COLORADO MESA UNIVERSITY

Department of Health Sciences
Moss School of Nursing

Student Handbook

for the

Bachelor of Science in Nursing Programs

Including the

- **BSN (traditional)**
- **LPN to BSN**
- **RN to BSN**

Adoption Date for BSN Programs in full: Fall 2018
Revision Date: October 2020; Spring 2021; Spring 2022; Fall 2023, Spring 2024; Fall 2024; Spring 2025

Disclaimer: This handbook is a supplement to Colorado Mesa University *Maverick Guide* including policy resource information on Title IX, Diversity and Inclusion, and Campus Safety.

Students are responsible for adhering to university policies. This nursing handbook includes additional policies and processes for students seeking the Bachelor of Science in Nursing (BSN) degree. Students are expected to uphold the policies of the University and those specific to the nursing programs outlined in this handbook.

NOTE: The Bachelor of Science in Nursing Degree includes three BSN programs, two of which are pre-licensure, and one is post-licensure. These are:

BSN (traditional)	– a Pre-licensure Program
LPN to BSN	– a Pre-licensure Program
RN to BSN (Online Accelerated)	– a Post-licensure Program

The information and policies herein address all three programs. The BSN student is expected to conform to these policies and processes.

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Mission

The Bachelor of Science in Nursing (BSN) degree is designed to respond to the emerging health care needs of individuals, families, groups, and communities providing a foundation for excellence in nursing practice. The graduate is prepared to assume the role of a nurse generalist when delivering culturally competent care in a wide range of health care settings with diverse populations across the life span. The BSN graduate utilizes critical thinking, leadership, and management of care founded on evidenced-based practice. The importance of engaging in lifelong learning, and community service is valued and encouraged.

Philosophy

The philosophy of the BSN degree is consistent with the general goals of a liberal arts and science education at Colorado Mesa University. The curricula are **population-based** and **community-focused**, with an integration of knowledge from the arts and sciences into the nursing curriculum providing a solid foundation for the development of critical thinking skills. A professional nursing education prepares a competent practitioner who values lifelong self-evaluation, self-acceptance, and learning that supports growth and development as a professional nurse. Graduates of the program are prepared for entry into practice to function in a caring manner within increasingly complex health care settings.

Each **learner** brings unique qualities. Acknowledging their individuality, students are responsible for actively participating and assisting the faculty in the educational process. **Faculty** utilize varied teaching-learning strategies, in accordance with academic requirements of the University, recognized standards of nursing practice, and societal expectations to enhance learner needs. Learning is achieved through progression from simple concepts to complex theories. Learning outcomes are informed through continuous assessment and formalized evaluation.

The faculty identifies **patients** (clients) as individuals, families, groups, or communities, who continuously interact with their environment. Clients are recognized as dynamic beings requiring care on multiple levels having physiological, psychological, social, spiritual, and cultural components. Depending on the nature of the healthcare encounter, the client can assume an independent, interdependent, or dependent role. Nursing interventions are based on health-promotion and -maintenance, restoration, and end-of-life care.

Health, when viewed on a continuum, involves more than just the absence of disease or infirmity. It is a dynamic state in which the potential of each person is fully realized possible. Within this framework, the delivery of health care resources is an interdisciplinary, collaborative effort among health professionals. Graduates promote wellness in diverse populations at the local, state, national, and international level.

Environment represents a person's diverse physical, social, cultural, economic, and political dimensions. An environment encompasses one's surroundings, viewpoints, and beliefs that influence perceptions and interactions regarding health. Each person exists within an ever-changing environment; the environment can be altered to positively affect one's health by reducing stressors and promoting wellbeing.

Informed by the arts and sciences, **professional nursing** embodies a dynamic caring relationship, designed to uniquely preserve and enhance the integrity, dignity and worth of individuals while upholding ethical, moral, legal, and humanistic principles. Nurses provide client-centered care from a holistic interdisciplinary perspective using critical thinking, communication, assessment, and professional skills. Furthermore, to provide professional care, nurses must demonstrate knowledge of the nursing process, health promotion, risk reduction, disease prevention and management, leadership, information technologies, and evidence-based practice. As members of a profession, nurses advocate for quality care respectful of human diversity in a global environment. A commitment to enhanced discipline is shown by remaining active in professional organizations and in the political and regulatory processes.

Belonging Statement

The Department of Health Sciences is intentional about creating a culture of belonging for students, faculty and staff. We align with the University's passion to build a scaled model of the world we wish to see, a Human Scale University. We are firmly committed to the seven values of Colorado Mesa University: Love, Dignity, Courage, Humility, Resilience, Curiosity, and Power. We recognize that when we practice these values, we can support the diversity of our campus, learning from and honoring the rich assortment of beliefs and backgrounds that converge on campus that make for a vibrant culture and community.

Program Goals

Graduates of the program will be able to:

1. practice as a professional nurse.
2. assume leadership roles.
3. participate in learning as a lifelong process.

Student Learning Outcomes

The BSN student learning outcomes are aligned to the CMU Baccalaureate Student Learning outcomes, and the AACN Baccalaureate Essentials, as follows:

BSN Student Learning Outcomes		
CMU Baccalaureate Student Learning Outcomes	**BSN Program Student Learning Outcomes**	**AACN Entry-Level Professional Nursing Education Competencies**
1. Construct a summative project, paper or practice-based performance that draws on current research, scholarship and/or techniques, and specialized knowledge in the discipline. (Applied learning; Specialized knowledge	*1. Construct a practice-based performance/project drawing on knowledge, skills, and attitudes specific to the discipline of nursing. (Specialized knowledge)*	*1. Knowledge for Nursing Practice* *4. Scholarship for the Nursing Discipline* *5. Quality and Safety* *10. Personal, Professional, and Leadership Development*
2. Analyze data critically, reason logically, and apply quantitative analysis methods correctly to develop appropriate conclusions. (Quantitative fluency)	*2. Employ quantitative reasoning in making judgements and reaching conclusions. (Quantitative fluency)*	*3. Population Health* *5. Quality and Safety* *7. Systems-Based Practice* *10. Personal, Professional, and Leadership Development*
3. Make and defend assertions about a specialized topic in an extended well-organized mostly error-free document and an oral presentation that is appropriate to the discipline. (Communication fluency)	*3. Make and defend assertions about a nursing practice topic in a well-organized evidence-based document or presentation. (Communication fluency)*	*3. Population Health* *4. Scholarship for the Nursing Discipline* *5. Quality and Safety* *7. Systems-Based Practice* *10. Personal, Professional, and Leadership Development*
4. Describe reasoned conclusions that articulate the implications and consequences for a particular decision by synthesizing information and methodologies. (Critical Thinking)	*4. Demonstrate critical thinking behaviors as a basis for practice. (Critical Thinking)*	*3. Population Health* *7. Systems-Based Practice* *10. Personal, Professional, and Leadership Development*
5. Find relevant sources of information, evaluate information critically, and apply the information appropriately and effectively to specific purposes. (Information Literacy)	*5. Utilize information from relevant sources to improve health among diverse populations. (Information Literacy)*	*1. Knowledge for Nursing Practice* *2. Person-Centered Care* *3. Population Health* *7. Systems-Based Practice* *8. Informatics and Healthcare Technologies* *10. Personal, Professional, and Leadership Development*
6. Reflect on and respond to ethical, social, civic, and/or environmental challenges at local, national, and/or global levels. (Personal and Social Responsibility)	*6. Engage in ethical reasoning to provide optimal nursing care. (Personal and Social Responsibility)*	*2. Person-Centered Care* *3. Population Health* *6. Interprofessional Partnerships* *9. Professionalism* *10. Personal, Professional, and Leadership Development*
***Adopted for the BSN Degree—including the BSN (traditional), RN-BSN, LPN-BSN Programs* *Adoption—Original: May 2, 2016 | Revised December 2018; April 2022*		

The AACN Essentials (2021) have been adopted as core competencies for professional nursing education to guide CMUs BSN program. The domains and descriptors used in the Essentials

(AACN, 2021) are listed below and are described using the exact verbiage from https://www.aacnnursing.org/essentials/download-order.

Overview of the AACN Essential Domains

Domain 1: Knowledge for Nursing Practice: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

Domain 2: Person-Centered Care: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

Domain 4: Scholarship for Nursing Discipline: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

Domain 5: Quality and Safety: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to clients and providers through both system effectiveness and individual performance.

Domain 6: Interprofessional Partnerships: Intentional collaboration across professions and with care team members, clients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

Domain 7: Systems-Based Practice: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

Domain 8: Informatics and Healthcare Technologies: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

Domain 10: Personal, Professional, and Leadership Development: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership

Professional Resources

American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. https://www.aacnnursing.org/Portals/42/AcademicNursing/pdf/Essentials-2021.pdf

American Association of Colleges of Nursing. (2024). Standards for accreditation of bachelor and graduate nursing programs [Amended 2024]). https://www.aacnnursing.org/Portals/0/PDFs/CCNE/CCNE-Education-Standards-2024.pdf

American Nurses Association. (n.d.). ANA Official Position Statements. https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/

American Nurses Association. (2021). *Nursing: Scope and standards of practice* (4th ed). www.nursingworld.org/ana

American Nurses Association. (2025). Code of ethics for nurses with interpretive statements. https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

Division of Professions and Occupations. (2025) Board of Nursing: Laws, Rules and Policies- Colorado Department of Regulatory Agencies. Board of Nursing: Laws, Rules and Policies | Divisions of Professions and Occupations

Quality and safety education for advanced nursing practice (QSEN; 2022), located at Competencies | QSEN

NSNA Student Bill of Rights

The National Student Nurses' Association (NSNA) is a valuable resource for you as a student. Information and guiding documents are available at https://www.nsna.org/publications.html

Board of Nursing: Laws, Rules and Policies

The Scope of Practice for Registered Nurses is applicable for the state to which the registered nurse works. The Colorado Department of Regulatory Agencies and the Scope of Practice is available at https://dpo.colorado.gov/Nursing/Laws . All states Scope of Practice is retrievable at the *Find Your Nurse Practice Act* here https://www.ncsbn.org/npa.htm. The practice laws are covered in the curricula and students can reach out to faculty for details.

BSN Faculty Advisors

A relationship with your faculty advisor is highly recommended. The purpose of a faculty advisor is to assist in the process of degree completion. Degree Works is a useful advising tool for students and is available on MAVzone. Students must have a faculty advisor approve the Graduation Plan on Degree Works when submitting the Intent to Graduate Form to the registrar.

Degree Works is a useful advising tool for students and is available on MAVzone. Advisors are not responsible for the student's General Undergraduate Academic Policies | Colorado Mesa University failure to meet degree requirements.

Find Your Advisor
Your advisor is listed within Degree Works. To request a BSN advisor, contact the Department of Health Sciences.

Faculty Can Help You Succeed

- **Referrals**: Faculty can refer students to other staff, faculty, or services that may meet a student's needs or interests. Faculty can also be a great resource for information about clubs, organizations, and activities that can lead to future career opportunities or provide students with the necessary experience for prospective careers.
- **Career Information & Internships:** Faculty are an invaluable resource for career information, experience, and contacts.
- **Graduate School:** If a student is interested in going to graduate school, Faculty Advisors are a source for information.

The following policies are applicable to students in the BSN Degree including the pre-licensure programs (BSN-traditional, and the LPN to BSN); and the post-licensure program (the RN to BSN [Online Accelerated]). Please refer to the policies of your program found in the following pages.

Policies: Pre-licensure and Post licensure Programs

NOTE: The following policies pertain to the pre-licensure and post-licensure programs.

- BSN (Traditional) – Pre-licensure
- LPN to BSN – Pre-licensure
- RN to BSN – Post-licensure

Academic Advising

I. Purpose

A. To explain the roles of the student and the advisor in the academic advising relationship.

B. To ensure that students make satisfactory progress toward a degree.

C. To set standards for satisfactory progress in the nursing program.

II. Policy

A. Academic Advising

1. Students are responsible for contacting their assigned faculty advisor for initial advising prior to each semester's registration and at any other time that the student and advisor may deem necessary.
2. Students are strongly encouraged to have their faculty advisor review their course load, but the advisor's signature is not necessary for the student to proceed with the registration process.
3. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
4. For courses requiring "permission of the instructor" as an alternative to a stated prerequisite course, the students must receive such permission before registering for class. Instructors reserve the right to withdraw any student who does *not* have permission.
5. Colorado Mesa University advisors maintain a minimum of 5 scheduled office hours per week, which are scheduled for the purpose of being available to students.
6. Students must contact the program coordinator to have appropriate forms signed withdrawing from the program.
7. The advisor will refer the student to the college registrar regarding evaluation of courses for credit and other appropriate matters.
8. Each student is responsible for completing the *Intent to Graduate* form the semester prior to graduation and completing the Graduation Plan on Degree Works.

B. Counseling

1. Students may discuss personal problems with an advisor in a confidential, accepting atmosphere.
2. Advisors may refer students for counseling.
3. The Student Wellness Center is available to provide counseling and referral services to students seeking counseling and resources.

Academic Dishonesty

I. The baccalaureate nursing programs follow the academic dishonesty policy in the Mav Guide.

Click here to access academic dishonesty policy

II. Policy

A. Each semester, all students must sign a statement of acknowledgement regarding academic dishonesty. This statement is in effect for the entire program of study.

B. The Program Coordinator will maintain the security of the signed documents.

C. Course, laboratory, and clinical materials are intended to be for each student's personal academic use and remain the intellectual property of the BSN Program.

III. The BSN program has zero-tolerance for academic dishonesty of any sort on any quiz, exam, or assignment. The student has the choice to continue in the course during the appeal process, if initiated, except in cases where client, student or other faculty and staff safety has been compromised or there is a potential of continued risk of safety. If the incident involves a clinical setting the student will not be allowed to attend or participate in further clinical work toward course completion. A second act of academic dishonesty will result in termination from the BSN program at the end of the semester the student is currently enrolled if the incident is uncontested and not overturned on final appeal with the institution. The student must follow the appeal process for academic dishonesty as outlined in the Maverick Guide.

Please print and sign the Academic Honesty Agreement in the appendix of this handbook and return it to the Department of Health Sciences office.

Code of Academic and Clinical Conduct

I. Purpose: To outline student responsibilities regarding adherence to the National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct.

II. Policy

A. Nursing students will be held accountable for following the NSNA Code of Academic and Clinical conduct in both classroom and clinical settings.

B. Violation of the NSNA Code of Academic and Clinical conduct should be immediately reported to a faculty member and the Program Coordinator.

1. Self-reporting of a violation demonstrates accountability and will be considered in the disciplinary process.
2. The identity of a student who reports a suspected violation of the code by another student will be protected in the investigation process.
3. The faculty member and Program Coordinator will investigate the reported violation to determine if there is evidence that a violation has occurred.
4. The faculty member and Program Coordinator will develop a report of student performance.

C. Recurrent violation of the NSNA Code of Academic and Clinical Conduct may lead to dismissal from the BSN program.

D. Other policies in the BSN student handbook refer directly to specific behaviors in the NSNA Code of Academic and Clinical Conduct.

NSNA Code of Ethics

The National Student Nurses' Association encourages nursing programs to adopt the NSNA Code of Ethics.

In this document, you will find the following:

- NSNA Core Values and Interpretative Statements
- NSNA Code of Professional Conduct
- NSNA Code of Academic and Clinical Conduct
- NSNA Bill of Rights and Responsibilities for Students of Nursing
- Guide to Grievance Process
- Notes on Revisions and Amendments

Click here to access NSNA code of ethics

Confidentiality

I. Purpose

To provide guidelines about Colorado Mesa University's Department of Health Sciences position on confidentiality and protection of privacy

II. Policy

A. Confidential communication is one that contains information given by one person to another under circumstances of trust and confidence with the understanding that such information must not be disclosed. Nurses are obligated to uphold HIPAA regulations. The observance of confidentiality is one of the fundamental tenets of the Code for Professional Nurses adopted by the American Nurses' Association and is also addressed in the *NSNA Code of Academic and Clinical Conduct.*

B. Students will receive initial and ongoing education about confidentiality and client privacy during their nursing education.

1. At the beginning of each semester, students will complete confidentiality training.
2. In the first semester, the student will receive printed information about Confidentiality (see Appendix) and will be required to sign a form stating an agreement to comply with this policy.
3. The form must be signed, and a copy returned to the BSN Program Coordinator to be placed in student's file before being allowed to attend clinical.
4. In specified courses each semester, students must review the video and provide proof the video was watched. Each semester, faculty will highlight specific issues regarding confidentiality that are unique to each clinical or academic course.

C. In the academic setting, a client may be extended to include a guest speaker or individual whose knowledge or experience is used to assist with the students' learning in the classroom or clinical environment. Faculty may also ask students to maintain confidentiality during other learning experiences in which confidential or sensitive information may be shared (i.e., ASSIST training, group discussions or processes).

1. All members of the health care team are duty bound to treat clients with decency, respect, and the greatest degree of privacy possible. At the very least, this means that the client should be seen, examined, and handled only by those people directly involved in their care and treatment. Unnecessary exposure of the client's body or unwarranted discussion of their care with third parties will give rise to a legal cause of action for invasion of privacy, with appropriate damages assessed against the offending party. The nurse must always be alert to any witting or unwitting violation of the client's right of privacy
2. Only those individuals directly involved in the care of a client shall have access to client records or information, whether in electronic or paper format.
3. Students may not access client records for themselves, other students, family members, or clients unless they are directly involved in their care as a student.
4. Students may discuss client information with their instructor and preceptor, or others involved in assisting with a client's care.

5. Students may discuss their client with other students to assist with the students' learning in the classroom or post-clinical conference. No discussions (e.g., direct conversations, cell phones, text messaging) can occur outside of these "confidential" settings, including lunchroom or break rooms, hallways, non-clinical settings, or in social networking or media.
6. Unauthorized disclosure of a client's record without express written consent may constitute a HIPAA breach as defined under 45 CFR.402 § 13400(1)(A), for which the unauthorized party may be held liable.

D. Every person has the right to withhold their person, personality, and property from unwarranted public scrutiny. This right–called the Right of Privacy–includes the freedom to live one's life without having one's name, photograph, or private affairs made public against one's will. A negligent violation can have serious legal consequences. A client places the integrity of his or her person and reputation in the hands of all health care personnel who attend him or her, and they must always be aware of their legal and ethical responsibility to preserve and protect the client's right to privacy.

1. Students must protect the privacy of those they care for and not reveal client names or identities on assignments, journals, or any other written or electronic means. Students may use a client's initials on assignments. Identifying information includes age, sex, room number, name of hospital, physician, and date of birth.
2. Students may not take photographs of clients without prior written consent according to hospital policies.

III. Disciplinary action

A. Student nurses will be liable for their own acts of negligence committed in clinical experiences. If they are performing duties within the scope of professional nursing, they will be held to the same standard of skill and competence as registered professional nurses. A lower standard of care will not be applied to the actions of nursing students.

1. Breach of confidentiality or client privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.
2. The Program Coordinator will meet with the student(s) initially (meetings may include the DNEP and the Department Director) to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student's nursing degree program. Any subsequent breach of confidentiality or client privacy will result in immediate administrative withdrawal from the nursing program.
3. The Department Director or the DNEP will notify the Vice President for Student Affairs and the Vice President for Academic Affairs to inform them of the disciplinary contract.
4. The Department Director or the DNEP and/or Program Coordinator will notify the facility when a breach has occurred for a client at a healthcare facility and provide information to assist the agency in their investigation and reporting of the breach.

B. *Statutes of Nurse Practice Act CO Rev Stat § 12-255-120. Grounds for Discipline*

1. The board has the power to revoke, suspend, withhold or refuse to renew any license, to place on probation a licensee or temporary license holder, or to issue a letter of admonition to a licensee in accordance with the procedures set forth in subsection (3)

of this section, upon proof that such person…has violated the confidentiality of information or knowledge as prescribed by law concerning any client.

Please print and sign the Confidentiality Agreement form and return it to the Department of Health Sciences office.

Course and Faculty Evaluation

I. Purpose

To help faculty strengthen course offerings and improve the quality of nursing program teaching.

II. Policy

A. Course Evaluations

1. Each course in the curriculum is available to the students for evaluation. Students evaluate the course in relation to whether course objectives have been met, and whether the teaching methodologies were effective in fostering their learning.
2. Students are requested to identify, strengthen and to make realistic suggestions for course improvement.
3. Course evaluations need not be signed by the student evaluator.
4. Access to the course evaluations is in D2L, the course learning management system (LMS) found on the Mav Zone website.
5. Following course closure, the course evaluations are analyzed by the instructor to determine student perceptions of course strengths and weaknesses.
6. The analysis results are shared with faculty at the close of each semester.
7. The instructors consider student suggestions to strengthen course offerings in revising and updating courses.

B. Evaluation of Faculty

1. The faculty evaluation process is designated in the Trustees of the State Colleges in Colorado Handbook for Professional Personnel.
2. The students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member.
3. Faculty evaluations need not be signed by the student evaluator.
4. The student evaluations of faculty are submitted online. The results are communicated to the faculty member.
5. Faculty members incorporate student suggestions that will strengthen the quality of teaching in the program.

Dismissal

I. Purpose: To set standards for students who may be dismissed from the BSN Program.

II. General Information:

A. A student dismissed from a Department of Health Sciences program for behavioral, safety or academic reasons is not eligible to reapply to any of the Department of Health Sciences programs for a period of five years from the dismissal date.

B. Students may be eligible to reapply in accordance with program requirements after five years but must retake all nursing courses (NURS) if they are readmitted.

C. This does not apply to a student who has withdrawn because of an emergency hardship as defined in the Colorado Mesa University Catalog and the "Maverick Guide"

Ethics

I. Purpose

To define the obligation and responsibility for nursing student and faculty ethical behavior.

II. General Information

A. Having a code of ethics has long been a hallmark of disciplines considered professions. A code of ethics guides decision making and behavior and is based on the goals, values, and duties of the profession.

B. The ANA *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2025) is the nursing profession's ethical standard, statement of obligations of professional nurses, and commitment to society.

C. Students of nursing are responsible to society in learning the academic theory and clinical skills needed to provide nursing care. The NSNA Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of *The Code* provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

D. Human dignity and respect for persons is the foundation of ethical principles used in nursing practice

1. **Autonomy** is based on the assertion that individuals have the right to determine their own actions and the freedom to make their own decisions.

2. **Beneficence** is defined as "the doing of good" and is often thought to be the most critical ethical principle in health care. The student nurse should always consider one's actions in the context of promoting good for others.

3. **Nonmaleficence** is defined as the duty to do no harm. The student nurse must not knowingly act in a manner that would intentionally harm another.

4. **Veracity** is defined as "telling the truth" and is the foundation for development of trust between human beings. Student nurses are expected to be accountable in telling the truth to their clients, peers, agency staff, and faculty.

5. **Fidelity** refers to faithfulness or honoring one's commitments or promises to clients. A student nurse accepts certain responsibilities as part of the contract with society by upholding the NSNA Code of Academic and Clinical Conduct.

6. **Justice** implies that patients have a right to fair and impartial treatment.

III. Policy

A. Nursing students will be held accountable for demonstrating ethical behavior.

B. Concerns about unethical behavior by a student nurse should be immediately reported to a faculty member and/or the Program Coordinator.

C. Self-reporting of unethical behavior demonstrates accountability and will be considered in the disciplinary process.

D. The identity of a student who reports suspected unethical behavior by another student or faculty will be protected in the investigation process.

E. The faculty member and/or Program Coordinator will investigate the reported behavior promptly to determine if there is evidence that a violation of the Ethics policy has occurred.

F. The faculty member and/or Program Coordinator will develop a performance improvement plan that includes disciplinary sanctions that address the specific violation.

G. A recurrent pattern of unethical behavior by a student nurse may lead to administrative withdrawal from the program.

Grading/Testing

I. Purpose

To describe the system for grading, the examination process and grade reporting.

II. General Information

A. Instructors have the freedom to determine the grading components for individual courses.

B. Instructors will determine the components that comprise the final grade in a course and include this information in the course syllabus, along with course expectations.

C. The grading system in baccalaureate nursing courses is:

93-100%	= A
85-92%	= B
76-84%	= C
70-75%	= D
69 and below	= F

III. Academic Standards

Academic standards will be followed as explained in the Colorado Mesa University Catalog.

IV. Examinations

A. The faculty member may administer unit, midterm, and final examinations as part of the evaluation process.

B. The faculty member may assign an alternate learning project to examine mastery of course content when appropriate.

C. The class must meet during the final examination period to fulfill standard requirements

for semester instructional time.

D. Students are expected to take examinations at scheduled times. With prior approval of the faculty member, an examination may be taken at another time. The student and the faculty member must make specific arrangements for date, time, and location.

E. Students requiring special testing needs will follow university EAS guidelines.

F. The average score of all exams (as defined by course syllabus) must be at least 76% to pass the course. If average exam scores are less than 76%, the final course grade will be the exam scores average, following the baccalaureate nursing grading scale.

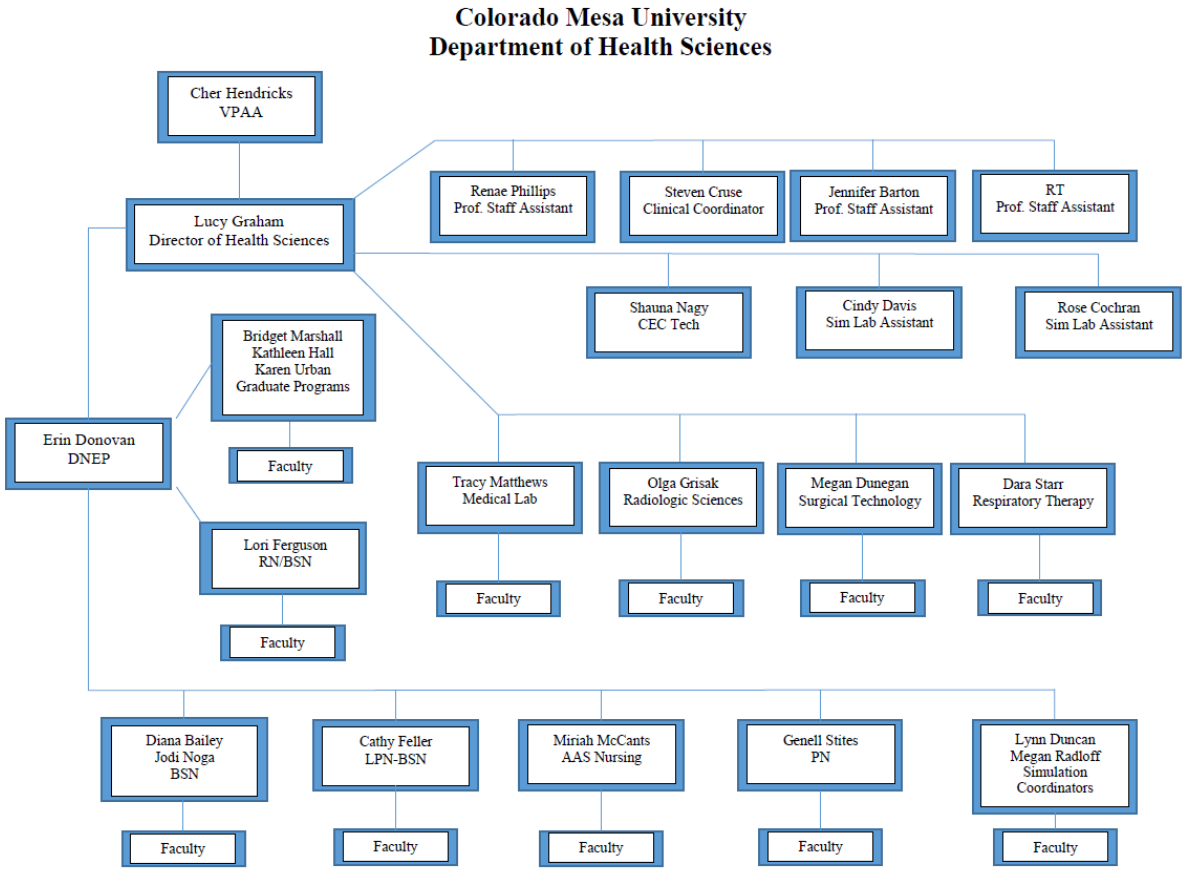
Grievance and Appeals

The program defines and reviews formal complaints according to established policies. The BSN program uses the parent university's definition of an official complaint. Students are directed to the Department of Health Sciences (DHS) organizational process chart in the BSN Handbook to voice formal complaints. The issue/dispute should try to be resolved at the lowest level possible. See organizational chart below. Grievances not resolved in the DHS are forwarded to the appropriate office according to the Student Complaint Policy outlined by CMU. The university grievance policy and protocol can be found in the Maverick Guide. Further information about student complaints and appeals can be found in the University Catalog.

For program complaints, please follow the Department of Health Science organizational chart to direct communication to the appropriate person. It is always best to try to resolve the dispute at the lowest possible level.

Complaint process:

A. Students should meet with Faculty responsible for the class or clinical.
B. If the issue cannot be resolved directly with faculty, the student should meet with the Program Coordinator.
C. If the issue cannot be resolved with the Program Coordinator, the student should request a meeting with the Director of Nursing Education Programs (DNEP).
D. If the issue cannot be resolved with the DNEP, the student should request a meeting with the Director of Health Sciences.



Independent Study Courses in Nursing

I. Purpose

Permits the motivated student to expand their body of knowledge beyond the standard curriculum.

II. Procedure

Students will follow Colorado Mesa University policy.

See Independent Study Contract at the end of the student handbook, or online at CMU Curriculum Policies and Procedures Manual.

Releasing Contact Information to Outside Agencies

I. Purpose: To establish guidelines for the Department of Health Sciences about releasing information about students.

II. General Information:

A. The Department of Health Sciences will comply with the Family Educational Rights and Privacy Act (FERPA).

B. Any information needed about students (i.e., social security numbers) will only be provided with written permission of the student.

Student Awards, Recognition and Scholarship

I. Purpose

To describe the process of nominating students for awards, special recognition, and scholarships.

II. General Information

A. The criteria and deadlines for nominations for awards and special recognition shall be communicated to all faculty.

B. An application form, if necessary, will be distributed to qualified students by the faculty.

III. Nu Kappa Chapter, Sigma Theta Tau International

A. Students may be invited to become members of Nu Kappa Chapter if they have demonstrated superior academic achievement in the nursing program and the potential for professional leadership.

B. Nu Kappa Chapter By-laws outline the process for becoming a member.

IV. Scholarships

A. The criteria for awarding scholarships shall be communicated to all faculty as they are made known.

B. The necessary forms shall be secured from the Financial Aid office.

C. Students shall submit scholarship interest form to Financial Aid office by the due date.

D. Faculty review submitted applications and recommend nominees and alternates for the next academic year. The Chair will submit the list of nominees to Director of Financial Aid. The list of recipients and alternates shall be announced by the Colorado Mesa University President.

V. Other

A. Other student awards and achievements will be recognized as available. Criteria will be established as appropriate.

Student Representative to Faculty Meetings

I. Purpose: To outline the responsibilities of student representatives at faculty meetings.

II. General Information:

A. A student representative from each Level will serve as a liaison between faculty and students in that specific Level.

B. The student representative will communicate with classmates regarding Level specific questions, concerns, comments.

C. The student representative will communicate those questions, concerns, and comments to faculty at faculty meetings.

D. The student representative will report back to the specific Level the outcome of any question, concern, or comment.
E. The student representative will report directly to the faculty member teaching the course, program coordinators, Director of Nursing Education Programs (DNEP), and/or the Director of Health Sciences, as appropriate for the need.
1. Reports to faculty (the person teaching the course) about generic student needs related to individual classes.
2. Reports to Program Coordinator after meeting with individual instructors.
3. Reports to DNEP after meeting with Program Coordinator(s).
4. Reports to Director of Health Sciences after meeting with DNEP.

III. Procedure:
A. Each semester, one student will be elected by peers or selected by faculty based on program needs.
B. Representatives serve for one semester. A new representative will be elected for the next semester.
C. Students will attend faculty meetings held once per month.
D. A representative from SNA is encouraged to attend. The representative may be the President or any other Board member.

IV. Qualifications:
A. Ability to communicate clearly with faculty and fellow students.
B. Ability to act on own initiative to find ways of communicating with faculty and fellow students.
C. Ability to convey different points of view.
D. Ability to represent the opinions of fellow students.
E. Ability to construct a positive approach to dealing with problems.
F. Ability to present feedback in a civil manner.

V. Faculty Meeting Expectations:
A. Presents feedback related to program improvement (i.e., course sequencing).
B. Presents feedback on class recommendations to improve experience (i.e., student resources, academic supports, building needs).
C. All other feedback related to individual instructors or individual classes will be given to individual instructors outside of the monthly faculty meeting.

Withdrawal, Probation and Suspension

I. Purpose

To identify conditions related to withdrawal, probation and suspension.

II. General Information

A. The BSN programs will follow the policies as outlined in the current Colorado Mesa University Catalog and the "Maverick Guide" unless otherwise specified.

B. The RN to BSN program will follow the CMU university wide withdrawal policy.

C. Withdrawal from a course for academic reasons is considered a course failure.

END OF SECTION

The following policies are only applicable to students in the BSN Degree that include the pre-licensure programs (BSN-traditional, and the LPN to BSN). Please refer to the policies of your program found in the following pages.

Policies: Pre-licensure Programs (only)

NOTE: The following policies pertain to the pre-licensure programs.

- BSN (Traditional) – Pre-licensure
- LPN to BSN – Pre-licensure

Bringing Children to Class

I. Purpose

To ensure a conducive learning environment for all students.

II. General Information

A. Children should not be brought to class. It is unreasonable to expect children to maintain decorum for lengthy class periods. Material presented may not always be appropriate for children.

B. In an emergency, only with the course instructor's permission, a child may be brought to class. If the child's behavior becomes disruptive or distractive, the child's parent must immediately remove the child from the classroom.

Cardio-Pulmonary Resuscitation (CPR) Certification

I. Purpose

To assure that the student maintains certification.

II. General Information

A. Students must have a current CPR card upon entry into the nursing program.

C. Students must maintain a valid CPR certification throughout the remainder of the program.

III. Procedure

A. The student must attend a basic CPR course approved by the American Heart Association, as follows: BCLS-C from the American Heart Association

B. The student must present a valid CPR certification card to the BSN program coordinator at the beginning of each academic year.

Class/Clinical Attendance

I. Purpose

To outline student responsibilities regarding attendance in class and in clinical sessions.

II. Class Attendance

A. Attendance during classes, examinations, and assigned experiences are mandatory for the Colorado Mesa University Department of Health Sciences. All students must be on time and participate in all scheduled classes.

B. Orientations for clinical experiences and specific clinical sites are mandatory and may not be made-up. Students who do not attend orientations may not be allowed to participate in clinical experiences.

C. Failure to attend will cause missed opportunities that contribute to the education of safe nursing practice and may lead to patterns that will not be tolerated in the workplace.

D. Specific to each course, each faculty member, and outlined in each syllabus will have mandatory guidelines on attendance. Failure to comply may result in a grade reduction and/or course failure.

E. It is the student's responsibility to contact the course faculty member when an absence is anticipated.

- Students are expected to use their judgment with unsafe traveling conditions.
- Absence due to serious illness or unavoidable circumstances will be handled individually.
- Should the student need to be absent, clinical agencies and/or faculty members must be notified one hour prior to the clinical experience if this experience will be missed.

F. If a student is unprepared for a clinical assignment, tardy for a clinical assignment more than once, or is a no call/no show for a clinical assignment, specific consequences are outlined in the course syllabus. A consequence may include a grade reduction and/or course failure.

G. Each unexcused absence over two courses lasting an entire semester OR each absence over one for courses lasting half a semester or a condensed course will result in a grade reduction outlined in the course syllabus.

Clinical Preceptor Policy (Pre-licensure)

I. Purpose

To assure that the use of nurse preceptors in clinical nursing courses is consistent with the philosophy and mission of Colorado Mesa University Bachelor of Science Program and that these nurse preceptors contribute significantly to the learning experiences of BSN students following the *BSN Programs Preceptor and Mentor Information Guide* (see separate document).

Preceptor Definition: Registered Nurse who agrees to work with senior level students over an extended period of time.

Primary Nurse Definition: Registered Nurse who works with student nurses at any level on a one- or two-day basis.

II. Procedure

A. Preceptors for pre-licensure BSN students must be licensed as an RN in the state of Colorado (preferably with a BSN degree), have at least one year of experience as an RN, and at least six months' experience in their present position.

B. Each preceptor shall be assigned to one BSN student, but a student may have multiple experiences.

C. The University supervising faculty for pre-licensure students will provide orientation materials to each preceptor including at least the following:

1. The name of the student assigned to the preceptor

2. A list of objectives for the course

3. A copy of the student evaluation tool

4. Contact information for the student and faculty supervisor

D. Supervising faculty are responsible for

1. Facilitating the student evaluation and overseeing the evaluation placement in the student's file

2. Evaluating the experience and effectiveness of the preceptor

E. Data collection and storage

1. The Nursing Clinical Preceptor sheet will be completed by each preceptor.
2. These information sheets will be kept confidential and are submitted and stored online.
3. Each student will evaluate his/her preceptor.
4. The completed Preceptor Evaluation Tool will be kept confidential and will be stored in a secured file within the Department of Health Sciences.

III. Roles and Responsibilities

A. RN Preceptor: The preceptor's role includes those of coach, teacher, facilitator, resource person and evaluator. The preceptor will:

1. Serves as clinical expert, role model, and direct supervisor of the student nurse (SN).
2. Meets with the SN initially and throughout the experience to review and reevaluate objectives and activities, in addition to the daily contact on the unit.
3. Jointly with the SN plans assignments, projects, and activities to meet the learning objectives within the designated time frames.
4. Encourages the SN to be increasingly self-directed.
5. Shares experiences and knowledge with the SN.
6. Allows the SN to provide direct client care to gain experience and meet objectives.
7. Gives feedback to the SN about performance and progress on an ongoing basis.
8. Participates in the site visits/telephone calls made by the instructor during the experience.
9. Informs the faculty advisor of any problems arising from a student's placement.
10. Evaluates the SN's progress in meeting clinical objectives.

Collective Bargaining Activities

I. Purpose

To clarify the role of students in collective bargaining activities in clinical agencies.

II. Policy

When functioning in the student role, individuals will maintain a position of neutrality in relation to collective bargaining activities at agencies used for clinical experiences.

A. In the event of a work stoppage, the faculty will evaluate the site's appropriateness for the scheduled learning experience.

B. If it is determined that the facility would not provide the desired learning experience, alternate methods of meeting clinical objectives will be utilized.

C. If a faculty member or student is assigned to an institution where they are also an employee, as an independent professional, they will assume accountability for action regarding strike notice activities during non-working or non-clinical assignment hours.

Criminal Background Investigation

I. Purpose

All students accepted to the Colorado Mesa University Department of Health Sciences programs must submit a background investigation to maintain a safe and productive educational and clinical environment.

II. General Information

A. Acceptance into and/or matriculation through the program is contingent upon passing the background investigation.

B. Costs incurred for all background checks are the student's responsibility.

C. Clinical sites may require copies of, and additional background investigations to attend clinical at their site.

D. Clinical agencies have the right to refuse clinical rotations to any student based upon adverse information noted within the background investigation.

E. Neither CMU, nor the Department of Health Science, can determine if an individual is eligible to sit for national examination.

F. Students are responsible for contacting their state board of nursing (or state certifying body) to determine if they will be eligible to sit for the national examination.

G. The Department of Health Science can request the completion of a background investigation at any point during their program.

H. Students who have adverse notations on the background investigation that would otherwise disqualify them from admission to the program, will be dismissed from all nursing classes and the nursing program.

III. The student can reapply to the program once their adverse notations are compliant with the requirements at the time of application (e.g., the offense is beyond the years immediately preceding the application).

IV. Students are responsible for self-reporting offenses that occur after admission to the Department of Health Sciences Director.

V. The Department Director will review offenses with the respective Program Coordinator and/or designee to determine whether the student can continue in the program.

A. Failure to self-report an offense may lead to immediate dismissal from the program.

B. To comply with agency requirements, the Department Director or selected designee will notify clinical agencies about students' offenses that occur after admission to the program.

C. Clinical agencies have the right to refuse any student rotations based upon adverse notations on a background check.

VI. Procedure for an appeal for the Department of Health Science decision of non-admission due to adverse notation on the background investigation:

A. The applicant will be notified in writing of the background check decision.

B. If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information within 10 days of the decision letter.

C. Continuation of the application process will be on hold pending the results of the review.

D. The student is responsible for producing substantial evidence that demonstrates the crimes disclosed within the background investigation were inaccurate or incorrect.

E. The applicant has the right to appeal the decision of the Department Director and/or designee to the Vice President for Student Services within 10 days of the decision.

F. The decision of the Vice President for Student Services and/or designee is final.

VII. Additional information will be provided upon offer of admission and upon request of an additional background investigation.

VIII. Disqualifying factors

A. An applicant will be disqualified and not accepted in the Department of Health Sciences programs based upon the following guidelines from Colorado Career and Technical Education (coloradostateplan.com):
   1. New students who refuse to comply with a background investigation will not be admitted to the program.
   2. Students who do not self-report convictions once in the program and/or are convicted of any of the below convictions, that would disqualify an applicant, will be dismissed from the program.
   3. Any felony violent conviction of homicide (no time limit).
   4. A crime of violence against persons, not specified previously (e.g., assault, kidnapping, unlawful sexual behavior, any other sexual offenses, crimes against at-

risk adults or juveniles, etc.) as defined in §18-1.3-406. C.R.S. in the 10 years immediately preceding the application submittal.
5. Any act of domestic violence as defined in Title 18-6-00.3 C.R.S in the 7 years immediately preceding the application submittal.
6. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S., in the 7 years immediately preceding the application submittal.
7. Any crime related to drug abuse or distribution (e.g., sale, possession, distribution, or transfer of narcotics or controlled substances) in the 7 years preceding the application submittal.
8. Any misdemeanor crimes of theft, burglary, or robbery in the 5 years immediately preceding the application submittal.
9. Any felony crimes of theft, burglary, or robbery in the 7 years immediately preceding the application submittal.
10. Registered Sex Offenders (no time limit).
11. Any crimes of moral turpitude (e.g., prostitution, public lewdness, indecent exposure, unlawful sexual behavior, etc.) in the 7 years preceding the application submittal.
12. Any felony crimes of arson, criminal mischief, fraud, or forgery, in the 7 years preceding the application submittal.
13. More than one (1) driving under the influence (DUI) or driving with ability impaired (DWAI) offense in the 7 years preceding the application submittal.
14. Any offense in any other state, the elements of which are substantially similar to the elements of any of the offenses listed above.

Electronic Media and Communications

I. Purpose

To define appropriate use of electronic media in classroom and clinical settings

II. General Information

A. The CMU nursing programs follow the American Nurses Association (ANA) Principles for Social Networking.

B. Students are responsible for understanding and following the ANA Principles for Social Networking.

1. **Be aware of your audience.** Make sure that your posts' content is appropriate for those who will see it and may share it with others.
2. **Maintain your professionalism.** Avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of clients.
3. **Know your social media policy**. Familiarize yourself with your employer's social media policy and adhere to it across all the social media platforms that you choose to use.
4. **Secure your social media profiles**. Review and set-up the respective privacy settings for the social media platforms that you choose to use.
5. **Share credible information only**. The dissemination of credible and reliable information protects the health and well-being of the public.

6. **Engage with respectful content**. Do not share content that is harmful, disparaging, racist, homophobic, or derogatory.

C. Electronic communication devices (cell phones, smart watches), which can facilitate sharing information in a timely and consistent manner, may also create the potential for breaching client privacy in clinical settings.

D. Electronic media (cell phones, laptops, iPads) can facilitate the learning process in the classroom setting, however, can also create the potential to interfere with the classroom learning environment.

E. Social media platforms are public domains which facilitate networking and communication. Unprofessional and unethical communications by health care providers in such public forums has led to serious consequences with their employers and the State Board of Nursing. In addition, confidential information about a client discussed by a health care provider at any time represents a violation of the Health Insurance Portability and Accountability Act (HIPAA).

III. Policy

A. Students may not use cell phones, smartwatches, or electronic devices in direct client care areas.

B. Downloadable devices (i.e. phone, watch, thumb drive, zip drive, USB drive, etc) cannot be used or connected in any way to any computer in any clinical site. Violations may result in failure of the course and/or up to expulsion from the program.

C. Students may use cell phones, smartwatches, or electronic devices within a clinical facility outside of direct client care areas with faculty approval. Students must use discretion when clients or families are present and avoid all circumstances that might breach client confidentiality or privacy.

D. Students are prohibited from taking photos while in the clinical setting.

E. Cell phones and smartwatches must be completely turned off and stored with other personal items during all exams. In the event a student is found to be using a cell phone or smartwatch during an examination, the student may be asked to leave the examination and may receive a zero for the examination.

F. Faculty will inform students in each class of the appropriate uses of electronic media in the classroom settings for note taking, reviewing power point slides, in-class assignments or research.

1. Faculty has the right to restrict student use of electronic media during examinations.
2. Faculty has the right to restrict student use of electronic media when students are using the device for non-academic purposes in the classroom setting.
3. Faculty may initiate a Student Success Plan (SSP) for a student who violates the privilege of using electronic media in the classroom or clinical setting.

G. Communications in social networking media which violate the BSN Student Handbook policies (i.e., Code of Academic and Clinical Conduct, Confidentiality, or Ethics) will lead to disciplinary action according to the respective policy.

Email Addresses

I. Purpose

To enhance relevant communication within the Department of Health Sciences.

II. General Information

A. Electronic communication will facilitate information in a timely and consistent manner.

B. Students are given free email addresses as part of the university community.

III. Policy

A. Students must use their CMU email account for all CMU correspondence.

B. It is the student's responsibility to check their CMU email daily.

Emergency Communication

I. Purpose

To identify a process for facilitation of emergency communications between students, families, and faculty members.

II. Policy

A. Students and faculty in hospital clinical settings may not have immediate access to cell phones for emergency communications from family members, daycare providers, or others.

B. Students may share clinical faculty contact information with family, daycare providers, and schools in an emergency. If unable to reach clinical faculty, they may call the Department of Health Sciences during normal business hours (Monday-Friday, 8:00-5:00) at **970-248-1398**.

C. Clinical and class schedules and emergency contact numbers for all students and faculty will be maintained in the Department of Health Sciences and updated each semester to facilitate rapid communication in an emergency.

Graduation (Pre-licensure)

I. Purpose: To identify requirements for graduation from Colorado Mesa University with a Bachelor of Science degree in Nursing.

II. Policy:

A. Graduation requirements

To graduate from Colorado Mesa University with a bachelor's degree, a student must:

1. Have been regularly enrolled for at least 2 semesters, including the semester during which graduation requirements are met, and must have earned a minimum of 20 semester hours at Colorado Mesa University for a bachelor's degree.

2. Satisfy all general and specific requirements of the college including the fulfillment of all financial obligations.
3. Have removed from the official record all marks of deficiency in those subjects for credit toward graduation.
4. The catalog used to determine graduation requirements is the academic year in which the student enrolls in the first nursing course.
5. Bachelor of Science in Nursing Degree Distinction (6 semester hours). Must receive a grade of "C" or above in STAT 200 and a Humanities or Social/Behavioral Science (each 3 credit hours)
6. Must have completed MATH 113 or higher (3 semester hours. Must receive a grade of "C" or better. Course is pre-requisite for entry into the program. Three (3) credits apply to the essential learning requirements, and one (1) credit applies to elective credit.)

B. Scholastic requirements
1. Only lower division courses will be accepted in fulfilling essential learning requirements.
2. A minimum of 40 semester hours of upper division credit are required for graduation from Colorado Mesa University.
3. Students are required to complete the curriculum or course of study in which they initially enroll, provided courses needed to complete the program are available. *The student cannot choose part of the program* from one catalog and part from another. If a student resumes study or begins a new course of study at Colorado Mesa University after having been absent from college for one academic year or more, the student must follow the curriculum or course of study at the time of reenrollment unless the school concerned gives written authorization for the student to pursue a different curriculum or course of study.
4. Colorado Mesa University reserves the right to evaluate on a course-by-course basis any transfer credits earned 15 or more years prior to enrollment, which the student wishes to apply toward any degree.
5. Upper division nursing course credits which are earned 5 or more years prior to the semester of graduation and meet degree requirements must be revalidated. (See Revalidation of Nursing Courses Policy.)
6. Any basic science courses required by the program must have been taken within the last ten (10) years to fulfill graduation requirements. These include BIOL 209 and 209L, BIOL 241, BIOL 210 and 210L and BIO 250 and 250L. If the course was not taken within the last ten (10) years, the course must be retaken, or competency proven by a challenge examination. The challenge examination process may only be accomplished if a college-level course has been successfully completed previously with a letter grade of "C" or higher awarded. The ten-year requirement may be waived for RNs who have been working in the nursing field since taking courses. The final approval for all accepted support course requirements and/or challenge examination will be made by the Department of Health Sciences.
7. A cumulative GPA of 2.0 or higher must be maintained in all courses that apply to the BSN degree.
8. An overall cumulative GPA of 2.0 is required for graduation.

C. Bachelor's degree in nursing requirements

1. Students who meet requirements for the bachelor's degree in nursing must complete a minimum of 120 semester hours.
2. Of the 120 credit hours, a minimum of 58 semester hours must be in nursing courses. There must be 33 semester hours of lower division general education courses selected as indicated in the College Catalog, plus 2 semester hours in Human Performance and Wellness physical activity courses.
3. Students with a previous bachelor's degree do not need to fulfill the essential learning requirements nor the Human Performance and Wellness courses.
4. All students must complete the requirements of College Algebra to meet admission and graduation requirements for the BS degree.

III. Guidelines for Completing Petition to Graduate
   A. Student Responsibilities – Graduation Instructions | Colorado Mesa University
   B. Graduation with Honors Information - Final Award Status | Colorado Mesa University

Immunizations

I. Purpose
To provide information and guidelines for vaccinations required for admission and ongoing progress in the nursing program.

II. General information
   A. It is the student's responsibility to submit proof of compliance to all required immunizations and paperwork including TB Skin Tests (TST), TDaP, varicella, influenza, MMR, Hep B, yearly physical, liability insurance, and American Heart Association BLS: Healthcare Provider CPR certification. Students who fall out of compliance at any time during the semester will not be allowed in the classroom or clinical setting until compliance is reestablished.

   B. Hepatitis B
   Students must have received the series of shots to continue in the program. Documentation that student has started the series is required on admittance to the program and dates of completion of the series must be submitted to the department.

   C. Tetanus
   A current Tetanus, Diphtheria and Pertussis (TDaP) vaccination must be documented for admittance into the nursing program. Tetanus boosters are required every 10 years and must be current to continue in the program.

   D. Measles, Mumps, Rubella, Varicella
   Documented immunity to Measles, Mumps, and Rubella and Varicella are required for admittance into the nursing program. Immunity may be documented by one of the following:
      1. Born before 1/1/57 (date of birth)
      2. Documentation of physician-diagnosed illness
      3. Documentation of two doses of vaccine
      4. Laboratory evidence of immunity to illness (titer)

E. Tuberculosis
There is no recommended vaccination for tuberculosis. Students must obtain either a two-step Tuberculin Skin Test or proof of negative TST documented yearly for two years upon admission to the BSN program. Certain facilities may require additional testing, and it is the student's responsibility to comply.

F. Influenza
Due to increased risk of exposure during clinical or college environment, students are required to receive an annual influenza vaccination.

G. COVID-19

1. The Department of Health Sciences will require current students enrolled in clinical courses to be fully vaccinated against COVID-19, along with other infectious diseases, by the date specified by the students' programs. Medical and nonmedical exemptions are permitted if appropriate documentation is provided. However, some clinical agencies may not accept these exemptions. When this is the case, students may be unable to complete their program.
2. Students who cannot be placed at clinical sites will not be able to meet clinical requirements established by their program. As a result, their standing in their program will be jeopardized.
3. As new COVID-19 variants emerge, additional vaccinations may be required pending recommendations of public health departments.

H. Pregnant students are referred to their physician for advice re: safety of immunization during pregnancy. A written waiver for immunizations must be submitted to the department.

myClinicalExchange/Complio

I. Purpose
To inform students about the necessity of remaining current with compliance in the program (myClinicalExchange) which is utilized by clinical partners. Incoming students for fall 2025 and beyond will also be required to keep their Complio account updated as well.

II. General information
A. myClinicalExchange (mCE) is a platform utilized by clinical partners that facilitates the requirements for clinical rotations. www.myClinicalexchange.com
B. Complio is a platform utilized by CMU to track requirements/competencies for the nursing programs.
C. Students will be provided with a deadline each semester for having their mCE account in compliance.
D. Students are expected to keep their mCE account up to date at all times including CPR updates, immunizations, etc.
E. Compliance with this policy will result in disciplinary action.
F. Failure to maintain account compliance will result in a 3% grade reduction and the student will not be allowed to attend classroom or clinical until their account is updated. This could result in the failure of the course.

Kaplan Nursing

I. Purpose
To inform students about the assessment-driven review program designed to assess content mastery and increase student pass rates on the nursing licensing exam (NCLEX). Students are automatically enrolled in this program upon acceptance to a nursing program.

II. General Information
A. Student performance on NCLEX is an important outcome assessment indicator for the nursing curriculum. Content is presented throughout the curriculum to prepare students for the licensing examination.
B. The use of nationally benchmarked examinations assists the student in self-assessment of content mastery and focused their preparation for the licensing examination.
C. The use of nationally benchmarked examinations assists faculty in better preparing students for the NCLEX exam by identifying weaknesses for remediation. The examinations also assist in program evaluation and curriculum review.
D. Kaplan provides access to comprehensive assessment and content review learning materials that continue beyond graduation as the graduate prepares for the licensing examination.

Liability Insurance for Students

I. Purpose
To comply with the Agency's requirements that all students entering clinicals must have proof of liability/malpractice coverage.

II. General Information
A. According to agency mandate, the policy must be comprehensive medical professional liability insurance with minimum coverage limits of $1,000,000 per claim/$3,000,000 annual aggregate. Each student shall be required to provide a Certificate of Insurance as evidence of such insurance coverage prior to participation in any clinical experience within the program.

B. Students must obtain this at their own expense and maintain throughout the program. Information will be provided by the Department of Health Sciences.

Skills Competency

I. Purpose
A. To assure skills competency to progress in the nursing program.
II. General Information
A. Skills competency will be assessed in clinical courses as per clinical requirements.
B. To attend clinical rotations, students will demonstrate skills competency by passing the skills on a pass/fail grading scale.
C. Self-guided remediation is required for all students who fail after the first attempt. Faculty/tutors are available to assist as needed.
D. Students have three opportunities to meet the skills competency, including the initial checkoff.

E. Failure to demonstrate skills competency as stated above will result in the student's inability to attend clinical which would result in failure of the clinical course that semester.

Math Competency

I. Purpose
   A. To assure basic math competency to progress in the nursing program.

II. General Information
   A. Math competency will be assessed in semesters 1-4 prior to the 1st clinical shift
   B. To attend clinical rotations, students will demonstrate medication calculation competency by achieving a minimum of 90% on a math competency exam.
   C. Remediation is required for all students who do not meet the minimum competency of 90% on the initial exam.
   D. Students have three opportunities to meet the competency, including the initial exam.
   E. Failure to demonstrate medication calculation competency as stated above will result in the student's inability to attend clinical which would result in failure of the clinical course that semester.
   F. These exams are independent of any individual course grade and are considered a program requirement.
   G. Faculty may choose to add additional math competency tests and exams throughout their courses in addition to the basic exams described above.

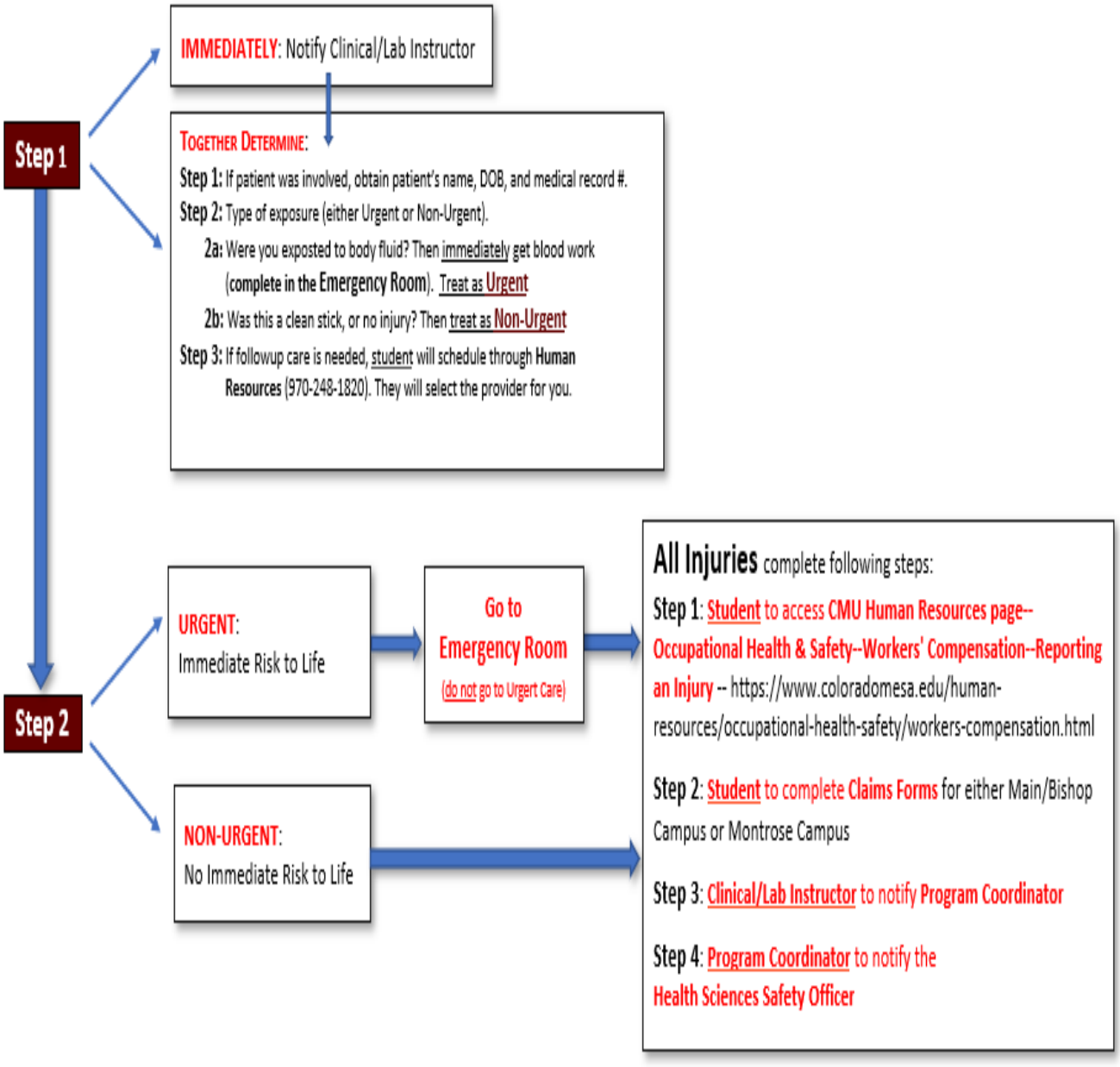
Needlestick, Body Fluid Exposure, and Other Injuries

I. Purpose

To provide a protocol for Health Sciences students to receive appropriate treatment after needlestick exposure, exposure to body fluids, or other types of injury.

II. General Information

This policy pertains to the student who sustains an injury during assigned clinical or lab experience.



Professional Appearance Policy

I. Purpose

The purpose of the professional appearance and grooming policy is to provide a minimum standard for all health sciences students enrolled at Colorado Mesa University.

II. Policy

This policy is intended to provide consistency throughout our health science programs and to help prepare and educate students for professional appearance and grooming expectations in the clinical setting and workforce. Many of the standards are present for professional image, while others are intended to provide safety measures for healthcare workers and the clients we serve. Some clinical sites may have additional standards. Students must comply with the Professional Appearance Policy and any additional clinical site requirements. Students in violation will be asked to take corrective action immediately and may face additional consequences. Students are encouraged to consult with their instructors if they have questions.

A. Personal Hygiene and Appearance

1. The hair, body, and mouth are clean and free from offensive odors.
2. Gum chewing, eating, or drinking in a client care area or laboratory is prohibited.
3. Tobacco use is prohibited, as is the use of any electronic cigarettes or vaporizers while students are in attendance in the classroom, in lab or at the clinical site.
4. Hair is clean, short, or styled in a controlled, restrained manner so hair does not fall into the eyes or face. Hair longer than chin length must be styled off the face with a simple band or hair clip. Hair bands may be white, beige, brown or black. Surgical caps may be worn with prior approval from your clinical faculty. Dyed hair must be of a natural human color.
5. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
6. Artificial nails or extenders in any form, or long natural nails, are not allowed for infection control reasons. Natural nails shall be no longer than ¼ inch and clean. The same solid neutral colored nail polish must be used for all nails and not be chipped. Nail art is not allowed. Individual clinical sites may restrict the use of nail polish when providing direct client care.
7. Perfumes, aftershave/cologne, or scented lotions are not permitted.
8. Makeup should be neutral colors and applied moderately.
9. Permitted jewelry/hardware are wedding/engagement rings. Medic alert bracelets and watches are not considered jewelry. Earring location is limited to one per ear. Other jewelry such as necklaces and bracelets are not permitted. Facial, body and tongue piercing (s) are not permitted, these piercings must be removed and may have flesh toned replacements inserted.
    a. Specific piercings for medical reasons may require additional documentation and are reviewed on a case-by-case basis.
10. Every attempt should be made to cover all body art/tattoos with clothing.
11. Ear gauges must have clear or flesh-colored plugs.

B. Dress Code

Individual course syllabi will specify an acceptable dress code for the course. Dress code may vary depending on the course (e.g., review, lecture, laboratory, conferences, clinical sites).

1. Scrub Uniform Requirements
    a. Uniform: Fabric must be free of embellishment and thick enough that undergarments are not visible through the uniform. Uniforms must be clean, in good repair and neatly pressed. No

white denim. Undergarments must not be visible through the scrub fabric, avoid color/print undergarments. White crew socks or white/natural hose are to be worn with pants. Hose must be worn with a dress/skirt uniform.

i. Uniform top: Scrub style uniform, short sleeve white top with CMU program patch on upper left sleeve. Tops must cover to mid-hip length to avoid skin exposure while reaching or bending over.
    1. Students may find white, thin, "long john" type undergarments offer more coverage if the scrub fabric is too thin. A plain white undershirt may be worn with the uniform and must be short or long sleeved without embellishment.
ii. Uniform bottom: Scrub style uniform, white or royal/regal blue pants/skirt or all-white dress. The hem/cuff of pants must be full length, reach the top of your shoes, and not drag on the floor. The dress/skirt must be at least knee length.
iii. Uniform jacket: Scrub style uniform, white lab coat only with CMU program patch on upper left sleeve.

b. Fit: Uniforms must be well fitted such that skin is not exposed while either upright or bending over in the chest or seat area. Wear a high neckline undershirt if your top gapes in the front when bending over.
c. Shoes: Professional or athletic shoes must be worn for all clinical settings. Must be white, clean, and have a closed toe/heel. Shoes should not be perforated (mesh) or made of absorbent material.
d. Name tag: The Colorado Mesa University name tag (with first name and last initial) must be worn with uniform or lab coat at all times.
e. Clinical facility badge: A clinical facility badge (if required) must be attached to the top of the scrub top or lab coat and be visible at all times. Break-away lanyards are acceptable, if provided at clinical facilities.

2. Business casual/uniform code modifications, if permitted in a course syllabus, are subject to the following requirements:
a. Pants/Skirt: Black or tan skirt or dress slacks should be full-length, clean, no holes or slits, and should not drag on the floor.
b. Shirts: Solid color polo shirt in white, maroon, or black with official CMU logo. Solid color long sleeve shirt may be worn under the polo in matching white, black or maroon
c. Shoes: Business or casual shoes with closed toe/heel.
d. Sweater/cardigan: Must be solid color in white, maroon, or black. Must be free of logos.
e. Lab coats: a white lab coat with program patch sewn to the upper left sleeve may be required at certain times during the clinical experience. Lab coats are worn over professional dress.

Professional Behavior in the Academic and Clinical Setting

I. Policy

To provide guidelines for faculty concerning student behavior in the classroom and the clinical setting.

II. General Information

A. As students prepare for transition into professional life, certain behaviors are expected, consistent with safe and ethical professional nursing practices in the classroom and in the clinical setting.

B. Professional behaviors and respect for classmates, faculty, preceptors and guest speakers are expected at all times. This is also addressed in individual course modules.

Examples of non-professional behavior include:

- Tardiness to class and clinical
- Sleeping in class
- Interruption of class by talking, passing notes, use of cellular phones, pagers, etc.
- Use of profanity, name-calling
- Being rude and/or hostile to faculty or classroom presenters or in clinical setting
- Intimidating others

C. Assigned coursework should be original for each class or clinical.

D. When student behavior interferes with the conduct of class or the clinical experience or when safety of members of the campus community is endangered, such behavior will result in disciplinary action up to and including immediate expulsion from the program.

E. The Department of Health Sciences expects their students to be ambassadors for CMU at all times when professional uniforms are worn, both on campus and off campus (i.e., scrubs, CMU polo shirts, name tags). Illegal drugs and/or alcoholic beverages must not be consumed when professional attire is worn, neither on campus nor in the community.

Progression (Pre-licensure Programs)

I. Purpose
To set standards for satisfactory progress in the pre-licensure nursing programs.

II. General information:

A. All pre-requisite courses must be completed prior to beginning nursing courses. Some exceptions may be made by the Admission Committee on a case-by-case basis.

B. All required 300 level nursing courses must be taken in sequence. All 300 level nursing courses must be completed before 400 level nursing courses may be taken.

C. Any student without a passing grade of "C" or above in required nursing classes may not progress to the next nursing course and will have to retake the course the next time it is offered as space is available.

D. The average score of all exams (as defined by course syllabus) must be at least 76% to pass the course. If average exam scores are less than 76%, the final course grade will be the exam scores average, following the baccalaureate nursing grading scale.

E. Students enrolled in nursing courses having both theory and clinical components must take these components concurrently. If a student receives a grade of less than "C" in either component (theory and/or clinical) both components must be repeated. The student may not progress to the next nursing course and will have to retake both components the next semester that the course is offered as space is available.

F. Withdrawal or failure from either theory or clinical/lab concurrent courses (for example, NURS 350/350L) constitutes withdrawal from both but will be recognized as one withdrawal or failure.

G. In the event of a BSN course failure or withdrawal from a course for academic reasons, the student is required to meet with the Program Coordinator within two weeks of notification; this notification may take place in-person, via email or phone. The student must sign an *Acknowledgement of BSN Course Failure* form which instructs and guides students who have experienced a course failure or academic withdrawal. If the student does not meet with the Program Coordinator to sign the

Acknowledgement of BSN Course Failure form, this will be considered implied acknowledgement of course failure and program standing.

H. Students may only repeat a nursing course once, whether repeating the course as the result of a withdrawal or a failure. The grade earned on the second course attempt will stand; a grade of D or F for the second attempt for a course will result in dismissal from the program.

I. A second failure will result in dismissal from the current BSN program.

J. A student may not obtain credit by examination for a failed course.

K. A student may not obtain credit by examination to improve a grade.

L. Degree Works provides information for progression records.

M. Emergency or Hardship Withdrawal will be considered on a case-by-case basis.

N. Faculty members may withdraw a student from a course due to unsafe clinical practice or unprofessional behavior jeopardizing professional practice at any time during the semester. This withdrawal will be a course failure.

Readmission (Pre-licensure Programs)

I. Purpose

To inform students who have been out of the nursing program for one semester or more of the policy/process for readmission into the pre-licensure BSN program.

II. General Information

A. All students requesting a Leave of Absence from the BSN program must complete a *Request for Leave of Absence Form*. Students requesting readmission must complete a *Request for Readmission Form*. All forms are available on the Department of Health Sciences website.

B. Any student withdrawing from the BSN program must complete an *Intent to Withdraw from the BSN Program* form. Students withdrawing from the program may not request readmission. All forms are available on the Department of Health Sciences website.

C. The number of spaces available for returning students is limited. Student readmission is not guaranteed and is based upon space available, reason for leave of absence, and preparedness to return. Applications for readmission are due January 15th for fall semester and August 15th for spring semester.

D. Students may apply for readmission to the BSN program once. The BSN Program Coordinator and select program faculty will review any second readmission applications on a case-by-case basis.

E. Students are responsible for understanding the implications of a temporary leave of absence or permanent withdrawal from the program regarding financial aid, health insurance, and progression toward completion of the degree.

F. Failed nursing courses may only be repeated once.

G. Two failed nursing courses will result in dismissal from the program. Students may petition to reapply in five years and must follow admission policies at the time of application.

H. If a student fails a course due to unethical behaviors or unsafe physical or emotional care of clients, the student may be dismissed from the program.

I. A criminal background check, drug screening, health records and BLS certification must be resubmitted prior to reentry regardless of the length of time a student is out of the program.

III. Process

A. Students who withdraw from or fail to complete any of the first semester courses in the BSN program may have to reapply for admission into the program. These individuals will be considered according to the criteria utilized for all other applicants.

B. Students who request a semester of absence from the BSN program must submit a request for readmission.

C. Students readmitted to the BSN program may be required to successfully validate clinical skills and/or knowledge obtained from previous nursing courses. Revalidation may be required for readmission for one or more semesters off. For students withdrawn for one semester, in good standing, no revalidation is required. Guidelines for revalidation requirements are listed below:

1. overall GPA for the BSN program is less than 3.0.
2. foundational nursing course or lab grade in any completed level < 84%.
3. more than one semester off.
4. more than 2 consecutive semesters off will require revalidation of all levels up to readmission level.

D. Once the readmission application has been reviewed, the Program Coordinator will notify the student of their readmission status.

E. Priority for readmission applicants is based on space availability and the following guidelines:

1. high priority - leave of absence due to personal health reasons, family health reasons or military commitment.
2. medium priority - financial reasons.
3. low priority - academic issues, discipline issues, personal/family/elective issues.

F. Other factors considered in readmission approval include the following:

1. preparedness for readmission.
2. successful completion of revalidation requirements.

G. Each applicant may be placed on a waitlist if space is limited.

H. If readmitted, the student must follow the curriculum currently in place.

I. A copy of the application for readmission can be found at the end of this handbook.

Student Success Plan (SSP)

I. **Purpose** To provide written agreement between student and faculty to fulfill areas needing improvement.

II. **Faculty Process** When a student is not meeting program or course outcomes as designated by program policies, course expectations, and/or professional standards that are outside of what the syllabus dictates, faculty will collaborate with other program faculty and/or the Program Coordinator(s)(s) to create a remediation plan of action for student success.

A. Notify Program Coordinator(s)(s)

B. The SSP will explicitly state the event(s) in one or more classes, within the same semester in which the student is enrolled.

C. The faculty member(s) will specify a date to meet with the student to discuss the behavior, goals, strategies, and/or interventions necessary to improve the academic and/or professional success of the student.

1. The faculty and student (and Program Coordinator(s), if needed) will jointly establish
    i. Area in need of improvement
    ii. Plan for improvement
    iii. Resources
    iv. Date for completion
    v. Outcome
2. Both (or all) parties will sign the form.
3. Faculty will make copies to place in the student file and give them to the Program Coordinator(s), and the student will receive a copy.
4. Faculty will report student behavior (i.e. academic failures, safety concerns, financial stress, etc.), if warranted, through the Report of Student Concern form found on MAVZone.

D. A grade deduction up to 3% of the overall grade may be applied for any course(s) in which the SSP has been initiated at course faculty discretion.

E. The student and faculty will refer to and follow the course syllabus, clinical evaluation tool, program specific Student Handbook(s), and/or CMU's Handbook as applicable.

F. A signed copy of the SSP Form will be provided to the student and Program Coordinator(s). The initiating faculty member will keep the original copy until the event is resolved (or at end of semester).

G. If follow up is needed in subsequent semesters, a new SSP will be completed.

H. When event is resolved (or at end of semester), final SSP copies will be given to the Program Coordinator(s).

Student Success Plan

Student Name Date(s) of Event	Student ID Number	Program enrolled	Cohort (i.e., Dec. 2024)
Course(s) involved: _____ Section _____ Course Title _ Faculty _____ _____	Course(s) involved: _____ Section _____ Course Title _____ Faculty _____	Course(s) involved: _____ Section Course Title _____ Faculty _____	
Has the student received any prior SSPPs for the same behaviors/concerns? ☐ yes ☐ no	If academic dishonesty is involved, was a report filed with Academic Affairs? ☐ yes ☐ no ☐ N/A	Has CMUs "Report an Incident" been completed for academic success? ☐ yes ☐ no ☐ N/A	

Reason for SSP/Describe Event:
Provide attachment(s), if needed.

Describe the Policy/Guideline(s) for the Event:
Provide attachment(s), if needed. Address course(s) involved.

Plan:
Provide attachment(s) if needed.

The student will:

For late submissions/ incomplete submissions:

Absences:

Overall progress:

Student Signature	Date
Faculty Signature	Date
Faculty Signature	Date
Faculty Signature	Date
Program Coordinator(s) Signature	Date

Follow-up (if needed):

Provide attachment(s) if needed.

The student will:

Final Outcome:

Was there a grade reduction as a result of this SSP?	Was the policy/guideline(s) followed?	Is continued follow-up for the next semester recommended?
☐ yes ☐ no	☐ yes ☐ no	☐ yes ☐ no
What percentage? _____	If no, provide explanation	

Student Signature	Date
Faculty Signature	Date
Faculty Signature	Date
Program Coordinator(s) Signature	Date

Revalidation of Nursing Courses

I. Purpose

To provide a mechanism whereby students will graduate from the Bachelor nursing Program with current nursing knowledge and skill.

II. General information

A. Revalidation of Nursing courses and/or labs may be required as part of the readmission process.

B. Revalidation of a Nursing course will be evaluated by Pass/Fail. Pass is greater than 76%.

C. A student may attempt to revalidate a Nursing course once. If the attempt results in a failure, the student must repeat the course.

III. Process

A. The Program Coordinator will notify the student of courses that must be revalidated. The revalidation plan will be outlined on the BSN Program Request for Readmission form.

B. A faculty member will conduct the revalidation and will notify the student of the assignment.

1. Revalidation of a theory course may include a final examination or a comprehensive paper.

2. Revalidation of a lab may include skills checkoffs.

C. The student is responsible for arranging for revalidation with the faculty member.

D. The plan for revalidation will be approved by the Program Coordinator.

E. The fee for course revalidation must be paid prior to revalidation.

F. Upon completion of revalidation a copy of the revalidation plan will be placed in the student file.

See Readmission Request Application at the end of Handbook

Students' Response to Emergency Situations at Clinical Facilities

I. Purpose

To ensure students know how to respond to emergency situations (*i.e.,* fire, codes, security, etc.) at clinical facilities.

II. General Information

A. Emergency demonstration/training is included within the BSN program.

B. Information about security, fire, codes, etc. is included in clinical orientation for Medical/Surgical Nursing and other nursing courses.

Substance Use Compliance and Drug Screening Policy

I. Purpose

All students accepted to the Colorado Mesa University (CMU) Department of Health Sciences (DHS) programs must submit a drug screen to maintain a safe and productive educational and clinical environment.

II. General Information

A. Acceptance into the program is contingent upon a negative drug screening.
B. The DHS Director, Director of Nursing Education Programs, Program Coordinator(s), and/or any other faculty supervising the student may be notified of the drug screen results.
C. The DHS can request the completion of a random 10 panel drug screening test at any point during the program.
D. Clinical agencies may request additional drug screening prior to attending clinicals and may be at the student's expense.
E. The student is responsible for submitting any drug screening results requested by the DHS, or CMU clinical affiliations to the DHS.
F. A negative drug screen is required for progression in all DHS programs.
G. If the drug screening result is positive, the student may be denied the opportunity to complete the required clinical rotation to matriculate through the program.
H. A positive drug screen or refusal to submit to testing may result in dismissal from the DHS program.
    1. The following options may be enforced if a drug screen is positive.
        a. Students can choose to take a medical leave of absence (e.g., to undergo treatment) if needed and must meet qualifications for admission to the program (i.e., a negative drug screen) prior to returning.
        b. Students with a positive drug screen, that would have otherwise disqualified them from admission to the program, may be dismissed from all DHS classes and program(s).
        c. The student can reapply to the program(s) once they meet compliance with admission requirements at the time of a new application.
I. Other options may be considered on a case-by-case basis.

III. Process

A. Procedure for an appeal for the Department of Health Science decision of non-admission for a positive drug screen at admission or throughout the program:
    1. The applicant will be notified in writing of the adverse drug screening decision.
    2. If the applicant disagrees with the accuracy of information obtained, they may request in writing a review of the accuracy of the information within 10 days of the decision letter.
    3. Continuation (e.g., of the application process or class/program dismissal) will be on hold pending the results of the review.

4. It is the responsibility of the student to produce substantial evidence that demonstrates justification (e.g., documentation of medication prescribed by a medical professional [MD, DO, PA, NP] resulting in an adverse drug screening).
5. The applicant has the right to appeal the decision of the Department Director and/or designee to the Vice President for Student Services within 10 days of the decision.
6. The decision of the Vice President for Student Services and/or designee is final.

IV. Additional information will be provided upon offer of admission and upon request of an additional drug screening test.

Testing of Nursing Competencies

I. Purpose

To provide guidelines for demonstrating mastery of clinical skills to meet course objectives for advanced place students.

II. General Information

A. Any student may petition the faculty to be allowed to demonstrate competency in specific areas.

B. Student must provide documentation of current (within 5 years) experience illustrating competency in area to be tested. Written guidelines will be provided for each course.

C. Courses that may be challenged will be evaluated on a case-by-case basis.

D. See college competency policy from the Colorado Mesa University website at www.coloradomesa.edu

III. Process

A. The student must petition the faculty in writing the semester prior to enrollment in the course.

B. The student will register for the course and will be held responsible for required course material. Attendance at the course orientation is required.

C. All tests must be taken within a specified time, according to individual faculty guidelines.

D. Clinical competencies must be demonstrated at a time and in the manner designated by the course instructor.

E. The established clinical evaluation tool will be used to determine the student's clinical competence.

F. Competency must be demonstrated at a grade of C or higher.

G. Students may attempt to prove competency in any given area only once.

H. Failure to demonstrate competency at the required level necessitates completion of the course in the usual manner.

END OF SECTION

The following policies are only applicable to students in the BSN Degree post-licensure program (the RN to BSN [Online Accelerated]). Please refer to the policies of your program found in the following pages.

Policies: Post-licensure Program (only)

NOTE: The following policies pertain to the post-licensure program.

- RN to BSN -- Post-licensure Program

In addition to the policies provided in this Student Handbook, online students also refer to the Distance Education at CMU information. Students attending online classes also follow the standard policy/procedure processes outlined for distance learning found on the CMU web.

The post-licensure student is an associate- or diploma-degree RN who is attending the RN to BSN program in completion of the Bachelor of Science in Nursing (BSN) degree.
In addition to the policies written herein, students in the RN-BSN program are expected to adhere to each one's professional policies outlined by his or her employer in professional practice. These policies include but are not limited to

- Bloodborne pathogens
- CPR
- Immunizations
- Liability Insurance
- Professional appearance and behavior
- Substance Abuse
- Background Check

These documents are also uploaded to the clinical management system (Typhon) for the RN-BSN student.

In addition to the policies outlined in the section titled *Policies: Pre-licensure and Post-licensure Program*, the follow policies are specific to the RN-BSN program

Graduation (Post-licensure)

I. Purpose

To identify requirements for graduation from Colorado Mesa University with a Bachelor of Science in Nursing (BSN) degree.

II. Policy

A. Graduation requirements

Graduates from the RN-BSN Program follow the CMU Institutional Degree Requirements. See the current Colorado Mesa University Catalog for complete disclosure.

Typhon (Post-licensure)

I. Purpose

A web-based management platform used to track practice experiences (similar to clinical hours) and critical documents (i.e., immunizations, CPR, background checks, course documents, and more) in all lab courses in the RN-BSN program.

II. Policy

A. Students complete practice-experiences in all lab courses that fulfill the program and accreditation's clinical requirements. The practice-experience hours are documented using Typhon's NSST (NS Student Tracking) platform. The platform highlights essential components of the student's practice-experiences in a secured environment—crucial for the student, the program, and accrediting bodies. Students can also display and share their practice-experiences with current and future employers.

B. The use of Typhon is a program requirement. Typhon has a one-time fee that provides platform access throughout the program and up to five years after graduation where supporting documentation of practice-experiences are kept.

Practice Experience

I. Purpose

Planned nursing practice learning activities defined by the CCNE (https://www.aacnnursing.org/CCNE-Accreditation) that allow students to understand, perform, and refine professional competencies at the baccalaureate level in the RN-BSN program.

II. Policy

A. For the RN-BSN Program, practice experiences are known as clinical learning opportunities, clinical practice, clinical strategies, clinical activities, experiential learning strategies, or practice (*Standards for Accreditation of Baccalaureate and Graduate Nursing Programs*, 2013, p. 21).

B. Clinical practice experiences are not limited to clinical patient care settings. Clinical practice experience also refers to any nursing intervention that influences health care

outcomes. Expectations for the practice experience are outlined in CCNE's 2012 white paper *"Expectations for Practice Experiences in the RN to Baccalaureate Curriculum."*

C. In the RN-BSN Program, practice experiences are achieved in the laboratory courses through virtual simulation, experiential projects, and a preceptorship. These experiences are documented within the course and recorded in the Typhon.

Practice Experience Mentor Policy (Post-licensure)

I. Purpose

To assure that the use of mentors in nursing courses having practice experiences is consistent with the philosophy and mission of Colorado Mesa University Bachelor of Science Program and that the mentors contribute significantly to the learning experiences of RN-BSN students following the *BSN Programs Preceptor and Mentor Information Guide* (see separate document).

Preceptor Definition: Registered Nurse (or those otherwise approved by the course faculty) who agrees to work with senior level RN-BSN students over an extended period of time.

Primary Nurse Definition: Registered Nurse (or those otherwise approved by the course faculty) who works with student nurses at any level.

II. Procedure

A. Mentors for RN-BSN students are required to have a bachelor's degree, have at least one year of experience in the area relating to the practice experience, and at least six months experience in their present position.

B. The mentorship is a one-on-one relationship.

C. The mentee will work closely with the mentor throughout the practice experience. Course faculty are available for questions or concerns and have responsibility for overseeing the practice experience.

D. The mentee will:

1. Provide the mentor with the Mentorship packet outlining the practice experience expectations.
2. Evaluate the experience and effectiveness of the preceptor.

E. Data collection and storage

1. The *Preceptor Qualification Form* will be completed by each preceptor.
2. These information sheets are confidential and will be housed in the course shell and in Typhon.
3. Each student will evaluate his/her preceptor and submit the information to the course in a designated area.
4. The completed Preceptor Evaluation Tool is a confidential document and will be housed in the course in a designated area.
5. Access to confidential documents is available to university personnel for administrative purposes.

III. Roles and Responsibilities

A. Mentor: The mentor's role includes those of coach, teacher, facilitator, and resource person. The mentor will:

1. Serve as a clinical expert, role model, and provide direction of the student nurse (SN).
2. Meets with the student initially and periodically throughout the experience to review and reevaluate objectives and activities.
3. Jointly with the student plans assignments, projects, and activities to meet the learning objectives within the designated time frames.
4. Encourages the student to be increasingly self-directed.
5. Shares experiences and knowledge with the student.
6. Fosters the practice experience.
7. Gives feedback to the student about performance and progress on an ongoing basis.
8. Interacts with course faculty as needed.

B. Mentee: The student will

1. Follow the policies of conduct as outlined in the *CMU Maverick Guide*, the *NSNA Code of Ethics*, and the *ANA Code of Ethics*.
2. Communicate with the preceptor and report to the course faculty following the outlined expectations within the course.
3. Be self-directed.
4. Reflect on the practice experience in advancing self as a baccalaureate degree nurse.

C. Course Faculty: The faculty will

1. Communicate with the preceptor and student throughout the practice experience.
2. Guide the student in the expectations of the practice experience.

Progression (Post-licensure Program)

I. Purpose

To set standards for satisfactory progress through the RN-BSN program.

II. General information

A. Visit the RN-BSN website for program details.

B. Essential Learning course requirements and Other Lower Division course requirements may be completed prior to beginning nursing courses or while enrolled in nursing courses per the program sheet and suggested course sequence.

C. The student may be admitted as a pre-nursing (RN-BSN) or nursing (RN-BSN) major. Pre-nursing (RN-BSN) majors are completing their RN degree (Associate or Diploma) and/or licensure, and/or are completing their Foundation Courses. These students can take the NURS300, the NURS408 and the NURS409 courses while in the pre-nursing (RN-BSN) major.

D. The student admitted as a nursing (RN-BSN) major will have completed the Foundation courses and will have an RN license.

E. All required 300 level nursing courses must be taken in sequence. All 300 level nursing courses must be completed before 400 level nursing courses may be taken (exception—the NURS408 and NURS409 courses).

F. Students must attain at least a grade of C in all required courses in the nursing curriculum, including electives, and maintain a cumulative grade point average (GPA) of 2.0 or higher for all college courses. This policy applies regardless of when or where the course was taken. A grade lower than a "C" is considered as failing ("F") and not transferred into the program.

G. Any student without a passing grade of "C" or above in required nursing classes may not progress to the next nursing course and will have to retake the course the next time it is offered as space is available. This requirement also pertains to non-nursing pre- or co-requisite courses.

H. The cumulative exam score on all exams (unit and final) must be 76% or above in any nursing course.

I. Students enrolled in nursing courses having both theory and laboratory components must take these components concurrently. If a student receives a grade of less than "C" in either component (theory and/or laboratory) the failed component must be repeated.

J. In the event of a BSN course failure, the student nurse is required to meet with their nursing advisor; and is also encouraged to develop a plan for successful completion.

K. A student may not obtain credit by examination for a failed course.

L. A student may not obtain credit by examination to improve a grade.

M. Advisors will refer to Degree Works for progress records for each advisee.

N. Faculty members may withdraw a student due to behavior jeopardizing professional practice at any time during the semester or for course non-participation.

Readmission (Post-licensure)

I. Purpose

To inform students who have been out of the nursing program for one year or more of the policy/process for readmission into the post-licensure BSN program.

II. General Information

A. The RN-BSN program is flexible, and students determine the rate of progression through the program. If the student steps away from classes for two or more semesters, they may apply for readmission to the BSN program. The BSN Program Coordinator and select program faculty (as designated by the Health Sciences Director, the DNEP, or the Program Coordinator) will review any second readmission applications on a case-by-case basis.

B. Students are responsible for understanding the implications of a temporary leave of absence or permanent withdrawal from the program regarding financial aid, health insurance, and progression toward completion of the degree.

C. Failed nursing courses may be repeated per university policy.

D. Students are encouraged to consult with their nursing advisor if life-events are preventing successful completion in any one course that may result in a failure.

E. Two failed nursing courses may result in dismissal from the program and the inability to apply for readmission per the discretion of the Director of Health Sciences, the DNEP, or the RN-BSN Program Coordinator.

III. Process

A. Students who are readmitted may have a change in catalog year. Contact the nursing advisor for directions.

END OF SECTION

APPENDICES

Department of Health Sciences
Bachelor of Science in Nursing Program

Agreement to Read Handbook

I have read and agree to comply with the policies in the BSN Handbook. This handbook is subject to change as needed. I understand that I am responsible for reviewing and complying with updated content. All students are notified via email when updated versions are published.

_____
Print Student Name

_____
Student Signature

_____
CMU Student ID#

_____
Date

Department of Health Sciences
Bachelor of Science in Nursing Program

Academic Honesty Agreement

Any evidence of plagiarism, any form of cheating or knowingly furnishing false information will result in disciplinary action up to and including immediate expulsion of the student(s) involved. (Colorado Mesa University Student Handbook and Colorado Mesa Catalog.)

Student's Name (Print) _____700#_____

Semester 1 _____ _____
Student's Signature DATE

Semester II _____ _____
Student's Signature DATE

Semester III _____ _____
Student's Signature DATE

Semester IV _____ _____
Student's Signature DATE

Department of Health Sciences

Substance Use Compliance & Drug Screening Policy

This document constitutes my consent for drug screening by Colorado Mesa University (CMU) designated laboratory or any CMU clinical affiliation designated laboratory. It also constitutes consent for the Laboratory to release the result of my drug tests to the Department of Health Sciences (DHS).

I understand that as a requirement for admission to any CMU DHS programs, I must submit to a drug screening at a designated laboratory. I understand that the result will be submitted to the DHS and/or I will be responsible for turning in the official drug testing results within 24 hours. The Director of the Department of Health Sciences, Director of Nursing Education Programs, program coordinator, and other faculty supervising the student may also be notified.

- I understand that I may be subject to random drug screening while enrolled in the CMU DHS program, at my expense.
- I understand that clinical agencies may request additional drug screening prior to attending clinicals and may be at my expense.
- I understand that I am responsible for submitting any drug screening results requested by the DHS, or CMU clinical affiliations, to the DHS.
- I understand that if the screening result is positive, I may be denied the opportunity to complete the required clinical rotations to matriculate through the program. I understand that while some substances are legal in the state of Colorado, a drug screen must be negative for all substances, legal or illegal. If I am prescribed medication that may affect the drug screen, I must provide that information to the screening agency and the DHS.
- I understand a positive drug test or refusal to submit to testing may result in dismissal from the DHS program.
- I understand that a negative drug test is required for progression in all DHS Programs.

By signing this document, I indicate that I HAVE READ, I UNDERSTAND, AND I AGREE to the CMU Substance Use Compliance and Drug Screening Policy.

Student's Name (Print) _____ 700# _____

Semester 1 _____ _____
Student's Signature DATE

Semester II _____ _____
Student's Signature DATE

5/15/25

Semester III _____ _____
Student's Signature DATE

Semester IV _____ _____
Student's Signature DATE

Reporting Form for Alleged Chemically Impaired Student

Date: _____

Faculty: _____

Student: _____
Observed Behaviors: (see attached checklist)

Faculty Comments:

Student Comments:

Faculty Recommendations:

Conference date with student, faculty member filing report, Program Coordinator_____ (Date and time).

Faculty Signature: _____

Student Signature: _____

Contract for the Chemically Impaired Nursing Student

I, _____, admit that:
I consent to obtain a comprehensive chemical abuse evaluation for the purpose of professional evaluation of chemical abuse status and determination of a treatment plan.
I understand and acknowledge that the admission of abuse at this point may have academic consequences that include:

I am responsible for the cost of the chemical abuse evaluation and any prescribed treatment.
Participation in clinical-course work will not be permitted until the terms of the treatment plan and return to clinical contract stipulations are fulfilled, see Nursing student handbook.
I consent to have the results of the chemical abuse evaluation released to the program Coordinator.
I understand that failure to abide by the stipulations of my recommended treatment plan and monitoring of my progress will result in my not being re-accepted into a nursing program.
Terms for monitoring

1. Abstain from the use of all mind-altering and potentially addicting drugs, to include but not be limited to alcohol, marijuana, cocaine, stimulants, narcotics, sedatives, hallucinogenics, tranquilizers, GHB, etc. In the event that such medications are legitimately required for medical care, I will notify the DHS department head and request the care provider to submit a letter of explanation. If necessary, I will investigate options other than the use of medications to establish abstinence form all mind-altering chemicals.
2. Provide proof of compliance with an approved, prescribed treatment plan, by allowing my health and treatment records to be released to the DHS department head.
3. Continue in outpatient treatment/aftercare and ensure that counselor/therapist submit written reports of progress

Signature of Student _____Date_____

Signature of Witness _____Date_____

Department of Health Sciences
Bachelor of Science in Nursing Program

Confidentiality Agreement

I listened to a presentation from the BSN Program Coordinator and watched a training video on confidentiality and ethical behavior in health care. Also, I have read the information on confidentiality contained in my BSN Nursing student handbook.

Clients, medical staff, and employees have a legal right to privacy. All students must exercise extreme caution and sensitivity with communicating or accessing information about clients and clinical facility operations: careless talk, inquiry in the system, repeating rumors or unauthorized access can result in serious harm to clients and their families or employees. Such communication and inquiry are limited to necessary disclosures required by individuals having a need-to-know.

Clinical facility standards prohibit employees and others with direct access to protected information about a clinical facility, its clients or their families, medical staff or its employees except when properly authorized. The release of all confidential information must meet all policy and legal requirements. **Complete confidentiality is expected.**

I understand and agree to comply with the confidentiality requirements as set by the Department of Health Sciences programs at Colorado Mesa University. If I should break client confidentiality, I understand that I may be removed from the program.

Print Student Name _____

*Student Signature*_____

*CMU Student ID #*_____

*Date*_____

Department of Health Sciences
Bachelor of Science in Nursing Program

Electronic Media and Communications Agreement

I have read the Electronic Media and Communications Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name _____

*Student Signature*_____

*CMU Student ID #*_____

*Date*_____

Department of Health Sciences
Bachelor of Science in Nursing Program

Criminal Background Investigation Agreement

I have read the Criminal Background Investigation Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

*Print Student Name*_____

*Student Signature*_____

*CCMU Student ID #*_____

*Date*_____

Department of Health Sciences
Moss School of Nursing
Bachelor of Science in Nursing Program

Acknowledgement of BSN Course Failure

I understand that:

_____ 1. During: _____, I failed _____
(Semester/Year) (Course name and number)

_____ 2. The reason for this failure is related to:

- ☐ Academics
- ☐ Academic dishonesty
- ☐ Clinical Performance
- ☐ Other_____ _

_____ 3. If I fail a second course, it will result in my dismissal from the BSN program.

_____ 4. I am responsible for scheduling an appointment and meeting with the BSN Program Coordinator once each subsequent semester that I am in the BSN program.

_____ 5. The BSN Program Coordinator will communicate with faculty regarding my progress throughout the remainder of the BSN program.

_____ 6. It is my responsibility to know my grade and be aware of my standing in all of my BSN courses.

_____ _____ _____
Student Nurse Printed Name Student Nurse Signature Date

_____ _____ _____
BSN Program Coordinator Printed Name BSN Program Director Signature Date

COLORADO MESA UNIVERSITY

Independent Study Contract

Student's Name _____ Social Security No. _____

Course*: _____CRN**:_____ Section:_____

* **NOTE TO INSTRUCTOR: Instructors must contact the Schedule Coordinator in Academic Affairs to set up Courses and CRNs not listed in the current semester schedule. The Schedule Coordinator enters the new course and CRN into the Banner Student system before the student can register.

I. Eligibility Standing—To Be Completed by the Supervising Instructor

- ☐ The student has completed a minimum of 8 semester credit hours in the study discipline with a GPA of at least 2.75 within that discipline.
- ☐ The student meets requirements published in the college catalog as well as any additional requirements established by the academic department.
- ☐ The student has completed foundation courses appropriate to the intended independent study.

NOTE TO STUDENT: No more than six semester credit hours of Independent Study may be taken at Colorado Mesa University. The Dean of the School issuing credit must approve any exceptions. Independent study courses satisfy neither general education requirements nor specific course requirements. They may be taken as elective hours only.

II. Description or Outline of Plan of Study/Research - to be completed by student (may be completed on other side or attached).

III. Description of Reporting, Monitoring, and Evaluation Procedures - to be completed by the supervising instructor (may be completed on other side or attached).

IV. Contract Details

Minimum contract hours required (at least 30 hours of student work is required for each semester hour of academic credit awarded):

Semester and year of study: _____

Minimum contract hours required:_____ Credit hours to be granted:___

V. Signatures

Student's Signature:_____Date:_____

Supervising Instructor's Signature:_____Date:_____

Department Chair's Signature:_____Date:_____

VI. Filing

- THIS COMPLETED, SIGNED AND DATED CONTRACT IS TO BE FILED WITH THE OFFICE OF ADMISSION AND RECORDS AT THE TIME OF REGISTRATION. NO REGISTRATION FOR INDEPENDENT STUDY COURSES WILL BE PERMITTED WITHOUT RECEIPT OF THIS SIGNED CONTRACT.
- ADMISSION AND RECORDS WILL FILE A COPY OF THIS CONTRACT WITH THE APPROPRIATE DEAN'S OFFICE UPON RECEIPT OF A COMPLETE CONTRACT.

Copy sent to Department Head on_____ Initials:____

Description or Outline of Plan of Study/Research:

Description of Reporting, Monitoring, and Evaluation Procedures:

Department of Health Sciences
Bachelor of Science in Nursing Program

Request for Leave of Absence Form

This form must be completed by any student who deviates from the standard progression of the BSN Program from the program.

Name_____Date_____

Student ID 700_____Phone_____

Email Address_____

Starting Date of Leave of Absence_____

Current Level: Semester 1 □ Semester 2 □ Semester 3 □
Reason for Leave of Absence - *Check all that apply*:
□ Personal: Medical □ Family: Medical reasons
□ Military Commitment □ Financial
□ Required withdrawal – academic □ Required withdrawal – disciplinary
□ Elective – Academic □ Elective – Not sure of nursing
□ Person Elective □ Family Elective
□ Psychological– *recommendation by Counseling Center*
□ Other: _____

Readmission to the BSN program is on a space available basis. If you choose a temporary leave of absence from the program, readmission is not guaranteed. If time away from program exceeds one semester, revalidation of skills and/or knowledge is required. All students considered for readmission must be passing all courses and have no active SSP on file at the time of Leave of Absence.
Anticipated Date of Readmission_____

Student Signature_____ Date_____

Program Coordinator Signature_____ Date _____

Department of Health Sciences

Bachelor of Science in Nursing Program

Intent to Withdraw from the BSN Program Form

This form must be completed by any student who permanently withdraws from the BSN program.

Name_____Date_____

Student ID 700_____Phone_____

Email Address_____

Date of Withdrawal _____

Current Level: Semester 1 □ Semester 2 □ Semester 3 □

Reason for Withdrawal - *Check all that apply*:

□ Personal: Medical
□ Family: Medical reasons
□ Military Commitment
□ Financial
□ Required withdrawal – academic
□ Required withdrawal – disciplinary
□ Elective – Academic
□ Elective – Not sure of nursing
□ Person Elective
□ Family Elective
□ Psychological– *recommendation by Counseling Center*
□ Other: _____

Students withdrawing from the BSN program may not request readmission.

Student Signature_____ Date _____

Program Coordinator Signature_____ Date _____

Department of Health Sciences

Bachelor of Science in Nursing Program

Readmission Request

This form must be completed by any student who deviates from the standard progression of the BSN Program. Any student eligible for readmission should return the completed form to the BSN Program Coordinator by the request for readmission due date (Fall: Spring:)

Name: _____CMU ID# 700_____

Email address: _____

Cell Phone/Home Phone: _____

Semester Requesting Readmission to: Fall 20___ Spring 20 ___

Last Semester Completed: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Requesting readmission to: Semester 1 ☐ Semester 2 ☐ Semester 3 ☐

Date of Leave of Absence: _____/_____/_____ through _____/_____/_____

Reason for Leave of Absence - *Check all that apply*:

□ Personal: Medical
□ Family: Medical reasons
□ Military Commitment
□ Financial
□ Required withdrawal – academic
□ Required withdrawal – disciplinary
□ Elective – Academic
□ Elective – Not sure of nursing
□ Personal Elective
□ Family Elective
□ Psychological– *recommendation by Counseling Center*
□ Other: _____

Comments:

COMPLETED BY BSN PROGRAM COORDINATOR:

BSN Program Recommendation:

If space available, based upon listed criteria:

☐ High priority readmission ☐ Medium priority readmission

☐ Low priority readmission ☐ Committee Review

☐ Denied, Reason for denial:

Revalidation Plan:

☐ Prepared for readmission.

☐ Skills check-off for last completed level. *List required check-offs:*

☐ Skills check-off for previous levels. *List required check-offs:*

☐ Final Exam(s) for last completed level. *List required exams:*

☐ Final Exam(s) for previous level courses. *List required exams:*

SIGNATURES:

_____ _____

Student Date

_____ _____

Program Coordinator Date

REVALIDATION RESULTS:

Course	Date of Revalidation	Instructor	Result: PASS/FAIL

Fall 2

END OF SECTION