Graduate Nursing Student Handbook

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UNIVERSITY OF COLORADO **COLORADO SPRINGS**

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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ARTICLE I: PROGRAM INFORMATION

The educational programs offered at Johnson-Beth-El College of Nursing and Health Sciences at the University of Colorado Colorado Springs are based upon the mission and purpose statements generated by the university, college, and department. These statements become the guiding force for the various programs within the college and courses within the curriculum.

Because of the importance of the mission, vision, philosophy, and values statements of the University of Colorado Colorado Springs and Johnson-Beth-El College of Nursing and Health Sciences, we begin your handbook with these documents.

Section A: UNIVERSITY OF COLORADO COLORADO SPRINGS - VISION, MISSION, AND VALUES

1. Mission Statement

The Colorado Springs campus of the University of Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The Colorado Springs campus shall offer liberal arts and sciences, business, engineering, health sciences, and teacher preparation undergraduate degree programs, and a selected number of master's and doctoral degree programs.

2. Vision

UCCS, a premier comprehensive undergraduate and specialized graduate research university, provides students with academically rigorous and life-enriching experiences in a vibrant university community. We advance knowledge, integrate student learning with the spirit of discovery, and broaden access to higher education for the benefit of southern Colorado, the state, nation, and world.

3. Core Values

1. **Student Focus**
   We value students and never forget that students are our reason for being. We consider students and student outcomes in all the decisions we make. We provide a supportive environment in order to create lasting and significant educational experiences for every student.
2. **Integration**
   We value integration of teaching with research and creative work. Scholarship enriches teaching and teaching enriches scholarship. We see these activities as interdependent, allowing for synergies that benefit students, faculty, and all members of the university community.
3. **Innovation**
   We value innovation and an entrepreneurial spirit. We are creative problem solvers in the classroom, in our research and in our campus operations. We are catalysts for economic, social, and cultural changes in our communities. We provide opportunities for our community members to develop the skills of innovation and creative expression.

4. **Collaboration**
   We value collaboration and teamwork as absolutely necessary for success in today's world. We model collaboration in our research, teaching, and campus operations. We actively seek opportunities to collaborate, build partnerships and engage with external organizations.
5. **Inclusive Diversity**
   We value inclusive diversity as a foundation for teaching and scholarship that prepares students, faculty, staff, and community members for both local and global multicultural realities. We provide an open, safe, and supportive campus environment based on mutual respect, engagement and learning for everyone including those from the full spectrum of backgrounds, social identities, abilities, cultures, perspectives, and university roles.
6. **Dynamic Responsible Growth**
   We value dynamic growth while continuing to be financially responsible, academically sound, and environmentally sustainable. We meet the future with energy, enthusiasm, and a commitment to retaining a close, interconnected campus community.
7. **Integrity**
   We value integrity and expect ethical behavior from each member of the campus community in all interactions. We build an environment where we treat each other with respect and appreciate each other's contributions.

Section B: JOHNSON-BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES– VISION, MISSION, AND GOALS

1. Vision Statement

Johnson-Beth-El College of Nursing and Health Sciences will provide interdisciplinary leadership for new directions in health promotion and wellness, as well as illness care and disease prevention, in the community and beyond through innovation in education, practice, research, and scholarship for health science professionals

2. Mission Statement

Johnson-Beth-El College of Nursing and Health Sciences is a distinguished and innovative college providing excellence in education, scholarship, and practice in the health professions.

3. Goals

1. Provide high quality comprehensive undergraduate nursing, graduate nursing, and health sciences educational experiences designed to prepare students to meet the present and future healthcare needs and expectations of the public and to excel personally and professionally as local and global citizens
2. Collaborate with the community in responsible growth to meet the current and future demand for qualified healthcare professionals
3. Invest in healthcare scholarship, practices, and educational processes that integrate the academic expectations/requirements of the faculty, student learning opportunities, and the healthcare needs of the community
4. Create a climate of innovation and entrepreneurship that fosters excellence in healthcare practice, research, and scholarship

5. Graduate culturally competent healthcare professionals who value diversity and lifelong learning and are prepared for leadership roles in a broad array of healthcare environments
6. Integrate current technology into teaching/learning, research, and operational processes

Section C: JOHNSON-BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES, DEPARTMENT OF NURSING – VISION, MISSION, PHILOSOPHY, AND VALUES

1. Vision Statement

Our vision is to create healthier communities by inspiring excellence through nursing leadership and lifelong learning.

2. Mission Statement

Our mission is to develop exceptional nurses through innovative and experiential education, scholarship, and service.

3. Philosophy

Keeping our vision as the guiding path and our values at the core of the teaching/learning relationship, the faculty of the department of nursing engage in reflective practice as the unifying process through which we continually evaluate and improve the educational experience.

4. Core Values

Spirit of inquiry: We value curiosity, discovery, scholarship, and the pursuit of lifelong learning

Innovation: We value new ideas that enhance education, practice, and scholarship

Experiential learning: We value immersive and experiential teaching strategies that are responsive to learning styles and needs

Diversity: We value inclusive engagement of peoples and ideas

Ethics: We value behaviors that demonstrate the highest level of integrity

Excellence: We strive for the highest quality in leadership, teaching, scholarship, and practice

Caring: We believe that caring is at the core of nursing knowledge and reflected in practice

Community engagement and advocacy: We value service that includes advocacy within our communities

Collaboration and partnerships: We value inter/intraprofessional relationships and innovative partnerships

ARTICLE II: ACADEMIC CONDUCT AND INTEGRITY

Section A: ACADEMIC ETHICS

Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the University of Colorado Colorado Springs, which appear in the University of Colorado Colorado Springs Student Academic Ethics Code Forms of academic dishonesty include plagiarism, cheating, fabrication and falsification, multiple submissions, misuse of academic materials, and complicity in academic dishonesty. These examples of academic dishonesty are not comprehensive, and infractions will be dealt with on an individual basis. Each student is expected to assist in the enforcement of academic standards.

Academic Honor Code Violation Procedure

If any member of the academic community (students, faculty, staff) believes that the UCCS Students Academic Ethics Code Policy 200-019 has been violated by a student, the infraction should be reported, in writing, using UCCS email, to the faculty within ten (10) UCCS business days of its occurrence.

1. All students are encouraged to go through the Academic Ethics and Academic Honesty course in Canvas (Canvas).
2. A faculty person who discovers any academic dishonesty will first confront the student with evidence to support suspicions.
3. Disagreements by students regarding the academic honesty violation will be addressed through the grievance procedure.
4. The course faculty will determine the consequences for a student's initial violation. Options include (but are not limited to) failure of the assignment, or failure of the course.
5. Faculty persons are required to report all academic honesty violations to the Dean of Students.
6. Any student with an academic honesty violation will be required to go through the course listed above and successfully pass the associated quiz.
7. Any further academic honesty violations will result in dismissal from the college.

The Dean of Students website provides information on student codes of conduct, academic dishonesty, academic principles, and procedures around reporting a suspected honor code violation, how to appeal a violation, and sanctions for violations.

Students from the Graduate Nursing Program who do not meet these standards may be dismissed from the college after a recommendation from the Department Chair is sent to the Dean. The Dean will make the final decision for the college. Students may also be dismissed from the UCCS Graduate School by the Graduate School Dean, upon recommendation of the program director and college Dean. A student may appeal the decision by following the procedures in the UCCS Graduate Policies and Procedures– Article V Graduate Student Appeals.

ARTICLE III: ACADEMIC OR PROFESSIONAL CONDUCT ISSUES

Section A: PROCESS FOR ALLEGATIONS OF ACADEMIC OR PROFESSIONAL CONDUCT ISSUES

1. The student is charged with an allegation of academic honor violation or professional behavior misconduct by a faculty member or student.
2. Faculty or student submits the charge in writing to the Department Chair within 10 UCCS business days from the time of the alleged violation. All parties involved will receive a copy of the charge(s).
3. The student charged and the faculty or student, who initiated the charge, meets with the Department Chair to discuss the allegation and possible consequences within 10 UCCS business days of the alleged violation.
4. If the allegation is substantiated, consequences/resolution will be determined and enforced by the faculty and Department Chair.
5. If the above process does not result in resolution of the issues, then the student or faculty member may appeal the decision to the Dean who will submit the case for review by the Student Affairs Council (SAC). The Dean makes the final ruling on the case.

ARTICLE IV: GRADUATE STUDENT APPEALS

Section A: GRADE APPEAL PROCESS

1. It is the policy of Johnson-Beth-El College of Nursing and Health Sciences to provide a prompt and equitable resolution of student complaints and grievances. A student shall not be subject to reprisal for filing a complaint or grievance.
2. A student may appeal a grade, but this **does not guarantee a grade change**.
3. A student may grieve an alleged error in grading by an instructor or other designated person involved in the evaluation of performance, a violation of a written policy regarding course requirements, and/or an alleged error in the recording of official grades.
4. All appeals regarding course grades shall follow the procedures established by the college, as listed below:
    a. The student is responsible to discuss the grade grievance and file a written appeal with the faculty member involved in the incident within 10 UCCS business days of receiving the grade. After 10 UCCS business days, the student relinquishes the right to grieve a course question grade.
    b. If a resolution is agreed upon by the student and the faculty member, then a written summary of the resolution shall be created and signed by both parties (this may be done electronically) no later than 10 UCCS business days after the meeting. A copy of the agreement will be kept in the student's file.
    c. If the issue remains unresolved, the student may bring their grade grievance to the Department Chair within 10 UCCS business days of the meeting with the faculty. The Department Chair will meet, in person, via phone teleconference or via web conference with the student and faculty member to work at a resolution. If a resolution is agreed upon by the student, the faculty member, and Department Chair, then a written summary of the resolution shall be created and signed (this may be done electronically) by all three parties, no later than 10 UCCS business days after the meeting. A copy of the agreement will be kept in the student's file.
    d. In the event that a resolution cannot be agreed upon after the student has met with the Department Chair and the faculty member, the grievance will be taken to the Associate Dean for Academic Affairs and Operations. Johnson Beth-El College of Nursing and Health Sciences Dean. Cases involving academic misconduct are heard through the individual college or school in which the allegation of misconduct occurred in accordance with the Student Academic Ethics Code. Either the Associate Dean or the Dean may ask for the Student Affairs Council to be convened (See Section C) to hear the case before he/she makes the final decision on behalf of the college. The decision of the Associate Dean or the Dean is final (revised May 18, 2022).

Section B: APPEALS PROCESS NOT RELATED TO GRADES

1. Appeals within the Graduate Nursing program for non-grade related issues:
    a. The student is responsible for discussing the grievance and file a written appeal with the faculty/staff member involved in the incident within 10 University working days of the alleged incident. After 10 working days, the student relinquishes the right to grieve.

    b. If a resolution is agreed upon by the student and the faculty/staff member, then a written summary of the resolution shall be created and signed by both parties (this may be done electronically) no later than ten (10) UCCS business days after the meeting. A copy of the agreement will be kept in the student's file.

    c. If the issue remains unresolved, the student may bring their grievance to the Department Chair within 10 working days of the meeting with the faculty. The Department Chair will meet, in person, via phone teleconference or via web conference with the student and faculty/staff member to work at a resolution. If a resolution is agreed upon by the student, the faculty/staff member, and Department Chair, then a written summary of the resolution shall be created and signed (this may be done electronically) by all three parties, no later than ten (10) UCCS business days after the meeting. A copy of the agreement will be kept in the student's file.

    d. In the event that a resolution cannot be agreed upon after the student has met with the Department Chair and the faculty member, the grievance will be taken to the Associate Dean for Academic Affairs and Operations. Johnson Beth-El College of Nursing and Health Sciences Dean. Cases involving academic misconduct are heard through the individual college or school in which the allegation of misconduct occurred in accordance with the Student Academic Ethics Code. Either the Associate Dean or the Dean may ask for the Student Affairs Council to be convened (See Section C) to hear the case before he/she makes the final decision on behalf of the college. The decision of the Associate Dean or the Dean is final (revised May 18, 2022). Refer to UCCS Code of Conduct for additional information at Student Code of Conduct

Section C: APPEALS TO THE UCCS GRADUATE SCHOOL

UCCS Graduate School Handbook

1. All appeals regarding course grades shall follow the procedures established by the school/college in which the course was taken.

2. Final authority on appeals submitted by graduate students concerning actions (other than grading) taken by faculty members, program directors, the Graduate School Dean, or other administrative officials, rests with the Graduate Executive Committee. If such an appeal involves a matter affecting two or more University of Colorado campuses, the final action rests with the Provost and Executive Vice Chancellor of Academic Affairs.

The procedures for a student appeal to the Graduate School Dean and the Graduate Executive Committee are:

1. An appeal will be officially accepted from a student only after it has been determined that the student has exhausted the appeals process in effect in the program, department, school, and college.

2. If a resolution to the problem identified in the student's appeal cannot be reached on the department or unit level, the student may submit a written appeal to the Graduate School Dean. The written appeal must describe in detail the basis in fact for the opinion that the student has been treated unfairly academically and must describe actions taken to resolve the problem at the departmental level.

3. Upon receipt of a written appeal from a student, the Graduate School Dean will contact the appropriate departmental officer to get a response to the questions or objections raised by the student. In some cases, a written response from the department may be requested. The response and appeal is then sent to the Student Affairs Committee of the Graduate Executive Committee. This committee acts in an advisory capacity to the Graduate School Dean and will forward their findings and recommendations to the Graduate School Dean.

The Graduate School Dean will make a decision in the case. This decision may be appealed by either party to the full Graduate Executive Committee, but only if the decision of the Graduate School Dean is in disagreement with the recommendation of the Student Affairs Committee. In this case, the decision of the Graduate Executive Committee is final.

ARTICLE V: DISMISSAL FROM THE GRADUATE NURSING PROGRAM

Beth-El College Graduate faculty may require the dismissal of any student **at any time for reasons considered by the faculty members to be in the best interest of the individual or the college.** Reasons for dismissal may include but are not limited to the following: a) academic honor code violations, b) failing grades in any two graduate courses, and c) professional misconduct.

Section A: READMISSION TO THE GRADUATE NURSING PROGRAM

Students may petition in writing to the Department Chair for readmission to the college within one year of dismissal from the program (**one time only**). The decision to allow readmission to the Graduate Nursing Program is made by the graduate nursing faculty and there are no guarantees of readmission. **All decisions are final.**

Section B: STATEMENT OF PROFESSIONAL BEHAVIOR

Education within the College of Nursing supports and facilitates the development of knowledge and the professional qualities of warmth, empathy, and congruence requisite to the creation of caring. Core values that reflect the philosophy and framework of Helen and Arthur E. Johnson Beth-El College of Nursing and reflect behavior congruent with professional practice will include but is not limited to the following:

1. Development of a relationship that exhibits a caring philosophy.
2. Respectful and collaborative decision making as a foundation for relationships with clients, colleagues, faculty, staff, preceptors, and health care providers.
3. An ethic of caring reflected by appropriate emotional responses, communication, punctuality, hygiene, and attire that seeks to preserve the wholeness and dignity of self and others.
4. Appropriate self-disclosure and adherence to confidentiality of patients and others.
5. Behavior that reflects responsibility and accountability for the safety of clients, self, and others.

Section C: PROFESSIONAL INTERACTIONS & CONFIDENTIALITY

The student is expected to maintain all relationships with persons in the clinical/practicum area on a professional level. Disclosure of information concerning patients' health status or personal lives is a breach of professional ethics and federal law. Any information related to the patient or family is considered confidential. Be cautious not to discuss clinical/practicum issues in public places. The patient's name must be obliterated on all printed documents copied by the student. The student must abide by all HIPPA regulations at all times. Failure to adhere to these policies is grounds for dismissal from the Graduate Nursing Program.

1. Johnson Beth-El College of Nursing and Health Sciences has adopted a policy to formally deal with unprofessional behavior. The policy and ensuing document are, noted as below:

POLICY TITLE: GRADUATE STANDARDS OF PROFESSIONAL BEHAVIOR

Date of Origin (if available): February 12, 2024
Date(s) of Revision:
Faculty Sponsor(s): Graduate Nursing Faculty
Graduate Curriculum Committee Approval Date(s): February 12, 2024

Policy: All graduate nursing students are expected to conduct themselves in a legal, ethical, and appropriate manner during all phases of their graduate education. Therefore, students must possess and apply a working knowledge of the American Nurses Association (ANA) Code of Ethics for Nurses (2015), the Graduate Nursing Student Handbook, Nurse Practitioner Practicum Handbook for Family and Adult/Gerontology Students, and the Nurse Practitioner Practicum Handbook for Psychiatric Mental Health Nurse Practitioner.

Professional Behaviors Required by Graduate Nursing Students
Standards of Professional Behavior will be reflected in all graduate courses, and during all clinical experiences displaying behavior congruent with professional practice measured by core values that reflect the philosophy and framework of Johnson/Beth-El.
Graduate Nursing students are expected to:

a. Exhibit a caring philosophy in all relationships with clients, patients, colleagues, faculty, staff, preceptors, health care providers, and community agencies.
b. Exhibit respectful and collaborative decision making as a foundation for relationships with clients, patients, colleagues, faculty, staff, preceptors, health care providers and community agencies.
c. Provide care to patients/clients without discriminating based on race, creed, color, sex, age, national origin, sexual orientation, or disability.
d. Display an ethic of caring reflected by appropriate emotional responses, communication, punctuality, hygiene, and attire that seeks to preserve the wholeness and dignity of self and others.
e. Demonstrate appropriate self-disclosure and adherence to confidentiality of clients, patients, and others.
f. Exhibit a behavior that reflects responsibility and accountability for the safety of clients, patients, self, and others.
g. Demonstrate authenticity and trust which are key attributes of caring students.
h. Display accountability of professional and ethical behavior in all means of communication including the educational online environment, social media platforms, and tracking clinical documentation.
i. Regularly review and respond in a timely manner to email and other communications from faculty and college staff.
j. Professional Requirements and Standards policy: See Graduate Nursing Student Handbook.

Unprofessional Behaviors of Graduate Nursing Students
All unprofessional graduate student behaviors will be documented and remain a part of the student's record throughout their tenure in the Graduate Nursing Program. An accumulation of two Performance Improvement Contracts, or any occurrence that potentially places the client, self, or others in immediate danger, will result in a full review of the student's record and be presented to the Graduate Program Director, the Option Coordinator, and the Chair, Department of Nursing. A faculty member may request a review for a single

unsafe/unsatisfactory occurrence that does not create potential danger, if the faculty member believes the behavior is significant enough to warrant a review.

The following represent examples of unethical or inappropriate professional behavior:

a. Public Behavior that Adversely Affects Johnson/Beth-El:
   i. Inappropriate Social Media Postings. Legal authorities may view postings as evidence of illegal activities.
   ii. Using UCCS official email for non-UCCS business.
   iii. Voicemail(s) and/or files-threatening/intimidating behaviors. Refer to the Handbooks noted on the first page of this document for clarification, and the UCCS Academic Ethics Code https://dos.uccs.edu/student-conduct
b. Clinical Behavior
   i. Breech of patient confidentiality (to include but not limited to photos, video, digital, verbal discourse)
   ii. Unprofessional communication
   iii. Disrespectful behavior
   iv. Dress code violations
   v. Lack of clinical preparedness
   vi. Leaving the clinical site without permission
c. Academic Behavior
   Academic behavior is described as disrespectful communication in any form to college staff, faculty, and peers. This includes, but is not limited to, voicemail, email, texting, and the use of artificial intelligence. Any violation of American Nurses Association (ANA) Code of Ethics for Nurses, or failure to meet standards of the professional program requirement policies outlined in the Graduate Nursing Student Handbook, the Nurse Practitioner Practicum Handbook for Family and Adult/Gerontology Students and the Nurse Practitioner Practicum Handbook for Psychiatric Mental Health Nurse Practitioner Students.

- Ethics and Compliance Program

**NOTE: Consequences of such behavior range from being removed and/or excused from the graduate clinical site and online remote class setting, being placed on a Performance Improvement Contract (PIC) and possible dismissal from the graduate program.

Performance Improvement Contract (PIC)

May be initiated by Faculty or Option Coordinator(s). Faculty will utilize the PIC contract-process for inability to maintain professional behaviors listed in this policy.

1. Procedure for placing a student on a PIC for Professional Behavior Misconduct:
   a. Concerns about a student's behavior identified above may be raised by faculty, clinical site staff, or student peers, and brought to the Option Coordinator and involved faculty.
   b. Faculty initiates investigation:
      i. Gathers objective/supportive documentation.
      ii. Meets with and documents the student's perspective.
   c. The faculty decides whether to implement or not implement a PIC.

2. If necessary, the need for a formal review, the Option Coordinator and/or faculty will consult with the Graduate Program Director, and the Chair, Department of Nursing. Concerns for a formal review may include:
   a. The extent to which continued enrollment places unreasonable or excessive demands upon other students, faculty, and clinical sites.
   b. Any student action that placed a client, self, or others in immediate danger.

3. The Formal Review Process:
   a. The Option Coordinator will present documentation to the Admission and Progression (A&P) Committee.
   b. The student will be informed of the A&P committee decision in writing within 10 business days. Notifications will be sent to the Lead/Course faculty, the Option Coordinator, and the Chair, Department of Nursing.
   c. Appeals: The decision by the A&P Committee may be appealed by the student within 10 business days to the Department Chair according to the Dismissal from the Graduate Nursing Program policy.

References:

American Nurses Association (ANA) Code of Ethics for Nurses. (2015).
American Nurses Association Code of Ethics

The Nurse Practitioner Practicum Handbook for Family and Adult/Gerontology Students
Family and Adult/Gerontology Nurse Practitioner Practicum Handbook

The Nurse Practitioner Practicum Handbook for Psychiatric Mental Health Nurse Practitioner Students.
Psychiatric Mental Health Nurse Practitioner Practicum Handbook

Section D: OMBUDS PROGRAM

The Ombuds Program offers students and employees informal assistance in resolving disputes or confusion in a neutral environment where they can openly discuss individual or broader issues without having those concerns shared without their consent.

1. What the Ombudsperson can do to help you:
   a. Listen, without being judgmental
   b. Provide information & referrals
   c. Facilitate communication
   d. Help you develop options for resolving problems or conflicts in the workplace
   e. Offer a neutral perspective
   f. Prevent negative conflict through early intervention

2. What the Ombudsperson cannot do:
   a. Advocate for the individual, nor the University
   b. Assist if you are already engaged in a formal grievance process or are represented by legal counsel
   c. Keep records
   d. Testify at format legal proceedings

Click the hyper link to view specific information regarding the Ombuds Program.

ARTICLE VI. ACADEMIC POLICIES AND PROCEDURES

Section A: GRADUATE NURSING GRADING SCALE

A	95-100	C-	70-73
A-	90-94	D+	67-69
B+	87-89	D	64-66
B	84-86	D-	60-63
B-	80-83	F	59 and below
C+	77-79	IP	In progress – DNP Capstone course only
C	74-76	I	Incomplete – regarded as F if not completed within a maximum of one year.

Section B: GRADUATE NURSING GRADING POLICIES

1. All students must maintain at least a **3.0 overall GPA** to progress in the graduate program. **If a student's overall GPA drops below a 3.0, dismissal from the Graduate Nursing program will occur.**
2. **Students admitted to the Graduate Nursing Program**
    a. Must maintain course grades above a B (84%) for all courses, including required courses, independent studies, electives, and transfer courses.
    b. If a student earns a grade below a B (84%) in any graduate course, including required courses, independent studies, or electives, they may repeat the course with permission of the instructor and Department Chair. The grade received in the repeated course will substitute for the original grade and only the latter grade will be used in calculating the graduate program grade point average.
    c. If a student earns a second course grade, including required courses, independent studies, or electives, below a B (less than 84%), **dismissal from the Graduate Nursing program will occur and the UCCS Graduate School will be notified.**
3. The Johnson-Beth-El College of Nursing and Health Sciences graduate nursing program grading policy differs from the UCCS Graduate School Grading Policy.
4. Courses transferred from another institution are not included in the calculation of the UCCS grade point average or in the graduate program grade point average. The UCCS graduate grade point average does not include any courses taken while a UCCS non-degree seeking status student. However, the Graduate Nursing Program grade point average will include all UCCS non-degree seeking status courses that are applied to meet the degree requirements.
5. An "I" (incomplete) is a grade indicating that work for the course has not been completed. The student must ask for the incomplete grade. An incomplete grade is given only when students, for reasons beyond their control, have been unable to complete the course requirements. It is understood that a substantial amount of work must have been satisfactorily completed before approval for such a grade is given. If you have an incomplete grade in a clinical course, you must be enrolled for the semester you intended to complete the clinical hours. If the work is not completed within the one-year period, the "I" will become an "F" on the official transcript and

incorporated in the GPA calculation. An "I" will remain on the student transcript even after a letter grade is received.

6. **Graduate students who have two incomplete grades will not be allowed to enroll in any subsequent courses until the incomplete grades are resolved.** If a student has an incomplete for clinical hours in a clinical course can take the next course with practicum and must complete the incomplete practicum hours before beginning current semester practicum hours (Primary Care, Psych Mental Health, or Synthesis Practicum) the exception is when it is the student's final semester of synthesis, in which case registration for Independent Study is required and graduation delayed.
7. If the incomplete course is a prerequisite to the next course, the student may not enroll in the course until the course is completed and the incomplete grade has been changed.
8. Students must take all required prerequisite courses unless the specific requirement is waived by the course faculty or department chair.
9. Late registrations are discouraged. Instructor approval is required for a late start into any course.
10. Due to licensing, accreditation, and curriculum requirements, graduate nursing coursework completed at another institution after admission to the UCCS nursing program will not be accepted for transfer toward degree completion. Students seeking to transfer graduate nursing credits completed prior to admission may request a transfer credit evaluation in accordance with Graduate School and program policies. Students transferring from another nursing program must provide a letter of good standing from their current or previous institution.

    As part of the transfer credit review process, we require a **letter of good standing** from either the academic program or the Registrar's Office at the institution where the credits were earned.

Section C: TRANSFER OF CREDIT

Transfer of graduate credit forms are available from the Graduate program assistant. Please contact the program assistant for help with this process. The student must provide a course description and full syllabus for each course requesting to be transferred into the College. An official transcript must already be in your official academic record or must accompany the request.

At the time of graduation, all didactic courses considered for transfer cannot be older than 6 years for MSN and 7 years for DNP program options.

1. **Transfer Credit Policy from other Institutions:**
    a. Students are responsible for submitting official transcripts and specified forms to the graduate program assistant for processing upon notice of admission.
    b. All transfer courses must have a minimum grade of 3.0 on a 4.0 scale.
    c. If credits are not approved for transfer, the student will be required to take the UCCS equivalent course at the current tuition rate.

d. Courses applied towards a previous degree may not be used as transfer credits.
e. Courses transferred from another institution are not included in the calculation of the university (UCCS) grade point average or in the graduate program grade point average.
f. Students may transfer in no more than 12 credit hours.

Section D. CREDITS EARNED AT UCCS PRIOR TO ADMISSION AS AN UNCLASSIFIED or NON-DEGREE SEEKING STUDENT

1. Students may transfer in up to 12 credit hours of work completed in the Graduate Nursing program prior to admission.
2. All unclassified students must:
    a. Have a BSN from an accredited college or university
    b. Have a current RN license
3. Courses must have been completed with a grade of "B" or better.
4. Courses may not be applied from one Master's degree to another.
5. At the time of graduation, all didactic courses considered as unclassified credit cannot be older than 6 years for MSN and 7 years for DNP program options.
6. Once a non-degree/unclassified student has reached 9 credits, he/she must apply for admission to the Graduate Nursing Program. Completing courses as a non-degree/unclassified student does not guarantee admission into the Graduate Nursing Program.

Section E. CREDITS EARNED AT OTHER CU INSTITUTIONS

1. Collaborative arrangements have been made to accept 12 graduate credits earned at other campuses of the University of Colorado. Please contact the Graduate program assistant for more information.
2. Other special considerations for transfer of credit earned at another institution may be petitioned to the graduate nursing department and UCCS Graduate School.

Section F. DISABILITIES SERVICES

DISABILITY STATEMENT: If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to register with Disability Services and provide them with documentation of your disability. They will work with you to determine what accommodations are appropriate for your situation. To avoid any delay, you should contact Disability Services as soon as possible. Please note that accommodations are not retroactive and disability accommodations cannot be provided until a Faculty Accommodation Letter has been given to the course instructor. Please contact Disability Services for more information at Main Hall room 105, 719-255-3354 or Disability Services

Section G. MSN/DNP OPTION TRANSFERS

Admitted students who wish to change degree plans and/or transfer between BSN/DNP or MSN/DNP course plans, or vice versa options, must reapply for the degree path they are requesting to be considered for. Admitted students who desire to laterally transfer from an FNP to an AGNP or to PMHNP specialty course track(s) must complete an option transfer form to be considered for transition to their desired specialty track. The student's request will be reviewed by the Option Coordinators for approval on a space-available basis.

ARTICLE VII. INTELLECTUAL DISCOURSE

Intellectual discourse ensures that both students and faculty are guaranteed the freedom to discover, inquire, speak, teach, publish, assemble, and communicate without the constraints from college authorities. Only the scientific and ethical principles of inquiry shall provide control over the process.

1. Helen and Arthur E. Johnson Beth-El College of Nursing and Health Sciences, graduate nursing programs provide nursing education for the local community, the state and nationally through distance education. This mission can best be accomplished in an atmosphere of free inquiry and discussion, concepts of intellectual discourse are:
    a. The widest exposure to differing and conflicting opinions for both students and faculty in a safe, supportive, professional environment.
    b. Students are guaranteed the freedom to study and discuss in an open accepting academic setting while conforming to the standards of academic and professional conduct.
    c. Students and faculty should be evaluated on their performance without reference to religious, social, or political views.

ARTICLE VIII. INDEPENDENT STUDIES

Students may take independent study courses with any faculty who is willing to direct their studies or as directed. Graduate independent study courses range from 1-6 credit hours. Independent study grades are part of the planned course of study and are calculated into the overall GPA. Failure of an independent study is treated like a failure in any other course and may be grounds for dismissal.

The length of the independent study is finite, and predetermined by the student and faculty, within the semester(s).

The following guidelines are to be used to establish ground rules for the learning experience as it progresses toward the outcome.

Section A: PRE-REGISTRATION ACTIVITIES FOR THE STUDENT:

1. The student must establish and maintain a relationship with the faculty of record throughout the independent study.
2. The student must write/discuss preliminary objectives that are to be reviewed with faculty member of record.

Section B: THE FACULTY MEMBER OF THE RECORD WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. The creation of a statement of the purpose for the independent study that is appropriate for the student's level of study and preparation.
2. Learning objectives that are adequate to achieve the intended outcome of the learning experience.
3. To ensure that the number of credit hours registered for are commensurate with the academic endeavors of the established independent study contract.
4. Guide the student toward the desired outcomes through discussion, mentoring, critical evaluation, and completion of the previously agreed upon objectives.
5. To select a method of measuring the student's achievement of the objectives, in order to assign a grade.
6. To establish a regular conference schedule with the student to discuss progress and objective achievement.

Section C: OTHER FACULTY & STUDENT RESPONSIBILITIES

1. The faculty of record in conjunction with the student will be responsible for establishing and maintaining a timeline for the independent study.
2. The student must complete all stated objectives and desired activities within this time frame.
3. The faculty of record will then assign a grade at the conclusion based on the student's ability to meet the stated objective and other evaluation measures.

Section D: CREDIT HOURS / LEARNING OBJECTIVES / OUTCOMES

1. The faculty of record will determine the appropriate number of credit hours to register for, based on the type of study to be pursued and the time commitment required for the student to meet the objectives.
2. The same hours of actual classroom time are translated into independent study activities and is based on the learning objectives.
3. Requirements and expectations for measuring achievement, a grading rubric, should be developed prior to the implementation of the learning contract that is based on the objectives for the independent study, along with a written summary of the independent study arrangements.
4. A document entitled "Independent Study Summary" should be created that includes: a) the student's name and contact information, b) the final version of the written learning objectives, c) the method(s) of measuring achievement, d) the conference schedule, and e) the grading rubric. A copy of this document should be kept by the faculty of record and placed in the student's file.

ARTICLE IX: GRADUATE STUDENT POLICIES

This section of the Nursing Graduate Student Handbook is devoted to Graduate Student issues and policies.

Section A: LEAVE OF ABSENCE POLICY

In the event of a serious life event, students are encouraged to discuss the possibility of taking a Leave of Absence (LOA) with their instructor and academic advisor/program assistant. A leave of absence form is available to students and can be obtained from the graduate program assistant. A leave of absence from the Graduate Nursing program is granted at the discretion of the Department Chair which is then submitted to the UCCS Graduate School for approval. This approval does not guarantee the student placement in future clinical or didactic courses. LOAs may be granted for health or personal reasons for one semester and may be renewed each semester to a maximum of three (3) semesters. Time out of program more than one (1) calendar year requires reapplication to the program with no guarantee of readmission. All Graduate Faculty will be notified of approved student LOA's.

Section B: ADVISING/DEGREE PLANS

Upon admission to Graduate Nursing Programs, the student will receive an academic degree plan. The student must adhere to this degree plan unless they discuss possible changes with the Graduate Program Assistant/Advisor and a new degree plan is created. The expected date of graduation may be altered if the student does not follow the academic degree plan.

Section C: FACULTY EVALUATION BY STUDENTS (FCQs)

All students are expected to evaluate the course experience by completing an online Faculty Course Questionnaire (FCQ) for each course at the end of each semester. The FCQ provides information to faculty for teaching improvement, to students for course selection, and to deans and chairs for evaluative purposes. Students will receive an email from the University of Colorado directing them to the website where they can complete an **online** FCQ.

Section D: GRADUATION

The student must have successfully completed all program requirements before participating in commencement ceremonies.

The student must complete the **Application for Graduation and Application to Candidacy for an Advanced Degree.** Please contact the Graduate Program Assistant/Advisor with any questions you may have.

ARTICLE X: HEALTH & SAFETY POLICIES

Section A: JOHNSON-BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES– BACKGROUND CHECK & DRUG SCREEN

In order to maintain the highest standards possible, Helen and Arthur E. Johnson Beth El College of Nursing and Health Science instituted a Background Check Policy to help protect public safety. All Graduate nursing students participating in a laboratory, clinical, practicum or clinical residency course will be required to submit data for a certified background check and drug screen at their expense.

Background checks and Drug Screens need to be completed online at the time of their first course with a clinical, practicum or residency requirement. (Instructions for Background Check). Students each have confidential access to the results of their own background check and drug screen results. All background check and drug screen results will be reviewed by the Helen and Arthur E. Johnson Beth El College of Nursing and Health Sciences Graduate Program Assistant. Should there be a negative background check or positive drug screen finding, the Nursing Department Chair will evaluate the offense to determine if it merits dismissal from the program. Students may submit an appeal to the Nursing Department Chair. If a student is unable to complete the course due to an inability to participate, the student will fail the course and may be dismissed from the program.

Section B: COMPLIANCE ITEMS

Requirements for all Clinical Rotations: Review items 1-10. These requirements must be completed and returned to the Graduate Program Assistants before any clinical rotation is done. ***Failure to do this will result in failure of the course.***

Must be entered into Medatrax by **second week** of the semester or date required by course faculty

1. Colorado State law requires official proof of 2 MMR vaccinations or written evidence of laboratory titers showing immunity of all three diseases (measles, mumps, and rubella). This is not required if born before January 1, 1957.
2. Varicella series (2 vaccinations) or titer showing immunity.
3. Hepatitis B series (3 vaccinations) or titer showing immunity.
4. Proof of current annual TB skin test or chest x-ray report with explanation if unable to take test. X-ray report, if submitted, must indicate positive PPD as reason. The QuantiFERON blood test is acceptable but must be done annually. No screenings or questionnaires are acceptable. This may be outside your employer's requirements for TB testing but is the College of Nursing policy.
5. TD/ Tdap
    a. TD- Documentation of a tetanus vaccine every 10 years
    b. Pertussis- documentation of one pertussis containing vaccine as an adult (age 19+)
6. Annual Flu vaccination received after August 15 each year, required for fall and spring.
7. Your current, active, unrestricted RN license from your state of residence/employment

8. Proof of current AHA or American Red Cross BLS CPR certification (PALS and ACLS are not needed)
9. Proof of Personal Health Insurance (not malpractice insurance)
10. Completion of required criminal background check and 10 panel drug screen
11. Completion of HIPAA and Blood borne pathogen module HSCI- NRSG

Section C: DRUG FREE WORKPLACE

It is the policy of Johnson=Beth-El College of Nursing and Health Sciences that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the college building, surrounding parking lot, lawns or during any educational or clinical/practicum experiences associated with the academic process. The UCCS Drug Free Workplace Policy applies to students also. To review this policy please click the hyperlink above.

1. Each student will, as a condition of acceptance into the college, abide by this policy.
    a. Students in clinical/practicum with signs of alcohol or drug use will be sent off clinical/practicum immediately for the safety of patients and the student.
    b. Students who have convictions for alcohol or drug violations on or off campus, are expected to inform the Dean of the violation.
    c. In the event of a conviction for a violation of any criminal drug statute occurring on or in college property, or associated with the educational process, the student will notify the Dean no later than five (5) days after such conviction.
    d. A first offense will result in the requirement of the offender to satisfactorily participate in a drug-abuse rehabilitation program approved by a Federal, State, or local health/law enforcement or other appropriate agency.
    e. A second offense will result in the dismissal of the offender from Johnson Beth-El College of Nursing and Health Sciences.
2. Responsibilities of the College: Federal guidelines require that we inform you that:
    a. You cannot bring in, use, or distribute illicit drugs or alcohol on school premises or as part of any school activities - this is a mandatory policy.
    b. Drug and alcohol use is wrong and harmful and what the health risks are.
    c. Help is available in combating drug and alcohol problems.
    d. Disciplinary actions will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees.
    e. Students who have a previous conviction for a misdemeanor or felony may not be eligible for placement in clinical/practicum assignments.

3. Responsibilities of Students and Staff
    a. Follow the regulations and policy prohibiting the possession, use, or distribution of drugs and alcohol on school property or as part of any school activity.
    b. Participate in drug and alcohol education and prevention programs, as a student.
4. Drug-Free Schools & Communities Act: Federal guidelines require that we inform you of:
    a. Help that is available for dealing with drug and alcohol problems within the community.
        i. Individual or group counseling
        ii. Attendance at drug or alcohol abuse/treatment or rehabilitation programs
    b. You can find out what is available from our counseling center / student services offices, or your family doctor.
    c. You can look in the phone book under alcohol or drug treatment programs, contact a local hospital, social service agency, or the local "Help line" for adv

ARTICLE XI: STUDENT RESOURCES/LINKS

Section A: LIBRARY RESOURCES

To visit the Kraemer Family Library website, click the hyperlink.

1. Reference Assistance

   Reference Librarians are available to assist Beth-El students with library inquiries and research questions. Call the Reference Desk at 719-255-3295, or email questions to refdesk@uccs.edu. Reference Desk hours are posted on the Library's Web site.

2. Library Liaison

   The Library works closely with the University's teaching departments through a liaison system. The librarian liaison for Helen and Arthur E. Johnson Beth El College of Nursing and Health Science is responsible for selecting materials for the Library's nursing and health sciences collections and for providing library instruction to Beth-El students in the classroom or individually by appointment.

3. Library Resources for Nursing Research

Section B: THE UCCS WRITING CENTER

Students in the MSN and DNP programs are expected to write at the graduate level. Students needing assistance in the development of critical thinking and writing abilities may contact the UCCS Writing Center at 719-255-4336. Students may also receive writing assistance via the internet by accessing the Online Writing Lab (OWL).

Although the Writing Center can be a helpful resource it is expected that graduate students will seek multiple sources (fellow students, peers, colleagues, local writing centers, editors, etc.) for editing and critique before submitting assignments.

Section C: FINANCIAL AID / SCHOLARSHIPS

Graduate students can access information about financial aid and scholarships from the UCCS Financial Aid Office by contacting them at 719-255-3460 (toll free at 1-800-990-UCCS) or visiting their website. To access the UCCS Financial Aid Office click the hyperlink.

Section D: OTHER STUDENT RESOURCES/LINKS

1. UCCS IT Helpdesk – Provides students, faculty and staff with support and information regarding their computing needs.

2. UCCS Bookstore – Provides online book sales and rentals, merchandise, book buy-back, and a place to get UCCS apparel.

3. UCCS Graduate School – Provides information on Graduate School at UCCS.

4. UCCS Counseling Center – Provides on-site counseling/mental health services for all UCCS students.

5. UCCS Student Health Center – Provides on-site primary care services for all full and part-time UCCS students who have paid the student fee for the Health Center.

6. UCCS Disability Services – Provides UCCS students with disabilities, the needed skills, accommodations and support for them to be successful in the university academic environment.

7. UCCS Family Development Center – Provides students, staff and the community a place for their children to learn and grow.

8. UCCS International Student Services – Provides services and support for our international students at UCCS.

9. UCCS Office of Veteran and Military Student Affairs – Provides services and an orientation primarily for those students who are onsite here at UCCS.

10. UCCS Dean of Students – Provides students access to UCCS policies and procedures around student conduct issues.