Student Handbook

2026-2027
Denver Campus

DCN
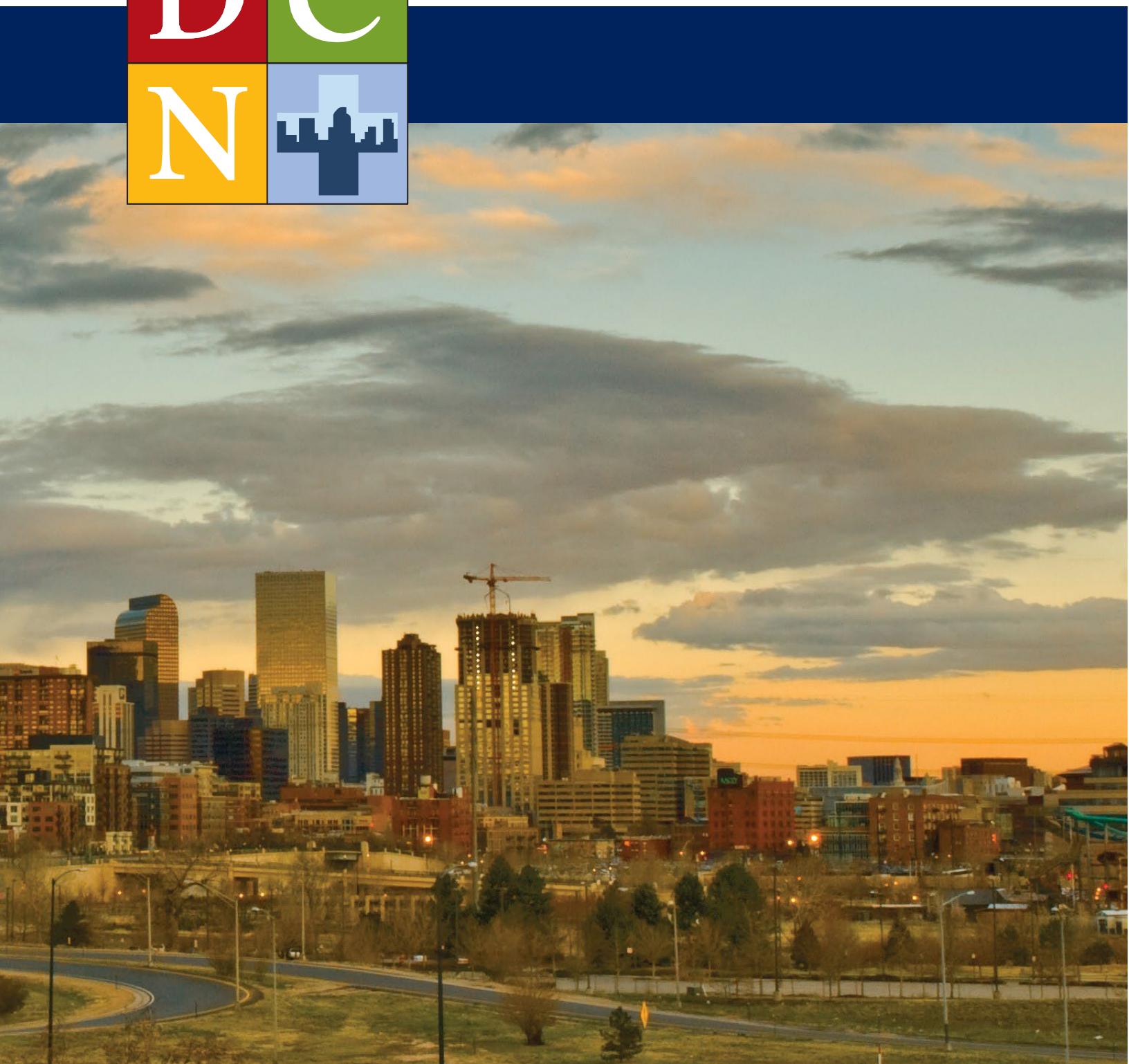
DCN Student Handbook
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Note: This Handbook is intended to be used in conjunction with the College Catalog. If there is accidental conflicting information, the College Catalog will take precedence.

Denver College of Nursing Student Handbook

Welcome

Welcome to Denver College of Nursing (DCN)! Whether you are a new or returning student, you will find that Denver College of Nursing offers you a special learning environment with opportunities to expand your horizons. You will find your experiences here full of challenges and rewards. You will make new friends; some may last a lifetime! When you enter the lives of patients and their families, you will find that you really do make a difference as you practice the art and science of nursing.

The Denver campus is housed in two buildings: the main building or main campus is located at 1401 19th Street, Denver, CO 80202 and the Annex is located on the 4th floor at 1875 Lawrence Street, Denver, CO 80202. The phone number is 303-292-0015 and the snow line is 720-833-3907.

The mission of Denver College of Nursing is to educate students for rewarding and dynamic careers in nursing and other healthcare fields. It fulfills this mission by building on a strong foundation of general education, developing critical thinking skills needed for successful careers and a lifetime of learning, and providing quality nursing programs that focus on clinical competence, professionalism, relationship-based holistic care, and evidence-based practice.

This **Student Handbook** supplements the **College Catalog** and provides a guide to information on services, expectations, policies, procedures, community standards, and opportunities at Denver College of Nursing.

EACH STUDENT IS RESPONSIBLE FOR THE INFORMATION IN THIS HANDBOOK AND THE DENVER COLLEGE OF NURSING CATALOG

Lack of knowledge about the contents of these documents is not a justification or defense for unacceptable or inappropriate actions. If you have any questions about any of the material you read, please talk with any of the faculty, staff, or administration.

College policies and regulations are reviewed annually by the administration. Additions or modifications of these policies and procedures may be made during the year after the original publication. Modifications will become effective immediately and are as legally binding as those published here. Policy changes will be published and circulated to members of the Denver College of Nursing community.

Vision, Mission, Purpose, and Philosophy

Vision
The vision of Denver College of Nursing is to prepare excellent nurses and leaders within the healthcare community to transform lives through education and healthcare curriculum.

Mission
Denver College of Nursing is dedicated to educating students for rewarding and dynamic careers in nursing and other healthcare fields.

Purpose
Denver College of Nursing's focus is to educate, empower and inspire future generations of healthcare professionals. DCN educates healthcare professionals to engage in the transformation of healthcare for the betterment of our communities.

Denver College of Nursing devotes its resources to maintaining quality nursing programs in an environment that focuses on clinical competence across all scopes of practice, and that help develop the technical and thinking skills needed to foster successful careers and a lifetime of continued professional learning.

The programs offered build on foundations of general education common to nursing education, and all programs meet or exceed common standards for nursing education programs in Colorado.

The programs explore a differentiated practice model that teaches students to maximize their own role development, to seek the opportunity to learn and collaborate effectively with other nurses of differing educational preparation.

The programs integrate holistic health care values with traditional health care values so students can explore the understanding of "whole body wellness" in client care.

Programs are offered to adult students from the economically and ethnically diverse regional community served.

Philosophy
The philosophy of Denver College of Nursing flows from the mission of the school and supports the concepts of clinical competence, excellence in education, holistic care, professionalism, evidence-based practice and life-long learning.

The philosophy incorporates the conceptual framework that was developed by faculty to provide direction for the selection and organization of learning experiences to achieve program outcomes. The conceptual framework serves to unite these four constructs:

Nursing
Nursing is an art and science that identifies, mobilizes and develops strengths of the client through acquired skill, professionalism, knowledge and competence supported by evidence-based practice.

Person
Person is a unique, physical, psychosocial, spiritual, cultural, and holistic being or community with value, dignity and worth possessing the capacity for growth, change and choices for which they bear responsibility.

Environment

Environment is the dynamic subtotal of internal and external elements which impact an individual's perception of and adaptation to the community in which they exist.

Wellness

Wellness is defined as the individual's perception of their quality of life throughout the lifespan and the ability to adapt to restrictions of environment, disease or disability.

Denver College of Nursing Core Values

Integrity

We educate our students and operate our college with uncompromised integrity and transparency.

Student Focused Outcomes

All decisions align with our students' best interests regarding their education and careers. We continually strive to be innovative leaders in our industry.

Commitment

We are a passionate and driven team focused on outstanding results.

Service Excellence

We are service driven and respectful of all stakeholders (students, employees, employers, investors and community).

Respect

We are a diverse organization and respect every individual within our organization and our community.

DCN Departments

Students with questions are directed to the following departments as appropriate:

Academics

Academic Support – Academic Support is located on the mezzanine level of the main building and manages varying faculty and student requests (transcript requests, address/name information requests), course make-up examinations, class scheduling, enrollment verifications, course evaluations, documentation for failing students and assistance with password resets for Campus Portal and the learning management system. The Academic Support Office also coordinates processing of American with Disabilities Act (ADA) accommodation requests and ensures that accurate student records are maintained and controlled.

Bookstore & Records – Located on the basement level of the main building, the Bookstore's main function is to distribute textbooks as well as provide scrubs, school supplies, nursing kits, etc. for students. Students are able to make payments during posted bookstore hours. Additionally, students and staff may purchase DCN-related items from the Bookstore.

Experiential Learning Department – Located on the Annex, the Director of Experiential Nursing Education and team of clinical schedulers facilitate and schedule student placements via the clinical placement platform and additional outside resources. Clinical faculty visit clinical sites, connect with clinical site coordinators, and assess any changing needs of the clinical sites. The Experiential Learning Department tracks students' clinical hours and requirements to meet facility and State Board of Nursing requirements.

Global Health Perspectives – The Global Health Perspectives (GHP) initiative is a cross-cultural, inclusive outreach program that focuses on student development in global health settings in the Denver metropolitan and around the world. GHP combines classroom training with in-field service-learning internships and is integrated throughout the Denver College of Nursing curriculum path. Students in all programs are invited to participate in GHP from their first quarter of enrollment through graduation, and even as DCN alumni. Student membership in GHP requires: attendance at global development symposiums on and off-campus, in either a face-to-face or virtual environment, and service-learning volunteer hours at multiple NGO/aid organizations located in the Denver metro area or student's local communities each quarter. Students in the pre-licensure programs are eligible to apply for a GHP Service Learning Internship after successfully completing GHP membership for a minimum of two quarters and completing NUR 240 Advanced Medical Surgical Nursing Concepts with Clinical for prelicensure students in the ADN program or NUR 440 Medical-Surgical Nursing II with Clinical for prelicensure students in the BSN program. Post-licensure students may apply at any time after enrollment into their respective programs. DCN faculty mentor and precept GHP students in both domestic and international internship locations. Upon completing GHP internships, pre-licensure students may earn clinical credit for their work and, more profoundly, gain the tools and experiences to broaden their global health care perspectives. Post-licensure students gain leadership, educating, and mentoring skills as well as expanding their perspectives on global health.

Learning Resource Center – The Learning Resource Center (LRC) is located on the second floor of the main building and houses an ample selection of hardcopy and electronic library materials. The LRC is a resource-rich library enabling research in keeping with the College's goal of promoting lifelong learning. The LRC Manager provides support for the computer applications, library databases, and tutorial capabilities in the LRC while also providing support to faculty utilizing the classroom technologies, students utilizing the computer lab, and purchasing library-based technological resources. The librarian is also available to assist students in researching and developing presentations for the classroom.

Nursing Education – Located on the first floor of the main building, the Dean of Nursing Education Programs serves as the Chief Academic Officer and oversees all education curriculum including general education and nursing programs. The purpose of the general education curriculum is to establish a foundation and develop basic fundamental skills for a lifelong commitment to learning. The overall curriculum is designed to support each of the nursing programs through active learning, reading, writing, and critical thinking skills.

The Dean participates in the following committees: Academic Senate, Admissions Committee, Conduct Standards Committee, Curriculum Committee, Executive Committee, Faculty Committee, Outcomes and Assessment Committee, Program Advisory Committee, Scholastic Standards Committee, and the Student Affairs Committee. The Nursing Department has several directors: Director of Prelicensure Programs, located on the second floor of the main building; Director of the Online Programs, located first floor of the main building; Director of Experiential Nursing Education, located in the Annex Suite 420; and Director of Simulation, located in the Annex Suite 450.

Registrar Department – Located within the Academic Support Office on the mezzanine level of the main building, the Registrar provides oversight of the Academic Support and Records

functions. The Registrar ensures that accurate student records are maintained and controlled. The Registrar can be contacted by using academicsupport@edaff.com.

Simulation Laboratory – DCN's state-of-the-practice Simulation Laboratory is located at the Annex. The simulation laboratory is equipped with high fidelity simulation models along state-of-the art medication administration equipment, supplies, and electronic medical record software. Each patient room in the simulation laboratory accommodates 6-10 nursing students. There are medical/surgical rooms, an obstetric room and a pediatric room, and rooms dedicated to mental health and community health nursing experiences.

Skills Laboratory – Located on the first floor of the main campus, the nursing skills laboratory is an integral resource for student development in the journey from novice to expert. The skills lab faculty work with didactic course faculty to provide consistent support in teaching and setting up the laboratory with the equipment appropriate to the day's activities.

Admissions

The Admissions Department is primarily located on the first floor of the main building. It is dedicated to both DCN's pre-licensure programs and post-licensure programs, with two Directors of Admissions overseeing each of those types of program offerings. All new students receive information from Admissions Representatives regarding entrance requirements, immunizations, transcripts, and transfer credits. The Admissions Committee reviews applications of prospective students desiring entrance into either the pre-licensure or post-licensure programs and makes recommendations to the Dean of Nursing Education Programs as to the acceptability of the prospective student based on admissions criteria.

Business Office

The Business Office is located at the Annex Suite 460. Questions about student accounts, tuition and payments, employee files, payroll, accounts receivable, and accounts payable may be directed to the Business Office. Facilities management and Information Technology are housed within the business department.

Career Services

Located on the entry level of the main campus, the Career Services Department gathers and maintains employment-related information regarding DCN graduates from each of its nursing programs. In addition, the Career Services Department is actively engaged in preparing students and alumni for gainful employment in nursing through workshops in resume writing and interviewing techniques as well as hosting and participating in career events both on campus and in the community. This department tracks pre-licensure graduates' success in taking the NCLEX-RN® Examination and coordinates NCLEX-RN® success workshops for DCN's prelicensure students and graduates.

Financial Aid

The Financial Aid Department is located on the mezzanine level of the main building. DCN is approved by the Federal Department of Education to participate in Title IV Funding programs. For those who qualify, DCN offers several options to help cover the cost of education. DCN offers credit-based alternative funding for those who qualify. Questions about personal loan options, workforce initiative programs, or other financial aid should be directed to the Financial Aid Department.

Office of the President

Located at the Annex Suite 420, the Office of the President coordinates general building operations, various on-campus activities, the College's accreditation/approval efforts, and budgets/resource allocation. Students may communicate with the President via the "President's Suggestion Box" on the entry level of

the main campus or by the elevators in the Annex, or by scheduling an appointment for a face-to-face or virtual meeting as appropriate. Scheduling for the President is coordinated through the Executive Assistant to the President located at the Annex Suite 420.

Student Services

Located on the entry level of the main building, the Student Services Department implements a variety of co-curricular activities to develop a sense of community among students, faculty, staff, and the broader community. The Dean of Administrative, Student, Career & Alumni Services also serves as the liaison to the National Student Nurses Association (SNA) which integrates curricular learning with community service. Members of the SNA make up the formal student government at DCN. The Student Services Department coordinates the College's quarterly graduation ceremonies, new student orientation, NCLEX-RN® preparation reviews, and the Student Affairs Committee. Psychological counseling referrals are available to students through a self-referral system or through the Dean of Administrative, Student, Career, and Alumni Services . Career guidance, assistance with finding resources related to childcare, daily living needs, and study skills are also available through the Student Services Department.

Committees at Denver College of Nursing

The committee structure at Denver College of Nursing has been designed to sustain evaluation across the campus. Committee details are found in the Academic Governance Manual which can be obtained through the Office of the President. Many of DCN's committees benefit from student participation and involvement; any student interested in joining a DCN committee should contact the Dean of Nursing for more information. Students in every program are encouraged to participate in all college-wide committees. In addition to the assessment of learning provided by specific evaluation tools, the following groups (listed alphabetically below) contribute directly to regular review of the quality of the programs:

Academic Appeals Committee:

The Academic Appeals Committee is a decision-making body that considers student appeals for individual assignments or final grades. See the DCN College Catalog for information on Academic Appeals.

Academic Senate Committee:

Academic Senate serves as the collective voice of all faculty and staff members at Denver College of Nursing. Members of Academic Senate include the following: the Program Directors of each program offered at the college; faculty representation from each program offered at the college (including skills laboratory, simulation, clinical); Director of Experiential Nursing Education; Dean of Academic Affairs, Dean of Administrative, Student, Career & Alumni Services; Director of Academic Support; Registrar; and the heads of other departments as needed. Student participation is welcomed, and students (ex officio) are invited to be a part of the committee. Academic Senate provides input into curriculum, educational standards, policies, procedures, and recommendations for more effective educational operations. Items requiring approval for implementation receive a final vote from this committee and those recommendations are carried forward for review by the Executive Committee.

Admissions Committee:

The Admissions Committee reviews prospective student applications and makes recommendations as to the acceptability of prospective students based on admissions criteria for either the pre-licensure applicants or the post-licensure applicants. In addition, the Committee reviews policies and procedures used to recruit applicants, making recommendations for changes as needed based upon relevant data. The Committee is responsible for collecting and disseminating data for evaluation of admission.

Conduct Standards Committee:

The Conduct Standards Committee reviews student grievance and appeals related to conduct standards of behavior, integrity, and other issues that are not academic in nature. The committee has the authority to recommend appropriate action, up to and including expulsion. Please refer to the College Catalog for more information regarding the grievance process.

Curriculum Committee:

The Curriculum Committee reviews and makes recommendations to the Academic Senate for all curriculum changes or new programs. The committee meets once a month, working to assure that students in each program are being taught effectively based on their needs and the overall leveling of content across the curriculum.

The Curriculum Committee also plays a key role in assessment at the college, and the results of curriculum assessment are shared via the Curriculum Chair or designee to the Academic Senate. Consistent with the goals of DCN, the Curriculum Committee has the authority to recommend changes to courses, the Student Handbook, and College Catalog.

Executive Committee:

Executive Committee focuses on leadership in overseeing the program of evaluation and feedback designed to strengthen Denver College of Nursing (DCN). The Executive Committee provides feedback from faculty, staff, graduates, employers, and students, relative to the goals of the college to provide excellence in the education of students for the diverse opportunities in nursing. Likewise, issues or concerns that might negatively impact the quality of the programs are easily shared and solutions discussed in a timely manner.

Faculty Committee:

The purpose of the Faculty Committee is to serve and administer to the needs of the nursing and general education faculty in overseeing the educational mission of the college. This includes reviewing and revising the curriculum and making recommendations to the Dean of Nursing Education Programs and to appropriate administrative College officials on matters affecting the general welfare of the College and its activities. Policy changes made by the faculty at Faculty Committee are taken to the Executive Committee for final approval.

Global Health Perspectives (GHP) Committee:

The purpose of the GHP Committee is to provide oversight and direction to the GHP program. The program is a co-curricular program of Denver College of Nursing that provides the opportunity for clinical credit to be earned from all DCN degree programs. GHP focuses on student development in global health settings in Denver and around the world, while combining classroom training with in-field service-learning internships and is integrated throughout the Denver College of Nursing curriculum path.

Outcomes and Assessment Committee:

The Outcomes and Assessment Committee is responsible for planning, implementing, and evaluating the collection, analysis, and dissemination of assessment materials throughout the College. This includes expected levels of achievement; assessment methods; results of data collection and analysis; evidence of use of findings; and actions for program development, maintenance, or revision as consistent with DCN's mission.

Program Advisory Committee:

The Program Advisory Committee represents the interest of students at the College, the Board of Trustees, potential employers of graduates of the programs, and other community members affected by the program. Its purpose is to provide guidance, recommendations, and support to the Board of Trustees and College

administration regarding academic matters, professional nursing, and College operations. The Program Advisory Committee acts in an advisory capacity.

Resource Committee:
The Resource Committee focuses on budget needs, acquisitions of physical and technological material, expansion of access for virtual services, and LRC relationships with faculty, staff, and students. The Resource Committee meets quarterly or as needed.

Student Affairs Committee:
The Student Affairs Committee consists of members of the DCN student government, faculty, and staff. The purpose of the committee is to provide a formal platform for students to communicate directly with faculty, staff, and administration regarding their experience at the College.

Ad Hoc Committees:
Ad Hoc Committees and special Task Force groups may be formed at any time to address a specific area of need. Committees meet as necessary to accomplish the Committee's responsibilities. Specific activities may require additional attention to timing.

Facilities and Equipment

Student Lounge
Student lounges are located in the commons area on the basement level of the main building and in the Annex. The student lounge areas are equipped with vending machines, microwaves, coffee makers, refrigerators, tables, and chairs. Students are encouraged to eat lunch in the student lounges or on the rooftop patio of the main building, weather permitting. Holding study and student meetings is permissible in the provided space available. Students utilizing the refrigerators are strongly encouraged to label their food. Students are required to clean out their items each Friday.

Parking
Short term parking is available with meter parking on the streets around the main building of the College and the Annex. The parking lot to the west of the College's main building is reserved for visitors and adjunct faculty, and not permissible for enrolled students to park. Unauthorized cars in the visitor lot will be towed at the owner's expense. Students may be fined $25 per occurrence for unauthorized parking in the school lot. There is a paid parking lot across the street from the main campus with discounted fees for DCN students. Students are encouraged to utilize public transportation whenever possible. Denver College of Nursing provides a locked bicycle and scooter cage and student lockers but does not assume responsibility for items stored in these locations.

Skills and Simulation Laboratories
The skills laboratory is located at the main campus building. The lab is used for teaching the lab components of courses such as Foundations and Medical Surgical Nursing. Health Assessment, while part of the skills laboratory, may be taught in the Annex building or the main campus building. In addition, there are "open lab" times on various days/times during each quarter for students wishing to gain additional practice for their classes. Students sign-in for open lab time. On the sign-in sheet, students must indicate the skills they will practice. Signing in allows the skills lab faculty to assess effectiveness and use of open lab opportunities and allows for appropriate planning for consecutive quarters. The open lab schedule changes quarterly as it is based on lab space availability. Times will be posted once available or ask the skills laboratory faculty.

Simulation lab hours are scheduled based on course requirements. Frequently, space permitting, there is practice time made available each quarter in the simulation lab at the Annex. Just as with the skills labs in the main building, students are encouraged to sign-up for practice time in the simulation lab. Please refer to the simulation schedule on the College's LMS for the day and time of the various simulation labs.

Learning Resource Center (Library) & Reading Room

The College has a dedicated Learning Resource Center (LRC) that provides access to current, relevant general education and nursing resources. The LRC is committed to supporting and enhancing the educational process at the College and the professional development and research needs of students and faculty. The LRC seeks to fulfill the unique informational needs of the DCN community by providing access to electronic databases, web-based resources, print journals, and standard reference materials.

The Learning Resource Center houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or remotely for DCN students, faculty, and staff. The LRC provides a quiet environment for study or research and is staffed by knowledgeable and trained professionals. The LRC is open during main building hours, is located on the second floor, and features computer workstations, study tables for group and individual work, lounge seating, printer access, and general supplies for in-LRC use (e.g., staplers, hole punch, pens/pencils, scratch paper).

The LRC also houses a dedicated testing room. The testing room provides students who have scheduled make-up exams or testing accommodations a quiet room for test taking. With approval of the course faculty, students must contact the LRC Manager to set up an appointment to take a make-up exam.

The following are general policies for use of the LRC, designed to promote a respectful, quiet study environment:
1) Use of Learning Resource Center resources is available to authorized users only. Authorized users include DCN students, faculty, and staff.
2) All users are expected to respect the privacy of other users.
3) "Productive," quiet talking is allowed (i.e., group projects, study groups, or helping behavior). Loud noise that will disrupt other LRC users is not permitted.
4) Cell phones are required to be turned off or on vibrate while in the Learning Resource Center. To avoid disturbing other library users, please take cell phone conversations into the hallway.
5) Food and drink are prohibited in the LRC.
6) Violation of any of the above may result in the following disciplinary action:
    a) verbal warning
    b) written warning
    c) dismissal from the LRC
    d) ban from the LRC

The LRC supports the DCN programs by collecting and providing access to materials in multiple formats. One important service is Ignite to Learn (https://ignitetolearn.com) which provides students and faculty access to research and scholarly services offered through the LRC. Students and faculty are also able to navigate to the Campus Portal and DCN email accounts from this website. All new faculty and students receive an orientation on how to use the LRC website and a self-timed audio PowerPoint presentation is available for review anytime.

Commonly used services of the DCN LRC:
- **Research Databases** - We have a selection of subscription and public access databases designed to support your education in nursing.

- **Books -** Most books can be checked out and all are available for in-library use. If a title is not available, please speak with the librarian as often the resource can be secured from another library.
- **Reference Services** - Ask your librarian anything, they are here to help you with your education.
- **Internet -** Open-access. Check your email, access Campus Portal, upload assignments to the LMS.
- **Wireless -** ID: **eaguest**
          PW: **Applecore8**
- **Printing and Copying** - Copying and printing are available using your student ID. *Print/Copy accounts are managed by the Business Office & IT.*
- **Study** – There are comfortable chairs and study tables when you are looking for a quiet space.

Individual reference assistance is provided as needed to patrons on a drop-in basis or virtually by appointment. Students needing in-depth assistance may schedule research consultations. The librarians are able to provide focused instruction on the use of the LRC's databases. Instruction may include one-on-one assistance, classroom instructional sessions, webinars, student orientations, faculty orientations, and workshops as appropriate. To schedule a research consultation or general inquires related to the LRC services and offerings please email lrc@denvercollegeofnursing.edu.

The Reading Room is also a part of the Learning Resource Center.   The LRC Reading Room is located in the main building on the second floor (Room 215) and is open during the hours the main building is open. The room is equipped with several tables that seat up to eight and allow for portable devices to be plugged in at each table making it an ideal space for students to work as a group. There is also a microwave and sink available so students can enjoy eating while studying.

Information Technology Acceptable Use Policy

Denver College of Nursing provides technology resources for faculty, staff, and students. Acceptable use of information technology is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property rights, ownership and confidentiality of information, system security mechanisms, and freedom from intimidation and harassment.

Information technology resources may only be used when their use advances the College's educational and service mission, is necessary for the performance of the duties and obligations of the faculty, staff, and students, and complies with all applicable DCN policies. These duties and obligations generally comprise administrative work, academic study, research and publication, professional development, and service.

Incidental personal use of college information technology resources is, however, permitted when it does not compromise the security of the College's technology infrastructure and is consistent with the acceptable uses described above. Examples of such personal use include personal email correspondence with family and friends, informing oneself about news and current events, and participation in co-curricular activities. Should demand for computing resources exceed available capacity, priorities for their use will be established and enforced.

Access to information technology resources imposes certain responsibilities and obligations and is granted subject to compliance with DCN policies, and local, state, and federal laws. Users of Information Technology resources are urged in their own interest to review and understand the contents of this policy.

This Policy applies to anyone who accesses or uses the College's information technology resources, including but not limited to the faculty, staff, students, alumni, and registered guests. This Policy applies to all information technology and other electronic resources of the College, including:

- All computers, systems, equipment, software, networks, databases and other electronic information resources, and computer facilities owned, managed, or maintained on behalf of the College for the handling of data, voice, television, telephone, or related signals or information; and
- Any access or use of the College's electronic resources, including the College's Internet connection, from a computer, device or other system not controlled or maintained by the College.

Guidelines

Behaviors that are consistent with Acceptable Use include:
- Accessing only information that is your own, is publicly available, or with the permission of the information owner.
- Using only appropriately licensed software, including open source and shareware, in compliance with vendor's/owner's license terms of use.
- Checking your DCN email account regularly. <u>Many official communications are sent only via DCN email.</u>
- Conducting college business through appropriate channels. Any business that is confidential should be done through secure technology channels, such as DCN email. Only information appropriate for public dissemination (such as marketing, public communications, and announcements) may be done through non-secure channels such as social networks, texting, blogs, messaging services, or chat rooms.

Behaviors that are inconsistent with Acceptable Use include:
- Using any College technology to engage in behavior or communications that violate the law or DCN policy, including but not limited to hate speech, threats of violence or harm, obscenity, child pornography or other sexual content, or other forms of impermissible harassment.
- Intentionally engaging in any activity that might be harmful to College systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to College data.
- Using a privileged position at the College (such as a work study) to access, alter, remove, or disclose communications or other data without proper authorization.
- Attempting to circumvent or subvert system or network security measures. Examples include:
  - Using another person's User ID and password.
  - Sharing your User ID and password with others.
  - Using a computer program to decode passwords or access control information.
  - Altering, removing, or forging email headers, addresses, or messages, or otherwise impersonating or attempting to pass oneself off as someone else.
- Making or using illegal copies of copyrighted materials (such as software, books, journal articles, movies, or music), storing such copies on College systems, or transmitting them over college networks. Users are expected to know and follow the College's Copyright Policy.
- Conducting College business, especially confidential matters, through inappropriate channels such as texting, instant messaging, and posting to blogs or other social media because they are neither confidential nor secure. Users should be familiar with and follow the DCN Social Media Policy, which allows public communication between DCN and its stakeholders.
- Overloading networks with excessive data, degrading services, or wasting information technology resources. Information technology is a shared and limited resource. Users should be considerate in their consumption of it. One individual can consume the majority of available WiFi bandwidth in a location (e.g., by downloading a hi-def movie and degrade connection quality for all other users at that location).

Enforcement

Violations of this Acceptable Use Policy will vary in seriousness from accidental to illegal. Where acceptable use comes into question, the College reserves the right to determine what is appropriate and acceptable and what is not. When requested, you are required to cease an activity in violation of this policy.

Failure to comply may result in revocation of user account credentials or other action depending on the nature and severity of the offense. Violators are also subject to disciplinary action. Offenders also may be subject to criminal prosecution or civil suit under laws including, but not limited to the Communications Act of 1934 (as amended), the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, the Electronic Communications Privacy Act, the U.S. Copyright Act, and state and federal child pornography laws.

Student Computer & Copier Use Policy

Denver College of Nursing computers and copiers in the computer labs and Learning Resource Center are provided as educational tools for student use related to classroom assignments. The data on these computers is the property of Denver College of Nursing. DCN reserves the right to examine all data and documents on these machines. It is not DCN practice to examine documents unless there is reasonable cause to do so. That notwithstanding, there is not a right to privacy in connection with any data on College equipment.

Classroom computers may be used only in conjunction with the classroom faculty member and only for classroom related activities.

Printing/Copying Tips!
- Don't make copies of lecture notes, PowerPoints, etc. to distribute to your cohort.
- Do upload assignments to the learning management system (LMS) for submission.
- Don't copy textbooks or any other copyrighted materials.

Objectionable Material and DCN Computers
Computer technology must be used for College-related purposes only and specifically must not be used to view, download, copy, store, create, or transmit material that is offensive, defamatory, obscene, or discriminatory. Such materials include but are not limited to pornography, slurs, epithets, or other material that is disparaging or offensive based on race, color, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or any individual's status in any protected group or class. Students should be mindful that classification of material as disparaging or offensive may vary by person; thus, students may be required to discontinue use of a site they personally do not find offensive.

Adherence to Licensing and Copyright Restrictions
DCN technology may not be used to download, copy, and store or transmit material that may violate copyright or license restrictions. Only approved software may be used on Denver College of Nursing computers. Since use is licensed, DCN forbids the duplication, sale, or distribution of any software found on the computer. No outside software may be brought in and loaded onto a DCN computer. The LRC manager is available to answer questions regarding this issue.

Email and Privacy
Email should be used for College-related purposes only. Use of DCN technology for email purposes does not guarantee privacy or confidentiality. It is not DCN practice to monitor email unless there is reasonable cause to do so. Notwithstanding, DCN may access or examine email messages and any other files, for any reason, including retrieving business information, maintaining the system, or conducting investigations, without notifying the user. Students have no right to privacy in any of these documents or data.

Passwords
Students are responsible for maintaining the security of their passwords. Students are not allowed to share their username or password with anyone. If a student violates this policy, it can result in sanctions from

warning and admonition, lowering of grades or failure of exams or assignments, failure of classes, up to dismissal from the program. If a student has forgotten their password, they should contact the Education Affiliates Student Help Desk for assistance https://servicedesk.edaff.com/home.

Program Requirements

Program requirements must be met before a student can successfully complete any of the nursing programs at DCN. Due to patient safety considerations and clinical site availability, any student who does not follow these requirements shall be subject to disciplinary action up to and including dismissal from the program. Please refer to the following sections in this handbook for more detail:
- Admission to the Pre-Licensure Programs
- Clinical Course Policies
- Dress Code
- General Academic Policies
- Practicum Learning Assignments
- Standards for Distance Education
- Standards for Scholarly Work
- Student Standards of Conduct

Admission to the Pre-Licensure Programs

Background Checks
All applicants for initial enrollment in any program or being readmitted following a withdrawal period of 90 days from any program at Denver College of Nursing must submit a completed background check prior to starting classes. (Additional fingerprint background checks may be required for specific clinical sites.) The conviction or charge or certain criminal offenses may bar an applicant from participating in certain clinical training experiences and/or eligibility to acquire professional licensure required to function in the field of professional nursing and obtaining employment. This includes, but is not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to clinical training facilities, achievement of professional certification/licensure, and attainment of employment as a professional nurse.

Denver College of Nursing has arranged with Certified Background to provide this service for students online. To complete a background check, applicants need a valid credit card. Applicants should then go to www.castlebranch.com. Click on "Place Order" in the blue section on the right side of the home page. In the package codes box, enter EN38 then click select. Select a method of payment: Visa, MasterCard, and money orders. Once the order has been submitted, the applicant will receive a password to view the results. The results will take approximately 48 to 72 hours. Once the background check is complete, the applicant will not need to supply the password as the admission representative may view the results using the DCN password. If there are any problems, the admissions team is available for assistance.

10-Panel Drug Screen
All applicants for enrollment in any program at Denver College of Nursing must complete and pass a 10-panel drug screen. Directions for locations to obtain a 10-panel drug screen are available from the Admissions Department. Once a location is selected, please ask to sign their release form for results to be sent to Denver College of Nursing. If the drug screening facility is unable to send results directly to the College, please have the facility provide documentation of the applicant's drug screen results in a sealed

envelope from their facility (i.e., an envelope marked with their logo). Have a representative from the facility sign across the envelope seal and bring the sealed envelope to the admissions representative.

Students may be required to update their background check and drug screen throughout the program for clinical rotations.

Clinical Course Policies for Pre-Licensure Programs

Colorado Nursing Program Policy Statement on the Essential Clinical Expectations for the Student Nurse

The clinical area is one of the professional learning environments where nursing students gain significant experience. Clinical learning environments are varied and include, but are not limited to, schools, homes, rehabilitation centers, long-term care facilities, respite care for the physically and mentally disabled, hospice, jails, prisons, reform schools for youth, surgical centers, clinics, homeless shelters, community organizations and public health centers, long-term acute care (LTAC) facilities, and hospitals. Regardless of the clinical setting, the student can thrive on learning more about nursing, patients, disease processes, nursing interventions, and themselves. There are no guarantees regarding which clinical sites each student will be assigned to since every site offers limited positions for students. However, every effort is made to provide quality nursing practice experiences for every student.

The Colorado State Board of Nursing states that all pre-licensure nursing programs should provide clinical experience and clinical simulation to prepare students for the safe practice of nursing. The simulation laboratory is considered a clinical setting utilizing human simulation experiences to create realistic, lifelike scenarios where students engage in the practice of nursing skills and theory. Since the simulation environment is part of the clinical experience for students, the simulation laboratory is to be treated like any other clinical environment. For example, the high-fidelity mannequin is to be treated as a real patient, and the student should perform all assessments and procedures on the mannequin as they would on a real patient, unless otherwise instructed by the faculty. Additionally, all clinical policies apply in the simulation environment. If students fail to follow clinical policies while participating in the simulation experience, disciplinary action will ensue.

Students are reminded that strong clinical experience and education are a gift. Clinical professors and students are guests at every clinical site. DCN is granted permission to be a guest based on the professional conduct of our faculty and students. Each student holds within their grasp the fragile gift of confidentiality, of access to personal patient information, and the opportunity to impact a patient and their family in a positive and healing way. Any faculty member or student who violates that confidence has risked DCN's access to clinical opportunities for future nursing students. If unprofessional or disrespectful conduct on the part of a faculty member or student causes DCN to lose a clinical site, the student will be dismissed from the program and/or the offending faculty member will be replaced.

The Colorado State Board of Nursing regulates nursing programs through the Nurse Practice Act. Students are reminded that not only is the clinical experience a great learning opportunity, but it is a requirement of the Nurse Practice Act. Graduation from a nursing program requires a minimum number of clinical hours. Clinical hours are documented with extreme accuracy and signed-off by the faculty member on the clinical unit. When assigned to a clinical unit, students are reminded that they may be required to attend orientation for each unit. Students and faculty must be early to all clinical and orientation sessions. Leaving early is not permitted, and the student must be dressed appropriately as noted in this handbook. Clinical experiences provide an opportunity for nurses and leaders in the healthcare environment to observe and evaluate nursing students and their potential to be offered a position as an RN when they graduate and successfully complete

the NCLEX-RN® Examination. Thus, students are reminded to be the most energized, vivacious, and self-motivated students in the region.

Schedules for clinical experiences are communicated via email to the students' DCN email address. The Clinical Placement Office is responsible for establishing appropriate clinical experiences. Questions related to clinical rotations should be directed to the Clinical Placement Office.

DCN nursing faculty members embrace the following statement by the Colorado Council on Nursing Education and expect students in the Nursing Program to fulfill them:

> *Student nursing practice includes assessment, analysis, planning, implementation, and evaluation. The process integrates cognitive, affective, and psychomotor skills. Competency statements developed by the Colorado Council on Nursing Education are designed to reflect current educational outcomes. The faculty in Colorado has identified the following nursing roles: provider, advocate, teacher, manager, and member of the profession. The Registered Nurse license granted upon successful completion of the NCLEX-RN® Examination is non-restrictive. Because practice is not limited to any particular area the learning experiences of the student must be broad enough to cover all clinical areas, knowledge, and practicum skills expected of a job entry-level nurse.*

To achieve these competencies, skills must be learned and practiced at job entry levels. Clinical practice is evaluated utilizing the clinical evaluation tools for each course. A general overview of the Essential Program Requirements for the Student Nurse is as follows:

- Establish and maintain a professional nursing relationship with the client and/or family.
- Independently perform health assessment, interviewing, and examination.
- Provide physical care for persons of all ages, size, gender, race, national origin or disability, whether conscious and helpful, or unconscious and helpless. This includes, but is not limited to, helping the client move in bed, move out of bed, and assist in walking.
- Use nursing knowledge, skills, and established protocols to safely perform nursing measures according to the needs of the client/family.
- Perform a variety of sterile and non-sterile nursing procedures safely and accurately on clients.
- Use a variety of technical and mechanical equipment safely and accurately.
- Assume responsibility for nursing care of the client/family in structured settings.
- Implement a variety of strategies to educate the client/family, according to their needs.
- Use critical thinking to review and analyze data to identify potential, emerging, and/or actual client/family problems.
- Develop nursing care goals with the client/family.
- Document client data, nursing care, and client/family responses.
- Use management concepts within a healthcare delivery system.
- Assume responsibility for professional self-development.
- Assume accountability for quality nursing practice.
- Function as a member of the healthcare team, in compliance with the Nurse Practice Act and its rules and regulations.

Reasonable accommodation will be made to help students meet program requirements and objectives.

Contacting Clinical Sites

Students must not attempt to find their own clinical site.

According to the Alliance for Clinical Education (ACE) and the clinical placement platform policies, non-compliance with this rule can result in disciplinary action against the College *including* removal from participation in the clinical placement platform and the ACE consortium. Students are NOT permitted to obtain clinical rotations through friends, through knowing someone at the facility, or through arrangements with a co-assigned nurse.

For the capstone clinical rotation in each of the pre-licensure programs, students wishing to complete their capstone out of state may work with the Experiential Learning Department to secure placement. Please, note if a student does their capstone out of state, they are required to come back to DCN for all in class examinations and other required in-class activities. Travel and accommodation costs related to out of state capstone placement will not be reimbursed by the College and will be borne by the student.

When a student attempts to arrange their own clinical placements, the clinical arrangement is not communicated through the proper channels between Clinical Facilitators at Denver College of Nursing and the facility. This can result in risks to patient safety and Joint Commission accreditation and/or other accreditations of the facility. It can also result in sanctions against the College. Therefore, students who arrange their own clinical experiences are subject to disciplinary action that may culminate in dismissal from the nursing program and the College. Any student interested in pursuing a relationship with a clinical facility for a rotation MUST coordinate this with the Experiential Learning Department at DCN. Should a student be approached by any staff/personnel employed by a clinical partner about clinical placement, the student must direct that individual to the Experiential Learning Department at DCN. All arrangements MUST be organized through DCN's Experiential Learning Department.

Students who become aware that they have a communicable illness must immediately notify the clinical professor and the Director of Experiential Nursing Education. A release statement from a physician is required following a major injury, medical illness, surgery, or extended absence to indicate suitability to return to clinical and class. This applies to illnesses and/or surgeries that occur during quarter breaks. See section below regarding make-up clinical procedures.

Clinical / Simulation / Skills Laboratory Attendance Policy

Absences

Students are required to attend 100% of their scheduled Clinical, 100% of their scheduled Simulation, and 100% of their scheduled Skills Laboratory experiences in the pre-licensure programs. Per the Colorado Board of Nursing, these experiences are mandatory (Colorado Administrative Code, Rule 3 Colorado Code of Regulations 716-1, Chapter 2, Section 3.15, C). Failure to attend 100% of each of these experiences will result in course failure.

In the event of unavoidable absence due to illness or other extenuating circumstance, documentation must be provided to the Director of Experiential Nursing Education in order to get that absence excused. Excused absences must be made up in order to satisfy the Colorado Board of Nursing requirement. Unexcused absences are not permitted. Unexcused absences will result in course failure.

If a student is unable to attend any portion of their scheduled course the student should notify their instructors and the Director of Experiential Nursing Education via email at least two (2) hours before the start time for on campus (skills laboratory and simulation) and one (1) hour for off campus activities (i.e. clinicals). Failure to notify of the absence in this designated time prior to the start will result in an unexcused absence. Any missed attendance in skills laboratory, simulation laboratory, or clinical experiences is considered an unexcused absence unless the absence is approved by the Dean of Nursing or designee as an excused absence. To avoid penalty from an absence, students must fill out the Excused Absence form and provide documentation of significant extenuating circumstances to the Director of Experiential Nursing Education as soon as possible for approval. Excused absences require documentation from the day of the missed class and all documentation must be provided within one week. An excused absence may be granted for emergencies and extreme extenuating circumstances with the appropriate documentation. Excused absences in may only be approved by the Director of Experiential Nursing Education or Dean of Nursing.

Clinical conflicts do occur from time to time. Clinical hours scheduled during a didactic class are automatically reflected as an excused absence.

Unexcused absences in skills laboratory, simulation laboratory, and clinical could result in course failure. See the DCN College Catalog and course syllabus for additional information regarding excused and unexcused absences.

Tardy

A tardy is defined as one (1) to seven (7) minutes late for a scheduled skills laboratory, simulation laboratory, or clinical learning experience. Only one tardy is permitted during the quarter in each of these areas. If a student is tardy, the student must meet with the assigned lab, simulation, or clinical faculty and will receive a written coaching form. If a student is tardy a second time, the student will not be permitted to attend that session of the scheduled skills laboratory, simulation laboratory, or clinical learning experience and will receive an unexcused absence. Any further tardiness or unexcused absences in skills laboratory, simulation laboratory, or clinical during that term will result in course failure.

Lateness greater than seven (7) minutes is not permitted in skills laboratory, simulation laboratory, or clinical learning experience and is considered an unexcused absence. Any student arriving greater than seven (7) minutes late to these learning environments will not be permitted to attend that session and will need to reschedule and make up that missed session. A student that is greater than seven (7) minutes late to more than one laboratory, simulation, or clinical learning experience will incur an unexcused absence resulting in overall course failure.

An excused absence may be granted for emergencies and extreme extenuating circumstances that contributed to the tardiness with the appropriate documentation.

Orientation

Orientation to all Clinical and Simulation experiences is **MANDATORY**. Failure to attend or complete a facility-specific orientation or failure to meet any clinical site requirements as outlined in the affiliation agreement will result in the student being ineligible to start or continue at the assigned clinical site. Failure to attend **any** mandatory orientation will result in failure of the course.

Preparation

Preparation is of paramount importance in successfully completing all clinical, simulation, and skills lab experiences. Students are expected to be prepared for patient care at the clinical site, simulation lab, or skills lab. Successful preparation includes having completely prepared clinical materials and/or simulation tickets and medication logs prior to the scheduled experience. Preparation also includes the following:
- having DCN badge, the clinical evaluation packet, a personal stethoscope, pen, penlight, a watch with a second hand or timer,
- adherence to dress code, and
- other requirements as requested by the instructor.

Any student arriving at their scheduled Clinical, their scheduled Simulation, and/or their scheduled Skills Laboratory experience unprepared will not be allowed to attend and an unexcused absence will be assigned (please see the absence policy).

Student Work Policy Related to Clinical Experiences in the Pre-licensure Nursing Programs

Because patient safety and generally safe clinical performance requires adequate mental and physical preparation, students are not permitted to work during the 10 hours immediately preceding their clinical experience. If this policy is not adhered to, the following consequences will be enforced:

1. If it is discovered that the student has worked within the 10 hours preceding the clinical experience, the student will be asked to leave the clinical unit.
2. That missed clinical day will need to be made up (see attendance above).
3. If information regarding a student working within 10 hours prior to the clinical experience becomes available after the fact, a clinical day will need to be repeated for each day of the infraction of the rule. This will need to be made up at the student's expense.

Health Insurance

Denver College of Nursing does not provide health services or health insurance for students. Students are required to maintain their own health insurance throughout the time in the program in order to comply with requirements for participation at clinical sites. Students are responsible for all costs of medical services they require. Students who experience an injury or accidental exposure during clinical rotations should follow the Worker's Compensation Procedures outlined in this handbook. In an emergency situation, 911 should be called.

Technical Standards for Clinical Courses

In keeping with its mission, Denver College of Nursing has adopted the following technical standards for admission, progression, and graduation of Nursing Program students in clinical courses involving direct client care. Candidates for these degrees must be able to meet these minimum standards, with or without reasonable accommodation, for successful completion of degree requirements.

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. The student must be able to observe health assessments and interventions, diagnostic specimens, and digital and waveform/chart readings to determine a client's condition and the effect of therapy. Observation necessitates the functional use of vision, hearing, tactile, and somatic senses.

Communication

The student must be able to communicate effectively with clients, faculty, and all members of the healthcare team. The student must communicate with clients to elicit information regarding history, mood and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing, and computer literacy. The student must be able to report to members of the healthcare team; express appropriate information to clients; and teach, explain, direct, and counsel people.

Motor Skills

The student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to carry out nursing procedures. The student must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The student should be able to do basic laboratory tests (e.g., slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, use of pulse oximetry and glucometer). The student must be able to execute motor movements reasonably required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. The student must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings, and diagnostic studies. The student must be able to use this information to develop a nursing diagnosis, establish priorities, and monitor treatment plans and modalities. In addition, the student must be able to comprehend three-dimensional and spatial relationships.

Behavioral and Social Attributes

The student must have the capacity to demonstrate full utilization of their intellectual abilities, emotional stability, exercise good judgment, and promptly complete all responsibilities attendant to the diagnosis and care of clients. The student must have the capacity to develop mature, sensitive, and effective therapeutic relationships with clients. The student must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, the student must demonstrate ethical behavior, including adherence to the professional nursing and student codes of conduct.

Safe Practice Guidelines for Students in Pre-licensure Nursing Programs

The definition of safe clinical practice for all pre-licensure nursing students includes the following items. Individual faculty may require additional items for specific learning situations or for certain clinical rotations. The student shall:

- Successfully complete regulatory training <u>before</u> attending their first clinical assignment. Additionally, each quarter, students must successfully complete a dosage calculation exam with a 100% (within 3 attempts) <u>before</u> administering any medications.
- Not work during the 10 hours immediately preceding their clinical experience, because patient safety and generally safe clinical performance requires adequate mental and physical preparation. Students who arrive at clinicals having just worked will be dismissed from their clinical for the day and will be an inexcusable absence.
- Arrive to clinical site early and stay through the required end time.
- Come to the pre-conference meeting with all required paperwork and equipment.
- Medications must be researched prior to administration of the medication.
- Review performance criteria and hospital procedure for nursing skills as needed prior to the clinical day; if a new order, review prior to care.
- Demonstrate ability to perform assigned skills safely as needed.
- Demonstrate orally and/or in writing, as required by the faculty member, nursing care planning for each patient.
- Report pertinent changes in the patient's health status immediately to faculty member and co-assigned nurse or team leader.
- Seek help from faculty member as needed. Do not perform new skills/additional skills without consent or supervision of the faculty member. Do <u>not</u> participate in blood transfusions, chemo administration, IV push meds (except for saline), witness consents or take verbal orders. Facilities may also restrict additional activities.
- Compute math/medication calculations correctly. Have calculations checked by the faculty member prior to administering any medications.
- Report requests for medication or treatments from patients not assigned to you to the appropriate staff person. Do not administer medications or treatments to patients not directly assigned without consent or supervision of the faculty member.
- Do not accept an assignment of greater than 12.5 hours unless approved by the College.
- Report any injuries to yourself or your patient (e.g., fall, needle stick, back pain, etc.) immediately to your instructor and complete the required paperwork.
- Adhere to Student Standards of Conduct, Statement of Confidentiality (form provided in attachments to this handbook), and guidelines specified on the course/clinical syllabus.

Injury/Accidental Exposure

Students are covered under **Worker's Compensation** for clinical injury and exposure to infectious disease. If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, the student must notify the professor immediately. An incident report will be filled out according to agency policy and **immediate treatment** will be at the facility, if available. If not

available at the facility and the injury is an emergency, use the nearest emergency room. The student must fill out a Worker's Compensation form in the business office at the College within 24 hours of the incident (unless over a weekend). A sample Workman's Comp Student/Employer form is included in the attachments to this Student Handbook.

Prevention and Management of Infectious Disease

Numerous reportable communicable diseases that infect individuals through various methods of contact may represent a public health threat to the campus community. Denver College of Nursing follows the guidelines and recommendations of the Centers for Disease Control and Prevention (CDC) regarding the prevention and management of communicable diseases. When cases of reportable communicable diseases are known to exist on the campus, the College will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat of harm to others.

Faculty Responsibilities

Faculty will teach Universal Precautions, Centers for Disease Control and Prevention (CDC), and Occupational Safety and Health Administration (OSHA) Guidelines and verify students' knowledge.

Client Care

All nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting a communicable disease as defined by the CDC.

Student Exposure

Because of potential exposure to infection, all students must adhere to CDC and Occupational Safety and Health Administration (OSHA) guidelines in the clinical setting. This information is provided to every student. Students who identify themselves as being at greater risk for a communicable disease are urged to consult their healthcare provider to assess the significance of clinical risks to their own health. Students who know they are infected will be urged to voluntarily inform the Dean of Nursing Education. The Dean will provide information and counseling and assess the need for necessary modification or accommodation in clinical education. Clinical adjustments will be crafted on a case-by-case basis.

Clinical adjustments will take into account the nature of the clinical activity, the requirements of the affiliating agency, functional disabilities and risks posed by carrier, and the transmissibility of simultaneously carried infectious agents.

This Policy and these Guidelines will be reviewed periodically based upon new information regarding infectious diseases.

Clinical Course Policies for Post-Licensure Programs

Practicum Learning Assignments

The RN to BSN program option curriculum and the MSN program curriculum include practicum learning assignments in targeted courses. The practicum enable students to apply their learning in direct and indirect care activities that impact health outcomes for a variety of clients across the lifespan and across the continuum of care. Practicum learning assignments will be satisfied in a variety of settings where healthcare is provided or influenced for individuals, groups, communities, and populations. For the post-licensure student, this may include a practicum experience in their place of work or other healthcare facility where the student has arranged opportunities to apply concepts from their courses, reflect on this learning, and demonstrate competency. The practicum provides the opportunity for students to integrate new practice-

related knowledge and skills. The post-licensure student in their capstone course will work with healthcare providers (i.e., preceptors) in their local communities. All preceptor placements are approved by the faculty of the courses. Students will be required to complete practicum learning assignment/evaluation forms to document the achievement of the learning objectives. The College will track these learning experiences and communicate with students and the facilities to document completion of the practicum learning assignment and achievement of learning goals. Arrangement of the practicum will be in keeping with individual state regulations. More information regarding practicum experiences can be found in the syllabi of those courses containing practicum assignments.

Nursing Background Checks

Practicum sites may require background checks of all potential students. The purpose is to maintain a safe and productive educational and practice environment. Students currently enrolled may be required, from time to time, to submit to fingerprinting or other background checks as part of a specific practicum learning assignment site requirement.

Dress Code at the Site

Students are expected to dress professionally in the appropriate experiential learning site attire while conducting any course work at sites. See *Dress Code* section below for more information, including expectations for dress and appearance at practicum sites.

General Academic Policies

Attendance

Please refer to the Attendance section in the Denver College of Nursing College Catalog for detailed information on attendance for all programs.

If a pre-licensure student is unable to attend any portion of their scheduled course the student should notify their instructors and the appropriate director via email at least two (2) hours before the start time for on campus (i.e. didactic, skills laboratory, and simulation) and one (1) hour for off campus activities (i.e. clinicals). Failure to notify of the absence in this designated time prior to the start will result in an unexcused absence.

***For the pre-licensure nursing programs*: Do not schedule any vacations, plane reservations, etc., until all academic requirements for the term are complete. If you have any questions regarding testing, please contact your faculty member or the Dean of Nursing Education or designee. Classes do not let out early and are scheduled for 11 full weeks!**

Classroom Policies

The following policies are applicable to on-ground classes in the pre-licensure nursing programs and include didactic classes, simulation laboratory and skills laboratory learning experiences:

- To minimize distractions to other students and faculty teaching, cell phones are to be utilized during breaks between classes only. During class, cell phones should be off and out of sight. In an emergency, family members can call the college at (303) 292-0015. You will be notified at once to contact your family member.
- *Nursing* is not only **a *science*** (knowledge and skills) but also an ***art*** (caring, compassion and professionalism). To maintain status in this nursing program, students are expected not only to work hard to gain knowledge but also must demonstrate professional, caring behaviors and attitudes. This means being kind, considerate, and respectful to fellow students, patients, faculty, and other staff at DCN and clinical facilities. If a student is being disruptive and interfering with other students' learning, they may be asked to leave.
- Faculty members reserve the right to modify the syllabus and calendar for the class. You are responsible for any announcements or updates even if you are not in class.

Communication

Students are encouraged to take clinical or classroom related concerns to the appropriate faculty member. Students should email their faculty for contact and communication outside of the classroom. Each full-time faculty member also has voicemail. Faculty phone numbers, contact information, and office hours are posted for each course. In person or virtual appointments may also be made on an individual basis.

If a concern is not resolved, the student should follow the organizational chain of command. Students may also communicate concerns or suggestions through the President's Suggestion Boxes at the main campus and Annex. Participation in student government provides another route for communication of student concerns to the College.

Nursing students are encouraged to review bulletin boards throughout the College and to regularly check their email, social media sites, and the Denver College of Nursing website. Course evaluations as well as program satisfaction surveys provide added routes for students to provide feedback to faculty and administration.

Students must notify the Registrar in writing if there is a change in the student's address, phone number, or e-mail. Forms are available in the attachments to this handbook or from the Academic Support Office. This must be done within 48 hours of the change.

Please reference the Information *Technology Acceptable Use Policy* statement for further information.

Grading and Progression Policies - DCN Nursing Programs

Evaluation of student achievement in all courses will be calculated using only measurable academic assignments identified in the syllabus and directly related to course outcomes/objectives. Each student's work is to be evaluated individually. There will be no comparison-based grades or grading on a curve. All course outcomes/objectives must be evaluated in the syllabus grading rubric through testing, clinical/laboratory evaluations, and other assignments.

Program faculty will make decisions on appropriate methods for evaluation. The Dean of Nursing Education Programs is responsible for establishing a process that maintains compliance with this policy and the validity of tests and assignments.

<u>Pre-licensure Nursing Programs</u>

For successful completion of a course, three criteria must be met:

1. A minimum composite examination/quiz score of 78.0%. If a student does <u>not</u> meet the minimum composite examination/quiz score, that score is recorded as the final course grade and the student is considered not passing.
2. A minimum composite course grade of 78.0%. Once the minimum composite examination/quiz score has been met, all <u>other</u> course assignments will be factored in to determine the final composite course grade.
3. Clinical, simulation laboratory and skills laboratory performance grades (as applicable) of Pass. Clinical, simulation laboratory and skills laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory in order to pass. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical, simulation laboratory or skills laboratory will result in failure of the entire course.

<u>Post-licensure and Graduate Programs</u>

RN-BSN Program Track

For successful completion of a post-licensure RN-BSN program track nursing course, a student must achieve at least a cumulative grade of 78% after having completed all graded assignments in order to pass the course.

- For the practicum portion of the capstone course, the practicum activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory in order to pass. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of the practicum portion of the course will result in failure of the entire course.

MSN Program

For successful completion of a graduate level course, a student must achieve at least a cumulative grade of 70% after having completed all graded assignments to pass the course.

- For the practicum portion of the capstone course, the practicum activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory in order to pass. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of the practicum portion of the course will result in failure of the entire course.

All Programs at DCN

All elements of a course must be repeated when a course is repeated.

All grades will be rounded to the hundredth decimal place. No final course grades will be rounded above the hundredth decimal place.

No points will be assigned to non-academic or unplanned activities such as attendance, participation, remediation, bonus points, or extra credit.

All examination grades are final 7 days after grades are posted. Examinations may not be repeated to improve a grade. Students taking an examination after the scheduled examination date will be deducted 10% off the examination grade and will be given a different examination. No examinations in the pre-licensure programs will be open book or take home. All quizzes and examinations in the online post-licensure programs are administered virtually.

No assignments or coursework will be accepted after 11:59 pm (MT) on the last day of the term unless an Incomplete has been arranged and Incomplete paperwork has been completed. All assigned coursework (including P/F or ungraded assignments and late assignments) must be completed to pass the course.

For additional information please refer to the Academic Expectations and Policies section of the DCN College Catalog.

Testing Guidelines

For didactic classes, students must arrive within seven (7) minutes from the beginning of class time on exam days. If students arrive past seven (7) minutes they will not be permitted to attend that exam during that session. This will be considered an unexcused absence and the student may make up the exam within 48 hours with a 10% deduction.

To ensure the highest quality education, Denver College of Nursing follows these guidelines to help decrease unnecessary distractions and to promote optimal learning. (Applicable to testing at the College.)
1. Each student is responsible for downloading the exam or registering for the HESI exam prior to entering the classroom.
2. Students will be individually checked in and allowed to enter the testing room after presentation of their student identification badge.
3. Nothing is allowed on the desk except two sharpened pencils and computer or electronic device for testing.
4. The student's testing computer may not be opened or accessed until instructed to do so by the proctor.
5. A drink bottle is allowed (preferably clear) and a small snack item, and these may be examined upon instructor request.
6. Books, papers, and other electronic devices should be left in the car, lockers, or in a backpack. Backpacks and all other personal belongings must be placed at the front/back of the classroom.
7. No caps with a bill, hooded sweaters/sweatshirts, or sunglasses are allowed.
8. The exam proctor reserves the right to ask any or all students to show emptied pockets or to ensure the student does not have any unauthorized items in or near their possession.
9. Students will not be allowed to leave the room during the examination for any reason.
10. To minimize distractions to other students testing and to avoid the impression of cheating, cell phones, watches, and all electronic devices (except for computer) must be turned off and stowed in backpacks prior to the start of examinations. A grade of zero (0) will be given to any student talking during an examination.

11. Only calculators provided by the College are allowed. For all examinations delivered through a secure internet testing browser, a computerized desk top calculator is available through the secure browser interface and handheld calculators are not allowed. The only exceptions are for dosage calculation quizzes/exams and the dosage calculation HESI.
12. Seating may be arranged by the faculty member with students directed to specific seats.
13. If scrap paper is needed, the faculty member will provide a single sheet of paper at any one time, and each must be turned in as needed and at the end of the session.
14. Faculty may choose to review certain specific examination questions. Students with additional questions or those that wish to review the examination should contact their faculty member within 7 days of posted grades.
15. Taking/copying examination questions or answers is prohibited, both during the examination and during the review period. Sharing questions or exam content with other cohorts or persons is prohibited.
16. All graded answers will come from what is input into the answer prompt in the computerized testing platform (Examplify/Canvas/HESI). No answers on the student's scratch paper will be considered for grading.
17. Grades will not be given over the phone or to any person other than the student due to FERPA regulations.
18. If a student arrives less than 7 minutes late for an examination, they may take the examination but will not have additional time to complete the examination. If a student arrives 7 minutes or greater after the start of the exam, they will not be allowed to take the examination that day and will have a 10% reduction in grade when exam is made up. If a student does not take the examination on the day it is scheduled or earlier, they will have 10% deducted from their examination grade (unless absence is excused).
19. Make-up examinations may include different questions or different format of questions (e.g., fill-in-the-blank, short-answer, case studies, nursing care plans).

Standardized Testing and Course Review

Standardized computer testing is given throughout the pre-licensure nursing programs to assist students in being successful on the NCLEX-RN® Examination, which is a computerized, comprehensive test required for licensure. Students will take a variety of standardized tests and complete required remediation and retesting as indicated. The purposes of using these tests, which vary in length, are to help individualize and guide the student's educational plan, as well as give the student an opportunity to practice taking questions similar to those on the NCLEX-RN®. To prepare for the tests, the student should be well rested prior to the examination and take the tests seriously.

Standardized specialty examinations may constitute up to 20% of a course grade when there is an appropriate test available. A conversion score will be used for calculation in the course grade.

Examination/Assignment Make-Up Policy

Pre-Licensure Programs (ADN and BSN)

It is expected that students will appropriately submit (via the College's Learning Management System) papers or other written assignments on or before the due date, even if they are not able to attend class on that date.

All make up assignments (exams, quizzes, papers, etc.) need to be completed **within 48 business hours** of original scheduled time or due date. Any assignment not completed within that time frame will receive a 0 for that assignment. Late assignments can only be submitted with approval of the course faculty and follow policies outlined in the course syllabus, and no late assignments will be accepted after the last day of the quarter.

This is not applicable to laboratory, simulation, or clinical assignments. Those assignments have firm deadlines. Any laboratory, simulation, or clinical assignment not submitted by the due date will receive a 0.

It is the student's responsibility to make arrangements for the missed examination and to let their faculty members know when they have completed the make-up examination. Students are to schedule make up exams/quizzes with LRC Manager or other Academic Support Personnel (and CC the instructor) preferably 24hrs in advance. If students do not show up at their pre-scheduled time, they will receive a 0 for the assignment. Any time delayed for tardy arrivals will be deducted from the available testing time dictated by the instructor. For missed exams, a different exam may be given.

For unexcused absences on the day of an exam/quiz or when an assignment is due, 10% will be deducted off the assignment/exam grade before grade is posted.

Post-Licensure Programs (RN to BSN and MSN)

All submissions (quizzes/exams/assessments, projects and/or assignments) are subject to a 10% penalty if submitted within 7 days after the due date. If the work is not complete within 1 week (7 days), the student will receive a zero for the submission. Additional attempts are not allowed in exams and assessments. Quizzes may allow multiple attempts, if approved by faculty for a specific course. If additional attempts are allowed, please see instructions at the beginning of the quiz for further details. All attempts must be completed by the weekly deadline (Sunday at 11:59 PM MT), and the highest score achieved will become the final grade for the quiz.

Discussion posts and peer responses must be submitted in the assigned week, following the due dates outlined in this syllabus. Initial posts and peer responses have different due dates. Any discussion posts received after the end of the week when they are due (Sunday at 11:59 pm MT; Friday at 11:59 pm MT on the last week of the quarter) will receive a zero.

Late assignments will not be accepted in the final week of the course. All student work submitted for grading is due by 11:59 pm MT Friday of the final week.

Courses in the MSN program may be offered in the first 5.5 weeks of the academic term. Please see the specific dates of deadlines for these courses listed on the course syllabus.

Grade Reports

Students may obtain final grade reports showing cumulative Grade Point Averages (GPAs) within three (3) weeks after completion of each term. Individual course grades will be available via the College's LMS. Final grades may also be obtained through the Student Portal.

Academic Integrity

Participation in programs at Denver College of Nursing carries with it the obligation of students and faculty to aspire to the highest standards of academic integrity and ethical behavior in all classroom, laboratory, simulation, clinical/experiential learning, and online environments, as well as other College activities. Aspiring to the highest standards is critical to the success of our academic programs and the success of graduates in their chosen profession.

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in nursing. This requires students to conduct themselves as professionals and to engage in the learning process by fully preparing for classes and participating in course discussions and activities.

Violations of these expectations by students may be found whenever a student has, or has attempted to,

gain an unfair academic advantage. Such activities may include, but are not limited to:
- Cheating.
- Plagiarism:
  - submission of the work of another person for credit
  - failure to properly cite references for any work which is not original to the student
  - intentional sharing - providing access of student's work with the intention of another student to use it as their own
  - unintentional sharing - if a student shares their work with another student, because it is unknown if it will be copied or misused, they may still face consequences (students are encouraged to be cautious when sharing their work with others)
  - copying one's own previously submitted work without the appropriate citation and references (i.e., self-plagiarism)
- Unauthorized use of notes electronic devices, or materials in exams, including talking to other students.
- Forging or altering assignments, legal documents, or health provider documents.
- Unpermitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Sharing or obtaining answers to test questions or assignments before other students have completed their own work.
- Having someone else do your required work regardless if paid to do so.
- Inappropriate use of Artificial Intelligence (AI) powered language models (e.g., ChatGPT).
- Submitting an assignment that has been previously submitted in that course or another course.
- Submitting the work of another for credit to include online help resources that provide academic papers and tests.
- Misrepresentation of identity.

Any administrative staff, faculty member, or student who observes a violation of College academic policies must report the incident immediately to any College official. Student violations of these policies may result in sanctions ranging from a warning to dismissal from the program.

Students in violation of any College policy during class, laboratory, simulation, experiential learning assignment, or clinical time will be excused immediately from the classroom or off-site location and will have their violations reviewed which will determine whether the actions are subject up to and including termination from the College.

HIPAA
The Health Insurance Portability and Accountability Act (HIPAA) of 1996 is United States legislation that provides data privacy and security provisions for safeguarding medical information. Identifiable health information, also known as Protected Health Information (PHI) includes:
- Patient's name, address, birth date and social security number;
- An individual's physical or mental health condition; and
- Information concerning payment for care received.

PHI includes electronic, written, and oral information about a patient. Hence information about any patient cared for in the clinical environment must only be viewed or received on a "need to know" basis. Under no circumstances can patient information be shared outside of the healthcare setting without the written consent of the patient. Hence, students are cautioned not to make copies or print any patient information and remove it from the clinical environment. Any paperwork containing PHI is to be discarded at the end of each clinical day in an appropriate bin at the healthcare facility. There are significant penalties associated with violations of HIPAA, so any student found in violation of HIPAA will be subject to disciplinary action

by DCN, up to and including dismissal from the program. Refer to the College Catalog for more information regarding HIPAA.

Standards for Online/Distance Education

Online/Distance Education Courses

Some courses at Denver College of Nursing are delivered online or as a hybrid taught online and on-ground. At DCN, any student enrolled in an online course must meet the Admissions requirements for their desired program as outlined in the College Catalog. Any pre-requisite requirements for courses at DCN (online or otherwise) are noted in the Course Descriptions in the College Catalog. Students enrolled in an online course are expected to adhere to the same standards of student conduct and meet all program requirements as outlined in the College Catalog. Students enrolled in online courses have access to all resources available to students at the physical campus (e.g., Learning Resource Center, copiers, computer lab, student groups, etc.). Students may access the College's virtual learning resources available in Ignite to Learn through their student Office365 account access.

Each course syllabus explains expectations for participation, assignments, learning outcomes, and other assessments for the course. To graduate from DCN's programs, all students must meet the graduation requirements outlined in the College Catalog.

Denver College of Nursing uses Canvas as its learning management system (LMS). Students will access Canvas, which contains links to their courses, through the Campus Portal (i.e., the Student Portal) by going to https://www.mycampuslink.com/ as shown below.
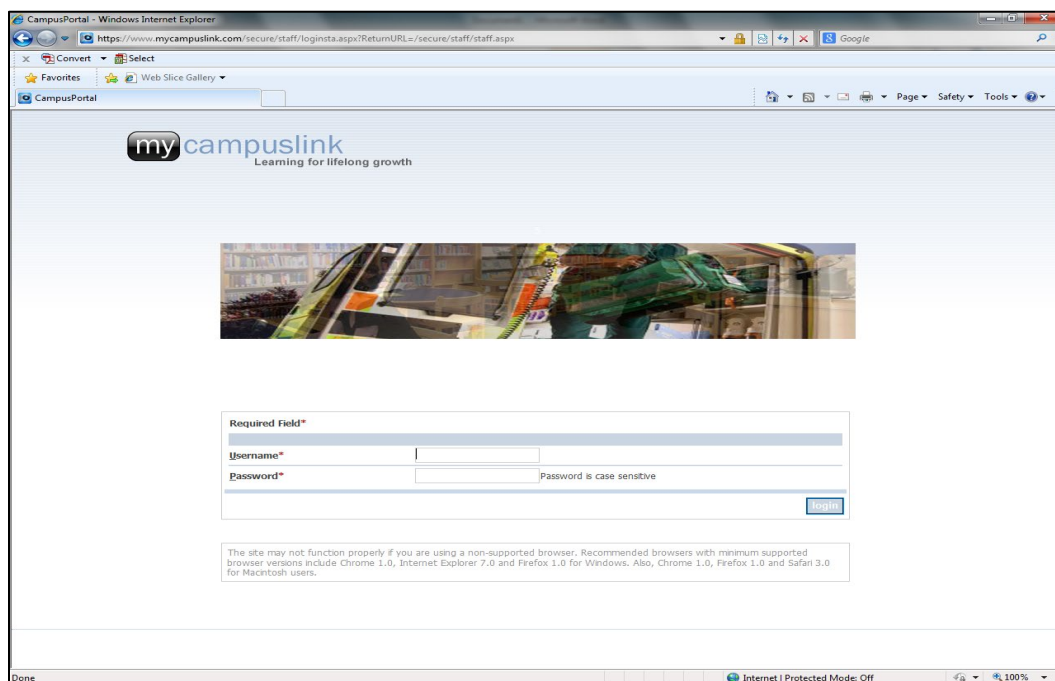
Once a student has logged in, they should click the "Go to Class" link located in the top right corner of the Student Portal home page (see image below). This is how students will access the learning management system and each course for which a student is actively registered.
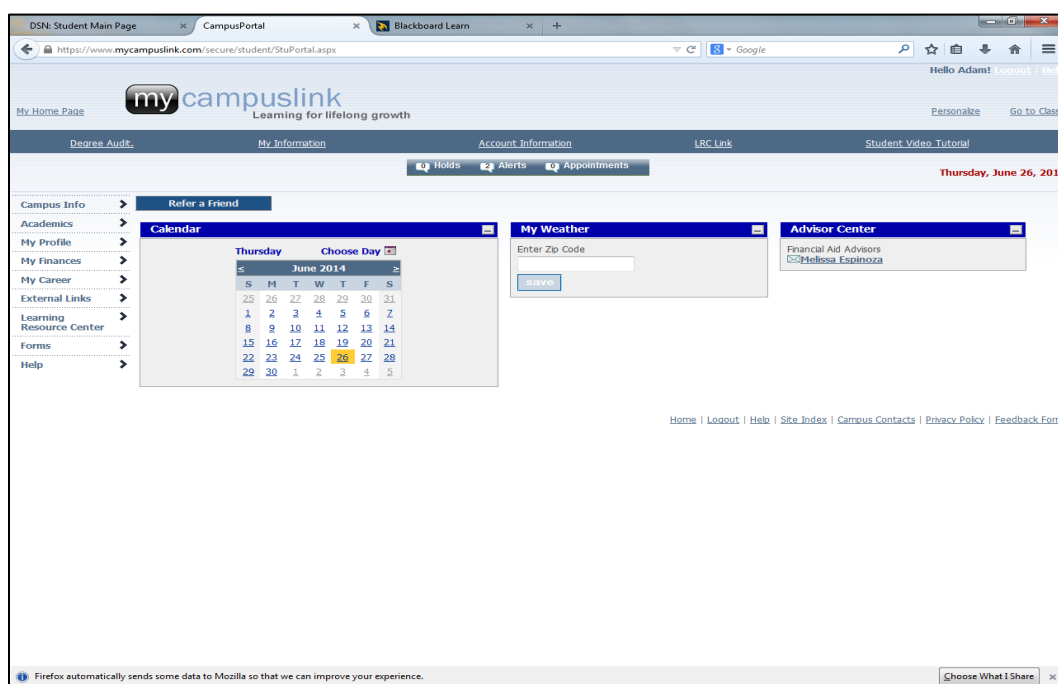
The Online Campus Landing Page

The landing page is the main source of college information for the online student community. Upon logging into the LMS, the landing page is the first page students will see. Here students will find the information necessary to stay up to date with the latest college news, announcements of current events, academic information, departmental contact information, and technical support.

Online Student Participation Policy

Success in the online learning environment requires students to actively participate in each course. Participation in online courses is tracked separately from online attendance. Participation involves engagement in the course and is defined as the amount of time and energy the student devotes to the assigned activities in the online course. Hence accessing course resources, posting quality discussions and responses, and submitting assignments are all examples of student participation. Students who do not participate in the course in these ways will lose points in their course grade. Students who attend class but who do not participate in weekly assignments/activities will be graded accordingly. See *Online Course Attendance* policy below for more information regarding online participation and student attendance.

Denver College of Nursing's online New Student Orientation (NSO) is a resource offered to students in all programs. Completion of the NSO is required for a successful online educational experience. It is offered prior to the start of the first course in the program and is required to be completed by the add/drop date of the student's first term in the program.

Once enrolled in an online course, it is imperative that students have the ability to provide substantive postings in the course.

What are substantive postings?

Substantive postings include:
- Responding to discussion questions as well as discourse between students related to subject matter within the course. This includes a response to the initial discussion question and responding to the posts of others within the discussion area. A response may be a question about another's work,

agreement with or challenge to the point of view expressed (supported by a reference to the text or lecture), or critique of someone's work.
- Contributing to the discussion based upon course content, theory, or personal experiences, not simply personal opinions.

Substantive postings do not include:
- Posting completed assignments
- Asking the faculty member or classmates a question about an assignment
- Posting a simple "I agree" comment
- Sending emails to the faculty member or classmates

Students are required to read all of the notes posted in the discussion area from the faculty member and classmates. The quantity and quality of participation in the discussion area will be graded. A standardized grading rubric will be used to grade discussion posts in each course.

Everyone's comments are important. The diversity of the experience among members of the class will enhance learning. All students will be treated equitably within the online classroom.

Discussion and all communications are required to be respectful. Inappropriate language will not be tolerated, and the faculty member determines what is inappropriate. Students not treating the faculty member and/or classmates with respect are subject to disciplinary action, up to and including dismissal from the course and/or program. All activities will follow standards set forth in the Denver College of Nursing College Catalog.

What should a student do if they are unable to participate?
If a student is unable to participate due to a prolonged serious illness or personal emergency, they are expected to contact their faculty member as soon as possible. If the student is unable to participate due to technical problems, they should notify the appropriate technical support personnel and then notify the faculty member. Students enrolled in a post-licensure online program should also contact the Online Academic Advisor or the Online Program Director within 48 hours to discuss the situation. Failure to notify the faculty member will be considered a missed deadline. All assigned work must be completed regardless of the reason for non-participation.

Technology Requirements
In order to participate in online courses at DCN, students need a computer with an Internet connection. For Windows users, the online platform requires use of Firefox or Chrome. To complete certain assignments and be able to upload them to the LMS, students will need standard Microsoft Office or comparable software products (e.g., Microsoft Word). Use of a printer is optional; a printer is not required to participate in DCN's online courses.

Any student without the standard equipment listed above is invited to use the equipment available at the DCN campus (e.g., computer lab, printers, Learning Resource Center) during regular campus hours.   For LMS-related questions, please contact Academic Support at AcademicSupport@edaff.com by visiting the Help link on the LMS student landing page. Here the student may search out student specific and College-wide resources.   Information about accessing the LMS Support Hotline at +1(410) 617-9453 is also provided. For other technical questions, please contact the Denver College of Nursing Student Service Desk at https://servicedesk.edaff.com/home or students can visit the Student Technology Resource Page at https://www.denvercollegeofnursing.edu/students/student-technology-center.html.

A computer with a current version of MS Office Professional Academic and a sufficient Internet connection is the basic equipment needed for online programs.

Online Course Attendance

To be counted in attendance and actively enrolled in the course, a student must login to the online class within the first two (2) days of the class.

Unlike a traditional classroom-based course, students do not need to attend class at a specific time every day to participate in most online classes. Most online classes are asynchronous, and attendance is monitored through participation in discussion board posts and assignment submissions. All assignment readings, lesson presentations, discussions, and assignments must be completed by the due dates specified in the course.

For the purpose of posting attendance, the academic week begins on Monday at 12:00 AM Mountain Time and ends Sunday at 11:59 PM Mountain Time. Attendance is monitored through class participation (as indicated above). Attendance will count as long as there is course participation (discussion boards, assignments, etc.) during the week. If a student does not participate on or before Sunday 11:59 PM Mountain Time for a given week, they will be marked absent for that week.

As per Federal guidelines, the last date a student performs one of the above actions counts as their last date of attendance (LDA). A student's failure to record attendance for fourteen (14) consecutive calendar days will result in the student being dropped from the course.

Policy Regarding Online Student Verification

The policies and procedures below are designed to comply with the Higher Education Opportunity Act, specifically Public Law110-35, stipulating that accrediting agencies require postsecondary institutions that "offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit."

Denver College of Nursing policies and procedures for addressing identity verification of online students is an integral part of its policies on academic integrity. The policy on Academic Integrity can be found in the College Catalog. The policy defines cheating, plagiarism, and forgery and delineates the consequences of violating the policy. Submitting another student's work or having another individual complete assignments, assessments, or tests in any of the online programs or courses at DCN is a direct violation of the academic integrity policy and could result in dismal from the program in which the student is enrolled.

Identity Verification

When a student is admitted to the College, basic personal information is obtained, and a unique college ID number is assigned. Students are also given usernames and asked to create passwords to access the College's website portal and the same occurs for the online portal if registering for online courses. Login information is secured using standard encryption technology. Students are provided instructions regarding how to maintain the security of their passwords.

Personal identifiable information collected by the College when students are admitted or registered for courses is used as a basis for identity verification if there is ever a question as to whether or not students are completing the requirements for the online courses in which they are enrolled.

Student Responsibility

The Student Conduct Policies contained in the Denver College of Nursing College Catalog, which is accessible to all students on the College's website, specifically prohibits all forms of cheating, plagiarism, and academic dishonesty. This Handbook contains a policy describing the misuse of college computer resources and specifically states that students are responsible for maintaining the security of their user names, passwords, and any other access credentials assigned to them. All students are responsible for

adhering to the conduct policies and may be disciplined for violations. Failure to read and comply with College guidelines, requirements, and regulations does not exempt users from the responsibility of adhering to College policies and procedures.

Statement of Authenticity

When Denver College of Nursing students enroll in an online course, participation in the course is restricted to using the College's online portal, which requires a secure login and password to enter. Students must log in each time the course is accessed.

Students enrolled in online courses are initially assigned a username and asked to create a password. Upon initial login to the online portal, a password change is required. Learning Management Systems (LMS) administrators do not have access to student passwords. Student passwords may be reset by the student or an LMS administrator. Students are asked to provide answers to additional security questions in case of log in issues with account access at a later time.

In order to ensure the integrity of student learning and the authenticity of the online classes, sharing of user names and passwords is prohibited. Violations of the policy can result in sanctions ranging from warning and admonition, lowering of grades or failure of exams or assignments, failure of classes, up to dismissal from the program in which the student is enrolled. If a student has forgotten their password, or experiences other connectivity issues they should contact the DCN Student Service Desk at https://servicedesk.edaff.com/home.

Standards for Scholarly Work

DCN requires all scholarly work to be written per APA style. APA (American Psychological Association) style refers to a set of rules that are commonly accepted by professional groups, editors, and publishers as the standard form of professional written communication. One of the goals of DCN's nursing programs is that graduates are able to communicate in writing in a professional manner. With this goal in mind, most of the assignments in the nursing program require the use of APA format for writing and referencing scholarly work.

The current APA edition will be listed on each course syllabus as a required text. It is not recommended that other sources of APA found on the internet be used as some sites are not kept up to date or have errors. Only the APA book and information found on the American Psychological Association website should be used as a reference for writing APA style.

Each paper should be carefully proofread for typos, spelling errors, punctuation errors, and grammar errors. It is highly recommended that students utilize the Brainfuse writing studio resource for help. Students may also ask someone else to proofread their paper before it is submitted. All assignment rubrics have built in points for APA style.

Plagiarism is taken seriously at DCN. If a student needs clarification on what constitutes plagiarism, consult with the faculty. Anyone found to have plagiarized will be subject to disciplinary action which may include up to dismissal from the College. Plagiarism software is used with each scholarly assignment through the LMS. When assessing reports from plagiarism software, DCN allows a 25% similarity, but students should strive for a lower percentage.

DCN Policy on the Responsible Use of AI (Artificial Intelligence)

AI has become more prevalent in many areas of society including education. Students should understand the responsible and ethical use of these tools. This document outlines clear expectations for the permitted and prohibited use of AI by students. Students may use AI for:

- **Brainstorming or exploring ideas for assignments, or generate possible research topics**
- **APA formatting support**
- **Checking written work for grammar and clarity**

Grammarly and CoPilot are acceptable to use for grammar and punctuation review only, but students must provide proper AI acknowledgement and/or cite in APA 7th edition format:

- **AI Company Name. (year, month day). *Title of chat in italics* [Description, such as Generative AI chat]. Tool Name/Model. URL of the chat**
- **"Portions of this outline were generated using ChatGPT and edited by the author."**
- **"Grammarly was used to assist with grammar and punctuation review."**
- **All students must submit their work through Turnitin. Turnitin gives a similarity score to the student, DCN highly recommends keeping your similarity score under 25%.**
- **Turnitin also gives an AI generated score visible to only the instructor. If the AI score is above 40% without proper disclosure of AI use, you may be required to meet with your instructor.**

Unacceptable use of AI by students includes:

- **Submitting AI generated work as their own**
- **Complete exams or written assignments using AI tools.**
- **Entering student names, grades, or private educational data (such as assignments or rubrics)into AI**
- **Formulate sources, or data using AI tools.**

Misuse or improper use of AI will be treated as a violation of the Academic Integrity Policy, the Student Code of Conduct, and may result in disciplinary action including course failure or dismissal from the program. We encourage students to use AI responsibly as it can be a valuable tool. Please remember to use AI according to the above guidelines and disclose your use of AI. If you have questions about AI, please contact your instructor before you submit your assignment.

Brainfuse Resource

With Brainfuse, students can experience online tutoring services. Brainfuse provides live, on-demand tutoring services, and individualized writing assistance that is easy to access and available 24 hours a day. Students connect to live tutors from any computer that has Internet access, with no special software installation or equipment required. Once connected to Brainfuse, students receive individual instruction and support from expert online tutors across a wide variety of subjects.

Online tutoring may be scheduled seven (7) days a week, enabling students to get the help they need when they need it. Drop-in tutoring hours are also available for the distance education student. Please refer to the Writing Center and Tutoring information available in the Student Resources section of the LMS for more information.

Turnitin Similarity

Turnitin is a plagiarism checker and is used in coursework submitted to the LMS for helping to compare submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. Turnitin can help prevent plagiarism and create opportunities to help identify how to properly cite sources rather than paraphrasing. After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can remove matching sources from the report and process it again.

Disability Accommodations

Denver College of Nursing does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, disability, financial status, sexual orientation, or any other federal- or state-protected status in its admissions procedures, education programs, or activities. Denver College of Nursing is also adequately equipped to meet the needs of people with disabilities. The facilities have elevators and ramps. The restrooms adjacent to classrooms are fitted with accessible equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the college affirms its commitment to ensure equal educational opportunities to students with disabilities. Denver College of Nursing will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical, and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, the President. The College Catalog further addresses the physical nursing requirements for its programs.

Refer to the College Catalog for information regarding accommodation requests for students with disabilities. All reasonable accommodation efforts for those with disabilities must be made inside the context of nursing requirements. The nature of the work and study require people to be able to perform certain tasks. These include standing, walking, lifting, seeing, and hearing requirements as well as emotional stability issues above and beyond the physical adeptness needed to function in the job. These requirements are clearly stated in the College Catalog and other support documents under Nursing Requirements - Essential Functions of Nursing Practice. This section of the College Catalog covers multiple issues where expectations are outlined for students.

Compliance with Section 504 & the Americans with Disabilities Act

Denver College of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, disability, national origin, or any other legally protected characteristic. Applicants or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study should contact the Director of Academic Support. The Director of Academic Support and the President will work with the applicant and/or prospective student to identify reasonable accommodations/ adjustments necessary to enable them to fully participate in the admissions and educational processes.

If an individual is identified as covered by the ADA, then the faculty and student rights and responsibilities listed below apply.

Faculty and Students Rights & Responsibilities

Faculty Members have a right to:
- Know that a request for accommodation is valid.
- Be informed enough about the student's disability to work effectively with them.
- Receive official, and as possible, advance notice of the need for accommodation.
- Suggest alternatives to a requested accommodation if a better method is available.
- Disagree with a request if it would require a fundamental change in the program, creates an undue financial burden on the college, significantly and negatively impacts the rest of the students in the class, the student is not "otherwise qualified" to be in the class or program, or the request is of a personal nature or for an individually prescribed device.

Faculty Members Responsibilities are to:
- Cooperate with the ADA representative when a request for accommodation is made.
- Notify the ADA representative when a student approaches the faculty member directly with a request for accommodation.
- Foster an accepting classroom environment for students with disabilities.
- Grade students with disabilities fairly on the basis of competencies attained and in the same manner students without disabilities are graded.
- Communicate to the student with a disability a realistic picture of their progress in the classroom.

Student Rights include:
- Have the confidentiality of information about their disabilities respected.
- Participate in any programs or classes for which they are qualified, with modifications determined by their disabilities.
- Be treated equally with other students regarding grades and class participation.
- Receive accommodations in a timely manner once they have been properly requested.

Student Responsibilities are to:
- Notify the Director of Academic Support and the Campus President of need for accommodations and supply documentation of that need per College Catalog requirements.
- Meet requirements to be in the class or program.
- Cooperate with the ADA representative and the faculty member in fulfilling the modification.
- Fulfill all faculty member requirements for completing the class, except where impacted by the disability.

Student Standards of Conduct

According to the American Nurses Association (ANA), Americans rank nurses as the most honest and ethical professionals (https://www.nursingworld.org/news/news-releases/2022-news-releases/americans-continue-to-rank-nurses-most-honest-and-ethical-professionals/). Because of its commitment to educating nursing students, Denver College of Nursing values this code of ethics and is a protector of the profession and public trust, which is a responsibility the College takes seriously. By extension, as a member of the Denver College of Nursing program, students are obligated to conduct themselves as responsible, professional members of the college community.

DCN administration and faculty members recognize that students play a major part in creating and supporting the educational environment and believe that students have a right to learn and a responsibility to participate in the learning process. Students who fail to adhere to the behavioral expectations outlined by DCN may be subject to discipline.

Behavior on or off campus that discredits the individual or the College, as determined by College rules and regulations, may result in disciplinary action. DCN reserves the right to suspend or dismiss any student whose conduct is regarded as being in conflict with the best interests of the College or in violation of its rules and regulations. Behavior patterns that are not in harmony with the educational goals of the College include, but are not limited to, the items listed in the DCN College Catalog under the Student Conduct Policies section.

All students are expected to act in a cooperative, open, and problem-solving manner. This includes respect for others related to space, tone, time, and their perception whether it is other students, faculty, staff, or

administration. Students need to adhere to all College policies presented in this Student Handbook and the College Catalog. Students in violation of any College policy during class or clinical time may be excused immediately.

Dress Code

Professional appearance and attire are important in the nursing profession and is required of caregivers. Students must comply with the Denver College of Nursing dress code while involved in any DCN activities including, but not limited to, attending classes, labs, externships, clinicals, or DCN-sponsored events. Compliance with the Denver College of Nursing dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the Denver College of Nursing; therefore, it is important that each student always present themselves in a professional manner.

Incoming new students in the pre-licensure programs are issued four (4) uniform scrub sets for nursing programs. Additional scrubs in DCN New Royal blue are available at a discounted price through Barco Scrubs: *dcn.barcouniforms.com*. A registration code will be provided to all DCN students. Polo shirts with the DCN logo are also available as needed.

When attending skills lab, simulation lab, or clinicals, students in the pre-licensure programs must wear approved DCN blue scrubs and conform to all dress code policies. On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either the Dean of Nursing or the Campus President.

All Programs (Didactic, Skills, Sim, Clinical)

Students dressed inappropriately or who do not follow the dress code may be prohibited from attending classes or participating in DCN activities. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Denver College of Nursing. Questions should be addressed to the specific program director.

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and other electronic communication equipment (except for personal computer) should be kept in a purse, bag, or vehicle.
- Tobacco or cannabis odors and secondhand smoke are offensive and physiologically dangerous to some. Denver College of Nursing and clinical sites are smoke-free environments.

Name Badge and Swipe Card

- A name badge shall be worn whenever the student is in a class, laboratories, or clinical facility – including times when researching clients.
- Two swipe cards will be issued with the name badge and utilized for entry into the main building and the Annex.
- The name badge must be visible at all times.
- Name badges and swipe cards for entry into the main building are available at the reception desk on the entry level of the main building.
- A student forgetting their name badge and/or swipe cards must sign in at the front desk.
- Temporary name badges will be issued in the event that a student forgets their name badge. Any student that is issued up to five temporary name badges must purchase a replacement badge for $25.00 each.
- Lost name badges may be re-issued for a fee of $25.00 each.
- Lost swipe cards may be re-issued for a fee of $25.00 each.

Didactic Classes

Traditional clothing is allowed in didactic campus classrooms, barring it does not show obscenities or is of an offensive nature. However, students must take daily preventive measures to maintain cleanliness and be

respectful of others around them. For example, not wearing excessive colognes, perfumes, or perfumed lotions.

Skills, Sim, Clinical

The following standards apply for all skills laboratories, simulation laboratories, and clinical sites.

Uniform
- In addition to the College-issued identification badge, students are expected to wear the following:
  - The College-approved royal blue scrub set with the DCN logo.
  - Clean closed-toe, closed-heel shoes. Sandals and flip-flops are not acceptable. White athletic shoes with minimal colored trim are acceptable.
  - Coordinated long-sleeve T-shirts may be worn under the scrub tops for warmth.
  - A cover-up jacket may be worn for warmth if the DCN logo is attached
- In the Mental Health clinical settings, students will wear the royal blue polo shirt with the DCN logo and black or khaki pants or skirt. Leggings or the like are not acceptable.
- Scrubs must be well-fitted, neat, clean, and ironed. Pants must not touch the floor.
- Watches are part of the uniform. (Note: smart watches may not be acceptable in some clinical facilities.)
- Hats, scarves, or headwear are not permitted except those required by religious mandates. Religious head covers must be the solid color of the student's particular uniform or white.

Failure to wear College-issued identification badges while at clinicals will result in being dismissed for that clinical shift. This will result in an unexcused clinical.

Personal Hygiene
- Students must take daily preventive measures to maintain cleanliness.
- Hair must be clean and styled in a manner that the hair is up and off the face and long hair must be pulled off the collar. Facial hair must be neat, trimmed, and well-groomed.
- Fingernails must be manicured to sport length or shorter. Artificial nails, acrylic nails, or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume, cologne, perfumed lotions, or shaving lotions should not be worn in a medical environment. Students should be aware that strongly scented shampoos, deodorants, and other such items may trigger allergies and/or also be offensive and cause nausea in some people and/or hospital patients.
- Makeup should be used in moderation. There is often confusion among nursing students and newer nurses about how much makeup they should or shouldn't wear. The rule to go by is using in moderation. Excessive makeup can be distracting for both the patient and other nurses. Clinical agencies typically do not condone the use of makeup. Heavy makeup, including long false eyelashes or bright eye shadow, is not acceptable.
- Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted.

Clinical facilities may have additional requirements and students are required to adhere to the dress code policy of each clinical site.

Post-licensure Dress Code at Practicum Settings

Students in the post-licensure online programs are active students representing Denver College of Nursing at the variety of their practicum settings. The dress code expectations and policies for students in these programs and settings must align with those listed above for students in clinical settings. Students in these programs are not issued DCN blue scrubs to wear at their practicum, but the dress should be consistent with their practicum site expectations or requirements.

DCN Tobacco Free Campus Policy

The Executive Committee and Board of Trustees of Denver College of Nursing have adopted a tobacco free campus policy prohibiting the use of tobacco products on DCN premises. DCN premises include inside the main building, the roof top, parking lot, 15 feet from the front entrance on 19th Street, and 15 feet from the exit on Market Street as well as the Annex location on the 4th floor of the 1875 Lawrence Street building. Signs posted in these areas designate the area as tobacco free.

This policy defines tobacco products as any tobacco cigarette, electronic cigarettes, cigar, pipe tobacco, smokeless tobacco, snuff, or any other form of tobacco which may be utilized for smoking, chewing, inhalation, or other manner of ingestion.

Enforcement of the policy is a cooperative effort between administration, faculty, staff, students, and guests to Denver College of Nursing. If you have concerns regarding the policy or would like to file a confidential report regarding non-compliance of the policy, please see the Dean of Administrative, Student, Career, and Alumni Services.

Support Services

Support services are coordinated through the Student Services Department for those who are looking for assistance in ending their dependence on tobacco products. Please see the Dean of Administrative, Student, Career, and Alumni Services for more information regarding these services.

The Colorado QuitLine is also a resource free of charge to Colorado residents:

"The Colorado QuitLine is a telephone-based coaching service that connects people who want to quit smoking with highly-trained coaches who provide guidance and support throughout the process. The QuitLine also offers a free supply of nicotine patches. Call 1-800-Quit-Now."

Specific College Policies

Specific College policies governing admissions and academic expectations can be found in the College Catalog. Please see specific sections for details.

Admission Policies and Procedures
- Readmission – page 23
- Re-entry – page 24

Academic Expectations and Policies
- Academic Leave of Absence – page 53
- Withdrawal from Courses – page 54
- Termination of Enrollment – page 55
- Academic Appeals Policy – page 55
- Academic Dismissal – page 57

Student Complaint/Grievance Procedures

Academic Matters
Students with complaints or grievances concerning classroom policies regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their professor.

Non-Academic Matters
Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department director.
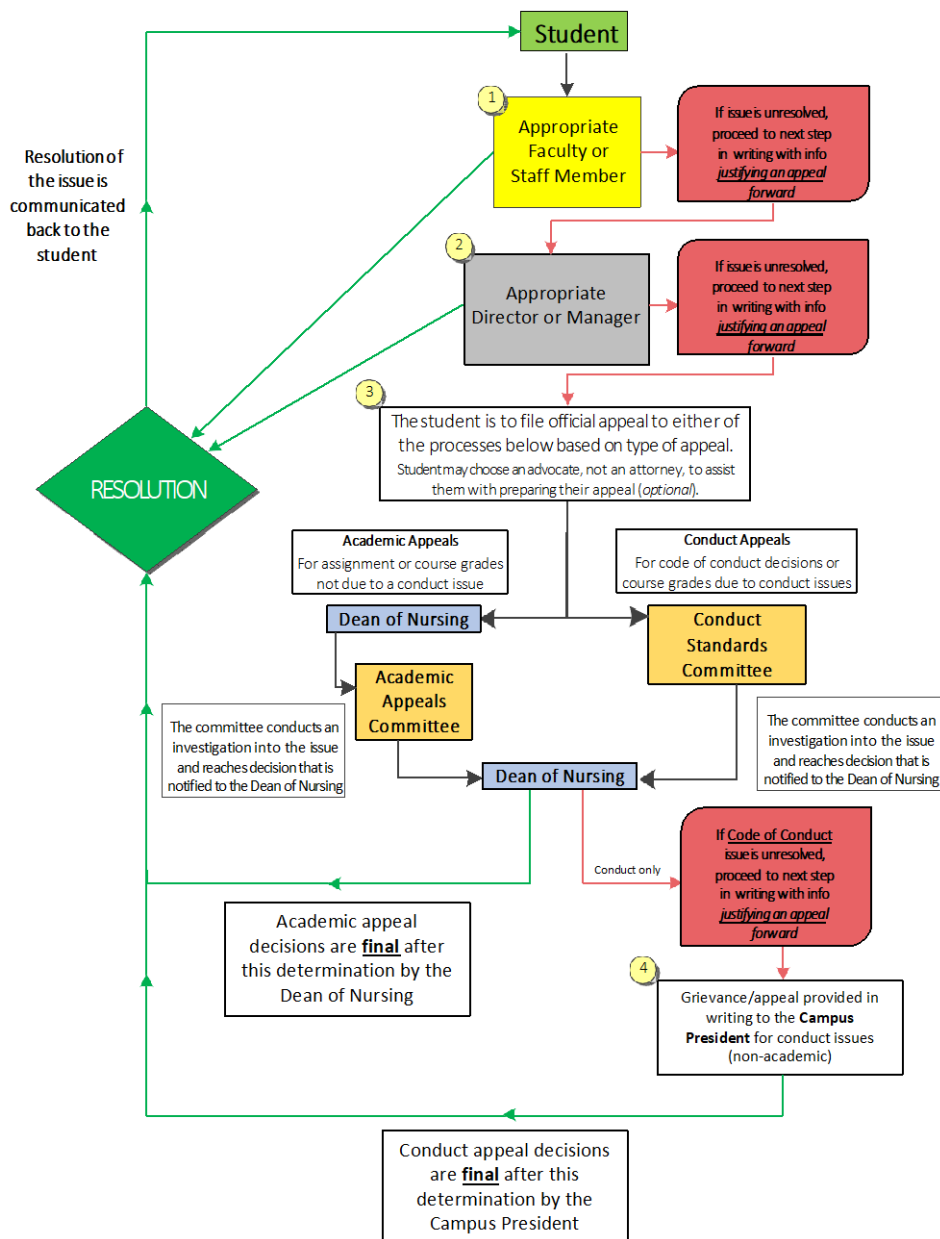
Student Complaint and Grievance Procedure
All academic processes, investigations and decisions are considered confidential. A breach of confidentiality will be considered a conduct violation. Please refer to the Academic Appeals Policy and Grievance Procedures sections of the DCN College Catalog for more information.

Student Complaint and Grievance Procedure

Note: In the flow chart shown here, movement to the next step in the process is *only* required if the complaint or grievance is unresolved in the previous step. All appeals must contain a written statement with new information that justifies moving the appeal forward.

Note: This map outlines the policy and procedure as written in the Catalog and Student Handbook.

Student

1. **Appropriate Faculty or Staff Member** — If issue is unresolved, proceed to next step in writing with info *justifying an appeal forward*

2. **Appropriate Director or Manager** — If issue is unresolved, proceed to next step in writing with info *justifying an appeal forward*

3. The student is to file official appeal to either of the processes below based on type of appeal. Student may choose an advocate, not an attorney, to assist them with preparing their appeal (*optional*).

Resolution of the issue is communicated back to the student

RESOLUTION

Academic Appeals
For assignment or course grades not due to a conduct issue

Conduct Appeals
For code of conduct decisions or course grades due to conduct issues

Dean of Nursing

Academic Appeals Committee

Conduct Standards Committee

The committee conducts an investigation into the issue and reaches decision that is notified to the Dean of Nursing

The committee conducts an investigation into the issue and reaches decision that is notified to the Dean of Nursing

Dean of Nursing

Conduct only — If Code of Conduct issue is unresolved, proceed to next step in writing with info *justifying an appeal forward*

Academic appeal decisions are **final** after this determination by the Dean of Nursing

4. Grievance/appeal provided in writing to the **Campus President** for conduct issues (non-academic)

Conduct appeal decisions are **final** after this determination by the Campus President

Updated 12.2025

Student Services

The Student Services Department coordinates campus-wide activities, programs, and services that foster students' academic, personal, and professional development. Offerings are designed to enrich the DCN experience for each student, both in and out of the classroom. The office helps students organize educational, cultural, and social activities. The services provided to students are designed to create a stimulating and supportive environment that enhances the personal development, learning, educational success, and career preparation of all students. Students can find more information regarding services and resources on the College's Ignite to Learn communications platform: ignitetolearn.com.

Denver College of Nursing is proud to have strong relationships with many corporate partners in the Denver Metro Area. DCN provides quality services to its nursing student population and values the relationships within the community that support its students. Current partnerships include:

- **The Used Book Guy** – Buys back used nursing texts as well as non-medical books. The company is scheduled once a quarter for three days simultaneously (usually the first or second week of classes). Students can obtain cash for their used texts.
- **Colorado Rockies Baseball Club** – Offers blocks of tickets for games at a discount to DCN students.
- **Denver Nuggets-** Students are offered discounted tickets to attend an annual DCN night with the Denver Nuggets at Ball Arena.
- **Colorado Avalanche-**Students are offered discounted group tickets to attend an annual DCN night with the Colorado Avalanche at Ball Arena.

The Dean of Administrative, Student, Career, and Alumni Services at DCN serves as the official liaison to students and the College's Executive Committee. All students, particularly those unaware of which department or resource would best be able to aid them with their problems or concerns, are welcome to visit the Student Services Department for appropriate referral and advisement. The Dean of Administrative, Student, Career, and Alumni Services is located on the entry level of the main campus building.

While the faculty meet one-on-one with students to offer advising, study tips, test taking tips, and other professional guidance for student success, there are additional tutoring opportunities which are available through student services.

Acentra Health
DCN Online offers Acentra Health (previously espyr), a student assistance program that gives students and their family members free, confidential access to a full range of life services. Reach out to Student Services for sign-up information.

Services include, but are not limited to:
- Reach via telephone 866-200-7350 or Tess Chat
- Resources
- Professionals help identify key needs, problem solve, and find solutions to work through concerns such as emotional stressors, test anxiety, or relationship issues
- Legal and financial consultations
- Referrals to valuable local resources on daily living concerns such as housing, utilities, childcare, and others
- Health and wellness consultations

National Student Nurses Association

The National Student Nurses' Association (NSNA) is a national organization for student nurses. Students are encouraged to join the Denver College of Nursing chapter.

The Mission of the National Student Nurses Association is to:
- Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs.
- Convey the standards and ethics of the nursing profession.
- Promote development of the skills that students will need as responsible and accountable members of the nursing profession.
- Advocate for high-quality, evidence–based, affordable, and accessible healthcare.
- Advocate for and contribute to advances in nursing education.
- Develop nursing students who are prepared to lead the profession in the future.

The Mission of the DCN Student Nurses Association (SNA) is to:
- Create a sense of community among students.
- Collaborate with faculty and staff to promote involvement in DCN activities.
- Create a voice for the student body.
- Partner with organizations to benefit our community while bringing awareness to the College.

Annual events held by the DCN SNA include:
- Annual food drives to benefit local food banks.
- Annual clothing and coat drives
- Annual toy drives

The Dean of Administrative, Student, Career, and Alumni Services serves as an advisor to the group, and officers are elected yearly. In addition, each entering class is encouraged to elect a representative to the Board. Students involved in SNA are recognized at graduation and many gain skills in leadership in their first professional organization.

Sigma – Chi Alpha Chapter At-Large

The Sigma Theta Tau International Honor Society of Nursing is the second-largest nursing organization in the world. The society is referred to by nurses worldwide as "Sigma Theta Tau" or simply "Sigma." Sigma's mission is developing nurse leaders everywhere to improve healthcare everywhere. In June 2020, DCN joined American Sentinel University's Chi Alpha chapter of Sigma to form an at-large chapter between the two schools. Membership in Sigma is very prestigious and provides students and alumni with the following benefits:
- **Free continuing nursing education (CNE) courses**
  Courses designed with critical support and insights to help you thrive as a nurse—no matter what stage you're at in your career.
- **Career connections to shape your path**
  Sigma's Career Center offers you access to advisors and mentors, opportunities to guide as a mentor, and professional resources to advance your nursing career.
- **Free journals and member publications**
  Renowned insights from the *Journal of Nursing Scholarship, Worldviews on Evidence-Based Nursing*, and more at your fingertips.

- **Invaluable conversations**
  As a part of our online member community, The Circle, you'll discover just how active our chapters and communities of interest are and open up a world of networking.

Students enrolled in a nursing program and meeting the following criteria are invited to join DCN's chapter-at-large. Invitations are sent out to qualifying students at least once a year, usually in the winter or spring quarter. Inductions are held at least once a year in June (either in Denver or virtually).

Pre-licensure/ associate degree and baccalaureate degree students must
- have completed ½ (one half) of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
- rank in the highest 35 percent of the graduating class in scholarship;
- meet the expectation of academic integrity.

Post-licensure/ RN-BSN students must
- have completed 12 credit hours at current school;
- have completed ½ (one half) of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.0 or higher);
- rank in the highest 35 percent of the graduating class in scholarship;
- meet the expectation of academic integrity.

Post-licensure/ Graduate students (master's and doctorate) must
- have completed ¼ (one quarter) of the nursing curriculum;
- achieve academic excellence (at schools where a 4.0 grade point average system is used, this equates to a 3.5 or higher);
- meet the expectation of academic integrity.

Why join Sigma?
Click on the following links to learn more about membership and its benefits throughout the nursing career:
- https://youtu.be/y4o-v8zYBhk
- Sigma Theta Tau International Honor Society of Nursing (Sigma) membership will help you grow throughout your career.

Students will truly benefit from the opportunities membership brings—and that, ultimately, nursing will benefit too. For additional questions, contact the Student Services department for more information.

Student Veterans of America

Denver College of Nursing is a member of the Colorado chapter for the Student Veterans of America. This organization offers guidance to members or veterans looking for assistance in regards to Veterans Administration (VA) benefits and provides support during the transition from the military to student life. The Student Veterans of America is a student-led organization; the organization is chaired by a student. Membership is voluntary and confidential.

Denver College of Nursing honors graduating veterans with a patriotic cord to don at the graduation ceremony.

For more information on joining the DCN Student Veterans of America, please contact the Dean of Administrative, Student, Career, and Alumni Services.

Student Governance

Student Participation in Program Governance

Denver College of Nursing values input from students in developing and evaluating an effective nursing education program that is responsive to its students, clinical agencies, prospective employers, the community, and professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participating as a representative to the student government organization and to program committees. For a list of DCN committees, please refer to the previously discussed section of this handbook.

The Student Nurses Association (SNA) and cohort representatives constitute the College's student governance. This group meets regularly, and a representative from student government is invited to present to and meet with other DCN committees.

Campus Security and Crime Prevention Policy

Denver College of Nursing's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is available to each student and to each DCN employee and is updated annually.

Reporting Crimes & Emergencies

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities, or emergencies promptly, and they have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting any college official. Reports are kept in a secure location in the Business Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Denver College of Nursing that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Denver College of Nursing facilities to the Director of Business Operations either in person or by calling (720) 833-3914. If the Director of Business Operations is not available, you may contact the Receptionist at (303)292-0015, and the City of Denver Police Department by dialing 911 or (720) 913-2000.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Director of Business Operations. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the Campus President.

Security and Access to the Institution

It is the policy of Denver College of Nursing that access to institution's facilities be limited to authorized personnel, students, and invited visitors. The front entrance of the main building is locked at all times and accessible to students, staff, and faculty via an electronic swipe card system. Each new student is issued a swipe card at the new student orientation. Lost cards may be replaced for a $25 replacement fee. Visitors are subject to Denver College of Nursing policies and conduct codes at all times. Students and employees are responsible for the conduct of their guests at all times.

Personal Safety Tips

This document serves as a quick reference guide for students and faculty on how to stay safe while commuting to and from the College, maneuvering around downtown, staying alert while at school, and general safety tips. The following information was collected from Crime Free America and the Iowa State Department of Public Safety. During new student orientation and other times throughout the year, a presentation regarding personal safety tips is provided at Denver College of Nursing. Please contact the Dean of Administrative, Student, Career, and Alumni Services for additional information or to view a copy of the Emergency Prepared Plan.

Criminals prefer easy targets. *You stand a much better chance of preventing criminal attack if you make yourself difficult to prey upon.* That means that you have an overall personal safety strategy in place before you need it.

At Denver College of Nursing

- Do not leave personal items unattended while at school (purse, keys, cell phone, etc.).
- Familiarize yourself with the layout of the building without relying on the elevator.
- If you see someone at the college who you do not recognize, please notify a staff member.
- Always wear your student ID while on campus or at off-site activities related to DCN classes (e.g., clinical rotations).
- Stay in groups when walking to and from your car.
- If you are apprehensive about walking to your car, please contact the front desk for assistance.
- Never prop open outside doors. If you see an outside door propped open, please close it and let a staff member know.
- If you have a restraining order against anyone, please contact the Dean of Administrative, Student, Career, and Alumni Services.

General Safety

- Be alert at all times.
- Listen to and act on your intuition. It's better to be safe and risk a little embarrassment than stay in an uncomfortable situation that may be unsafe.
- If you are in danger or being attacked and want to get help, yell "Call 911!" or give specific directions to onlookers; for example: "You! Get the police!" or "Walk me to the store on the corner, I'm being followed."
- Have your keys ready when approaching your car or building.
- Vary your routine: drive or walk different routes every day. If you suspect that someone is following you, by foot or in a car, don't go home (or they will know where you live). Go to a trusted neighbor or to a public place to call the police, or go directly to the police station.
- Do not label keys with your name or any identification.
- Don't talk about your social life or vacation plans where strangers can overhear you.
- Always carry a cell phone with you or enough change to make a phone call.

On the Street
- Don't hitchhike.
- Be very careful using outside ATMs at night or in unfamiliar surroundings.
- When walking, face oncoming traffic. It will be harder for someone to pull you into a car and abduct you. You can also see cars coming in your lane.
- Tell someone where you'll be, what time you're expected to return, and if you will be with someone you don't know well.
- Don't overload yourself with packages. If you must have your hands full, visualize how you would respond if approached, how you would get your hands free, etc.
- Don't talk on your cell phone as you're walking. This will distract you and make you an easy target.
- Don't wear headphones while walking or jogging.
- Don't read while walking or standing on the street.
- If you wear a purse with a shoulder strap, be prepared to let it go if snatched. Otherwise you may be hurt if the mugger knocks you down and drags you while fleeting with your purse.
- If someone asks you for directions, and you choose to reply, remain at least two arms lengths away.
- Clogs, high heels, and tight skirts are hard to run and fight in. Scarves, neckties and long necklaces are easy to grab. Modify your fashion style, or wear comfortable clothing when walking alone (change into dress clothes later), or think of how you would fight in your dress clothes.
- Avoid being on the street alone especially if you are upset or under the influence of drugs or alcohol.
- When dropping someone off at their home, make sure they are safely inside before driving away. Have them do the same for you.

Car Safety
- Check the inside and around your car before entering to insure no one is hiding there.
- Check your surroundings before getting out of your car.
- Don't pick up hitchhikers.
- Keep doors locked.
- If a group of suspicious people approach you when you are stopped at a red light at a deserted intersection, run the light if your intuition tells you the situation could get dangerous.
- Don't let the gas indicator fall below ¼ of a tank.
- Plan your route and check a map before you start out.
- Park in a well-lighted, heavily traveled area if possible. Try not to park next to a van, as you can be pulled in through the sliding door.
- Don't leave valuables in plain sight inside your car.
- If you see an accident or stranded motorist, report it from your cell phone or nearest telephone instead of stopping.
- Carry an emergency kit in your car: flashlight, flares, fix-a-flat, tire chains, small shovel, maps, warm clothing, first aid kit, empty gas can, white cloth to tie to antenna to signal distress, cellular phone, windshield washer fluid, drinking water, food such as trail mix or energy bars.

Public Transportation
- Be aware of overheard conversations. Don't tell anyone on the bus or light rail where you are going.
- Stay awake and alert.
- Have exact change ready.
- If you sense someone is following you when you get off, walk toward a populated area. Don't walk directly home.

Legal Requirements for Nursing Licensure

In every state, the Board of Nursing has the sole authority to deny a graduate the opportunity to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN® Examination). DCN is responsible for monitoring students in the nursing program to assure that all education requirements are met prior to graduation.   The Nurse Practice Act is the legal document that regulates nursing practice in the State of Colorado. Nursing programs are held to a very high standard of conduct and educational requirements for students/graduates. Policies and procedures established by DCN are based on Standards of Nursing Care designed by professional nursing organizations and State Boards of Nursing. Nursing students must meet the standards of the profession as determined by the State Board of Nursing and DCN.

The State Board of Nursing will require a background check prior to licensing and is the sole entity that will consider on an individual basis whether a person does not have a clear background check. The Board expects that individuals are truthful in reporting any issues that could affect licensure. If an individual is not truthful on the application form and the Board finds out, licensure is denied. All State Boards of Nursing have language in the licensure application that speaks to the information provided by the applicant. The Colorado State Board of Nursing maintains a website where more information about licensure is available. Go to https://www.colorado.gov/pacific/dora/Nursing_Education.

In order to work as a Registered Nurse in the state of Colorado, a graduate must secure a license as an RN. Certain information related to having a previous criminal record or having a chemical dependency problem (drugs or alcohol) is requested when applying for licensure.

Appendices to the Student Handbook

Workers' Compensation Coverage Requirements

INJURY/ACCIDENTAL EXPOSURE

Students

Students are covered under **Worker's Compensation** for clinical injury and exposure to infectious disease. Students are **NOT** covered at the college. **It is critical that the facility listed on the next page be used for any required FOLLOW-UP CARE to have Worker's Compensation pay. If a facility other than this is used, payment for services rendered will be the *student's* responsibility.**

If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, they must notify the faculty member immediately. An incident report will be filled out according to agency policy and **immediate treatment** will be at the facility, if available. If not available at the facility and the injury is an emergency, use the nearest emergency room. If not an emergency, use the facility listed on the next page. The student must fill out a Worker's Compensation form in the office of Human Resources at the college within four (4) days of the incident. A sample Workman's Comp Student/Employer form follows. *This form must be completed in its entirety to properly process a Workman's Compensation claim.*

Faculty

Although the above is specifically in the Student Handbook and directed towards the students, the same policy is in effect for all faculty on the job site. **Anytime there is a need for a Workman's Compensation report, please immediately notify the Clinical Placement Director by telephone or e-mail** so that this can be followed up on and conveyed to appropriate bodies at the college.

All instructions are provided below. Simply copy the Workman's Compensation form and have the student fill it in. THIS MUST BE DONE EVEN IF WHEN THE STUDENT FILLS OUT A SEPARATE FORM FOR THE FACILITY. The college cannot accept nor submit a form generated by the hospital or facility where the injury occurred, it MUST be submitted on a DCN official notification form.

The student must be referred to an appropriate agency for medical examination as listed below – unless emergency life-saving/life-threatening circumstances force the student to be seen elsewhere. Separation from this protocol might result in non-payment by DCN of bills incurred.

ACCIDENT REPORT

All injuries should be reported immediately

Name(s) of students(s)/employee(s) involved:	Last FOUR digits of Social Security #:	Phone #:	
Street Address:	**City:**	**State:**	**Zip Code:**
Date and time of accident:	**Location of accident:**		

Describe what happened (attach additional sheets if necessary):

How and why did this happen (attach additional sheets if necessary):

Describe injuries (attach additional sheets if necessary):

Names of Witnesses (if any, if not, then N/A):

1.   **2.**

3.   **4.**

Were photographs taken of the scene (please circle): Yes No	Were police, fire or ambulance called (please circle and indicate): Yes No Police Fire Ambulance
Did injury occur on college premises (please circle): Yes No	**Hospitalized overnight as an in-patient (please circle):** Yes No

Injury site and address:

Name and address of treating health care professional:

Name and address of facility where treated:

Initial treatment (please circle):   None   Minor on-site   Clinic/hospital   Emergency room   Hospital >24 hrs.

DCN Employee this incident was reported to:

Student/Employee Signature:	Date Completed:

Please return completed form to DCN Business Office   FAX: 303-295-1655
EMAIL: DCN_HR_Payroll@edaff.com

INSTRUCTIONS FOR USING THIS FORM AND REPORTING ACCIDENTS

❖ This form is for internal use to document and report accidents regardless of injury or damage. <u>Please complete the form in its entirety.</u>

❖ Whenever an accident results in an injury or material property damage, please fax or email a copy of a completed Accident Report to the Director of Business Operations in the Business Office. The fax number and email address are located at the bottom of the form. The appropriate authorities will be notified.

❖ If you use this form to document minor mishaps or if no personal injuries or property damage resulted from the incident, please forward a copy of the report to the Director of Business Operations. The incident will be reviewed for safety and/or security concerns.

❖ It's advantageous to take photos of accident scenes whenever possible. Document everything that may be helpful to understanding what happened and why.

❖ Depending on the nature of the accident or injury, the student/employee has the option to utilize their regular medical provider or the nearest urgent/critical care center or emergency room as deemed necessary.

IF YOU ARE INJURED ON THE JOB, WRITTEN NOTICE OF YOUR INJURY MUST BE GIVEN TO YOUR EMPLOYER WITHIN FOUR WORKING DAYS AFTER THE ACCIDENT, PURSUANT TO SECTION 8-43-102(1) AND (1.5), COLORADO REVISED STATUTES.

IF THE INJURY RESULTS FROM YOUR USE OF ALCOHOL OR CONTROLLED SUBSTANCES, YOUR WORKER'S COMPENSATION DISABILITY BENEFITS MAY BE REDUCED BY ONE-HALF IN ACCORDANCE WITH SECTION 8-42-112.5, COLORADO REVISED STATUTES.

Treatment Declination

I _____ have been given the information regarding my right to seek medical treatment for the injury that occurred at

_____ on _____ .

I understand my rights to seek medical treatment under the Workers' Compensation Act of Colorado and **decline** the right to seek medical treatment.

_____

Print Employee/Student

_____   _____

Employee/Student Signature   **Date**

_____   _____

Witness Signature   **Date**

Denver College of Nursing

Student Information Change Form

NAME:_____

            Last   First   Middle

NAME CHANGE (Please complete updated name change below)
For name changes, a copy of the official documentation (i.e., documentation showing the previous and new name, ex. marriage certificate, divorce decree, or court authorization granting name change) must be attached.

NEW NAME:_____

            Last   First   Middle

ADDRESS CHANGE (Please complete updated address information below)

ADDRESS:_____

CITY: _____ STATE: _____ ZIP: _____

PHONES: Home: _____   Work: _____

               Cell: _____   e-mail: _____

SOCIAL SECURITY NUMBER CHANGE (Please indicate correct SSN # below)
For corrections to social security numbers, a copy of your social security card must be attached to this form for the change to be processed.

_____-_____-_____

_____   _____
Signature   Date

I declare that the information supplied by me on this form is true and complete to the best of my knowledge. I authorize this change of information for records pertaining to me held or maintained by the Denver College of Nursing. I understand that any falsification of information or intentional misuse of this form may be grounds for disciplinary action, up to and including dismissal from the College.

DENVER COLLEGE OF NURSING
Statement of Confidentiality

Nurses are bound by a Code of Ethics that commits them to a nonjudgmental attitude, to honesty, to protection of confidentiality and to the right to privacy of a patient. Patients often confide highly personal information to nurses and to student nurses and trust that this information will not be divulged to those not involved in their care. In recognition of this, students at Denver College of Nursing recognize the importance of, and agree to abide by, the following conditions:

- Patient names are never used when writing nursing care plans, notes, or other documents required for college or clinical preparation.
- Photocopying of any part of the patient's record is never allowed.
- Looking at patient records is restricted to those patients for whom you are caring.
- Any information regarding a patient's diagnosis, condition, treatment, financial, or personal status must be held in confidence <u>except</u> when being discussed with others involved in the care of that patient.
- Discussion regarding any aspect of patient care is not to be held in any public place (e.g., elevators, restrooms, and cafeteria).
- Discussion regarding a patient in a classroom setting must be limited to pertinent facts and done without using names; students listening to a classroom discussion of this patient are bound by the standards of confidentiality not to discuss this information outside of the classroom setting.
- Theory examinations, clinical skills, and other testing situations are considered confidential. Details of these examinations are not to be discussed or shared with other students.

By my signature, I affirm my understanding of and commitment to uphold the principles outlined in this Statement of Confidentiality.

_____   _____
Signature   Date

_____
Printed Name