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

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

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

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

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

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

Vision
The vision of Denver College of Nursing is to prepare excellent health care providers and leaders to transform the lives of persons and communities through innovative education and health care.

Mission
Denver College of Nursing is a private institution of higher education dedicated exclusively to educating students for the diverse opportunities offered by careers in nursing and other health care fields.

Purpose
Denver College of Nursing serves students, the nursing profession, health care organizations, clients receiving care, and the increasing needs of society for qualified nurses by offering programs for students who seek careers in nursing and other medical fields.

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

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

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

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

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

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

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

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

Person
Person is a unique, physical, psychosocial, spiritual, cultural, and holistic being or community with value, dignity and worth possessing the capacity for growth, change and choices for which they bear responsibility.
Environment
Environment is the dynamic subtotal of internal and external elements which impact an individual’s perception of and adaptation to the community in which they exist.

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

Denver College of Nursing Core Values

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

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

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

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

Respect
We are a diverse organization and respect every individual within our organization and our community.
The Quality and Safety Education for Nurses (QSEN)

Denver College of Nursing faculty have developed and implemented a framework that integrates its four theoretical concepts of nursing, person, environment and wellness into the curriculum by incorporating the Quality and Safety Education for Nurses (QSEN) competencies into course objectives and content. The QSEN competencies include patient centered care, teamwork & collaboration, evidence-based practice, quality improvement, safety and informatics. The nursing process is also utilized throughout each program. Together QSEN competencies and the Nursing Process make-up the conceptual framework upon which each program’s curriculum is developed.

QSEN Competencies:
1. Patient-centered care
2. Teamwork & Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics

Graduate Competencies:
1. Patient Advocate
2. Caregiver
3. Educator
4. Change Agent
5. Leader
DCN Departments

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

**Academics**

**Academic Support** – Academic Support is located on the mezzanine level and manages varying faculty and student requests (transcript requests, address/name information requests), proctoring HESI reviews/admissions/course make-up examinations, class scheduling, enrollment verifications, course evaluations, documentation for failing students and assistance with password resets for Campus Portal and the learning management system.

**Bookstore & Records** – Located on the basement level, the Bookstore’s main function is to distribute textbooks as well as provide scrubs, school supplies, nursing kits, etc. for students. Students are able to make payments during posted bookstore hours and submit checks through the payment dropbox after hours. Additionally, students and staff may purchase DCN-related items from the Bookstore or through the college’s online apparel outlet, CafePress (http://www.cafepress.com/denverschoolofnursingshop).

**Learning Resource Center** – Located on the second floor, DCN provides a Learning Resource Center (LRC) containing both core hardcopy and ample electronic library capabilities. The LRC is a resource-rich library enabling research in keeping with the college’s goal of promoting lifelong learning. The LRC Manager provides support for the computer applications, library databases, and tutorial capabilities in the LRC while also providing support to faculty utilizing the classroom technologies, students utilizing the computer lab, and purchasing library-based technological resources. The librarian is also available to assist students in researching and developing presentations for the classroom.

**Registrar Department** – Located within the Academic Support Office on the mezzanine level, the Registrar provides oversight of the Academic Support and Records functions. Additionally, the Registrar coordinates processing of Americans with Disabilities Act (ADA) accommodation requests and ensures that accurate student records are maintained and controlled.

**Nursing Education** – Located on the first floor, the Dean of Nursing Education Programs serves as the Chief Academic Officer. The Dean participates in the following committees: Executive Committee, Curriculum, Program Advisory Committee, Conduct Standards (non-voting participant), Scholastic Standards Committee, Admissions Committee, Outcomes Committee, and the Faculty Committee. The Nursing Department also has several directors. Nursing faculty meet one-on-one with students to offer advising, study tips, test taking tips, and other professional guidance for student success.

**Clinical Department** – Located on the first floor, the Clinical facilitators schedule student placements via the Clinical Placement Platform and additional outside resources. The Clinical facilitators visit clinical sites, connect with clinical site coordinators, and assess any changing needs of the clinical sites. The Clinical Department tracks students’ clinical hours and immunization records to meet facility and State Board of Nursing requirements.

**Global Health Perspectives Program** – Global Health Perspective (GHP) is a cross-cultural, inclusive outreach program that focuses on student development in global health settings in Denver and around the world. GHP combines classroom training with in-field service-learning
internships and is integrated throughout the Denver College of Nursing curriculum path. Students are invited to participate in GHP from their first quarter of enrollment, through their coursework, and even as DCN alumni. Student membership in GHP requires: attendance at global development symposiums on and off campus and service learning volunteer hours at multiple NGO/aid organizations in the Denver metro area each quarter. After successful completion of GHP membership for a minimum of two quarters and completion of Advanced Medical/Surgical students are eligible to apply for a GHP Service Learning Internship. DCN faculty mentor and precept GHP students in both domestic and international internship locations. Upon successful completion of GHP internships students earn clinical credit for their work and more profoundly gain the tools and experiences to broaden their perspectives in global health care.

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

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

**General Education Department** – The purpose of the general education curriculum is to establish a foundation for the undergraduate nurse to experience and to develop basic fundamental skills for a lifelong commitment to learning. The Dean of Nursing Education also serves as the Director of General Education. The curriculum is designed to support the nursing program, and general education courses stress active learning, reading, writing, and critical thinking skills. General Education faculty meet one-on-one with students to offer advising, study tips, test taking tips, and other professional guidance for student success.

**Admissions** – The Admissions Department is located on the entry level. New students receive information from Admissions Representatives regarding entrance requirements, immunizations, transcripts, and transfer credits. The Admissions Committee (chaired by the Director of Admissions) reviews prospective student applications and makes recommendations to the Dean of Nursing Education as to the acceptability of the prospective student based on admissions criteria.

**Business Office** – The Business Office is located at the Annex, 1875 Lawrence Street, Suite 460. Questions about student accounts, tuition and payments, employee files, payroll, accounts receivable, and accounts payable may be directed to the Business Office. Facilities management and Information Technology are housed within the business department.

**Career Services** – Located at the Annex, the Director of Career Services gathers and maintains employment-related information regarding DCN graduates. In addition, the Career Services Department is actively engaged in preparing students for gainful employment in nursing through workshops in resume writing and interviewing techniques as well as hosting and participating in career fairs both on campus and in the community.

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

**Office of the President** – Located on the entry level, the Office of the President coordinates general building operations, various on-campus activities, the college’s accreditation/approval efforts, and budgets/resource allocation. Students may communicate with the President via the “President’s Suggestion Box” on the entry level or by scheduling an appointment for a face-to-face meeting as appropriate. Scheduling for the President is coordinated through the Senior Executive Assistant located on the entry level and the first floor.

**Student Services** – Located on the first floor of the main building, the Director of Student Services implements a variety of co-curricular activities to develop a sense of community among students, faculty, staff, and the broader community. The Director of Student Services also serves as the liaison to the National Student Nurses Association (SNA) which integrates curricular learning with community service. Psychological counseling referrals are available to students through a self-referral system or through the Director of Student Services. Career guidance, assistance with finding resources related to childcare, daily living needs, and study skills are also available through the Student Services Department. The Director of Student Services coordinates the college’s quarterly graduation ceremonies.
Committees at Denver College of Nursing

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

Academic Senate Committee:
Academic Senate (formerly known as Faculty Senate) serves as the collective voice of all faculty and staff members at Denver College of Nursing. Members of Academic Senate include the following: Learning Resource Center Manager, Learning Management System Manager, Global Health Perspectives Representative, Student Nurses’ Association Representative, Registrar, Nursing Faculty Committee chair, General Education faculty representative, Career Services Director, Student Services Director, Clinical Director, Simulation Director, AD Program Director, BSN Program Director, RN to BSN Program Director, MSN Program Director, and the Dean of Nursing Education. Academic Senate provides input into curriculum, educational standards, policies, procedures, and recommendations for more effective educational operations. Items requiring approval for implementation receive a final vote from this committee and those recommendations are carried forward for review by the Executive Committee.

Admissions Committee:
The Admissions Committee reviews prospective student applications and makes recommendations as to the acceptability of prospective students based on Admissions criteria. In addition, the Committee reviews policies and procedures used to recruit applicants, making recommendations for changes as needed based upon relevant data. The Committee is responsible for collecting and disseminating data for evaluation of Admission. The Committee meets as needed quarterly to review applications and policies/procedures. Applications from prospective students are reviewed and a point system facilitates the selection of students that are chosen to move forward with the final steps of the admissions process.

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

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

The Curriculum Committee also plays a key role in assessment at the college, and the results of curriculum assessment are shared via the Curriculum Chair or designee to Nursing Faculty and/or Academic Senate. Consistent with the goals of DCN, the Curriculum Committee has the authority to recommend changes to courses, the Student Handbook, and Catalog.
Executive Committee:
Executive Committee focuses on leadership in overseeing the program of evaluation and feedback designed to strengthen Denver College of Nursing (DCN). The Executive Committee, because of its broad representation, provides feedback from faculty, staff, graduates, employers, and students, relative to the goals of the college to provide excellence in the education of students for the diverse opportunities in nursing. Likewise, issues or concerns that might negatively impact the quality of the programs are easily shared and solutions discussed in a timely manner.

Nursing Faculty Committee:
The purpose of the Nursing Faculty Committee is to serve and administer to the needs of the nursing, science, and general education faculty in overseeing the educational mission of the college. This includes reviewing and revising the curriculum and making recommendations to the Dean of Nursing Education Programs and to appropriate administrative College officials on matters affecting the general welfare of the College and its activities.

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

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

Program Advisory Committee:
The Program Advisory Committee represents the interest of students of the college, the Board of Trustees, potential employers of graduates of the programs, and other community members affected by the program. Its purpose is to provide guidance, recommendations, and support to the Board of Trustees and College administration regarding academic matters, professional nursing, and college operations. The Program Advisory Committee acts in an advisory capacity.

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

Scholastic Standards Committee:
The Scholastic Standards Committee reviews students at risk, provides input for program changes and more effective educational operations, works to improve teaching effectiveness, and supports academic integrity, and the accreditation process. In addition, the committee is a decision making body that considers student appeals for a waiver or a grade change due to extenuating circumstances.
Facilities and Equipment

Student Lounge

The commons area student lounge on the basement level is equipped with vending machines, microwaves, refrigerators, tables, and chairs. The student lounge also includes a set-aside area with couches and comfortable arm chair seating for student use. Students are encouraged to eat lunch in the student lounge or on the rooftop patio. Holding study and student meetings is permissible in the provided space available. Students utilizing the refrigerators are strongly encouraged to label their food, as many lunch bags look alike. Students are required to clean out their items each Friday.

Parking

Short term parking is available at the meters in front of the college. The parking lot to the west of the college is reserved for visitors and adjunct faculty. Unauthorized cars in the visitor lot will be towed at the owner’s expense. Students may be fined $25 per occurrence for unauthorized parking in the school lot. There is paid parking available across the street from the main campus and at parking meters and lots within a block of the college. Students are encouraged to utilize public transportation whenever possible due to the high parking fees charged during baseball season. Denver College of Nursing provides a locked bicycle and scooter cage and student lockers, but does not assume responsibility for items stored in these locations.

Skills and Simulation Laboratories

There are two skills laboratories located at the main campus building. These laboratories are used for teaching the laboratory components of courses such as Health Assessment and Foundations. One of the skills laboratories is made available on various days/times each quarter for open laboratory time, for students wishing to gain additional practice for their classes. Students sign-in for open laboratory time. On the sign-in sheet, students must indicate the skills they will practice. Signing in allows the laboratory coordinator to assess effectiveness and use of open laboratory opportunities and allows for appropriate planning for consecutive quarters. The open laboratory schedule changes quarterly as it is based on laboratory space availability.

Simulation laboratory hours are scheduled based on course requirements. Please refer to the simulation schedule on Blackboard for the day and time of the various simulation labs.

Learning Resource Center (Library) & Reading Room

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

The Learning Resource Center houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or remotely for DCN students, faculty and staff. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals. The LRC is open during main building (1401 19th Street) hours, is located on the second floor and features computer workstations,
The LRC also houses a dedicated testing room. The testing room provides students who have scheduled make-up exams or testing accommodations a quiet room for test taking. With approval of the course faculty, students must contact the LRC Manager to set up an appointment to take a make-up exam.

The following are general policies for use of the LRC, designed to promote a respectful, quiet study environment,

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

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

Commonly used services of the DCN LRC,

- **Research Databases** - We have a selection of subscription and public access databases designed to support your education in nursing.
- **Books** - Most books can be checked out and all are available for in-library use. If we do not have a title you are looking for please speak with a librarian, we can often secure the resource from another library for you.
- **Reference Services** - Ask your librarian anything, they are here to help you with your education.
- **Internet** - Open-access. Check your email, access Campus Portal, upload assignments to Blackboard.
- **Wireless** - ID: eaguest
  PW: Applecore8
- **LRC Website** – [http://mydsn.net](http://mydsn.net) Links to databases, APA help and more.
- **Printing and Copying** - Copying and printing is available using your student ID. Print/Copy accounts are managed by the Business Office & IT.
- **Study** - We have comfortable chairs and study tables when you are looking for a quiet space.

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

The Reading Room is also a part of the Learning Resource Center. The LRC Reading Room is located in the southeast corner of the main building on the second floor (Room 215), and is open during the hours the main Denver College of Nursing Student Handbook
building (1401 19th St.) is open. The room is equipped with several tables that seat up to eight, and allow for portable devices to be plugged in at each table making it an ideal space for students to work as a group. There is also a microwave and sink available so students can enjoy eating while studying.

Information Technology Acceptable Use Policy

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

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

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

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

This Policy applies to anyone who accesses or uses the college’s information technology resources, including but not limited to the faculty, staff, students, alumni, and registered guests.

This Policy applies to all information technology and other electronic resources of the college, including:

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

Guidelines

Behaviors that are consistent with Acceptable Use include:

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

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

Enforcement
Violations of this Acceptable Use Policy will vary in seriousness from accidental to illegal. Where acceptable use comes into question, the college reserves the right to determine what is appropriate and acceptable and what is not. When requested, you are required to cease an activity in violation of this policy. Failure to comply may result in revocation of user account credentials or other action depending on the nature and severity of the offense. Violators are also subject to disciplinary action. Offenders also may be subject to criminal prosecution or civil suit under laws including, but not limited to the Communications Act of 1934 (as amended), the Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, Interstate Transportation of Stolen Property, the Electronic Communications Privacy Act, the U.S. Copyright Act, and state and federal child pornography laws.
Student Computer & Copier Use Policy

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

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

Student Copiers and Printing

- Students are allotted a pre-determined amount of copies per quarter (including printing).
- To print/copy materials, students will be required to input their student identification number into one of the student copiers (located in the student commons, behind the LRC on the second floor, and the computer lab at the Annex). Each copy/print job will be tracked to the respective student account.
- Students requiring more than the pre-determined amount of copies may purchase additional copies in the business office or bookstore.

Where do I find my Student Identification Number?

Once logged into the student portal, click on “My Profile” in the links on the left hand menu, and then click on “My Information”. Student Identification Number will appear on the screen with the rest of your personal information.

Printing/Copying Tips!

- Don’t share your identification number with anyone.
- Don’t make copies of lecture notes, PowerPoints, etc… to distribute to your cohort.
- Do upload assignments to Blackboard for submission.
- Don’t copy text books or any other copyrighted materials.

Objectionable Material and DCN Computers

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

DCN technology may not be used to download, copy, and store or transmit material that may violate copyright or license restrictions. Only approved software may be used on Denver College of Nursing computers. Since use is licensed, DCN forbids the duplication, sale, or distribution of any software found on the computer. No outside software may be brought in and loaded onto a DCN computer.

Email and Privacy

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

Passwords

Students are responsible for maintaining the security of their passwords. Students are not allowed to share their username or password with anyone. If a student violates this policy, it can result in sanctions from warning and admonition, lowering of grades or failure of exams or assignments, failure of classes, up to dismissal from the program. If a student has forgotten his/her password, s/he should contact the DCN Help Desk for assistance (Dhelpdesk@edaff.com).
Program Requirements

Program requirements must be met before a student may successfully complete any of the nursing programs at DCN. Because of patient safety considerations and clinical site availability, any student who does not follow these requirements shall be subject to disciplinary action up to and including dismissal from the program. Please refer to the following sections in this handbook for more detail:

- Clinical Course Policies
- Dress Code
- Experiential Learning Assignments
- General Academic Policies
- Standards for Distance Education
- Standards for Scholarly Work
- Student Standards of Conduct

Clinical Course Policies for Pre-Licensure Programs

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

The clinical area is one of the professional learning environments where nursing students gain significant experience. Clinical learning environments are varied and include schools, homes, rehabilitation centers, long-term care facilities, respite care for the physically and mentally handicapped, prisons, reform schools for youth, surgical centers, clinics, homeless shelters, community and public health centers, long-term acute care hospitals, and hospitals. Regardless of the clinical setting, the student can thrive on learning more about nursing, patients, disease processes, nursing interventions, and themselves. There are no guarantees regarding which clinical sites each student will be assigned to since every site offers limited positions for students. However, every effort is made to provide quality nursing practice experiences for every student.

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

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

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

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

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

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

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

- Establish and maintain a professional nursing relationship with the client and/or family.
- Independently perform health assessment, interviewing, and examination.
- Provide physical care for persons of all ages, size, gender, race, national origin or disability, whether conscious and helpful, or unconscious and helpless. This includes, but is not limited to, helping the client move in bed, move out of bed, and assist in walking.
- Use nursing knowledge, skills, and established protocols to safely perform nursing measures according to the needs of the client/family.
- Perform a variety of sterile and non-sterile nursing procedures safely and accurately on clients.
- Use a variety of technical and mechanical equipment safely and accurately.
- Assume responsibility for nursing care of the client/family in structured settings.
• Implement a variety of strategies to educate the client/family, according to their needs.

• Use critical thinking to review and analyze data to identify potential, emerging, and/or actual client/family problems.

• Develop nursing care goals with the client/family.

• Document client data, nursing care, and client/family responses.

• Use management concepts within a healthcare delivery system.

• Assume responsibility for professional self-development.

• Assume accountability for quality nursing practice.

• Function as a member of the healthcare team, in compliance with the Nurse Practice Act and its rules and regulations.

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

**Contacting Clinical Sites**

**Students must not attempt to find their own clinical site.** According to Alliance for Clinical Education (ACE) and the Clinical Placement Platform policies, non-compliance with this rule can result in disciplinary action against the college including removal from participation in the Clinical Placement Platform. Students are NOT permitted to obtain clinical rotations through friends, through knowing someone at the facility, or through arrangements with a co-assigned nurse. When a student attempts to arrange his/her own clinical sites, the clinical arrangement is not communicated through the proper channels between Clinical Facilitators at Denver College of Nursing and the facility, and this can result in risks to patient safety and JCHAO accreditation of the facility. It can also result in sanctions against the college. Therefore, students who arrange their own clinical experiences are subject to disciplinary action that may culminate in dismissal. Any student interested in pursuing a relationship with a clinical facility for a rotation MUST coordinate this with the Clinical Department at DCN. Should a student be approached by any staff/personnel employed by a clinical partner about clinical placement, the student must direct that individual to the Clinical Department at DCN. All arrangements MUST be organized through DCN’s Clinical Department.

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

**Make-Up of Missed Clinical/Laboratory Experiences**

**Clinical/Simulation Laboratory/Skills Laboratory Rescheduling & Fees:** It is the student’s responsibility to contact the department manager to arrange a make-up time within 48 hours of the absence. If student does not contact the department manager within this time frame, the absence will be treated as a no call/no show. Students with an absence on a clinical/simulation/skills lab day will be required to complete a “Request To Make Up Missed Hours” form and pay a rescheduling fee of $300.00 for unexcused absences. Clinical/simulation/skills laboratory rescheduling fees must first be paid in full at the Business Office or Bookstore in advance of the scheduled make-up time. Any clinical/simulation/skills lab rescheduling hours may be then scheduled with the appropriate department manager. When appropriate, appeals concerning rescheduling fees should be submitted with documentation to the appropriate department manager. Students are advised that clinical/simulation/skills lab hours may be rescheduled during the break between quarters which will result in a grade of “Incomplete”. All clinical/simulation/skills
laboratory hours will be assessed the appropriate fee regardless of when rescheduling is required. A student who misses a clinical/lab makeup day is subject to course failure and may result in further disciplinary action at the discretion of DCN.

**Students missing clinical orientation may not be able to continue at the assigned clinical site, depending on facility policy regarding orientations.** In the event that this occurs, re-assignment to a clinical rotation is dependent on clinical rotations available; delay of graduation is a possibility under this circumstance. (Not applicable to RN-BSN or MSN programs.)

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

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

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

**Health Insurance**

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

**Technical Standards for Clinical Courses**

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

**Observation**

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

**Communication**

A student must be able to communicate effectively with clients, faculty, and all members of the healthcare team. He/she must communicate with clients to elicit information regarding history, mood and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing, and computer literacy. A student must be able to report to members of the healthcare team; express appropriate information to clients; and teach, explain, direct, and counsel people.
Motor Skills
A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities, and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g., slide preparation) and perform patient care procedures (e.g., tracheostomy care, urinary catheterization, use of oxygen oximetry and glucometer). He/she must be able to execute motor movements reasonably required to provide routine and emergency care and treatment including cardiopulmonary resuscitation, administration of intravenous medication, application of pressure to stop bleeding, and opening of obstructed airways.

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

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

Safe Practice Guidelines for Students in Pre-licensure Nursing Programs
The definition of safe clinical practice for all nursing students includes the following items. Individual faculty may require additional items for specific learning situations or for certain clinical rotations. The student shall:

- Successfully complete regulatory training before attending their first clinical assignment. Additionally, each quarter, students must successfully complete a dosage calculation exam with a 100% (within 3 attempts) before administering any medications.
- Not work during the 10 hours immediately preceding their clinical experience, because patient safety and generally safe clinical performance requires adequate mental and physical preparation.
- Arrive to clinical site early and stay through the required end time.
- Come to the pre-conference meeting with all required paperwork and equipment.
- Medications must be researched prior to administration of the medication.
- Review performance criteria and hospital procedure for nursing skills as needed prior to the clinical day; if a new order, review prior to care.
- Demonstrate ability to perform assigned skills safely as needed.
• Demonstrate orally and/or in writing, as required by the faculty member, nursing care planning for each patient.

• Report pertinent changes in the patient’s health status immediately to faculty member and co-assigned nurse or team leader.

• Seek help from faculty member as needed. Do not perform new skills/additional skills without consent or supervision of the faculty member. Do not participate in blood transfusions, chemo administration, IV push meds (except for saline), witness consents or take verbal orders. Facilities may also restrict additional activities.

• Compute math/medication calculations correctly. Have calculations checked by the faculty member prior to administering any medications.

• Report requests for medication or treatments from patients not assigned to you to the appropriate staff person. Do not administer medications or treatments to patients not directly assigned without consent or supervision of the faculty member.

• Do not accept an assignment of greater than 12.5 hours unless approved by the college.

• Report any injuries to yourself or your patient (eg. Fall, needle stick, back pain, etc.) immediately to your instructor and complete the required paperwork.

• Adhere to Student Standards of Conduct, Statement of Confidentiality (form provided in attachments to this handbook), and guidelines specified on the course/clinical syllabus.

Injury/Accidental Exposure

Students are covered under Worker’s Compensation for clinical injury and exposure to infectious disease. If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, s/he must notify the professor immediately. An incident report will be filled out according to agency policy and immediate treatment will be at the facility, if available. If not available at the facility and the injury is an emergency, use the nearest emergency room. The student must fill out a Worker’s Compensation form in the business office at the college within 24 hours of the incident (unless over a weekend). A sample Workman’s Comp Student/Employer form is included in the attachments to this Student Handbook.

Prevention and Management of HIV & Infectious Disease

Numerous reportable communicable diseases (i.e., Hepatitis, HIV, Rubella, Rubeola, Varicella) that infect individuals through various methods of contact may represent a public health threat to the campus community. In particular reference to HIV, current evidence indicates that HIV-infected individuals do not infect common living space, study areas, libraries, classrooms, and theaters and therefore are not a public health threat to the campus community. Thus, exclusion of infected individuals from these activities is not necessary or appropriate. When cases of reportable communicable diseases are known to exist on the campus, the college will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against direct threat of harm to others.
**Guidelines for HIV Testing**
Qualified individuals will not be denied admission to the nursing program on the basis of HIV status. A nursing student who believes he/she to be at risk has an ethical responsibility to know his/her HIV antibody status. The testing decision will be voluntary, but due to the nature of the disease, the student is encouraged to be tested. Counseling regarding this will be available. Students’ right to confidentiality and privacy of information will be maintained. No specific information concerning student HIV status will be provided to any faculty, administrators, or others without express written consent of the individual student involved.

**Faculty Responsibilities**
Faculty will teach Universal Precautions, CDC, and OSHA Guidelines and verify students’ knowledge.

**Client Care**
All nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has Hepatitis, or any other infectious disease.

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

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

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

Professional appearance and attire is important in the nursing profession and is required of caregivers. Students are expected to adhere to these standards in clinical, skills laboratories, and simulation laboratories. Students not complying with the dress code will not be allowed to remain at the clinical/laboratory site, resulting in an unexcused absence.

1. Name Badge
   a. A name badge shall be worn whenever the student is in a class, laboratories, or clinical facility – including times when researching clients.
   b. The name badge must be visible at all times, as mandated by federal law.
   c. Name badges are available at the reception desk on the entry level. Temporary name badges will be issued in the event that a student forgets his/her badge. Any student that is issued up to five temporary name badges must purchase a replacement badge for $20.00 each.
   d. Lost name badges may be re-issued for a fee of $20.00 each.

2. Uniform
   a. In the clinical setting students are expected to wear:
      * The college approved royal blue scrub set with the DCN logo.
      * Clean closed-toe, closed-heel shoes must be worn. Sandals and flip-flops are not acceptable. White athletic shoes with minimal colored trim are acceptable.
      * Coordinated long-sleeve T-shirts may be worn under the scrub tops for warmth or to cover arm tattoos.
      * A royal blue cover up jacket may be worn for warmth if the DCN logo is attached
      * Some rotations and/or clinical facilities may have their own added dress code.
   b. In the Mental Health clinical settings, students will wear the royal blue polo shirt with the DCN logo and black or khaki pants or skirt.
   c. In the Sims and Skills laboratory setting, students may wear scrubs of their choice based on lab policies.
   d. Scrubs must be neat, clean, and ironed. Pants must not touch the floor.
   e. Scrubs, name tag badge and a lab coat, or the college-approved royal blue cover up jacket must be worn in the clinical setting, even to research patient assignments.
   f. Watches with a second-hand indicator are part of the uniform.
   g. **Scrubs are to be worn at all times in the clinical setting, even for researching patient assignments.**

3. Personal Appearance
   a. Hair must be clean and off the face. Hair longer than shoulder length must be tied back or pinned up. Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Extreme hairstyles and unnatural/exotic colors and accessories are not acceptable.
   b. Hats, scarves or headwear are not permitted except those required by religious mandates.
   c. Jewelry should be minimal, as it collects germs which may be transmitted to patients or to family members at home. Only engagement rings, wedding rings, and one pair of small post-style earrings are allowed. No facial, tongue jewelry or piercings are allowed. It is required that students cover body piercing and tattoos. Ear lobe expanders must be closed with a neutral colored cap. Ear bars are not permitted.
   d. Cologne, Perfume, perfumed lotion, and shaving lotion are not permitted. Students should be aware that strongly scented shampoos, deodorants, and other lotions might also be offensive and cause nausea in some hospital patients.
e. Gum must not be chewed in clinical or labs.

f. Fingernails must be short, clean, and unpolished. False nails or acrylic nails must not be worn.

g. Clinical facilities may have additional requirements.

**Tobacco odors and secondhand smoke are offensive and physiologically dangerous to some patients and are unacceptable in the clinical area. Denver College of Nursing and clinical sites are smoke-free environments.**

**Experiential Learning Assignments**

The RN to BSN program option curriculum and the MSN program curricula include Experiential Learning assignments in targeted courses. Experiential Learning enables students to apply their learning in direct and indirect care activities that impact health outcomes for a variety of clients across the lifespan and across the continuum of care. Experiential Learning will be satisfied in a variety of settings where healthcare is provided or influenced for individuals, groups, communities, and populations. For the post-licensure student, this may include experiential learning in his/her place of work or other healthcare facility where the student has arranged opportunities to apply concepts from his/her courses, reflect on this learning, and demonstrate competency. Experiential Learning provides the opportunity for students to integrate new practice-related knowledge and skills. Competencies may also be demonstrated through virtual practice experiences. DCN will employ Pearson’s The Neighborhood software for virtual practice experiences in the RN-BSN program option. As outlined by Pearson:

The Neighborhood 2.0 is an innovative online virtual community that enables nursing students to achieve a deep understanding of total patient care. The Neighborhood’s stories, activities, and case studies on more than 40 characters provide a 360°-view of a client’s life. The characters come from diverse cultural and socio-economic backgrounds, as well as family structures. The inclusion of varied patient conditions and treatment plans gives students a sense of how background and circumstances can affect individuals and their treatment ([http://bit.ly/2h9czvA](http://bit.ly/2h9czvA)).

For courses where a non-virtual experiential learning assignment is required, online students will work with healthcare providers in their local communities (approved in advance by course faculty) to arrange and schedule the experience. Students will be required to complete experiential learning assignment/evaluation forms to document the achievement of the learning objectives. The college will track these learning experiences and communicate with students and the facilities to document completion of the experiential learning assignment and achievement of learning goals.

Arrangement of experiential learning will be in keeping with individual state regulations.

**Health Insurance**

Denver College of Nursing does not provide health services or health insurance for students. Students are required to maintain their own health insurance throughout the time in the program, in order to comply with requirements for participation at experiential learning sites.

Insurance can be purchased as a benefit of belonging to the Student Nurses Association at Denver College of Nursing. For more information, call the Director of Student Services at the main campus. Students are responsible for all costs of medical services they require.

**Nursing Background Checks**

Experiential Learning sites may require background checks of all potential students. The purpose is to maintain a safe and productive educational and practice environment. Students currently enrolled may be required, from time to time, to submit to fingerprinting or other background checks as part of a specific experiential learning site requirement.
Dress Code at the Site
Students are expected to dress professionally in the appropriate experiential learning site attire while conducting any course work at sites.

General Academic Policies

Attendance

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

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

Classroom Policies

The following policies are applicable to on-ground classes in the pre-licensure nursing programs:

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

Communication

Students are encouraged to take clinical or classroom related concerns to the appropriate faculty member. Each full-time faculty member has voicemail. Faculty phone numbers are indicated on course syllabi. Faculty office hours are indicated on the course syllabi and posted outside their doors. Appointments may also be made.

If a concern is not resolved, the student should follow the organizational chain of command. Students may also communicate concerns or suggestions through the President’s Suggestion Box located near the elevator on the entry level. Participation in student government/National Student Nurses Association provides another route for communication of student concerns to the college.

Nursing students are encouraged to review bulletin boards throughout the college and to regularly check their email, social media sites, and the Denver College of Nursing website. Clinical and course evaluations as well as program satisfaction surveys provide added routes for students to provide feedback to faculty and administration.
Students must notify the Registrar in writing if there is a change in the student’s address, phone number, or e-mail. Forms are available in the attachments to this handbook or from the Academic Support Office. This must be done within 48 hours of the change.

Please reference the Information Technology Acceptable Use Policy statement on page 16 for further information.

**Grading and Progression Policies - DCN Nursing Programs**

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

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

**Undergraduate Pre-licensure Nursing Programs**

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

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

**Post-licensure and Graduate Programs**

**RN-BSN Program Track**

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

**MSN Program**

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

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

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

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

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

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

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

Testing Guidelines
In order to ensure the highest quality education, Denver College of Nursing follows these guidelines to help decrease unnecessary distractions and to promote optimal learning. (Applicable to testing at the college.)

1. Nothing is allowed on the desk except two sharpened pencils and the test materials.
2. Students should identify on the Scantron sheet which version (e.g., A or B) of the examination they have been given, along with their name, code (cohort), test form (test version) and the date of the examination. The student should write his/her name on the test booklet.
3. Books, papers, and electronic devices should be left in the car or in a backpack. Backpacks must be placed at the front/back of the room.
4. No caps with a bill, hooded sweaters/sweatshirts, or sunglasses are allowed.
5. No drinks or food, including bottles of water, are allowed during an examination.
6. Students will not be allowed to leave the room during the examination for any reason.
7. In order to minimize distractions to other students testing and to avoid the impression of cheating, cell phones, watches, and all electronic devices must be turned off and will be collected prior to the start of examinations. A grade of zero (0) will be given to any student talking during an examination.
8. Only calculators provided by the college are allowed (except during standardized specialty and exit examinations). For standardized specialty and exit examinations delivered through a secure internet testing browser, a computerized desk top calculator is available through the secure browser interface.
9. Seating may be arranged by the faculty member with students directed to specific seats.
10. For every examination in each course, at least two versions are administered to ensure that cheating or the impression of cheating is mitigated.
11. If scrap paper is needed, the faculty member will provide the paper, and it must be turned in at the end of the session.
12. Scantron answers are considered the final answers. Any incomplete erasures should be pointed out to the faculty member when turning in the testing sheet. (Not applicable in online testing.)

13. Faculty may choose to review certain specific examination questions. Students with additional questions or those that wish to review the examination should contact their faculty member within 7 days of posted grades.

14. Taking/copying examination questions or answers are prohibited, both during the examination and during the review period. Sharing questions with other cohorts or persons is prohibited.

15. Grades will not be given over the phone or to any person other than the student due to FERPA regulations.

16. If you arrive late for an examination, you may take the examination but will not have additional time to complete the examination. If you arrive after the first examination is turned in, you will not be allowed to take the examination that day. If you do not take the examination on the day scheduled or earlier, you will have 10% deducted from your examination grade.

17. Make-up examinations may include different questions or different format of questions (e.g., fill-in-the-blank, short-answer, case studies, nursing care plans).

**Standardized Testing and Course Review**

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

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

**Examination/Assignment Make-Up Policy**

All late work will be penalized up to 10% of the total grade. If the work is not completed within 1 week (7 days), the student will receive a zero for the assignment. It is expected that students will appropriately submit (via Blackboard, email, etc.) papers or other written assignments on or before the due date, even if they are not able to attend class on that date.

If a quiz is missed, there is no opportunity for a make-up quiz. If an examination is missed, the student must provide documentation of extenuating circumstances to his/her program director in order to have opportunity to make-up the missed examination without penalty and have the absence excused. If the absence is unexcused, the student will receive a ten (10) point deduction from the final score earned on the make-up examination. A student must make up the missed examination within 7 days of the absence regardless of whether the absence is excused.

Make-up examinations are proctored and scheduled (with permission of the course faculty) through the Learning Resource Center. It is the student’s responsibility to let his/her faculty member know when s/he has completed the make-up examination.

**Grade Reports**

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

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

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

Violations of these expectations by students may be found whenever a student has, or has attempted to, gain an unfair academic advantage. Such activities may include, but are not limited to:

- Unauthorized use of notes or materials in exams, including publisher test banks,
- Copying the work of others without giving credit (plagiarism),
- Submitting the work of another for credit to include on-line help resources that provide academic papers and tests, including use of publisher test banks,
- Forging or altering assignments, legal documents, health provider documents,
- Allowing others to copy or use work that is not their own, or providing answers to graded assignments when other students have not taken that test or completed that assignment, or
- Having someone else do your required work regardless if paid to do so.

Any administrative staff, faculty member, or student who observes a violation of college academic polices should report the incident immediately to the Dean of Nursing Education. Student violations of these policies may result in sanctions ranging from a warning to dismissal from the program.

Students in violation of any college policy during class or clinical time will be excused immediately from the classroom, and will have their violations reviewed.

HIPAA

HIPAA (Health Insurance Portability and Accountability Act of 1996) is United States legislation that provides data privacy and security provisions for safeguarding medical information. Identifiable health information, also known as Protected Health Information (PHI) includes:

- Patient’s name, address, birth date and social security number;
- An individual’s physical or mental health condition;
- Information concerning payment for care received.

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

Distance Education Courses

Some general education courses at Denver College of Nursing are delivered online or as a hybrid taught online and on ground. At DCN, any student enrolled in an online course must meet the Admissions requirements for his/her desired program as outlined in the College Catalog. Any pre-requisite requirements for courses at DCN (online or otherwise) are noted in the Course Descriptions in the College Catalog. Students enrolled in an online course are expected to adhere to the same standards of student conduct and meet all program requirements as outlined in the College Catalog. Students enrolled in online courses have access to all resources available to students (e.g., Learning Resource Center, copiers, computer lab, student groups, etc.). Students may access the college’s virtual learning resources by visiting the www.mydsn.net website.

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

Denver College of Nursing uses Blackboard as its learning management system (LMS). Students will access Blackboard, which contains links to their courses, through the Campus Portal (i.e., the Student Portal) by going to https://www.mycampuslink.com/ as shown below.

![Login to Student Portal](https://www.mycampuslink.com/Login.aspx)
Once a student has logged in to the student portal, s/he should click the “My Classes” link in the left hand side of the page, and then click “Blackboard” (see image below). This is how students will access the learning management system and each course for which a student is actively registered.

The Online Campus Landing Page

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

Online Student Participation Policy

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

Participation in Denver College of Nursing’s online programs requires successful completion of New Student Orientation. Once enrolled in an online course, it is imperative that students have the ability to provide substantive postings in the course.

What are substantive postings?
Substantive postings include:

- Responding to discussion questions as well as discourse between students related to subject matter within the course. This includes a response to the initial discussion question and responding to the posts of others’ responses within the discussion area. A response may be a question about another’s work, agreement with or challenge to the point of view expressed (supported by a reference to the text or lecture), or critique of someone’s work.
- Contributing to the discussion based upon course content, theory, or personal experiences, not simply personal opinions.

Substantive postings do not include:

- Posting completed assignments
- Asking the faculty member or classmates a question about an assignment
- Posting a simple “I agree” comment
- Sending emails to the faculty member or classmates

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

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

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

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

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

Any student without the standard equipment listed above is invited to use the equipment available at the DCN campus (e.g., computer lab, printers, Learning Resource Center) during regular campus hours. For Blackboard-
related questions, please contact Academic Support at dsn_Blackboard@edaff.com or by visiting the Technical Support tab located on the Blackboard student landing page. For other technical questions, please contact the Denver College of Nursing Help Desk at dhelpdesk@edaff.com.

Students enrolled in a DCN Online program may choose, prior to the start of the academic program, to purchase a laptop computer from the college. A computer with a current version of MS Office Professional Academic and a sufficient Internet connection is the basic equipment needed for online programs.

**Online Course Attendance**
For the purpose of participation and attendance, the academic week begins on Monday at 12:01am Mountain Time and ends Sunday at 11:59pm Mountain Time. To be counted in attendance, a student must login to the online class within the first two (2) days of the class.

Students enrolled in online programs are required to attend each of their scheduled classes throughout the week. A student’s attendance is recorded through the following actions:

- Submitting a post to the discussion board. All online courses begin on a Monday, hence students must:
  - Make initial post to the weekly discussion by 11:59pm MT Wednesday;
  - Respond to the posts of two peers by 11:59pm MT Friday;
- Uploading a paper, project, academic assignment, or other activity per instructions in the syllabus; and/or
- Completing a quiz, exam, mid-term, or final.

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

**Missed/Late Assignments**
Should an assignment deadline be missed, students may turn in the assignment within 7 days of the due date. If the assignment is not turned in within this time period, a grade of zero will be given. All late assignments are subject to a 10% lateness penalty. The 10% will be deducted off the assignment grade before grade is posted. Should a scheduled quiz be missed, there is no opportunity for make-up. A grade of zero will be given for the missed quiz. Significant extenuating circumstances will be handled on an as needed basis.

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

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

Online tutoring may be scheduled seven (7) days a week, enabling students to get the help they need when they need it. Drop-in tutoring hours are also available for the distance education student. Please refer to the Writing Center and Tutoring information available in the Student Resources section of Blackboard for more information.
SafeAssign
SafeAssign is a plagiarism checker and is used in coursework for helping to compare submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign can help prevent plagiarism and create opportunities to help identify how to properly cite sources rather than paraphrasing. After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can remove matching sources from the report and process it again.

WellConnect
DCN Online offers WellConnect, a student assistance program that gives students and their family members free, confidential access to a full range of life services. Services include:
- 24-hour telephone access to masters’ level counselors at 866-640-4777
- Local face-to-face counseling
- Professionals help identify key needs, problem solve, and find solutions to work through concerns such as emotional stressors, test anxiety, or relationship issues
- Free legal and financial consultations
- Referrals to valuable local resources on daily living concerns such as housing, utilities, childcare, and others
- Health and wellness consultations

Policy Regarding Online Student Verification
The policies and procedures below are designed to comply with the Higher Education Opportunity Act, specifically Public Law 110-35, stipulating that accrediting agencies require postsecondary institutions that “offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit.”

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

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

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

Student Responsibility
The Student Conduct Policies contained in the Denver College of Nursing Catalog, which is accessible to all students on the College’s website, specifically prohibits all forms of cheating, plagiarism, and academic
dishonesty. This Handbook contains a policy describing the misuse of college computer resources and specifically states that students are responsible for maintaining the security of their user names, passwords, and any other access credentials assigned to them. All students are responsible for adhering to the Conduct Policies and may be disciplined for violations. Failure to read and comply with College guidelines, requirements, and regulations does not exempt users from the responsibility of adhering to College policies and procedures.

**Statement of Authenticity**

When Denver College of Nursing students enroll in an online course, participation in the course is restricted to using the College’s online portal, which requires a secure login and password to enter. Students are asked to log in answers to additional security questions in case of issues with account access at a later time.

Denver College of Nursing students enrolled in online courses are assigned a username and asked to create a password. Upon initial login to the online portal, a password change is required. Learning Management Systems (LMS) administrators do not have access to student passwords. Student passwords may be reset by the student or an LMS administrator. Students must log in each time the course is accessed.

In order to ensure the integrity of student learning and the authenticity of the online classes, sharing of user names and passwords is prohibited. Violations of the policy can result in sanctions ranging from warning and admonition, lowering of grades or failure of exams or assignments, failure of classes, up to dismissal from the program in which the student is enrolled. If a student has forgotten his/her password, or experiences other connectivity issues s/he should contact the DCN Help Desk for assistance (Dhelpdesk@edaff.com).
Standards for Scholarly Work

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

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

Each paper should be carefully proofread for typos, spelling errors, punctuation errors, and grammar errors. It is highly recommended that students utilize the SmarThinking writing studio resource for help. Students may also ask someone else to proofread his/her paper before it is submitted.

All assignment rubrics have built in points for APA style. It would behoove you to learn APA and maximize points possible on any assignment.

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

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

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

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

Compliance with Section 504 & the Americans with Disabilities Act

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

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

Faculty and Students Rights & Responsibilities

Faculty Members have a right to:

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

**Faculty Members Responsibilities are to:**

- Cooperate with the ADA representative when a request for accommodation is made.
- Notify the ADA representative when a student approaches the faculty member directly with a request for accommodation.
- Foster an accepting classroom environment for students with disabilities.
- Grade students with disabilities fairly on the basis of competencies attained and in the same manner as non-disabled students are graded.
- Communicate to the student with a disability a realistic picture of her/his progress in the classroom.

**Student Rights include:**

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

**Student Responsibilities are to:**

- Notify the ADA representative and the faculty member of need for accommodations and supply documentation of that need before start of program as per Catalog requirements.
- Meet requirements to be in the class or program.
- Cooperate with the ADA representative and the faculty member in obtaining the modification.
- Fulfill all faculty member requirements for completing the class, except where impacted by the disability.
Student Standards of Conduct

According to the American Nurses Association (ANA), “Nurses consistently capture patients’ and the public trust by performing in accordance with a Code of Ethics for Nurses that supports the best interests of patients, families, and communities. They often are the strongest advocates for patients who are vulnerable and in need of support.”¹ Because of its commitment to educating nursing students, Denver College of Nursing values this code of ethics and is a protector of the profession and public trust, which is a responsibility the college takes seriously. By extension, as a member of the Denver College of Nursing program, students are obligated to conduct themselves as responsible, professional members of the college community.

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

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

¹ Quote taken from http://www.theamericannurse.org/index.php/2013/03/01/nurses-retain-top-spot-in-ethics-and-honesty/

All students are expected to act in a cooperative, open, and problem-solving manner. This includes respect for others related to space, tone, time, and their perception whether it is other students, faculty, staff, or administration. Students need to adhere to all college policies presented in this Student Handbook and the College Catalog. Students in violation of any college policy during class or clinical time will be excused immediately.

DCN Tobacco Free Campus Policy

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

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

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

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

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

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

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**Student Complaint/Grievance Procedures**

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

**Non-Academic Matters**
Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department director.

**Student Complaint and Grievance Procedure**
All academic processes, investigations and decisions are considered confidential. A breach of confidentiality will be considered a conduct violation. Please refer to the Academic Appeals and Grievance sections of the DCN College Catalog for more information.

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**Student Services**

The Director Student Services coordinates campus-wide activities, programs, and services that foster students' academic, personal, and professional development. Offerings are designed to enrich the DCN experience for each student, both in and out of the classroom. The office helps students organize educational, cultural, and social activities. The services provided to students are designed to create a stimulating and supportive environment that enhances the personal development, learning, educational success, and career preparation of all students.

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

- **The Used Book Guy** – Buys back used nursing texts as well as non-medical books. The company is scheduled once a quarter for three days simultaneously (usually the first or second week of classes). Students can obtain cash for their used texts.
- **Lodo’s Restaurant** – Offers a 10% discount to DCN students for lunch and dinner. Located at 1946 Market Street, they offer lunch and dinner daily with roof-top dining and Rockies game specials.
- **Colorado Rockies Baseball Club** – Offers blocks of tickets for games at a discount to DCN students.
- **Denver Nuggets** – Students are offered discounted tickets to attend an annual DCN night with the Denver Nuggets at the Pepsi Center.
- **Colorado Avalanche** – Students are offered discounted group tickets to attend an annual DCN night with the Colorado Avalanche at the Pepsi Center.
The Director of Student Services at DCN serves as the official liaison to students and the college’s Executive Committee. All students, particularly those unaware of which department or resource would best be able to aid them with their problems or concerns, are welcome to visit the Student Services Department for appropriate referral and advisement. The Director of Student Services is located on the mezzanine level in the main campus building.

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### National Student Nurses Association

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

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

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

Annual events held by the DCN SNA include:
- Annual Thanksgiving food drives to benefit the Food Bank of the Rockies.
- Annual Holiday clothing drives to benefit the Denver Rescue Mission.

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

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### Student Veterans of America

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

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

For more information on joining the DCN Student Veterans of America, please contact the Director of Student Services.

*Denver College of Nursing Student Handbook*  
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Student Governance

Student Participation in Program Governance

Denver College of Nursing values input from students in developing and evaluating an effective nursing education program that is responsive to its students, clinical agencies, prospective employers, the community, and professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participating as a representative to the student government organization and to program committees. For a list of DCN committees, please refer to page 11 of this handbook.

The Student Nurses Association (SNA) and cohort representatives constitute the college’s student governance. This group meets regularly, and a representative from student government is invited to present to and meet with the Executive Committee on a regular basis. The student government also prepares an Annual Report that is submitted to the Board of Trustees.

Campus Security and Crime Prevention Policy

Denver College of Nursing’s Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is emailed to each student and to each DCN employee. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed annually via email to currently enrolled students.

Reporting Crimes & Emergencies

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

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

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Director of Business Operations, Renee McMillin. Criminal activity might include, but is not limited to, murder/non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and hate crimes, including crimes perpetrated based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability.
In the event of fire or medical emergencies, staff and employees should dial 911 and then notify the college President.

Security and Access to the Institution

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

Personal Safety Tips

This document serves as a quick reference guide for students and faculty on how to stay safe while commuting to and from the college, maneuvering around downtown, staying alert while at school, and general safety tips. The following information was collected from Crime Free America and the Iowa State Department of Public Safety. During new student orientation and other times throughout the year, a presentation regarding personal safety tips is provided at Denver College of Nursing. Please contact the Director of Student Services, for additional information or to view a copy of the Crisis Management Protocol and Procedures guide (office is located on the first floor).

Experts agree the single most important step toward ensuring your personal safety is making the decision to refuse to be a victim. Criminals prefer easy targets. You stand a much better chance of preventing criminal attack if you make yourself difficult to prey upon. That means that you have an overall personal safety strategy in place before you need it. Don’t think safety is someone else’s responsibility. It’s yours!!!

At Denver College of Nursing

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

General Safety

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

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

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

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

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

The State Board of Nursing will require a background check prior to licensing and is the sole entity that will consider on an individual basis whether a person does not have a clear background check. The Board expects that individuals are truthful in reporting any issues that could affect licensure. If an individual is not truthful on the application form and the Board finds out, licensure is denied. All State Boards of Nursing have language in the licensure application that speaks to the information provided by the applicant.

The Colorado State Board of Nursing maintains a website where more information about licensure is available. Go to https://www.colorado.gov/pacific/dora/Nursing_Education.

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

All injuries should be reported immediately

<table>
<thead>
<tr>
<th>Name(s) of students(s)/employee(s) involved:</th>
<th>Last FOUR digits of Social Security #:</th>
<th>Phone #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Date and time of accident:</td>
<td>Location of accident:</td>
<td></td>
</tr>
<tr>
<td>Describe what happened (attach additional sheets if necessary):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How and why did this happen (attach additional sheets if necessary):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe injuries (attach additional sheets if necessary):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names of Witnesses (if any, if not, then N/A):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>Were photographs taken of the scene (please circle):</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Were police, fire or ambulance called (please circle and indicate):</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Police</td>
<td>Fire</td>
<td>Ambulance</td>
</tr>
<tr>
<td>Did injury occur on college premises (please circle):</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hospitalized overnight as an in-patient (please circle):</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Injury site and address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and address of treating health care professional:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and address of facility where treated:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial treatment (please circle):</td>
<td>None</td>
<td>Minor on-site</td>
</tr>
<tr>
<td>DSN Employee this incident was reported to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student/Employee Signature:</td>
<td></td>
<td>Date Completed:</td>
</tr>
</tbody>
</table>

Please return completed form to DSN Business Office  
FAX: 303-295-1655  
EMAIL: DSN_HR_Payroll@edaff.com
# DESIGNATION OF MEDICAL PROVIDERS

Denver College of Nursing hereby designates the following medical providers to provide treatment for your work related injuries:

All injuries should be reported immediately

<table>
<thead>
<tr>
<th>Facility</th>
<th>Type</th>
<th>Miles from DCN</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentra Medical Center 1730 Blake St Ste 100 Denver, CO 80202 P 303-296-2273</td>
<td>Occupational Medicine Clinic Urgent Care Clinic</td>
<td>0.03</td>
<td></td>
</tr>
<tr>
<td>Concentra Medical Center 2490 W 26th Ave Ste 200a Denver, CO 80211 P 303-433-2300</td>
<td>Occupational Medicine Clinic</td>
<td>1.10</td>
<td></td>
</tr>
<tr>
<td>On The Mend Occupational Medicine 3900 S Wadsworth Blvd Ste 325 Lakewood, CO 80235</td>
<td>Occupational Medicine Clinic</td>
<td>8.49</td>
<td></td>
</tr>
<tr>
<td>Exempla Stapleton Family &amp; Occ. Medicine 2803 Roslyn St Denver, CO 80238 P 303-403-6300</td>
<td>Occupational Medicine Clinic</td>
<td>5.22</td>
<td></td>
</tr>
</tbody>
</table>

I elect to decline or not seek further treatment

Please check the box next to your choice, then sign and date on the lines below.

____________________________________________  ________________________
Signature of employee/student       Date

The name and contact information of our authorized representative is:

Renee McMillin, Director of Business Operations

The name and address of our insurer/third party administrator is:

Travelers Insurance Company
P.O. Box 173762
Denver, CO 80217-3762
Phone: (800) 227-1538
Fax: (877) 801-9674

If you have any questions, please contact our authorized representative or insurer/third party administrator.
INSTRUCTIONS FOR USING THIS FORM AND REPORTING ACCIDENTS

All injuries should be reported immediately

- This form is for internal use to document and report accidents regardless of injury or damage. Please complete pages one and two in their entirety.

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

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

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

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

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

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

NAME: ________________________________________________________________________________

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

NEW NAME: _____________________________________________________________________________

ADDRESS CHANGE (Please complete updated address information below)

ADDRESS: _____________________________________________________________________________

CITY: ________________________________ STATE: __________ ZIP: ___________________________

PHONES: Home: ______________________ Work: ______________________________

Cell: _______________________________ e-mail: ________________________________

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

_________________________“_______”____________________

Signature ___________________________ Date ____________________________

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

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

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

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

______________________________  __________________
Signature                        Date

______________________________
Printed Name