



UNIVERSITY OF
NORTHERN COLORADO

Undergraduate
BSN
STUDENT HANDBOOK
2025 - 2026



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

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

and it will be updated as changes occur.

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

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UNC

School of Nursing

Mission

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

Vision

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

Values

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

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

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

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

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

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

Statement on Anti-Racism, UNC School of Nursing

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.**

Mission and Vision for the UNC School of Nursing Simulation Center

Mission

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

Vision

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

Approved NFSO 10.2.2020

Campus and Student Resources: UNC Dean of Students

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

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

Contact Dean of Students:

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

Campus and Student Resources:

Financial Aid and other funding opportunities

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

Contact the Office of Financial Aid:

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

Campus and Student Resources: Student Support and Resources

Below is a list of on-campus resources:

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

Contact ASAP:

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

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

Contact Bear Pantry:

www.unco.edu/bear-pantry/
University Center 2166
Phone: 970-351-3667
Email: bear.pantry@unco.edu

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

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

Contact UNC Campus Recreation:

www.unco.edu/campus-recreation/
Phone: 970-351-2062

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

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

Contact UNC Counseling Center:

www.unco.edu/counseling-center/
Cassidy Hall, 2nd Floor
Phone: 970-351-2496

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

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

Contact Cultural and Resource Centers:

www.unco.edu/equity-inclusion/departments/

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

Campus and Student Resources: Student Support and Resources

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

Contact DRC:

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

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

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

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

Contact OIEC:

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

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

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

Contact OSL:

www.unco.edu/student-life/

Campus and Student Resources: Student Support and Resources

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

Contact SHC:

www.unco.edu/student-health-center/Cassidy Hall

Phone: 970-351-2412

Email: SHCfrontdesk@unco.edu

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

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

Contact SOS:

www.unco.edu/student-outreach-support/

Phone: 970-351-2001

Email: dos@unco.edu

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

Contact Tutorial Services:

www.unco.edu/tutoring/

Michener Library, Room L149

Phone: 970-351-1904

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

Contact the Writing Center:

www.unco.edu/writing-center/

Ross Hall 1230

Phone: 970-351-2056

Email: writingcenter@unco.edu

UNC School of Nursing Governance Structure

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



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

ULT: Undergraduate Leadership Team:

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

UCO: Undergraduate Curriculum Organization:

Undergraduate faculty members
Simulation Coordinator
Students

GLT: Graduate Leadership Team

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

GCO: Graduate Curriculum Organization:

Graduate faculty members
Students

FAC: Faculty Affairs Committee:

Undergraduate/Graduate faculty members

SC: Simulation Center

Lab Manager
Simulation Coordinator
Undergraduate/Graduate faculty members

SLT: School Leadership Team

Chair: Director
Chairs of Committees
Program Coordinators

UNC School of Nursing: Student Participation in Governance Structure

NFSO: Nursing Faculty-Student Organization

This is a committee of the faculty as a whole, plus student representatives. This 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

Student Nurses Association (SNA)

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

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

UNC School of Nursing: Zeta Omicron Chapter of Sigma

Sigma, National Nursing Honor Society

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

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

The purpose of Sigma is to:

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

The Essentials: Core Competencies for Professional Nursing Education

Executive Summary

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

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

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

Domains for Nursing

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

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

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

Concepts for Nursing Practice

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

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

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

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

Click [here](#) to access the entire *Essentials* document.

**University of Northern Colorado
School of Nursing
Goals/Program Outcomes**

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

Goals - Undergraduate Programs:

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

Program Outcomes:

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

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

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:

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

BSN Traditional and 2nd Degree Plan of Study

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 377: Alterations in Adult Health Theory (7 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)

POLICY TITLE:**Student Selection to Clinical Nursing Courses****Last Revision/Review Date:** 5/2/2025 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; 4/30/21 NFSO 10/13/23 NFSO 10/18/2024 NFSO**Original Policy Date:** 5/7/1993**Sponsoring Committee(s):** Undergraduate Leadership Team**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 'BSN-nursing' major each year: entry after a minimum of 18 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 18 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 18 earned UNC credits (excluding college credit earned in high school or advanced placement (AP) credit)
2. Currently enrolled at the University of Northern Colorado
3. Admitted to UNC as a first-time freshman. Applicants with prior college credit earned through support or co-registration of high school education are eligible for Bear Admission application. Applicants who have attended any other community colleges or universities not supported/co-registered with high school education are not eligible for Bear Admission.
Courses taken at an institution other than UNC during sessions outside of fall and spring (ie, summer, interim) do not apply to this criteria.
4. Minimum GPA for the most recent 30 semester hours of credit completed will be determined annually by the Undergraduate Leadership Team. Credit is not given for vocational or remedial courses below college level.
5. A minimum grade of C- 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,
 - BIO 245 Introduction to Human Anatomy and Physiology,
 - CHEM 281 Fundamentals of Biochemistry,
 - 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,

- NURS 326 Pathophysiology.
6. 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.
 7. 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. Students on UNC's Fresh Start program are eligible to apply, however, admission to the program is contingent on removal of university probation status by the time of clinical program start.
 8. 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 (see English Proficiency Policy)

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 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.
 - 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.
1. Additional criteria as required by the ULT if projected numbers of qualified applicants (based on the screening criteria above) exceed available seats in the program additional criteria, including but not limited to standardized recommendation surveys, CASPER test, and HESI A2 score, may be required .

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. Maintain a minimum GPA of 3.0 on a 4.0 scale per term.
2. Maintain a minimum grade in all prerequisite courses of C-

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 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 3.0 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 in each of the prerequisite courses or course equivalent will be considered for admission. These courses are
 - a. BIO 110 Principles of Biology,
 - b. BIO 251 Allied Health Microbiology,
 - c. CHEM 281 Fundamentals of Biochemistry,
 - d. CHEM 281L- Fundamentals of Biochemistry Laboratory,

- e. PSY 230 Human Growth and Development,
 - f. STAT 150 Introduction to Statistical Analysis,
 - g. ENG 123 College Research Paper,
 - h. BIO 245 Introduction to Human Anatomy and Physiology,
 - i. BIO 246 Advanced Human Anatomy and Physiology,
 - j. FND 250 SC2-Principles of Nutrition,
 - k. NURS 326 Pathophysiology.
 - l. The following prerequisite courses - BIO 110, 245, 246, 251; CHEM 281, 281L and NURS 326 - will not be accepted if the course is delivered in a self-paced, self-directed, or an independent study format.
3. 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.
 4. 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.
 5. 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 are eligible to apply, however, admission to the program is contingent on removal of university probation status by the time of clinical program start.
 6. 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 (see English Proficiency Policy).

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. Two standardized professional recommendation surveys- one from an academic reference and one from an employer or other person who has had direct oversight of the applicant.

Standardized HESI A2 test score – anatomy and physiology, vocabulary, math, and reading comprehension tests required. HESI scores taken any time in the past will be accepted. HESI transcripts may only be submitted once every 12 months.
3. CASPER evaluation score.
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.

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

Last Revision/Review Date: 4/26/2024 NFSO
Previous Review Dates: 5/07 LC; 1/09 ULT; 11/11/16 ULT; 12/2/16 NFSO 12/1/17 NFSO
Original Policy Date: 5/1/07
Sponsoring Committee(s): Undergraduate Leadership Teams

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.
5. Cumulative GPA of at least 3.0
6. A grade of C- 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:**Program Admission - English Proficiency****Last Revision/Review Date:** 3/7/2025**Previous Review Dates:****Original Policy Date:****Sponsoring Committee(s):** School Leadership Team – Academic Policy

DESCRIPTION:

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

PROCEDURE:

1. If an applicant's transcripts come from outside the US, then the applicant will need to demonstrate English proficiency by meeting one of the following UNC graduate level criteria at the time of application (<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/international-admission/english-proficiency/>):
 - a. Michigan English Test – minimum overall score 64 with minimum of 64 on listening, reading, speaking and writing subscores.
 - b. Cambridge English – B2 First Test – minimum overall score 176 with minimum of 169 Use of English, 162 writing, 169 listening, and 176 speaking subscores.
 - c. TOEFL a minimum of 83 on the internet-based test (iBT) with a minimum score of 18 reading, 18 listening, 26 speaking, and 21 writing.
 - d. IELTS (International English Language Testing System)—Minimum of 6.5 total, no score lower than 6 and a minimum speaking subscore of 7.
 - e. GATEWAY English Test – overall score of 475, with all sections with a score of 430 or above.
 - f. Successful completion of level 7 of the Intensive English Proficiency Program at UNC.
2. If an applicant does not meet the required standard for program admission, the student will be provided information for UNC's Intensive English Program (IEP) (<https://www.unco.edu/global/services-programs/intensive-english-program/>). If the student meets the other requirements for admission to the program, they may be offered conditional admission to the nursing program they have applied to while they complete the IEP or document proficiency through another process.
 - a. Depending on the timeline of the IEP, the applicant may have their admission deferred for 1 year to allow for completion and readiness for the nursing program.
3. If an applicant, whose transcripts come from outside the US, fails to provide documentation of English proficiency at the time of application/admission, they may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).

4. Non-international students (e.g. permanent residents) whose primary language is not English, may be required to submit documentation of English proficiency at the start or during the program. Determination of the need to provide further documentation will occur on a case-by-case basis by the relevant program coordinator and appropriate university resources (i. e. Office of Global Engagement).
5. SON English proficiency requirements will be communicated to departments across campus to provide to prospective students and families who inquire about the program and professional advising centers.
6. Prospective students shall be informed of the requirement during the application process through the SON and NursingCAS. This policy will also be published in SON program handbooks and on the UNC SON program pages.

<https://unco.smartcatalogiq.com/current/graduate-catalog/general-information/international-admission/english-proficiency/>

POLICY TITLE:

Admission of LPN to Pre-Licensure BSN Program

Last Revision/Review Date: [4/26/24 NFSO](#)

Previous Review Dates:

Original Policy Date:

Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

The School of Nursing believes that licensed practical nurses may have special qualities and experiences that enable them to fulfill requirements of the pre-licensure BSN program by challenge mechanisms.

PROCEDURE:

1. Licensed practical nurses are permitted to test out of Anatomy and Physiology I & II through the UNC Department of Biology.
2. Licensed practical nurses are permitted to take NLN Achievement Series exams and after passing (minimum score equal to the published national standard from the NLN) receive appropriate academic credit. The NLN challenges available are:

NLN Exam

A. Multi Nutrition

Receive Credit for

FND 250

3. Licensed practical nurses apply to the nursing program utilizing the same open admission process applicable to any other student.

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

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

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

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

Program Costs

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

Graduation Information

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

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

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

NCLEX Examination/RN Licensure

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?

POLICY TITLE:

Background Investigation - Student

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH Edits w/Univ Counsel

Previous Review Dates: 11/07 DWL; 8/2008 ULT/GLT; 12/3/21 NFSO

Original Policy Date: 11/2/2007

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

DESCRIPTION:

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

PROCEDURE:

1. SON will post background investigation requirements and disqualifying offenses on its website and in its program handbooks.
2. Upon admission SON will inform students of the background investigation requirement, which may include fingerprinting. SON will provide the process for getting a background investigation before starting the program and will inform students that additional background investigations are possible during the program, depending on the clinical agency requirements. Finally, SON will inform students that a positive background investigation may impact their admission status or ability to continue in their program.
3. The student is responsible for payment through a third-party vendor for background investigation.
4. As required by SON's clinical agency agreements, the background investigation(s) includes, but is not limited to, the following:
 - Social Security Number Trace
 - Residential History Search
 - Nationwide Sex Offender Registry
 - Federal Criminal History Record Searches
 - Motor Vehicle Record Search
 - Employment Verification
 - Education Verification
 - Office of the Inspector General (OIG) Sanction Report
 - General Services Administration (GSA) Excluded Parties List
 - Office of Foreign Asset Control (OFAC) Terrorist List
 - Name of State Statewide Criminal History Record Search
 - FBI Fingerprint National Crime Information Center (NCIC) files
 - County Criminal Search
 - Central Registry for Child Protection (CBI)

5. Any student with a positive background investigation will not be allowed to start or continue in their program. A positive background investigation means that the student was convicted of one or more of the following criminal offenses :
- *Any violent felony convictions of homicide. (No time limit)*
 - *Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.*
 - *Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.*
 - *Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.*
 - *Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.*
 - *Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application. (Paraphernalia possession is not considered a disqualifying offense).*
 - *Any felony theft crimes in the 7 years immediately preceding the submittal of application.*
 - *Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.*
 - *Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.*
 - *Misdemeanor or felony crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.*
 - *Registered Sex Offenders. (No time limit)*
 - *Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.*
 - *More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.*
 - *Any offense, regardless of type, which is still pending in the courts (without legal disposition at the time of program application and/or program start.*
6. The SON Director will review any positive background check on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.
7. Any student who refuses to complete the background investigation or provides false or misleading information, will be referred to the SON Director for program termination.

POLICY TITLE:

Drug Screen Policy - Students

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel

Previous Review Dates: 10/08 NFSO; 10/11/19 NFSO; 12/3/21 NFSO

Original Policy Date: 9/28/07

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

DESCRIPTION:

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

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

PROCEDURE:

1. The School of Nursing (SON) will publish the drug screening requirement on its website and in its program handbooks.
2. SON will notify students of the drug screen requirement and requirement for annual drug screens upon admission to the SON clinical programs. SON will also notify students that, depending on agency requirements, random drug screening(s) may be required during the program.
3. Upon admission, SON will provide each student the process to get a drug screen, including the location of designated drug testing sites, deadlines for completion, results reporting, and associated costs.
4. The student is responsible for payment through a third-party vendor designed by SON for the Drug screen(s).
5. For program compliance, SON will use a ten (10) panel drug screen, which includes screening for:
 - a. Cannabis
 - b. Cocaine
 - c. Opioids
 - d. Benzodiazepines
 - e. Amphetamines
 - f. Barbiturates
 - g. Methadone
 - h. Methaqualone
 - i. Propoxyphene
 - j. Phencyclidine
6. The designated vendor's Medical Review Officer will review the drug screen to determine whether the student passed. If a student believes that they have extenuating circumstances regarding positive drug screen results, the student may contact the designated vendor to verify that the drug test results are correct.
7. The SON Director will review positive drug screens on a case-by-case basis and may request additional information from the applicant or student and confer with UNC Human Resources and the General Counsel's Office.
8. Any student who fails to submit the drug screen by the required date, or has a positive screen, may not be admitted to the program or may have their program of study terminated.

POLICY TITLE:

Health and Safety Compliance Tracking for Nursing Students

Last Revision/Review Date: 10/13/2023 NFSO; 11/14/2024 MH edits; 5/13/2025 MH edits

Previous Review Dates: 7/98 SB, 5/99 SB; 2/2000 SB, 5/2000SB, 10/2000SB; 5/08 DWL; 9/11 KBL; 4/18/22 NFSO

Original Policy Date: 10/11/14

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

DESCRIPTION:

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

PROCEDURE:

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

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

COVID-19 Vaccination	Due upon admission	Health record with immunization dates or approved exemption	Complio
Influenza	Vaccination or signed declination; due October 1, annually, or as otherwise indicated	Health record with immunization dates or approved exemption	Complio
RN/APRN license (all programs except pre-licensure)	Due every other year with renewal	Copy of license	Complio
American Heart Association BLS CPR for Healthcare Providers (ACLS for NP programs only; replaces BLS)	Update required every other year; due at time of expiration	Current BLS and/or ACLS card with date of expiration	Complio
Directory information	Annual; due September 1		Complio
Drug Screen	Completed upon admission to the nursing program, annually thereafter, and as needed		Complio
Background Check	Completed upon admission to nursing program and as needed		Complio
HIPPA	Annual training	Completion certificate	Complio
OSHA (must include Blood Borne Pathogens)	Annual training	Completion certificate	Complio
Malpractice insurance	Minimum coverage of \$1,000,000/occurrence and \$3,000,000 in the aggregate	Certificate of insurance	Complio

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

POLICY TITLE:

Assumption of Risk Statement

Last Revision/Review Date: 4/29/22 NFSO

Previous Review Dates: 7/81 RP, 6/88 JF, 10/93 VK; 4/98 LC, 11/27/01 DP; 5/08 DWL 10/18/19 ULT/NFSO

Original Policy Date: 12/2/77

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

DESCRIPTION:

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

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

PROCEDURE:

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



School of Nursing

Assumption of Risk during Clinical Experiences

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

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

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

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

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

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

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

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

Printed name of student/Signature

Date

POLICY TITLE:

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 – Academic Policy

DESCRIPTION:

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

PROCEDURE:

1. Students will be vaccinated against influenza annually and submit documentation of the vaccination to the School of Nursing (SON) office by designated date of each year.
2. The influenza vaccination will be paid for by the student.
3. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student will be unable to attend clinical experiences.
4. Exemption Procedure
 - a. An exemption from vaccination may be granted based on documented medical contraindications or religious beliefs. A student requesting an exemption must submit the exemption request and supporting documentation to the SON office for evaluation.
 - b. Medical contraindications may include:
 - i. Prior adverse reaction to influenza vaccine
 - ii. Allergy to a vaccine component
 - iii. Medical conditions deemed by a licensed medical provider as contraindications to receive influenza vaccine or for postponing influenza vaccination
 - iv. Other approved medical reasons
 - c. A student requesting an exemption based on medical reasons must provide proof of the medical contraindication(s) in a letter from a licensed medical provider. If a medical exemption is granted for a temporary condition, the students must resubmit a request for exemption each year. If exemption is granted for a permanent condition, the exemption medical documentation does not need to be requested each year.
 - d. A student requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exception. The exemption request must be consistent with the student's prior vaccination history.
 - e. The Assistant Director for the student's respective program will determine whether the exemption request has been approved.
 - f. If an exemption to immunization is granted, students must follow agency policy.
 - g. If the exemption is granted and the student is unable to complete the clinical experience secondary to agency policy, the student may earn a failing grade in that course.

Influenza Vaccination Exemption Form

Student Name: _____

Student Bear Number: _____

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

Type of Exemption

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

_____ **Medical Exemption**

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

_____ **Religious Exemption**

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

Signature

Date

School of Nursing Office Use

Exemption Approved:

- _____ Yes, permanent
_____ Yes, temporary until _____
_____ No

Reviewer's Signature _____

POLICY TITLE:

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

Last Revision/Review Date: NFSO 12/2/2022

Previous Review Dates: SLT 11/2022

Original Policy Date:

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

DESCRIPTION:

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

PROCEDURE:

1. Students and faculty members are recommended to be vaccinated against COVID-19 and submit documentation of the vaccination, and any associated booster vaccinations, to the School of Nursing (SON) office by designated date each year.
2. If a student fails to be vaccinated or receive an approved exemption by designated date of each year, the student may be unable to attend clinical experiences depending on agency policies where the student is assigned.
3. Faculty members who are unvaccinated must alert the School of Nursing Director to ensure an exemption can be negotiated with the facility or to find another instructor to teach the rotation.
4. Exemption Procedure
 - a. An exemption from vaccination may be granted based on documented medical contraindications, religious, or other beliefs. A student or faculty member requesting an exemption must submit the exemption request and supporting documentation to the SON Director for evaluation.
 - b. Medical contraindications may include:
 - i. Allergy to a vaccine component
 - ii. Medical conditions deemed by a licensed medical provider as contraindications to receive COVID-19 vaccine or for postponing COVID-19 vaccination
 - iii. Other approved medical reasons
 - c. A student or faculty member requesting an exemption based on medical reasons must provide proof of the medical contraindication(s) in a letter from a licensed medical provider. If a medical exemption is granted for a temporary condition, the students must resubmit a request for exemption each year. If exemption is granted for a permanent condition, the exemption medical documentation does not need to be requested each year.
 - d. A student or faculty member requesting an exemption based on religious beliefs must provide a letter from clergy supporting the exemption. The exemption request must be consistent with the student's prior vaccination history.
 - e. For any other exemption request, the student or faculty member must provide a written narrative for the reason the exemption is requested. The exemption request must be consistent with the student's prior vaccination history.
 - f. The Director for the School of Nursing will determine approve all exemption requests. The Director may request a meeting with the student or faculty member to obtain additional information before deciding if the request is granted.

- g. If an exemption to immunization is granted, students must follow agency infection control policies to participate in the clinical experience.
- h. If the exemption is granted and the student is unable to complete the clinical experience due to agency policy, a different site may requested for the student. If no clinical agency is found that will accept a student without vaccination, the student may not be able to complete the clinical rotation during that semester. Every attempt will be made to locate a clinical rotation that will accept the approved exemption, however, progression in the program cannot be guaranteed.
- i. All documentation for an exemption request and associated documents will be kept on the Director's sharepoint folder that is only accessible by the Director. If documentation is needed to be shared with a facility to navigate placement, the student will be notified and included on all communication.

COVID-19 Vaccination and Booster Exemption Form

Student/Faculty Member Name: _____

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

Type of Exemption

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

☐ **Medical Exemption Request**

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

☐ **Religious Exemption Request**

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

☐ **Other Exemption Request**

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

Signature

Date

School of Nursing Office Use

Exemption Approved:

_____ Yes, permanent
_____ Yes, temporary until _____
_____ No

Director's Signature _____

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 – Academic Policy

DESCRIPTION:

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

PROCEDURE:

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

POLICY TITLE:

BSN Prelicensure Program – Dress Code & Uniform Policy

Last Revision/Review Date: 5/2/2025 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, 10.29.2021 NFSO; 10.7.22 NFSO

Original Policy Date: 9/23/79

Sponsoring Committee(s): Undergraduate Leadership Team

The UNC prelicensure BSN program uniform identifies you as a UNC student, which contributes to transparency and safety when you are functioning in the clinical setting. It also serves as a sign of respect for the patient and organization (hospital, clinic, etc.). A nursing student's appearance is a direct reflection of their attitude regarding the profession of nursing and is thus a reflection on the UNC School of Nursing.

The UNC School of Nursing strives for inclusion and equity of all students. Exemptions related to cultural considerations should be addressed with the Assistant Director of Undergraduate Programs.

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.

CLINICAL ATTIRE

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 non-work attire when not wearing a uniform in the clinical setting if appropriate. Non-work attire worn under the lab coat must be professional in appearance. Clothing should fit properly, be clean, in good condition and of a length and style that does not interfere in performing job duties.

Students must have a stethoscope and a watch with a sweeping second-hand or digital second indicator in all clinical settings.

Name Badge: Students are required to wear their name badges, identifying them as BSN students from UNC, during all clinical experiences. Any device used to wear the name badge must be of material that breaks away easily. Students are required to wear their name badge at chest level.

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. Patches can be purchased by students from the University Bookstore.

Shoes: Shoes should be good quality, comfortable, in good repair and dedicated to the work setting. Safety, comfort, appearance, and quietness should be the prime considerations in the selection of appropriate footwear. Mostly grey, white or black shoes are acceptable. Shoes must be completely enclosed. Open-toed or open-backed shoes (including clogs with back strap) are prohibited.

Socks or Tights: Socks without visible words or logos or solid color tights must be worn.

PERSONAL APPEARANCE:

Hygiene: Good personal hygiene is the responsibility of each student and is respectful of patients and colleagues in the clinical environment. Students are expected to bathe regularly, to conduct proper oral hygiene, and to use deodorant to prevent offensive body odors. Uniform should be laundered and wrinkle free. Shoes should be kept clean. Scented soaps, lotions, perfumes, and colognes may offend or elicit allergic responses among patients and clinical staff and should be avoided while students are engaged in clinical settings.

Jewelry: Jewelry is a potential source of contamination in the clinical setting as well as a safety concern. Engagement rings and wedding bands may be worn (other rings are prohibited). One small, stud earring anywhere on each ear may be worn (any other earring should be removed or may be replaced with a clear or skin-colored plug). Larger ear gauges must be covered or plugged with skin-colored plugs. All other visible body piercing jewelry are not permitted and must be removed prior to entering the clinical site. No other jewelry may be worn. Medic alert and wristwatches are not considered jewelry.

Hair: Hair should be pulled back and off shoulders if longer than shoulder length for safety purposes. Barrettes and black, navy blue, grey, or white headbands and head coverings are acceptable (hats and beanies are not acceptable). Sideburns, beards, and mustaches must be short, neat, well-trimmed, and follow the contours of the face for sanitary and safety purposes.

Nails: Artificial nails/nail tips are strictly prohibited in all clinical environments. Nails must be maintained at a length no longer than the fingertip and kept free of debris and polish.

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, Vaping, Gum Chewing: Smoking or vaping any substance is prohibited. An individual and their clothing must be free of smoking or vaping 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.

PROCEDURE:

1. The dress code and 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 Dress code and Uniform Policy may result in disciplinary action as recommended by faculty of record.
3. Medical exceptions or cultural/religious considerations 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; 11/11/2024 MH edits 3/2025 MH update form

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 – Administrative Policy

DESCRIPTION:

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

PROCEDURE:

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; 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 (*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 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.

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

DESCRIPTION:

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

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

PROCEDURE:

1. At least 3-4 months prior to the start of the clinical/practicum course, the clinical/practicum placement coordinator or program coordinator contacts students regarding their needs for securing a site and preceptor. Students residing out of state should be contacted as early as possible to assure adequate time for arranging new affiliation agreements.
2. The student may identify a site/preceptor on their own that is within program guidelines or may request assistance from the clinical placement coordinator or program coordinator.
 - a. Clinical/Practicum placement requests may be denied by the clinical/practicum placement coordinator, program coordinator or facility clinical/practicum placement coordinator for any perceived conflict of interest in objective evaluation of the student (i.e. working with relatives, direct supervisors, etc.).
 - b. Students may schedule their clinical/practicum hours at a clinical site they work at, however, the clinical/practicum hours cannot be scheduled as part of the student's employment. Thus students must have hours scheduled for their course that are separate then their scheduled work hours. Students cannot be paid for their time in a clinical rotation.
 - c. If contacted for assistance, the clinical/practicum placement or program coordinator will seek an available site/preceptor.
 - d. Requests for out-of-state rotations will be discussed and approved by the program coordinator to assure all state requirements are addressed. Concerns or questions about specific state requirements will be discussed with the State Authorization & Compliance Administrator in the Office of the Provost.
 - e. The clinical/practicum placement or program coordinator secures a site and preceptor and notifies student.
 - f. The student then has 5 business days to initiate contact with the site/preceptor.
 - g. The student must inform the clinical/practicum placement or program coordinator of the status of the contact with site/preceptor by the 6th business day.
 - h. If student fails to initiate contact within the 5 business days, then the placement or program coordinator may offer the site/preceptor to another student.
 - i. If the student declines the offered site/preceptor, the student is at risk of not being offered another site/preceptor for the designated semester.
3. Student submits the *Form to Request a Clinical Site Affiliation Agreement/Attestation* (form titles and content vary slightly by program and are attached) to Program Management Specialist or designee by the posted deadline.

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

Undergraduate Programs:

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



T INFORMATION AND REQUEST FOR

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

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

STUDENT INFORMATION

Name: _____ Bear Email: _____ Phone: _____
 Course #: _____ Start Date: _____ End Date: _____

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

PRECEPTOR CONTACT & SITE INFORMATION

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

CLINICAL SITE CONTACT INFORMATION

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

- ☐ I am omitting contact information because the site is well-known to UNC (a large hospital system such as NCMC, UCHealth, etc.).
- ☐ This is a request for *Denver VA, Kaiser, Salud, or Sunrise Community Health*. I am omitting the contact information because placement for these sites is handled through UNC only and not through individual students.
- ☐ The site or preceptor has provided information regarding the person who coordinates placement; I will complete the fields below:

Name: _____ Email: _____
 Site Address: _____
 Phone (OPT): _____

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

DESCRIPTION:

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

PROCEDURE:

1. In order to receive a satisfactory grade for clinical performance in a clinical course, the student must
 - a. Receive a grade of satisfactory on each critical behavior as indicated on each clinical evaluation tool.
 - b. Receive a grade of satisfactory or needs improvement on each clinical objective other than the critical behaviors (see 1.a)
 - c. Adhere to the student code of conduct.
2. If it becomes apparent during the progression of the clinical course that the student is not meeting the objectives of the course as indicated in #1 above, the clinical instructor will notify the Lead Clinical Faculty member. Students who are unable to satisfactorily meet clinical course objectives may complete a Clinical Remediation Plan (attached) or fail the course at the determination of the Lead Clinical Faculty Member.
3. If the Clinical Remediation Plan is implemented, the clinical instructor will review the plan outlined in the Clinical Remediation Plan with the student prior to the next scheduled clinical day.
 - a. At the designated follow-up time indicated on the Clinical Remediation Plan, the clinical instructor will complete the follow-up section of the form and review the information with the student.
 - b. The clinical instructor will then forward the form to the Lead Clinical Faculty who will review, sign, notify the Program Coordinator, and place the form in the student's School of Nursing official record.
4. Should an incident occur near the end of the scheduled clinical experience that would prevent the student from receiving a satisfactory grade as indicated in #1 above and adequate time is not available for a remediation plan to be implemented and evaluated, it is at the discretion of the Clinical Lead Faculty, in collaboration with the clinical instructor, to write a formal remediation plan (as per instructions in # 3 above) that will bridge to the successive clinical course. Lead clinical faculty will determine if remediation or course failure is warranted.
 - a. If a formal remediation plan is in place, the student will be allowed to pass the initial clinical course, with the stipulation that the student successfully meets the requirements of the Clinical Remediation Plan by a predetermined date in the subsequent clinical course.
 - i. At the time the bridge remediation plan is initiated, the student will be notified that the remediation plan will be shared, as necessary, with the subsequent semesters' clinical instructors, Clinical Lead Faculty, and Program Coordinator and placed in the student's School of Nursing official record.
 - ii. Should the student be unsuccessful in meeting the requirements of the Clinical Remediation Plan by the predetermined date, the student will receive an unsatisfactory clinical course grade.

5. Should a student subsequently demonstrate the same unsatisfactory behaviors or needs improvement on critical behaviors during their clinical experiences in the remaining semesters within the School of Nursing, it is the discretion of the Program Coordinator to enact a plan that may include the appointment of an unsatisfactory grade.
6. The clinical agency shall maintain the right to refuse the return of a student who has not adhered to agency policies and procedures. This may result in an unsatisfactory clinical grade.



Clinical Remediation Plan

A plan for student success

Student Name: _____

Faculty Member: _____

Date: _____

Course: _____

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

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

Student Signature: _____

Faculty Signature: _____

Date Reviewed with Student: _____

Follow up

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

☐ Yes

☐ No

Comments:

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

Student Signature:

_____ **Date**

Clinical Faculty Signature:

_____ **Date**

**Clinical Lead Faculty
Signature:**

_____ **Date**

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

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

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.**

POLICY TITLE:

Practicing Invasive Procedures

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 9/2017 (NFSO); 1/2018 (SC); 3/2018 (SC)
Original Policy Date: 4/1/2016
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

This Simulation Center (SC) policy ensures that invasive procedures may be practiced in the Simulation Center on simulation equipment and manikins only.

DESCRIPTION:

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

PROCEDURE:

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

Clinical Simulation in Nursing, (2013), 9, Standards of Best Practice

POLICY TITLE:

Care of Manikins and Task Trainer Equipment

Last Revision/Review Date: 11/2020 (NFSO)
Previous Review Dates: 1/2018 (SC); 3/2018 (SC)
Original Policy Date: 4/01/2016
Sponsoring Committee(s): School of Nursing Simulation Center

PURPOSE:

This Simulation Center policy ensures that all manikins and training equipment are cared for properly.

DESCRIPTION:

The Simulation Center shall adhere to the University of Northern Colorado policy in establishing responsibility for the care of the School of Nursing Equipment.

PROCEDURE:

1. Utilize proper equipment when performing skills with the manikin.
2. Do not place pills or any small objects into the mouth of manikin.
3. Keep felt tipped markers, ink pens, fingernail polish remover, iodine, and betadine (or other staining medications) away from manikins and training equipment.
4. Use only approved products on the manikins and training equipment. Approved products list with Material Safety Data Sheet (MSDS) specifications is available from the Lab Manager.
5. Hazardous products are not used in the School of Nursing Simulation Center.
6. Do not use needles larger than 22 gauge on any manikins or training equipment unless otherwise instructed by Lab Coordinator.
7. If using printed materials (i.e., books, magazines, newspapers, photocopies, printouts, etc.) during the scenario, please do not place in the bed, or in the vicinity of the manikin or training equipment skin.
8. Remove any tape or other adhesives used on manikin and training equipment immediately following daily use.
9. Clean up manikin and training equipment using soap and water, and remove any equipment used at end of simulation daily experience.
10. Full body manikins should be gowned/clothed, clean, dry, and in bed with clean linens after use.
11. No manikin nor training equipment should be on the floor or left exposed at any time. If you need to remove them from a bed or table, place them on a stretcher, chair, wheelchair, or designated equipment stand.
12. Manikin inventory/care will be done each semester and as needed by Lab Coordinator.
13. Report any damage of manikins to Lab Coordinator utilizing attached form within 24 hours of occurrence. Refer to the Non-functional Equipment policy for further guidance.
14. A summary of these reports will be provided to the Simulation Committee by the Lab Manager each semester.

POLICY TITLE:

Participant Guidelines in Simulation

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

PURPOSE:

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

DESCRIPTION:

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

PROCEDURE:

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

POLICY TITLE:

Sharps Disposal

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

PURPOSE:

This Simulation Center (SC) policy ensures that sharps are disposed of according to regulatory guidelines.

DESCRIPTION:

The Simulation Center shall adhere to the University of Northern Colorado policy in establishing responsibility for proper sharps disposal.

PROCEDURE:

1. Place sharps in red biohazard container in accordance with University Policy.
2. When biohazard container is $\frac{3}{4}$ full, seal lid closed.
3. Place the container in the 30-gallon red biohazard bin in the hallway between both skills labs. If biohazard bin is full, please notify the Lab Coordinator.
4. Biohazard bin must remain closed with the lid on in between filling or emptying.
5. Lab Coordinator will arrange for pick up of removal by the UNC Department of Environmental Health and Safety (EHS).

POLICY TITLE:

Simulation Confidentiality

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

DESCRIPTION:

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

PROCEDURE:

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

POLICY TITLE:

Simulation Etiquette - Students

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

DESCRIPTION:

The Simulation Center Faculty, Staff and Students shall adhere to the University of Northern Colorado School of Nursing policy regarding simulation etiquette when engaged in learning activities in the Simulation Center.

PROCEDURE:

1. Students will engage in simulation-based training as part of their clinical learning experience and are expected to participate in the simulation as a nursing professional and engage in the experience as if it were a real patient care encounter.
 - a. All procedures should be performed, unless otherwise instructed.
 - b. Vital signs should be assessed and not retrieved from the monitor, unless otherwise instructed.
 - c. SBAR, or other established reporting guidelines, should be used when communicating with a provider or team member in the scenario.
2. Students are expected to provide support and encouragement for all student peers.
3. Students are expected to complete the required pre-simulation activities and assignments in order to be able to participate in simulation.
4. Students are expected to follow any established scripts and faculty guidance in simulated clinical events.
5. All simulation participants are expected to contribute in debriefing.
6. Conversation should be kept at a minimum and maintain a quiet environment in the control room and shared spaces during the simulated event.
7. Violation of this policy will result in unsatisfactory clinical performance and referral to the lead course faculty member.

POLICY TITLE:

Protection of Physical Safety of Participants Involved in Simulation

Last Revision/Review Date: 10/2020 (NFSO)
Previous Review Dates: 4/2018 (NFSO)
Original Policy Date: 3/1/2018
Sponsoring Committee(s): School of Nursing Simulation Committee

PURPOSE:

The purpose of this Simulation Center policy is to address concerns that may threaten the physical safety of participants in simulation activities within the University of Northern Colorado Simulation Center (SC).

DESCRIPTION:

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

PROCEDURE:

1. To help ensure physical safety of participants, a simulation orientation is provided in the form of a video developed by the UNC simulation team. In addition to the video, the participant is provided with an orientation to the simulation room as part of the briefing.
2. Only faculty and announced participants of the simulated event are allowed in the simulation room during the scenario. This includes access to the control room during the simulation. This minimizes congestion and crowding of simulation areas.
3. Good body mechanics are imperative when lifting or moving equipment. If moving of equipment is necessary, consult with Lab Coordinator or Simulation Coordinator for assistance.
4. All simulation areas contain a sharps container, and sharps are disposed of per Simulation Center Sharps Disposal policy.
5. All areas of heavy foot traffic are clear of clutter to prevent falling.
6. If equipment is new to you, or not operating as expected, seek assistance from a Simulation Center faculty/staff member.
7. All cleaning supplies should be used in accordance with Material Safety Data Sheet (MSDS) instructions for that product. The Simulation Center MSDS sheets can be obtained from the supply hallway.
8. All cleaning supplies keep the original label from the manufacturer.
9. All equipment and supplies are labeled "not for human use".
10. Use of latex products in the Simulation Center are avoided whenever possible, however, some equipment and supplies do contain latex. Anyone who has a latex allergy should notify the course coordinator prior to starting the lab course.
11. All injuries must be reported to the course coordinator, who will assist in the completion of Workers' compensation forms. If indicated, Workers' compensation protocols are followed per university policy.
12. In the event of an emergency (active shooter, fire, or other catastrophic event), the simulation faculty and staff will follow guidelines established by UNC.

POLICY TITLE:

Protection of Psychological Safety of Participants Involved in Simulation

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

DESCRIPTION:

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

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

PROCEDURE:

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

POLICY TITLE:**Attendance Policy**

Last Revision/Review Date: 12/1/2023 NFSO
Previous Review Dates: 8/2008 dwl; 5/3/13 ULT/NFSO; 1/25/19 ULT/NFSO
Original Policy Date: 3/14/08
Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

Students are required attend all laboratory and clinical hours as scheduled to ensure success in the pre-licensure, undergraduate program. 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 refrain from attending and seek appropriate diagnosis and treatment. The student also has responsibility to report injuries/illnesses which interfere with course requirements to their faculty. If student is unable to meet performance standards please contact faculty and the program coordinator (please see the policy on 'performance standards').

Laboratory and clinical attendance expectations include being in the classroom, laboratory, or on the clinical unit and ready to begin at, or before, the scheduled start of the day and after any scheduled breaks. During clinical days a 30-minute lunch break is scheduled into the shift. Students are expected to remain in the classroom, laboratory, or on the clinical unit until the scheduled end of each day.

PROCEDURE:

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

1. For immediate situations, notify the faculty as soon as possible regarding 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 clinical instructor and lead faculty. 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 lead faculty or or program coordinator/assistant director prior to arrangements being made.
4. 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/SON Director 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:

Audio and Video Recording Policy during Classrooms and Simulation Experiences

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

Previous Review Dates:

Original Policy Date:

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

DESCRIPTION:

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

PROCEDURE:

1. Classroom

- a. Faculty members may create audio or audio/video recordings of classroom lectures for instructional purposes to meet the objectives of a course.
- b. Faculty members must alert students that they will be recorded, the use and distribution of the recording, and how the recording will be stored before the recording is initiated.
- c. All attempts should be made to protect student's privacy if the recording is conducted online and students can be viewed in their personal settings.
- d. Students must be allowed an opportunity to ask questions or to opt out of a recording if requested.
- e. Classroom related recordings may be saved by the instructor for future courses, if appropriate. All recordings must be distributed through the university's learning management system and kept on a university password-protected drive. All recordings not to be used as future course materials or accreditation exemplars should be destroyed at the end of the semester.

2. Simulation and Skills Laboratory

- a. Faculty members may create audio or audio/video recordings of skills and simulated learning experiences for instructional purposes to meet objectives of a laboratory, clinical, or didactic course.
- b. Before a simulated learning experience is recorded, the students must be provided information on the event and sign the consent form attached to this policy. Information to share with students include:
 - i. When the recording will occur
 - ii. What the recordings will be used for
 - iii. How the recordings will be stored/distributed
 - iv. When the recordings will be deleted
- c. All students will have an opportunity to ask questions before signing the consent form.
- d. Signed consent forms will be collected by the course instructor, lead clinical faculty, or program coordinator at the beginning of the semester for the course including recordings through the Typhon platform.

- e. Students who request not to be recorded will be provided alternative opportunities to meet course objectives.



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

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

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

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

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

Name _____

Signature _____

Bear Number (last 4 digits) _____

Date _____

POLICY TITLE:

SON Grading Policy

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

Previous Review Dates:

Original Policy Date:

Sponsoring Committee(s): School Leadership team

DESCRIPTION:

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

PROCEDURE:

1. The School of Nursing grading policy for all programs will not use +/- as per the university grading policy outlined in the respective catalog.
2. Each course syllabus will outline the grading policy under the section titled "Method of Evaluation".
3. The method of evaluation statement will also include information on requirements for passing the course. For the undergraduate programs, the statement will read: *"A grade of "C" or higher ("S" for clinical courses) is required to pass this course"*. For graduate programs the statement will read: *"A "B" or higher ("S" for clinical courses) is required to pass this course"*.
4. A statement will be included for all SON course syllabi regarding completion of course assignments/requirements. The statement will read *"Students must complete all course assignments/requirements as outlined in the syllabus"*.
5. The grading policy will be communicated to students at program orientation, in the student handbooks, and each course syllabus.

POLICY TITLE:

Student Concerns

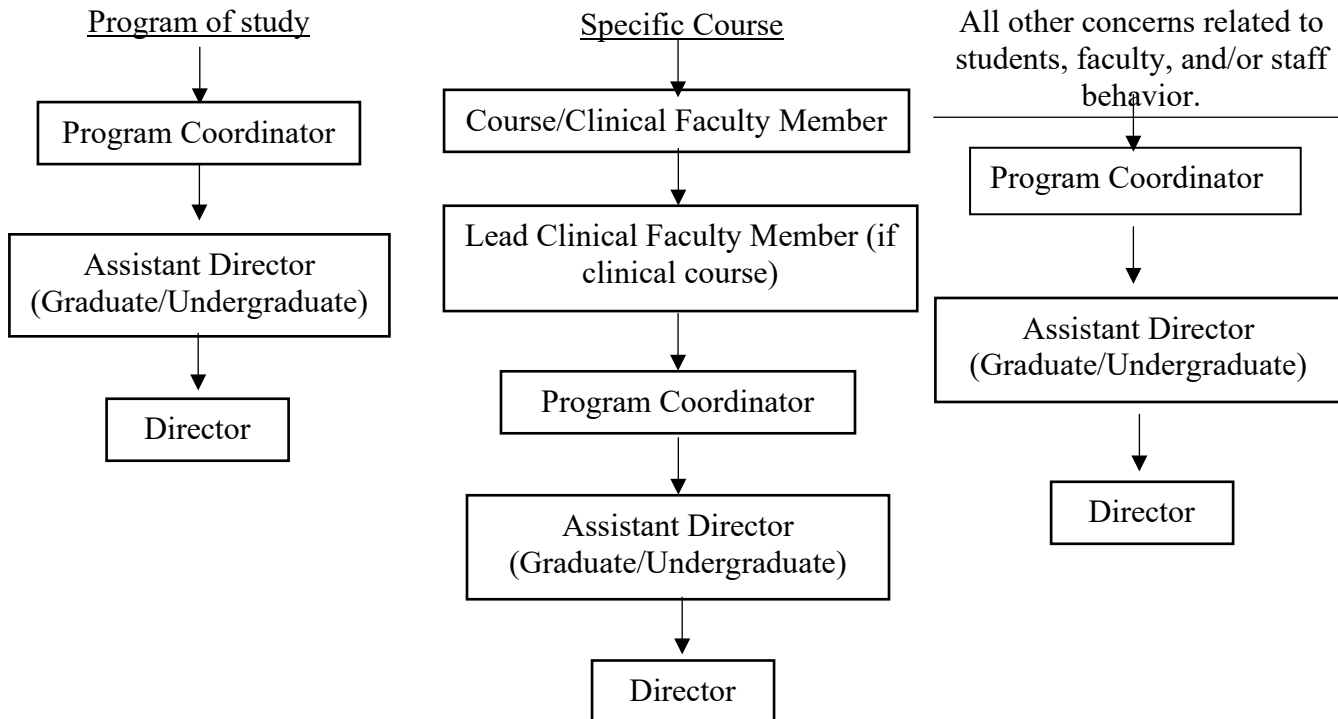
Last Revision/Review Date: 12/6/2025 NFSO reviewed
Previous Review Dates: 4/00 SB; 5/08 DWL; 12/16 FH; 11/19 FH; 12/3/21 NFSO
Original Policy Date: 4/1/00
Sponsoring Committee(s): School Leadership Team – Academic Policy

DESCRIPTION:

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

PROCEDURE:

1. Depending on the nature of the concern, a student is encouraged to reach out to the specific faculty member identified in the chart below to report the concern and receive guidance about how to address the issue (including steps to initiate a formal complaint or grievance).
2. If the concern is directed toward the faculty member identified as their point of contact, the student is then directed to the next person in the chart, and so on.



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

POLICY TITLE:

Students' Dishonest Acts

Last Revision/Review Date: 4/2/21 NFSO

Previous Review Dates: 5/91 SCB w/ University Counsel; 10/31/93 VK; 4/98 LC; 11/27/01 DP; 12/09 ULT/GLT/NFSO, 11/30/18 GLT/NFSO; 12/2020 GLT/NFSO; 1/2021 ULT

Original Policy Date: 2/21/86

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

DESCRIPTION:

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

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

Students will be held accountable for their dishonesty.

PROCEDURE:

Student Responsibilities:

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

Faculty Responsibilities:

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

Reporting of Dishonest Acts:

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

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

Sanctions:

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

Due Process Procedures:

1. Student will meet directly with faculty involved with the behavior at issue to discuss recommended outcomes and /or sanctions.
2. Upon report of an incident of dishonesty:

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

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

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

POLICY TITLE:

Suspected Drug or Alcohol Use

Last Revision/Review Date: 4/26/2024 NFSO; 5/13/2025 HR/MH edits w/Univ Counsel

Previous Review Dates: 5/91 w/ Univ Counsel; 10/93 VK; 4/98 LC; 11/01 DP; 12/6/13 ULT; 1/31/14 ULT; 3/7/14 ULT w/ Univ Counsel; 3/28/14 NFSO; 4/18/2022 NFSO

Original Policy Date: 1/17/86

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

DESCRIPTION:

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

PROCEDURE:

1. If a student's behavior suggests that they may be under the influence of drugs, alcohol, or other mind-altering substance, the clinical faculty member must remove the student from patient care.
2. The student is required to immediately take a drug and alcohol screen.
3. The clinical agency's policy for testing will apply if it is able to test the student. Otherwise, the student will be referred to UNC's Student Health Center (SHC) for testing.
4. The student is responsible for the testing expense.
5. The clinical faculty member will arrange appropriate transportation for the student from the clinical site to the testing site, if needed. The student is responsible for any travel expense.
6. If drug and alcohol screen is positive, or if the student refuses to be tested, the student will be referred to the SON Director and may be dismissed from their program. Further, if the student violated UNC or the clinical agency's policies or regulations, the student will be referred to the SON Director and may be dismissed from their program.
7. It is the student's responsibility to inform the course lead faculty member if they are taking prescription medications that could significantly affect cognition, behavior, or motor function, or may impair the ability to practice as a professional nurse safely and competently. The student will be referred to the performance standards policy for any needed accommodations for the use of prescription medications.
8. If a student holds a professional license and violates this policy, the SON may be required to report the violation to the Colorado State Board of Nursing or other regulatory body for further action.

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

POLICY TITLE:

Academic Appeals-School of Nursing

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 - Academic Policy

DESCRIPTION:

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

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

PROCEDURE:

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

POLICY TITLE:

Progression Requirements for Undergraduate Nursing Student

Last Revision/Review Date: 3/7/2025 NFSO

Previous Review Dates: 10/2000 DP; 4/2002 SB; 12/2008 ULT; 4/2010 ULT/NFSO; 1/25/19 ULT/NFSO; 12/3/21 ULT/NFSO; 2/18/22 NFSO

Original Policy Date: 5/1/98

Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

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

ACADEMIC DISMISSAL PROCEDURE:

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

Non-academic Leave of Absence Procedure:

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

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

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

DESCRIPTION:

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

PROCEDURE:

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

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

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

Email: DRC@unco.edu

Phone at 970-351-2289.

**Performance Standards**

Print Name: _____

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

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

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

Print Name

Signature

Date

POLICY TITLE:

Student Accommodations

Last Revision/Review Date: 4/19/19 ULT/NFSO; Edits MH/DRC 8.18.25

Previous Review Dates:

Original Policy Date: 4/19/19 ULT/NFSO

Sponsoring Committee(s): Undergraduate Leadership Team

DESCRIPTION:

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

PROCEDURE:

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

POLICY TITLE:**Student Code of Conduct**

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

DESCRIPTION:

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

PROCEDURE:

1. The School of Nursing Student Code of Conduct will be included in each program's student handbook and updated annually. A link to the handbook will be provided in all syllabi and on the SON website.
2. Additional information related to student professional conduct will also be linked in the student handbook, including UNC's Code of Conduct, the Board of Trustee's Policy manual section on student conduct (Part 5), and the American Nurses Association's Code of Ethics. to provide additional information and highlight the importance of this topic.
3. Each student will review the Student Code of Conduct and other materials in the student handbook as a part of the program's orientation. After an opportunity to ask questions and receive clarification the students will be required to sign the Code of Conduct acknowledging their understanding, which will be kept in the student's file.
4. Any breach of code of conduct will be communicated to the respective program coordinator by the person witnessing or learning of the infraction.
5. The program coordinator will determine, in consultation with appropriate faculty/SON leadership, the appropriate action, which may include, but is not limited to, verbal/written warning, development of an action/remediation plan, or program termination, depending on the severity of the infraction. Documentation of an action taken will be kept in the student file.

UNC's Student Conduct Policy

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

**University of Northern Colorado
School of Nursing**

Student Code of Conduct

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

ANA CODE OF ETHICS FOR NURSES (2025)

Provision 1:

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

Provision 2:

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

Provision 3:

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

Provision 4:

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

Provision 5:

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

Provision 6:

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

Provision 7:

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

Provision 8:

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

Provision 9:

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

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

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

**University of Northern Colorado
School of Nursing**

Student Code of Conduct

I understand that during my educational experience in the University of Northern Colorado, School of Nursing I am expected to demonstrate ethical, personal, and professional conduct in congruence with UNC's Code of Conduct Policy, the School of Nursing's values statement, program outcomes and course objectives, in addition to national standards of conduct of a student as outlined in the ANA's Code of Ethics for Nurses (2025).

I agree I am responsible to:

- Review and adhere to the University's and the School of Nursing's Code of Conduct, and specific clinical agency policies.
- Review and adhere to national standards of conduct for a student and professional nurse.
- Demonstrate behaviors consistent with the above policies and standards in all settings when in the student role, including all clinical, classroom/laboratory, and public settings.
- Refrain from violation of federal, state, or local ordinances including, but not limited to, those covering alcohol, narcotics, illicit drugs, gambling, sex offenses or arson.
- Refrain from disorderly, lewd, and indecent or obscene language or conduct.
- Refrain from use of technology to view or send obscene or threatening material to students, faculty, staff, or patients.
- Refrain from forgery, alteration, misuse, destruction, or mutilation of college documents, records, identifications, or other educational materials of the school or other students.
- Dress in accordance with specific program's dress code policy in all settings; refrain from wearing student uniform in public settings if not performing course requirements.
- Uphold utmost integrity in personal, professional, and academic situations by refraining from and reporting any form of dishonesty or breach in the above standards and policies using appropriate communication channels.
- Demonstrate respect of differences in race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.
- Communicate in a professional and respectful manner promoting collegiality, civility, collaboration and a positive learning/clinical environment at all times and in all situations.

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

Print Name: _____

Signature: _____

Date: _____

POLICY TITLE:

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

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.

POLICY TITLE:

Assessment Technologies Institute (ATI) Testing

Last Revision/Review Date: 12/1/2024 NFSO
Previous Review Dates: 4/2/21 NFSO; 4/27/19 NFSO; 1/09 dwl
Original Policy Date: 9/26/08
Sponsoring Committee(s): Undergraduate Leadership Team

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, targeted, and proctored exams as scheduled.
5. Faculty will list all scheduled ATI activities in the course syllabus.
6. Students are encouraged to attain the ATI benchmark for proficiency level 2 on all proctored exams and will be encouraged to complete any associated remediation if the benchmark is not obtained.
7. Statements above will be placed in appropriate course syllabi to communicate this policy to students.

Addendum- ATI testing schedule

ATI Testing Schedule by Semester

- Students are required to take ALL proctored exams. It is recommended that students achieve the designated SON benchmark on all proctored exams.
- Students not achieving the benchmark score are encouraged to complete the remedial activities provided by ATI.
- Benchmark: 90% of students will achieve Level II benchmark on ATI proctored exams
- Benchmark: 90% of students will achieve a 95% Probability of Passing NCLEX score on the ATI RN Comprehensive Predictor

Semester 1	
N 310	Self-Assessment Inventory
Semester 2	
N 375 / N 376	Multiple med surd focused practice exams required RN Fundamentals Practice A & B *RN Fundamentals Proctored RN Adult Med Surg Practice A & B *RN Adult Med Surg Proctored
Semester 3	
N 425	RN Maternal Newborn Practice A & B *RN Maternal Newborn Proctored
N 426	RN Nursing Care of Children Practice A & B * RN Nursing Care of Children Proctored
Semester 4	
N 405	RN Community Health Practice A & B *RN Community Health Proctored
N 415	RN Mental Health Practice A & B *RN Mental Health Proctored
Semester 5	
N445	RN Pharmacology Practice A & B *RN Pharmacology Proctored
N 480	RN Leadership Practice A & B *RN Leadership Proctored RN Nutrition Practice A & B *RN Nutrition Proctored
N 446	RN Comprehensive Predictor Practice A & B *RN Comprehensive Predictor A – before preceptorship *RN Comprehensive Predictor B – after preceptorship

POLICY TITLE:**Medication Dosage Calculation Examination****Last Revision/Review Date:** 5/2/2025 NFSO**Previous Review Dates:** 8/08 dwl; 4/18/14 ULT; 3/25/16 ULT/NFSO; 10.29.2021/NFSO**Original Policy Date:** 4/4/08**Sponsoring Committee(s):** Undergraduate Leadership Team

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 medication dosage calculations essential for safe medication administration. This examination must be passed with a score of 100 percent in all semesters. Students who do not meet 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. Practice exams will be provided for students at least one week before the first examination is given in all semesters. The practice tests are optional for semesters 2 through 5 prior to the exam; but, will be required if remediation is needed for success on subsequent exams.
3. Students will use SON provided calculators for the exam.
4. In preparation for the exam each semester a standardized conversion document will be provided with the practice exams and at the start of the in-person exam (Appendix A).
5. The exams will be given in person, on paper.
6. 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.
 - i. Correct answers will be rounded to the hundredth place, except those with capsules or drops which should be rounded to the nearest whole number or with a scored tablet
 - c. 1st dosage calculation exam of semester—all students will take without feedback from the proctor.
 - d. 2nd and 3rd dosage calculation 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.
7. Any student who has not successfully completed the dosage calculation requirement prior to the start of clinicals will not be able to administer medications until the requirement is fulfilled.
8. The following procedure will be followed for determining passing of the drug dosage requirement each semester:
 - 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 exam will fail the clinical course.
 - i. In semesters 3 and 4, when one examination is given for both clinical courses, students not meeting this requirement will fail the clinical course they are currently enrolled in.
 - ii. Students will not receive a failing course grade for rounding or labeling errors on the 3rd exam.

Appendix A

Conversion Table Provided to Students in NURS 327 and Used for All Exams

Household	Apothecary	Metric
1 teaspoon (t) (tsp)		5 milliliters (mL)
3 tsp = 1 Tbsp		
1 tablespoon (T) (Tbsp)		15 mL
2 Tbsp	1 ounce (oz)	30 mL
	8 oz	240 mL
	16 oz	480 mL
	32 oz	960 mL

POLICY TITLE:**Newborns/Children in SON Classes**

Last Revision/Review Date: 12/6/2024 NFSO
Previous Review Dates: 11/13 ULT
Original Policy Date: 12/6/2013 ULT
Sponsoring Committee(s): School Leadership Team – Academic Policy

POLICY:

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

PROCEDURE:

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

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

DESCRIPTION:

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

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

DEFINITIONS AND BACKGROUND INFORMATION:

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

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

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

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

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

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

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

PROCEDURE:

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

UNC Departmental contact information:

Police Department- 970-351- 2245

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

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.

Signature of Student

Date

Print Name of Student

Letters of Reference

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

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

URSA *(Latin word meaning “bear”)*

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

www.ursa.unco.edu

Academic Advising

What you can expect from your Academic Advisor:

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

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

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

**University of Northern Colorado
School of Nursing
Undergraduate Nursing Major Student Handbook Agreement
2025-2026**

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: _____