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Denver School 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.

Vision, Mission, Purpose, and Philosophy

The Denver School of Nursing Board of Trustees has adopted statements of vision, mission, values, goals, and philosophy to guide the operation of the institution.

Vision
The vision of Denver School 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 School 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 medical fields.

Purpose
Denver School 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 School 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 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 nursing 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 preparations.

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 School 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 lifelong 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:
Denver School 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 on which DSN curriculum is developed.

### 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 that 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.

The Denver School of Nursing Core Values, Mission, Vision, Purpose, and Philosophy are revisited periodically for currency and relevance through various planning processes. Recommendations for changes or edits are then reviewed/approved by various stakeholders and sent to the Board of Trustees for final approval.
The following goals are integral to the mission of Denver School of Nursing:

- To offer sound degree programs
- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background
- To attract and retain qualified faculty who are effective in the classroom and familiar with appropriate current medical and/or technical practices
- To maintain a dynamic organization that is responsible and responsive to its constituencies
- To develop in students a professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content and to faculty currently engaged in enterprise
- To assist graduates in finding positions for which they are trained
- To select faculty with professional experience who have the ability to motivate and develop students
- To promote self-discipline and motivation so that students may enjoy success on the job and in society

**Associations and Memberships**

The institution and/or its faculty and staff hold membership in, or participate in, activities of many associations and groups including:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Alliance for Clinical Education (ACE)
- American Academy of Nurse Practitioners
- American Assembly for Men in Nursing (AAMN)
- American College of Nurse Midwives
  (both national and local)
- American Library Association (ALA)
- American Nurses Association (ANA)
- Area Health Education Center (AHEC)
- Association of Vascular Access
- The Better Business Bureau of Denver
- Boulder County Medical Society
- Colorado Association of Associate Degree Nurse Educators (COADN)
- Colorado Association of Career Colleges and Schools (CACCs)
- College Personnel Association of CO (CPAC)
- Colorado Association of Libraries (CAL)
- Colorado Center for Nursing Excellence (CCNE)
- Colorado Council of Nurse Educators (CCNE)
- Colorado Department of Higher Education
- Colorado Department of Human Services
- Colorado Nurses Association (CNA)
- Colorado Vascular Access Network
- Denver Metro Chamber of Commerce
- Denver Metro Chamber of Commerce Healthcare Committee
- DSN Chapter of American Assembly of Men in Nursing
- Downtown Denver Partnership
- Education Committee of Society of Pediatric Nurses
- Infusion Nursing Society
- Library Society of the World
- Medical Librarians Association (MLA)
- MOtion1
- Mountain States Employers Council (MSEC)
- National League for Nursing (NLN)
- National Network of Libraries of Medicine (NNLM)
- National Organization of Associate Degree Nurses (NOADN)
- National Student Nurses’ Association
- Nurses Christian Fellowship
- Online Learning Consortium
- Pediatric Nurse Leadership Group
- Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO)
- Rocky Mountain Infusion Nursing Society
- Rocky Mountain Nurse Educators Selection Committee
- State Authorization Reciprocity Agreement (SARA)
- Sigma Theta Tau
- Society of Pediatric Nurses
- Western Interstate Commission for Higher Education (WICHE)
Accreditations and Approvals

Colorado State Board of Nursing (CBON)
The CBON has granted Full Approval for both the ADN and BSN programs. Approval allows graduates to apply to take the licensing exam (NCLEX-RN®) required for professional practice.

Colorado State Board of Nursing
1560 Broadway, Suite 1350
Denver, Colorado 80202
(303) 894-2430
(303) 894-2821 (fax)
http://www.dora.state.co.us/NURSING/

Colorado Department of Higher Education
State of Colorado, Department of Education
Colorado Commission on Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
(303) 866-4266 (fax)
http://highered.colorado.gov

This approval grants the college the authority to award Associate’s and Bachelor’s degrees.

State Authorization Reciprocity Agreements (SARA)
National Council of State Authorization Reciprocity Agreements approval is maintained by the Colorado Department of Higher Education.

State of Colorado, Department of Education
Colorado Commission on Higher Education
1560 Broadway, Suite 1600
Denver, Colorado 80202
(303) 866-2723
(303) 866-4266 (fax)
http://highered.colorado.gov
http://nc-sara.org/sara-states-institutions

This approval grants the college the ability to offer distance education (online) programs and courses in SARA member states.

The Higher Learning Commission (HLC)
The college is accredited by The Higher Learning Commission (HLC)

The Higher Learning Commission
230 LaSalle Street, Suite 7-500
Chicago, Illinois 60604
(312) 263-0456
(312) 263-7432 (fax)
www.hlcommission.org

Accredited by the Accreditation Commission for Education in Nursing (ACEN)
The college’s baccalaureate nursing program and associate nursing program are accredited by the ACEN. The Commission is recognized as an accrediting body for all types of nursing education programs by the U.S. Department of Education.

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
(404) 975-5020 fax
www.acenursing.org

Colorado Office of Veterans and Training
The Colorado Office of Veterans and Training has approved the ADN and BSN programs to qualified Veterans for benefits.

Colorado Office of Veterans and Training
9101 E. Lowry Boulevard
Denver, Colorado 80230
(303) 595-1622
www.cccs.edu/vets

A student may receive a copy of the college’s accreditation, licensure, or other approvals by submitting a written request to the President of DSN.
History & Ownership of Denver School of Nursing

Professional Education Corporation, doing business as the Denver School of Nursing (DSN), was incorporated in Colorado on July 1, 2003. On October 23, 2003, the School of Nursing was granted a license to operate by the Colorado Commission on Higher Education, Division of Private Occupational Schools (DPOS).

In May 2004, the Colorado State Board of Nursing granted Phase I, II, and III approval for a Practical Nursing program, an Associate Degree program, and an Upper Division Baccalaureate program. Based on the Colorado State Board of Nursing approvals, these programs were also approved by the Colorado Commission on Higher Education, Division of Private Occupational Schools. In November 2004, the Colorado Commission on Higher Education, under the Colorado Degree Authorization Act, granted the School authority to award the Associate and Bachelor degrees.

Classes began in Practical Nursing in July 2004, in the Upper Division Baccalaureate program in September 2004, and in the Associate Degree program in July 2005. The first students graduated from the Practical Nursing program in July 2005, from the Upper Division Baccalaureate program in June 2006, and from the Associate Degree program in March 2006. The Practical Nursing program was discontinued in 2006.

In July 2007, Education Affiliates, Inc. took ownership of Professional Education Corporation. Since July 2007, significant changes have been made which have greatly improved the learning environment for students and faculty, and the workplace environment for administrative staff. Changes include the addition of a Learning Resource Center (LRC) with a full-time librarian; an upgraded computer lab; added classrooms, anatomy and physiology lab; new faculty offices and resource room; a remodeled skills laboratory, and pediatric simulation lab. In mid-2010, Denver School of Nursing added an annex located at 1875 Lawrence Street (approximately two blocks from the main campus).

In January 2015, the college was approved to offer distance education (online), and DSN launched its first online program option in October 2015.

Professional Education Corporation, d/b/a Denver School of Nursing, is a wholly owned entity of Education Affiliates, Inc., a private institution of higher education.

Denver School of Nursing is owned by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates.

Denver School of Nursing is controlled by its governing Board. A list of the Board of Trustees members and Denver School of Nursing administration, faculty, and staff are included in the catalog addendum.
The Campus

The Denver School of Nursing campus is located at 19th Street and Market Streets with an annex at 19th Street and Lawrence Street. The campus buildings are two blocks apart in the "Lodo" area of downtown Denver, Colorado. Parking is available on the street and in surrounding lots.

Classroom and lab activities are located in the main building, clinical simulation is in the annex, and other clinical activities occur at facilities primarily in the Denver metropolitan area.

Public transportation, major shopping, an assortment of restaurants, and other services are conveniently located within a few blocks of the campus.

Facilities and Equipment

Denver School of Nursing occupies a 24,000 square foot facility located at 1401 19th Street Denver, CO 80202. A Learning Resource Center is available with high-speed Internet access, computer workstations, printers, web-based resources, reference books, and periodicals. Nursing labs are equipped with microscopes, blood pressure cuffs, patient hospital beds, and injection arms/skins. Wireless Internet access is provided throughout the college for laptop computers for student use and for testing. The lecture rooms have Internet connectivity, instructional podiums, projectors, and in-wall speakers to enhance the lectures with access to specialized medical/educational web sites and use of web-based materials. There is a student lounge with vending machines and microwaves. Administrative offices include student services, career services, financial aid, registrar, and admissions. There are faculty work areas.

Annex

Denver School of Nursing's annex is located at 1875 Lawrence Street, Suite 450, in downtown Denver, two blocks from the main campus. The 7,611 square foot annex space includes a simulation lab with high fidelity simulation models, medication administration equipment, modern supplies, and electronic medical record software. The annex also includes the business office, a computer lab, debriefing rooms, and additional staff offices. The simulation lab accommodates 6-8 nursing students in each of the four patient rooms. There are three medical/surgical rooms and one pediatric room.

Building/Campus Access

Main Building (1401 19th Street)

The college's hours of operation at the main campus are between 7:00 a.m. and 6:00 p.m. Monday through Friday and from 7:00 a.m. to 3:00 p.m. on Saturday (unless otherwise announced as closed). The main campus building is closed on Sunday unless otherwise posted.

Annex (1875 Lawrence Street)

The college's hours of operation at the annex are between 7:00 a.m. and 6:00 p.m. Monday through Friday. The annex is accessible on Saturday only by arrangement; it is closed on Sunday.

Break Room

The common break room is equipped with vending machines, microwaves, free coffee, refrigerator, tables and chairs. Students are encouraged to utilize this area for lunch break, informal studying, and student meetings.

Parking and Personal Property

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 School of Nursing provides a locked bicycle and scooter cage and student lockers, but does not assume responsibility for loss or damage to a student's personal property on or near the campus.

Library/Learning Resource Center

Denver School of Nursing has a Learning Resource Center that includes a current collection of books, reference, print journals, and multimedia holdings that support all areas of the curriculum (see Student Handbook for additional information).
The Virtual Library provides online access 24/7/365

- Current Catalog and Handbook policy information
- A current faculty and staff directory with contact information
- Subscription and research database access (LIRN, EBSCO Host, etc.)
- Additional resources (covered in orientation)

The LRC is staffed by a full time librarian with an MLS degree. In addition to online resource access, the Learning Resource Center (LRC) on campus (1401 19th Street) is open during main building hours.

On-Campus and DSN Online Programs
Denver School of Nursing offers both on-campus and online programs. The difference between these program types is highlighted below.

DSN On-Campus Programs – Denver School of Nursing offers learning in traditional, on campus classroom settings for its pre-licensure programs at the associate degree and baccalaureate degree level. This synchronous, campus-based learning involves the participants interacting at the same time and in the same space (e.g., in didactic, lab, or clinical courses). On-campus programs are supported by a learning management system that facilitates additional asynchronous interactions and communications between and among students and faculty. Select courses may be offered in an online environment.

DSN Online Programs – Denver School of Nursing offers asynchronous, internet accessible, online courses for its fully online program options. Asynchronous learning involves communication exchanges which occur in elapsed time between two or more people. Examples are email, online discussion forums, message boards, blogs, podcasts, etc. Only post-licensure programs are offered fully online at DSN.

State Authorization Disclosure for Online Students
The following information is applicable to any prospective or current DSN Online student. Denver School of Nursing reviews admissions applications and may enroll students from certain U.S. states and territories. Denver School of Nursing does not accept international students in its online programs.

If, while enrolled in a Denver School of Nursing online program, a student moves, he or she must notify Denver School of Nursing. Denver School of Nursing cannot guarantee the student’s new home state/territory will allow him or her to complete his/her Denver School of Nursing program. It is the student’s responsibility to inform the College of his or her relocation as far in advance as possible. Students are referred to the Catalog addendum for a current list of states in which DSN is authorized to enroll students.

DSN operations (as performed currently) are regulated by certain state education authorities. DSN monitors state laws to ensure that it is authorized in states in which it enrolls students, and that require such authorization. In the event that a change in DSN operations or change in State regulations necessitate authorization, DSN will attempt to obtain such additional authorization, licensure or approval. Some states either do not regulate DSN activities or regulate its activities but exempt it from obtaining authorization due to its regional accreditation or the lack of a physical presence.
Academic Programs

Programs and Services
Denver School of Nursing offers programs and services to support and fulfill its mission by providing:

Programs that prepare nursing students to apply to take the national nursing licensing examination as applicable;

Degrees at the Associate’s and Bachelor’s level that build on prior education or support a student entering postsecondary education for the first time; and

At the ADN and BSN degree level, expertise and services to support the student who is pursuing his or her goal to become an RN or to further his or her career by building upon an existing RN license to earn a Bachelor’s degree.

The college offers on-campus programs and distance education (online) programs.

BSN and ADN Occupational and Academic Outcomes
Please review the programs closely before making a program choice. If a student has earned a BS or BA degree, it is recommended that the student consider the BSN program first to see if it meets his/her education goals.

Both the BSN and ADN degrees are designed to prepare the student to apply to take the licensing examination required for practice as a registered nurse. The Colorado State Board of Nursing expects that the programs show academic differences in breadth and depth of content. Moreover, the American Nurses Association (ANA) also notes differences and identifies the BSN as the professional entry into practice and the ADN as the standard entry into practice. DSN teaches a differentiated practice model in which the BSN students are provided additional training regarding the role of the BSN nurse vs. that of the ADN nurse.

Academically, the BSN professional entry nurse is expected to have knowledge beyond the standard entry level. Those areas include:

- Research & Evidence-Based Practice
- Quality Improvement
- Collaboration
- Education
- Professional Practice Evaluation
- Collegiality
- Ethics
- Computer Informatics
- Leadership
- Teambuilding
- Relationship-Based Care

The BSN student generally has more experience with reading, critiquing, and using current evidence-based practice research as they enter practice.

The ADN student is prepared for direct bedside patient care with fundamental medical/surgical, childbearing, and mental health concepts. The ADN program takes less time to complete as it has fewer required general education courses than the BSN program demands. ADN graduates who plan to enhance their career mobility can obtain their BSN degree by completing our Bachelor of Science in Nursing Program.

Through the RN to BSN option, registered nurses will expand their knowledge and skills in evidence based practice, patient safety, teamwork and collaboration, quality improvement, leadership, technology integration, and healthcare systems and policies.

Nursing Program Outcomes
Denver School of Nursing has established the following program outcomes for all undergraduate programs at the college:

Program Outcomes
1. NCLEX pass rates (for pre-licensure program options)
2. Program completion
3. Graduate program satisfaction
4. Employer program satisfaction
5. Job placement/career development
General Education Philosophy
General education provides a foundation and breadth of skills and attitudes that every lifelong learner should possess. This broad perspective is especially important when dealing with the diverse, multi-cultural, and individual aspects of how human beings think and feel.

General Education Courses
General education provides a framework for dealing with the human aspects of health as well as helping students acquire the skills essential to assess information critically. Framing and delivering reasoned and persuasive arguments both orally and in writing, and acquiring information that will be utilized to solve problems is critical in the nursing profession. Nursing students are required to successfully complete a number of general education courses and learn to appropriately apply the concepts embedded in most nursing courses. Thus, general education is a foundation of a Denver School of Nursing education that includes courses in physical/core sciences, humanities, social sciences, mathematics, and communications.

General Education Curriculum
The general education curriculum course offerings provide a level of general knowledge across disciplines, and an awareness of multiculturalism, diversity, and ethics that we believe every graduate of Denver School of Nursing needs for lifelong learning. These attributes and skills will provide an opportunity for ethical practices, successful careers, and effective citizenship. The following areas of concentration are the core in the general education curriculum:

- English/Communication/Language
- Mathematics
- Social Science
- Humanities/Psychology
- Biology/Science/Chemistry
- Human Growth & Development

General Education Outcomes
Students achieve general education outcomes as they:

1. Develop creative and critical analytical skills across a wide range of clinical and human knowledge situations
2. Develop skills in written, technical, and oral communications
3. Function ethically and meet professional standards with integrity
4. Demonstrate evidence of and caring for a diverse and multicultural society
5. Develop skills for independent decision making and leadership.

Distance Education (DSN Online) Courses
Some general education courses are delivered online or partially online and partially on campus as a hybrid course. At DSN, any student enrolled in an online course must meet the Admissions requirements for his/her desired program as outlined in this College Catalog. Any pre-requisite requirements for courses at DSN (online or otherwise) are noted in the Course Descriptions in the College Catalog. Online courses adhere to the same grading scale as on-campus courses at DSN. Students enrolled in an online course are expected to adhere to the same standards for student conduct and meet all program requirements as outlined in the College Catalog and Student Handbook. 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 www.mydsn.net.

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

Denver School of Nursing uses the Blackboard Learning Management System to deliver online courses. There are many tools within Blackboard for student interaction and support.

Additional information regarding online student verification, including identity verification, student responsibilities, and a statement of authenticity is included in the Student Handbook.
Technology Requirements
In order to participate in courses at DSN, students need daily access to a computer with an Internet connection. For Windows and Mac users, Blackboard recommends the 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 DSN’s courses.

Any student without the standard equipment listed above is invited to use the equipment available at the DSN 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 School of Nursing Help Desk at dhelpdesk@edaff.com.

Students enrolled in a DSN 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.

Global Health Perspectives
Global Health Perspective (GHP) is a cross-cultural, inclusive outreach program for undergraduate students that is focused 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 School of Nursing curriculum path. Students are invited to participate in GHP from their first quarter of enrollment, through their coursework, and even as DSN alumni. Student membership in GHP requires: attendance at global development symposiums and service learning volunteer hours at multiple Non-Government Organization (NGO)/aid organizations through community-based organizations. After successful completion of GHP membership for a minimum of two quarters and completion of Advanced Medical/Surgical nursing course students are eligible to apply for a GHP Service Learning Internship. DSN faculty members 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.
Associate Degree in Nursing Program

For students transferring in general education courses from other accredited institutions, this option consists of six quarters of nursing courses with both didactic and clinical components built on these foundational courses. Graduates are prepared to apply to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN®) and earn an Associate Degree in Nursing. The full-time completion program takes one year and six months.

Student Learning Outcomes
Upon completion of Denver School of Nursing’s Associate Degree program, a student should be able to:

1. Demonstrate clinical competence across the lifespan within the scope of the Associates Degree/Registered Nurse
2. Demonstrate an ability to use effective communication and collaboration skills with patients, families, and colleagues
3. Use effective decision-making skills when developing a patient’s plan of care and when delegating patient care
4. Demonstrate accountability for the ethical, legal, and professional responsibilities related to nursing practice
5. Identify safety risks to self, patients, families, and others and implement measures to prevent injury
6. Integrate professional role concepts into the care of patients

NOTE: See General Education Outcomes on page 10

Admissions Requirements
Applicants must transfer in or successfully complete 24 quarter credits of post-secondary coursework, with a GPA of 2.5 or better for the courses noted below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Algebra</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Composition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>24</td>
</tr>
</tbody>
</table>

General Requirements
Applicants who have completed courses that are different from, but are the equivalent to, those required for admission should submit official transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee. In addition:

- Applicants that have not already graduated from an accredited college with a Bachelor's degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program
- Applicants that have already graduated with a Bachelor's degree from an accredited college do not have to take the HESI A2 entrance exam
- Complete Anatomy & Physiology within seven (7) years of enrollment
## Associate Degree in Nursing Program

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 206</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Basic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NRS 103/103L</td>
<td>Basic Health Assessment with Lab</td>
<td>3</td>
</tr>
<tr>
<td>NRS 111</td>
<td>Differentiated Practice</td>
<td>3</td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
<td></td>
<td>14</td>
</tr>
<tr>
<td>NRS 105/105L/105C</td>
<td>Foundations of Nursing Art and Skills with Lab and Clinical</td>
<td>12</td>
</tr>
<tr>
<td>NRS 112/112L</td>
<td>Basic Pharmacology Concepts &amp; Calculations with Lab</td>
<td>6</td>
</tr>
<tr>
<td>NRS 116</td>
<td>Concepts of Gerontological Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td>21</td>
</tr>
<tr>
<td>NRS 104/104C</td>
<td>Basic Medical Surgical Concepts with Clinical</td>
<td>10</td>
</tr>
<tr>
<td>NRS 136</td>
<td>Basic IV Therapy with Lab</td>
<td>2</td>
</tr>
<tr>
<td><strong>Quarter 4</strong></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>NRS 216/216L/216C</td>
<td>Advanced Medical Surgical Nursing Concepts with Lab &amp; Clinical</td>
<td>12</td>
</tr>
<tr>
<td><strong>Quarter 5</strong></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>NRS 210</td>
<td>Nursing Concepts for the Multigenerational Childbearing Family</td>
<td>4</td>
</tr>
<tr>
<td>NRS 210C/212C</td>
<td>Childbearing Family &amp; Children Clinical</td>
<td>3</td>
</tr>
<tr>
<td>NRS 212</td>
<td>Nursing Concepts of Children</td>
<td>4</td>
</tr>
<tr>
<td>NRS 211/211C</td>
<td>Nursing Concepts in Mental Health with Clinical</td>
<td>7</td>
</tr>
<tr>
<td><strong>Quarter 6</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>NRS 217/217C</td>
<td>RN Leadership and Capstone Clinical</td>
<td>9</td>
</tr>
</tbody>
</table>

| BIO Quarter Credits | 8 |
| Nursing Quarter Credits | 78 |
| General Education Transfer Quarter Credits | 24 |
| **Total Quarter Credits for the ADN Program** | **110** |

A minimum of 75% of the DSN program courses must be earned at Denver School of Nursing.
Licensed Practical Nurses desiring to complete the Associate Degree in Nursing may do so by completing all general education courses along with four quarters of nursing courses. Graduates are prepared to apply to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN®) and earn an Associate Degree in Nursing. Completion of the nursing courses takes one year.

Student Learning Outcomes
Upon successful completion of Denver School of Nursing LPN to ADN option a student should be able to:

1. Demonstrate clinical competence across the lifespan within the scope of the Associates Degree/Registered Nurse

2. Demonstrate an ability to use effective communication and collaboration skills with patients, families, and colleagues

3. Use effective decision-making skills when developing a patient's plan of care and when delegating patient care

4. Demonstrate accountability for the ethical, legal, and professional responsibilities related to nursing practice

5. Identify safety risks to self, patients, families, and others and implement measures to prevent injury

6. Integrate professional role concepts into the care of patients

NOTE: See General Education Outcomes on page 10

Admissions Requirements
Applicants to this option must show, at a minimum, successful completion of 24 quarter credits of post-secondary coursework from an accredited institution, with a GPA of 2.5 or better for the courses noted here. These courses may be taken at the Denver School of Nursing or be transferred in from other accredited institutions.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Algebra</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Composition</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

17 24

NOTE: LPNs or LVNs who graduated more than three years prior to enrollment need to meet additional requirements as per the Colorado Articulation Model (See Admission Representative).

General Requirements
• Provide an official transcript indicating completion of a practical nursing program approved by the appropriate State Board of Nursing within the prior three years (see note above for LPNs or LVNs who graduated more than three years prior to enrollment)

• Applicants that have not already graduated from an accredited college with a Bachelor's degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and the Math Subscale; and take the HESI A2 components utilized on the advising

• Complete Anatomy & Physiology within seven (7) years of enrollment

• Hold an unencumbered state license as a Licensed Practical Nurse.
**LPN to Associate Degree in Nursing**

(APplications are currently not being accepted for this program.)

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS 205</td>
<td>Professional Nursing Role Transition with Lab</td>
<td>4</td>
</tr>
<tr>
<td>BIO 206</td>
<td>Pathophysiology</td>
<td>5</td>
</tr>
<tr>
<td>NRS 211/211C</td>
<td>Nursing Concepts in Mental Health with Clinical</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS 216/216L/216C</td>
<td>Advanced Medical Surgical Nursing Concepts with Lab &amp; Clinical</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS 210</td>
<td>Nursing Concepts for the Multigenerational Childbearing Family</td>
<td>4</td>
</tr>
<tr>
<td>NRS 210C/212C</td>
<td>Childbearing Family &amp; Children Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NRS 212</td>
<td>Nursing Concepts of Children</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Quarter 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRS 217/217C</td>
<td>RN Leadership and Capstone Clinical</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>

BIO Quarter Credits 5
Nursing Quarter Credits 41
General Education Transfer Credits 24
Nursing Transfer Quarter Credits from PN Program 40

Total Quarter Credits for the ADN Program 110

A minimum of 75% of the DSN program courses must be earned at Denver School of Nursing.
Applicants to the BSN Completion Option are often professionals in other disciplines who elect to make a career change after completing a BA, BS or Associate’s Degree. Other applicants are inspired to pursue a nursing career by building on the competencies gained in post-secondary courses. For students transferring in general education courses from other accredited institutions, this option provides a focused nursing curriculum with didactic and clinical components built on the general education courses. Graduates are prepared to apply to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN®) and earn a Bachelor of Science in Nursing degree. This option consists of seven quarters of nursing courses with both didactic and clinical components built on foundational courses and is generally completed in 21 months (1 year, 9 months) of full-time study.

Student Learning Outcomes

Upon completion, a student should be prepared to:

1. Synthesize knowledge from nursing and the arts and sciences in the holistic practice of professional nursing.
2. Design, manage, and coordinate nursing care to ensure quality and safety.
3. Base practice on current knowledge, theory and research.
4. Integrate effective inter-professional collaboration practice to enhance the health of all patients, including diverse and vulnerable populations.
5. Use patient care technologies and clinical information systems to facilitate decision making necessary for delivery of safe care.

NOTE: See General Education Outcomes on page 10

Admission Requirements

General Requirements

- Submit official transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee
- Applicants that have not already graduated from an accredited college with a Bachelor’s degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program
- Applicants that have already graduated with a Bachelor’s degree from an accredited college do not have to take the HESI A2 entrance exam
- Provide a background check and drug screen that meets licensure requirements
- Successfully complete Anatomy & Physiology and Microbiology within seven (7) years of enrollment
- Applicants to the Bachelor of Science in Nursing Completion Option must show satisfactory completion of 53 semester credits or 80 quarter credits from an accredited institution with a GPA of 2.5 or better for any prerequisite courses required.

NOTE: Meet additional requirements detailed in the Admissions Policies and Procedures section of this catalog.
Applicants without a Baccalaureate Degree
Applicants to the BSN Completion Option without a prior baccalaureate degree must show completion of an Associate Degree or a minimum of 53 semester credits or 80 quarter credits of post-secondary coursework from an accredited institution with a GPA of 2.5 or better for the courses listed below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbiology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Sciences (2 courses; 1 with lab)</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Algebra (or higher math level)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Coursework</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>General Education</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

Applicants with a Baccalaureate Degree
Applicants to the BSN Completion Option, who already possess a baccalaureate degree from an accredited institution, must show satisfactory completion of 53 semester credits or 80 quarter credits from an accredited institution with a GPA of 2.5 or better for the courses listed below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td>33</td>
<td>51</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

Requirements Relevant to All Programs
Applicants who have completed courses that are different from, but are the equivalent of, those required for admission, should submit transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee.

**NOTE:** General education courses must be from three different disciplines such as Humanities, Arts, Communication, Social Sciences, History, etc.
# Bachelor of Science in Nursing Completion Option

<table>
<thead>
<tr>
<th>Quarter No.</th>
<th>Course No.</th>
<th>Course Name</th>
<th>Quarter Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter 1</td>
<td>BIO 309</td>
<td>Pathophysiology</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NUR 310/310L</td>
<td>Health Assessment (with Lab)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 358</td>
<td>Topics of Professional Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Quarter 2</td>
<td>NUR 320/320L</td>
<td>Foundations of Nursing (with Skills Lab)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>NUR 328/328L</td>
<td>Pharmacology with Calculations Lab</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>HIT 410</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Quarter 3</td>
<td>NUR 330/330C</td>
<td>Medical Surgical Nursing I (with Clinical)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>NUR 338</td>
<td>Research and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
<tr>
<td>Quarter 4</td>
<td>NUR 420/420C</td>
<td>Mental Health Nursing (with Clinical)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NUR 440/440C</td>
<td>Medical Surgical Nursing II (with Clinical)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>NUR 340/340C</td>
<td>Pediatric Nursing (with Clinical)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NUR 350/350C</td>
<td>Obstetrical Nursing (with Clinical)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Quarter 6</td>
<td>NUR 450/450C</td>
<td>Community/Public Health Nursing (with Clinical)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NUR 460</td>
<td>Transition to Professional Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR 470/470C</td>
<td>Leadership and Management (with Clinical)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Quarter 7</td>
<td>SOC 321</td>
<td>Life Transitions: Death and Dying</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR 485/485C</td>
<td>Senior Integrative Seminar and Capstone Clinical</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

**Program Quarter Credits**: 100  
**Transfer Credits**: 80  
**Total Quarter Credits for the BSN Degree**: 180

A minimum of 75% of the DSN program courses must be earned at Denver School of Nursing.
The Bachelor of Science in Nursing – RN to BSN option provides general education and nursing courses to meet the needs of the registered nurse who desires to continue education in nursing at the Bachelor degree level. This program option is delivered through distance education (online). This option consists of nine quarters of courses with both didactic and experiential learning assignments in specific courses and is generally completed in 27 months (2 years, 3 months) of study. Graduates earn a Bachelor of Science in Nursing Degree.

Students entering the RN to BSN option build on their basic nursing knowledge as they acquire the general education component of the baccalaureate program. This will provide a foundation and breadth of knowledge, skills, and attitudes every college-educated individual should possess. This broad perspective is especially important in the field of nursing when dealing with diverse cultures and individuals with health-related problems. Through the RN to BSN program option, registered nurses will expand their knowledge and skills in evidence-based practice, patient safety, teamwork and collaboration, quality improvement, leadership, technology integration, and healthcare systems and policies.

Student Learning Outcomes
Registered nurses returning to obtain the Bachelor Degree should be able to:

1. Synthesize knowledge from nursing and the arts and sciences in the holistic practice of professional nursing.
2. Design, manage, and coordinate nursing care to ensure quality and safety.
3. Base practice on current knowledge, theory and research.
4. Integrate effective inter-professional collaboration practice to enhance the health of all patients, including diverse and vulnerable populations.
5. Use patient care technologies and clinical information systems to facilitate decision making necessary for delivery of safe care.

NOTE: See General Education Outcomes on page 10

Admission Requirements
Applicants must meet the following requirements:

- Submit an official transcript to the Dean of Nursing Education Programs or designee indicating graduation from an accredited Associate Degree in Nursing program or RN Diploma Program recognized by the U.S. Department of Education (no transfer credits will be accepted after the first term)
- Hold an unencumbered state license as a registered nurse

NOTES: Meet additional requirements as appropriate for post-licensure students as detailed in the Admissions Policies and Procedures section of this Catalog. Applicants who graduated from an RN diploma program have additional requirements. These applicants should contact an Online Admissions Representative for more information.
The RN to BSN Option (Distance Education Program) course list has been amended to update the listing of General Education Quarter Credits in the program.

The Bachelor of Science in Nursing – RN to BSN option provides general education and nursing courses to meet the needs of the registered nurse who desires to continue education in nursing at the Bachelor degree level. This program option is delivered through distance education (online). This program option consists of 6-9 quarters of courses with both didactic and experiential learning assignments in specific courses and is generally completed in 18-27 months. Graduates earn a Bachelor of Science in Nursing Degree.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 305</td>
<td>Statistics</td>
<td>6</td>
</tr>
<tr>
<td>HUM 330</td>
<td>Creating Solutions and Critical Thinking/or 200 level or above Humanities</td>
<td>4</td>
</tr>
<tr>
<td>PHI 410</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>SOC 420</td>
<td>Sociology of Health and Medicine/or 200 level or above Sociology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 430</td>
<td>Building Emotional Intelligence and Negotiation Skills/or 200 level or above Psychology</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>NUR 300</td>
<td>Professional Issues in Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 309</td>
<td>Pathophysiology for the Registered Nurse</td>
<td>6</td>
</tr>
<tr>
<td>NUR 315</td>
<td>Health Assessment for the Registered Nurse</td>
<td>5</td>
</tr>
<tr>
<td>NUR 325</td>
<td>Healthcare Delivery Systems</td>
<td>5</td>
</tr>
<tr>
<td>HIT 420</td>
<td>Healthcare Informatics</td>
<td>5</td>
</tr>
<tr>
<td>NUR 335</td>
<td>Health Promotion in Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 370</td>
<td>Cultural Dimensions in Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NUR 400</td>
<td>Research and Evidence Based Practice</td>
<td>6</td>
</tr>
<tr>
<td>NUR 415</td>
<td>Policy, Finance, and Quality in Nursing and Healthcare</td>
<td>6</td>
</tr>
<tr>
<td>NUR 425</td>
<td>Population-Based Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 435</td>
<td>Leadership and Management in Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NUR 445</td>
<td>Capstone</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>68</td>
</tr>
</tbody>
</table>

General Education Quarter Credits 22
Nursing Quarter Credits 68

RN to BSN Option Total Quarter Credits 90
Quarter Credits Awarded for Prior Degree 90
Total Quarter Credits for the BSN Degree 180

A minimum of 25% of the DSN program courses must be earned at Denver School of Nursing
The BSN Degree Program is designed to prepare graduates for nursing practice in the 21st Century. Following successful completion of the BSN curriculum, graduates apply to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN®). Graduates earn a Bachelor of Science in Nursing degree. This program is three years and three months in length for full-time students.

**Student Learning Outcomes**

Upon successful completion, a student should be prepared to:

1. Synthesize knowledge from nursing and the arts and sciences in the holistic practice of professional nursing.
2. Design, manage, and coordinate nursing care to ensure quality and safety.
3. Base practice on current knowledge, theory and research.
4. Integrate effective inter-professional collaboration practice to enhance the health of all patients, including diverse and vulnerable populations.
5. Use patient care technologies and clinical information systems to facilitate decision making necessary for delivery of safe care.

NOTE: See General Education Outcomes on page 10

**Admission Requirements**

**Pre-Nursing (Quarter 1-6):**

- Obtain a minimum of 871 on the English component and a minimum of 855 on the math component of the General Assessment of Instructional Needs (GAIN) entrance exam
- Provide verification of education at or above the high school level with a 2.5 or better CGPA
- Provide proof of high school graduation, unless the applicant has earned a post-secondary degree

NOTE: Meet additional requirements detailed in the Admissions Policies and Procedures section of this catalog.

**Nursing Program (Quarter 7 and beyond):**

Students are admitted into the nursing component if they meet or exceed the following progression requirements:

- Attain a 2.5 CGPA
- Students have two opportunities to achieve a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program.
## Bachelor of Science in Nursing Full Degree Program

(Program is not currently offered)

### Pre-Nursing Courses

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 121</td>
<td>English Composition I</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
<td>6</td>
</tr>
<tr>
<td>MAT 101</td>
<td>Introduction to Algebra</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Quarter 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APH 216</td>
<td>Anatomy and Physiology I with Lab</td>
<td>6</td>
</tr>
<tr>
<td>SCI 115</td>
<td>Basic Nutrition</td>
<td>4</td>
</tr>
<tr>
<td>ENG 221</td>
<td>English Composition II</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td><strong>Quarter 3</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 115</td>
<td>Sociology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>4</td>
</tr>
<tr>
<td>PSY 278</td>
<td>Human Growth and Development</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>Quarter 4</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 205</td>
<td>Microbiology with Lab</td>
<td>6</td>
</tr>
<tr>
<td>ETH 210</td>
<td>Ethics</td>
<td>4</td>
</tr>
<tr>
<td>APH 217</td>
<td>Anatomy and Physiology II with Lab</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
</tr>
<tr>
<td><strong>Quarter 5</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COM 245</td>
<td>Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>PSY 321</td>
<td>Building Emotional Intelligence</td>
<td>3</td>
</tr>
<tr>
<td>CHM 107</td>
<td>General Chemistry</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
<tr>
<td><strong>Quarter 6</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAT 137</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>HUM 320</td>
<td>Creating Solutions &amp; Critical Thinking</td>
<td>4</td>
</tr>
<tr>
<td>SOC 431</td>
<td>Sociology of Health and Medicine</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

**Note:** Students admitted into the nursing component (which begins in Quarter 7) must meet or exceed the progression requirements outlined in the admissions requirements.

### Nursing Component

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE NAME</th>
<th>QUARTER CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Quarter 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 309</td>
<td>Pathophysiology</td>
<td>6</td>
</tr>
<tr>
<td>NUR 310/310L</td>
<td>Health Assessment with Lab</td>
<td>4</td>
</tr>
<tr>
<td>NUR 358</td>
<td>Topics of Professional Nursing Practice I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td>COURSE NO.</td>
<td>COURSE NAME</td>
<td>QUARTER CREDITS</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Quarter 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 320/320L</td>
<td>Foundations of Nursing with Skills Lab</td>
<td>9</td>
</tr>
<tr>
<td>HIT 410</td>
<td>Healthcare Informatics</td>
<td>3</td>
</tr>
<tr>
<td>NUR 328/328L</td>
<td>Pharmacology with Calculations Lab</td>
<td>6</td>
</tr>
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<td></td>
<td></td>
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<tr>
<td>Quarter 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 330/330C</td>
<td>Medical Surgical Nursing I with Clinical</td>
<td>10</td>
</tr>
<tr>
<td>NUR 338</td>
<td>Research and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
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<tr>
<td>Quarter 10</td>
<td></td>
<td></td>
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<tr>
<td>NUR 420/420C</td>
<td>Mental Health Nursing with Clinical</td>
<td>6</td>
</tr>
<tr>
<td>NUR 440/440C</td>
<td>Medical Surgical Nursing II with Clinical</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>16</td>
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<tr>
<td>Quarter 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 340/340C</td>
<td>Pediatric Nursing with Clinical</td>
<td>6</td>
</tr>
<tr>
<td>NUR 350/350C</td>
<td>Obstetrical Nursing with Clinical</td>
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</tr>
<tr>
<td></td>
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<td>12</td>
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<tr>
<td>Quarter 12</td>
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<td></td>
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<tr>
<td>NUR 450/450C</td>
<td>Community/Public Health Nursing with Clinical</td>
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<tr>
<td>NUR 470/470C</td>
<td>Leadership and Management with Clinical</td>
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<td>NUR 460</td>
<td>Transition to Professional Practice</td>
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<td>Quarter 13</td>
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<tr>
<td>SOC 321</td>
<td>Life Transitions: Death and Dying</td>
<td>4</td>
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<tr>
<td>NUR 485/485C</td>
<td>Senior Integrative Seminar and Capstone Clinical</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

Nursing Quarter Credits 100
General Education Quarter Credits 80
Total Quarter Credits for the BSN Degree 180

A minimum of 75% of the DSN program course credits must be earned at Denver School of Nursing.
General Admission Requirements
The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA. It is expected that all official documentation be in place before the start of the program. Any exceptions must be cleared by the admissions committee. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma.

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process; provides information on curriculum, policies, procedures, and services; and assists the applicant in setting necessary appointments and interviews in person or by phone as appropriate.

Applicants should be prepared to discuss their career goals, applicable experience, and education background during the admissions interview.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that the Denver School of Nursing receives all required documentation. All records received become the property of the Denver School of Nursing.

Candidates for all programs must:

- The applicant must be 18 years of age or older at the time he/she starts his/her program of study
- The applicant must complete an application
- The applicant must interview with an admissions representative and/or other administrative staff (online students conduct interviews by phone)
- Applicants must pay the application fee and complete all tuition payment requirements
- Accepted applicants must agree to and sign the Enrollment Agreement
- Authorize DSN to conduct a background check

Specific information and details are provided by the Admissions Representative.

NOTE: Enrollment in nursing courses requires enrollment in one of the college's nursing programs.

Pre-licensure (on-campus) students are required to continue and maintain annual updates of immunizations, health insurance, CPR Certification, and to immediately inform the college if there are items that might show on a background check that could create a barrier to clinical practice experience, placement, or licensure. Please refer to the section on Additional Clinical Requirements for On-Campus Students.

Post-licensure (online) students are required to provide proof of current immunizations, certifications, or health coverage to DSN if needed for experiential learning assignments.

High School or GED
Unless otherwise noted, all applicants for admission must be high school graduates recognized by the U.S. Department of Education or hold a GED. For more information on obtaining a GED, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or our Admissions Office.

Transfer Credits
Credit (Denver School of Nursing) Transfer to Another Institution – Credits earned at Denver School of Nursing are transferable only at the discretion of the receiving institution. Denver School of Nursing does not guarantee that its credits will transfer to any other institution.

Credit Transfer to Denver School of Nursing – Denver School of Nursing generally does not accept nursing courses from another nursing program, unless the transfer is related to the Colorado Nursing Articulation Model or other approved articulation agreement. Requests for transfer will be reviewed by the Dean of Nursing Education Programs or his/her designee on a course by course basis. Any nursing courses approved for transfer must have been completed within three (3) years of application at a Board of Nursing approved
program (note: this particular requirement does not impact the RN to BSN program). Denver School of Nursing accepts transfer credits if the credits meet the following requirements:

- Previous institution was either accredited by an agency recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation, or the college determines that the postsecondary institution has equivalent accreditation standing as a foreign institution
- The content of the course is similar in scope
- The unit of credit is comparable
- A grade of ‘C+’ or better was attained
- All Anatomy and Physiology, Pathophysiology, and Microbiology courses must have been completed within seven (7) years of enrollment

Transfer credits are recorded as hours earned toward the program without counting toward a student’s Grade Point Average (GPA). General Education credits are transferred if they meet “general education” standards as defined by Denver School of Nursing. No transfer credits will be accepted after the first quarter. Denver School of Nursing does not guarantee the transferability of its credits to any other educational institution. All questions about the transferability of credits should be directed to the receiving institution.

A minimum of 75% of the pre-licensure DSN program courses must be taken at Denver School of Nursing. A minimum of 25% of the program courses in the RN to BSN program option must be earned at Denver School of Nursing.

**College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Support Subject Standardization Test (DANTES—Military or Approved Government Personnel) Policy**

**College Level Examination Program (CLEP)**

Students who have achieved required credit-granting scores on College-Level Examination Program (CLEP) exams can earn college credit. CLEP examination credit is not given where it duplicates credit previously earned by the student or accepted for work done elsewhere. To obtain credit or placement for subject exams, a student must receive a score of 50 (Computer Based Testing [CBT] scale) or higher. To obtain credit for College Composition, a student must receive a standard score of 610 (1978 scale), 500 (1986 scale), or 50 (CBT scale). This is a scaled score, equivalent to a grade of C in the corresponding course.

**Defense Activity for Nontraditional Education Support (DANTES)**

Credits may be awarded to current and former members of the armed forces upon submitting documents received from the Army, Navy, Marines, Air Force, Coast Guard, and Department of Defense. Additional credit may be awarded to veterans of military service who have attended military service schools. This credit is evaluated by the Office of Admissions according to suggested guidelines by the American Council of Education.

**Advanced Placement (AP) Examinations**

Denver School of Nursing accepts Advanced Placement (AP) credit only when it appears on a college transcript as “Transfer Credit Applied”.

Students who have performed satisfactorily in special college-level courses while in high school, and who have passed appropriate Advanced Placement (AP) examinations conducted by the College Entrance Examination Board may have official scores submitted directly to the Office of Admissions for consideration for college credit. This office, in consultation with the appropriate department chair, determines the amount and nature of the credit and/or advanced placement granted. Students should contact www.collegeboard.com or 888-225-5427 to request official AP scores; the code for Denver School of Nursing is 041483.

Documentation may be requested that verifies credit has been applied. Score must be “three or higher” to receive credit.
Competence from Prior Education
Applicants who wish to transfer in nursing courses with clinical or laboratory components, including Pharmacology, may be required to demonstrate clinical competency in the skills lab prior to the acceptance of these courses. Discuss the specific requirements with an admissions representative.

Requirements Relevant to All Programs
Applicants who have completed courses that are different from, but are the equivalent to, those required for admission, should submit official transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee.

Nursing Requirements-Essential Functions of Nursing Practice
Nursing program applicants should be physically and emotionally able to perform all of the routine daily tasks a student nurse must perform in the clinical setting and do so in a safe and competent manner. Most often this includes, but is not limited to:

- The ability to stand for long periods of time
- Frequent, quick paced walking
- Lifting and transfer of patients
- React swiftly to auditory signals
- React to visual stimuli with color and depth perception
- Manual dexterity
- Ability to read, speak, write, and understand English proficiently, and
- Ability to make appropriate situational judgments and problem solve.

The student handbook has more detailed information on the essential functions of nursing practice and what is expected of all nursing student in order to complete the program.

Application Review and Acceptance
Successful applicants will be accepted through a ranked point system by the Admissions Committee and will be notified of acceptance when all admissions requirements are met. If needed, all applicants must adhere to the current Denver School of Nursing wait list policy. Applicants who are not accepted will receive a full refund of any amounts paid with the exception of the non-refundable application fee. Enrollments may be accepted until the Orientation date; no enrollments are accepted after the Orientation date.

Clock Hour/Credit Hour Distribution
Denver School of Nursing operates on a quarter system and awards credits for their courses. Students who have attended a college or university where semester credits were granted may transfer course credits to DSN (note: Denver School of Nursing does not transfer in nursing courses in its LPN to ADN or RN to BSN program options). To convert semester to quarter credits, multiply the semester credits by 1.5. For example, a student who has earned 30 semester credits at an institution on a semester calendar could earn up to 45 quarter credits at DSN.

Denver School of Nursing uses the following clock hour to quarter credit hour conversions:

- Ten (10) lecture hours = one (1) quarter credit hour.
- Twenty (20) lab hours = one (1) quarter credit hour.
- Thirty (30) externship/clinical hours = one (1) quarter credit hour.

In courses delivered as a directed study Denver School of Nursing uses the following clock hour to quarter credit hour conversions:

- Five (5) lecture hours = one (1) quarter credit hour.
- Ten (10) lab hours = one (1) quarter credit hour.
- Thirty (30) externship/clinical hours = one (1) quarter credit hour.
Program Admission Requirements

Associate Degree in Nursing
Applicants must transfer in or successfully complete 24 quarter credits of post-secondary coursework, with a GPA of 2.5 or better for the courses noted below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Introduction to Algebra</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Composition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>24</td>
</tr>
</tbody>
</table>

General Requirements
Applicants who have completed courses that are different from, but are the equivalent to, those required for admission should submit official transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee. In addition, applicants must:

- Applicants that have not already graduated from an accredited college with a Bachelor's degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program.
- Applicants that have already graduated with a Bachelor's degree do not have to take the HESI A2 entrance exam.
- Complete Anatomy & Physiology within seven (7) years of enrollment.

LPNs or LVNs who graduated more than three years prior to enrollment need to meet additional requirements as per the Colorado Articulation Model (See Admission Representative).

General Requirements

- Provide an official transcript indicating completion of a practical nursing program approved by the appropriate State Board of Nursing within the prior three years (see note above for LPNs or LVNs who graduated more than three years prior to enrollment).
- Applicants that have not already graduated from an accredited college with a Bachelor's degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized on the advising.
- Complete Anatomy & Physiology within seven (7) years of enrollment.
- Hold an unencumbered state license as a Licensed Practical Nurse.

Bachelor of Science in Nursing
Completion Option

General Requirements

- Submit official transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee.
- Applicants that have not already graduated from an accredited college with a Bachelor's degree have two opportunities to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program.

LPN to Associate Degree
(Applications are not currently being accepted for this program)
Applicants to this option must show, at a minimum, successful completion of 24 quarter credits of post-secondary coursework from an accredited institution, with a GPA of 2.5 or better for the courses noted here. These courses may be taken at the Denver School of Nursing or be transferred in from other accredited institutions.
• Applicants that have already graduated with a Bachelor’s degree from an accredited college do not have to take the HESI A2 entrance exam
• Provide a background check and drug screen that meets licensure requirements
• Successfully complete Anatomy & Physiology and Microbiology within seven (7) years of enrollment
• Applicants to the Bachelor of Science in Nursing Completion Option must show satisfactory completion of 60 semester credits or 80 quarter credits from an accredited institution with a cumulative GPA of 2.5 or better

Applicants without a Baccalaureate Degree
Applicants to the BSN Completion Option without a prior baccalaureate degree must show completion of an Associate Degree or a minimum of 53 semester credits or 80 quarter credits of post-secondary coursework from an accredited institution with a minimum CGPA of 2.5. Prerequisites listed are required.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microbiology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Sciences (2 courses; 1 with lab)</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>Algebra (or higher math level)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>General Coursework</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>General Education</td>
<td>15</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

Applicants with a Baccalaureate Degree
Applicants to the BSN Completion Option, who already possess a baccalaureate degree from an accredited institution, must show satisfactory completion of 53 semester credits or 80 quarter credits from an accredited institution with a GPA of 2.5 or better for the courses listed below:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER HOURS</th>
<th>QUARTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Growth &amp; Development</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Nutrition</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Microbiology</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (with labs)</td>
<td>8</td>
<td>12</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>General Education</td>
<td>33</td>
<td>51</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>

Requirements Relevant to BSN Programs
Applicants who have completed courses that are different from, but are the equivalent of, those required for admission, should submit transcripts and course descriptions for review by the Dean of Nursing Education Programs or designee.

General education courses must be from three different disciplines such as Humanities, Arts, Communication, Social Sciences, History, etc.

Bachelor of Science in Nursing
RN to BSN Option
Applicants must meet the following requirements:
• Submit an official transcript to the Dean of Nursing Education Programs or designee indicating graduation from an accredited Associate Degree in Nursing program or RN Diploma Program (no transfer credits will be accepted after the first term)
• Hold an unencumbered state license as a registered nurse
Bachelor of Science in Nursing
Option (Full BSN)
(Application are not currently being accepted for this program)

Pre-Nursing (Quarter 1-6):
• Obtain a minimum of 871 on the English component and a minimum of 855 on the math component of the General Assessment of Instructional Needs (GAIN) entrance exam
• Provide verification of education at or above the high school level with a 2.5 or better CGPA
• Provide proof of high school graduation, unless the applicant has earned a post-secondary degree

NOTE: Meet additional requirements detailed in the Admissions Policies and Procedures section of this catalog.

Nursing Program (Quarter 7 and beyond):
Students are admitted into the nursing component if they meet or exceed the following progression requirements:
• Attain a 2.5 CGPA
• Students have two opportunities to achieve a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program.

Additional Clinical Requirements for On-Campus Students
The various clinical sites may have additional requirements that students must meet prior to being accepted into their clinical experiences. It is the student’s responsibility to ensure they have appropriate documentation which will allow them to participate in the various clinical experiences. The following requirements must be met prior to clinical participation:
• Background check (due prior to start of classes) must meet Colorado State Board of Nursing guidelines; this may need to be repeated at the request of a clinical facility.
• Clear drug screen (due prior to start of classes); this may need to be repeated at the request of a clinical facility.
• Completed Physical Exam form (due 5 weeks prior to start of the quarter in which clinical rotations begin).
• Proof of current immunizations (due 5 weeks prior to start of the quarter in which clinical rotations begin); a list of required immunizations may be obtained from the Admissions Department.
• Proof of health insurance coverage (due 5 weeks prior to start of the quarter in which clinical rotations begin).
• Proof of current Healthcare Provider CPR certification (due 5 weeks prior to start of the quarter in which clinical rotations begin).
• Proof of OSHA and HIPAA training (training will be provided in the program).
• Additional requirements may be required by a clinical site; any additional requirements will be the student’s responsibility and at the expense of the student.

Additional Requirements for Online Experiential Learning Assignments
• Background check (due prior to start of classes); this may need to be repeated at the request of an experiential learning site.
• It is the RN to BSN student’s responsibility to keep all immunizations and records, CPR certification, and/or health insurance up to date and to renew as required. If immunization or other records are required in the course of completing RN to BSN program requirements, the student will provide these records as needed.
• Unencumbered, current RN license.
• Additional requirements may be required by an experiential learning site. Any additional requirements will be the student’s responsibility and at the expense of the student.
Academic Expectations and Policies

Academic Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td>A</td>
<td>90-94</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>85-89</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>80-84</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>78-79</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>70-77</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>65-69</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>≤ 65</td>
<td>0.00</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>No grade point</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>No grade point</td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td>No grade point</td>
</tr>
</tbody>
</table>

Tests may not be repeated to improve a grade and grades are not rounded. Students taking a test after the scheduled test time MUST be given an alternative test. A grade of “C+” or higher is required to satisfactorily complete any course. A pass “P” grade is required in clinical/lab.

Course Grading
For pre-licensure programs, a student must achieve at least a 78% composite exam/quiz score in all courses except fully online courses. If a student does not meet the minimum composite exam/quiz score, that score is recorded as the final grade and the student is considered not-passing. Once the minimum composite exam/quiz score has been met, all other course assignments will be factored in to determine the final course grade.

A cumulative grade point average (CGPA) of 2.5 is required for graduation and awarding of an ADN or BSN Degree.

Qualitative Requirement – Cumulative Grade Point Average (CGPA)
The college measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s CGPA, except that of a withdrawal (‘W’) or incomplete (‘I’) will not be included in determining a student’s cumulative CGPA, and if a student repeats a course, only the higher grade for that course will be included when calculating the student’s GPA. (See CGPA requirements at each Evaluation Level in the Academic Grading & Performance Requirement).

For the pre-licensure BSN and ADN programs, students not obtaining a grade of ‘C+’ or better must repeat the course and maintain this minimum academic standard in order to continue at Denver School of Nursing and to be eligible for graduation. A grade of ‘C’, ‘D’, ‘F’ or ‘W’ is considered not-passing.

Incomplete Grade Process
An Incomplete (‘I’) grade may be given, for special cause or administrative reasons, if the Dean of Nursing Education Programs or designee determines the student is entitled to additional time to complete course requirements. The student must complete the course requirements within the time provided, not to exceed 14 calendar days after the commencement of the next grading period, or the ‘I’ will convert to ‘F’. Incomplete grades must be noted on the Incomplete Grade Request Form and submitted to the Registrar’s Office. In extenuating circumstances, the Scholastic Standards Committee may be asked to address the issue. Failure to complete these requirements satisfactorily or within the required time frame will result in a grade of ‘F’.

Clinical and Laboratory Grading
Many courses in the curriculum contain laboratory, simulation, or clinical components to allow students the opportunity to develop and practice skills learned and discussed in the theory portion of classes. Specific clinical opportunities may be geographically located 100+ miles from the main campus. Students may be assigned to clinical sites that require extra time and expense to achieve the course requirements. (Does not pertain to the RN to BSN program option.)

Simulation, clinical, and laboratory components are integral to theory classes and must be passed in order to pass the course. Any nursing course with a simulation, clinical, or laboratory requirement that a student is required to repeat also requires repeating of the simulation, clinical, or laboratory in addition to the didactic part of the course regardless of the grade received in any single course component. (Does not pertain to the RN to BSN program option.)

Final course grades are based on the grade earned in the theory portion of the course once the simulation, clinical, and/or laboratory component has been passed. Failure of the theory portion, even if the clinical, and/or lab components were passed, results in a grade of ‘F’ for all course components and requires a repeat of all
components (theory, clinical, and/or lab as applicable to the particular course). Failure to pass the clinical, or lab component results in a grade of ‘F’ for all course components and requires a repeat of the didactic course and associated lab, simulation, and/or clinical.

**Academic Termination**

A student who is enrolled in a degree program at DSN and fails any two (2) courses has not met Satisfactory Academic Progress (SAP). A ‘W’ grade counts towards this standard. Students who do not meet SAP will be terminated from the college. Appeals to remain in the program may be made to the Scholastic Standards Committee. A student whose enrollment is terminated because he/she failed to meet SAP and whose appeal is denied may apply for readmission after one year.

**Cancellation / Termination by the College**

Denver School of Nursing may terminate the enrollment of a student who: 1) fails to maintain passing grades, satisfactory attendance or satisfactory progress; 2) fails to pay tuition and fees on time; 3) maliciously destroys, damages, or steals from the college, staff or other students (the student may also be held liable for the costs of repair or replacement as a result of such actions); 4) engages in improper or unlawful conduct, or conduct contrary to the college’s rules and regulations, including those published in the College Catalog; or 5) engages in behavior that interferes with the educational process, or the rights of other students or staff.

All tuition and fees that may become due are described in the Enrollment Agreement except for potential incidental costs related to educational supplies. All amounts due under the Enrollment Agreement must be paid on or before their due date, unless the student and Denver School of Nursing expressly agree in writing to defer the due date of a payment, in which case payment of interest or a service charge may be required. Any written agreement to defer the due date of a payment shall be a part of the Enrollment Agreement. If a student’s financial account is not current by the payment due date, she/he may not continue in the program. In-school students will not be registered for the next quarter. Students that are not registered for any courses within a quarter and are not on an approved Leave of Absence (see Leave of Absence policy) may be terminated from the college.

If a student is terminated from the college and the termination qualifies for an appeal, the student may submit a written appeal (see the Student Handbook under Student Complaint/Grievance Procedures). The Committee will consult with appropriate staff or faculty. A final decision will be provided to the student in writing including any further actions that may be taken.

**Grade Appeal**

Each student has access to Blackboard and the Campus Portal where all grades are posted. Questions regarding grades must be addressed, in private, between the student and the faculty member in a timely fashion. The student may discuss an exam or assignment grade with a faculty member or request a recalculation of scores to ensure accuracy at the time of the posting of grades by the faculty. In the event the grade issue is not resolved, the student can submit, in writing, his or her appeal in accordance with the appeals process as outlined in the Student Handbook. All appeals must be in writing with additional information included which justifies carrying the appeal forward.

**Academic Grading & Performance Requirements**

Each student must complete a minimum number of credits by the end of each Satisfactory Academic Progress (SAP) evaluation period (additional information on SAP may be found in the Financial Aid section of this Catalog). Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a ‘C’, ‘D+’, ‘D’, ‘W’, or ‘F’. All courses for which a student receives a grade, whether passing or failing, a withdrawal (‘W’), a repeated course, or an incomplete (‘I’), are counted in determining credits attempted. Transfer credits accepted for the student’s program will be counted as credits attempted and credits completed. A student’s SAP standing will be calculated based on the student’s entire history of enrollment in a specific program of study, except as noted below (see credit completion requirements at each evaluation level in the chart below).

<table>
<thead>
<tr>
<th>SAP EVALUATION LEVELS</th>
<th>CUMULATIVE QUARTER CREDITS ATTEMPTED (including transfer credits)</th>
<th>MINIMUM PERCENTAGE OF CUMULATIVE CREDITS COMPLETED (including transfer credits)</th>
<th>MINIMUM CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-13</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td>13.1-48</td>
<td>50%</td>
<td>2.25</td>
</tr>
<tr>
<td>3</td>
<td>48.1-64</td>
<td>60%</td>
<td>2.50</td>
</tr>
<tr>
<td>4</td>
<td>64.1 &amp; Higher</td>
<td>67%</td>
<td>2.50</td>
</tr>
</tbody>
</table>

In nursing and pre-nursing general education courses, students must maintain at least a 2.5 ‘C+’ cumulative grade point average (CGPA) to be in good academic standing in SAP evaluation level 3 & 4. The cumulative grade point average is computed by dividing the total
number of grade points earned by the total number of quarter credits attempted. Transfer credits are not included in the grade point calculation; however they are used to satisfy the total program requirements.

Academic performance in all courses is monitored continuously throughout each quarter. All students who are not meeting the minimum requirements for successful completion of a course will be offered advising by a faculty and/or staff member on how to be successful. SAP evaluation occurs at the end of each quarter. Failure to meet the minimum standards for academic progress at the end of the quarter may result in SAP/FA Warning or termination from the program (see the Satisfactory Academic Progress policy).

Late Assignments
No assignments/coursework will be accepted after 11:59pm MST of the last day of the term. All assigned coursework (including those graded as pass/fail and late assignments) must be completed to pass the course. All late work will be penalized up to 10% of the total grade for each day the work was late (including weekends). 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. (See Student Handbook).

Repeat Policy
A student who does not pass a course must retake it. The failing grade will be averaged into the CGPA at the end of the quarter and remains in effect until the course is repeated and a passing grade is earned. When a student repeats a course, only the higher grade received for the course is calculated in the cumulative grade point average; however, all grades earned will be indicated on the official transcript. The attendance for the original and repeated quarter will be used to calculate total attendance for the program. Also, credit hours attempted for both repeated and original courses will count toward the Maximum Completion Time calculation. Students required to repeat a course will only be charged half the current tuition for that course.

Withdrawal from Courses and Repeat Policies

Withdrawal from Courses Policy
Denver School of Nursing’s courses are offered sequentially to provide students optimal success and completion within the time frame allotted. Students are strongly advised not to withdraw from a course unless it is for reasons of great importance such as a verifiable personal emergency or military obligation.

Note: A student who is contemplating withdrawing should be cautioned that:

- The student may have to wait for the appropriate course to be offered
- Graduation date will change
- A student must repeat all courses from which the student elected to withdraw prior to receiving a final passing grade
- Financial aid and/or tuition costs may be affected
- There may not be space available in the class or clinical upon his/her return
- A course grade of W does not count towards the two failure limit for dismissal from Denver School of Nursing (unless waived by the Scholastic Standards Committee)

Students enrolled in any course offered by the College including both nursing courses and all required general education courses who withdraw from a course will receive a grade of ‘W’ if they withdraw before the end of the 6th week of the quarter. If students withdraw in week 7 and thereafter, they will receive an ‘F’ grade for the course.

Students are allowed only two course withdrawals from any course in the nursing programs during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program without opportunity for readmission.

Repeat Policy
A student who does not pass a course must retake it. The failing grade will be averaged into the CGPA at the end of the quarter and remains in effect until the course is repeated and a passing grade is earned. When a student repeats a course, only the higher grade received for the course is calculated in the cumulative grade point average; however, all grades earned will be indicated on the official transcript. The attendance for the original and repeated quarter will be used to calculate total attendance for the program. Also, credit hours attempted for both repeated and original courses will count toward the Maximum Completion Time
calculation. Students required to repeat a course will be charged the current tuition for that course.

Only one repeat of a course in the entire curriculum of any of the nursing programs may be attempted. A second failure to achieve a grade of C+ in any course will result in dismissal from the program without opportunity for readmission. For information on refunds, please see the Refund Policy.

Official Withdrawal Notification
To withdraw from the college after classes have begun, a student should notify the Dean of Nursing Education Programs or designee in writing. If no written notice is furnished, the student will be officially withdrawn from the college following 14 consecutive calendar days of being absent from all courses in a term.

Leave of Absence
A student who believes it is necessary to interrupt his/her program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or active military service or jury duty obligation or other severe and unanticipated personal circumstance, may make application for a Leave of Absence (LOA). A student experiencing these types of circumstances should meet with the Dean of Nursing Education Programs or designee to discuss the need to temporarily interrupt his/her education and take a Leave of Absence.

The following are the criteria for making application and approving a Leave of Absence:

- The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form and must conform to the limited circumstances as described in this policy.

- The leave period requested may not be more than one (1) quarter. Further, in any 12 month period, the cumulative leave period(s) of approved Leaves of Absence may be no longer than 180 days.

- A student requesting a leave must be able to resume his/her education at the same point where the training was interrupted.

A student requesting a leave should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.5, be making Satisfactory Academic Progress, be current in his/her tuition and fee obligations, and have satisfactorily completed all student financial assistance requirements. The student requesting a leave must confirm that she / he understands and agrees that if she / he fails to return to active class attendance at the approved end date of his/her Leave of Absence, that his/her enrollment will be terminated and that his/her Federal student loan will have entered repayment and if applicable, a Federal Student Loan ‘Grace Period’ will be effective as of the applicant’s actual last day of class attendance. Further, the applicant for the Leave of Absence must affirm that he / she understands that repayment of the student’s loans will begin six (6) months after his/her last day of class attendance at Denver School of Nursing.

A student requesting a Leave of Absence will be notified by the Dean of Nursing Education Programs or designee if his/her application for a leave has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student. A student on an approved Leave of Absence remains obligated for all financial arrangements with the School.

Students returning to the college after a Leave of Absence may be required to demonstrate clinical competence prior to placement in clinical nursing courses.

Standard Period of Non-Enrollment
In the event that a student needs to interrupt his/her program of study because the required courses needed by the student are not being offered in the college’s next academic quarter, the student may make application for an administrative academic leave of absence or Standard Period of Non-Enrollment (SPN). If approved, the SPN would permit the student to be considered as an “enrolled student” by Denver School of Nursing, even though the student would not be taking any courses at the college during the SPN quarter. A student experiencing this type of academic circumstances should meet with the Dean of Nursing Education Programs or designee to discuss the need to temporarily interrupt his/her education under the provision of a SPN.

The following are the criteria for making application and approving a SPN:

- The request and reason(s) for the SPN must be made by the student in writing on a SPN request form.

- The SPN requested may be no more than one (1) quarter. Further, in any 12 month period, the cumulative SPN period(s) of approved Leaves of Absence may be no longer than 180 days.

- A student requesting an SPN should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.5, be making Satisfactory Academic Progress, be current in his/her tuition and fee obligations, and have satisfactorily completed all student financial assistance requirements.
cumulative CGPA of 2.5, and be current in his/her tuition and fee obligations. The student requesting a leave must confirm that the applicant understands and agrees that if she / he fails to return to active class attendance at the approved end date of his/her Administrative Leave of Absence, that his/her enrollment will be terminated.

Students approved for a SPN are not considered to be enrolled at a status of on a half time basis for purposes of the student's Federal student loan. Any Federal student loan will enter repayment and if applicable, the student's Federal Loan ‘Grace Period’ will have started as of the student's last day of attendance at Denver School of Nursing.

A student requesting a SPN will be notified by the Dean of Nursing Education Programs or designee if his/her application for a leave has been approved or disapproved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.

Students returning to the college after an approved SPN may be required to demonstrate clinical competence prior to placement in clinical nursing courses.

Course Audit Policy
Because of space availability and simulation lab and clinical requirements, audits of classes must be pre-approved in advance by the Undergraduate Program Chair or Dean of Nursing Education Programs. Approval to audit a course is by permission of the faculty member and students are not allowed to participate in exams or assignments when auditing a course.

Campus Class Times
On-campus classes may be scheduled between 7:00 a.m. and 9:00 p.m. Monday through Friday, and from 7:00 a.m. to 6:00 p.m. on Saturday, and other times as necessary. Nursing clinical course hours may vary, and may include nights, weekends, holidays, and over the two (2) week break. Clinical shifts are generally between 8 and 12 hours per day. Class schedules may change unexpectedly due to the requirements of clinical agencies. Denver School of Nursing reserves the right to cancel or reschedule classes. Requests for particular sections, groups, clinicals, or specific faculty members are not allowed. Faculty assignments may change at the discretion of the college.

Online courses are asynchronous and are accessible 24/7 during the term as specified in each course syllabus except in periods of necessary maintenance.

Clock Hour of Instruction
Clock hour of instruction consists of 50 minutes of instruction in a sixty-minute period.

Attendance
Attendance is checked and recorded for each scheduled didactic, laboratory, clinical, and online session. Anyone with 14 consecutive calendar days of absences in a course will be dropped from that course. A student will be officially withdrawn from the college following 14 consecutive calendar days of being absent from all courses in a term.

Tardiness

- Didactic: Students are expected to attend all scheduled didactic hours. Any time missed (absences, coming late, or leaving early) will be recorded. A pattern of absence, late arrivals, or leaving early may require advising and/or referral to the Conduct Standards Committee.

- Clinical/Simulation Lab/Skills Lab: Tardiness is defined as 1-7 minutes later than the start time. Tardiness is considered unprofessional conduct and indicates a lack of respect to faculty members and colleagues. “If you are on time-you’re late,” in the nursing profession. Clinical, simulation, and lab simulate employment, and tardiness may result in the failure of the course (see Absence Policy below). Students are expected to be 10-15 minutes early for these experiences.

- Online: For the purpose of participation and attendance, the academic week begins on Monday at 12:00am Mountain Standard Time (MST) and ends Sunday at 11:59pm MST.

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

- Submitting a post to the discussion board. For 11 week courses that begin on a Monday, students must:
  - Make initial post to the weekly discussion by 11:59pm MST Wednesday;
  - Respond to the posts of two peers by 11:59pm MST Friday;
- Posting 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.

Absences & No Call/No Show:

- **Didactic:** Students are expected to attend all scheduled didactic hours. Missing more than 20% of any lecture course constitutes a one letter grade deduction in the final grade earned for the course. Students are responsible for all announcements, handouts, and other course requirements, including examinations.

- **Clinical/Simulation Lab/Skills Lab:** Students are required to attend 100% of all clinical/simulation lab/skills lab experiences. Due to the nature of clinical and lab experiences, students may be scheduled for more hours than the minimum required. More than one absence in a clinical rotation/lab experience may result in course failure. If a clinical rotation/lab experience is going to be missed, it is the responsibility of the student to contact the department manager or the clinical instructor at least one hour prior to the start of the experience or the absence will be counted as a no call/no show.

- Two no call/no shows in the program may result in the failure of the current course.

- **No call/no show is defined as:**
  - Failure to notify the department manager or clinical instructor of an absence within one hour prior to the start of the experience.
  - Failure to arrange a make-up time with the department manager or designee within 48 hours of an absence (see Rescheduling & Fees below).

- **Absence is defined as:**
  - A student who has two incidents of tardiness (as defined above) during the same off-site clinical rotation.
  - A student who reports to the clinical unit/simulation lab/skill lab 8 minutes or more later than the start time. (The student will be asked to leave and assigned an absence for that day.)
  - A student who does not report to the clinical unit/simulation lab/skills lab on an assigned clinical/lab day.
  - A student who leaves the clinical unit/simulation lab/skills lab before the end of the clinical/lab time and before the instructor’s dismissal.
  - A student who is asked to leave the clinical rotation/lab experience for violation of any policy.

**Excused Absences:**

- **Didactic:** To avoid penalty from an emergency absence, students must provide documentation of significant extenuating circumstances to the Didactic Faculty. The Didactic Faculty will prepare the appropriate form for submission, along with the required documentation from the student to the Program Director for approval. If approved, the absence will be marked as ‘excused’ and will not count towards the 20% rule (see Didactic Attendance policy). The student is still responsible for appealing any rescheduling fees paid for missed clinical/simulation lab/skills lab time (see Clinical/Simulation Lab/Skills Lab Rescheduling & Fees policy).

- **Clinical/Simulation Lab/Skills Lab:** To avoid penalty from an emergency absence (extraordinary and verifiable circumstances – e.g. death in the immediate family, jury duty, military obligations, hospitalization), students must provide documentation of significant extenuating circumstances to the department manager. (see Rescheduling & Fees policy below). All clinical and lab hours must be completed to pass the course including days missed due to excused absences.

- **Clinical/Simulation Lab/Skills Lab 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. Clinical/simulation/skills lab 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. Department managers will attempt to reschedule shift/lab hours during the regular term, if possible; however, 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 lab 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 DSN.

- HESI Exam Rescheduling Fees: Students with an absence on a HESI exam day will be required to pay a rescheduling fee of $300 for each HESI exam missed. Students must substantiate the exam absence with appropriate documentation. HESI exam rescheduling fees must first be paid in full at the Business Office in advance of the scheduled make-up time. The HESI exam may then be rescheduled with the Academic Support office. When appropriate, appeals concerning rescheduling fees should be submitted with documentation to the Undergraduate Program Chair.

- Changes in Class Scheduling: It is the college's obligation to schedule and deliver all approved hours of instruction in every class. Therefore, the college will determine accommodations for any required change in class days or hours (e.g., holidays, snow days or other unique circumstances). These changes will be reflected on quarterly class schedules as appropriate.

### Maximum Student/Faculty Ratios
- **Lecture**: 48:1
- **Lab**: 10:1 (nursing skills)  
  48:1 (dosage calculations lab)  
  24:1 (general education)  
  36:1 (computer lab)
- **Clinical**: 10:1 (depending on facility)
- **Online**: 25:1

### Clinical Sites for Pre-Licensure Programs
Clinical rotations are provided by individual health care facilities and other community sites. To provide the clinical experiences required for its students, each educational institution must schedule its student body into the clinical rotations provided.

The educational institutions are not in a position to negotiate the times or types of rotations. Many clinical shifts vary, and may include nights, weekends, holidays, and over the two (2) week break. Clinical site locations vary, and may be located 100+ miles from the college. Additional personal and travel expenses may be incurred and are the responsibility of the student. At its discretion, DSN may provide assistance on behalf of the students for lodging for clinical site locations in excess of 75 miles from the college. This is not applicable to the capstone clinical courses. Any expenses incurred during the capstone clinical courses, including travel and hotel accommodations, are the responsibility of the student.

Students are not permitted to contact health care professionals regarding clinical opportunities. This behavior could result in disciplinary action for the student and may culminate in DSN’s loss of a clinical site. If a student is aware of a clinical opportunity, the correct procedure is to notify the Clinical Facilitator, who would contact the clinical site on the student's behalf.

### Experiential Learning Assignments for RN to BSN Students
The RN to BSN program option curriculum includes 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 RN to BSN 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.

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

Bachelor’s degrees will be awarded with Latin honors for those graduates who have achieved a cumulative grade point average at or above each of three levels:

- 3.85 – 4.00* Summa Cum Laude
- 3.70 – 3.84* Magna Cum Laude
- 3.55 – 3.69* Cum Laude

Associate’s degrees will be awarded with honors for those graduates who have achieved a cumulative grade point average at or above each of two levels:

- 3.85 – 4.00* High distinction
- 3.55 – 3.84* Distinction

*Any course failure disqualifies student eligibility for academic honors.

Quarterly recognition will be awarded for those students who have achieved a quarterly grade point average at or above each of two levels in nursing programs:

- 3.85 – 4.00 President’s List
- 3.55 – 3.84 Dean’s List

Graduation Requirements

A degree will be awarded when the student has: 1) Accumulated, with passing grades as defined in the College’s Catalog, the required number of credit hours within the student’s program of study; 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.5; 3) Completed the program within 150% of normal completion time for the program of study; 4) verified satisfactory completion of all program requirements for graduation with the Dean or Director of Nursing Programs, Registrar, Director of Financial Aid, and Director of Career Services; 5) returned all college property including books and equipment and 6) satisfied all financial obligations to the college.

Transcripts

Requests for a copy of an academic transcript must be made through the Office of the Registrar. Upon graduation, each graduate will receive one copy of an official transcript free of charge, along with an unofficial transcript. Each additional copy of the transcript will cost $10.00. A rush order for an additional copy of the transcript will cost $13.00. Official transcripts of work completed will not be issued until all obligations to Denver School of Nursing have been satisfied. Denver School of Nursing does not release copies of transcripts from other institutions. If a student needs a transcript from a prior institution, the student should contact that institution.

Grads may request a duplicate diploma at the cost of $25.00. Rush orders for duplicate diplomas cost $60.00.

Program and Policy Changes

Denver School of Nursing reserves the right to make changes in organizational structure and policy and procedures as circumstances dictate. Denver School of Nursing reserves the right to make changes in equipment and materials and modify the curriculum as it deems necessary. When size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and the Student Handbook.

Academic Freedom

Academic freedom is key to academic integrity and is a value that both students and faculty members should respect. The right to academic freedom includes the right to engage in civil debate and discussion in all academic settings and to question the judgment and views offered by others. The exercise of academic freedom does not excuse responsibility for learning the content of courses as presented or teaching the curriculum as it is designed. Academic Freedom is more about the ability to debate views, hear different views, critically assess the possibilities, and less about supporting a discriminating view, or showing a strong bias that affects learning and open dialog. Academic Freedom can never condone support for violent actions against others or to dehumanize any person, culture, gender, race, or protected classes by Federal or State agencies.

Faculty members and students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in nursing. Both are expected to conduct themselves as professionals, and to provide an education in a professional environment of respect and fair treatment. Academic integrity includes, but is not limited to:

- providing fair and objective evaluation of academic work
- using a syllabus for each class outlining course outcomes, faculty expectations, and evaluative methods
- treating all with respect and freedom from harassment, unfair treatment, or discipline not in compliance with college policies.
Career Services

On-Campus Students
The Career Services Department provides assistance to currently enrolled students and graduates. These services include résumé and cover letter writing, interviewing techniques and tips on identifying jobs, and job search strategies. Career Fairs may be held during the year and prospective employers are invited to meet on campus with students. Students enrolled in DSN Online courses receive assistance via e-mail, scheduled seminars, and telephone contact. There is not a guarantee of employment or a minimum starting salary. No one is authorized by the college to make such guarantees.

Students attending DSN are required to complete all paperwork as directed by the Career Services Department and to participate in an Exit Seminar as a graduation requirement. Students completing capstone clinical scheduled out of the Denver area may participate in the Exit Seminar via a scheduled telephone interview with a Career Services representative. Because prospective employers may request training-related information about students they could consider hiring, students are encouraged to maintain high personal and professional standards in their academic studies, attendance patterns, and professional behavior.

Online Students
Online students may access career services materials and tutorials through the Blackboard Learning Management System (LMS). The Director of Career Services may be contacted for additional resources.

Online Student Services
Denver School of Nursing offers a variety of services to its online students. These services include but are not limited to the following:

- Academic advising
- Tutoring (via SmarThinking)
- Financial Aid
- Virtual library services
- Registrar and student records
- Student community groups (e.g., Student Nurses Association)
- Student service advising
- Career advising resources

Additional information and details regarding services offered to online students at DSN may be found in the Student Handbook.

Personal and Family Counseling
Denver School of Nursing does not provide ongoing counseling for personal issues. Students requiring professional assistance for legal, financial, domestic, mental health or other matters will be referred to professional counseling or human services agencies within the community. The Director of Student Services maintains contact information for these services for on-campus students.

Student Activities
The college provides annual funding to support various co-curricular activities for students. These include a chapter of the National Student Nurses Association, the American Assembly for Men in Nursing, and the Global Health Perspectives program. These groups provide various community service opportunities such as volunteering and participating in local and national charities doing walks/races, hosting an annual blood drive, and hosting food/clothing drives. These groups also facilitate social activities for students including an Annual Night with the Colorado Rockies and the Denver Nuggets, rooftop BBQ’s and other various events held on campus and around neighboring businesses.

Health Services
Denver School of Nursing does not provide health services or health insurance for students. Students are required to have adequate health insurance coverage in order to comply with the requirements for participation at clinical sites. Students are responsible for all costs of medical services they require. Students should call 911 in an emergency situation. Denver School of Nursing provides workers’ compensation coverage for on-campus students while they are attending clinical sites.
Financial Aid

Prior to applying for admission to Denver School of Nursing, applicants should explore resources available to help them finance their education.

Denver School of Nursing is approved by the Federal Department of Education to participate in Title IV funding programs. For those who qualify, we offer our students several options to cover the cost of their education. We highly encourage students and their families to explore all of their options and not to rely solely on financial aid to fund their education.

- Denver School of Nursing offers payment plans with no interest while attending school
- Eligibility for Federal Financial Aid programs is determined by information submitted in the FAFSA (Free Application for Federal Student Aid)
- We are approved to train Veterans
- We offer credit-based alternative funding for those who qualify

Our individualized attention to each student’s needs makes applying for financial aid a simple and personalized process for Denver School of Nursing students.

Available Financial Assistance Programs
Denver School of Nursing maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document may be obtained from the Financial Aid Office or online at http://studentaid.ed.gov/students and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the College’s Consumer Information Guide contains more detailed information about financial assistance programs. The Consumer Information Guide is available online at: http://www.denverschoolofnursing.edu/cig-denver.php

Federal Pell Grant
The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the college’s Financial Aid Office. The amount of the award depends upon the determination of the student’s eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the college’s Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)
Each year Denver School of Nursing makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the College’s Financial Aid Officer for the College-specific FSEOG policy.

Federal Direct Loan Program (FDLP)
The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the college’s Financial Aid Office.
Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program
Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children’s education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the college’s Financial Aid Office.

Federal Work-Study Program (FWSP)
The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student’s program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the Federal Work Study Program is determined by the college’s Financial Aid Office, based on the student’s financial need and academic progress. Questions regarding the Federal Work-Study Program should be directed to the college’s Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

Veterans’ Benefits
Denver School of Nursing is approved for participation in various funding programs offered through the Veterans’ Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office.

Degree Completion Scholarship
Associate Degree in Nursing (ADN) graduates from the Denver School of Nursing (DSN) who are accepted for admission into the School’s fully on-line, RN to BSN degree completion program, will be eligible for a tuition scholarship for each quarter that the student is enrolled in a minimum of nine quarter credits and is in good academic standing. The maximum scholarship amount for the entire program of study is $2,500. The Scholarship will be divided into eight equal disbursements over the duration of the student’s degree program. In addition to graduates of DSN, ADN graduates from articulation agreement partners at Fortis Colleges and Saint Paul’s Schools of Nursing are also eligible for the scholarship. In the event that a student withdrawals or is dismissed from the RN to BSN program, any undisbursed portion of the scholarship will be cancelled.

Verification
A student’s Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called “verification” to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Denver School of Nursing has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the College’s Consumer Information Guide via the link below or contact the college’s Financial Aid Office.

http://denverschoolofnursing.edu/cig-denver.php

Satisfactory Academic Progress
The college’s Satisfactory Academic Progress (SAP) standards measure each student’s quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student’s program of study. The SAP standards are used primarily to determine a student’s eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the College for continued enrollment.
SAP Evaluation Periods
The College’s SAP standards measure a student’s satisfactory academic progress at the end of each quarter. DSN will provide an academic grade report to each student at the end of each quarter, which will include the student’s grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame
The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

Quantitative Requirement
Credit Completion
Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a (W, R, or I), or (C, D, or F). All courses for which a student receives a grade, whether passing or failing, a withdrawal (W), a repeated course (R), or an incomplete (I), are counted in determining credits attempted. Transfer credits accepted for the student’s program will be counted as credits attempted and credits completed. A student’s SAP standing will be calculated based on the student’s entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the SAP Table).

Qualitative Requirement – Cumulative Grade Point Average (CGPA)
DSN measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s CGPA, except that of a withdrawal (W) or incomplete (I) will not be included in determining a student’s CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student’s CGPA. (See CGPA requirements at each Evaluation Level in the charts below).

Academic/Financial Aid Warning
Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Registrar stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional quarter to correct the deficiency and meet the minimum requirements at the end of his or her next quarter. The Academic/Financial Aid Warning period shall be one quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the College unless the student submits an appeal (see description below) and is granted a probationary period by the Financial Aid Committee. A student whose enrollment is terminated because he or she failed to achieve SAP may make application for re-admission.

SAP Tables:
The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

<table>
<thead>
<tr>
<th>EVALUATION LEVELS</th>
<th>CUMULATIVE CREDITS ATTEMPTED (including transfer credits)</th>
<th>MINIMUM PERCENTAGE OF CUMULATIVE CREDITS COMPLETED (including transfer credits)</th>
<th>MINIMUM CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 13</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td>13.1 to 48</td>
<td>50%</td>
<td>2.25</td>
</tr>
<tr>
<td>3</td>
<td>48.1 to 64</td>
<td>60%</td>
<td>2.50</td>
</tr>
<tr>
<td>4</td>
<td>64.1 &amp; Higher</td>
<td>67%</td>
<td>2.50</td>
</tr>
</tbody>
</table>

In addition, for those programs that are more than two academic years in length, a student must have a ‘C+’ average at the end of the second academic year in order to maintain satisfactory academic progress.

SAP Appeals & Financial Aid Probation
Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the college if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student’s failure
to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student’s letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period.

The Financial Aid Committee may grant one additional term (quarter) as a Financial Aid Probationary period, approve an “Academic Improvement Plan,” which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional term (quarter) as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the institution’s satisfactory academic progress standards by the end of that term (quarter). The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student’s circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the college. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary term (quarter) or the period of the Academic Improvement Plan. If a student submits a timely and complete written appeal to the Director of Financial Aid, the college may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee's decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student’s financial aid eligibility will be re-established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

Cancellation of Aid
If a student’s financial assistance is cancelled for failure to meet satisfactory academic progress after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid
Students who have been terminated from the college for failure to achieve satisfactory academic progress may qualify for readmission to the college for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the college at students’ own expense or through transferring credits into the college.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Director of Financial Aid and Dean of Nursing Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.
Transfer and Readmitted Students/
Students Changing Majors

If a student transfers to the college from another postsecondary institution, the transfer credits that were accepted by the college will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the college, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the college’s academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the college, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Incomplete Grades, Remedial, and Non-Credit Courses

Credits associated with courses in which an incomplete (I) grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. However, the “I” grade is a temporary grade and will be changed to a letter grade which will then be calculated in the cumulative GPA for SAP. Neither credits attempted nor grades achieved in required remedial or non-credit courses will have any effect on the calculation of SAP.

Termination

The college reserves the right to terminate a student's enrollment if, during the student's program of study, the college determines that the student has failed to maintain satisfactory academic progress, comply with the college's rules and regulations as published in this Catalog or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the college for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

Return of Title IV Funds Policy

If a student withdraws from the College and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the College must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program’s specific measurement.

Credit Hour Programs:

\[
\frac{\text{No. of Days Completed in the Payment Period Through Withdraw Date}}{\text{Total Number of Days in the Payment Period}} \times 100 \%
\]

NOTE: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)
Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

**Return of Unearned FSA Funds**

The College must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the College currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the College may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student’s account in order to satisfy tuition and fees, or to the student. The College will seek the student’s authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the College of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The College is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student’s withdrawal.

The information presented above is subject to change based on Federal regulations.

**Additional Information Regarding Financial Assistance Programs**

For additional information on the following topics, students should consult the COLLEGE’s Consumer Information Guide, which is available online at http://www.denverschoolofnursing.edu/cig-denver.php
Tuition, Books and Refund Policies

Tuition
Denver School of Nursing charges tuition by the quarter. Individual courses are charged on a per credit-hour basis. If a student increases or decreases the total number of courses taken in a quarter as part of the Add/Drop Policy the amount of tuition will be recalculated proportionately. A detailed presentation of current costs, fees, and charges by program is attached as an addendum to this catalog. Students enrolling at DSN sign an enrollment agreement. The enrollment agreement details the tuition, fees, and other related costs for the program.

Books
On-Campus Students
Upon the start of the each new quarter, any book(s) a student elects to return for the quarter, must be returned by Friday of week one. The Book Return Form must be completed in the Bookstore to ensure credit. Books that are returned for credit must not have any markings and must be undamaged (books must be wrapped, unused, and unopened). Credit for returned books will be applied to the student’s account; all financial aid adjustments for books will be made in the last quarter of attendance.

Online Students
Learning materials for online students may be returned at the discretion of the vendor.

Refund and Cancellation Policies
If an applicant/student cancels, withdraws or is dismissed by the college for any reason, refunds will be made according to the college’s Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or the college determines that the student has withdrawn. All refunds will be calculated using the student’s last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student’s last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Denver School of Nursing from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Cancellation/Rejection Policy
A student wishing to officially withdraw should inform Denver School of Nursing in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to Denver School of Nursing after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student’s last date of attendance as documented by Denver School of Nursing will be used to calculate any money the student owes and to calculate any refund the student is due.

Tuition Refund Policy
A student wishing to officially withdraw should inform the college in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to the college after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student’s last date of attendance as documented by the college will be used to calculate any money the student owes and to calculate any refund the student is due. The calculation is based on the formula below.

<table>
<thead>
<tr>
<th>Proportion of Quarter Attended</th>
<th>Tuition Due for the Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% or Less</td>
<td>0%</td>
</tr>
<tr>
<td>10.01% up to and including 20%</td>
<td>20%</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>30%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100% / No Tuition Refund</td>
</tr>
</tbody>
</table>

Tuition Refund Policy for Online Students
All students, regardless of their state of origin, will be bound by the same refund policy as Colorado state residents (as listed above), unless otherwise designated by the state of residency and specified below or in a Catalog addendum.

Drop/Add Policy
The college permits a student to drop and/or add courses in the first instructional week of each quarter. The college defines this week as the “Drop & Add Period.” A student may drop a course in the first week without charge or penalty. When a student drops a course during the “Drop & Add Period” the course registration is deleted and all associated charges removed from the student’s ledger. If a student adds a course during the “Drop & Add Period,” tuition charges are added to the student’s ledger. Students wishing to add or drop a course must complete either a “Course Registration” or “Course Withdrawal Form.” The form or forms must be submitted and approved by the Registrar by 3:00 PM on the Friday in the first week in the quarter.
Student Conduct Policies

Student Conduct
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 the Student Handbook.

In addition to actions addressed in other policies, students are prohibited from behavior that is disruptive or unacceptable in the classroom, labs, or clinic sites, including:

- Use of cell phones, pagers, or other electronic devices including computers being used for non-school related activities
- Sleeping or talking during instruction/practice
- Coming to class late or leaving early without prior notification for cause
- Bringing animals or children to classes
- Going to the classroom or clinical sites at other than scheduled times
- Contacting clinical sites to arrange clinical opportunities
- Failure to comply with requests of faculty for classroom, clinical or lab management needs
- Committing acts of violence or making threats to any other student or college personnel
- Bringing any weapons, concealed or otherwise, onto college premises or clinic sites
- Creating chat lines, web pages or other documents used to attack or ridicule other students, staff, or faculty
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, internet services, viewing or sending obscene material, harassing or attacking verbally by e-mail or social media
- The use, possession, distribution, or suspicion of being under the influence of prohibited substances (including alcoholic beverages, marijuana, illegal chemical substances, or any legally prescribed chemical substances used in a manner contrary to a doctor’s prescription) on Denver School of Nursing’s campus or on any clinical site during related DSN experiences.

See Student Handbook for more details on Conduct Policies.

Students in violation of any college policy during class or clinical time may be excused from the classroom or blocked from the online course by the instructor. Appeals of such decisions would follow the appeals process as outlined in the Student Handbook.

Internet Usage
Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the college. As such, the college reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet.
Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the college's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the College in violation of law can result in disciplinary action, up to and including dismissal from school. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else’s code or password
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization’s image or reputation; including the use of the college name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the college, without explicit permission from the Campus President of the college.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of college employees, students, or anyone associated with the college, without that person’s permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization’s computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization’s electronic communications systems
- Sending or posting messages that disparage another organization’s products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

Social Media
Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The college values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the college also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.
Cyberbullying
The college is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The college encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student’s educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students who feel like they have been a victim of cyberbullying should contact the Undergraduate Program Chair or designee immediately.

Academic Integrity
Participation in programs at Denver School 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, lab, simulation, clinical, experiential learning assignments, 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 course discussions and activities.

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

- Unauthorized use of notes, electronic devices or materials in exams
- Copying the work of others without giving credit (plagiarism)
- Submitting the work of another for credit to include online help resources that provide academic papers and tests
- Misrepresentation of identity
- Forging or altering assignments, legal documents, or 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
- Having someone else do your required work regardless if paid to do so
- Submitting an assignment that has been previously submitted in that course or another course

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

Students in violation of any college policy during class, experiential learning assignment, or clinical time will be excused immediately from the classroom or off-site location, and will have their violations reviewed by the Scholastic or Conduct Standards Committee as appropriate.

The Committee will determine whether the actions are subject to disciplinary action up to and including termination from the college.
Student Grievances
Denver School of Nursing is committed to helping each student achieve their individual educational and career goals and objectives. We are responsive to issues that concern our students. A grievance is a claim, complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, procedures, or unfair treatment, (such as coercion, reprisal, or intimidation by an instructor or campus employee). A sexual misconduct, sexual harassment, or sex discrimination complaint, or any complaint concerning discrimination shall be issued directly to the Title IX Coordinator. Please note that Title IX and Americans with Disabilities Act (ADA) procedures are outlined in the Additional Policies section of this Catalog.

Student Appeals Procedures
An appeal is a petition of a decision rendered. If a student has an appeal related to a decision regarding any aspect of their education, Denver School of Nursing procedures for handling the appeal are outlined in the Student Handbook and must be completed in the order presented. All appeals must be in writing with additional information included that justifies carrying the appeal forward.

If the complaint cannot be resolved at the college level through its grievance procedures, on-campus students may contact the Colorado Commission on Higher Education (CCHE). Procedures for filing a complaint with CCHE are outlined at http://highered.colorado.gov/Academics/Complaints/

Online Student Complaints
If the complaint cannot be resolved at the college level through its grievance procedures, students may contact the Colorado Commission on Higher Education (CCHE) as the designated state agency for complaint resolution under the State Authorization Reciprocity Agreement (SARA). Nothing precludes the state where the student is located from also working to help resolve the complaint. Procedures for filing a complaint with CCHE are outlined at http://highered.colorado.gov/Academics/Complaints/

If a student resides in a non-SARA authorized state, the student may contact the responsible state agency in his/her home state (see Catalog Addendum – Online Student Complaints Procedure for details).

Additional Grievance Procedures
Outside Constituencies: Complaints from constituencies outside Denver School of Nursing (e.g., clinical sites or experiential learning locations) will be addressed by the appropriate DSN department and/or the College President.

Arbitration
Pursuant to a student’s Enrollment Agreement, any disputes, claims, or controversies between a student and Denver School of Nursing no matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, or attendance at Denver School of Nursing, the education provided by Denver School of Nursing, Denver School of Nursing’s billing, financial aid, disbursement of funds, career service assistance, or any other claim relating in any manner to the student’s relationship with Denver School of Nursing that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. If a student cannot find his or her Enrollment Agreement, he or she should ask the College President for a copy.

Exceptions to Policies
The institution reserves the right to, on a case-by-case basis, make exceptions to policies found within this catalog in accordance with the review committee processes described herein.
Substance Abuse Policy

The use, possession, distribution, or suspicion of being under the influence of prohibited substances (including alcoholic beverages, marijuana, illegal chemical substances, or any legally prescribed chemical substances used in a manner contrary to a doctor’s prescription) on Denver School of Nursing’s campus or on any clinical site during related DSN experiences is prohibited. Any student found in violation of this rule will be dismissed from his/her program of study, and the institution may also report the student to local law enforcement.

Denver School of Nursing reserves the right to administer random drug or sobriety tests or require students to submit to a drug or sobriety test “for cause” based on the behaviors outlined below.

Students dismissed based on an infraction of Denver School of Nursing’s Substance Abuse Policy have a right to appeal the factual basis of the dismissal in accordance with Denver School of Nursing’s Grievance Policy as stated in this catalog. Students who refuse to take a random test or a “for cause” test will be terminated from their program and will be readmitted at Denver School of Nursing’s sole discretion.

A student who is taking a prescribed legal drug which could affect his or her performance is responsible for notifying the Dean and providing a physician’s certificate stating that he or she is able to safely and efficiently perform the assignments of a student.

Indications of prohibited substance use may include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoreses, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.

• If a faculty or staff member of the institution observes any of these symptoms, one or more of the following actions may be imposed:
  • Immediate suspension from Denver School of Nursing.
  • Immediate blood alcohol level testing and/or urine drug screen testing.

Definition of Terms Used in the Substance Abuse Policy

Possession: Having on one’s person, either in pockets, purses, book bags, or any other hand-carried container, any kind of illegal chemical substance, including any items removed from one’s pockets, purses, etc. while in institution.

Impairment: Any condition, regardless of cause, that interferes with an individual’s ability to function as expected.

Prohibited Substance: One substance or a combination of substances, including alcohol, over-the-counter drugs, prescribed drugs, marijuana, or illegal drugs.

Substance Abuse: Personal use of any chemical substance that is regulated by law; this includes the personal use of any normally legal chemical substance (such as alcohol, marijuana, or prescription drugs) in a manner that produces impairment, leads to the development of impairment, endangers the user’s health, safety or welfare, or otherwise endangers the health, safety or welfare or others, as well as the use of any illegal chemical substances.
Access to Student Records and Family Educational Rights and Privacy Act (FERPA)

FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all colleges that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a college beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the college. Colleges are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the college decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if Denver School of Nursing still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

- Generally, colleges must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - College officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies, and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law

- Colleges may disclose, without consent, ‘directory’ information such as a student’s name, mailing address, telephone number, date and place of birth, degrees, honors and awards received (including naming to honor rolls), and dates of attendance, email address, enrollment status, photograph, major field of study, most recent educational agency or institution attended or participation in officially recognized activities. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that Denver School of Nursing not disclose directory information about them. Colleges must notify parents and eligible students annually of their rights under FERPA. The actual means of notification is left to the discretion of each college. Denver School of Nursing notifies students of their rights annually through its Catalog.

** Denver School of Nursing identifies directory information as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, school email address, enrollment status, photograph and major field of study.

- For additional information or technical assistance, you may call the Family Policy Compliance Office at (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

- Or you may contact the following address:

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-5901

Denver School of Nursing maintains accurate and confidential student records. The college recognizes the right of students to have access to their educational records and to limit such access to others in accordance with the law.

- Students have the right to inspect and review the content of their educational record, not to copies of the records. Records are the sole property of the college.
- Requests for records must be in writing, addressed to the College President.
- The college will comply with written requests for records within forty-five (45) days.

Student records, with certain exceptions, will not be released without prior consent of the student. If there are any questions as to the accuracy or appropriateness of the records, an opportunity for a review of the records may be scheduled with the President.

Students may challenge their records for the purpose of correcting or deleting any of the contents on the grounds that the records are inaccurate. The challenges must be made in writing with the reason for the requested change stated fully.

**NOTE:** Under no circumstances is the college bound by law to change any factual information, nor will the college alter or remove any factual information.

**Student Record Maintenance**

The college maintains student academic transcripts in electronic format indefinitely. Academic and financial documents pertaining to a student’s enrollment are maintained for a minimum of six (6) years after the student’s last day of attendance.

**National Board Exams and Certifications**

Applying for and completing national board exams, NCLEX®, is the student’s responsibility. The school will make every effort to provide information regarding application requirements and procedures, and scheduling of examinations, but students should contact the Colorado State Board of Nursing, (303) 894-2430, concerning any questions regarding their eligibility for licensure. Successful completion of these examinations may be a requirement for employment in the student’s chosen field. Programs at Denver School of Nursing are intended to prepare graduates to take these exams, but the school cannot guarantee the graduate will successfully pass the examinations.

In some cases, students who graduate may be denied the ability to take a licensing or certification exam by the applicable State Board of Nursing. It is possible applicants will not be allowed to become licensed or to practice as a result of criminal background checks, or other personal matters that may not have barred students from participating in the school’s programs. All students with questions about their backgrounds should review their respective State Board of Nursing Licensure by Exam application, and its policies regarding students’ backgrounds, before enrolling in college.

**Affirmative Action Policy**

Denver School of Nursing affirms a policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational services to the public. Denver School of Nursing makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision. Denver School of Nursing affirms its policy of administering all educational programs and related supporting services and benefits in a manner, which does not discriminate because of a student’s or employee’s race, color, creed or religion, sex or sexual orientation, national origin, age, physical handicap, or any other characteristic.

Denver School of Nursing is obligated by and adheres to the provisions of:

1. Section 493A, Title IV, Higher Education Act of 1965 as amended
2. Title 38, United States Code, Veterans Benefits
3. Title IX, Education Amendments of 1972
4. Section 504, Rehabilitation Act of 1973
6. Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the President of Denver School of Nursing, 1401 19th Street Denver, CO 80202.
Consumer Information
This catalog is published in order to inform students and others of Denver School of Nursing’s academic programs, policies, calendar, tuition, fees, administration, and faculty. The information provided is current and accurate as of the date of publication. Denver School of Nursing cannot assure that changes will not occur which will affect this information. This catalog is published for informational purposes only and is not intended as a contractual agreement between Denver School of Nursing and any individuals.

Denver School of Nursing reserves the right to make changes within the term of this catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog.

Denver School of Nursing expects its students to read and understand the information published in this document and in any subsequent addenda identified as belonging to this catalog. Failure to read and understand this catalog will not excuse any student from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his/her program.

National and State Requirements for Entry into the Nursing Profession
Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN®), passage of which is required to obtain a license to practice nursing in the state of Colorado.

Graduation from Denver School of Nursing does not guarantee eligibility to sit for state licensure examination in this or any other state. Eligibility requirements to sit for the NCLEX-RN® and obtain licensure in Colorado are found in the July 1, 2016 catalog supplement immediately following the last addendum to this Catalog.

Please see the Consumer Disclosures tab found on the Denver School of Nursing website (http://www.denverschoolofnursing.edu/cig-denver.php) for information regarding student achievement data and other important information.

Accommodations for Students with Disabilities
Denver School 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 College President. The College President, in consultation with the Dean of Nursing Education Programs, 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. Questions about this process may be directed to the Campus President.

Disability Accommodations Grievance Procedure/Conflict Resolution
If a student wishes to file a complaint regarding any disability discrimination, the student should notify the College President in writing within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his/her position.
Crime Awareness and Campus Security Act

The college provides the following information to all of its employees and students as part of the institution’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in electronic format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.

- Information on Crime Statistics is also available on the National Center for Education Statistic’s College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

The Consumer Information Guide [http://www.denverschoolofnursing.edu/cig-denver.php](http://www.denverschoolofnursing.edu/cig-denver.php) contains college-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

For more up-to-date information, please contact an Admission’s Representative.

A safe campus can only be achieved through the cooperation of students, faculty and staff. Students are required to wear their picture IDs at all times at the college and in clinical settings. Anyone on campus should report any crime, suspicious activity, or other emergencies on campus to the Front Desk immediately. Any student who is a witness or victim of a crime should immediately report the incident to the local police department by calling 911 and then administration.

Violence Against Women Act

Denver School of Nursing is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Title IX offenses are a violation of trust and respect, are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX offenses include: rape and sexual assault, domestic violence, dating violence and stalking. Denver School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Denver School of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the college’s Student Conduct Policy which could result in dismissal from school. The Student Conduct Policy can be found on page 45, and the Termination Policy can be found on page 32 of the college catalog. Denver School of Nursing will provide students with educational materials on sexual violence so that students can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a Title IX offense.

If a student is a victim of sexual violence, the student is urged to seek immediate medical assistance and to report the incident to the police. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Denver School of Nursing or an employee is urged to make a complaint to the Campus President. Victim support and community resources are available even if the victim does not report to the police or make a complaint to the Campus President. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Denver School of Nursing. Should a victim of sexual violence request confidentiality, Denver School of Nursing will honor the request to the extent possible and allowed by law. Denver School of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.
Course Descriptions

COURSE DESIGNATIONS

<table>
<thead>
<tr>
<th>Designation</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>APH</td>
<td>Anatomy &amp; Physiology</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
<td>6</td>
<td>APH 216</td>
</tr>
<tr>
<td>CHM</td>
<td>Chemistry</td>
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<td>None</td>
</tr>
<tr>
<td>COM</td>
<td>Communications</td>
<td>6</td>
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</tr>
<tr>
<td>ENG</td>
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</tr>
<tr>
<td>ETH</td>
<td>Ethics</td>
<td>6</td>
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</tr>
<tr>
<td>HIT</td>
<td>Health Information Technology</td>
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</tr>
<tr>
<td>HUM</td>
<td>Humanities</td>
<td>6</td>
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<tr>
<td>NRS</td>
<td>ADN Nursing Courses</td>
<td>6</td>
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<tr>
<td>NUR</td>
<td>BSN Nursing Courses (Effective 1/1/15)</td>
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<td>APH 216, HIT 105</td>
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<tr>
<td>MAT</td>
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<td>PSY</td>
<td>Psychology</td>
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<tr>
<td>SCI</td>
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<td>Sociology</td>
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GENERAL EDUCATION

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<th>Course Title</th>
<th>Credits</th>
<th>Prerequisite(s)</th>
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</thead>
<tbody>
<tr>
<td>APH 216</td>
<td>Anatomy and Physiology I with Lab</td>
<td>6</td>
<td>BIO 101</td>
</tr>
<tr>
<td>APH 217</td>
<td>Anatomy and Physiology II with Lab</td>
<td>6</td>
<td>APH 216</td>
</tr>
<tr>
<td>BIO 101</td>
<td>Introduction to Biology</td>
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<td>None</td>
</tr>
<tr>
<td>BIO 115</td>
<td>Basic Nutrition (3 credits)</td>
<td>3</td>
<td>None</td>
</tr>
<tr>
<td>BIO 205</td>
<td>Microbiology with Lab</td>
<td>6</td>
<td>APH 216</td>
</tr>
<tr>
<td>BIO 206</td>
<td>Pathophysiology (5 credits)</td>
<td>5</td>
<td>None</td>
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<tr>
<td>BIO 309</td>
<td>Pathophysiology (6 credits)</td>
<td>6</td>
<td>None</td>
</tr>
<tr>
<td>CHM 107</td>
<td>General Chemistry (6 credits)</td>
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</tbody>
</table>

**BIO 115  Basic Nutrition (3 credits)**
The student is introduced to the science of nutrition. Emphasis is placed on understanding the role of nutrients in supporting human function throughout the lifespan and how nutrition principals are applied to diet planning. Special attention is on examining the influence of nutrition on disease development.

*Pre-requisite: none*

**BIO 205  Microbiology with Lab (6 credits: 4 theory/2 lab)**
This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents (bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology.

*Pre-requisite(s): None*

**BIO 206  Pathophysiology (5 credits)**
The content of this course includes in its content basic mechanisms and responses to diseases such as inflammation, infection, trauma, fluid and electrolyte balance, genetic disorders, and oncogenesis. The biologic, physical, social, spiritual, and behavioral sciences foundation for nursing interventions are considered.

*Pre-requisite(s): Successful completion of pre-requisite general education courses with a grade of ‘C’ or better.*

**BIO 309  Pathophysiology (6 credits)**
Basic mechanisms and responses to diseases such as inflammation, infection, trauma, fluid and electrolyte balance, genetic disorders, and oncogenesis is the content of this course. The biologic, physical, social, spiritual, and behavioral sciences foundation for nursing interventions are considered.

*Pre-requisite(s): Successful completion of pre-requisite general education courses with a grade of ‘C’ or better.*

**CHM 107  General Chemistry (6 credits)**
This course offers a foundational treatment of atoms and molecules. Included is the study of elements, compounds, periodic relationships, bonding, acids and bases, oxidation-reduction, energy, solutions, electrolytes and chemical equations. Descriptive chemistry of water and selected nonmetals including hydrogen, oxygen and carbon is presented. Mathematical and conceptual tools for quantifying chemical equilibrium, with an emphasis on the reactions of acids and bases are explored. Laboratory work reinforces concepts in lecture, and also provides a review of fundamental topics, such as stoichiometry, gas laws, and solution-phase reactions.

*Pre-requisite(s): None*
COM 245  Interpersonal Communications (3 credits)
An introduction to relationship based communication and self-awareness. The relevant concepts include self-concept, perceptions, listening, and nonverbal communication. Principles of effective communication are incorporated throughout. This course familiarizes the student with interactive concerns in settings related to interpersonal relationships occurring in family, social, and career situations.
Pre-requisite: none

ENG 121  English Composition I (4 credits)
Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.
Pre-requisite(s): None

ENG 221  English Composition II (4 credits)
This course expands and refines the objectives of English Composition I. It emphasizes critical/logical thinking and reading, problem definition, research strategies and writing analytical, evaluation, and/or persuasive papers that incorporate research.
Pre-requisite: ENG 121 English Composition I

ETH 210  Ethics (4 credits)
This course is an exploration of different ethical theories that often appear opposite in stance. Students will evaluate the different focus of these theories to gain an understanding of the different viewpoints, examining their similarities and differences. Students will learn to differentiate ethical considerations from emotion, intuition, reason, morals, and free will, but will appreciate the relationship among them.
Ethical theories will be considered in conjunction with many scenarios so that students will understand the application of ethical theories in different settings. Additionally, students will have the opportunity to study ethical views affecting many current controversial topics in greater detail, choosing the topic(s) upon which they will focus. Students will gain a far greater understanding of different ethical theories, and will also learn to appreciate differences in views on sensitive topics.
Pre-requisite(s): None

HIT 420  Healthcare Informatics (5 credits)
This course is the foundation for the improvement of nursing practice and patient outcomes through the application of knowledge and understanding of the history, terminology, and impact of informatics to the promotion of nursing professionalism in patient care and safety.
Pre-requisite(s): Admission to the RN to BSN program option.

HUM 320  Creating Solutions & Critical Thinking (4 credits)
This course helps students master key concepts in the areas of critical thinking and problem solving and engages in the practical application of these concepts. The course will guide students through rhetorical strategies, inductive and deductive reasoning and logic, critical case studies and analysis, problem-based scenario construction, problem solving, solution analysis and the presentation of ideas.
Course objectives are addressed through problem-solving methodologies, critical analysis of information, cooperative learning and research strategies including scholarly research techniques, understanding uses of primary and secondary sources, source summarization, citation, evaluation, analysis, synthesis and application of research to argumentation and problem solving. Students will discover, unpack, analyze, create, and solve practical problems in the field. Ethical values and related considerations are included within the critical thinking and problem-solving framework.
Pre-requisite(s): None

HUM 330  Creating Solutions & Critical Thinking (4 credits)
This course helps students master key concepts in the areas of critical thinking and problem solving and engages in the practical application of these concepts. The course will guide students through rhetorical strategies, inductive and deductive reasoning and logic, critical case studies and analysis, problem-based scenario construction, problem solving, solution analysis and the presentation of ideas. Ethical values and related considerations are included within the critical thinking and problem solving framework.
Pre-requisite(s): Admission to the RN to BSN program option.

MAT 101  Introduction to Algebra (4 credits)
This course provides an introduction to algebraic math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include first-degree equations, inequalities, formulas, polynomials, rational expression, factoring polynomials, solving quadratic equations by factoring, and applications.
Pre-requisite: none
MAT 137  Statistics (4 credits)

This course includes data presentation and summarization, introduction to probability and distributions, statistical inference, estimation, hypothesis testing, comparison of populations, correlation, and regression.

Pre-requisite: MAT 101 Introduction to Algebra

MAT 305  Statistics (6 credits)

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information-driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data.

Pre-requisite(s): Admission to the RN to BSN program option.

PHI 410  Ethics (4 credits)

This course is an exploration of different ethical theories that often appear opposite in stance. Students will evaluate the different focus of these theories to gain an understanding of the different viewpoints, examining their similarities and differences. Students will learn to differentiate ethical considerations from emotion, intuition, reason, morals, and free will, but will appreciate the relationship among them.

Ethical theories will be considered in conjunction with many scenarios so that students will understand the application of ethical theories in different settings. Additionally, students will have the opportunity to study ethical views affecting many current controversial topics in greater detail, choosing the topic(s) upon which they will focus. Students will gain a far greater understanding of different ethical theories, and will also learn to appreciate differences in views on sensitive topics.

Pre-requisite(s): Admission to the RN to BSN program option.

PSY 101  Introduction to Psychology (4 credits)

This course focuses on the scientific study of behavior including motivation, emotion, physiological psychology, stress and coping, research methods, cognition, sensation, perception, learning and memory. Basic research methods, ethics, and the evaluation of psychological research are included.

Pre-requisite: none

PSY 278  Human Growth and Development (4 credits)

An introduction to developmental psychology, focusing on the period from conception through adolescence, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences.

Pre-requisite(s): None

PSY 321  Building Emotional Intelligence (3 credits)

This course integrates theory, human variances, self-awareness and research to address the value of building emotional intelligence principles and negotiation problem solving skills. Risk and benefits for having internalized and skill development in both advanced levels of communication theory areas will be addressed. The knowledge and skills learned regarding emotional intelligence and negotiation are critical to every person who works with others or who need to achieve goals through the work of others. Strategies will be identified that can be used when facing challenging situations and how to use these tools to negotiate successful outcomes.

Pre-requisite(s): BIO 205 Microbiology; ETH 210 Ethics; APH 217 Anatomy and Physiology II with Lab

PSY 430  Building Emotional Intelligence and Negotiation Skills (4 credits)

This course integrates theory, human variances, self-awareness and research to address the value of building emotional intelligence principles and negotiation problem solving skills. Risks and benefits for having internalized and skill development in both advanced levels of communication theory areas will be addressed. The knowledge and skills learned regarding emotional intelligence and negotiation are critical to every person who works with others or who need to achieve goals through the work of others. Strategies will be identified that can be used when facing challenging situations and how to use these tools to negotiate successful outcomes.

Pre-requisite(s): Admission to the RN to BSN program option.

SCI 115  Basic Nutrition (4 credits, BSN)

The student is introduced to the science of nutrition. Emphasis is placed on understanding the role of nutrients in supporting human function throughout the lifespan and how nutrition principals are applied to diet planning. Special attention is on examining the influence of nutrition on disease development.

Pre-requisite: none

SOC 115  Sociology (4 credits)

This course examines social institutions and organizations. The course will emphasize issues of social change, demography movements, conflicts and trends within education, religion, family, political, and economic structures.

Pre-requisite: none
SOC 321  Life Transitions: Death and Dying  
(4 credits)

This course examines one of the inevitable experiences of the life cycle. Death is processed based on cultural expectations, age group, and by prior experiences with death and dying. Each death experience will vary based on the circumstances of death, the time each surviving individual had to prepare for the death, and the relationship each had with the deceased.

This course is a comprehensive study of the death experience, examining views on death, the experience of dying, the different parameters of declaring death, and ways to assist the death process, both emotionally and practically. Difficult death issues are discussed, including euthanasia, assisted death, abortion, suicide, and all types of violent and unexpected deaths. The death experience is examined from a child’s perspective. Mourning, bereavement, and the funeral experience are explored. Experiences after death are discussed through near-death experience evidence. The overall goal of the course is to teach students ways to help patients and families through the death experience, making it as positive and psychologically healthy as possible for all involved: the dying patient, and their friends, family and loved ones.

Pre-requisite(s): NUR 450/450C Community/Public Health Nursing; NUR 460 Transition to Professional Practice; NUR 470/470C Leadership and Management

SOC 420  Sociology of Health and Medicine  
(4 credits)

The focus of this course is on ways that lifestyle and society can impact health. The health of individuals is compared among different social classes, races, ages, and genders. Disease epidemiology is compared among the same groups. The impact of social stress is examined. Illness behavior and the sick roles are examined and compared.

Patient care is examined from different facets, including healthcare providers and healing options. Patient care is examined from the standpoint of the physician in different healthcare settings and in different practice options. Patient care is assessed from the aspect of ancillary providers like nurses, physician assistants, pharmacists, and midwives. The changing role of the hospital in healthcare is examined. Healthcare reform is appraised and compared to global healthcare systems. This course provides the foundation for planning and beneficial change in healthcare across societal boundaries.

Pre-requisite(s): None

SOC 431  Sociology of Health and Medicine  
(4 credits)

This course provides an overview of how society can impact health and lifestyle. The health of individuals is compared among different social classes, races, ages, and genders. Disease epidemiology is compared among the same groups. The impact of social stress is examined. Illness, behavior, and the sick roles are examined and compared.

Patient care is examined from different facets, including healthcare providers and healing options. Patient care is examined from the standpoint of the physician in different healthcare settings and in different practice options. Patient care is assessed from the aspect of ancillary providers like nurses, physician assistants, pharmacists, and midwives. The changing role of the hospital in healthcare is examined. Healthcare reform is appraised and compared to global healthcare systems. This course provides the foundation for planning and beneficial change in healthcare across societal boundaries.

Pre-requisite(s): None

ADN NURSING EDUCATION COURSE DESCRIPTIONS

NRS 103/103L  Basic Health Assessment with Lab  
(3 credits: 2 theory/1 lab)

This course focuses on introducing the nursing student to the systemic assessment of a client’s needs through various data collection methods. The role of the nurse in developing problem identification skills and nursing diagnoses for the adult client is addressed. Health history and physical assessment skills, along with client teaching are emphasized. Special attention is paid to communication development and strategies for conflict resolution.

Pre-requisite(s): Successful completion of pre-requisite general education courses with a grade of ‘C’ or better.

NRS 104/104C  Basic Medical Surgical Concepts with Clinical  
(10 credits: 5 theory/5 clinical)

In this course, the student is introduced to the role of the professional nurse in meeting the care needs for the medical and surgical client by integrating nursing theory with nursing skills for multiple clients who have stable and predictable results in an acute care setting. Special emphasis is placed on continued skill development and assessment of the effectiveness of care and procedures.

Pre-requisite(s): NRS 105/105L/105C Foundations of Nursing Arts and Skills (with Lab and Clinical); NRS 112/112L Basic Pharmacology Concepts & Calculations (with Lab); NRS 116 Concepts of Gerontological Nursing

Pre-requisite(s): NRS 105/105L/105C Foundations of Nursing Arts and Skills (with Lab and Clinical); NRS 112/112L Basic Pharmacology Concepts & Calculations (with Lab); NRS 116 Concepts of Gerontological Nursing
NRS 105/105L/105C  Foundations of Nursing Arts and Skills with Lab and Clinical (12 credits: 5 theory/4 lab/3 clinical)

Foundations of Nursing Arts and Skills focuses on introducing the nursing student to concepts in the management of client care and the development of skills within the context of the nursing process. Students will learn to provide basic nursing skills to client care. Safe and effective nursing practices are emphasized.

This clinical course focuses on introducing the nursing student to the healthcare environment. This course allows the student to begin to use practiced skills in the provision of client care. Importance is placed on establishing interactions with clients and obtaining client information through the health care assessment.

Pre-requisite(s): NRS 103/103L Basic Health Assessment; NRS 111 Differentiated Practice; BIO 206 Pathophysiology; BIO 115 Basic Nutrition

NRS 111  Differentiated Practice (3 credits)

Legal and ethical responsibilities of the professional nurse are introduced to the student. The roles that nurses have been involved with throughout history are explored. Special emphasis is placed on identifying workplace and personal stressors, identifying coping abilities, and developing strategies for success. Critical thinking and problem solving skills are emphasized.

Pre-requisite(s): Successful completion of pre-requisite general education courses with a grade of 'C' or better.

NRS 112/112L  Basic Pharmacology Concepts & Calculations with Lab (6 credits: 5 theory/1 lab)

Basic pharmacology concepts related to the body system and the medications commonly prescribed for clients with various medical conditions are presented in this course.

This laboratory focuses on basic pharmacology concepts related drug actions, therapeutic and adverse effects, interactions of drugs, drug classifications, dosage calculations, and medication administration. Application of basic math concepts will be used for dosage calculations for the various routes of administration.

Pre-requisite(s): NRS 103/103L Basic Health Assessment; BIO 206 Pathophysiology; BIO 115 Basic Nutrition; NRS 111 Differentiated Practice

NRS 116  Concepts of Gerontological Nursing (3 credits)

This course introduces the student to the care of the older adult and includes discussion of life changes and their impact. Emphasis is placed on the physical, psychological, physiological and cognitive changes of the older adult with specific attention to the impact of spiritual beliefs and death and dying concepts.

Pre-requisite(s): NRS 103/103L Basic Health Assessment; BIO 206 Pathophysiology; BIO 115 Basic Nutrition; NRS 111 Differentiated Practice

NRS 136  Basic IV Therapy with Lab (2 credits: 1 theory/1 lab)

Theoretical and practical content related to appropriate procedures for intravenous therapy is introduced. Initiating, monitoring, regulating, replacing, and discontinuing intravenous therapy will be covered, as well as nursing care, intervention, reporting, legal issues, and documentation related to intravenous therapy and venous blood sampling.

Pre-requisite(s): NRS 105/105L/105C Foundations of Nursing Art and Skills (with Lab and Clinical); NRS 112/112L Basic Pharmacology Concepts & Calculations (with Lab); NRS 116 Concepts of Gerontological Nursing

NRS 205  Professional Nursing Role Transition with Lab (4 credits: 2 theory/2 lab)

This course focuses on the transition of the practical nurse student into the role of the professional nurse. Emphasis is placed on the nurse meeting the care needs for the medical/surgical client, integrating assessment, intravenous therapy, nursing skills, and internalizing attitudes specific to professional role. Specific emphasis is placed on continued medical surgical knowledge development and assessment of the effectiveness of care and procedures. This course is offered only to students in LPN to Associate Degree in Nursing Program, as the course content is embedded in other courses in the two year Associate Degree in Nursing Program.

The independent study course will focus on lecture content material, test-taking skills resulting in applying this knowledge to quizzes and exams.

Pre-requisite(s): none

NRS 210  Nursing Concepts for the Multigenerational Childbearing Family (4 credits)

The role of the nurse in the care of the childbearing family across the lifespan, with special attention to the needs of the childbearing woman and newborn is the focus of this course. The nursing process is used as a framework for understanding the care required during the perinatal experience of normal and high-risk pregnant women and their families. The influence of cultural, psychosocial, and spiritual values on the childbearing family is integrated. Ethical and legal issues pertaining to pregnancy and birth are reviewed. Critical thinking skills and the use of evidence-based practices are included.

Pre-requisite(s): NRS 216/216L/216C Advanced Medical Surgical Nursing Concepts with Lab and Clinical
NRS 210C/212C  Childbearing Family & Children Clinical
(3 credits, ADN)
(2 credits, LPN to ADN)

This clinical course focuses on skill development in applying the nursing process to the care of the childbearing family and children with both complicated and uncomplicated nursing needs.

Pre-requisite(s): NRS 216/216L/216C Advanced Medical Surgical Nursing Concepts with Lab and Clinical. Co-requisites: NRS 210 Nursing Concepts for the Multigenerational Childbearing Family; NRS 212 Nursing Concepts of Children

NRS 211/211C  Nursing Concepts in Mental Health with Clinical
(7 credits: 4 theory/3 clinical, ADN )
(6 credits: 4 theory/2 clinical, LPN to ADN)

The role of the two year professional nursing student in the care and treatment of common clinical mental health conditions and disorders is the focus of this course and this clinical course. The nursing approach is on understanding psychopathology and emphasizes caring through the application of appropriate communication venues. Ethical and legal issues are analyzed as they pertain to mental illness and psychosocial implications.

Pre-requisite(s): ADN- NRS 216/216L/216C Advanced Medical Surgical Nursing Concepts; LPN to ADN admission to LPN to ADN program

NRS 212  Nursing Concepts of Children
(4 credits)

The role of the nurse in the care of the pediatric client and their family, from infancy through adolescence, in health and illness, is the focus of this course. Special attention is paid to growth and development and the related emotional needs of each stage. The nursing process is used as a framework for understanding the care required by these clients. Relevant family concepts, ethical and legal issues and cultural, psychosocial, and spiritual values are considered. Critical thinking skills and the use of evidence-based practices are included.

Pre-requisite(s): NRS 216/216L/216C Advanced Medical Surgical Nursing Concepts

NRS 216/216L/216C  Advanced Medical Surgical Nursing Concepts with Lab and Clinical
(12 credits: 6 theory/1 lab/5 clinical)

This course focuses on the ongoing development of the professional nursing student in a two year nursing education program. The student is taught to use the nursing process for the development of plans of care for clients with complex and/or complicated health care needs. Emphasis is placed on integrating the biological, physical, and social sciences in assisting the client and family to achieve optimal functioning. Special attention is also placed on identifying legal and ethical considerations that influence care in complex settings.

The laboratory focuses on advanced assessment and intravenous therapy concepts specific to the professional nurse. The use of advanced nursing skills in the provision of client care is the focus of clinical; also there is a focus on and in understanding the complexity of acute and/or complex nursing interventions. Nursing students will evaluate and revise nursing care approaches based on the client's response to the treatment.

Pre-requisite(s): ADN - NRS 104/104C Basic Medical Surgical Concepts; NRS 136 Basic IV Therapy (with Lab); LPN to ADN -: NRS 205 Professional Nursing Role Transition (with Lab), BIO 206 Pathophysiology; NRS 211/211C Nursing Concepts in Mental Health (with Clinical)

NRS 217/217C  RN Leadership and Capstone Clinical
(9 credits: 3 theory/6 clinical)

Leadership roles within professional nursing practice and the issues and trends affecting the delivery of care are explored in this course. Delegation and management concepts are the key areas of focus. Quality of care management and legal implications in the provision of nursing care are explored. The student learns to appreciate differentiated nursing roles within healthcare delivery systems, develops learning goals, and identifies workplace tools for success. Special emphasis is placed on preparing for success as a graduate professional nurse.

This clinical course focuses on transitioning the student nurse to the graduate role in nursing through integration of nursing principles and skills in a selected healthcare setting.

Pre-requisite(s): ADN- NRS 210 Nursing Concepts for the Multigenerational Childbearing Family; NRS 212 Nursing Concepts of Children; NRS 210C/212C Childbearing Family & Children Clinical; NRS 211/211C Nursing Concepts in Mental Health (with Clinical); LPN to ADN- NRS 210 Nursing Concepts for the Multigenerational Childbearing Family; NRS 210C/212C Childbearing Family & Children Clinical; NRS 212 Nursing Concepts of Children
BSN NURSING EDUCATION COURSE DESCRIPTIONS

NUR 300  Professional Issues in Nursing (5 credits)
This course provides a transition for professional nurses as they begin their studies to achieve a bachelor of science in nursing degree. The course addresses qualities that professional nurses need to be leaders in the complex and ever-changing global health care environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, and advanced practice roles.
Pre-requisite(s): Admission to the RN to BSN program option

NUR 309  Pathophysiology for the Registered Nurse (6 credits)
This course provides a study of variations in physiologic functioning and alterations in physiologic response of body systems. The course addresses physiologic changes that will help identify alterations in body systems and their relationship to the patient’s state of health. Topics include altered cell functioning, genetic disorders, risk factors, health promotion, and disease prevention.
Pre-requisite(s): Admission to the RN to BSN program option

NUR 310/310L  Health Assessment (with Lab) (4 credits: 3 theory/1 lab)
All aspects of conducting a head-to-toe assessment across the lifespan are presented in the course. All systems are reviewed and history taking is included in both the course and the laboratory.
Pre-requisite(s): Successful completion of pre-requisite general education courses with a grade of ‘C’ or better.

NUR 315  Health Assessment for the Registered Nurse (5 credits)
This course provides the RN-BSN student with the opportunity to build on knowledge from pathophysiology and expand knowledge and skills related to performing and documenting a comprehensive health assessment of diverse individuals across the life span. Critical analysis and synthesis of assessment findings will be emphasized to aid in clinical judgment and decision making for patient care. There will be an opportunity for experiential learning in specific assignments.
Pre-requisite(s) or co-requisite(s): NUR 309 Pathophysiology for the Registered Nurse.

NUR 320/320L  Foundations of Nursing (with Skills Lab) (9 credits: 5 theory/4 lab)
Foundations of Nursing provides an introduction to the applied science of nursing care. Content focuses on clinical judgment, nursing principles, acute care nursing interventions, dosage calculation and providing culturally competent care. The biological, physical, social, spiritual, and behavioral sciences form the foundations for acute care nursing interventions with the emphasis on safe and effective nursing practices.
Pre-requisites: BIO 309 Pathophysiology; NUR 310/310L Health Assessment; NUR 358 Topics of Professional Nursing

NUR 325  Healthcare Delivery Systems (5 credits)
This course provides perspectives on health care delivery past, present, and future. It also addresses the impact of health care issues on health care delivery including the determinants of health to include insurance costs, applications for health professions, and the need of comprehensive planning and its impact on the future. This course will encourage the formulation and evaluation of potential solutions to some of the most urgent health care delivery issues facing the U.S. today.
Pre-requisite(s): Admission to the RN to BSN program option.

NUR 328/328L  Pharmacology with Calculations Lab (6 credits: 5 theory/1 lab)
Broad concepts of pharmacology and an overview of major drug groups are addressed in this course. For each major drug group, the pharmacodynamics, pharmacokinetics, pharmacotherapeutics, adverse drug reactions, and nursing management will be covered. The laboratory introduces the nursing student to the concepts and techniques of dosage calculation and medication administration by a variety of routes. Application of basic math concepts to complex conversion of dosages between various systems of weights and volumes is learned. Students apply critical thinking skills to the calculations needed for accurate administration of medications.
Pre-requisites: BIO 309 Pathophysiology; NUR 310/310L Health Assessment; NUR 358 Topics of Professional Nursing

NUR 330/330C  Medical Surgical Nursing I (with Clinical) (10 credits: 6 theory/4 clinical)
Nursing care of older adults with known or potential alterations in health, especially those with chronic alterations is the focus of this course. Nursing care is directed toward health promotion, disease prevention, maintenance, and restoration of health. The understanding of health and illness are emphasized from both a human science and a nursing perspective. The biological, physical, social, spiritual, and behavioral sciences form the foundation for safe and effective nursing practice.
Pre-requisite(s): NUR 320/320L Foundations of Nursing; NUR 328/328L Pharmacology with Calculations Lab; HIT 410 Healthcare Informatics

NUR 335  Health Promotion in Nursing (5 credits)
The course explores the concepts of health promotion and the application of health promotion concepts to nursing practice to enable the client to control and improve health outcomes. While focusing on the methodology critical to developing a plan of care for clients, students will learn the rationale and techniques for utilizing specific assessment tools, analysis of assessment data, selection of lifespan appropriate interventions, implementation of interventions, and measurement of resulting outcomes. Content will be focused on cultural diversity, disparity in health care and social determinants that impact the client’s plan of care and resulting approaches for promoting a healthier society. The use of technology and health promotion research will be explored and applied to nursing practice.
Pre-requisite(s): Admission to the RN to BSN program option.
NUR 338 Research and Evidence Based Practice (3 credits)

This course examines ways in which evidence-based nursing knowledge is acquired, developed, and utilized. The focus is on the research process and the critique of nursing research results and outcomes for applicability to, and improvement of, professional nursing practice. Concepts such as quantitative and qualitative research methods, ethical considerations, rights of human subjects, and use of conceptual frameworks to understand clinical trends will be examined.

**Pre-requisite(s):** NUR 320/320L Foundations of Nursing; NUR 328/328L Pharmacology with Calculations Lab; HIT 410 Healthcare Informatics

NUR 340/340C Pediatric Nursing (with Clinical) (6 credits: 4 theory/2 clinical)

The focus of this course and associated clinical is health promotion and maintenance, disease prevention, and health restoration for the child, adolescent and family. Course content gives emphasis to nursing care, care for the individual client/family, developmental alterations, and family-centered care. The biological, physical, social, spiritual, and behavioral sciences foundation for pediatric care are considered.

**Pre-requisite(s):** NUR 420/420C Mental Health Nursing; NUR 440/440C Medical Surgical Nursing II

NUR 350/350C Obstetrical Nursing (with Clinical) (6 credits: 4 theory/2 clinical)

Nursing interventions and the applied science of caring for childbearing families is the focus of the didactic course and related clinical experience. Variables that affect individuals and families during the childbirth experience are explored. Employing critical thinking and sound nursing judgment are highlighted. The biological, physical, social, spiritual, and behavioral sciences foundation for care of the childbearing family are considered.

**Pre-requisite(s):** NUR 420/420C Mental Health Nursing; NUR 440/440C Medical Surgical Nursing II

NUR 358 Topics of Professional Nursing Practice (3 credits)

Professional development through critical assessment of nursing as a professional discipline is the focus of this course. Content includes scope of practice, differentiated practice models, nursing theory, the historical development of nursing, evidence-based practice, relationship-based caring, ethical foundations of nursing and reflective nursing practice models.

**Pre-requisite(s):** Successful completion of pre-requisite general education courses with a grade of 'C' or better.

NUR 370 Cultural Dimensions in Nursing (5 credits)

This course focuses on culture and its impact on health care delivery at the individual, community, and system levels. This course is designed to raise awareness, to inspire action, and to open discussion of evidence based cultural issues affecting professional nursing practice.

**Pre-requisite(s) or co-requisite(s):** NUR 400 Research and Evidence Based Practice.

NUR 400 Research and Evidence Based Practice (6 credits)

The course explores evidence-based practice as a foundation for improved nursing practice and patient outcomes. Students will learn the history of evidence-based practice and the significant research methodologies that serve as its foundation. Students will explore the rationale for evidence-based practice and learn how to form research questions, hypotheses, and research methodologies. They will also learn about population sampling, data collection tools, and statistical analysis. Students will learn how to determine whether research is credible through the criticism of research articles, and they will be introduced to potential ethical concerns in the development of research and evidence-based practice. Emphasis will be placed on student-centered learning that will give students the opportunity to implement what they learn during the course into their nursing practice, regardless of specialty.

**Pre-requisite(s):** MAT 305 Statistics.
NUR 425  Population-Based Nursing  
(6 credits)

This course focuses on an analysis of the nursing role as it relates to population-based health. The course addresses nursing theories, public health ethics, and nursing advocacy. Topics include the importance and application of health promotion concepts and prevention across the lifespan, vulnerable populations, global health and evidence based cultural considerations, and the role of nursing in disaster settings. There will be an opportunity for experiential learning in specific assignments.

Pre-requisite(s) or co-requisite(s): NUR 335 Health Promotion in Nursing; NUR 400 Research and Evidence Based Practice; and NUR 370 Cultural Dimensions in Nursing.

NUR 435  Leadership and Management in Nursing  
(6 credits)

This course provides an in-depth study of leadership and management principles as they apply to professional nursing practice. Students will explore teamwork, communication, the change process, and evidence-based practice. Concepts from healthcare delivery systems, healthcare informatics, and policy, finance, and quality in healthcare will be applied. This course will also cover health care quality, legal policies, ethics, finance, and technology as they apply to leadership and management in nursing. There will be an opportunity for experiential learning in specific assignments.

Pre-requisite(s) or co-requisite(s): NUR 325 Healthcare Delivery Systems; NUR 415 Policy, Finance, and Quality in Nursing and Healthcare; NUR 400 Research and Evidence Based Practice; and HIT 420 Healthcare Informatics.

NUR 440/440C  Medical Surgical Nursing II  
(with Clinical)  
(10 credits: 6 theory/4 clinical)

This course focuses on nursing care directed toward maintenance and restoration of health for adult clients in the acute care setting who are experiencing complex variation in their health status. The population with whom the student will collaborate may have multiple chronic conditions or a high level of acuity in their current condition. The biological, physical, social, spiritual, and behavioral sciences form the foundation for care of the acutely ill adult are considered.

Pre-requisite(s): NUR 330/330C Medical Surgical Nursing I; NRS 338 Research and Evidence Based Practice

NUR 445  Capstone  
(8 credits)

This Capstone course is designed for RN-BSN students at the end of their program of study. It provides students with an opportunity to synthesize their knowledge of the concepts learned throughout the RN-BSN program. The primary focus is on applying this knowledge to a chosen evidence-based project that is related to an area of interest in nursing and health care. There will be an opportunity for experiential learning in specific assignments.

Pre-requisite(s): Successful completion of all other courses in the RN to BSN program option curriculum

NUR 450/450C  Community/Public Health Nursing  
(with Clinical)  
(6 credits: 3 theory/3 clinical)

Development of skill in public health nursing and caring for populations and communities is the focus of this course and clinical. Topics such as health promotion and maintenance, wellness education, healthy communities, and vulnerable populations will be considered.

Pre-requisite: NUR 340/340C Pediatric Nursing; NUR 350/350C Obstetrical Nursing

NUR 460  Transition to Professional Practice  
(3 credits)

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on preparing the student for his/her Capstone course and NCLEX-RN exam. Concepts taught in Health Assessment, Pharmacology, Foundations of Nursing, Medical Surgical Nursing I and II, Mental Health Nursing, Pediatric Nursing, and Obstetrical Nursing will be reviewed. Time management, delegation, prioritization, and planning nursing care will be emphasized.

Pre-requisites: NUR 340/340C Pediatric Nursing; NUR 350/350C Obstetrical Nursing

NUR 470/470C  Leadership and Management (with Clinical)  
(6 credits: 4 theory/2 clinical)

Leadership and management competencies within health care systems are examined in this course. This course content includes communication, change and conflict. It also emphasizes accountability for quality and cost effective care management across settings. The clinical component focuses on the skills necessary for effective leadership in professional nursing practice.

Pre-requisite(s): NUR 340/340C Pediatric Nursing; NUR 350/350C Obstetrical Nursing

NUR 485/485C  Senior Integrative Seminar and Capstone Clinical  
(9 credits: 4 theory/5 clinical)

This course prepares students to transition into the professional practice RN role. They cover content specific to NCLEX-RN preparations, resume development, new graduate practice, attrition in nursing of new nurses, scope of practice specific to developing practice, and differentiated practice across settings. The clinical portion of the course integrates nursing education, connects theory with service learning, and demonstrates the social justice component inherent to the profession of nursing.

Pre-requisite(s): NUR 450/450C Community/Public Health Nursing; NUR 460 Transition to Professional Practice; NUR 470/470C Leadership and Management
Denver School of Nursing operates on a four-quarter per year basis. A quarter, or term, is 11 weeks in length, and is followed by a two-week break. Online class modules are 11 weeks in length.

<table>
<thead>
<tr>
<th>2016 Quarters</th>
<th>Start Dates</th>
<th>End Dates</th>
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<tbody>
<tr>
<td>Winter</td>
<td>January 4</td>
<td>March 18</td>
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<tr>
<td>Spring</td>
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<td>Fall</td>
<td>October 3</td>
<td>December 16</td>
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<tr>
<td>Fall</td>
<td>October 2</td>
<td>December 15</td>
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**HOLIDAY SCHEDULE**

Administrative Offices Closed.

For online students, administrative services and faculty are unavailable on the dates below. Online students are expected to attend classes during the week as usual (see attendance policy).

<table>
<thead>
<tr>
<th>2016</th>
<th>2017</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
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<tr>
<td>M.L. King, Jr. Day</td>
<td>January 18</td>
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<tr>
<td>President’s Day</td>
<td>February 19 (observed by DSN)</td>
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<td>November 24 &amp; 25</td>
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<td>Christmas</td>
<td>December 26 (observed by DSN)</td>
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<tr>
<td>New Year’s Holiday</td>
<td>December 30 (observed by DSN)</td>
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</table>

**Weather Emergencies**

Weather will rarely be used as a reason to close the college or cancel on-campus classes, labs, or clinicals. Announcements are posted on the following local television affiliations: ABC, CBS and NBC. Students may also call the college to listen to the recorded message on the Snow Line at 720-833-3907. Because Colorado weather can vary from area to area, students, faculty, and staff should consider their own safety in all weather conditions.
Catalog Addendum 1. Total Program Tuition and Fees

*Note: Program cost listed is the total tuition cost of the entire program and includes the cost of all items listed except for General Education courses. All book costs listed below are estimates.*

Baccalaureate of Science in Nursing (BSN)

**Bachelor of Science in Nursing Completion Option:**
Students without previous RN licensure may transfer up to 80 quarter credits of general education courses and up to 25% of the professional nursing courses from another approved college. The program provides a focused nursing curriculum with didactic and clinical components built on the general education courses. Students transferring all 80 credits of their general education courses from another college can usually complete the professional nursing portion of the program in 7 quarters.

<table>
<thead>
<tr>
<th>Total Tuition</th>
<th>Nonrefundable App Fee</th>
<th>Books Estimate</th>
<th>Scrubs / Book Bag</th>
<th>Nursing Kits</th>
<th>IT Fee</th>
<th>Inst Fee</th>
<th>Assessment Testing</th>
<th>Clinical Fee</th>
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<td>$675</td>
<td>$250</td>
<td>$55,725</td>
</tr>
</tbody>
</table>

**Bachelor of Science in Nursing Degree Program (students without prior college credits):**
For students with no previous higher education training, completion of the entire 180 quarter credits BSN program at Denver School of Nursing generally takes 13 quarters (6 quarters for general education courses and 7 quarters for the nursing courses). The BSN program provides the general education courses required to support the focused nursing curriculum. We are currently not enrolling in this program version.

**Bachelor of Science in Nursing RN to BSN Option:**
A student already licensed as a registered nurse may apply for advanced standing and/or transfer credit. This program meets the needs of the registered nurse who desires to continue education in nursing at the baccalaureate level. The number of months required for completion depends upon the previous educational background of the RN.

<table>
<thead>
<tr>
<th>Total Tuition</th>
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<th>Books Estimate</th>
<th>Laptop</th>
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<td>$18,720</td>
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</table>

Associate Degree in Nursing (ADN)

**Associate Degree in Nursing Completion Option:**
Students without previous LPN licensure may transfer up to 24 quarter credits of general education courses. The Associate Degree in Nursing Program provides a focused nursing curriculum with didactic and clinical components built on the general education courses. Students transferring all 24 credits of their general education courses from another college can usually complete the nursing portion of the program in 6 quarters.

<table>
<thead>
<tr>
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<th>Scrubs / Book Bag</th>
<th>Nursing Kits</th>
<th>IT Fee</th>
<th>Inst Fee</th>
<th>Assessment Testing Fees</th>
<th>Clinical Fee</th>
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</table>
Associate Degree in Nursing LPN to ADN Option:
A student already licensed as a licensed practical nurse (LPN) may apply for advanced standing and/or transfer credit. The LPN to Associate Degree in Nursing Program meets the needs of the licensed practical nurse that desires to continue education in nursing at the associate degree level. Students transferring all 24 credits of their general education courses from another college can usually complete the nursing portion of the program in 4 quarters. We are currently not enrolling in this program version.

General Education (prerequisite courses)

These courses are for those students wishing to complete some or all of the required prerequisites at Denver School of Nursing for either the BSN or ADN programs. Cost per quarter credit hour: $200.00 (Does not include books or supplies)

Application fee: $100 (non-refundable)

Students are responsible for all costs related to admissions testing, health insurance, background check, immunization costs, and licensing test fees. All costs are subject to change at any time.

Tuition & Fees for Repeated Courses

Students required to repeat a course will only be charged half the published tuition for that course plus fees.

Other Tuition/Fee Disclosures

Please note that the cost of tuition and fees at Denver School of Nursing does not include parking.

Graduates who sit for the NCLEX-RN examination are required to pay an associated examination fee. For more information on NCLEX-RN examination fees, please see http://www.dora.state.co.us/nursing/licensing/RN.htm.
Faculty and Staff Members
As of December 12, 2016

Board of Trustees
Duncan M. Anderson – CEO
Andrea R. Lindell – PhD, MSN, ANEF
Cathy Maxwell – Ed.D, MBA
President, Denver School of Nursing
Sandra McRee - former COO IASIS Healthcare
MariJane Paulsen - PhD

Department Directors
Chris Bennett - BS
Director of Academic Support
Jeff Johnson - BA
Director of Admissions
Renee McMillin - BS
Director of Business Operations
Geri Reichmuth
Director of Financial Aid
Michael Ruschival- MS, BA
Director of Student Services
Steve Wright
Director of Career Services

Staff
William (Rex) Alexander
Environmental Services
Bonnie Blanks
Lab Coordinator
Dan Dwyer
Contract and Relationship Coordinator
Melissa Espinoza
Online Financial Aid Officer
Teresa Fairbanks
Accounting Assistant
April Gonzales – BA, MS
Registrar

Lisa Hassen – AA
Financial Aid Officer
Cathie Hess – AAS, PHR
HR/Payroll
Kate Lang - AA
Sr. Executive Assistant
Jennifer Madrid
Clinical Scheduling Coordinator
Leif Madsen – MLS, BS
Learning Resource Center Manager
Jennifer Matthews - MA, BA
Assistant Registrar
Annette Qualls
Receptionist
Rachael Ridenour- BA
Admissions Coordinator
Jenny Rutherford
Academic Support
Cece Sanchez - BS
Financial Aid Officer
Jesse Satery
Academic Support; Bookstore/Student Records
Gentry Siens
Information Technology
Ashley Smith
Financial Aid Officer
Taylor Smith
Marketing Intern
Kelly Wallenberg – MA, BS
Assistant Director of Admissions
Carol Ann Warren
A/P

Administration
Z. JoAnna Hill PhD FNP-BC LHRM
Dean and Director of Nursing Education Programs

Nursing Department
Directors/Managers
Shawn Elliott – DNP, RN, CPNP-PC
BSN Program Director
Kathlynn Kail - MSN, BSN, ADN, RN, ADN
Program Director/Simulation Lab Director
Bonnie Shaffer- MSN, BSN, ADN, RN,
CNS, (DNP in progress) RN to BSN Program Director
Marcee Sutton - MSN, BSN, RN, Clinical Practicum/Placement Director

Clinical Facilitators
Michelle Beringer- MSN, BSN, RN, Clinical Facilitator/Assistant Professor
Lindsay Seizys - MSN, BSN, RN, Clinical Facilitator/Assistant Professor
Gail Smart - MSN, BSN, LPN, RN, Clinical Facilitator/Assistant Professor

Global Health Perspectives (GHP) Coordinators
Marguerite Distel- BSN, BBA, MS/MPH,
RN, GHP Coordinator
Tara Haskell - MSN, BSN, RN, GHP Coordinator

Full-Time Faculty
Sharon Bator- PhD, MSN, BSN, RN
Associate Professor
Will Bormann- MSN, BSN, RN
Assistant Professor
Linda Brazen - MSN, BSN, RN
Assistant Professor
Barbara Calo- MSN, C-PNP, BSN, RN
Assistant Professor
Ashley Colella - MSN, BSN, RN, Assistant Professor
Amy Colligan- MSN, CPN, RN
Assistant Professor

****Continued on next page****
Addendum 2
Faculty and Staff Members
December 1, 2016

Toni Esparza - MSN, BSN, LPN, RN
Assistant Professor
Susan Jacquez – MSN, BSN, RN (DNP in progress) Assistant Professor
Paul Jensen- ND, BS, RN Assistant Professor
Nina Marie Knoll – MSN, ASN, RN Assistant Professor
Cindy Krentz- MSN, BA, ADN, RN (DNP in progress), Assistant Professor
Brenda Kwiecinski – MSN, BSN, RN Assistant Professor
Jeannine Nixon- MSN, BSN, RN Assistant Professor
Ann Petersen-Smith – PhD, APRN, CPNP-PC, CPNP-AC, MSN, BSN, AAS, PN, RN, Assistant Professor
Diane Ream -MS, BSN, ASN, RN (DNP in progress), Assistant Professor
Kathryn Sliker – ND, WHNP, CNM, RN, Assistant Professor

Part-Time Faculty & ANIP Staff

Judith Adams- BSN, RN (ANIP)
Noelle Arcuri – BSN, RN (ANIP)
Kylene Benn – BSN, RN (ANIP)
Jennifer Campbell- BSN, RN (ANIP)
Karen Carlson - BSN, ADN, RN (ANIP)
Lori Carr- BSN, AA, RN (ANIP)
Milagros Carrasquillo - BSN, ADN, RN (ANIP)
Crystal Chick- BSN, ASN, CCRN, RN (ANIP), (DNP in progress)
Rebecca Cooper - BSN, RN (ANIP)
Charles Davis -BSN, RN (MSN in progress) (ANIP)
Vicki DeHoff - MSN, BSN, RN
Mark Delgado - BSN, RN (MSN in progress) (ANIP)
Mary Pat DeWald- MSN, MPA, RN, APRN, NP, CNS
Pamela Dravitz- MSN-Ed, BSN, RN
Janna Duffy- BS, BSN, RN-BC (ANIP)
Kathleen Estes- BSN, RN (ANIP) (MSN in progress)
Karen Frank – MSN, CNM, BSN, RN
Sarahbeth Friedman – MSN, BSN, RN
Kayla Green- BSN, RN (ANIP)
Julie Greenwood- BSN, RN (ANIP) (DNP in progress)

Georgia Guerra -MS, BSN, ADN, RN
N. Susan Hammonter - NP, BSN, RN
Jerlinda Harper- BSN, RN (ANIP)
Anita Harris- MSN, BSN, RN (DNP in progress)
Anna Hegwood- BSN, RN (ANIP)
Tiann Heit- BSN, RN (ANIP)
Kelly Hemp -MSN, BSN, RN
Merri Hoffman- MSN, BSN, RN
Teal Ingalsbe - BSN, RN (ANIP)
Sarah Janzen - BSN, RN (ANIP)
Laura Johnston- BSN, RN (ANIP)
Mary Khoury- MSN, BSN, BA, RN
Piper Knight - MSN, BSN, LPN, RN
Flori Legette - DNP, BSN, RN
Jenna Levy– BSN, RN (ANIP)
Shea Lewan- BSN, AAS, RN (ANIP)
John Littlewood- BSN, RN (ANIP)
Julie Lohre- MS, NP
Emily Lopez- BSN, RN (ANIP)
Katherine Loughrey-Stemp- MSN, BSN, ADN, RN
Cassie McCullough- BSN, RN (ANIP)
Rachel Metcalf - MSN, BSN, ADSN, RN
Juliana Miele- MSN, BSN, RN
Theresa Muenchau- MS, CNS, BSN, RN
Marva Newell - BSN, RN (ANIP)
Katherine Newman- MSN, BSN, RN
Karen Peters- MSN, MA, BSN, BA, RN
Rebecca Phillips - MSN, BSN, ADN, RN
Donna Randazzo - MSN, BSN, RN
Rebecca Richey- MSN, BSN, RN
Teresa Robertson –CNM, MS, SANE, BSN, RN
Katherine Ross- MS, CCRN, RN
Katie Rudofsky – FNP, MSN, BA, RN
Kathy Russell- NP, MSN, BSN, RN
Karina Schaub - MSN, BSN, RN (ANIP)
Kathleen Stemp- MSN, BSN, ADN, RN
Julie Starr – MSN, BSN, RN
Alexandra Stebbins – MSN, BSN, RN
Juanita Trancoso-MSN, BSN, LPN, RN
Cara Wallen – MSN, BSN, RN
Brittany Wilcox – BSN, RN (ANIP)
Barbara Wilkerson- PNP, RN (ANIP)
Joanna Wright- BSN, BA, RN (ANIP)

Gen. Ed. Faculty*-(FT& PT)

Michelle Carlin – MA, BA (PT)
Colin Day- PhD., MA, BS (PT)
Tammy Fogarty – MS, BS, (PhD in progress) (PT)
Kathryn Gilbert - MA, BS (PT)
Thomas Jemison – ND, BS (PT)
Harry Linsinbigler – D.Min, M.Div, MA, BA (PT)
Trenton Smith- MS, BA, AS (FT) Assistant Professor

*Note : Part-Time Faculty, General Education Faculty and ANIP's vary throughout the year and this list is subject to change at any time
Catalog Addendum 3.  State Authorizations

Denver School of Nursing (DSN) has obtained individual authorization to offer distance education (online programs) in the following states:

- Florida
- North Carolina
- Pennsylvania
- South Carolina
- Utah

DSN has been awarded National Council of State Authorization Reciprocity Agreements (SARA) approval; this approval is maintained by the Colorado Department of Higher Education. SARA approval grants the college the ability to offer distance education programs and courses in SARA member states (for more information regarding SARA member states, please see http://nc-sara.org/sara-states-institutions).

The list of states in which DSN is authorized to offer distance education programs is updated regularly. If you do not see your state listed by DSN at this time and have questions, please contact the Online Admissions Department.
Catalog Addendum 4. Online Student Complaints Procedure

Online Student Complaints

Denver School of Nursing is committed to helping each student achieve their individual educational and career goals and objectives. We are responsive to issues that concern our students. If a student has a concern regarding any aspect of their education, Denver School of Nursing procedures for handling the complaint, grievance, or appeal are outlined in the Catalog and must be completed in the order presented.

If a complaint cannot be resolved at the college level through its grievance procedures, students may contact the Colorado Commission on Higher Education (CCHE) as the designated state agency for complaint resolution under the State Authorization Reciprocity Agreement (SARA). Nothing precludes the state where the student is located from also working to help resolve the complaint. Procedures for filing a complaint with CCHE are outlined at [http://highered.colorado.gov/Academics/Complaints/](http://highered.colorado.gov/Academics/Complaints/).

If a student resides in a non-SARA authorized state, the student may contact the responsible state agency in his/her home state. These states currently include:

**North Carolina**
Terrence R. Scarborough, M.P.A.
Director of Licensure
University of North Carolina – General Administration
910 Raleigh Road
Chapel Hill, NC 27514
(919) 962-4558

**Pennsylvania**
Bureau of Postsecondary and Adult Education
333 Market Street
Harrisburg, PA 17126
(717) 783-8228
www.education.state.pa.us

**South Carolina**
South Carolina Commission on Higher Education
Postsecondary Institution Licensing
1122 Lady Street, Suite 300
Columbia, SC 29201
(803) 737-2260
www.che.sc.gov

**Utah**
Utah Division of Consumer Protection
160 East 300 South
Box 146704
Salt Lake City, UT 84114-6704
(801) 530-6601
www.dcp.utah.gov
Catalog Addendum #5.  Articulation Agreements for Transfer of Credit into the RN to BSN Program Option

Denver School of Nursing has established articulation agreements with the following institutions for articulation into its RN to BSN Program Option via distance education:

Colorado Community College System:
   Arapahoe Community College
   Colorado Northwestern Community College
   Community College of Aurora
   Community College of Denver
   Front Range Community College
   Lamar Community College
   Morgan Community College
   Northeastern Community College
   Otero Junior College
   Pikes Peak Community College
   Pueblo Community College
   Red Rocks Community College
   Trinidad State Junior College

Fortis College – Eastdale Circle Campus – Montgomery, AL
Fortis College – Cutler Bay, FL
Fortis College – Largo, FL
Fortis College – Orange Park, FL
Fortis Institute – Pensacola, FL
Fortis Institute – Port Saint Lucie, FL
Fortis College – Indianapolis, IN
Fortis College – Centerville, OH
Fortis College – Cincinnati, OH
Fortis College – Columbus, OH
Fortis College – Cuyahoga Falls, OH
Fortis College – Columbia, SC
Fortis Institute – Nashville, TN
Fortis College – Houston, TX
Fortis College – Salt Lake City, UT
Fortis College – Norfolk, VA
Fortis College – Richmond, VA
Catalog Addendum #6. Title IX and Violence Against Women Act (VAWA), Page 54

Denver School of Nursing (DSN) is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Denver School of Nursing will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Denver School of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the college’s Student Conduct Policy which could result in dismissal from the college. The Student Conduct Policy can be found at page 46 and the Termination Policy can be found at page 31. Denver School of Nursing will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim’s Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Denver School of Nursing or an employee is urged to make a complaint to the Deputy Title IX Coordinator, Dr. Cathy Maxwell, College President. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Deputy Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Denver School of Nursing. Should a victim of sexual violence request confidentiality, Denver School of Nursing will honor the request to the extent possible and allowed by law. Denver School of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.
Catalog Supplement- Eligibility Requirements

Supplement to 2015-2016 catalog, published October 1, 2015

Eligibility Requirements to sit for the NCLEX-RN © and apply for licensure in Colorado:

DEPARTMENT OF REGULATORY AGENCIES
Division of Professions and Occupations - Board of Nursing
NURSING
3 CCR 716-1
[Editor’s Notes follow the text of the rules at the end of this CCR Document.]

CHAPTER 1 – RULES AND REGULATIONS FOR THE LICENSURE OF PRACTICAL AND PROFESSIONAL NURSES

BASIS: The authority for the promulgation of these rules and regulations by the State Board of Nursing is set forth in Sections 12-38-108(1)(b),(c) and (j); 12-38-110; 12-38-111; 12-38-112; 12-38-112.5; and 12-38-118, C.R.S. The Division name changed pursuant to Section 24-34-102, C.R.S.

PURPOSE: To specify requirements for obtaining and maintaining professional and practical nursing licensure.

1. DEFINITIONS:
For the purposes of these Chapter 1 Rules and Regulations, the following terms have the indicated meaning:

1.1 Applicant: Any individual seeking a license to practice as a professional or practical nurse in the state of Colorado.

1.2 Approved Nursing Education Program (Approved Professional Nursing Education Program/Approved Practical Nursing Education Program): A course of study which implements the basic professional or practical nursing curriculum prescribed and approved by the Board.

1.3 Board: The State Board of Nursing.

1.4 Clinical Supervision: The on-site guidance, direction, and review by a professional nurse designated as an instructor/preceptor of the nursing care provided by a holder of a special or student permit pursuant to Sections 6 and 7 of these Chapter 1 Rules and Regulations. This supervision includes assigning nursing responsibilities for patient care appropriately and evaluating the competency of the individual nurse.

1.5 Encumbered: Any current form of discipline against a professional or practical license that restricts the ability to practice, including but not limited to, fine, probation, suspension, revocation, restriction, condition or limitation imposed on a license.

1.6 Executive Officer: The executive administrator of the Board appointed by the director of the division of professions and occupations pursuant to Section 12-38-107, C.R.S. The Executive Officer has been delegated authority to administer examinations, issue licenses by endorsement and examination, renew licenses, reinstate licenses, inactivate and reactivate licenses.
licences, and issue temporary licenses and permits to qualified Applicants, and other delegated functions as stated and set forth in Board rules and policies.

1.7 Graduate: An individual who has successfully completed the requirements for a degree, diploma, or certificate from an Approved Nursing Education Program or United States armed services traditional nursing education program gained in military service outlined in Section 24-34-102(8.5), C.R.S.

1.8 Licensee: An individual licensed to practice as a professional or practical nurse by the Board.

1.9 NCLEX: The National Council Licensure Examination maintained, owned, and created by the National Council of State Boards of Nursing.

1.10 Nontraditional Nursing Education Program: A program with curricula that does not include a faculty supervised teaching/learning component in clinical settings taught concurrently with theoretical content.

1.11 Practice: Any role which requires nursing skill and judgment.

1.12 Unencumbered: No current restriction on a license to practice on any professional or practical nursing license.

2. REQUIREMENTS FOR ALL APPLICANTS

2.1 Must apply in a manner approved by the Board.

2.2 Pay application fee.

2.3 Submit proof of successful completion of an Approved Nursing Education Program, as set forth in Sections 3 and 4 of these Chapter 1 Rules and Regulations.

2.4 Submit proof of having passed:
   A. The NCLEX examination for professional or practical nurses; or
   B. The State Board Test Pool Examination for Professional Nurses given between 1951 and 1982/1983; or
   C. The State Board Test Pool Examination for Practical Nurses given between 1952 and 1982/1983; or
   D. A state licensing examination for professional nurses given prior to 1951 or a state licensing examination for practical nurses given prior to 1952.
   E. In the event that Applicant examination results are lost or destroyed through circumstances beyond the control of the Board, the Applicant will be required to retake the NCLEX in order to meet requirements for licensure.

3. LICENSURE BY EXAMINATION

3.1 A Graduate of a Colorado Approved Professional Nursing Education Program is eligible to take the NCLEX examination for professional or practical nursing, provided that:
   A. An official school transcript reflecting completion of institutional requirements for the degree/diploma/certificate and the date of completion is provided to the Board in a secure manner;
   B. All other requirements of state law and these Chapter 1 Rules and Regulations are met.

3.2 A Graduate of a Colorado Approved Practical Nursing Education Program is eligible to take the NCLEX examination for practical nursing, provided that:
A. An official school transcript reflecting completion of institutional requirements for the degree/diploma/certificate and the date of completion is provided to the Board in a secure manner;
B. All other requirements of state law and these Chapter 1 Rules and Regulations are met.

3.3 A Graduate of a nursing education program approved by a board of nursing of another state or territory of the United States is eligible to take the NCLEX examination for professional or practical nursing, provided that:
   A. The applicant graduated from a traditional nursing education program that was accredited by an agency recognized by the United States Department of Education and/or Council for Higher Education Accreditation and approved by a board of nursing of a state or territory of the United States;
   B. An official school transcript reflecting completion of institutional requirements for the degree/diploma/certificate and the date of completion is provided in a manner approved by the Board; and
   C. All other requirements of state law and these Chapter 1 Rules and Regulations are met.

3.4 A Graduate of an United States armed services traditional nursing education program gained in military service as provided for in Section 24-34-102(8.5), C.R.S. that is determined to be substantially equivalent to the criteria set forth in Sections 3.1-3.3 of these Chapter 1 Rules and Regulations is eligible to take the NCLEX examination for professional or practical nursing provided that:
   A. An official transcript reflecting completion of institutional requirements for the degree/ diploma/certificate and the date of completion is provided in a manner approved by the Board; or satisfactory evidence of the education provided and assessed on a case by case basis; and
   B. All other requirements of state law and these Chapter 1 Rules and Regulations are met.

3.5 A Graduate of a Non-traditional Nursing Education Program may take the NCLEX if the requirements as outlined in Section 7 of these Chapter 1 Rules and Regulations are met.

3.6 A Graduate of a foreign nursing education program is eligible to take the NCLEX examination only after:
   A. Board review of nursing education credentials as evaluated by a Board-recognized educational credentialing agency; and
   B. Having met the standards set by the United States Department of Education on the English competency exam.

3.7 Applicants must provide official school transcripts in a manner approved by the Board. Applicants of foreign nursing education programs must provide official school transcripts to a Board-recognized educational credentialing agency.

3.8 Notwithstanding the requirements of Section 7 of these Chapter 1 Rules and Regulations, Graduates of a Nontraditional Nursing Education Program that were enrolled in the program on or before January 1, 2006, and with continuous enrollment are deemed to be Graduates of an Approved Nursing Education Program and are eligible to take the NCLEX pursuant to Section 3.1 of these Chapter 1 Rules and Regulations. If the Graduate is unable to establish continuous enrollment, the Graduate must comply with Section 7 of these Chapter 1 Rules and Regulations.

3.9 Applicants once approved may take the NCLEX a maximum of three (3) times within three (3) years of the date the Applicant first took the NCLEX in any state or territory of the United States, or foreign country. Any applicant who wishes to take the NCLEX a fourth (4th) time must:
   A. Evaluate his/her deficiencies;
   B. Educate and prepare him/herself appropriately, such as, but not limited to, completing appropriate coursework, NCLEX review, or a didactic portion of a refresher course; and
C. Submit, in writing, a petition for a waiver to take the NCLEX a fourth (4th) time, documenting evidence of successful completion of Sections 3.9.A and 3.9.B of these Chapter 1 Rules and Regulations. The applicant may also include any circumstances they wish the Board to consider. The decision to grant or deny any such waiver is at the sole discretion of the Board. It is anticipated that such waivers will be rare.

D. All requirements of Section 3.9 of these Chapter 1 Rules and Regulations must be completed within 2 years of the date of the third (3rd) NCLEX examination date. If not completed, the application file will be purged.

E. An applicant who has not met criteria as set forth in Sections 3.9 A-D of these Chapter 1 Rules and Regulations, is not eligible for application by examination in Colorado.

4. LICENSURE BY ENDORSEMENT

4.1 Applicants are eligible for licensure as a professional or practical nurse by endorsement in Colorado if the Applicant has met the requirements of Section 2 of these Chapter 1 Rules and Regulations, and:

A. Has practiced on an active, unencumbered license in another state or territory of the United States with in the last two (2) years of the date of application; or

B. Has not practiced in the last two (2) years, but is currently or has been previously licensed in another state or territory of the United States, graduated from an Approved Nursing Education Program or a recognized military education program approved by a board of nursing of a state or territory of the United States, passed the NCLEX exam, and has demonstrated competency as defined in Section 24-34-102(8)(e), C.R.S.; or

C. Has been previously licensed as a professional nurse in another state or territory of the United States, graduated from a Nontraditional Nursing Education Program, and has worked a minimum of 2,000 hours as a professional nurse and has provided evidence of demonstrated continued competency requirements as defined in Section 24-34-102(8)(e), C.R.S.; or

D. Has an encumbered license in another state or territory of the United States, only after review and approval by the Board.

4.2 A temporary license may be granted to an endorsement Applicant if the Applicant meets the requirements of these Chapter 1 Rules and Regulations and provides proof of an active, unencumbered license issued by another state or territory of the United States in a manner approved by the Board.

4.3 A temporary license to practice professional or practical nursing expires upon the Board’s approval or denial of the application or four (4) months from the date of issue, whichever occurs first.

5. REINSTATEMENT

5.1 A licensee who does not renew his or her license within the 60 day grace period, as set forth in Section 24-34-102(8)(c), C.R.S., will have an expired license and is ineligible to practice until such license is reinstated.

5.2 The licensee must apply for reinstatement in a manner approved by the Board.

5.3 The licensee applying for reinstatement must pay an application fee.

5.4 A licensee who has practiced on an expired license may be subject to disciplinary action.

5.5 A licensee whose license has been expired less than two (2) years must comply with requirements of Sections 5.2 and 5.3 of these Chapter 1 Rules and Regulations.
5.6 An individual whose professional or practical nursing license has been inactive or expired for more than two years must demonstrate competency. The Program Director or designee may accept proof of competency through successful completion of remedial or refresher courses under a restricted license as defined in A and B, below. “Successful completion” means achieving a grade of “C” or better or the equivalent in each course. The Program Director or designee may refer any case to an Inquiry Panel for review.

A. The remedial or refresher courses must have medical/surgical focus, must clearly differentiate knowledge and skill level for RN’s and LPN’s, and have the following minimum content:
   1. Physical assessment, history taking, documentation, and health information technologies;
   2. Pharmacology, medication administration, and IV therapy;
   3. Nursing knowledge and skills update, based on best evidence; and
   4. Legal, ethical, and professional issues.

B. The number of successfully completed contact hours required of each individual to demonstrate competency prior to reinstatement, reactivation, or endorsement will be determined by the number of years that his or her license has been inactive or expired, as follows:

   2-5 years
   Contact Hours:
   80 Theory (including lab) and 80 Clinical

   6-10 years
   Contact Hours:
   120 Theory (including lab) and 120 Clinical

   more than 10 years
   Contact Hours:
   120 Theory (including lab) and 120 Clinical; and possible additional hours as determined by the Board on a case-by-case basis.

5.7 Upon a petition by the licensee, and with due consideration of the need to protect the public, the Board may accept an alternative method for establishing competency. It is anticipated that such alternative methods for establishing competency will rarely be used. The decision to accept an alternative method for establishing competency is at the sole discretion of the Board.

6. SPECIAL PERMITS

6.1 Permits may be granted, in the Board's discretion, to individuals possessing active and unencumbered licenses to practice professional or practical nursing in other states or territories of the United States, to allow for occasional nursing practice which is patient- or procedure-specific for educational purposes and/or clinical practice of professional development. However, if such nurse has any established or regularly used healthcare agency connections in this state for the provision of such services, the nurse must possess a license to practice nursing in Colorado, except as otherwise provided in these rules.

6.2 All individuals seeking a permit must apply in a manner approved by the Board.
6.3 A permit may be denied if the Applicant has committed any of the acts that would be grounds for discipline under Section 12-38-117, C.R.S.

7. STUDENT PERMITS

7.1 Student permits are intended for students in Nontraditional Nursing Education Programs who must obtain in-state clinical training and experience.

7.2 Eligibility.
   A. An individual who is a Graduate of a Nontraditional Nursing Education Program is eligible for a student permit if:
      1. The program is physically located in another state or territory of the United States; and
      2. The program is accredited by the United States Department of Education and is approved by a board of nursing of a state or territory of the United States.
   B. A student permit is not required for persons actively enrolled in an Approved Nursing Education Program in Colorado and who participate in clinical training as defined in Section 1.5, Chapter 2 Rules and Regulations for Approval of Nursing Education Programs.

7.3 Nontraditional Nursing Education Program Graduate Requirements to take the NCLEX Examination.
   A. The Applicant is able to demonstrate satisfactory completion of 750 hours of supervised clinical experience in the role of a professional nurse; or
   B. The Applicant has an active license to practice as a practical nurse in any state and is able to demonstrate satisfactory completion of 350 hours of supervised clinical experience in the role of a professional nurse.
   C. The required elements for satisfactory completion of the supervised clinical experience are as follows:
      1. Acceptable clinical sites that take place in acute care or subacute care settings, skilled nursing facilities, or other sites as approved by the Board.
      2. Clinical Supervision may be provided either in a traditional format with one instructor directly overseeing a group of students or as a preceptorship experience where a direct ongoing 1:1 relationship is established.
      3. Qualified instructor/preceptor is educated at or above the level of the Applicant with at least two years of experience in a practice setting and has an active, unencumbered license to practice as a professional registered nurse in Colorado. The Applicant must provide documentation that the instructor/preceptor meets these requirements when he/she applies for a permit and must also provide a written agreement between the Applicant, the preceptor, the faculty, and the facility where the Clinical Supervision will occur.
      4. Required components of the supervised clinical experience include:
         a. Clinical decision making and critical thinking;
         b. Patient assessment as part of the nursing process;
         c. Interdisciplinary collaboration and evaluation of care evidenced in caring for multiple patients with both predictable and unpredictable outcomes across the variety of learning options appropriate for contemporary nursing; and
         d. Nursing delegation and supervision.
         e. A signed, original checklist and instructor/preceptor agreement, provided by the Board, must be completed by the primary instructor/preceptor, documenting the Applicant’s satisfactory completion of the required components in a manner approved by the Board.

7.4 Limitations of student permits.
A. Individuals practicing under a student permit are subject to the Nurse Practice Act.
B. Student permit holders may not supervise Licensees or other permit holders.
C. Individuals practicing under a student permit are responsible for arranging and obtaining their own clinical hours.
D. Individuals practicing under a student permit may not exceed the terms of the permit.
E. A student permit may be issued for a period of twelve consecutive months.

8. CHANGE OF NAME AND ADDRESS

8.1 The Licensee must supply to the Board legal evidence of a name change within 30 days of the effective date of the name change.

8.2 The Licensee must notify the Board within 30 days of any change of address. This notification may be submitted in writing or through the Board's on-line system.

8.3 Any notification by the Board to Licensees required or permitted under the Nurse Practice Act, Sections 12-38-101 to -133, C.R.S., or the State Administrative Procedure Act, Sections 24-4-101 to -108, C.R.S., will be addressed to the last address provided in writing to the Board by the Licensee and any such mailing will be deemed proper service on said Licensee.

9. INCOMPLETE APPLICATIONS

9.1 Any application not completed within one (1) year of the date of receipt of the original application expires and will be purged.

10. RETIRED VOLUNTEER NURSE LICENSURE

10.1 Applicants for Retired Volunteer Licensure must meet all requirements of Section 12-38-112.5, C.R.S.

10.2 A licensee on retired status in accordance with Section 12-38-112.5, C.R.S., may apply to reinstate to active status. The reinstatement application must be submitted as described in Section 5 of these Chapter 1 Rules and Regulations and the applicant must demonstrate competency by one of the following:
   A. Proof they have actively volunteered as a nurse during the two (2) year period immediately preceding application.
   B. Proof they meet the Board’s requirements for demonstrated competency as defined in Section 24-34-102(8)(d), C.R.S.

11. INACTIVE LICENSE STATUS – REACTIVATION

11.1 A licensee may elect inactive status in accordance with Section 12-38-118.5, C.R.S. Upon inactivation, any and all authorities attached to that license will be cancelled.

11.2 A licensee may not apply for inactive status to avoid disciplinary action.

11.3 A licensee on inactive status in accordance with Section 12-38-118.5, C.R.S., may apply in a manner approved by the Board and pay the license reactivation fees to reactivate the license to practice nursing:
A. Reactivation to active status may occur at any time and is subject to the Board’s requirements of demonstrated competency as defined in Section 24-34-102(8)(e), C.R.S.
B. An Applicant for reactivation of advanced practice authorities must provide proof that the licensee has maintained national certification in each Role/Specialty and Population Focus or meets the current requirements in accordance with the Chapter 14 Rules and Regulations, and/or meets current requirements for prescriptive authority in accordance with the Chapter 15 Rules and Regulations.
C. An Applicant for reactivation of practical nurse IV authority must meet the current requirements for practical nurse IV authority in accordance with the Chapter 9 Rules and Regulations.

12. LICENSURE AS MILITARY SPOUSE

12.1 A military spouse as defined in Section 12-71-101(3), C.R.S. may practice in this state as a nurse for not more than one (1) year, as set forth in Section 12-71-102(1), C.R.S., before obtaining a license to practice in this state.

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Additional information, including licensure requirements for individuals who may have held a nursing license in another state can be found at https://www.colorado.gov/pacific/dora/Nursing