



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*

***Associate of Applied Science***

**(AAS-RN)**

**Student Handbook**

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## Welcome

Welcome to the Associate of Applied Science in Nursing Program! On behalf of the nursing department, faculty and staff, at Colorado Mesa University, I want to extend a warm welcome on your journey into the nursing profession. We are honored that you have chosen our program and to be part of your educational experience. We are committed to providing you with a robust education to help you develop into compassionate, confident, and skilled nurses. Our goal is to support you in your journey to making a positive impact on the lives of your patients and the healthcare community.

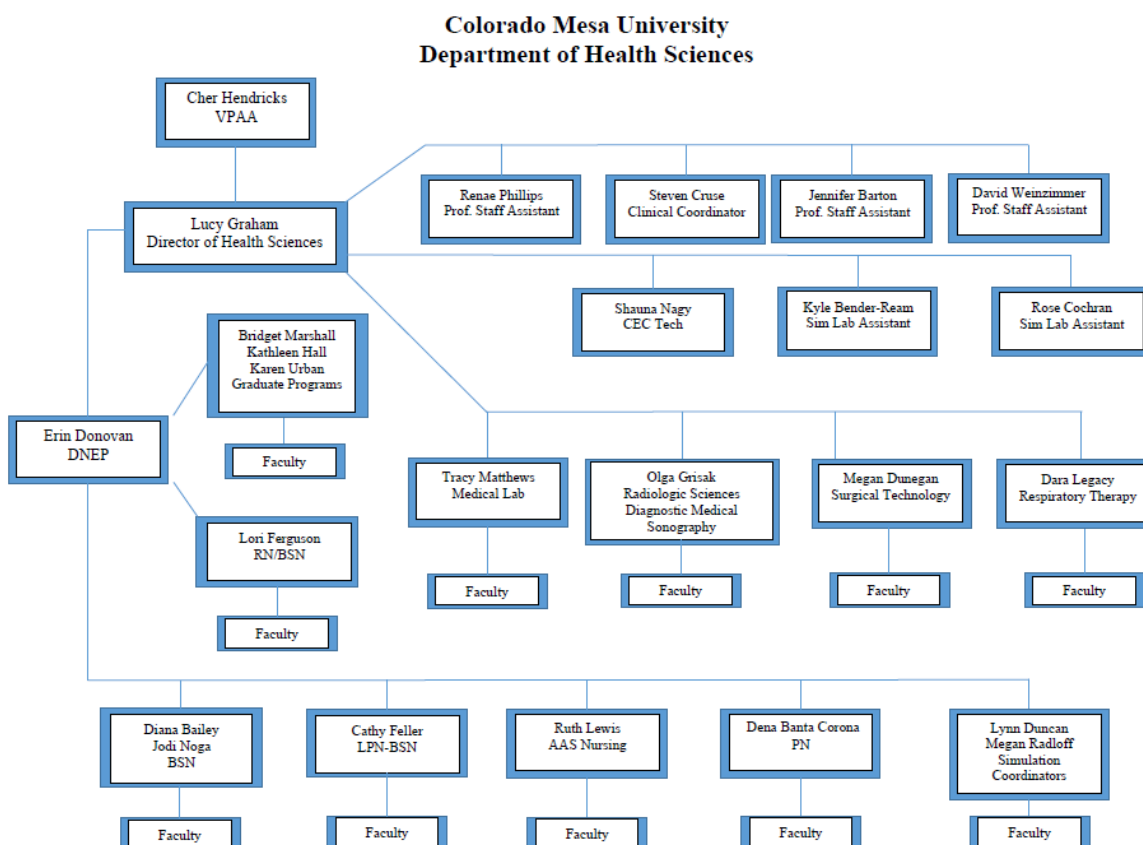
You are joining a group of nurses and healthcare professionals all over the world that are dedicated, compassionate individuals committed to making a difference in the lives of every person you encounter. As you embark on this journey, you will be gaining a wealth of knowledge, skills, and experiences that are necessary to be successful and to excel in an ever-changing nursing profession.

Nursing, in education and clinical practice, is not always easy. As you navigate into the role of a nursing student, remember we are here to guide, mentor, and support you in your success. Seek help when needed and be active in your learning. Always take advantage of every opportunity available to you in education and in the clinical setting. Remember, nursing is a calling, not just a career. We are here to help you every step of the way. Together great things are possible, and we strive to promote excellence in nursing education and in nursing practice. Welcome to the beginning of a very rewarding career in nursing.

Sincerely,  
Erin Donovan

Dr. Erin Donovan, Ed.D., MSN, RN, CNE  
Director of Nursing Education Programs  
Associate Professor of Nursing  
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## Department of Health Sciences Organizational Chart



## Accreditation

The Associate of Applied Science in nursing program at Colorado Mesa University at the Montrose campus, located in Montrose, Colorado is accredited by the:

Accreditation Commission for Education in Nursing (ACEN).  
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326  
(404) 975-5000



The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate of Applied Science nursing program is Continuing Accreditation.

View the public information disclosed by ACEN regarding this program [on the ACEN website](#).

## Nursing at Colorado Mesa University

At Colorado Mesa University's Department of Health Sciences, we promote nursing education that enhances patient outcomes and strengthens the communities in which we live. Guided by CMU's vision as a Human Scale University, we model the world we want to create—one rooted in love, dignity, courage, humility, resilience, curiosity, and the responsible use of power.

In our classrooms, these values shape how we teach, learn, and practice nursing. We focus on cultivating critical thinking, cultural humility, and compassionate person-centered care to prepare nurses who can meet the needs of the patients and communities in which we serve. We are committed to fostering a safe and supportive learning environment where every individual feels they belong, regardless of background or identity. By living out these principles, we prepare future nurses to be leaders, advocates, and caregivers who advance health and improve the well-being of individuals, families, and communities.

### Mission/Vision

**Vision:** Provide highly trained nurses to meet the health care demands in western Colorado.

**Mission:** Educate associate degree nurses through engagement, community collaboration, and advancing technology. Engage in life-long learning and education utilizing the career ladder approach. Prepare students as leaders and critical thinkers with a well-rounded education. Graduates incorporate values of cultural respect, accountability, safety, and professionalism.

### Philosophy

The **philosophy** of the AAS nursing program is consistent with the general purposes of liberal education at CMU and with professional nursing standards and guidelines. The program integrates general education and nursing knowledge to formulate a basis for nursing practice; nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based on science and the arts, the essence of nursing is caring and compassionate patient-centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient-centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family, and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve the quality of care, promote safety, and improve patient outcomes. Nursing judgment is integral to making competent decisions about providing safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

### 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 Outcomes (POs)

**Program Completion:** Eighty-five percent of students who enter the AAS program will complete the program within four semesters.

**Performance on Licensure Exam:** Eighty percent of students who graduate from the program will pass the NCLEX-RN on their first attempt.

**Job Placement:** Ninety percent of new graduates will be employed as RNs within one year of graduation.  
**Graduate/Alumni Satisfaction:** Eighty-five percent of graduates or alumni will express satisfaction with their preparation for practice, as indicated in the graduate survey.

**Employer Satisfaction:** Eighty-five percent of Employers will express satisfaction with the graduate's preparation for practice as indicated by the employer survey.

## Student Learning Outcomes

<u>AAS Program Learning Outcomes</u>	<u>CMU Associate Degree Student learning Outcomes</u>	<u>ANA Code Of Ethics</u>	<u>QSEN Competencies</u>
1. Implement patient-centered care strategies to promote patient outcomes in a variety of settings.	3, 4, 5	Provision 1, 2, 3, 8	Evidence-based practice Patient-centered care Quality improvement
2. Demonstrate professional nursing care as a member of the interdisciplinary healthcare team to achieve quality patient care.	3, 4, 5	Provision 3, 4, 6, 8	Informatics Safety Teamwork and Collaboration
3. Incorporate evidence-based practice and clinical guidelines to optimize patient outcomes.	1, 4, 6	Provision 1, 2, 7	Patient-centered care Teamwork & collaboration Evidence-based practice
4. Identify areas for improvement that enhance patient safety and care effectiveness in a variety of settings.	1, 2, 4	Provision 3, 5, 7	Evidence-based practice Quality improvement Informatics
5. Explain error prevention strategies to minimize the risk of harm to patients and healthcare providers across a variety of care environments.	3, 4, 5	Provision 4, 6, 10	Teamwork & collaboration Quality improvement Safety
6. Utilize healthcare information systems to communicate decision-making processes when delivering safe patient care.	2, 3, 4, 6	Provision 2, 4, 8, 9	Patient-centered care Teamwork & collaboration Safety
Updated October 2025; Spring 2026			

## Professional Nursing Standards

Faculty use professional standards and guidelines as a basis for curriculum development and program evaluation. Additional standards and guidelines are integrated into specific courses as identified in the course syllabus. Currently the following nursing standards and guidelines are utilized to guide individual courses to enhance learning materials and to help guide student learning and are aligned with the AAS Program Learning Outcomes.

American Nurses Association. (2025). Code of ethics for nurses with interpretive statements.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethicsfor-nurses/>

Quality and Safety Education for Nurses. (2022). *QSEN institute competencies*.

<https://www.qsen.org/competencies>

## Professional Resources

Accreditation Commission for Education in Nursing. (2024). Accreditation commission for education in nursing.

<https://www.acenursing.org/>

American Nurses Association. (2021). Nursing: Scope and standards of practice (4th ed).

[www.nursingworld.org/ana](http://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-ofethicsfor-nurses/>

Colorado Department of Regulatory Agencies. (2026). *Code of Colorado regulations*.

<https://dpo.colorado.gov/Nursing>

Quality and Safety Education for Nurses. (2022). *QSEN institute competencies*.

<https://www.qsen.org/competencies>

State of Colorado. (2024). Colorado Nurse Practice Act: Title 12 Professions and Occupations, Article 255: Nurses and Nurse Aids. <https://drive.google.com/file/d/1X4HrZzSpWXbNNrS1LDkvJREa-MxyNP7a/view>

The Joint Commission. (2025). 2025 national patient safety goals.

<https://www.jointcommission.org/standards/national-patient-safety-goals/>

U.S. Department of Health and Human Services. (2020). Healthy People 2030. <https://health.gov/healthypeople>

## Associate of Applied Science in Nursing Program of Study

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
ENGL 111 English Composition I-GTCO1 MATH 110 Mathematical Investigations-GTMA1 PSYC 150 General Psychology-GTSS3 BIOL 209/209L Human Anatomy and Physiology I/Human Anatomy and Physiology I Laboratory KINE 100 Health and Wellness	ENGL 112 English Composition II-GTCO2 PSYC 233 Human Growth and Development-GTSS3 BIOL 210/ 210L Human Anatomy and Physiology II/ Human Anatomy and Physiology II Laboratory BIOL 241 Pathophysiology KINA Activity Course
AAS Program Specific Courses	
3 <sup>rd</sup> Semester	4 <sup>th</sup> Semester
NURS 250 Health Assessment for Nurses NURS 250L Health Assessment for Nurses Laboratory NURS 247 Fundamentals of Nursing NURS 247L Fundamentals of Nursing Clinical NURS 243L Foundational Nursing Skills Lab NURS 246 Pharmacological Concepts I	NURS 248 Adult Concepts of Health I NURS 248L Adult Concepts of Health I Clinical NURS 252 Mental Health Concepts in Nursing NURS 252L Mental Health Concepts in Nursing Clinical
5 <sup>th</sup> Semester	6 <sup>th</sup> Semester
NURS 255 Adult Concepts of Health III NURS 255L Adult Concepts of Health III Clinical NURS 253 Family Nursing Obstetrics and Pediatrics NURS 253L Family Nursing Obstetrics and Pediatrics Clinical	NURS 249 Pharmacological Concepts II NURS 256L Capstone Clinical NURS 258 Transition to Nursing Practice

## 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.nсна.org/publications.html>.

## Scope of Practice for Registered Nurses (RN)

The Scope of Practice for Registered Nurses is applicable to the state in 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 state Scope of Practice is retrievable at the Find Your Nurse Practice Act at <https://www.ncsbn.org/npa.html>. The practice laws are covered in the curricula, and students can reach out to faculty for details.

## AAS Faculty Advisors

A relationship with the 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. Advisors are not responsible for failure to meet degree requirements.

## Find Your Advisor

Advisors are listed within Degree Works. To request an AAS advisor, contact the Department of Health Sciences. As a general rule, your advisor should be the AAS Program Coordinator. Students in early admission to the RN-BSN program may also have the RN-BSN Program Coordinator as an advisor.

## Faculty Help with Success

**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.

**Letters of Recommendation:** Letters of Recommendation from faculty may be needed for career and scholarship opportunities. Faculty are more likely to recommend internships, letters of recommendation, and job opportunities to students they know- so make an appointment with your faculty advisor today!

**Career Information & Internships:** Faculty are an invaluable resource for career information, experience, and contacts.

**Graduate School:** If a student is interested in continuing their education for a bachelor's degree or going to graduate school, Faculty Advisors are a source of information.

## Associate of Applied Science in Nursing Program Policies

### Academic Advising

#### 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.

#### Policy

##### Academic Advising

- A. Students are responsible for contacting their assigned faculty advisor for initial advising before each semester's registration and at any other time that the student and advisor deem necessary.
- B. 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.
- C. 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.
- D. For courses requiring "permission of the instructor" as an alternate 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.
- E. 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.

- a. Students must contact the program coordinator to have appropriate forms signed when adding or dropping classes or withdrawing from the program.
- b. The advisor will refer the student to the college registrar regarding the evaluation of courses for credit and other appropriate matters.
- c. Students are responsible for completing the Intent to Graduate form prior to graduation and completing the Graduation Plan on Degree Works.

## Faculty and Advisor Counseling

- A. Faculty and advisors are not counselors.
- B. Students are encouraged to let their faculty and/or advisors know if they are having any issues that may impact their academic success.
- C. Students may discuss personal problems with an advisor or course faculty in a confidential, accepting atmosphere.
- D. Faculty and advisors will encourage students to reach out to appropriate resources (i.e., counseling and food banks) when or as needed.
- E. The Student Wellness Center is available to provide counseling and referral services to students seeking counseling and resources (offered in-person in Grand Junction or via Telehealth).

## Criminal Background Investigation

### **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.

### **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 additional background investigations to attend clinics 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 a 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.
- I. 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).
- J. Students are responsible for self-reporting offenses that occur after admission to the Department of Health Sciences Director.
- K. The Department Director will review offenses with the respective Program Coordinator and/or designee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate dismissal from the program.
  - a. 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.

- b. Clinical agencies have the right to refuse any student rotations based upon adverse notations on a background check.
- L. 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 the 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.
- M. Additional information will be provided upon offer of admission and upon request of an additional background investigation.
- N. 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 \(coloradostateplan.com\)](http://coloradostateplan.com):
    - i. New students who refuse to comply with a background investigation will not be admitted to the program.
    - ii. 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.
    - iii. Any felony violent conviction of homicide (no time limit).
    - iv. 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.
    - v. 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.
    - vi. 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.
    - vii. 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.
    - viii. Any misdemeanor crimes of theft, burglary, or robbery in the 5 years immediately preceding the application submittal.
    - ix. Any felony crimes of theft, burglary, or robbery in the 7 years immediately preceding the application submittal.
    - x. Registered Sex Offenders (no time limit).
    - xi. Any crimes of moral turpitude (e.g., prostitution, public lewdness, indecent exposure, unlawful sexual behavior, etc.) in the 7 years preceding the application submittal.
    - xii. Any felony crimes of arson, criminal mischief, fraud, or forgery in the 7 years preceding the application submittal.
    - xiii. More than one (1) driving under the influence (DUI) or driving with ability impaired (DWAI) offense in the 7 years preceding the application submittal.
    - xiv. Any offense in any other state, the elements of which are substantially similar to the elements of any of the offenses listed above.

## Cardio-Pulmonary Resuscitation (CPR) Certification

### Purpose

To assure that the student maintains certification.

### General Information

- A. Students must have a current CPR card upon entry into the nursing program.
- B. Students must maintain a valid CPR certification throughout the remainder of the program.

### Procedure

- A. The student must attend a basic CPR course approved by the American Heart Association, as follows:
  - a. BCLS-C from the American Heart Association
  - b. The student must upload a current valid CPR certification card to myClinicalExchange. This must be maintained throughout the length of the program.

## Immunization Documentation

### Purpose

To provide information and guidelines for immunization documentation required for admission and ongoing progress in the nursing program.

### General information

It is the student's responsibility to submit proof of compliance to all required immunizations and paperwork. 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 re-established.

- A. Hepatitis B
  - a. Students must have received the series of shots to continue in the program. Documentation that the 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.
- B. Tetanus
  - a. 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.
- C. Measles, Mumps, Rubella, Varicella
  - a. 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:
    - b. Born before 1/1/57 (date of birth)
    - c. Documentation of physician-diagnosed illness
    - d. Documentation of two doses of vaccine
    - e. Laboratory evidence of immunity to illness (titer)
- D. Tuberculosis
  - a. 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 AAS program. Certain facilities may require additional testing, and it is the student's responsibility to comply.
- E. Influenza
  - a. Due to increased risk of exposure during clinical or college environment, students are required to receive an annual influenza vaccination.
- F. COVID-19
  - a. 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.

- b. 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.
- c. As new COVID-19 variants emerge, additional vaccinations may be required pending recommendations of public health departments.
- d. 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.

## Liability Insurance for Students

### Purpose

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

### 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.

## Substance Use Compliance and Drug Screening Policy

### 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.

### 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 clinical, which 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.
  - a. The following options may be enforced if a drug screen is positive.
    - i. 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.
    - ii. 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).

- iii. The student can reapply to the program(s) once they meet compliance with admission requirements at the time of a new application.
- b. Other options may be considered on a case-by-case basis.

#### 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:
  - a. The applicant will be notified in writing of the adverse drug screening decision.
  - b. If the applicant disagrees with the accuracy of the information obtained, they may request in writing a review of the accuracy of the information within 10 days of the decision letter.
  - c. Continuation (e.g., of the application process or class/program dismissal) will be on hold pending the results of the review.
  - d. 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).
  - 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.
- B. Additional information will be provided upon offer of admission and upon request of an additional drug screening test.

## myClinicalExchange/Complio

#### Purpose

To inform students about the necessity of remaining current with compliance in the program (myClinicalExchange and Complio) which is utilized by various clinical partners.

#### Policy

- A. [myClinicalExchange](#) (mCE) is a platform utilized by clinical partners that facilitates the requirements for clinical rotations.
- 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 and Complio accounts in compliance.
- D. Students are expected to keep their mCE account up to date at all times, including CPR updates, immunizations, liability insurance, drivers license, etc.
- E. Students who are not in compliance, with either system, will not be permitted to attend class or clinical until their account is brought up to date. Non-compliance may lead to grade penalties up to and including failure of the course. Non-compliance is considered unexcused.

## National Student Nurses' Association – Code of Ethics

#### Purpose

To outline student responsibilities regarding adherence to the National Student Nurses' Association (NSNA) Code of Ethics.

#### Policy

- A. Nursing students will be held accountable for following the NSNA Code of Ethics in both classroom and clinical settings.
  - a. The NSNA Code of Ethics can be found here: <https://www.nсна.org/nsna-code-of-ethics.html>

- B. Violation of the NSNA Code of Ethics should be immediately reported to a faculty member and the Program Coordinator.
  - a. Self-reporting of a violation demonstrates accountability and will be considered in the disciplinary process.
  - b. The identity of a student who reports a suspected violation of the code by another student will be protected in the investigation process.
  - c. The faculty member and Program Coordinator will investigate the reported violation to determine if there is evidence that a violation has occurred.
  - d. The faculty member and Program Coordinator will develop a Student Success Plan.
- C. Recurrent violation of the NSNA Code of Ethics may lead to dismissal from the AAS program.
- D. Other policies in the AAS student handbook refer directly to specific behaviors in the NSNA Code of Ethics.

## Code of Academic and Clinical Conduct: National Student Nurses' Association, Inc.

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

In this document, you will find the following:

- A. NSNA Core Values and Interpretative Statements
- B. NSNA Code of Professional Conduct
- C. NSNA Code of Academic and Clinical Conduct
- D. NSNA Bill of Rights and Responsibilities for Students of Nursing
- E. Guide to Grievance Process
- F. Notes on Revisions and Amendments

[Click here to access the NSNA code of ethics](#)

## Ethics

### **Purpose**

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

### **General Information**

- A. Having a code of ethics has long been a hallmark of disciplines considered professions.
- B. A code of ethics guides decision-making and behavior and is based on the profession's goals, values, and duties.
  - a. The Code of Ethics for Nurses with Interpretive Statements (ANA, 2015) is the nursing profession's ethical standard, statement of obligations of professional nurses, and commitment to society.
  - b. The nine provisions are as follows:
    1. The nurse practices with compassion and respect for every person's inherent dignity, worth, and unique attributes.
    2. The nurse's primary commitment is to the client, whether an individual, family, group, community, or population.
    3. The nurse promotes, advocates for, and protects the rights, health, and safety of the client.
    4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes action consistent with the obligations to promote health and to provide optimal care.

5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.
  7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.
- 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 the understanding that to practice nursing as a student is an agreement to uphold the trust that 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
- a. Autonomy is based on the assertion that individuals have the right to determine their own actions and the freedom to make their own decisions.
  - b. 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.
  - c. 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.
  - d. 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.
  - e. 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.
  - f. Justice implies that patients have a right to fair and impartial treatment.

### **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

### Purpose

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

### 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 AAS nursing courses
 

93-100%	= A
85-92%	= B
76-84%	= C
70-75%	= D
69 and below	= F
- D. There is no rounding in this program (i.e., 92.9% = B).

### Academic Standards

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

### 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 associate nursing grading scale.

## Math Competency

### Purpose

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

### General Information

- A. Math competency will be assessed in semesters 1-4 prior to the 1<sup>st</sup> 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.

## Skills Competency

### Purpose

To assure skills competency to progress in the nursing program.

### 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. Students must pass all skills competencies as one of the requirements to pass the course.
- F. Passing skills competencies does not guarantee a passing grade. However, all skills must be passed for the opportunity to pass the course.
- G. 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.

## Student Success Plan (SSP)

### Purpose

To provide a written agreement between student and faculty to satisfy areas of needed growth for a particular course.

### Procedure

The faculty and student (and Program Coordinator, if needed) will jointly establish:

- A. Area in need of improvement
- B. Plan for improvement
- C. Resources
- D. Date for Completion
- E. Outcome
- F. Both parties will sign the form
- G. The student may receive a three percent grade reduction for the course/clinical the SSP is initiated. The grade reduction is at the discretion of the instructor.
- H. Faculty will make a copy to place in the student file, and the student will receive a copy.

## Academic Dishonesty

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

[Click here to access academic dishonesty policy](#)

### Policy

- A. Each semester, all students must sign a statement of acknowledgment 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 AAS Program.

The AAS 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 AAS 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.

## Grievance and Appeals

- A. To file a grievance or appeal regarding an academic or clinical evaluation, the student must follow the CMU Maverick Guide (Student Handbook). See <https://www.coloradomesa.edu/student-services/maverick-guide.html>
- B. 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.

## Withdrawal, Probation and Suspension

### Purpose

To identify conditions related to withdrawal, probation, and suspension.

### General Information

- A. The AAS programs will follow the policies as outlined in the current [Colorado Mesa University Catalog](#) and the “[Maverick Guide](#)” unless otherwise specified.
- B. Withdrawal from a course for academic reasons is considered a course failure.

## Electronic Media and Communications

### Purpose

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

### 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.
  - a. Be aware of the audience. Make sure that the posts' content is appropriate for those who will see it and may share it with others.
  - b. Maintain professionalism; avoid posting anything that could be considered unprofessional or inappropriate, such as photos or videos of clients.
  - c. Know the social media policy. Become familiar with the employer’s social media policy and adhere to it across all the social media platforms that you choose to use.
  - d. Secure individual social media profiles. Review and set up the respective privacy settings for the social media platforms.
  - e. Share credible information only. The dissemination of credible and reliable information protects the health and well-being of the public.
  - f. 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, it can also create the potential to interfere with the classroom learning environment.

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

#### **Policy**

- A. Students may not use cell phones, smartwatches, or electronic devices in direct client care areas.
- B. 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.
- C. Students are prohibited from taking photos while in the clinical setting.
- D. 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.
- E. Faculty will inform students in each class of the appropriate uses of electronic media in the classroom settings for notetaking, reviewing PowerPoint slides, in-class assignments, or research.
  - a. 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.
  - b. Faculty may initiate a Student Success Plan (SSP) contract for a student who violates the privilege of using electronic media in the classroom or clinical setting.
- F. Communications in social networking media which violate the AAS 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

#### **Purpose**

To enhance relevant communication within the Department of Health Sciences.

#### **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.

#### **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

#### **Purpose**

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

#### **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.

## Students' Response to Emergency Situations at Clinical Facilities

### Purpose

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

### General Information

- A. Emergency demonstration/training is included within the AAS program.
- B. Information about security, fire, codes, etc. is included in clinical orientation for clinical nursing courses.

## Bringing Children to Class

### Purpose

To ensure a conducive learning environment for all students.

### General Information

- A. Children should not routinely be brought to class. It is unreasonable to expect children to maintain decorum for lengthy class periods.
  - a. Material presented may not always be appropriate for children.
- B. In an emergency, and only with course instructor's permission, a child may be brought to class.
  - a. If the child's behavior becomes disrupting or distracting, the child's parent must immediately remove the child from the classroom.
- C. Children will not be allowed in the lab, clinical, or simulation environments.

## Class/ Clinical Attendance

### Purpose

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

### Class Attendance

- A. Attendance during classes, examinations, and assigned experiences are mandatory for the Colorado Mesa University Department of Health Sciences. All students are required to 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 class and/or clinical 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. It is required that students not work a night shift prior to a clinical rotation; it is recommended students not work a night shift prior to class.
- E. Specific to each course, each faculty member, and outlined in each syllabus will be mandatory guidelines in attendance. Failure to comply may result in a grade reduction and/or course failure.
- F. It is the student's responsibility to contact the course faculty member when an absence is anticipated.
  - a. Students are expected to use their judgment with unsafe traveling conditions.
  - b. Absence due to serious illness or strictly unavoidable circumstances will be handled on an individual basis.

- i. Students may be asked to provide a work/school release from a medical provider to come back into the clinical or classroom setting after two absences for the health and safety of peers and patients.
  - c. 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.
- G. 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.
- H. Each absence (excused or unexcused) over two for courses lasting an entire semester OR each absence (excused or unexcused) over one for module may result in a grade reduction outlined in the course syllabus.
- I. Absences over two in any clinical course may result in an inability to achieve the required clinical hours.
- J. Failure to maintain/obtain the required clinical hours for the course will result in an inability to pass the clinical course.

## Confidentiality

### Purpose

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

### 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.
  - a. At least once a year, students will complete confidentiality training.
  - b. At least once a year, the student will receive printed information about Confidentiality (see Appendix) and will be required to sign a form stating agreement to comply with this policy.
  - c. The form must be signed, and a copy returned to the AAS Program Coordinator to be placed in student's file before being allowed to attend clinical.
- 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).
- D. 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 his or her care and treatment. Unnecessary exposure of the client's body or unwarranted discussion of his or her 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.
  - a. Only those individuals directly involved in the care of a client or client shall have access to client records or information, whether in electronic or paper format.
  - b. 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.
  - c. Students may discuss client information with their instructor and preceptor, or others involved in assisting with a client's care.

- d. 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 media (i.e., Facebook, YouTube, Twitter).
  - e. In general, if information from a client's chart is disclosed without the client's express consent, or without a court order or express statutory authority, the hospital - as well as those who actually made the disclosure - may be held liable in damages should the client be able to prove invasion of privacy or perhaps defamation of character.
- E. 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.
- a. 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.
  - b. Students may not take photographs of clients without prior written consent according to hospital policies.

## Professional Appearance Policy

### **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.

### **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 a 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.

### **Personal Hygiene and Appearance**

- A. The hair, body, and mouth are clean and free from offensive odors.
- B. Gum chewing, eating, or drinking in a client care area or laboratory is prohibited.
- C. 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.
- D. 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.
- E. Facial hair is clean-shaven or neatly trimmed, chest hair must not be visible even when bending or lifting.
- F. 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.
- G. Perfumes, aftershave/cologne, or scented lotions are not permitted.

- H. Makeup should be neutral colors and applied moderately.
- I. 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.
- J. Every attempt should be made to cover all body art/tattoos with clothing.
- K. Ear gauges must have flesh-colored plugs.

### **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).

- A. 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.
  - b. 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.
  - c. 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.
  - d. Uniform jacket: Scrub style uniform, white lab coat only with CMU program patch on upper left sleeve.
  - e. 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.
  - f. Shoes: Footwear must be clean, closed-toe, closed-heel, and non-slip. Acceptable colors are solid white, black, navy blue, brown, or charcoal gray. All other colors, multi-colored shoes, neon colors, and visible brand logos are prohibited.
    - i. Logos, brand names, or secondary trim colors must be tonal (the same color as the shoe) or subdued (a non-distracting dark neutral, like black on a navy shoe, or gray on a black shoe). Large, bright, or high-contrast logos (e.g., a white logo on a black shoe) are unacceptable.
  - g. 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.
  - h. 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.

### **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 must be clean, closed toe/heel, and non-slip.
- 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

### Policy

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

### 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.
  - a. Examples of non-professional behavior include:
    - Tardiness to class and clinical
    - Sleeping in class
    - Interruption of class by talking, use of cellular phones, or any other disruptive activity
    - Use of profanity, name-calling
    - Being rude and/or hostile to any person
    - Intimidating others
    - Incivility to others
- C. Coursework should be original for each class and clinical.
- D. If a student's behavior disrupts class or clinical activities, or endangers others, the behavior will result in disciplinary action, which may include immediate dismissal from the program.
- E. Students in the Department of Health Sciences are expected to represent CMU professionally whenever they are wearing approved program attire (e.g., scrubs, CMU polo shirts, name tags), whether on or off campus. Consumption of alcoholic beverages, marijuana, or use of illegal drugs is strictly prohibited while in professional attire, both on campus and in the community.

## Independent Study Courses in Nursing

### Purpose

Permits the motivated student an opportunity to expand his or her body of knowledge beyond the scope of the standard curriculum.

### Policy

Students will follow Colorado Mesa University policy.

## Clinical Preceptor Policy

### Purpose

To assure that the use of nurse preceptors in clinical nursing courses is consistent with the philosophy and mission of the AAS Program and that these nurse preceptors contribute significantly to the learning experiences of AAS students.

### 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.

#### Procedure

- A. Preceptors for AAS 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 AAS 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:
  - a. The name of the student assigned to the preceptor
  - b. A list of objectives for the course
  - c. A copy of the student evaluation tool
  - d. Contact information for the student and faculty supervisor
- D. Supervising faculty are responsible for
  - a. Facilitating the student evaluation and overseeing the evaluation placement in the student's file
  - b. Evaluating the experience and effectiveness of the preceptor
- E. Data collection and storage
  - a. The Nursing Clinical Preceptor sheet will be completed by each preceptor.
  - b. These information sheets will be kept confidential and are submitted and stored online.
  - c. Each student will evaluate his/her preceptor.
  - d. The completed Preceptor Evaluation Tool will be kept confidential and will be stored in a secured file within the Department of Health Sciences.

#### Roles and Responsibilities

- A. RN Preceptor: The preceptor's role includes those of coach, teacher, facilitator, resource person, and evaluator. The preceptor will:
  - a. Serves as clinical expert, role model, and direct supervisor of the student nurse (SN).
  - b. 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.
  - c. Jointly with the SN, plan assignments, projects, and activities to meet the learning objectives within the designated time frames.
  - d. Encourages the SN to be increasingly self-directed.
  - e. Share experiences and knowledge with the SN.
  - f. Allows the SN to provide direct client care to gain experience and meet objectives.
  - g. Gives feedback to the SN about performance and progress on an ongoing basis.
  - h. Participates in the site visits/telephone calls made by the instructor during the experience.
  - i. Inform the faculty advisor of any problems arising from a student's placement.
  - j. Evaluate the SN's progress in meeting clinical objectives.

## Collective Bargaining Activities

#### Purpose

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

#### Policy

- A. 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.
- B. In the event of a work stoppage, the faculty will evaluate the site's appropriateness for the scheduled learning experience.
- C. If it is determined that the facility would not provide the desired learning experience, alternate methods of meeting clinical objectives will be utilized.

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

#### **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.
  - a. Breach of confidentiality or client privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.
  - b. 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.
  - c. 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.
  - d. 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 12-38-117. Grounds for Discipline
  - a. 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.

## Dismissal From the AAS Program

#### **Purpose**

To set standards for students who may be dismissed from the AAS Program.

#### **General Information**

- A. A student dismissed from a Department of Health Sciences program for behavioral, safety or academic dishonesty 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](#)"

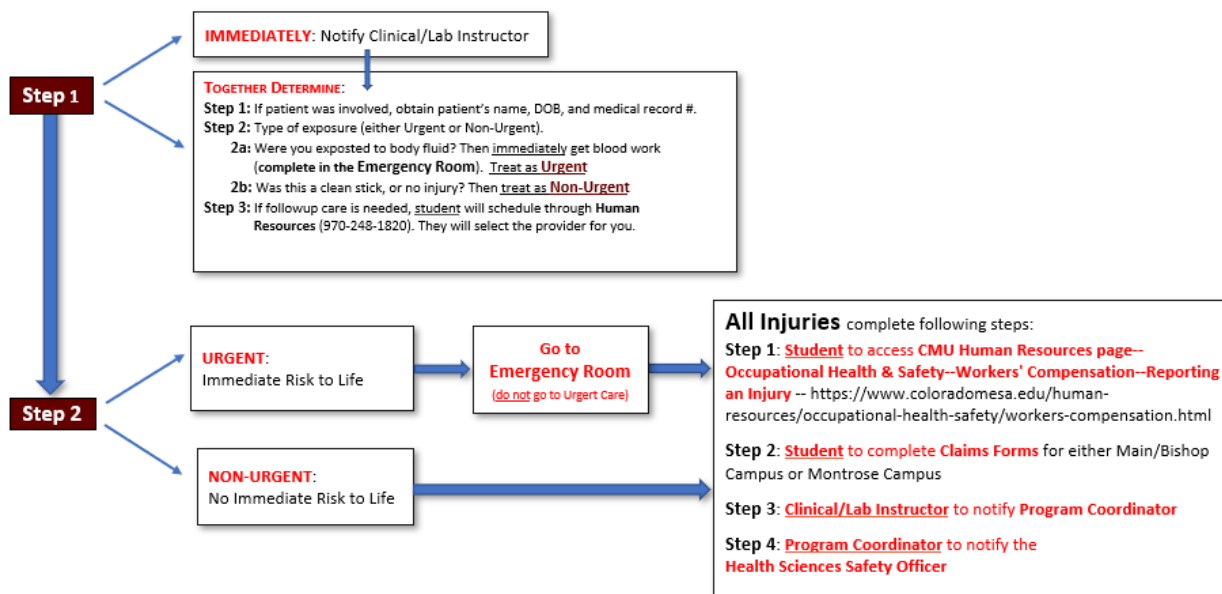
## Bloodborne Pathogens/ Needle Stick Exposure/ Injury Policy: Needlestick, Body Fluid Exposure, and Other Injuries

#### **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.

#### **General Information**

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



## Progression

### Purpose

To set standards or satisfactory progress in the AAS nursing program.

### General information

- A. All pre-requisite courses must be completed prior to beginning nursing courses. The Admission Committee may make some exceptions on a case-by-case basis.
- B. All required 200-level nursing courses must be taken in sequence.
- 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 the 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 score average, following the CMU 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 247/247L) constitutes withdrawal from both but will be recognized as one withdrawal or failure.
- G. In the event of an AAS 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 by phone.
  - a. The student must sign an *Acknowledgement of AAS Course Failure* form, which instructs and guides students who have experienced a course failure or academic withdrawal.
  - b. If the student does not meet with the Program Coordinator to sign the Acknowledgement of the AAS Course Failure form, this will be considered implied acknowledgment 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 AAS 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.

## Leave of Absence/Readmission (AAS Program)

### Policy

To inform students of the process for requesting a leave of absence and for readmission to the nursing program.

### Procedure

- A. All students requesting a Leave of Absence from the AAS program must complete a Request for Leave of Absence Form. Students requesting readmission must complete a Request for Readmission Form. All forms are available in the AAS Handbook.
- B. Any student withdrawing from the AAS program must complete an Intent to Withdraw from the AAS Program form. All forms are available in the AAS Handbook.
- 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.
- D. 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 towards completion of the degree.
- E. 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.

### Process for Readmission

- A. Students who withdraw from or fail to complete any of the first semester courses in the AAS program will have to reapply for admission into the program. These individuals will be considered according to the criteria utilized for all other applicants.
- B. Students readmitted to the AAS program will be required to successfully validate clinical skills and/or knowledge (i.e., retake and pass all finals and skills checkoffs from classes previously taken) obtained from previous nursing courses. Revalidation will be required for readmission due to the progression of the AAS program and only one cohort at a time progresses through the program.
- C. All nursing courses up to the withdrawal point must be revalidated to be accepted into the program at the point of withdrawal. Students must be in good standing at the time of withdrawal to be considered for continuing the nursing program at the point of withdrawal. Otherwise, all nursing courses must be retaken, and the student must reapply at the next application cycle. Reapplying does not guarantee admission.
- D. Priority for readmission applicants is based on space availability and the following guidelines:
  - a. high priority - leave of absence due to personal health reasons, family health reasons, or military commitment.
  - b. medium priority - financial reasons.
  - c. low priority - academic issues (i.e., course failure), discipline issues, personal/family/elective issues.
- E. Other factors considered in readmission approval include the following:
  - a. preparedness for readmission.
  - b. successful completion of revalidation requirements.
- F. Each applicant may be placed on a waitlist if space is limited.
- G. If readmitted, the student must follow the curriculum currently in place.

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

## Revalidation of Nursing Courses

### Purpose

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

### General information

- A. Revalidation of Nursing courses and/or labs may be required as part of the readmission process.
- B. Pass/Fail will evaluate the revalidation of a Nursing course. 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.

### Process

1. The Program Coordinator will notify the student of courses that must be revalidated. The revalidation plan will be outlined on the AAS Program Request for Readmission form.
2. A faculty member will conduct the revalidation and will notify the student of the assignment.
  - a. Revalidation of a theory course may include a final examination or a comprehensive paper.
  - b. Revalidation of a lab may include skills checkoffs.
3. The student is responsible for arranging for revalidation with the faculty member.
4. The Program Coordinator will approve the plan for revalidation.
5. The fee for course revalidation must be paid prior to revalidation.
6. Upon completion of revalidation, a copy of the revalidation plan will be placed in the student file.

## Graduation

### Purpose

To identify requirements for graduation from Colorado Mesa University with an Associate of Applied Science degree in Nursing.

### Policy

- A. Graduation requirements
  - a. To graduate from Colorado Mesa University with an Associate of Applied Science degree, a student must meet all the requirements set forth by [Colorado Mesa University's Graduation Policies](#).

## Student Representative to Faculty Meetings

### Purpose

To outline the responsibilities of student representatives at faculty meetings.

### General Information

1. A student representative will serve as a liaison between faculty and students.
2. The student representative will communicate with classmates regarding specific questions, concerns, and comments.
3. The student representative will communicate those questions, concerns, and comments to faculty at faculty meetings.
4. The student representative will report back to the cohort the outcome of any question, concern, or comment.

5. The student representative will report directly to the faculty member teaching the course, the program coordinator, the Director of Nursing Education Programs (DNEP), and/or the Director of Health Sciences, as appropriate for the need.
  - a. Reports to faculty (the person teaching the course) about generic student needs related to individual classes.
  - b. Reports to the Program Coordinator after meeting with individual instructors.
  - c. Reports to DNEP after meeting with Program Coordinator(s).
  - d. Reports to the Director of Health Sciences after meeting with DNEP.

#### **Procedure**

- A. Each semester/or academic year (to be determined by the cohort), one student will be elected by peers or selected by faculty based on program needs.
- B. Representatives serve for one semester/or academic year (to be determined by the cohort). A new representative will be elected for the next semester/academic year.
- C. Students will attend faculty meetings held once per month.
  - a. A representative from SNA is encouraged to attend.

#### **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.

#### **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 support, 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.

## **Course and Faculty Evaluation**

#### **Purpose**

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

Policy

#### **Course Evaluations**

- A. 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.
- B. Students are requested to identify, strengthen, and make realistic suggestions for course improvement.
- C. Feedback should be constructive to assist in course improvements.
- D. Course evaluations submissions are anonymous.
- E. Course evaluation access is found in D2L, the course learning management system (LMS) found on the MavZone website.
- F. Students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty members.
- G. After the end of the semester, course evaluations are analyzed and shared with the faculty member to assist with maintaining and/or strengthening the quality of the course and to maintain or improve teaching strategies.

- H. Faculty evaluation processes are determined by CMU and can be found in the Professional Personnel Employee Handbook (<https://www.coloradomesa.edu/human-resources/policies-procedures.html>).

## Appendices



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
**Associate of Applied Science in Nursing Program**

## Agreement to Read Handbook

I have read and agree to comply with the policies in the AAS 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



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied 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 University Catalog.)

Student's Name (Print) \_\_\_\_\_

Semester I \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
DATE

Semester II \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
DATE

Semester III \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
DATE

Semester IV \_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
DATE



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## 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 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
700#



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## Confidentiality Agreement

I listened to a presentation from the AAS Program Coordinator and have completed all trainings required on confidentiality and ethical behavior in health care. Also, I have read the information on confidentiality contained in my AAS 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* \_\_\_\_\_



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
**Associate of Applied 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* \_\_\_\_\_



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied 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* \_\_\_\_\_

*CMU Student ID #* \_\_\_\_\_

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



**Department of Health Sciences**  
**Associate of Applied Science in Nursing Program**

## Civility Agreement

Civility is a core professional competency for all Department of Health Sciences (DHS) students. Civility applies in all settings including, but not limited to,

- Classrooms, lectures, seminars, simulations, laboratories, and online environments.
- Clinical sites (e.g., hospitals, long-term care facilities, clinics, academic, and community sites).
- During interactions with peers, faculty, staff, clinical preceptors, patients, and families.
- During written communication including emails, discussion boards, and social media.

As students and representatives of the DHS, students must recognize that civility looks different in different contexts. Students must make the following commitments across *all* professional settings and relationships.

Relationship	My Commitment
<b>With Peers</b>	I will listen actively and without interruption. I will welcome diverse viewpoints and challenge ideas — not individuals. I will offer and receive constructive feedback with openness. I will not engage in gossip, exclusion, or social undermining of classmates.
<b>With Faculty</b>	I will arrive prepared and on time. I will address disagreements respectfully through appropriate channels. I will engage in scholarly debate without dismissing expertise. I will communicate concerns through respectful dialogue rather than disruption.
<b>With Clinical Affiliates &amp; Preceptors</b>	I will represent my program with professionalism in every setting. I will follow the rules of each affiliate and/or preceptor. I will defer to the clinical hierarchy while maintaining my ethical integrity. I will treat every team member, from attending physicians to environmental services, with respect.
<b>With Patients &amp; Families</b>	I will uphold patients' and families' dignity unconditionally, regardless of their backgrounds, behaviors, or beliefs. I will listen without judgment, communicate with compassion, and protect confidentiality. I will not allow my personal biases to compromise the quality or equity of care I provide.
<b>With Myself</b>	I will pursue self-awareness about the biases and assumptions I hold. I will seek support when personal challenges affect my conduct. I will hold myself accountable to this commitment as a reflection of the professional I am becoming.
<b>In Written &amp; Digital Spaces</b>	When representing DHS or participating in program-related activities, I will communicate in all written formats (e.g., email, discussion boards, texts, and program-affiliated or professional social media) with the same standard of respect I apply in person. I will not post, share, or engage with content that demeans, shames, or marginalizes peers, faculty, patients, or communities.

I have read and agree to comply with this agreement. I understand that any violations of professionalism, including violations of civility, may be subject to disciplinary actions as outlined in CMU guidelines (e.g., the MavGuide, DHS program handbooks, course syllabi). **Breaches of professional guidelines, including acts of incivility, will result in immediate disciplinary action that may include program dismissal.**

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
CMU Student ID #

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

\_\_\_\_\_  
Date



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## Acknowledgement of AAS Course Failure

I understand that:

\_\_\_\_\_ During \_\_\_\_\_, I failed \_\_\_\_\_  
(Semester/year) (Course name and number)

\_\_\_\_\_ The reason for this failure is related to:

- Academics
- Academic Dishonesty
- Clinical Performance
- Other \_\_\_\_\_

\_\_\_\_\_ If I fail a second course, it will result in my dismissal from the AAS program.

\_\_\_\_\_ I am responsible for scheduling an appointment and meeting with the AAS Program Coordinator once each subsequent semester that I am in the AAS program.

\_\_\_\_\_ The AAS Program Coordinator will communicate with faculty regarding my progress throughout the remainder of the AAS program.

\_\_\_\_\_ It is my responsibility to know my grade and be aware of my standing in all of my AAS courses.

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student Nurse Printed Name

\_\_\_\_\_  
Student Nurse Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AAS Program Coordinator Printed Name

\_\_\_\_\_  
AAS Program Coordinator Signature

\_\_\_\_\_  
Date



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## Request for Leave of Absence Form

This form must be completed by any student who deviates from the standard progression in the AAS in Nursing 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  
 Psychological— *recommendation by Counseling Center*  
 Other: *(please describe)*

Readmission to the AAS in Nursing program is on a “space available” basis and consideration can only occur every 2 years or when the course is offered next. If a temporary leave of absence from the program is chosen, readmission is not guaranteed. Re-validation of all skills and passing all final exams of coursework previously taken is required for consideration of readmission. All students considered for readmission must be in “good standing” (not failing courses/clinical) at the time of Leave of Absence.

Anticipated Date of Readmission \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*My signature on this form indicates this request is being made voluntarily.*

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## Withdrawal/Dismissal from the AAS Program Form

Any student who permanently withdraws or is dismissed from the AAS program must complete this form. The student will be contacted via email to complete this form. In the event the form is not completed when dismissed, it is considered implied knowledge of dismissal.

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  
 Psychological— *recommendation by Counseling Center*  
 Other: \_\_\_\_\_

**Reason for Dismissal**

- Academic (failure of two courses)  
 Breach of professional/ethical guidelines

Students withdrawing from the AAS program must reapply to the program and begin the program over if they are selected for readmission. There are no guarantees of readmission. Students dismissed from the program must follow current policies in place at the time of reapplying (e.g., students may not apply to Department of Health Sciences programs for a period of five years).

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



# Moss School of Nursing

COLORADO MESA UNIVERSITY

*Department of Health Sciences*  
Associate of Applied Science in Nursing Program

## AAS Program Request for Readmission

Any student who deviates from the standard progression of the AAS Program must complete this form. Any student eligible for readmission should return the completed form to the AAS Program Coordinator by requesting readmission prior to the application due date.

**Semester Requesting Re-admission to:** Fall \_\_\_\_\_ Spring \_\_\_\_\_

**Level requesting re-admission to:**  Semester 1  Semester 2  Semester 3  Semester 4

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

CMU ID# 700 \_\_\_\_\_

Email address: \_\_\_\_\_

Cell Phone/Home Phone: \_\_\_\_\_

**Date of Leave of Absence:** \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

**Last Semester Completed** Semester 1  Semester 2  Semester 3

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

- Personal: Medical  Family: Medical reasons  
 Military Commitment  Financial  
 Psychological— *recommendation by Counseling Center*  
 Other: \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMPLETED BY AAS PROGRAM COORDINATOR:**

AAS Program Recommendation:

If space available, based upon listed criteria:

- High priority re-admission  Medium priority re-admission

- Low priority re-admission
- Committee Review

Denied, Reason for denial: \_\_\_\_\_

*Re-Validation Plan:*

- Prepared for re-admission.
- Skills check-off for last completed level. *List required checkoffs:*
- Skills check-off for previous levels. *List required checkoffs:*
- Final Exam(s) for last completed level. *List required exams:*
- Final Exam(s) for previous level courses. *List required exams:*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

REVALIDATION RESULTS:

Course	Date of Revalidation	Instructor	Result : PASS/FAIL



## Moss School of Nursing

COLORADO MESA UNIVERSITY

**Department of Health Sciences**  
**Associate of Applied Science in Nursing Program**

### Health Care Provider Release Form

This form is completed at admission.

*The physical and professional capacity assessment completed by your Primary Care Provider is not the same as your annual exam. This assessment is very specific to your abilities to perform as a CMU Department of Health Sciences' student and meet the requirements listed. This initial assessment is required to ensure the student is able to safely meet the physical demands associated with the student clinical experience. Please see the list of Professional Competencies and Physical Duties, on the Student Attestation form, with or without reasonable accommodations for the performance of program duties. The assessment must be completed no earlier than 90 days prior to the start of class.*

Student Name:		
CMU ID:	DOB:	1 <sup>st</sup> Day of Class for Program Admitted:
<b>TO BE COMPLETED BY HEALTHCARE PROVIDER</b>		
I have verified that the individual examined is the named individual on this form. I find that this individual (please initial all that apply):		
is able to meet his/her/their clinical/lab obligations without reasonable accommodation.		
is able to meet his/her/their clinical/lab obligations WITH reasonable accommodation.		
Elaborate on substantial limitations of major life activities (if any)		
Date of exam: _____ Signature of Healthcare Provider: _____		
Printed name of Healthcare Provider: _____		
Name of Facility: _____		
Phone Number: _____		

## Student Attestation of Competence

This form is completed at admission.

**This section to be completed by the student:**

Applicant must complete the assessment form as required for admission to a CMU Department of Health Sciences program. Failure to complete the form will result in forfeiture of placement in the program.

The applicant must affirm, by initialing, they understand a student must be able to perform the listed essential fundamental duties with or without reasonable accommodation to participate in the clinical/lab courses in the Department of Health Sciences.

### **Professional Competencies**

1. Must demonstrate critical thinking and exercise good judgement in the classroom and clinical environment.
2. Demonstrate self-regulation and commitment to professional behavior.
3. Must collaborate professionally with all members of the health care team and academic community.

### **Physical Duties**

1. Strength: must lift, push, pull; sufficient to move and carry equipment, transfer patients, and perform CPR. (Transferring patients and CPR are not applicable to MLT/Phlebotomy Students)
2. Mobility: must ambulate, bend, stoop, reach, and stand for long periods of time; coordination and balance sufficient to assist patients within confined spaces.
3. Fine Motor skills: perform skilled procedures as directed and manipulate accessory equipment (example: tubes, syringes, IV's, specialty equipment/devices).
4. Speech: must be able to communicate clearly and effectively.
5. Vision: must have sufficient vision (with or without correction) to perform required duties.
6. Hearing: must have sufficient hearing (with or without hearing devices) to perform required duties.

If you will need a reasonable accommodation to perform any of the above listed fundamental duties, review [Apply for Accommodations](https://www.coloradomesa.edu/educational-access/new-students.html) on the Educational Access Services (<https://www.coloradomesa.edu/educational-access/new-students.html>) page.

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

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

Student's Printed Name: \_\_\_\_\_

## Student Success Plan (SSP)

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

**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) to create a remediation plan of action for student success.

1. Notify Program Coordinator(s)
2. The SSP will explicitly state the event(s) in one or more classes, within the same semester in which the student is enrolled.
3. 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.
  - a. 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
  - b. Both (or all) parties will sign the form.
  - c. Faculty will make copies to place in the student file, give to the Program Coordinator(s), and the student will receive a copy.
  - d. Faculty will report student behavior (i.e. academic failures, safety concerns, financial stress, etc.), if warranted, through the SSP found on MAVZone.
4. 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.
5. This Student Success Plan (SSP) is the Department of Health Sciences' process to identify areas of concern and offer opportunities for improvement. Lack of improvement and/or a breach of professional/ethical guidelines as articulated in all student handbooks may result in immediate program dismissal.
6. 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.
7. 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).
8. If follow up is needed in subsequent semesters, a new SSP will be completed.
9. When event is resolved (or at end of semester), final SSP copies will be given to the Program Coordinator(s).

## Student Success Plan Form

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 SSPs for the same behaviors/concerns? <input type="checkbox"/> yes <input type="checkbox"/> no	If academic dishonesty is involved, was a report filed with Academic Affairs? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> N/A	Has CMUs "Report it!" been completed for academic success? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> 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:**

This Student Success Plan (SSP) is the Department of Health Sciences' process to identify areas of concern and offer opportunities for improvement. Lack of improvement and/or a breach of professional/ethical guidelines as articulated in all student handbooks may result in immediate program dismissal.

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:**

This Student Success Plan (SSP) is the Department of Health Sciences' process to identify areas of concern and offer opportunities for improvement. Lack of improvement and/or a breach of professional/ethical guidelines as articulated in all student handbooks may result in immediate program dismissal.

<p>Was there a grade reduction as a result of this SSP?</p> <p><input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>What percentage? _____</p>	<p>Was the policy/guideline(s) followed?</p> <p><input type="checkbox"/> yes    <input type="checkbox"/> no</p> <p>If no, provide explanation</p>	<p>Is continued follow-up for the next semester recommended?</p> <p><input type="checkbox"/> yes    <input type="checkbox"/> no</p>
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Student Signature	Date
Faculty Signature	Date
Faculty Signature	Date
Program Coordinator(s) Signature	Date