing program. Students will use ATI for NCLEX preparation throughout the nursing education program and are required to take all assigned practice and proctored exams.

**PROCEDURE:**

1. Students shall purchase the ATI package before program start as the platform for NCLEX preparation throughout the nursing education program.
2. Orientation to the product will be provided by the program coordinator, or designated other faculty member, at the beginning of the program. Access to all ATI materials will be completed during orientation.
3. Faculty unfamiliar with ATI must schedule orientation with an ATI representative to train on the platform.
4. Students will be required to complete all practice and proctored exams as determined by the examination schedule. Targeted practice exams will be encouraged to complete, but not required.
5. Faculty will list all scheduled ATI activities in the course syllabus.
6. Students are encouraged to attain the SON adopted ATI benchmarks on all proctored exams and will be encouraged to complete any associated remediation if the benchmark is not obtained.
7. All practice and proctored exams must be completed by the last day of the semester. If not completed, the student may not receive a course grade until completed.
8. Statements above will be placed in appropriate course syllabi to communicate this policy to students.

Addendum- ATI testing schedule



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**POLICY TITLE:****Metrology Examination**

**Last Revision/Review Date:** 10.29.2021/NFSO  
**Previous Review Dates:** 8/08 dwl; 4/18/14 ULT; 3/25/16 ULT/NFSO  
**Original Policy Date:** 4/4/08  
**Sponsoring Committee(s):** Undergraduate Leadership Team

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**DESCRIPTION:**

Each semester of the undergraduate nursing program, students will be required to take an examination in their clinical coursework, requiring the application of knowledge regarding drug dosage calculations. This examination must be passed with a score of 100 in all semesters. Students not meeting this requirement will fail the clinical course requiring the examination.

**PROCEDURE:**

1. Students shall be informed of this requirement at least one week before the first examination is given.
2. ATI learning modules, and practice exams, will be provided for students at least one week before the first examination is given in semesters 1, 2 and 3. The learning modules and practice tests are optional for semesters 4 and 5 prior to the exam; however, will be a requirement if remediation is needed for success on subsequent exams.
3. The following procedure will be followed for the in-person paper exam:
  - a. Students scoring less than 100% on the first examination will be given the opportunity to take a second examination, after successfully completing remediation problems, if needed.
  - b. Students scoring less than 100% on the second examination will be given the opportunity to take a third examination, after successfully completing remediation problems, if needed.
  - c. Students scoring less than 100% on the third test will fail the clinical course requiring the examination.
  - d. Any student who have not successfully completed the metrology requirement prior to the start of clinicals will not be able to administer medications until the requirement is fulfilled.
4. Grading of the exams will include the following:
  - a. Math, labeling and trailing or leading zeros errors will be considered incorrect answers.
  - b. Errors related to rounding will be considered incorrect answers.
  - c. 1st metrology exam of semester—all students will take without feedback from the proctor.
  - d. 2nd/3rd metrology exams of semester---proctor will look at exam and, if errors of any kind are detected, will allow the student a one-time instruction that they have an error ("You have an error on one question", "You have more than one error on the exam") and allow them to review the exam for these errors. Proctors are instructed not to inform the student which question(s) they have wrong. Once the exam is submitted after this one-time review, the grade is final.

**University of Northern Colorado**

**School of Nursing**

Gunter 3080

Campus Box 125

Greeley, CO 80639

(970) 351-2293

(970) 351-1707 Fax

**AUTHORIZATION TO RELEASE INFORMATION**

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

- General Summary of Performance
- Grades
- GPA

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

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

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Name (Print or Type)

-----

FOR OFFICE USE ONLY:

Date Information was mailed: \_\_\_\_\_ Processed by: \_\_\_\_\_



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

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

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

Student's Name (printed): \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

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

University of Northern Colorado

School of Nursing

Gunter 3080

Campus Box 125

Greeley, CO 80639

(970) 351-2293 Fax: (970) 351-1707

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

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

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

Health Clearance Records

Background Check Results

Drug Screen Results

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

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**Signature of Student**

**Date**

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**Print Name of Student**

## Letters of Reference

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

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

## URSA

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

[www.ursa.unco.edu](http://www.ursa.unco.edu)

## Academic Advising

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### **What you can expect from your Academic Advisor:**

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

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

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

**University of Northern Colorado  
School of Nursing  
Undergraduate Nursing Major Student Handbook Agreement  
2022-2023**

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

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_