Denver College of Nursing

2026 Catalog

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DENVER, COLORADO



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Holidays, Academic Schedule, and College Closures

Holiday Schedule/Calendars for 2026/2027

Administrative offices are 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*").

Holidays	2026	2027
New Year's Day	January 1st	January 1st
M.L King, Jr. Day	January 19th	January 18th
Memorial Day	May 25th	May 31st
Spring Break Holiday	April 3rd	March 26th
Juneteenth	June 19th	June 21st
Independence Day	July 3rd	July 5th
Labor Day	September 7th	September 6th
Thanksgiving	November 26th & 27th	November 25th & 26th
Christmas	December 24th & 25th	December 24th & 31st

Academic Schedule

Denver College of Nursing operates on a four-quarter per year basis. A quarter, or term, is eleven (11) weeks in length (for all BSN and ADN classes), followed by a two-week break. Masters (MSN) classes consist of two (2) sessions, each five and one-half weeks (5 ½) in length. Only BSN programs are offered at the Houston campus.

2026

Quarter	Start (MSN, BSN, ADN)	End 1 (MSN)	Start 2 (MSN)	End (MSN, BSN, ADN)
Winter	January 5th	February 10th	February 11th	March 20th
Spring	April 6th	May 12th	May 13th	June 19th
Summer	July 6th	August 11th	August 12th	September 18th
Fall	October 5th	November 10th	November 11th	December 18th

2027

Quarter	Start (MSN, BSN, ADN)	End 1 (MSN)	Start 2 (MSN)	End (MSN, BSN, ADN)
Winter	January 4th	February 9th	February 10th	March 19th
Spring	April 5th	May 11th	May 12th	June 18th
Summer	July 6th	August 10th	August 11th	September 17th
Fall	October 4th	November 9th	November 10th	December 17th

College Closures

The College reserves the right to close the school during weather or other emergencies. However, weather will rarely be used as a reason to close the College or cancel on-campus classes, labs, or clinicals. The Campus President or designee will determine when weather conditions justify cancellation of classes and/or closing of school.

Campus closings will be posted on the College website and/or student/faculty portals. In Denver, announcements are posted on the local television affiliations: ABC, CBS, and NBC. Students may also call the College Snow Line at 720-833-3907 for a recorded message. In Houston, faculty and staff will be notified at school or home that the College will be closed. Faculty will notify their students about closing of school through the use of cell phone, student email, or other appropriate means. Because weather can vary from area to area, student, faculty, and staff should consider their own safety in all weather conditions.

In the event that the College cancels classes, the College will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal, Student Board, and/or by other communication means.

Introduction and Overview

History and Ownership

Denver College of Nursing, located at 1401 19th Street, Denver, Colorado, is owned and operated 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 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Laurence (Larry) Hinz is the Chief Financial Officer of Education Affiliates, Inc.

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 institution 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 College authority to award 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 Associate Degree program in March 2006, and from the Upper Division Baccalaureate program in June 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 laboratory, added classrooms, anatomy and physiology laboratory, new faculty offices, resource room, a remodeled skills laboratory, and pediatric simulation laboratory. 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 courses online and DCN launched the online RN-BSN program in October 2015. In July 2017, the College officially changed its name to Denver College of Nursing (DCN). In January 2018, the College began offering the Master of Science in Nursing program.

In August 2021, DCN was granted approval by the Texas Higher Education Coordinating Board (THECB) to begin on-ground operations in Texas. In April 2022, the Texas Board of Nursing granted a Certificate of Program Approval for the Baccalaureate Degree in Nursing at the Houston branch campus. The first nursing student cohort for the Bachelor of Science in Nursing completion program started in January 2023 and graduated in September 2024.

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

Consumer Information

This catalog is published to inform students and others of Denver College 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 College of Nursing cannot ensure 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 College of Nursing and any individuals.

Denver College 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 College 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 students from the application of any requirement or regulation published herein. Furthermore, it is the responsibility of students to remain apprised of current graduation requirements of their program.

Denver College of Nursing affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's 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 College of Nursing is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits (Denver campus only)
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- 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 College President, 1401 19th Street, Denver, CO 80202.

Please see the Consumer Disclosures tab at *https://www.denvercollegeofnursing.edu/consumer-information.html* for information regarding student achievement data and other important information.

Associations and Memberships

The institution holds membership in or participates in activities of many associations and groups including:

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- Alliance for Clinical Education (ACE)
- American Library Association (ALA)
- American Nurses Association (ANA)
- Colorado Association of Financial Aid Administrators (CAFAA)
- Colorado Association of Libraries (CAL)
- Colorado Department of Human Services
- Colorado Nurses Association (CNA)
- Colorado Organization of Associate Degree Nursing (COADN)
- Council for Higher Education Accreditation (CHEA)
- Deans and Directors of Colorado Nursing Education (DDCNE)
- Denver Metro Chamber of Commerce (DMCC)
- Downtown Denver Partnership (DDP)
- Houston West Chamber of Commerce (HWCOC)
- International Nursing Association for Clinical Simulation and Learning (INACSL)
- Mountain States Employers Council (MSEC)
- National Association of Financial Aid Administrators (NASFAA)
- National League for Nursing (NLN)
- National Network of Libraries of Medicine (NNLM)
- National Students Nurses' Association (NSNA)
- Organization of Associate Degree Nursing (OADN)
- Rocky Mountain Association of Collegiate Registrars and Admissions Officers (RMACRAO)
- Texas Nurses Association (TNA)
- Sigma (formerly Sigma Theta Tau International - STTI)

Accreditations and Approvals

Institutional and program assessments are conducted periodically by qualified examiners, members of the College's accrediting body, and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

Colorado State Board of Nursing (CBON)
The CBON has granted Full Approval for both the ADN and BSN programs (Denver campus). 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) 894-7800; (303) 894-2821 (fax)
https://dpo.colorado.gov/Nursing

Colorado Department of Higher Education (CDHE)
This approval grants the College (Denver campus) the authority to award Associate, Bachelor, and Master degrees.
State of Colorado, Department of Education

Colorado Commission on Higher Education (CCHE)
1600 Broadway, Suite 2200
Denver, Colorado 80202
(303) 862-3001; (303) 996-1329 (fax)
https://cdhe.colorado.gov/

The Higher Learning Commission (HLC)

The College is accredited by the HLC.

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

Accreditation Commission for Education in Nursing (ACEN)
The ADN and BSN nursing programs at DCN at the Denver campus located in Denver, CO are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000
https://www.acenursing.org

Colorado State Approving Agency
All Denver campus programs are approved for Veterans Benefits by the Colorado State Approving Agency for Veterans Education & Training.

Colorado Office of Veterans Education and Training
(720) 858-2814
SAAapprovals@cccs.edu

Commission on Collegiate Nursing Education (CCNE)
The baccalaureate degree program in nursing and master's degree program in nursing are accredited by the Commission on Collegiate Nursing Education.

Commission on Collegiate Nursing Education
655 K Street, NW, Suite 750
Washington, DC 20001
(202) 463-6930
http://www.CCNEaccreditation.org

Texas Board of Nursing (TX BON)
Has granted a Certificate of Program Approval for the Baccalaureate Degree in Nursing (Houston campus).

Texas Board of Nursing
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701
(512) 305-7400; (512) 305-7401 (fax)
http://www.bon.texas.gov

Texas Higher Education Coordinating Board (THECB)
Has granted a Certificate of Authorization to grant Bachelor's and Master's Degrees at the Houston branch campus – 2022.

Texas Higher Education Coordinating Board
PO Box 12788
Austin, Texas 78711
(512) 427-6200; (512) 427-6168 (fax)
http://www.highered.texas.gov

Accreditation information and disclosures can be found on the College's website. Students may receive a copy of the College's accreditation, licensure, or other approvals by submitting a written request to the College President. Any questions regarding accreditation, licensure, or approvals should be directed to the College President. Students may also contact the agencies listed above for information regarding the College's accreditation, licensure, and approvals.

Missions, Goals, and Student Learning Outcomes

Denver College of Nursing Core Values

Integrity

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

Student Focused Outcomes

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

Commitment

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

Service Excellence

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

Respect

We are a diverse organization and respect every individual within our organization and our community.

Vision, Mission, Purpose, and Philosophy

The Denver College 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 College of Nursing is to prepare excellent nurses and leaders within the healthcare community to transform lives through education and healthcare curriculum.

Mission

Denver College of Nursing is dedicated to educating students for rewarding and dynamic careers in nursing and other healthcare fields.

Purpose

Denver College of Nursing's focus is to educate, empower, and inspire future generations of healthcare professionals. DCN educates healthcare professionals to engage in the transformation of healthcare for the betterment of our communities.

Denver College of Nursing devotes its resources to maintaining quality nursing programs in an environment that focuses on clinical competence across all scopes of practice, and that help develop the technical and thinking skills needed to foster successful careers and a lifetime of continued professional learning. The programs build on foundations of general education common to nursing education, and all programs meet or exceed common standards for nursing education programs in Colorado and Texas.

The nursing programs explore a differentiated practice model that teaches students to maximize their own role development and seek the opportunity to learn and collaborate effectively with other nurses of differing educational preparations. The programs integrate holistic healthcare values with traditional healthcare 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 communities served.

Philosophy

The philosophy of Denver College of Nursing flows from the mission of the College 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:

- **Nursing**
  Nursing is both an art and a 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 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 their quality of life throughout the lifespan and the ability to adapt to restrictions of environment, disease, or disability.

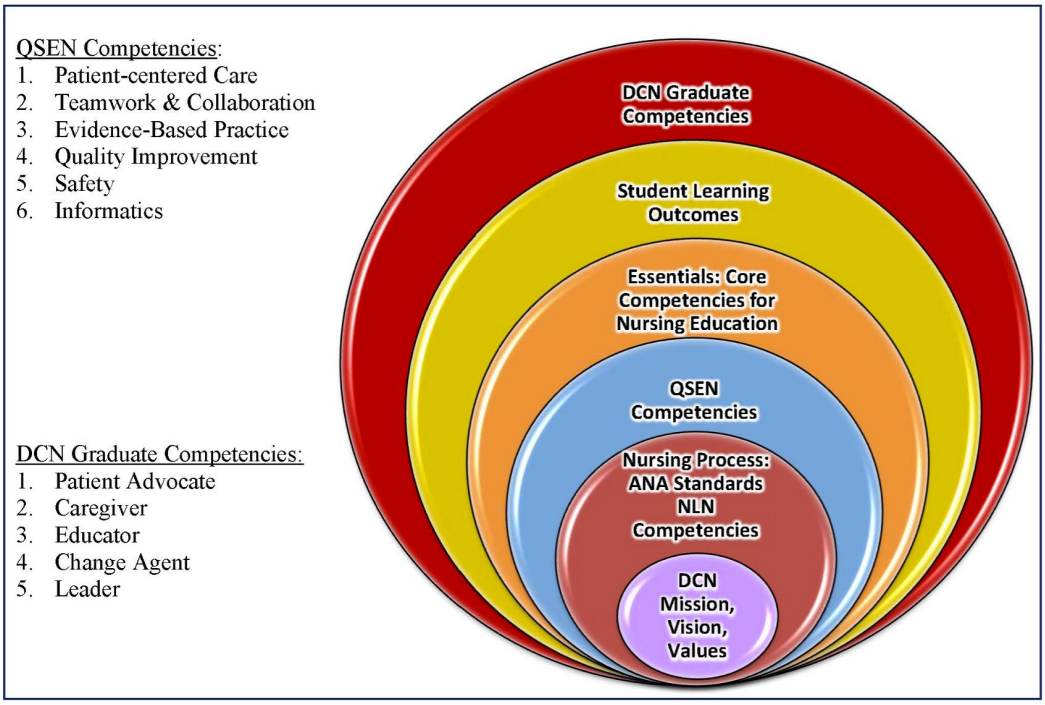
The Denver College of Nursing core Values, Mission, Vision, Purpose, and Philosophy are revisited periodically for currency and relevance through various planning processes. Recommendations for changes or edits are then reviewed / approved by various stakeholders and sent to the Board of Trustees for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

Conceptual Framework

Denver College of Nursing (DCN) faculty have developed and implemented a framework that integrates the four theoretical concepts of nursing, person, environment, and wellness into each program's curriculum by incorporating the Quality and Safety Education for Nurses (QSEN) competencies into program student learning outcomes, course objectives, and content. The QSEN competencies include patient centered care, teamwork & collaboration, evidence-based practice, quality improvement, safety, and informatics (2020). The nursing process, framed by the American Nurses Association (ANA) Standards of Practice and Standards of Professional Performance (ANA, 2021), along with the National League for Nursing (NLN) Competencies for Nursing Education (NLN, 2022), is also utilized throughout each program.

Additionally, each program's Student Learning Outcomes (SLOs) incorporate accreditation standards into their respective curricula. Specifically, the Associate Degree in Nursing program is guided by the ANA Standards and the NLN Competencies; the Bachelor of Science in Nursing program and the Master of Science in Nursing program are guided by the Essentials: Core Competencies for Professional Nursing Education (AACN, 2021). The goal of each program at DCN is to facilitate student achievement of the DCN graduate competencies of patient advocate, caregiver, educator, change agent, and leader (Figure 1). The Denver College of Nursing-Houston Campus follows the same conceptual framework in addition to the Differentiated Essential Competencies of Graduates of Texas Nursing Programs (Figure 2).

Figure 1: Denver College of Nursing Conceptual Framework



References:

American Association of Colleges of Nursing (2021). The Essentials: Core competencies for professional nursing education. American Association of Colleges of Nursing.

American Nurses Association (2021). Nursing: Scope and standards of practice, (3rd Edition). American Nurses Association.

National League for Nursing [NLN], (2022). Nursing education competencies. https://www.nln.org/education/nursing-education-competencies

Quality and Safety Education for Nurses [QSEN], (2020). Quality and Safety Education for Nurses https://qsen.org/

Figure 2: Differentiated Essential Competencies of Graduates of Texas Nursing Programs



References:

Differentiated Essential Competencies of Graduates of Texas Nursing Programs (2021) Differentiated Essential Competencies of Graduates of Texas Nursing Programs Evidenced by Knowledge, Clinical Judgments, and Behaviors. https://www.bon.texas.gov/pdfs/publication_pdfs/Differentiated%20Essential%20Competencies%202021.pdf

Goals

The following goals are integral to the mission of Denver College 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.

Critical Strengths of Denver College of Nursing

Career-oriented programs: The College's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by Denver College of Nursing.

Qualified, caring faculty: In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them and are committed to providing the extra assistance students may need to achieve their career goals.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

Small classes and personal attention: A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

- Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to College accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.
- Dean of Nursing: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer.
- Directors of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.
- Dean of Administrative, Student, Career & Alumni Services: information pertaining to placement rates and employment opportunities for graduates.

Program and Policy Changes

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

Facilities and Equipment

The Denver Campus

The Denver College of Nursing's Denver campus is located at 19th and Market Streets with an annex at 19th and Lawrence Streets. 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 laboratory 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 College of Nursing's main building 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 and online resources, reference books, and periodicals. Nursing laboratories are equipped with blood pressure cuffs, patient hospital beds, mannequins, and injection arms/skins. Wireless Internet access is provided throughout the building for student use and testing. The lecture rooms have Internet connectivity, instructional podiums, and large-screen televisions to enhance the lectures with access to specialized medical/educational websites and use of web-based and online materials. This building contains faculty work areas and administrative offices for student services, academic leadership, career services, academic support, financial aid, registrar, andadmissions.

Denver College of Nursing's annex is located at 1875 Lawrence Street, 4th floor, in downtown Denver, two blocks from the main campus. The 13,540 square foot space includes a simulation laboratory with high fidelity simulation models, medication administration equipment, modern supplies, and electronic medical record software. The simulation laboratory accommodates 6-8 nursing students in each of the 6 patient rooms. The annex also includes the President's office, business office, clinical office, debriefing rooms, and additional faculty/staff offices.

Both locations have a student lounge with vending machines, refrigerators, coffee makers, hot/cold water dispensers, and microwaves.

The facility is accessible.

Building/Campus Access

Main Building

The office hours at the main building are between 7:00 a.m. and 5:00 p.m. Monday through Friday. The main building is locked at 6:00 p.m. and is accessible on Saturday only by special arrangement; it is closed on Sunday. Entry to the building is not allowed after 6:00 p.m. except by arrangement. If classes run after 6:00 p.m., students are required to exit the building within one hour after classes have ended.

Annex

The office hours of operation at the annex are between 7:00 a.m. and 5:00 p.m. Monday through Friday. The annex is locked at 6:00 p.m. and is accessible on Saturday only by special arrangement; it is closed on Sunday. All times are local times.

Parking

There is public transportation and paid parking available throughout the downtown area. Students are not permitted to park in the Denver College of Nursing visitor parking lot adjacent to the building. Denver College of Nursing provides a locked bicycle and scooter cage. Vehicles should always be locked to avoid theft.

Campus Class Times

On-ground classes may be scheduled between 7:00 a.m. and 9:00 p.m. Monday through Friday, from 7:00 a.m. to 6:00 p.m. on Saturday, and other times as necessary. All times are local times.

Denver College of Nursing reserves the right to cancel or reschedule classes. Requests for particular sections, groups, clinical, or specific faculty members are not allowed. Faculty assignments may change at the discretion of the College.

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

The Houston Campus

The Denver College of Nursing Houston campus is located at 1155 Dairy Ashford Road, Suite 310 in Houston, Texas. The College is located within the Dairy Ashford Office Park along the interstate 10 corridor west of the center of Houston. Parking is available in the designated areas in the lots adjacent to the building. Classroom, laboratory activities, and clinical simulation are located in Suite 310. Other clinical activities occur at facilities primarily in the Houston metropolitan area.

Facilities and Equipment

Denver College of Nursing occupies a 25,000 square foot area located on the third floor, Suite 310 at 1155 Dairy Ashford Road, Houston TX 77079. The ample lobby in the entry way welcomes students and visitors into the College. The facility houses administrative offices including the Campus President, business office, admissions, financial aid, student services, and career services offices. The perimeter of the floor is lined with faculty and staff offices where the Dean of Nursing, Clinical Director, and Simulation Director can be found. A Learning Resource Center is centrally located with high-speed Internet access, computer workstations, printers, a dedicated testing area, group study rooms, web-based and online resources, reference books, and periodicals.

Nursing skills and simulation laboratories are equipped with blood pressure cuffs, patient hospital beds, mannequins, and injection arms/skins. The simulation laboratory is further equipped with high fidelity simulation models, medication administration equipment, modern supplies, and electronic medical software. The simulation laboratory accommodates 6-8 nursing students in each of the 5 patient rooms and also has 4 debrief rooms where students, through faculty guided exercises, can reflect on simulation activities. Wireless Internet access is provided throughout the building for student use and testing. The lecture rooms have Internet connectivity, instructional podiums, projectors, and in-wall speakers to enhance the lectures with access to specialized medical/educational websites and use of web-based and online materials. There is a student lounge, refrigerator, and microwaves available for student use.

The facility is accessible.

Building/Campus Access

The office hours in Suite 310 are between 8:00 a.m. and 5:00 p.m. Monday through Friday. The facility is locked at 5:00 p.m. and is accessible on Saturday only by special arrangement; it is closed on Sunday. Entry to the building is not allowed after 6:00 p.m. except by arrangement. If classes run after 5:00 p.m., students are required to exit the building within one hour after classes have ended. All times are local times.

Parking

There is ample parking available at the facility in the lots adjacent to the building. Vehicles should always be locked to avoid theft.

Campus Class Times

On-ground classes may be scheduled between 8:00 a.m. and 5:00 p.m. CT Monday through Friday, and other times as necessary.

Denver College of Nursing reserves the right to cancel or reschedule classes. Requests for particular sections, groups, clinical, or specific faculty members are not allowed. Faculty assignments may change at the discretion of the College.

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

Accommodations for Students with Disabilities

Denver College of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, 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 Director of Academic Support. The Director of Academic Support and the Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable them to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Academic Affairs at Education Affiliates, Inc. at vpaa@edaff.com.

Note: Accommodations approved by a previous program do not automatically transfer.

Once the request form and all documentation are complete, the Campus President, or their designee, will provide the student with written notification of the accommodation determinations. If approved, the student's faculty will also receive a notification letter. This will normally be done within two (2) weeks after receiving all completed documentation but may take longer if circumstances require. Approved accommodations are not retroactive for any previously taken quizzes, tests, or assignments.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc. via email at vpaa@edaff.com. A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support their position.

If the College determines that discrimination based on disability may have occurred, Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Vice President, Academic Affairs
vpaa@edaff.com
5026D Campbell Blvd
Baltimore, Maryland 21236
443-678-2143 (voice)
410-633-1844 (fax)

Vice President, Academic Affairs
vpaa@edaff.com
5026D Campbell Blvd.
Baltimore, Maryland 21236
269-208-5098 (voice)

Non-Discrimination Statement

Denver College of Nursing does not discriminate on the basis of sex and prohibits sex discrimination in any education program oractivity that it operates, as required by Title IX and its regulations, including in admissions and employment.

If you are pregnant and have questions or concerns about modifications you may need, contact the Title IX Coordinator.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

Title IX Coordinator
Attention: Suzanne Peters, Esq., M.Ed.
Address: 5026D Campbell Blvd, Baltimore, MD 21236
Email: speters@edaff.com Phone: 330-805-2819

Denver College of Nursing nondiscrimination policy and grievance procedures can be located at *https://www.denvercollegeofnursing.edu/consumer-information/title-ix.html.*

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at *https://www.edaff.com/title-ix-contact-us.php.*

Admission Policies and Procedures

Admissions Requirements and Procedures

Each applicant for admission is assigned an Admissions Advisor who guides 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, virtually, 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 the admission requirements (both general requirements and specific program admissions 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 see that Denver College of Nursing (DCN) receives all required documentation. All records received become the property of DCN.

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 DCN alternate 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.

General Admission Requirements

Note: For specific program admissions requirements, see that section under the individual program in the "*Academic Programs*" section of this catalog.

The applicant must be a high school graduate recognized by the U.S. Department of Education or possess the recognized equivalent of a high school diploma. For more information on obtaining a GED, please go to *www.ged.com* or contact the local Board of Education.

The applicant must provide documentation of completed graduation from high school or college in the form of a valid high school diploma or an earned college degree higher than a diploma. Acceptable documentation includes an official transcript of official documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of the College. 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.

Candidates for all programs must:

- Be 18 years of age or older at the time candidates start their program of study.
- Complete an application.
- Interview with an Admissions Advisor and/or other administrative staff (online students conduct interviews remotely).
- Meet all financial obligations.
- Accepted applicants must agree to and sign the Enrollment Agreement along with any other required admissions documents.
- Be enrolled in one of the College's nursing programs to attend any nursing course or program.

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.
- Ability to make appropriate situational judgments and problem solve.

See the Student Handbook for further details on the essential functions of nursing practice and what is expected of all nursing students in order to complete the program.

Technology Requirements

To participate in courses and to complete certain assignments by uploading them to DCN's Learning Management System (LMS) and other testing or resource platforms at Denver College of Nursing, students will need access to a computer or laptop throughout the duration of their program.

Computer and laptop technical support is included with the program's fees; however, students are responsible for ensuring that they have a working internet connection. Students are responsible for signing the computer/laptop acknowledgement form confirming their device meets minimum technical specifications. Laptop hardware, software, and reliable Internet connection are the primary means of participating in the Canvas LMS and thus are critical to students' academic success both in class and out of class. Smartphones, Notebooks, Chromebooks, Apple iPads are not acceptable replacements for a laptop.

Student computers or laptops must meet the following requirements:

Computer or Laptop Hardware Minimum Requirements

- 2.8 GHz CPU or greater
- 16 GB RAM or greater
- 512 GB SSD or greater
- 1920 x 1080 display or higher
    - Integrated webcam and microphone
    - Built-in speakers

Software Requirements

- Windows Operating System: Windows ® 11
- Browser – Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)
- Microsoft Office 365
- Plugins (most recent versions)
    - Adobe Acrobat Reader

The student acknowledges they will have access to a reliable internet connection to participate in the program selected. Reliable internet connections are widely available at the school, coffee shops, libraries, and many public locations at no charge to the student.

Any student without the standard equipment listed above is invited to use the equipment available at DCN's campus (e.g., computer, printers, etc.) during regular campus hours. For LMS related questions, please contact Academic Support at DCN_Canvas@edaff.com, or complete a Tech Support Request ticket at: https://www.denvercollegeofnursing.edu/content/denver/en/students/tech-support.html.

Student Technology and Resource Center

This student technology and resource center has been designed to help you find and utilize the tools that you use the most. Here you will find resources for navigating the technology tools that you will need to successfully complete your program. User guides for Office 365, Student Email, Canvas, Zoom, and MyCampuslink can be found below.

If you need help with password resets or are experiencing login issues, submit a Tech Support Request.

Normal Operating Hours:

Monday - Thursday: 10am - 7pm EST

Friday: 10am - 2pm EST

Additional Admissions Requirements (Pre-Licensure Applicants)

Note: Sections 1 through 5 are required prior to beginning of the first course of the program. Updates are to be provided as needed throughout the program as items expire or renew. See "*Health and Clinical Requirements"* section for information.

1. **Criminal Background Check**
   Pre-licensure applicants must submit to and pass a criminal background check as appointed by the College and be cleared per State Board of Nursing rules and regulations for Colorado or Texas. The results must be in the student file prior to starting the program.

   The conviction or charge for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. This includes, but is not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

   Any candidate who has an adverse result on the background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, the candidate will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

   Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program. Specific information and details are provided by the Admissions Advisor.

2. **Drug Screening**
   The Pre-licensure applicant must submit to and pass a drug screen that must be in the applicant's file prior to starting the program. Specific instructions to be followed will be provided by the Admissions Team.

   Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 48 hours at their expense at the College's designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample, will be considered a positive drug screen. The applicant will not be granted admission to the pre-licensure nursing program with a positive drug screen and will have to wait until the next quarter to retry admittance.

   An applicant who wishes to dispute the second positive drug screen may take a hair follicle test within 48 hours of the second positive result at their own expense. An applicant will not be granted admission to the pre-licensure nursing program with a positive hair follicle test result and will have to wait until the next quarter to retry admittance.

   Note: In some cases, an applicant may have a positive result due to prescribed medication. In these cases, the applicant must provide a written letter and proof of prescription from their healthcare provider to the Admissions Committee. After review, the Admissions Committee may supersede the positive result, providing clearance for the applicant to remain in good standing for admittance. If an applicant is taking a prescribed medication that can alter functional capabilities, the applicant must meet with the Dean of Nursing and provide clearance from their healthcare provider to determine their ability to participate in clinicals.

   Note: Despite its legal status and permitted medical and recreational uses under Colorado state law and the laws of other states, marijuana is still an illegal substance under federal law. The federal *Controlled Substances Act* includes marijuana as an Illegal Drug. Under the federal *Drug-Free Schools and Communities Act* and its implementing regulations, any college or university that receives funding from any federal program must have a program to prohibit the unlawful possession and use of illegal drugs, including marijuana. Failure to comply jeopardizes continued federal funding. As a recipient of federal funding, the College prohibits the possession or use of Controlled Substances, including marijuana, regardless of the marijuana's form or method of consumption, and regardless of whether it is for recreational or medical use.

3. **Basic Life Support (BLS) CPR Card**
   Basic Life Support (BLS) for Healthcare Providers certification must remain current while the pre-licensure student is enrolled in the nursing program. The College only accepts BLS Provider certification from the American Heart Association. The College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence and may result in failure of the course.
4. **DCN Physical Exam Form**
   Students must sign and submit a current Physical Exam Form provided by DCN. It is essential that nursing students be able to perform physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Dean of Nursing. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Dean of Nursing to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing within 24 hours and prior to participating in any clinical, laboratory, or simulation experience.

   Denver College of Nursing does not provide health services or health insurance for students. Students are encouraged to have adequate health insurance coverage to comply with the requirements for participation at clinical sites. If students do not have adequate coverage, or sign a waiver stating so, they may not be allowed to participate in clinical experiences and may be dropped from the program if equivalent experiences cannot be arranged.

   Students are responsible for all costs of medical services they require. Active members of the DCN Chapter of the National Student Nurses association may purchase health insurance coverage from *www.nsna.org*. Students should call 911 in an emergency situation. Denver College of Nursing provides workers' compensation coverage for on-ground students while they are attending clinical sites.

5. **Immunizations**
   General Immunization Information
   Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP.

   Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

   Individuals who are not able to complete all immunizations due to a valid reason must have and maintain a vaccination waiver on file with the College. Non-vaccinated students could be denied access to certain clinical sites due to not meeting the clinical requirements.

   In addition, non-vaccinated students should be considered susceptible to these specific diseases and should be counseled regarding precautions and prevention methods to reduce exposure. Students assume all risk and expenses associated with potential exposure during a clinical experience. This may include, but is not limited to, prophylaxis for potential exposure and/or testing of the patient in the event of exposure.

   Required Immunizations

   - **Hepatitis B Vaccine**
     Students must submit documented proof of the completed series of the hepatitis B vaccine or a titer showing immunity.
   - **Measles, Mumps, and Rubella (MMR)**
     Students must submit documented proof of the completed series of the Measles, Mumps, and Rubella (MMR) vaccine or a titer showing immunity.
   - **Varicella (Chicken Pox)**
     Students must submit documented proof of varicella immunity by providing documented serology evidence of immunity / titer showing immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required.
   - **Tetanus, Diphtheria, Pertussis (Tdap)**
     Students must provide proof of one-time dose of Tdap and Td boosters every 10 years thereafter.

- **Seasonal Influenza**
  Students must provide documented evidence of current influenza vaccine during each flu season (generally September-October).
- **Tuberculosis/Tuberculin Skin Test (TST)**
  Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

  One of the following three (3) must be on file:

  - Negative tuberculin skin test (TST). Also known as PPD. (yearly).
  - Negative QuantiFERON-TB Gold test (QFT-G) blood test (yearly).
  - Negative chest Xray (valid for five (5) years with a yearly completion of a DCN TB questionnaire by a licensed healthcare provider).

    A TB Skin Test must be read within 48-72 hours of administration.

    Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G), or positive pulmonary disease on a chest x-ray will not be permitted to participate in clinical experiences until new documentation is provided showing health clearance. This can be in the form of a retest TST showing negative results, negative QuantiFERON-TB Gold test, or student must complete a questionnaire, have a post treatment or negative chest x-ray documenting "no evidence of active pulmonary disease," and be currently free of any symptoms.

    A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than five (5) years for health clearance and must document "no evidence of active pulmonary disease" by a licensed healthcare provider.

    In the event of a positive TST for those who have a history of vaccination of Bacilli Calmette-Guerin (BCG), are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

    Additional Immunizations

    The College has identified a standard immunization policy but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, titer, and/or serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe to maintain enrollment and progress. All additional requirements are at the student's expense.

Pre-licensure Nursing Program Entrance Examinations

Applicants to the pre-licensure baccalaureate and associate nursing programs will be required to take the Wonderlic Scholastic Level Exam (SLE) with Denver College of Nursing. The SLE minimum entrance requirements for the pre-licensure baccalaureate and associate degree programs is a score of 22 on the first and only attempt at the SLE exam. The applicant who does not score the minimum score on the single attempt is eligible to take the HESI A2 examination to meet entrance requirements, as noted below.

Note: Applicants for readmission to the pre-licensure programs must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission.

Applicants that do not achieve a score of 22 on the SLE exam have two opportunities within a 12-month period to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, and Grammar) and on the Math Subscale. If unsuccessful in the two attempts at the HESI A2, a third opportunity may be granted within the 12-month period with evidence of completion in a refresher or remediation course in the subject or subjects below the minimum score.

Additional Admissions Requirements for Nursing-Specific Prerequisites Obtained from Alternative Credit Partnerships

Because of the specialized nature of nursing education, additional admission requirements apply for prerequisite coursework in College Algebra and/or Anatomy & Physiology completed through approved alternative credit sources. See "*Prerequisite Transfer Credit Policy – Alternative Credit Providers*."

Alternative Credit HESI A2 Entrance Examination Requirements

Applicants to the pre-licensure programs with completed transfer credits from alternative credit partnerships in the courses of College Algebra and/or Anatomy & Physiology will additionally be required to achieve a minimum of 75% score within two attempts on the HESI A2 in the corresponding area (Math and/or Anatomy & Physiology). If unsuccessful in the two attempts at the HESI A2, a third opportunity may be granted within the 12-month period with evidence of completion in a refresher or remediation course in the subject or subjects below the minimum score.

Applicants who achieve the designated minimum score on the required HESI A2 Entrance Exam components and who hold a previously earned bachelor's degree or higher from an accredited United States institution, or the equivalent, will have met the prerequisite admissions requirements of the program.

Applicants who achieve the designated minimum score on the required HESI A2 Entrance Exam components but do not hold a previously earned bachelor's degree or higher will be placed in Conditional Admission status for their first academic quarter. Additional information regarding Conditional Admission is available in the *"Conditional Admission"* section of this catalog.

Requirements to Advance from Conditional Admission to Regular Admission Status

Applicants without a previously earned bachelor's degree or higher who have completed College Algebra or Anatomy & Physiology through an approved alternative credit partnership are admitted on a Conditional Admission basis after meeting the HESI A2 Entrance Exam Requirements above. To advance from Conditional Admission to Regular Admission Status, students must:

- Enroll in Denver College of Nursing's four-week, zero-credit, zero-cost review course during their first academic quarter (Quarter 1).
- Successfully complete a proctored final exam in the applicable subject area(s).
- Achieve a grade of "C" or better in the review course (a grade of C- or less does not meet the minimum requirement).

Successful completion of the review course and proctored final exam is required for the student to advance to regular admission status and to maintain eligibility for continued enrollment in the program.

Readmission

A former student who withdrew in good standing may make an application for readmission to their program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA). Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Students who have been dismissed from the College do not qualify for readmission.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Director of Admissions should consult with the Dean of Nursing to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

A former student seeking readmission that has been out of their program for more than one year (12 months) from their last date of attendance (LDA) should contact the Admissions office. The applicant must meet with the Director of Admissions to coordinate readmissions, discuss and satisfactorily demonstrate that the barriers that prevented the student from successfully completing the program during the previous enrollment have been resolved, and that there is a reasonable probability the student can complete the program of study if the applicant is approved for readmission. Former students approved for readmission must meet all current program admissions requirements.

Applicants for readmission are reviewed by a committee comprised of the Campus President, the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that their past and future tuition and

fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that they can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase their credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter. A student who fails to meet SAP after the first quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until they correct the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, they are responsible for the payment of all new tuition and fees from their own resources until such time as the student may prequalify for student financial assistance.

Applicants who are granted readmission may be required to complete additional requirements to demonstrate academic and clinical competencies prior to re-admission at the discretion of the College.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from any prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Nursing, will establish a course schedule for program completion. All previously attempted course credits count towards the academic dismissal policy.

Re-entry

Students who withdraw from their program of study due to an unanticipated circumstance that have been out of their program for less than one year (12 months) from their last date of attendance (LDA), may request re-entry into their program by contacting the Dean of Administrative, Student, Career, and Alumni Services. The student must meet with the Dean to coordinate program re-entry, discuss and satisfactorily demonstrate that the barriers that prevented the student from successfully completing the program during the previous enrollment have been resolved, and that there is a reasonable probability the student can complete the program of study if the applicant is approved for readmission. Students requesting re-entry must be in good standing with the College.

Students who were academically dismissed from their program of study and wish to re-enter within one year (12 months) of their last date of attendance (LDA) must first apply to re-enter with the Campus President before they can be eligible to initiate the program re-entry process with the Dean of Administrative, Student, Career, and Alumni Services.

Students who are approved for re-entry may be required to complete additional requirements to demonstrate academic and clinical competencies prior to re-entry at the discretion of the College.

A student approved for re-entry is required to sign a new enrollment agreement which lists the current tuition and fees, the revised graduation date, and acknowledges receipt of any other required disclosures. The student must be current with any unpaid balance from any prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Nursing, will establish a course schedule for program completion. All previously attempted course credits count towards the academic dismissal policy.

Transfer Credits

Applicants who have completed courses that are different from, but are the equivalent of, those required for admission, should submit transcripts and course descriptions to their Admissions Advisor for review.

Institutional Criteria

To be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits.

Exception: Denver College of Nursing has formally evaluated and approved alternative credit providers, including Sophia Learning and StraighterLine (American Council on Education (ACE) or National College Credit Recommendation Service (NCCRS) recommended) and Portage Learning (through Geneva College, a regionally accredited institution). Prerequisite courses completed through these providers are accepted under the conditions outlined in the "*Prerequisite Transfer Credit Policy – Alternative Credit Providers*."

If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Credit Transfer to Denver College of Nursing

Denver College of Nursing generally does not accept nursing-specific courses (i.e.. Courses with "NUR", "NRS", "PNR" prefixes) from another nursing program in the pre-licensure programs. Post-licensure program course equivalencies may be accepted with review and approval by the Dean of Nursing. For more information regarding transfer of nursing courses see "*Additional Requirements for Transferring Credits for Specific Programs*" below.

Denver College of Nursing accepts transfer credits if the credits meet the following requirements:

- The content of the course and the learning objectives or competencies are similar in scope.
- The unit of credit is comparable.
- A GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable) for all listed pre-requisite courses.
- Listed pre-requisites must be from an accredited institution (or approved alternative credit provider noted below).
- All specific pre-requisite courses must come from a U.S. Institution or approved alternative credit provider noted below.
- Microbiology, Anatomy & Physiology, and Pathophysiology courses cannot have been completed more than seven years prior to the applicant's Denver College of Nursing start date.

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 College of Nursing. **Official transcripts verifying all pre-requisite course completion must be received by the College before the start of the first quarter term for pre-licensure programs and before the end of the first quarter term for post-licensure programs. No transfer credits will be accepted after the first term.**

Prerequisite Transfer Credit Policy – Alternative Credit Providers

Denver College of Nursing has established seamless transfer pathway partnerships with several providers of alternative credit courses. DCN has formally evaluated and approved the alternative credit providers Sophia Learning and StraighterLine (American Council on Education (ACE) or National College Credit Recommendation Service (NCCRS) recommended) and Portage Learning (through Geneva College, a regionally accredited institution). These partnerships allow students to complete approved prerequisite coursework in a flexible, affordable, and accelerated format while ensuring alignment with DCN's academic standard. All prerequisite courses offered through these providers have been evaluated against DCN's general education course descriptions and will be accepted for transfer credit.

Transfer of Veterans Administration (VA) Credits

A Veterans Administration (VA)-funded student enrolling at Denver College of Nursing with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. Previous transfer credit evaluation for VA students is not an option, all veterans and other students eligible for VA funding must apply for credit for previously completed training. The College will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The College must receive and evaluate official transcripts from all postsecondary schools previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

Students who wish to appeal a decision must appeal in writing to the Campus President. The student must submit a letter stating clearly why they should receive credit. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied. All appeals should be requested within 14 days of the decision to deny credit. Decisions related to appeals will be returned to students within 14 days of their receipt.

College Level Examination Program (CLEP)

Students who have achieved required credit-granting scores of 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) Subject Standardization Test (Military or Approved Government Personnel)

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, or Department of Defense. Additional credit may be awarded to veterans of military service who have attended military service schools (Denver campus only). This credit is evaluated by the Office of Admissions according to suggested guidelines by the American Council of Education.

Advanced Placement (AP) Examination

Denver College 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 866-630-9305 to request official AP scores; the code for Denver College of Nursing is 7419. Documentation may be requested that verifies credit has been applied. Score must be "three or higher" to receive credit.

Note: All pre-requisite course work listed above must be completed from a U.S. Institution.

Transfer of Credits Obtained Outside of the United States

Applicants that have completed course work in a country other than the U.S., must provide an equivalency statement from a member agency of the National Association of Credential Evaluation Services (NACES). This statement must be found equivalent or higher than a U.S. high school certificate or associate or bachelor's degree equivalency from a regionally accredited institution and is subject to the approval by the Denver College of Nursing.

Transfer of Denver College of Nursing Credits to Another Institution

Transfer of credit is always the decision of the receiving college or university and is controlled by that institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Denver College of Nursing should check with the receiving institution directly to determine to what extent, if any, credits can be transferred. Denver College of Nursing does not guarantee the transferability of its credits to any other educational institution.

Additional Requirements for Transferring Credits for Specific Programs

Previously completed nursing courses are generally not accepted in the pre-licensure programs, unless the transfer is related to the Colorado Nursing Articulation Model or other approved articulation agreement with courses completed at Fortis- or St. Paul-affiliated nursing programs.

Course equivalency transfer credits in the post-licensure programs may be accepted depending on course and credit alignment and institutional or programmatic accreditation status.

- In the RN-BSN program, a maximum of 25% of the overall program nursing credits may be transferred into DCN as a minimum of 75% of the total program nursing credits must be attempted as DCN courses.
- In the MSN program, a maximum 40% of the overall program nursing credits may be transferred into DCN as a minimum of 60% of the total program nursing credits must be attempted as DCN courses.

Requests for transfer of any nursing course in any program will be reviewed by the Dean of Nursing or designee on a course-by-course basis. Any nursing courses approved for transfer must have been completed within three (3) years of start date at a state board of nursing approved program. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.

Conditional Admission

Conditional Admission may be granted to applicants who have met the majority of admission requirements but are awaiting the submission of specific documentation or fulfillment of defined conditions.

Conditional Admission may be granted in the following circumstances:

1. **Pending Registered Nurse Licensure** (RN-BSN program only)
   Students in the post-licensure RN-BSN program awaiting a sit date for NCLEX-RN® testing and licensure can receive conditional admission into the first term of the program. Registered nurse licensure must be obtained prior to the end of the first quarter of study. Unlicensed individuals will not be permitted to progress into the second quarter of the program.
2. **Pending Proof of Graduation** (Post-licensure programs only)
   Conditional Admission may also be granted for one academic term to students in the RN-BSN or MSN programs who are awaiting proof of graduation. Official documentation must be provided by the end of the first term, or the student will not be allowed to progress further in the program.
3. **Alternative Credit Partnerships**
   Students admitted through an approved alternative credit partnership may be conditionally admitted pending the successful completion of a designated four-week review course. Satisfactory completion of the review course, as defined by the program, is required before progression into the next term of study. See "*Additional Admissions Requirements for Nursing-Specific Prerequisites Obtained from Alternative Credit Partnerships*."

Students who meet all terms and conditions of their Conditional Admission will be advanced to regular admission status in the program. Failure to satisfy any stated condition within the designated timeframe will result in removal from the program or ineligibility to progress to subsequent coursework.

Articulation Agreement(s)

Denver College of Nursing has established articulation agreements with the following institutions for articulation into its nursing programs.

- Fortis Institute
- Fortis College
- St. Paul School of Nursing

Orientation

DCN provides a program to help orientate students. Orientation is held by the College prior to each program start. College policies, student responsibilities, and any questions are addressed at the orientation.

Students entering into any program of study at DCN are required to complete an online orientation course with individual modules developed to enhance their academic journey within the institution. This mandatory self-paced orientation course (zero-cost, zero-credit) consists of **modules** in the College's Learning Management System, *Canvas*. All students must complete this course by **11:59 p.m. on the Sunday of the first week of classes**.

For on-ground pre-licensure students, completion of the online module is required **in addition to** attending the **in-person orientation** held prior to each program start.

Student Physical Location

Denver College of Nursing (DCN) reviews admissions applications and may enroll students who are residents from certain U.S. States. The student's address of residency as reflected on government-issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at DCN. Denver College of Nursing does not accept international students in its online programs.

Should the student change their address while enrolled at DCN, the student is required to notify the College's Registrar to make an update to their physical location as needed. Should the student move out of one of the below listed states while enrolled at DCN, the College cannot guarantee the student's new home state will allow them to complete their DCN program and may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

Denver College of Nursing operations (as performed currently) are regulated by certain state education authorities. DCN monitors state laws to determine that it is authorized in states in which it enrolls students, and that require such authorization. In the event that a change in DCN operations

or changes in state regulations necessitate authorization, DCN will attempt to obtain such additional authorization, licensure, or approval. Some states either do not regulate Denver College of Nursing activities or regulate its activities but exempt it from obtaining authorization due to its regional accreditation or the lack of a physical presence.

State Authorization Tracker

This is the list of states that DCN is authorized to enroll students. This list is subject to change.

- Arizona (AZ)
- Colorado (CO)
- Florida (FL)
- Hawaii (HI)
- Idaho (ID)
- Illinois (IL)
- Indiana (IN)
- Massachusetts (MA)
- Mississippi (MS)
- Missouri (MO)
- Nebraska (NE)
- Nevada (NV)
- New Hampshire (NH)
- Ohio (OH)
- Oklahoma (OK)
- South Carolina (SC)
- South Dakota (SD)
- Texas (TX)
- Utah (UT)
- Vermont (VT)
- Virginia (VA)

Health and Clinical Requirement

Health and Clinical Requirements

It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory portions of the program.

Admissions staff will provide all new nursing students with information regarding the requirements for participating in the education program. All students are required to sign the acknowledgement of information regarding immunization requirements.

Students are responsible for all costs of program immunizations and medical clearance required for admission, clinical site compliance, and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

As a part of contractual agreements with clinical agencies, all pre-licensure nursing students must fulfill specific requirements. Failure to submit all requirements may result in dismissal from the program.

The contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable immunization, BLS, and health clearance may not be accepted at a clinical site. 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 have all required documentation up-to-date and on record at DCN prior to the start of each quarter term so that nothing expires during that term. If documentation is set to expire at any point during the quarter term, the student is required to update or renew that documentation before the start of that term. Any student with documentation set to expire during the term that is not renewed before the first day of that term cannot participate in any clinical activities and will be dropped from all enrolled courses for that term by the add/drop date. See the Student Handbook for additional information concerning clinical placements.

Additional information can be found in the section "*Additional Admissions Requirements (Pre-Licensure Applicants).*"

The following requirements must be met prior to clinical participation:

1. Cleared background check; this may need to be repeated at the request of a clinical facility.
2. Clear drug screen; this may need to be repeated at the request of a clinical facility.
3. Completed DCN physical exam form.
4. Proof of current immunizations or signed acknowledgement form.
5. Proof of health insurance coverage or waiver.
6. Current Basic Life Support (BLS) Provider certification. The College only accepts BLS Provider certification from the American Heart Association.
7. OSHA and HIPAA training is required every quarter term where there is a clinical rotation. Information will be provided to the student by the clinical department.
8. 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.

Health Clearance

Students must submit the approved physical and health clearance forms to the College prior to the start of their program and by designated deadlines if changes in health status, abilities, or injuries occur during their program progression. See "*DCN Physical Exam Form"* section for information.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The College or clinical agency reserves the right to request a medical release from a healthcare provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional healthcare clearance documentation may be required.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of alcohol, controlled substances, or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor in consultation with either the clinical program director or the Dean of Nursing will determine if the student may practice safely within the clinical environment. The clinical agency may be consulted as well but may choose not to allow the student to continue regardless of the College's decision.

Note: Any changes in physical or mental health must be reported immediately to the clinical instructor and Dean of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Note: Students with medical and/or mental health conditions which may place the student or patient's safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing.

Immunizations

Proof of immunizations are mandatory for every nursing student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Students may choose to obtain immunizations from any licensed healthcare provider. However, immunization documentation must include specific information about the type of healthcare provider and detailed information about the immunizations administered and/or verified. Refer to the "*Immunizations*" section under "*Additional Admissions Requirements (Pre-Licensure Applicants)*" for mor information.

Health and Clinical Compliance

Failure to provide the required documentation as noted may result in suspension from the clinical portion of the program and possible program dismissal. No student will be permitted to enter a clinical site without having satisfied the requirements for documentation. Students unable to participate in scheduled clinical sessions will be recorded as unexcused absence and may potentially risk failure of the entire course.

Any exceptions or extenuating circumstances to these requirements must be submitted in writing and pre-approved by the Dean of Nursing prior to the deadline noted.

Post-licensure Experiential Learning / Practicum / Clinical

Post-licensure (online) students may be required to provide proof of current immunizations, certifications, or health coverage if needed before attending experiential learning assignments. In addition, their unencumbered RN license must be up-to-date and on record at DCN. It is the post-licensure student's responsibility to have appropriate and current documentation which will allow them to participate in the various experiences. Post-licensure students are responsible for maintaining their own immunization and health records. These may need to be repeated at the request of a facility or there may be additional requirements that students must meet prior to being accepted. These requirements may vary from state to state and across facilities within the state.

Academic Programs

Programs and Services

Denver College of Nursing offers both on-ground and online 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, bachelor, and master levels that build on prior education.
- At the pre-licensure level, services are provided to support students who are pursuing their goal to become a registered nurse(RN).
- Post-licensure Registered Nurse to Bachelor of Science in Nursing (RN-BSN) and Master of Science in Nursing (MSN) programs are offered to further one's career.

The difference between these program types:

Denver College of Nursing offers learning in a traditional on-campus classroom setting for its pre-licensure programs at the associate degree (Denver campus only) and baccalaureate degree level. On-ground programs are supported by a learning management system that facilitates both synchronous and asynchronous interactions as well as communications between and among students and faculty. Select courses may be offered in an online environment.

Denver College of Nursing offers asynchronous, Internet accessible, online courses for its fully online programs at the post-licensure bachelor's level and the master's level. Experiential learning is embedded in each program.

General Education Philosophy

General education provides a foundation of knowledge, 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 also 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.

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 every DCN graduate should have 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
- Human Growth & Development
- Humanities
- Psychology
- Natural and Life Sciences

General Education Outcomes

Students achieve general education outcomes as they:

- Develop creative and critical analytical skills across a wide range of clinical and human knowledge situations.

- Develop skills in written, technical, and oral communications.
- Function ethically and meet professional standards with integrity.
- Demonstrate evidence of and caring for a diverse and multicultural society.
- Develop skills for independent decision making and leadership.

Nursing Program Outcomes

Denver College of Nursing has established the following program outcomes for all undergraduate and graduate programs at the College:

Undergraduate Program Outcomes:

- NCLEX-RN® pass rates (for pre-licensure program options)
- Program completion
- Graduate program satisfaction

Graduate Program Outcomes:

- Program Completion
- Graduate program satisfaction
- Job placement /career development
- Employer program satisfaction (for pre-licensure program options)
- Job placement/career development

Bachelor of Science in Nursing and Associate Degree in Nursing Occupational and Academic Outcomes

Applicants should review the programs closely before making a program choice. If applicants have earned a Bachelor of Science (BS) or Bachelor of Arts (BA) degree, it is recommended that the student consider the Bachelor of Science in Nursing (BSN) program first to see if it meets their education goals.

Both the Bachelor of Science in Nursing (BSN) and Associate Degree in Nursing (ADN) pre-licensure nursing degree programs are designed to prepare students to apply and take the licensing examination required for practice as a registered nurse (RN). The Colorado State Board of Nursing (CBON), and the Texas State Board of Nursing (TXBON) for BSN programs, 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. Denver College of Nursing 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, in addition to knowledge for nursing practice and person-centered care, the BSN professional entry nurse is expected to have knowledge beyond the standard entry level. Those areas include:

- Research & Evidence-Based Practice / Scholarship for Nursing Discipline
- Population Health
- Quality and Safety
- Interprofessional Partnerships
- Systems-Based Practice
- Informatics and Healthcare Technologies
- Professionalism
- Personal, Professional, and Leadership Development

The ADN student is prepared for direct bedside patient care with fundamental medical/surgical, childbearing, and mental health concepts. The BSN student generally has more experience with reading, critiquing, and using current evidence-based practice research as they enter practice. 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 the Bachelor of Science in Nursing Program, RN-BSN option.

Through the RN-BSN option, registered nurses will expand their knowledge and skills in evidence-based practice and scholarship for the discipline, population health, quality and safety in patient care, interprofessional partnerships including teamwork and collaboration, professionalism and leadership development, informatics and healthcare technology integration, and healthcare systems and policies.

Master of Science Degree in Nursing Occupational and Academic Outcomes

The Master of Science in Nursing (MSN) degree program prepares graduates for leadership in nursing. The education focus in this program prepares students for leadership roles in healthcare. Courses expand upon the areas outlined for BSN level learning and focus on professionalism, leadership development, advocacy and service learning, teaching and learning strategies, curriculum development, and evaluation methods.

Denver College of Nursing Online Courses

Many courses are delivered fully online, and some are offered partially online and partially on campus as a hybrid or blended course. The mode of course delivery is subject to change according to public health requirements. At Denver College of Nursing, any student enrolled in an online course must meet the admissions requirements for their desired program as outlined in this College Catalog. Any pre-requisite requirements for courses at Denver College of Nursing (online or otherwise) are noted in the course descriptions in the College Catalog. Online courses in the undergraduate programs adhere to the same grading scale as on-campus courses at Denver College of Nursing. The MSN program has a different grading scale. Please refer to the MSN program section of this catalog for more detail.

Students enrolled in online courses 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, computers, student groups, etc.). Students may access the College's virtual learning resources using their DCN student email address login at *https://ignitetolearn.com*.

Each course syllabus explains expectations for participation, assignments, and learning outcomes, along with other assessments for the course as well as general standards of behavior. In order to graduate from Denver College of Nursing's programs, all students must meet the graduation requirements outlined in the College Catalog.

Denver College of Nursing uses a Learning Management System (LMS) to deliver online courses. There are many tools within the LMS 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.

Global Health Perspectives

Global Health Perspectives (GHP) program is a cross-cultural, inclusive outreach program for students that is focused on student development in global health settings in Denver, Houston, and around the world.

GHP combines classroom training with in-field service-learning internships and is integrated throughout the Denver College of Nursing curriculum path. Students are invited to participate in GHP from their first quarter of enrollment, through their coursework, and even as Denver College of Nursing alumni.

Student membership in GHP requires attendance at global development symposiums and service-learning volunteer hours at multiple 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.

Denver College of Nursing's faculty mentor and precept GHP students in both domestic and international internship locations. Upon successful completion of GHP internships, students may earn clinical credit for their work where eligible and more profoundly gain the tools and experiences to broaden their perspectives in global healthcare.

Academic Expectations and Policies

In all undergraduate nursing program courses, the minimum grade of a "C+" (78%) is required to pass all courses. For successful completion of all pre-licensure courses, a minimum test composite score of 78% (total average of objective assessment), a minimum cumulative score of 78% (total of all assignments), and clinical, simulation, and lab performance grades of Pass ("P") are required in all nursing courses. Clinical and laboratory activities will be graded as Pass/Fail.

Academic Grading & Performance Requirements

ADN and BSN Program Progression and Grade 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).

SAP Evaluation Levels	Cumulative Quarter Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1-13	50%	2.00
2	13.1-48	50%	2.25
3	48.1-64	60%	2.50
4	64.1 & Higher	66.67%	2.50

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).

Undergraduate Academic Grading Scale

Grade	Percentage Equivalent	Point Value
A+	95-100	4.00
A	90-94	3.75
B+	85-89	3.50
B	80-84	3.00
C+	78-79	2.50
C	70-77	2.00
D	65-69	1.00
F	≤ 65	0.00
P	Pass	No Grade Point
I	Incomplete	No Grade Point

Grade	Percentage Equivalent	Point Value
T	Transfer Credit	No Grade Point
W	Withdraw	No Grade Point
AU	Audit	No Grade Point

Tests may not be repeated to improve a grade and grades are rounded to the nearest hundredth. Students taking a test after the scheduled test time may 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.

MSN Degree Requirements

The MSN degree requires completion of 56 quarter credit hours of graduate (600-level) course work with a minimum of a 3.0 cumulative grade point average.

MSN Program Progression and Grade Requirements

Candidacy for the MSN degree at Denver College of Nursing requires successful completion of course requirements. The following standard ten (10) point scale is utilized in the MSN degree program:

Grade	Percentage Equivalent	Point Value
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

Grades of "A" or "B" represent superior or satisfactory progress toward the MSN degree. The grade of "C" is a passing grade in the MSN program and counts toward graduation. It is understood to mean less than satisfactory achievement. A candidate is required to maintain a minimum 3.0 (B) cumulative grade point average, but no grades may be lower than "C" regardless of grade point average. A maximum of two courses with a grade of "C" may count toward graduation; however, students who receive a grade of "C" or lower in two courses at the 600-level are subject to academic review. Students who receive a grade of "D" or lower for a 600-level course must repeat the course. Students who receive a grade of "D" or lower for two 600-level courses (or a repeated course) are subject to academic review and potential dismissal from the program.

Students enrolled in the MSN degree at Denver College of Nursing must successfully complete a minimum of 67% of cumulative credits attempted throughout the entire program (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. 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 (see credit completion requirements at each evaluation level in the chart below).

Cumulative Quarter Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed(including transfer credits)	Minimum CGPA
3 & Higher	66.67%	3.00

Course Grading

In the pre-licensure nursing programs, a student must achieve at least 78% composite exam/quiz score in all 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. Students in the RN-BSN program option must also achieve at least 78% after having completed all graded assignments in order to pass each course. Students in the MSN degree program must maintain at least a 3.0 cumulative grade point average (CGPA) throughout the program to be in good academic standing. 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 in any of the nursing programs; however, they are used to satisfy the total program requirements.

A cumulative grade point average (CGPA) of 2.5 is required for graduation and awarding of an ADN or BSN Degree. A CGPA of 3.0 is required for graduation and awarding of the MSN 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 in a course must repeat the course and maintain this minimum academic standard in order to continue at Denver College of Nursing and to be eligible for graduation. A grade of 'C', 'D', 'F' or 'W' is considered not- passing.

For the MSN programs, students not obtaining a grade of 'C' or better in a course must repeat the course and maintain a minimum cumulative grade point average of 3.0 (B) in order to continue at Denver College of Nursing and to be eligible for graduation.

Clinical and Laboratory Grading

Many courses in the undergraduate pre-licensure curricula 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. (This does not pertain to the post-licensure programs.) In the post-licensure curricula, there are also courses that contain clinical components that are integral to meeting the course objectives of specific courses. Students in the post-licensure programs have an opportunity to select clinical opportunities to meet these objectives and expand upon their learning.

Simulation, clinical, and laboratory components are integral to theory classes and must be passed in order to pass a course containing these components. 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).

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 laboratory components were passed, results in a failing grade for all course components and requires a repeat of all components (theory, clinical, and/or laboratory as applicable to the particular course). Failure to pass the clinical or laboratory component results in a failing grade for all course components and requires a repeat of the didactic course and associated laboratory, simulation, and/or clinical.

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.

Academic Honors

Master's degrees will be awarded with honors for those graduates who have achieved a cumulative grade point average at or above the following level:

- 3.85 – 4.00* Distinction

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 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

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

***Note:** Any course failure or conduct sanction disqualifies student eligibility for academic honors.

Clinical Evaluation

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to students regarding their progress in lab, simulation, and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

Incomplete Grade Process

An Incomplete ('I') grade may be given for special cause or administrative reasons if the Dean of Nursing or designee determines the student is entitled to additional time to complete course requirements. The student must have completed at least 70% of the course work in order to be eligible to request an Incomplete Grade (see "*Clinicals*" section for information concerning incomplete clinical hours). Incomplete Grade Request Forms must be completed and submitted to the Registrar's Office no later than 11:59 p.m. local campus time, Friday, the last day of the term. 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'. 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'.

Course Repeat Policy

A student who does not pass a course must retake it if the student is academically eligible to do so. 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. After successful completion of a repeated course, the original course failure grade is changed to 'R' (repeat). 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.**

In the undergraduate nursing programs (ADN, BSN, and RN-BSN programs), only one repeat of a failed course in the entire curriculum may be attempted. A second failure to achieve a grade of C+ in any undergraduate course will result in dismissal from the program (not applicable to the MSN program).

In the MSN program, while the grade of "C" is a passing grade in any of the courses in this program and counts toward graduation, it is understood to mean less than satisfactory achievement. A candidate is required to maintain a minimum 3.0 (B) cumulative grade point average, but no grades may be lower than "C" regardless of grade point average. A maximum of two courses with a grade of "C" may count toward graduation; however, students who receive a grade of "C" or lower in two courses at the 600-level are subject to academic review. Students who receive a grade of "D" or lower for a 600-level course must repeat the course. Students who receive a grade of "D" or lower for two 600-level courses (or a repeated course) are subject to academic review and potential dismissal from the program.

Course Audit

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Nursing. Requests to audit a course must be made prior to the start of the term. Students are not permitted to audit laboratory or clinical/externship activities or experiences.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned; nor do they count as part of a student's full or part-time schedule for purposes of financial aid. The student will receive a grade of AU on the official college transcript for audited courses. A course audit cannot last more than one term (11 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

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 College of Nursing have been satisfied. Denver College 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.

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

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, 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 Collegepolicies.

Graduation Requirements

Students graduate in the quarter that all requirements are met and documentation of such is received in the Office of the Registrar by the designated deadline. Incomplete grades and late application for graduation may delay graduation.

ADN and BSN Graduation Requirements

Students must meet the following criteria to be awarded a degree in their program of study:

- Accumulated, with passing grades as defined in the College Catalog, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the "*incomplete grade process*."
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.5.
- Completed the program within 150% of normal completion time for the program of study.
- Verified satisfactory completion of all program requirements for graduation with the Dean of Nursing, Registrar, Financial Aid Department, and Career Services Department.
- Returned all College-owned property including books, equipment, and College-issued security door key card.

- The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

MSN Graduation Requirements

Students must meet the following criteria to be awarded the Master of Science in Nursing degree:

- Accumulated, with passing grades as defined in the College Catalog, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the "*incomplete grade process*."
- Achieved a minimum Cumulative Grade Point Average (CGPA) of a 3.0. A maximum of two courses with a grade of "C" may count toward graduation.
- Completed the program within 150% of normal completion time for the program of study.
- Verified satisfactory completion of all program requirements for graduation with the Dean of Nursing, Registrar, Financial Aid Department, and Career Services Department.

The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

Requirements / Board Examinations for Entry into the Nursing Profession

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

Applying for and completing the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) is the student's responsibility. The College will make every effort to provide information regarding application requirements and procedures, and scheduling of examinations, but students should contact the Colorado Board of Nursing via phone at (303) 894-2430 or the Texas Board of Nursing at (512) 305-7400 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 College of Nursing are intended to prepare graduates to take these exams, but the College does not guarantee eligibility to sit for state licensure examination in this or any other state or 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 examination 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 College's programs. All students with questions about their backgrounds should review their respective state board of nursing licensure by examination application and its policies regarding students' backgrounds before enrolling in any of the College's pre-licensure programs.

Eligibility requirements to sit for the NCLEX-RN® and obtain licensure in Colorado are found at *https://dpo.colorado.gov/Nursing/Applications* and *https://www.nclex.com/index.htm*. For Texas, please visit *https://www.bon.texas.gov/applications_graduates_and_nclex_examinations.asp.html*.

Visit the Consumer Disclosures tab at *https://www.denvercollegeofnursing.edu/consumer-information.html* for information regarding student achievement data and other important information.

Student Handbooks

Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

Counseling/Advisement

Academic advising is available throughout the student's enrollment at the College to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

Students requesting guidance, encouragement, or assistance are encouraged to discuss any situation with an instructor or a member of the College management team as needed. While the College does not provide counseling services, it maintains a community resource list and a Student

Assistance Program for personal, family, legal, and financial counseling-related needs. The Student Assistance Program is available to all DCN students at no cost. This 24/7 program is a professional, confidential service that provides students immediate access to a comprehensive network of experts and information that can help them handle life's challenges. Students who need assistance in these areas should contact the Dean of Administrative, Student, Career, and Alumni Services.

Tutoring

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor or Dean of Administrative, Student, Career, and Alumni Services to schedule tutoring with an instructor or other appropriate person (such as peer-to-peer or other faculty). Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor. In addition, other assistance, such as Brainfuse, is available.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

Attendance Policy

In accordance with Denver College of Nursing program philosophy, attendance in each didactic, laboratory, simulation, clinical, and online session is considered necessary in order to meet course expectations in a satisfactory manner. Students are responsible for all announcements, handouts, and other course requirements, including examinations, which may be missed due to an absence.

Attendance is checked and recorded for each scheduled didactic, laboratory, simulation, clinical, and online session. Attendance is mandatory for laboratory, simulation, and clinical sessions. Students 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.

To satisfactorily complete courses with skills laboratory, simulation laboratory, and clinical components in the pre-licensure programs at Denver College of Nursing, a student is responsible to complete one hundred percent (100%) of the required skills laboratory, simulation laboratory, and clinical hours in the curriculum approved by the Colorado Board of Nursing or the Texas Board of Nursing (Houston Campus). Failure to complete 100% of the skills laboratory, simulation laboratory, and clinical hours for any reason, will result in course failure.

Excused and Unexcused Absences (Pre-licensure programs only)

If a student is unable to attend any portion of their scheduled course the student should ideally notify their instructors and the appropriate director via email at least two (2) hours before the start time for on campus (i.e. didactic, skills laboratory, and simulation) and off campus activities (i.e. clinicals). Any notification in less than two hours will need to show emergent or justified causes for lack of timely communication. However, failure to notify faculty or administration of the absence at any time before the designated class start time will result in an unexcused absence. Any missed coursework or attendance in didactic, skills laboratory, simulation laboratory, or clinical experiences is considered an unexcused absence unless the absence is approved by the Associate Dean of Nursing or designee as an excused absence. To avoid penalty from an absence, students must fill out the Excused Absence form within 72 hours of the scheduled class time and provide documentation of significant extenuating circumstances to their faculty and/or Associate Dean of Nursing as soon as possible for approval. Excused absences require documentation from the day and time of the missed class and all documentation must be provided within the 72 hours of the scheduled class time. An excused absence may be granted for emergencies and extreme extenuating circumstances with the appropriate documentation that supports the class time absence. Excused absences in may only be approved by the Associate Dean of Nursing or designee.

Clinical conflicts do occur from time to time. Clinical hours scheduled during a didactic class are automatically reflected as an excused absence.

Unexcused absences in skills laboratory, simulation laboratory, and clinical could result in course failure. Unexcused absences in didactic portions of the courses could lead to penalties or grade reductions in graded components for the course. See the Student Handbook and course syllabus for more information regarding excused and unexcused absences.

All missed minutes in scheduled laboratory, simulation, and clinical settings due to absence or lateness must made up and pre-arranged within the skills lab, simulation, or clinical areas and their managers.

Make-Up Work

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *"Incomplete Grade Process."* Refer to the course syllabus and Student Handbook for more information.

Tardiness (Pre-licensure programs only)

There are occasions where a student may be late/tardy to a scheduled class, laboratory, or a scheduled clinical learning experience. A tardy is defined as one (1) to seven (7) minutes late for a scheduled skills laboratory, simulation laboratory, or clinical learning experience. Only one tardy is permitted during the quarter in each of these areas. If a student is tardy more than once, the student must meet with the assigned lab, simulation, or clinical faculty and will receive a written coaching form. If a student is tardy a third time, the student will not be permitted to attend that session of the scheduled skills laboratory, simulation laboratory, or clinical learning experience and will receive a final written warning. Any further tardiness or unexcused absences in skills laboratory, simulation laboratory, or clinical during that term will result in course failure.

A "late arrival" is arriving between 8-15 minutes late to a scheduled lab, simulation, or clinical class time and will immediately result in a coaching form. A student will be able to participate in the scheduled and assigned activities of that session for their first late arrival. A second late arrival (8-15 minutes late) will result in a written coaching form with a final warning . The student will not be able to participate in the scheduled lab, simulation, or clinical experience for that day. A student with a second late arrival will not be able to reschedule or attend future lab, simulation, or clinical experiences until approved by the Experiential Learning Department (ELD) managers or Associate Dean of Nursing. A third late arrival will be considered an unexcused absence and will result in the student being excused from that session and a course failure will be assigned.

Any arrival to a simulation, lab, or clinical setting after 15 minutes will result in the student not being able to participate in that session or experience that day, and a meeting with the ELD managers or Associate Dean is required before being able to reschedule or attend future lab, simulation, or clinical experiences. Any subsequent arrivals more than 15 minutes late to scheduled lab, simulation, or clinical sessions will be considered an unexcused absence and will result in a course failure.

All missed minutes in scheduled laboratory, simulation, and clinical settings due to tardy or lateness must made up and pre-arranged within the skills lab, simulation, or clinical areas and their managers.

For didactic classes, students must arrive within seven (7) minutes from the beginning of class time on exam days. If students arrive past seven (7) minutes they will not be permitted to attend that exam during that session. This will be considered an unexcused absence and the student may make up the exam within 48 hours with a 10% deduction.

An excused absence may be granted for emergencies and extreme extenuating circumstances that contributed to the tardiness or absence for a didactic exam with the appropriate documentation. See "Excused and Unexcused Absences" above for more information.

Academic Leave of Absence

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted, would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the "Return to Title IV" policy and "Tuition Refund Policy" as listed in the catalog will be applied.

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

1. The applicant for the ALOA should have successfully completed at least one grading period (one full academic term), have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in their tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
2. 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 in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, Denver College of Nursing may grant an

ALOA on behalf of a student without prior written request as long as Denver College of Nursing can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

3. In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s) may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of W for each course attempted in the term. The W grade will be determined in accordance with the normal grading policy and will have the same impact as usual. SAP will need to be calculated for the student before a decision on the ALOA is determined. If a student would be SAP Not Met after the W grade for the current term are awarded, then the ALOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied based upon the percentage of the term or module the applicant has attended.
4. The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from Denver College of Nursing. Denver College of Nursing cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into Denver College of Nursing prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if the application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to the College.

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

Withdrawal from Courses

Denver College of Nursing 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.

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 will be affected.
- The student is responsible for the full tuition after the add/drop period.
- There may not be space available in the class or clinical upon the student's return.

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 following deadlines:

- For an 11 Week Course: End of the 6th week of the term. If students withdraw in week 7 or thereafter, they will receive a failing grade for the course
- For a 5.5 Week Course: End of the 3rd week of the term. If students withdraw in week 4 or thereafter, they will receive a failing 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.

Note: For information on refunds, please see the "*Tuition Refund Policy*."

Termination of Enrollment

Denver College of Nursing may terminate the enrollment of a student who:

1. Fails to maintain passing grades, satisfactory attendance or satisfactory academic 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.
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 College 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, the student 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.

Students whose enrollment is terminated may appeal the termination. Refer to the "*Grievance Procedures*" in this catalog for additional information.

Academic Appeals Policy

The Academic Appeals Policy provides a vehicle by which students can appeal academic decisions or actions, such as course assignment grading, final grades, or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the "*SAP Appeals Policy & Financial Aid Probation*" section of the "*Satisfactory Academic Progress*" policy.

Grounds for Academic Appeals

Academic Appeals may only be considered if one or more of the following reasons can be substantiated:

- **Procedural Error** - A documented error occurred in the application of a policy or process that materially affected the outcome.
- **Exceptional Circumstances** – Extenuating or unforeseen circumstances beyond the student's control (e.g., severe illness, family emergency, natural disaster, military service) that significantly impacted academic performance.
- **New Evidence** – Relevant information that was not reasonably available at the time of the original decision and could have materially influenced the outcome.

Individual Assignment or Exam Grade Academic Appeal

Students appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or other course grades should first discuss their concerns with their instructor. Should the concern not be resolved at the instructor level, students may choose to file a written academic appeal with the Dean of Nursing. All course assignment or activity grades are considered final within seven (7) days of entry into the gradebook in the learning management system. Should a student want to appeal an individual assignment or activity grade, the written academic appeal must be received by the Dean of Nursing within that seven-day period in order to be considered. Reach out to the Dean of Nursing for any forms or questions regarding this process.

Individual assignment or exam grade appeal procedure:

1. **Student submission of all documentation that substantiate the circumstances that led to the appeal and the completed appeal form must be sent to the Dean of Nursing Education for review within seven (7) days of the grade being entered into the gradebook in the LMS system (but no later than 5:00pm local campus time on the Wednesday of the first week of quarterly break).**
   The appeal must include:
   - The decision being appealed (the assignment and grade)
   - Specific grounds for the appeal (see Grounds for Academic Appeals bullet points listed above)
   - Supporting documentation (medical records, military orders, official documents, etc.).

2. **Initial Review by Dean of Nursing**
   The Dean will review the appeal for completeness and validity. The Dean may:
   - Render a decision directly if the appeal is straightforward and can be resolved without further review.
   - Forward the appeal to the Academic Appeals Committee if additional review is warranted.
   - If the appeal does not meet the criteria for approval, the Dean will notify the student in writing with an explanation within five (5) business days of appeal submission.
3. **Academic Appeals Committee Review (if warranted by the Dean)**
   - The Academic Appeals Committee, composed of faculty and administrators not directly involved in the original decision, will review the appeal.
   - The Committee may request additional information or invite the student to provide clarification.
   - The Committee will make a recommendation and return it to the Dean within five (5) business days of appeal submission.
4. **Final Determination by Dean of Nursing**
   - The Dean will review the Academic Appeals Committee's recommendation (if applicable).
   - If new evidence is submitted after the Committee review, the Dean will determine whether the evidence warrants further Committee consideration.
   - The Dean will make the final decision and notify the student in writing within five (5) business days of appeal submission of either the Committee's recommendation or the initial review.

Final Course Grade Academic Appeal

Students must meet with their course instructor prior to filing the final grade appeal. Should a student wish to appeal a final course grade, an academic appeal must be received by the Dean of Nursing no later than Wednesday during the first week of the quarter break.

Note: Students who have failed their first nursing course do not need to submit an academic appeal to remain in the program and repeat the failed course. Students who have failed more than one nursing course and are facing academic dismissal should only submit a final grade appeal if they can substantiate one or more of the bulleted reasons listed above in the "*Grounds for Academic Appeals*" section.

Final course grade appeal procedure:

1. **Student submission of all documentation that substantiate the circumstances that led to the appeal and the completed appeal form must be sent to the Dean of Nursing Education for review by 5:00pm local campus time on Wednesday of the first week of the quarterly break.**
   The appeal must include:
   - The decision being appealed (the assignment and grade)
   - Specific grounds for the appeal (see Grounds for Academic Appeals bullet points listed above)
   - Supporting documentation (medical records, military orders, official documents, etc.).
2. **Initial Review by Dean of Nursing**
   The Dean will review the appeal for completeness and validity. The Dean may:
   - Render a decision directly if the appeal is straightforward and can be resolved without further review.
   - Forward the appeal to the Academic Appeals Committee if additional review is warranted.
   - If the appeal does not meet the criteria for approval, the Dean will notify the student in writing with an explanation within five (5) business days of appeal submission.
3. **Academic Appeals Committee Review (if warranted by the Dean)**
   - The Academic Appeals Committee, composed of faculty and administrators not directly involved in the original decision, will review the appeal.
   - The Committee may request additional information or invite the student to provide clarification.
   - The Committee will make a recommendation and return it to the Dean within five (5) business days of appeal submission.
4. **Final Determination by Dean of Nursing**
   - The Dean will review the Academic Appeals Committee's recommendation (if applicable).
   - If new evidence is submitted after the Committee review, the Dean will determine whether the evidence warrants further Committee consideration.
   - The Dean will make the final decision and notify the student in writing within five (5) business days of appeal submission of either the Academic Appeals Committee's recommendation or the initial review.

The final determination by the Dean of Nursing is final and the student's assignment or final grade will be recorded as such. If the action and grade from the academic appeal process leads to an academic dismissal from the student's program, the student may appeal this dismissal as outlined below in the "*Academic Dismissal*" section.

Academic Dismissal

Students are allowed only two (2) 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. Only one repeat of any failed course in the entire curriculum of any of the nursing programs may be attempted. A second course failure will result in academic dismissal from the nursing program.

A student who is enrolled in a degree program at Denver College of Nursing and fails any two (2) courses or withdraws from three (3) courses has not met Satisfactory Academic Progress (SAP). Students who do not meet SAP will be terminated from the College.

Students may appeal an academic dismissal with the Campus President, but dismissals can only be appealed if there are significant extenuating circumstances. In accordance with the "Grievance Procedure" of this catalog (refer to Step #3), the student must appeal in writing to the Campus President within seven (7) days of notification of academic dismissal. The Campus President will investigate the issue and will respond to the student within seven (7) calendar days of receiving the appeal. All decisions will be provided in writing. If the student is appealing program dismissal due to violation of the "*Attendance Policy*," the student will remain withdrawn from the College until the appeal is successful.

Students who are academically dismissed from the College must first apply to re-enter with the Campus President before they can be eligible to initiate the program re-entry process with the Dean of Administrative, Student, Career, and Alumni Services (see "*Re-entry*" in this catalog for additional information). Any student who has been dismissed or not actively enrolled within one (1) year of the last posted attendance in their program will have to re-apply for the program through the Admissions Department (see "*Readmission*" in this catalog for additional information).

Student Responsibility

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

Educational Delivery Systems

Courses are taught employing a combination of didactic lecture, skills laboratory, and experiential or practical learning (i.e., simulation laboratory and clinical learning). The lecture, skills laboratory, simulation laboratory, and clinical hours for a course are identified on the syllabus. Skills Laboratory, Simulation Laboratory, and Clinical learning hours are scheduled differently from classroom (i.e., didactic lecture) hours and may vary throughout a program.

Students enrolled in all programs at the College have access to the College's Learning Management System (LMS). On-ground didactic lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through Internet access and computer projection devices. Online lecture classes are delivered by qualified instructors via the College's LMS.

Skills Laboratory and Simulation Laboratory classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such laboratory activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical learning typically takes place at a qualified clinical site and students perform tasks under the guidance of a site supervisor (i.e., preceptor, clinical scholar) and/or a clinical instructor.

The pre-licensure programs are delivered in a traditional on-ground or residential classroom environment with specific courses delivered in a blended or hybrid format (the incorporation of both traditional on-campus/residential and online elements). The post-licensure programs are delivered exclusively online via the College's LMS. Selected post-licensure courses have a clinical practicum.

The mode of delivery for each program is identified on the program page. Students enrolled in any of the programs offered at the College require access to a computer, webcam, Internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form.

Clock Hours of Instruction

Clock hours of instruction consist of 50 minutes of instruction in a 60-minute period.

Credit Conversion

Denver College of Nursing follows the Carnegie Unit system of credit assignment where 1 semester credit hour = 1.5 quarter credit hours. Denver College of Nursing operates on a quarterly calendar system and offers four 11-week terms in its academic year. Denver College of Nursing uses the following clock hour to credit hour conversions in accordance with the Carnegie Unit system:

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

The College does not offer direct assessment or competency-based programs in lieu of traditional clock/credit hour assignment.

Students who have attended a college or university where semester credits were granted may transfer course credits to Denver College of Nursing. 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 Denver College of Nursing.

Out-of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Types of Out-of-Class Work

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Assignment of Out-of-Class Work (Subjective Assessments)

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

Maximum Student/Faculty Ratios

Course	Ratio
Synchronous In-Person Didactic Lecture	72:1

Course	Ratio
Synchronous Virtual Didactic Lecture	72:1
Laboratory – Health Assessment	18:1
Laboratory – Nursing Skills	10:1
Clinical/Simulation	10:1
Fully Online – Asynchronous Courses	25:1

Course Programming

Denver College of Nursing reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 7:00 a.m. and 6:00 p.m. (MT, Denver) and between 8:00 a.m. and 5:00 p.m. (CT, Houston), Monday through Friday. Generally, there are no classes in evenings or weekends.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal College hours. See the “Clinicals” section in this catalog for more information.

Course 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 8:00 a.m. local campus time on Monday in the second week in the quarter.

Effective Date of Withdrawal

If a student provides notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student’s last day of attendance.

If the student withdraws without written or verbal notice, or if the student fails to return from a Leave of Absence, termination shall take effect on their last day of attendance.

Clinicals

1. Nature of policies in this section of the Catalog
    a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation (CIE).
2. Nature of CIE - educational purpose, status of students
    a. Most programs at this College are intended to prepare students for a specific career or profession. Therefore, the clinical component of those courses is integral to academic requirements for preparation for the chosen career or profession. The clinical closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the clinical site, the student's status is that of student at the College. The student is not an employee at the site. Students receiving education at clinical sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to clinical
    a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.

b. There are a wide range of program and site-specific requirements. In some programs these include mandatory vaccinations, immunizations, background checks, and/or health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.

4. Agreements
   a. The College maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the clinical component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the College, and the responsibilities of the student.
5. Site availability, assignment to a site
   a. Clinical requirements vary per course and may include offsite placement rotations and simulation learning experiences. An offsite clinical rotation may include nights, weekends, holidays, and may be scheduled during the two-week break between terms. Student schedules may change unexpectedly due to the requirements of clinical agencies.
   b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the clinical within the timeframe specified in the program requirements if the student attends as specified.
   c. Students must be prepared to travel to their clinical assignments. The College will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the clinical coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Contact the Clinical Department for additional information. The assignment of clinical hours is non-negotiable by students.
6. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence.
   a. The student must complete 100% of the hours specified in the program outline for clinical.
   b. The student must report site attendance to the clinical instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
   c. Students are discouraged from being absent during the clinical. Students must request prior approval from the site and the clinical instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
   d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at clinical sites the same way that lateness to class is accounted for under the College's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so. Students must notify their clinical faculty and clinical coordinator of absence no later than one hour prior to the start of their clinical shift.
   e. In addition, in some programs, the student is required to attend meetings at the College to discuss the progress, the experience, the program, and clinical site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.
   f. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and clinical instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.
7. Supervision on site
   a. Supervision
      i. Students will be supervised on site either by a member of the College's staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.
      ii. If the student's supervisor is a member of the site's staff, a member of the College's staff will visit that site at least once during the time the student is assigned there to observe the student firsthand and to obtain feedback from both the student and the on-site supervisor.
   b. Sign-off on attendance
      1. The student's supervisor must sign off on time reported back to the College. It is the student's responsibility to get the supervisor's signature on their timecard.
8. Safety, confidentiality, professionalism
   a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
9. Dress code, behavior, conduct, and rights and responsibilities
   a. At all times the College's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/ expulsion policy.

   b. In addition, each site will advise the student during site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the College's policies and discipline will be administered accordingly, up to and including dismissal from the program.
10. Grading, student performance evaluation
   a. Academic
      i. To receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
      ii. The grade cannot be turned in until all the required hours have been completed.
      iii. The site will not assign a grade. The College's clinical instructor will assign the grade based on first-hand observation and input from the site.
      iv. The student is required to fill out a survey evaluating the clinical site and experience.
   b. If the student has not performed sufficient hours to complete the clinical by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified.
   c. If an incomplete is granted due to clinical hours not being finalized, students have up to six months after the end of the grading period to complete these hours in accordance with the Rules and Regulations for Approval of Nursing Education Programs in Chapter 2 of the Code of Colorado Regulations (3CCR 716-1). This parameter is also followed at the Houston Campus.
11. Program Specific Requirements
   a. There is a wide and extensive array of program specific conditions that a student must meet both to be eligible to attend education at a clinical site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The College also specifies conditions to maintain uniformity of high standards such that the College's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The clinical director and clinical instructor will meet with students to remind them of such requirements.
   b. In some states and for some programs, the College is required to conduct a federal and/or state background check on the student. As part of that background check, the College will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
   c. There is a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.
12. Additional sources of information
   a. In some cases, students may be required to attend a mandatory orientation held at the clinical site prior to their first day.
   b. Additional information can also be obtained from the clinical director or the program's clinical instructor.
   c. Any program specific requirements are stated in the program section of this Catalog.

Academic Improvement Plans

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the College's Academic Improvement Plan.

Faculty Evaluations

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the College in making changes and modifications to improve the quality of programs, instruction, and student services.

Learning Resource Center (LRC) and Reading Room

Denver College of Nursing's Learning Resource Center (LRC) includes a quiet study area, computers, and current collection of books, reference, print journals, and multimedia holdings that support all areas of the curriculum. The Reading Room is an additional study space and meeting room available to students. In addition to online resource access, the LRC is open Monday through Friday from approximately 7:00 a.m. to 5:00 p.m. (confirm with either the Denver or the Houston LRC Manager for exact times as they are subject to change). The Virtual Library provides additional resources online 24/7/365. See the Student Handbook for more information.

LRC Mission Statement

The mission of the LRC is to support and enhance the educational process at the Denver College of Nursing, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

LRC Objectives

The LRC seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current andrelevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill theunique informational needs of the College community by providing access to electronic databases, web-based resources, printjournals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing accessto internet technology and virtual access to databases and web-based resources in classrooms, laboratories, offices, and other learningspaces.

LRC Definition

The LRC is a library serving a number of academic programs. The LRC is located in a defined learning space within the Denver College of Nursing. The LRC houses the print collection of reference books, print journals, and media titles. It is the central locationfor access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or atany location in the Denver College of Nursing. The LRC provides a quiet environment for study or research and is staffed byknowledgeable and trained professionals.

Career Services

The Career Services Department oversees and manages vital employment-related data for graduates of all DCN nursing programs. The department is dedicated to preparing students and alumni for successful careers in nursing. This includes offering resume writing workshops, interview preparation, and hosting career events. Online and on-ground students may access career services materials and tutorials on campus and through the College's Learning Management System (LMS).

The Career Services Department tracks pre-licensure graduates' success in taking the NCLEX-RN® Examination and is liaison for NCLEX-RN® success resources for DCN's prelicensure students and graduates including 1:1 NCLEX-RN® coaching resources. NCLEX-RN® Prep Coaches specialize in working with students identified as high-risk based on HESI performance. With a targeted, one-on-one approach, coaches help bridge knowledge gaps, build test-taking confidence, and create customized study strategies that work.

Students attending Denver College of Nursing are required to complete all paperwork as directed by the Career Services Department as a graduation requirement and are invited to participate in an optional individual meeting with Career Services personnel to receive career assistance during their final quarter. Meetings may be scheduled via an online interview, a phone call, or in person with the Career Services Department staff members.

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting Denver College of Nursing to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

Denver College of Nursing's completion and job post-graduation employment rates are available for review. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services Department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the Career Services Department of pending job interviews or any employment or change in status (continuing education, further education, job change, etc.).

Prospective employers may request training-related information about students they consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues, such as bankruptcy, might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements, Denver College of Nursing reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, Denver College of Nursing may disclose personal information to the employer for the sole purpose of employment verification.

Note: While employment assistance will be provided, Denver College of Nursing cannot promise or guarantee employment or a specific salary.

Tuition, Books and Refund Policies

Tuition

DCN charges tuition by 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. Students enrolling at Denver College of Nursing sign an enrollment agreement. The enrollment agreement details the tuition, fees, and other related costs for the program.

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.

Total Program Tuition and Fees

Associate Degree in Nursing (ADN) Completion Option:

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.

Total Tuition	Nonrefundable App Fee	Books Estimate	Nursing Kits	IT Fee	Assessment Testing	Clinical Fee	Sim Lab Fee	Grad Fee	TOTAL COST
$38,872	$100	$2,771	$130	$300	$2,064	$2,610	$798	$518	$48,163

Slower-Paced Curriculum: If interested in a slower paced, reduced class load per term, see your admissions advisor. *A $50 IT fee will be added for each additional quarter added for the slower curriculum option.

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.**

Baccalaureate of Science in Nursing (BSN) Completion Option:

Students without previous RN licensure may transfer up to 80 quarter credits of general education 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.

Total Tuition	Nonrefundable App Fee	Books Estimate	Nursing Kits	IT Fee	Assessment Testing	Clinical Fee	Sim Lab Fee	Grad Fee	TOTAL COST
$52,863	$100	$3,207	$130	$350	$2,102	$2,640	$777	$518	$62,687

Slower-Paced Curriculum: If interested in a slower paced, reduced class load per term, see your admissions advisor. *A $50 IT fee will be added for each additional quarter added for the slower curriculum option.

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 College 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 tosupport the focused nursing curriculum. **We are currently not enrolling in this program version.**

Bachelor of Science in Nursing RN-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.

Cost Per Credit	Quarter CreditHours	Total Tuition Cost	AdministrativeFees	Total ProgramCost
$160.75	90	$14,467	$102	$14,569

Master of Science in Nursing (MSN) Degree Program:

The MSN Degree Program is designed to prepare Baccalaureate Nursing graduates for post-licensure education. Graduates of the programwill earn a Master of Science in Nursing degree with a focus in nursing education and leadership. The MSN program consists of a total of 56quarter credit hours, which can be completed in as little as 15-18 months. The curriculum design includes core courses that would allow studentsto pursue a post-graduate certificate.

Cost Per Credit	Quarter CreditHours	Total Tuition Cost	AdministrativeFees	Total ProgramCost
$317.82	56	$17,798	$102	$17,900

Tuition & Fees for Repeated Courses

Students required to repeat a course will be charged the current tuition per credit for that course.

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 to the student, it will be paid within 30 days of the date that the student either officially withdraws or the Denver College of Nursing determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted 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 College of Nursing from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

Tuition Refund Policy for Withdrawal from the College

A student wishing to officially withdraw from Denver College of Nursing 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.

Proportion of Quarter Attended Tuition Due for the Quarter

Attendance Percentage	Tuition Percentage
10% or Less	0%
10.01% up to and including 20%	20%
20.01% up to and including 30%	30%
30.01% up to and including 40%	40%
40.01% up to and including 50%	50%
More than 50%	100% / No Tuition Refund

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.

Books

On-ground Students

Upon the start of 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 receive 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.

Right to Cancel

An applicant to the Denver College of Nursing may cancel their enrollment to the Denver College of Nursing and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Denver College of Nursing, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant's Enrollment Agreement with the Denver College of Nursing was signed by the student and a representative of the Denver College of Nursing. The applicant may use a copy of the Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding their name, address, and signature, and delivering or mailing it to one of the following:

- For Denver Students: Denver College of Nursing, Attention College President, 1401 Nineteenth St, Denver, CO 80202
- For Houston Students: Denver College of Nursing-Houston Campus, Attention Campus President, 1155 Dairy Ashford Rd, Ste 310, Houston, TX 77079

If the applicant for admission cancels their enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

Cancellation/Rejection Policy

Denver College of Nursing will refund within 30 days, all monies paid (except for the non-refundable application fee) by an applicant who is rejected for enrollment by Denver College of Nursing, who enrolls in a program that Denver College of Nursing cancels, or who cancels within five calendar days of signing the Enrollment Agreement.

Other Tuition/Fee Disclosures

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

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

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 *https://www.nclex.com*. For applications and forms, other helpful websites include *https://dpo.colorado.gov/Nursing/Applications* or *https://www.bon.texas.gov/applications_graduates_and_nclex_examinations.asp.html*.

Financial Assistance Programs

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

Denver College of Nursing is approved by the U.S. Department of Education to participate in Title IV funding programs. Qualified recipients are presented with 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 College of Nursing offers payment plans with no interest while attending school.
- Eligibility for Federal Student Aid (FSA) programs is determined by information submitted on the Free Application for Federal Student Aid (FAFSA) at https://FAFSA.gov.We are approved to train Veterans.
- We partner with 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 College of Nursing students.

Available Financial Assistance Programs

Denver College 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 federal grants and state aid programs, student loans from both federal and private lenders, and federal work-study opportunities, both on and off campus. 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 visit *https://studentaid.gov* for assistance with 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 detailed information about financial assistance programs (*www.denvercollegeofnursing.edu/consumer-information.html*).

Federal Pell Grant

The Federal Pell Grant does not need to be paid back as long as classes are successfully completed. The amount of the award depends upon the determination of the student's eligibility, the student's enrollment status, and cost of attendance. The amount awarded ranges from $740-$7395 per academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Each year Denver College 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 financial need. The Financial Aid Advisor determines who will receive FSEOG and the amount awarded, based on need, not to exceed the program maximum. The amount awarded ranges from $2400 to $800, based upon availability.

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 based on financial 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. Federal student loans are subject to annual limits based upon grade level and total amount borrowed at all schools previously attended.

Federal Direct Parent PLUS Loan Program

Federal Direct Parent PLUS Loans for Undergraduate Students are for parents with good credit who want to borrow to help pay for their student's education. These loans are subject to annual limits based upon the student Cost of Attendance and amounts borrowed at previous schools on behalf of the student.

Federal Work-Study Program (FWS)

The Federal Work-Study Program (FWS) provides employment for students who demonstrate financial need and who would like to have a job to pay educational expenses. The program encourages community service work and work related to a student's program of study. FWS employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWS employment opportunities are also available on campus in a variety of student services positions.

Veterans' Benefits

Denver College of Nursing is approved to participate in a variety of education and training benefit programs administered by the U.S. Department of Veterans Affairs (VA). Students interested in using VA education benefits should contact the Financial Aid Office for information regarding eligibility requirements, the application process, and required documentation. A student entitled to educational assistance under chapter 31 or 33 should submit a Certificate of Eligibility and military transcripts as early as possible, but no later than the first day of class.

In accordance with 38 U.S.C. § 3679(e), the institution will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, laboratories, learning management systems, or other institutional facilities, or require a covered individual to secure alternative or additional funding because of a delay in payment from the U.S. Department of Veterans Affairs (VA). A covered individual who is eligible for educational assistance under Chapter 31, Chapter 33, Chapter 35 of Title 38, United States Code, or Chapter 1606 of Title 10, United States Code, will be permitted to attend or participate in the approved course of education while payment from the VA is pending. This protection applies from the date the student provides a valid Certificate of Eligibility, a Statement of Benefits obtained from the VA website, or other documentation authorized by the VA, and continues until the earlier of the date the VA provides payment to the institution or 90 days after the institution has certified the student's tuition and fees following receipt of the required documentation. To qualify for these protections, students must submit all documentation required to certify their enrollment and use of VA educational benefits in a timely manner.

Student Complaint Process for VA Educational Benefits

Students receiving Veterans Administration (VA) educational benefits who wish to file a complaint regarding the institution are encouraged to first follow the school's internal grievance procedures. If the concern is not resolved or if the student prefers to submit the complaint directly to the VA, complaints may be submitted through the VA GI Bill® Feedback System at https://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will review the complaint and coordinate with the appropriate parties, including the institution and the applicable State Approving Agency, as necessary, to investigate the matter and work toward a satisfactory resolution.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill

Alumni Scholarship

Graduates from the Denver College of Nursing who are accepted for admission into the College's fully online, RN-BSN or MSN program, will be eligible for a scholarship for each quarter that the student is enrolled. The Scholarship will be divided into equal disbursements over the duration of the student's degree program. Graduates from articulation agreement partners are also eligible for the scholarship. In the event that a student withdraws or is dismissed from the RN-BSN or MSN programs, any undisbursed portion of the scholarship will be cancelled.

Verification

A student's 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 College 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 at *www.denvercollegeofnursing.edu/consumer-information.html* or contact the Financial Aid Office.

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 following formula. Students should consult their Financial Aid officer regarding their program's specific measurements.

Credit Hour Programs calculation = Number of Days Completed in the Payment Period Through Withdraw Date ÷ Total Number of Days in the Payment Period

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 College determined the student withdrew (for loans) or no later than 45 days from the date the College determined the student withdrew (for grants). The College is required to notify the student in writing within 30 days of the date it determined that the student withdrew that the student 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 they accept/decline 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 *www.denvercollegeofnursing.edu/consumer-information.html*.

Satisfactory Academic Progress (SAP)

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. Denver College of Nursing 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 students may complete their program of study is the period of time in which it takes students to attempt 150% of the academic credits contained in their 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)

Denver College of Nursing 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 chart 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 they are 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 their 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 a panel consisting of the College President, Director of Financial Aid, and Dean of Nursing or their designees. A student whose enrollment is terminated because they failed to achieve SAP may apply for re-admission.

SAP Tables

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

ADN and BSN

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage Complete (including transfer credits)	Minimum CGPA
1	1 to 13	50%	2.00
2	13.1 to 48	50%	2.25
3	48.1 to 64	60%	2.50
4	64.1 & Higher	66.67%	2.50

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 to maintain Satisfactory Academic Progress.

MSN

Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
3 & higher	66.67%	3.00

SAP Appeals Policy & Financial Aid Probation

Students who fail to meet Satisfactory Academic Progress (SAP) 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 their written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve SAP. 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 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. A decision will be reached upon examination by a panel consisting of the College President, Director of Financial Aid, and Dean of Nursing or their designees.

This panel 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 panel determined that the student should be able to meet the College's SAP standards by the end of that term (quarter). The panel, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if it is determined that the student's circumstances 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 identify that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved, 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 their enrollment while the appeal is pending; however, the student would be responsible for the full payment of their tuition and fees if the appeal is not successful. The SAP appeal decision of this panel is final, and the decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals their loss of federal financial aid eligibility, the student's financial aid eligibility will be re-established. In most cases, the student will be placed on a SAP Financial Aid Probationary status for one additional term (quarter) 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 SAP after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing 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 SAP may qualify for readmission to the College for the purposes of reestablishing their SAP. 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 the students' own expense or through transferring credits into the College.

When students who have lost their eligibility to receive federal student assistance meet 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 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 Termination

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 their 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 applying 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.

Student Policies

Student Rights

Students accepted into an academic program of study at Denver College of Nursing have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to see that all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the Denver College of Nursing of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by Denver College of Nursing.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the skills laboratory and simulation laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time. Students must make the faculty aware of extenuating or emergency circumstances.

Behavior and Student Accountability

Student Responsibilities and Standards of Professional Conduct

While in attendance at Denver College of Nursing, students must adhere to the College's Standards of Profession Conduct and have the responsibility to:

- Attend classes regularly.
- Make the most out of their educational experience.
- Maintain satisfactory grades.
- Know and observe Denver College of Nursing's rules and regulations governing conduct.
- Become informed and express their opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action - formal grievance action is outlined in this catalog.
- Respect persons and the property of others.
- Adhere to Denver College of Nursing's dress code.

At all times, all personal property is the sole responsibility of the student; Denver College of Nursing does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

Participation in programs at Denver College of Nursing carries with it the obligation of students and faculty to aspire to the highest standards of academic integrity and ethical behavior in all classroom, laboratory, simulation, clinical/experiential learning, and online environments, as well as 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 in 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:

- Cheating.
- Plagiarism:
  - submission of the work of another person for credit
  - failure to properly cite references for any work which is not original to the student
  - intentional sharing - providing access of student's work with the intention of another student to use it as their own
  - unintentional sharing - if a student shares their work with another student, because it is unknown if it will be copied or misused, they may still face consequences (students are encouraged to be cautious when sharing their work with others)
  - copying one's own previously submitted work without the appropriate citation and references (i.e., self-plagiarism)
- Unauthorized use of notes electronic devices, or materials in exams, including talking to other students.
- Forging or altering assignments, legal documents, or health provider documents.
- Unpermitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Sharing or obtaining answers to test questions or assignments before other students have completed their own work.
- Having someone else do your required work regardless if paid to do so.
- Inappropriate use of Artificial Intelligence (AI) powered language models (e.g., ChatGPT).
- Submitting an assignment that has been previously submitted in that course or another course.
- Submitting the work of another for credit to include online help resources that provide academic papers and tests.
- Misrepresentation of identity.

Any administrative staff, faculty member, or student who observes a violation of College academic policies 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, laboratory, simulation, experiential learning assignment, or clinical time will be excused immediately from the classroom or off-site location and will have their violations reviewed which will determine whether the actions are subject up to and including termination from the College.

Standards of Student Professional Conduct – General Conduct

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference - it is not all-inclusive. Examples of conduct that may lead to disciplinary action, up to and including dismissal, include but are not limited to:

- Knowingly furnishing false information to Denver College of Nursing.
- Theft, damage, forgery, alteration, misuse, or mutilation of Denver College of Nursing's documents, records, identification, educational materials, or property.
- Interfering with the right of others to an education.
- Violation of safety and security rules.

- Bringing animals or children into class.
- Hazing on or off Denver College of Nursing property (also see Anti-Hazing policy).
- Discourteous, disruptive or disrespectful behavior towards fellow students, faculty, and staff on or off campus.
- Physical or verbal abuse of any person or engaging in conduct which threatens or endangers the health or safety of others.
- Unauthorized entry or use of facilities.
- Intentional or unauthorized interference with a right of access to Denver College of Nursing facilities or freedom of movement or speech of any person on the premises.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law.
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression.
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses, or arson, of which violation occurs on Denver College of Nursing property or at a Denver College of Nursing function (please refer to the Drug Free Policy established by Denver College of Nursing for further information).
- Unauthorized solicitation of students, staff, or faculty on-ground or online for any product or service.
- Misuse of electronic equipment, copiers, faxes, email accounts, or Internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual.
- Aiding, abetting, encouraging, or participating in a riot.
- Failure to comply with the verbal or written directions of any Denver College of Nursing officials acting within the scope of their authority.
- Resisting any security officers performing their duties.
- Aiding, abetting, or inciting others to commit any act of misconduct.
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience. These tests will be at the student's expense.

Anti-Hazing Policy

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by Denver College of Nursing, for the purpose of initiation or admission into an affiliation with any organization recognized by Denver College of Nursing. Hazing includes, without limitation, the following as determined by Denver College of Nursing: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

Hazing is a violation of Denver College of Nursing's Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from Denver College of Nursing.

Copyright Protection Policy

Students will be held accountable for failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the Denver College of Nursing Consumer Information Guide, available online at *www.denvercollegeofnursing.edu/consumer-information.html*.

Video-Recording / Audio-Recording Policy

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the faculty.

Internet Usage

Internet access to global electronic information resources is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help define 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 College and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always verify 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. See Student Handbook for more details on Student Conduct related to Internet Usage.

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. Denver College of Nursing 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, Denver College of Nursing also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the College are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the College, its students, faculty, or staff members on a social media site.
- Students are prohibited from sharing, disseminating, or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the College or externship sites. Applicable federal and state requirements, such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA), are to be followed at all times.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the College community.
- The use of any social media sites to harass, intimidate, or bully a fellow student, faculty, member of the College and/oraffiliate is strictly prohibited and will not be tolerated (see policy on "Cyberbullying").
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the College.
- The use of the College logo, image, or iconography on personal social media sites to endorse a particular political party or candidate, or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.
- Students who violate this policy may face disciplinary actions, up to and including dismissal from the College.

Cyberbullying

Denver College of Nursing is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. DCN encourages the promotion of positive interpersonal relations among members of the College 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 the College. Students, faculty, staff, and other parties who feel like they have been a victim of cyberbullying should contact the Dean of Nursing or designee immediately.

Dress Code

Professional appearance and attire are important in the nursing profession and is required of caregivers. Students must comply with the Denver College of Nursing dress code while involved in any DCN activities including, but not limited to, attending classes, labs, externships, clinicals, or DCN-sponsored events. Compliance with the Denver College of Nursing dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the Denver College of Nursing; therefore, it is important that each student always present themselves in a professional manner.

Incoming new students are issued four (4) uniform scrub sets for nursing programs. Additional scrubs in DCN New Royal blue are available at a discounted price through Barco Scrubs: *https://dcn.barcouniforms.com*. A registration code will be provided to all DCN students. Polo shirts with the DCN logo are also available as needed.

When attending skills lab, simulation lab, or clinicals, students must wear approved DCN blue scrubs and conform to all dress code policies.

Please see the Student Handbook for the complete dress code policy.

Drug and Alcohol Policy

Denver College of Nursing is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by DCN's Drug Free Program.

A student who violates this policy will be dismissed from Denver College of Nursing without recourse and reported to local law enforcement.

Regarding the Drug and Alcohol Policy, DCN reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of Denver College of Nursing's Drug and Alcohol Policy will be dismissed and will not be eligible for readmission.

Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The consequence of a positive result means the student shall be subject to disciplinary action which may include being dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

Additional information is included in Denver College of Nursing's "Consumer Information Guide," available at *www.denvercollegeofnursing.edu/consumer-information.html*.

Non-Smoking / Non-Tobacco Policy

Denver College of Nursing is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of DCN property. Use of tobacco of any kind is not permitted inside Denver College of Nursing's buildings. Smoking in non-designated areas is a violation of DCN Standards of Conduct.

Disciplinary Action Policy

Any student who observes a violation of Denver College of Nursing policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking/Tobacco should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class, or placement on probation, to suspension and/or immediate dismissal.

SUSPENSION is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

PROBATION is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

DISMISSAL means that the student has been expelled from Denver College of Nursing.

The student will be notified in person and in writing, within three (3) business days of the incident being reported to Campus President, of the selected sanction, together with their right to appeal the decision.

Termination or Expulsion Policy

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from DCN.

Denver College of Nursing reserves the right to suspend or dismiss any student who:

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or Denver College of Nursing, as addressed in the "*Conduct*" section of this catalog.
- Fails to maintain Satisfactory Academic Progress.
- Fails to meet attendance standards.
- Fails to meet financial obligations to Denver College of Nursing.

Time on suspension will be counted as an absence from classes at Denver College of Nursing and cannot exceed the allowable absences without penalty as stated in the "*Attendance Policy*."

Students dismissed for conduct violations will not be readmitted.

Student Appeal Process

Students who are dismissed by Denver College of Nursing have the right to appeal that decision. Students must initiate the appeal process by submitting, in writing, the reason why they should be re-admitted to Denver College of Nursing to the Campus President within 30 days of termination. The Campus President will respond to the appeal, in writing, within two (2) weeks of receipt of the request.

If re-entry is permitted, the Campus President will review an academic success plan with conditions that the student must agree to and meet.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

Note: Additional procedures can be found under *"Academic Appeals Policy"* and *"Grievance Procedure."*

Not Meeting SAP

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, they are not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted their ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the College's SAP policy.

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 Statistics 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, found at *www.denvercollegeofnursing.edu/consumer-information.html*, 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 Admissions Advisor.

A safe campus can only be achieved through the cooperation of students, faculty, and staff. Students are required to always wear their DCN picture ID badge while 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 to the administration.

Title IX and Violence Against Women Act (VAWA)

Denver College of Nursing 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 College 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 College of Nursing will investigate student complaints, and a student who has committed a Title IX offense will be subject to the College's Disciplinary Action Policy which could result in dismissal from school. Refer to the "*Disciplinary Action Policy*" and the "*Termination or Expulsion Policy*" in this Catalog. Denver College 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 the Victim's Bill of Rights will be provided concerning their 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 College of Nursing or an employee is urged to make a complaint to the Title IX Coordinator. 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, they should report the facts to the 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 College of Nursing. Should a victim of sexual violence request confidentiality, Denver College of Nursing will honor the request to the extent possible and allowed by law. Denver College of Nursing will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim. Pregnant students who have questions or concerns about possible modifications may contact the Title IX Coordinator. The College's Lactation Policy can be obtained from student services.

Title IX Coordinator

Attention: Title IX Coordinator
Suzanne Peters Esq., M.Ed.
Senior Corporate Attorney

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: 330-805-2819

E-Mail: speters@edaff.com

A complete copy of the Title IX policy is available at *www.denvercollegeofnursing.edu/consumer-information/title-ix.html*.

Title VI Civil Rights Act of 1964/Age Discrimination Act of 1975

Denver College of Nursing is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participating in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes their rights have been violated, the person may submit a complaint to the Title VI/Age Discrimination Coordinator. The person may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Education at the completion of the investigation.

The Chief Transformation Officer will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the School determines that discrimination based on race, color, national origin, or age may have occurred, the Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of 10 calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Kuennen@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with the Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with the Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator
Suzanne Peters Esq., M.Ed.
Senior Corporate Attorney

Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail: speters@edaff.com

Personal Property

All personal property is the sole responsibility of the student. The College provides student lockers but does not assume responsibility for loss or damage to a student's personal property on or near the campus. It is recommended that clothing and other small items should be marked clearly with the student's name and address.

Visitor Policy

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Nursing. Visitors are required to adhere to the same standards of conduct as students.

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 students when they reach the age of 18 or attend 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 College 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 their 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.
    - 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 College 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 College of Nursing notifies students of their rights annually through its catalog. **
  ** Denver College 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.

Note: 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. The Department of Education website is *www.ed.gov.*

Denver College 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 College 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.

Professional Liability and Student Accident Insurance

The College maintains Student Professional Liability insurance on all students and instructors while at clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The College maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which are College sponsored. The College recommends all students maintain personal healthcare insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in College-sponsored activities.

In many instances, clinical sites require that students maintain personal healthcare insurance. Failure to provide proof of personal healthcare insurance at the time of clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. The College recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or clinical supervisor and the Dean of Nursing about any accident or injury to themselves, to another student, or to a patient under their care that might cause liability to the student, clinical site, or College. A written report must also be completed.

HIPAA Requirement

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, they will have full access to the medical record. This is covered by the patient's consent for treatment.

To protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

Student Support Services

Denver College of Nursing offers a variety of services to its students. These services include but are not limited to the following:

- Academic and non-academic advising
- Tutoring (e.g., via instructor, Brainfuse, peer to peer)
- Four-Week Academic Review Course
    - A zero-cost, zero-credit refresher course available to all students seeking additional support or remediation in key prerequisite subjects of College Algebra and Anatomy & Physiology.
- Residential and virtual library services
- Registrar and student records
- Student Assistance Program (Accentra Health/ESPYR)
- Student community groups, including:
    - Student Nurses Association
    - Global Health Perspectives
    - Mentorship Program

Additional information and details regarding services offered to both on-ground and online students at Denver College of Nursing may be found in the Student Handbook.

Student Activities

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The College believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

Denver College of Nursing provides annual funding to support various extra-curricular and co-curricular activities for students. These include a chapter of the National Student Nurses Association, the Global Heath Perspectives program, and other Denver College of Nursing Student

Associations that arise. These groups provide various community service opportunities such as volunteering and participating in local and national charities, participating in charity sponsored walks/races, hosting annual blood drives, and hosting food/clothing drives. These groups also facilitate various social activities for students held on campus and around neighboring businesses.

Significant Medical Conditions

The College encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. The College encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program director and instructor.

Grievance Procedure

Grievance Procedures

A **grievance** is a claim, complaint, or expression of concern made by a student regarding any aspect of their educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director.

An **appeal** is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, see the "*Academic Appeals Policy*."

A student has the right to appeal all matters with respect to:

- A disciplinary action taken for a violation of student conduct standards.
- Admissions decisions.
- Tuition and fees matters.
- Financial awards or policies, including Satisfactory Academic Progress (SAP).
- Educational policies, procedures, and grading concerns.

Concerns about academic matters should first be addressed through the "*Academic Appeals Policy*"; concerns about nonacademic matters should first be addressed directly with the program director(s).

Certain decisions may not be appealed. If students are terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, they are not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted their ability to study or participate in the program. The specific requirements for SAP appeals process are contained in Denver College of Nursing's "*Satisfactory Academic Progress*" policy.

Students with unresolved complaints regarding conduct decisions or other non-academic grievances should follow the four steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. Students with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with their program director.
2. If the dispute cannot be resolved through addressing the issue with the program director, the second step is to appeal the decision to the Conduct Standards Committee. The written complaint must be submitted to the Chair of the Conduct Standards Committee within seven (7) calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision, and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

   The Chair of the Conduct Standards Committee will oversee the gathering of additional data about the issue or incident as necessary. The Chair of the Conduct Standards Committee will then convene a meeting of the Committee which will consist of the College's Deans, academic program directors, and faculty to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint. The student may, but is not required to, attend the Committee meeting.

   A response from the Conduct Standards Committee will be provided to the Dean of Nursing after the committee meeting. All decisions will be provided in writing and delivered to the student from the Dean of Nursing within 48 hours of the Committee's notification of the decision.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Campus President. This appeal must be in writing and must be received in the office of the President within seven (7) calendar days of being notified of the Conduct Standards Committee's decision. The Campus President will investigate the issue and will respond to the student within seven (7) calendar days of receiving the escalated complaint. All decisions will be provided in writing.

4. If the dispute remains unresolved, the student may contact the Colorado Commission on Higher Education (CCHE) *https://cdhe.colorado.gov* or the Texas Higher Education Coordinating Board (THECB) *https://www.highered.texas.gov*. Nothing precludes the state where the student is located from also working to help resolve the complaint.

Denver College of Nursing's Associate Degree in Nursing and Bachelor of Science in Nursing degree programs (Denver only) are accredited by the Accreditation Commission for Education in Nursing (ACEN). The complaint process for ACEN is at *https://www.acenursing.org/students-public/complaints*. They have also been granted full approval by the Colorado Board of Nursing (CBON). The complaint procedure for CBON is found at *https://dpo.colorado.gov/FileComplaint*.

The Bachelor of Science in Nursing degree program at the Houston Campus has been granted approval by the Texas Higher Education Coordinating Board (THECB) and the Texas Board of Nursing (TXBON). The complaint procedures are outlined at *https://www.highered.texas.gov/student-complaints* and *https://www.bon.texas.gov/discipline_and_complaints_policies_and_guidelines_filecomplaint.asp.html*.

The Bachelor of Science in Nursing degree and the Master of Science in Nursing degree programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The complaint procedures are outlined in the document *Procedures for Accreditation of Baccalaureate and Graduate Nursing Programs* found at https://www.aacnnursing.org/portals/0/PDFs/CCNE/Procedures.pdf

Denver College of Nursing is accredited by the Higher Learning Commission (HLC). The complaint procedure for HLC is outlined at *https://www.hlcommission.org/Student-Resources/complaints.html*.

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor, the student will be reinstated at the next available course start date.

If the student's eligibility for financial aid has been suspended, the student may remain in school during the appeals process.

Online Student Complaints

Denver College 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 College 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. Nothing precludes the state where the student is located from also working to help resolve the complaint. Procedures for filing a complaint are found at *https://cdhe.colorado.gov/complaint-procedures*.

If a student resides outside of Colorado, the student may contact the responsible state agency in the student's home state. Utah residents may contact the State of Utah Department of Commerce Division of Consumer Protection at https://commerce.utah.gov/dcp/complaint/
or
Utah Department of Commerce Division of Consumer Protection 160 East 300 South
SM Box 146701
Salt Lake City, UT 84114-6704 (801) 530-6601
https://commerce.utah.gov/dcp/

Additional Grievance Procedures

Outside Constituencies

Complaints from constituencies outside Denver College of Nursing (e.g., clinical sites or experiential learning locations) will be addressed by the appropriate Denver College of Nursing department and/or the Campus President.

Arbitration

Pursuant to a student's enrollment agreement, any disputes, claims, or controversies between a student and Denver College of Nursing no matter how described, pleaded or styled, arising out of or relating to their Enrollment Agreement, their recruitment, enrollment, or attendance at Denver College of Nursing, the education provided by Denver College of Nursing, Denver College 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 College 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 their enrollment agreement for further information. If a student cannot find their enrollment agreement, the student should ask the Campus President for a copy.

Exceptions to Policies

The College 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.

Staff and Faculty

Denver Campus

Board of Trustees

Dan Finuf -President & CEO, Education Affiliates

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Andrea R. Lindell PhD, MSN, ANEF

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College President

Mikal Powers MBA, MS/P, MAED/AET -College President

Campus President

Allison Barrett JD – Campus President

Nursing Education Programs

Samantha Mitchell DNP, MSN, APRN, AGPCNP-BC -Dean of Nursing

Maura McHugh MSN, RN, NE-BC, a-PHR – Associate Dean of Nursing

Department Directors

Natascha Ambrose MBA -Director of Financial Aid

Jim Askins -Director of Admissions -Online

William (Chris) Bennett BS -Director of Academic Support

Jacob Hammond MA -Director of Admissions-Pre-Licensure

Kayla Justice BSN, RN -Dean of Administrative, Student & Career Services

Trenton Smith MS, BA -Dean of Academic Affairs, Institutional Effectiveness & Compliance

Staff

Ashleigh Betz -Business Office Manger

Camille Bolos -Student Success Advisor

Jessica Davis -Nursing Administrative Assistant

Kirsten DeSart -Financial Aid Advisor

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Lyndsey Germany -Admissions Advisor

Lisa Hassen AA -Financial Aid Advisor

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**General Education Faculty*

ANIP=Associate Nursing Instructional Personnel

***Note**: This list is subject to change at any time.*

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Chandra Woka DNP, RN

***Note**: This list is subject to change at any time.*

Programs

Associate Degree in Nursing

Degree Type
ADN

(Available in Denver only)

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 (ADN). The full-time completion program is generally completed in 18 months of full-time study.

Student Learning Outcomes

Upon completion of Denver College of Nursing's Associate Degree program, a student should be able to:

- Apply clinical competence in the provision of patient centered care.
- Demonstrate an ability to use effective communication and collaboration skills with patients, families, and colleagues.
- Use effective decision-making skills to manage and coordinate nursing care, ensuring continued quality, and safety.
- Demonstrate accountability for the ethical, legal, and professional responsibilities related to the use of technology / informatics in nursing.
- Integrate current nursing knowledge, theory, and research into the care of all patients, including diverse and vulnerable populations.

Note: See "*General Education Outcomes*."

Specific Program Admissions Requirements
Applicants must transfer in or successfully complete 24 quarter credits of postsecondary coursework, with a GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable) for the courses noted below:

Course	Semester Hours	Quarter Hours
Anatomy & Physiology with Lab (2 courses with labs)	8	12
Human Growth & Development	3	4
Introduction to Algebra	3	4
English Composition	3	4
Totals	17	24

In addition:

- Anatomy & Physiology and Pathophysiology courses cannot have been completed more than seven years prior to the applicant's Denver College of Nursing start date.
- Applicants who have completed courses that are different from, but are the equivalent to, those required for holistic admission should submit official transcripts and course descriptions to their Admission Advisor for review.
- Denver College of Nursing generally does not transfer in nursing courses to the Associate Degree in Nursing program.

Note: Applicants must meet additional requirements detailed in the "*Admissions Policies and Procedures*" section of this catalog.

Required Courses

Quarter 1

Course Code	Title	Credits
BIO 209	Pathophysiology	5
BIO 115	Basic Nutrition	3
NUR 201	Introduction to Nursing and Nursing School Success for the ADN Student	4
NUR 210	Basic Health Assessment with Skills Laboratory	5
	Sub-Total Credits	**17**

Quarter 2

Course Code	Title	Credits
NUR 215	Basic Pharmacology and Dosage Calculations	3
NUR 220	Foundations of Nursing Arts and Skills with Skills Laboratory and Clinical	10
	Sub-Total Credits	**13**

Quarter 3

Course Code	Title	Credits
NUR 230	Basic Medical Surgical Concepts with Skills Laboratory and Clinical	13
NUR 218	Applied Pharmacology	3
	Sub-Total Credits	**16**

Quarter 4

Course Code	Title	Credits
NUR 240	Advanced Medical Surgical Nursing Concepts with Clinical	9
NUR 245/245C	Nursing Concepts in Mental Health with Clinical	6
	Sub-Total Credits	**15**

Quarter 5

Course Code	Title	Credits
NUR 250/250C	Nursing Concepts for the Multigenerational Childbearing Family with Clinical	6
NUR 255/255C	Nursing Concepts of Children with Clinical	6
NUR 260	Role Transition	3
	Sub-Total Credits	**15**

Quarter 6

Course Code	Title	Credits
NUR 285/285C	RN Leadership and Capstone Clinical	10
	Sub-Total Credits	**10**

	Program Quarter Credits	86

Notes

Credit Type	Quarter Credits
Program Gen-Ed Quarter Credits	8
Program Nursing Quarter Credits	78
Transfer General Education Quarter Credits	24
Total Quarter Credits Earned for the ADN Degree	**110**

If interested in a slower paced, reduced class load per term, see your admissions advisor.

Bachelor of Science in Nursing: Completion Option

Degree Type
BSN

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 Degree. Other applicants are inspired to pursue a nursing career by building on the competencies gained in postsecondary 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 BSN degree. This option consists of seven quarters of nursing courses with both didactic and clinical components built on foundational courses and are generally completed in 21 months of full-time study.

Student Learning Outcomes

Upon completion, a student should be prepared to:

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

Note: See "*General Education Outcomes*."

Specific Program Admissions Requirements
Applicants without a Baccalaureate Degree

Applicants to the BSN Completion Option without a prior baccalaureate degree must show completion of a minimum of 56 semester credits or 80 quarter credits of postsecondary coursework from an accredited institution with a GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable) for the courses noted below.

Course	Semester Hours	Quarter Hours
Microbiology with Lab	4	6
Anatomy & Physiology with Labs (2 courses with labs)	8	12
Sciences (2 courses; 1 with lab)	7	10
Algebra (or higher math level)	3	4
Statistics	3	4
Psychology	3	4
Human Growth & Development	3	4

Course	Semester Hours	Quarter Hours
Nutrition	3	4
English Coursework	6	8
General Education Coursework	16	24
Totals	56	80

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 56 semester credits or 80 quarter credits from an accredited institution with a GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable) for the courses noted below.

Course	Semester Hours	Quarter Hours
Microbiology with Lab	4	6
Anatomy & Physiology with Labs (2 courses with labs)	8	12
Statistics	3	4
Human Growth & Development	3	4
Nutrition	3	4
General Education	35	50
Totals	56	80

In addition:

- Microbiology, Anatomy & Physiology, and Pathophysiology courses cannot have been completed more than seven years prior to the applicant's Denver College of Nursing start date.
- General education courses must be from three different disciplines such as Humanities, Arts, Communication, Social Sciences, History, etc.
- Applicants to the BSN Completion Option must show satisfactory completion of 56 semester credits or 80 quarter credits from an accredited institution with a GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable for all listed pre-requisite courses).
- Denver College of Nursing generally does not transfer in nursing courses to the BSN completion program.

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

Required Courses

Quarter 1

Course Code	Title	Credits
BIO 309	Pathophysiology	6
NUR 301	Introduction to Nursing and Nursing School Success for the BSN Student	4
NUR 310	Health Assessment with Skills Laboratory	5
	Sub-Total Credits	**15**

Quarter 2

Course Code	Title	Credits
NUR 315	Introduction to Pharmacology with Dosage Calculations	3
NUR 320	Foundations of Nursing with Skills Laboratory and Clinical	11
	Sub-Total Credits	**14**

Quarter 3

Course Code	Title	Credits
HIT 410	Healthcare Informatics	3
NUR 318	Advanced Concepts in Pharmacology	3
NUR 330	Medical Surgical Nursing I with Skills Laboratory and Clinical	11
	Sub-Total Credits	**17**

Quarter 4

Course Code	Title	Credits
NUR 420	Mental Health Nursing with Clinical	6
NUR 440	Medical Surgical Nursing II with Clinical	9
	Sub-Total Credits	**15**

Quarter 5

Course Code	Title	Credits
NUR 340	Pediatric Nursing with Clinical	6
NUR 350	Obstetrical Nursing with Clinical	6
NUR 338	Research and Evidence Based Practice	3
	Sub-Total Credits	**15**

Quarter 6

Course Code	Title	Credits
NUR 450	Community/Public Health Nursing with Clinical	5
NUR 460	Transition to Professional Practice	3
NUR 470	Leadership and Management	3
	Sub-Total Credits	**11**

Quarter 7

Course Code	Title	Credits
SOC 321	Life Transitions: Death and Dying	4
NUR 485	Senior Integrative Seminar and Capstone Clinical	9
	Sub-Total Credits	**13**

	Program Quarter Credits	**100**

Notes

Credit Type	Quarter Credits
Program Gen-Ed Quarter Credits	13
Program Nursing Quarter Credits	87
Transfer General Education Quarter Credits	80

Credit Type	Quarter Credits
Total Quarter Credits Earned for the BSN Degree	**180**

If interested in a slower paced, reduced class load per term, see your admissions advisor.

Bachelor of Science in Nursing: Full Degree

Degree Type
BSN

(Not currently offered)

Following successful completion of the BSN pre-licensure 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 21 months in length for full-time students after pre-requisites are completed.

Student Learning Outcomes

Upon successful completion, a student should be prepared to:

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

Note: See "*General Education Outcomes*."

Specific Program Admissions Requirements
Pre-Nursing (Quarter 1-6)

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

- 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 GPA of 2.0 or better and with grades of C or above (C- or below are not acceptable) for the courses noted below.
- Provide proof of high school graduation unless the applicant has earned a postsecondary degree.

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.
- Applicants that have not already graduated from an accredited college with a bachelor's degree have two opportunities within a 12-month period to obtain a minimum of 75% on the HESI A2 English Composite Subscale (Reading Comprehension, Vocabulary, and Grammar) and on the Math Subscale; and take the HESI A2 components utilized in the advising program. If unsuccessful in the two attempts, a third opportunity may be granted within the 12-month period with evidence of completion in a refresher or remediation course in the subject or subjects below the minimum score.

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

This program is not being currently offered at the College.

Required Courses

Quarter 1

Course Code	Title	Credits
BIO 101	Introduction to Biology	6
MAT 101	Introduction to Algebra	4
	Sub-Total Credits	**10**

Quarter 2

Course Code	Title	Credits
APH 216	Anatomy and Physiology I with Laboratory	6
SCI 115	Basic Nutrition	4
ENG 221	English Composition II	4
	Sub-Total Credits	**14**

Quarter 3

Course Code	Title	Credits
SOC 115	Sociology	4
PSY 101	Introduction to Psychology	4
PSY 278	Human Growth and Development	4
	Sub-Total Credits	**12**

Quarter 4

Course Code	Title	Credits
BIO 205	Microbiology with Laboratory	6
ETH 210	Ethics	4
APH 217	Anatomy and Physiology II with Laboratory	6
	Sub-Total Credits	**16**

Quarter 5

Course Code	Title	Credits
COM 245	Interpersonal Communications	3
PSY 321	Building Emotional Intelligence	3
CHM 107	General Chemistry	6
	Sub-Total Credits	**12**

Quarter 6

Course Code	Title	Credits
MAT 137	Statistics	4

HUM 320	Creating Solutions & Critical Thinking	4
SOC 431	Sociology of Health and Medicine	4
	Sub-Total Credits	**12**

Nursing Component

Quarter 7

Course Code	Title	Credits
BIO 309	Pathophysiology	6
NUR 310	Health Assessment with Skills Laboratory	5
NUR 301	Introduction to Nursing and Nursing School Success for the BSN Student	4
	Sub-Total Credits	**15**

Quarter 8

Course Code	Title	Credits
NUR 320	Foundations of Nursing with Skills Laboratory and Clinical	11
NUR 315	Introduction to Pharmacology with Dosage Calculations	3
	Sub-Total Credits	**14**

Quarter 9

Course Code	Title	Credits
HIT 410	Healthcare Informatics	3
NUR 318	Advanced Concepts in Pharmacology	3
NUR 330	Medical Surgical Nursing I with Skills Laboratory and Clinical	11
	Sub-Total Credits	**17**

Quarter 10

Course Code	Title	Credits
NUR 420	Mental Health Nursing with Clinical	6
NUR 440	Medical Surgical Nursing II with Clinical	9
	Sub-Total Credits	**15**

Quarter 11

Course Code	Title	Credits
NUR 340	Pediatric Nursing with Clinical	6
NUR 350	Obstetrical Nursing with Clinical	6
NUR 338	Research and Evidence Based Practice	3
	Sub-Total Credits	**15**

Quarter 12

Course Code	Title	Credits
NUR 450	Community/Public Health Nursing with Clinical	5
NUR 460	Transition to Professional Practice	3
NUR 470	Leadership and Management	3
	Sub-Total Credits	**11**

Quarter 13

Course Code	Title	Credits
SOC 321	Life Transitions: Death and Dying	4
NUR 485	Senior Integrative Seminar and Capstone Clinical	9
	Sub-Total Credits	**13**

	Program Quarter Credits	**176**

Notes

Courses may not be currently offered. Most students transfer in the pre-nursing courses.

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

This program is not being currently offered at the College.

Bachelor of Science in Nursing: RN-BSN Option

Degree Type

BSN

The Bachelor of Science in Nursing RN-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's degree level. This program option is delivered through distance education (online). This option consists of a minimum of five quarters of courses with both didactic and experiential learning assignments in specific courses and can be completed in as little as 15 months of study. Graduates earn a Bachelor of Science in Nursing Degree.

Students entering the RN-BSN option build on their basic nursing knowledge as they acquire the general education component of the baccalaureate program. This will provide a foundation, 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-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's degree should be able to:

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

Note: See "*General Education Outcomes*."

Specific Program Admissions Requirements
Applicants must meet the following requirements:

- Submit an official transcript to the Dean of Nursing or designee indicating graduation from an accredited Associate Degree in Nursing program.
- Hold an unencumbered state license as a registered nurse.

Note: May need to meet additional requirements as appropriate for post-licensure students as detailed in the "*Admissions Policies and Procedures*" section of this catalog. Applicants should contact an Admissions Advisor with questions.

Gen-Ed Program Prerequisites

Course Code	Title	Credits
	COM 245 or ENG 221	4
	Any Humanities/Ethics Courses	8
	College Level Mathematics/Science Courses	8
	200+ Level Psychology/Sociology Courses	8
	Sub-Total Credits	**28**

RN-BSN Program Courses

Course Code	Title	Credits
HIT 420	Healthcare Informatics	5
NUR 300	Professional Issues in Nursing	5
NUR 309	Pathophysiology for the Registered Nurse	6
NUR 325	Healthcare Delivery Systems	5
NUR 335	Health Promotion in Nursing	5
NUR 370	Cultural Dimensions in Nursing	5
NUR 400	Research and Evidence Based Practice	6
NUR 415	Policy, Finance, and Quality in Nursing and Healthcare	6
NUR 425	Population-Based Nursing	6
NUR 435	Leadership and Management in Nursing	6
NUR 445	Capstone	7
	Sub-Total Credits	**62**

	Program Quarter Credits	**90**

Notes

Credit Type	Quarter Credits
Program Gen-Ed Quarter Credits	33
Program Nursing Quarter Credits	57
Quarter Credits Awarded for Prior Degree	90
Total Quarter Credits Earned for the BSN Degree	**180**

Master of Science in Nursing

Degree Type
MSN

The Master of Science in Nursing (MSN) Degree Program is designed to prepare graduates for positions in nursing education and leadership. Graduates earn a Master of Science in Nursing degree. This program is 18 months in length for most students.

Student Learning Outcomes

Upon successful completion, a student should be prepared to:

- Apply research methods to evaluate current knowledge from nursing theory, nursing science and related disciplines to inform and/or initiate change in practice.
- Demonstrate the use of scholarship inquiry to inform ethical practice decisions.
- Synthesize relevant education theories; evidence-based research of teaching and learning; and instructive and evaluative methodologies to facilitate learning by individuals and groups.
- Analyze the effect of health policy, finance, technology, and organizational context on the development and implementation of quality programs.
- Utilize inter-professional communication to improve practice outcomes.
- Integrate advances in technology into practice.
- Evaluate the use of adaptive curriculum design and teaching strategies to meet the education needs of diverse populations.

Note: See "*General Education Outcomes*."

Specific Program Admissions Requirements

- Official college transcripts (electronic secured or sealed unopened paper copy) must be submitted to the Dean of Nursing or designee indicating graduation from an accredited bachelor degree in nursing program recognized by the U.S. Department of Education. The bachelor degree in nursing program must be accredited by one of the following agencies: the Commission on Collegiate Nursing Education (CCNE), the Accreditation Commission for Education in Nursing (ACEN), or the NLN Commission for Nursing Education Accreditation (CNEA). A minimum undergraduate cumulative grade point average of 2.5 on a 4.0 scale.
- Current unencumbered (no restrictions, sanctions/disciplines - actual or pending) license to practice as a registered nurse in the student's current state of residency.

Additional information regarding admission to this program is in the "*Admissions Policies and Procedures*" section of this catalog. Applicants should contact an Admissions Advisor with questions.

Required Courses

Quarter 1

Course Code	Title	Credits
NUR 600	Advanced Health Assessment	5
NUR 610	Advanced Concepts in Pathophysiology	5
	Sub-Total Credits	**10**

Quarter 2

Course Code	Title	Credits
NUR 620	Global Healthcare Dimensions	5
NUR 630	Pharmacology	5
	Sub-Total Credits	**10**

Quarter 3

Course Code	Title	Credits
NUR 640	Research Methods and Evidence Based Practice for Nursing Education	5
NUR 650	Advanced Theory, Leadership, and Management	5
	Sub-Total Credits	**10**

Quarter 4

Course Code	Title	Credits
NUR 660	Student Centered Learning	5
NUR 670	Teaching Strategies and Technology for the Nurse Educator	5
	Sub-Total Credits	**10**

Quarter 5

Course Code	Title	Credits
NUR 680	Curriculum Development, Assessment, and Evaluation	5
NUR 690	The Nurse Educator: Roles, Responsibilities, and Relationships	5
	Sub-Total Credits	**10**

Quarter 6

Course Code	Title	Credits
NUR 695	Capstone	6
	Sub-Total Credits	**6**

	Program Quarter Credits	**56**

Notes

Credit Type	Quarter Credits
MSN Program Core Courses	36
Specialty Courses for Nursing Education Credits	20
Total Quarter Credits for the MSN Degree	56

Courses

ADN Nursing Education Course

NUR 200: Differentiated Practice

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.

Credits	**3**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 111; no longer offered**

NUR 201: Introduction to Nursing and Nursing School Success for the ADN Student

This foundational course is designed to prepare students for success in nursing school by introducing essential academic, professional, and personal skills needed for the rigorous demands of nursing education. Students will explore strategies for effective time management, critical thinking, study techniques, test-taking skills, stress management, the expectations for clinical and classroom performance, and the importance of professional behavior and communication in healthcare settings. The course also covers an introduction to nursing history and theory, ethical and legal issues in nursing, and the professional roles of the nurse. Through interactive activities, self-assessments, and guided reflection, students will develop a personalized success plan and gain confidence in navigating the nursing school experience.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 210: Basic Health Assessment with Skills Laboratory

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.

Credits	**5**
Theory Hours	**4**
Lab Hours	**1**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 103**

NUR 215: Basic Pharmacology and Dosage Calculations

This foundational course introduces students to essential pharmacologic principles and their application in nursing care. Emphasis is placed on the nursing process, clinical judgment, and safe medication administration across the lifespan. Students will explore basic concepts such as pharmacokinetics, pharmacodynamics, and drug classifications, with a focus on commonly used medication classes. The course highlights the "Rights" of medication administration, patient safety, and effective communication in patient education. Cultural, legal, and developmental considerations are integrated throughout. Students will also begin developing dosage calculation skills and practice safe administration techniques using various routes.

Credits	**3**
Prerequisites	**BIO209 Pathophysiology; BIO115 Basic Nutrition; NUR201 Introduction to Nursing for the ADN Student; NUR210 Basic Health Assessment with Laboratory.**
Course Designation	**Nursing Courses**

NUR 218: Applied Pharmacology

This course builds on basic pharmacology knowledge to explore more complex medications and patient-specific drug therapy. Students study major drug classes in greater detail, including how drugs work in the body, how they are processed, and their intended effects. Topics include side effects, drug interactions, contraindications, and nursing responsibilities. Students use critical thinking to make decisions about medication use in patients with multiple health conditions, those taking many medications, and special populations. Emphasis is placed on assessing patients, teaching about medications, and watching for both helpful and harmful effects. Dosage calculation and safe administration techniques are practiced to support safe and effective nursing care.

Credits	**3**
Prerequisites	**NUR220 Foundations of Nursing Arts and Skills with Laboratory and Clinical; NUR215 Basic Pharmacology and Dosage Calculations.**
Course Designation	**Nursing Courses**

NUR 220: Foundations of Nursing Arts and Skills with Skills Laboratory and 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 healthcare assessment.

Credits	**10**
Theory Hours	**5**
Lab Hours	**2**
Clinical Hours	**3**
Prerequisites	**BIO209 Pathophysiology; BIO115 Basic Nutrition; NUR201 Introduction to Nursing for the ADN Student; NUR210/ 210L Basic Health Assessment.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 105**

NUR 228: Basic Pharmacology Concepts & Calculations with Laboratory

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.

Credits	**6**
Theory Hours	**5**
Lab Hours	**1**
Prerequisites	**BIO209 Pathophysiology; BIO115 Basic Nutrition; NUR201 Introduction to Nursing for the ADN Student; NUR210 Basic Health Assessment with Laboratory.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 112; no longer offered**

NUR 230: Basic Medical Surgical Concepts with Skills Laboratory and 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. The laboratory component of the course focuses on advanced assessment and intravenous therapy concepts specific to the professional nurse. This clinical course focuses on skill development in applying the nursing process to the delivery of uncomplicated nursing care in a long-term care setting. Emphasis is placed on developing the nursing student's skill base.

Credits	**13**
Theory Hours	**5**
Lab Hours	**2**
Clinical Hours	**6**
Prerequisites	**NUR220 Foundations of Nursing Arts and Skills with Laboratory and Clinical; NUR215 Basic Pharmacology and Dosage Calculations.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 104**

NUR 240: Advanced Medical Surgical Nursing Concepts with 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 healthcare 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 use of advanced nursing skills in the provision of client care is the focus of clinical; also, there is a focus on 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.

Credits	**9**
Theory Hours	**5**
Clinical Hours	**4**
Prerequisites	**NUR230 Basic Medical Surgical Concepts with Laboratory and Clinical.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 216**

NUR 245/245C: Nursing Concepts in Mental Health with Clinical

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. 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.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**3**
Prerequisites	**NUR230 Basic Medical Surgical Concepts with Laboratory and Clinical.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 211/211C**

NUR 250/250C: Nursing Concepts for the Multigenerational Childbearing Family with Clinical

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 the classroom and clinical components 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.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**2**
Prerequisites	**NUR240 Advanced Medical Surgical Nursing Concepts with Laboratory and Clinical.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS210**

NUR 255/255C: Nursing Concepts of Children with Clinical

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 the classroom and clinical components 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.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**2**
Prerequisites	**NUR240 Advanced Medical Surgical Nursing Concepts with Clinical.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS 212**

NUR 260: Role Transition

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed in preparing the student for the Capstone course and NCLEX-RN® examination. Concepts taught in Health Assessment, Pharmacology, Foundations of Nursing Arts & Skills, Basic and Advanced Medical Surgical Nursing, Mental Health Nursing, Obstetrical, and Pediatric Nursing will be reviewed. Time management, prioritization, and planning nursing care are emphasized.

Credits	**3**
Prerequisites	**NUR240 Advanced Medical Surgical Nursing Concepts with Clinical; NUR245 Nursing Concepts in Mental Health with Clinical.**
Course Designation	**Nursing Courses**

NUR 285/285C: RN Leadership and Capstone 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.
The clinical component of this 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.

Credits	**10**
Theory Hours	**4**
Clinical Hours	**6**
Prerequisites	**NUR 250 Nursing Concepts for the Multigenerational Childbearing Family with Clinical; NUR 255 Nursing Concepts of Children with Clinical; NUR 260 Role Transition.**
Course Designation	**Nursing Courses**
Notes	**formerly NRS217/217C**

BSN Nursing Education Course

NUR 300: Professional Issues in Nursing

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 healthcare environment. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, and advanced practice roles.

Credits	**5**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Nursing Courses**

NUR 301: Introduction to Nursing and Nursing School Success for the BSN Student

This course provides a introduction to the academic, professional, and personal competencies essential for success in a baccalaureate nursing program. Students will explore strategies for time management, development of critical thinking, clinical reasoning, test taking skills, stress management, scholarly writing, and evidence-based learning strategies. Students will also be introduced to nursing history and theory, ethical and legal issues in nursing, effective communication, and the professional roles of the nurse. Students will begin to cultivate a professional identity and understand the role of the nurse within complex healthcare systems. Through interactive activities that include self-assessment and reflective practice, students will create a personalized success plan to support their academic and clinical journey.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 309: Pathophysiology for the Registered Nurse

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.

Credits	**6**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Nursing Courses**

NUR 310: Health Assessment with Skills Laboratory

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.

Credits	**5**
Theory Hours	**4**
Lab Hours	**1**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Nursing Courses**

NUR 315: Introduction to Pharmacology with Dosage Calculations

This course introduces key pharmacologic principles and their application in professional nursing care. Students examine pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and drug classifications, with a focus on safe and effective medication management across the lifespan. The nursing process is used to guide clinical decision-making, emphasizing medication safety, patient education, and cultural, legal, and developmental considerations. The course supports the integration of pharmacology into holistic, person-centered nursing care. Students will also begin developing dosage calculation skills and practice safe administration techniques using various routes.

Credits	**3**
Prerequisites	**BIO309 Pathophysiology; NUR310 Health Assessment with Laboratory; NUR301 Introduction to Nursing for the BSN Student.**
Course Designation	**Nursing Courses**

NUR 318: Advanced Concepts in Pharmacology

This course builds on foundational pharmacologic knowledge to explore complex drug therapies and advanced pharmacologic mechanisms within diverse clinical settings. Students examine each major drug class through the lens of pharmacodynamics, pharmacokinetics, pharmacotherapeutics, adverse reactions, contraindications, and nursing implications. Emphasis is placed on critical assessment, patient education, and monitoring for both therapeutic and adverse effects. Students apply clinical reasoning to medication management for patients with polypharmacy, comorbidities, and evolving conditions, including considerations for special populations. Dosage calculation skills and safe administration techniques are practiced across various routes, supporting the integration of pharmacology into comprehensive, patient-centered nursing care.

Credits	**3**
Prerequisites	**NUR320 Foundations of Nursing with Laboratory and Clinical; NUR315 Intro to Pharmacology with Dosage Calculations.**
Course Designation	**Nursing Courses**

NUR 320: Foundations of Nursing with Skills Laboratory and Clinical

Foundations of Nursing provide 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.

Credits	**11**
Theory Hours	**5**
Lab Hours	**2**
Clinical Hours	**4**
Prerequisites	**BIO 309 Pathophysiology; NUR 310 Health Assessment with Laboratory; NUR301 Introduction to Nursing for the BSN Student.**
Course Designation	**Nursing Courses**

NUR 325: Healthcare Delivery Systems

This course provides perspectives on healthcare delivery past, present, and future. It also addresses the impact of healthcare issues on healthcare 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 healthcare delivery issues facing the U.S. today.

Credits	**5**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Nursing Courses**

NUR 328: Pharmacology with Calculations Laboratory

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.

Credits	**6**
Theory Hours	**5**
Lab Hours	**1**
Prerequisites	**BIO309 Pathophysiology; NUR310 Health Assessment with Laboratory; NUR301 Introduction to Nursing for the BSN Student.**
Course Designation	**Nursing Courses**
Notes	**no longer offered**

NUR 330: Medical Surgical Nursing I with Skills Laboratory and 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.

Credits	**11**
Theory Hours	**5**
Lab Hours	**2**
Clinical Hours	**4**
Prerequisites	**NUR320 Foundations of Nursing with Laboratory and Clinical; NUR315 Intro to Pharmacology with Dosage Calculations.**
Course Designation	**Nursing Courses**

NUR 335: Health Promotion in Nursing

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 healthcare 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 in a practicum experience.

Credits	**5**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Nursing Courses**

NUR 338: Research and Evidence Based Practice

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.

Credits	**3**
Prerequisites	**NUR320/320L/NUR320C Foundations of Nursing with Laboratory and Clinical; NUR315 Intro to Pharmacology with Dosage Calculations; HIT410 Healthcare Informatics.**
Course Designation	**Nursing Courses**

NUR 340: Pediatric Nursing with 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.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**2**
Prerequisites	**NUR420 Mental Health Nursing with Clinical; NUR440 Medical Surgical Nursing II with Clinical.**
Course Designation	**Nursing Courses**

NUR 350: Obstetrical Nursing with 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.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**2**
Prerequisites	**NUR420 Mental Health Nursing with Clinical; NUR440/440C Medical Surgical Nursing II with Clinical.**
Course Designation	**Nursing Courses**

NUR 358: Topics of Professional Nursing Practice

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.

Credits	**3**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Nursing Courses**
Notes	**no longer offered**

NUR 370: Cultural Dimensions in Nursing

This course focuses on culture and its impact on healthcare 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 as well as a practicum experience where the student is able to apply concepts learned in the classroom.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 400: Research and Evidence Based Practice

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.

Credits	**6**
Prerequisites	**MAT137 Statistics.**
Course Designation	**Nursing Courses**

NUR 415: Policy, Finance, and Quality in Nursing and Healthcare

This course addresses issues in health status of the population and access to care, the organization of care delivery systems, the financing and economics of healthcare, and healthcare reform. In addition, students explore how to influence policy change in the workplace, evaluate quality initiatives, and the role of government, and professional organizations.

Credits	**6**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Nursing Courses**

NUR 420: Mental Health Nursing with Clinical

The course and clinical focus of the course is on the nursing care of adolescents and adult psychiatric clients by promoting and restoring mental health in a variety of inpatient and outpatient clinical settings. Assessment and treatment options based on nursing process, assessment, and diagnosis will be explored in the didactic portion. DSM-IV classifications are covered as well. The biological, physical, social, spiritual, and behavioral sciences form the foundation for care of the psychiatric client.

Credits	**6**
Theory Hours	**4**
Clinical Hours	**2**
Prerequisites	**NUR330 Medical Surgical Nursing I with Laboratory and Clinical.**
Course Designation	**Nursing Courses**

NUR 425: Population-Based Nursing

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 as well as a practicum experience where the student is able to apply concepts learned in the classroom.

Credits	**6**
Prerequisites or Corequisites	**NUR 335 Health Promotion in Nursing; NUR400 Research and Evidence Based Practice; NUR370 Cultural Dimensions in Nursing.**
Course Designation	**Nursing Courses**

NUR 435: Leadership and Management in Nursing

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 healthcare 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.

Credits	**6**
Prerequisites or Corequisites	**NUR325 Healthcare Delivery Systems; NUR415 Policy, Finance, and Quality in Nursing and Healthcare; NUR400 Research and Evidence Based Practice; HIT420 Healthcare Informatics.**
Course Designation	**Nursing Courses**

NUR 440: Medical Surgical Nursing II with 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.

Credits	**9**
Theory Hours	**5**
Clinical Hours	**4**
Prerequisites	**NUR330 Medical Surgical Nursing I with Laboratory and Clinical.**
Course Designation	**Nursing Courses**

NUR 445: Capstone

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 healthcare. There will be an opportunity for experiential learning in specific assignments in addition to a practicum experience where the student is able to apply concepts learned throughout the RN-BSN program.

Credits	**7**
Prerequisites	**Successful completion of all other courses in the RN-BSN program option curriculum.**
Course Designation	**Nursing Courses**

NUR 450: Community/Public Health Nursing with 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.

Credits	**5**
Theory Hours	**3**
Clinical Hours	**2**
Prerequisites	**NUR340 Pediatric Nursing with Clinical; NUR350 Obstetrical Nursing with Clinical.**
Course Designation	**Nursing Courses**

NUR 460: Transition to Professional Practice

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on preparing students for their 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.

Credits	**3**
Prerequisites	**NUR340 Pediatric Nursing with Clinical; NUR350 Obstetrical Nursing with Clinical.**
Course Designation	**Nursing Courses**

NUR 470: Leadership and Management

Leadership and management competencies within healthcare 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.

Credits	**3**
Prerequisites	**NUR338 Research and Evidence Based Practice; NUR301 Introduction to Nursing for the BSN Student.**
Course Designation	**Nursing Courses**

NUR 485: Senior Integrative Seminar and Capstone Clinical

This course prepares students to transition into the professional practice RN role. It covers 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.

Credits	**9**
Theory Hours	**4**
Clinical Hours	**5**
Prerequisites	**NUR450/450C Community/Public Health Nursing with Clinical; NUR460 Transition to Professional Practice; NUR470 Leadership and Management.**
Course Designation	**Nursing Courses**

General Education

APH 216: Anatomy and Physiology I with Laboratory

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Credits	**6**
Theory Hours	**4**
Lab Hours	**2**
Prerequisites	**BIO101 Introduction to Biology.**
Course Designation	**Anatomy & Physiology**

APH 217: Anatomy and Physiology II with Laboratory

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and immune, digestive, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Credits	**6**
Theory Hours	**4**
Lab Hours	**2**
Prerequisites	**APH216 Anatomy and Physiology I.**
Course Designation	**Anatomy & Physiology**

BIO 101: Introduction to Biology

This course provides a basic introduction to the structure (anatomy) and function (physiology) of the human body. It provides a foundation for understanding deviations from normal and disease conditions. Correct medical terminology is emphasized.

Credits	**6**
Prerequisites	**None.**
Course Designation	**Biology**

BIO 115: Basic Nutrition

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 principles are applied to diet planning. Special attention is on examining the influence of nutrition on disease development.

Credits	**3**
Prerequisites	**None.**
Course Designation	**Biology**

BIO 205: Microbiology with Laboratory

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.

Credits	**6**
Theory Hours	**4**
Lab Hours	**2**
Prerequisites	**None.**
Course Designation	**Biology**

BIO 209: Pathophysiology

The content of this course includes the 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.

Credits	**5**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Biology**

BIO 309: Pathophysiology

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.

Credits	**6**
Prerequisites	**Successful completion of pre-requisite general education courses with a grade of 'C' or better.**
Course Designation	**Biology**

CHM 107: General Chemistry

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.

Credits	**6**
Prerequisites	**None.**
Course Designation	**Chemistry**

COM 245: Interpersonal Communications

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.

Credits	**3**
Prerequisites	**None.**
Course Designation	**Communications**

ENG 121: English Composition I

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**English**

ENG 221: English Composition II

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.

Credits	**4**
Prerequisites	**ENG121 English Composition I.**
Course Designation	**English**

ETH 210: Ethics

This course explores the field of ethics (or moral philosophy) and involves systematizing, defending, and recommending concepts of right and wrong behavior. Topics discussed focus on the issues of universal truths, the role of reason in ethical judgments, and the meaning of ethical terms themselves.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Ethics**

HIT 410: Healthcare Informatics

In this course, students establish the foundational knowledge for understanding of informatics in healthcare settings. Students learn about core and supporting models and theories of healthcare informatics, as well as its foundation in science. They explore the use of information technology to support decisions that promote safety and quality, and they assess concerns about protecting information and system integrity. Students engage in practical assignments through which they become familiar with various informatics-related functions as well as summarize and reflect on their learning experiences.

Credits	**3**
Prerequisites	**BIO309 Pathophysiology; NUR310 Health Assessment with Laboratory; NUR301 Introduction to Nursing for the BSN Student.**
Course Designation	**Health Informatics Technology**

HIT 420: Healthcare Informatics

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.

Credits	**5**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Health Informatics Technology**

HUM 320: Creating Solutions & Critical Thinking

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Humanities**

HUM 330: Creating Solutions and Critical Thinking

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.

Credits	**4**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Humanities**

MAT 101: Introduction to Algebra

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Mathematics/ Statistics**

MAT 137: Statistics

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

Credits	**4**
Prerequisites	**MAT101 Introduction to Algebra.**
Course Designation	**Mathematics/ Statistics**

PHI 410: Ethics

This course is an exploration of different ethical theories that often appear opposite in stance. These theories are 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.

Credits	**4**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Ethics**

PSY 101: Introduction to Psychology

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Psychology**

PSY 278: Human Growth and Development

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Psychology**

PSY 321: Building Emotional Intelligence

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.

Credits	**3**
Prerequisites	**BIO205 Microbiology; ETH210 Ethics; APH217 Anatomy & Physiology II with Lab.**
Course Designation	**Psychology**

PSY 430: Building Emotional Intelligence and Negotiation Skills

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.

Credits	**4**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Psychology**

SCI 115: Basic Nutrition

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 principles are applied to diet planning. Special attention is on examining the influence of nutrition on disease development.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Basic Nutrition**

SOC 115: Sociology

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Sociology**

SOC 321: Life Transitions: Death and Dying

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Sociology**

SOC 420: Sociology of Health and Medicine

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.

Credits	**4**
Prerequisites	**Admission to the RN-BSN program option.**
Course Designation	**Sociology**

SOC 431: Sociology of Health and Medicine

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.

Credits	**4**
Prerequisites	**None.**
Course Designation	**Sociology**

MSN Nursing Education Course

NUR 600: Advanced Health Assessment

This course focuses on the knowledge and skills required to collect data related to assessment of the individual's health status. Students conduct comprehensive evidence-based health assessments encompassing environmental, genetic, multicultural, ethnic, and socioeconomic factors. Students explore ways to adapt communication styles to meet specific needs of their audience. Attention is given to integration of data to guide the nursing process. Interprofessional communication, collaboration, and technologies to integrate and coordinate care are explored.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 610: Advanced Concepts in Pathophysiology

Focus on pathophysiology, symptomology, and etiology of commonly encountered acute and chronic clinical entities of children and adults. The student develops clinical reasoning skills that distinguish the relationships between normal physiology and specific system alterations produced by injury and disease. Particular attention will be given to etiology, pathogenesis, developmental and environmental influences, genetics and genomics, and clinical manifestations of major health problems.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 620: Global Healthcare Dimensions

This course is an examination of global health and the involvement of nursing in promoting healthy communities. The student will examine global health concepts, theories, epidemiology, and global demographics. Threats to health and wellness will be explored including environmental impact, disease, disasters, and violence. Students also build advanced skills in interprofessional collaboration used to improve patient and population outcomes. An emphasis will be placed on opportunities to influence health policy, social inequalities, and ethical principles.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 630: Pharmacology

This course provides graduate level students with advanced knowledge of physiological responses to drugs used in the treatment of disease. Issues of drug interactions, polypharmacy, drug misuse and abuse are explored. The student explores the nurse's role in facilitating client compliance to treatment regimens. Interprofessional communication and collaboration are emphasized.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 640: Research Methods and Evidence Based Practice for Nursing Education

In this course, students will examine research methodologies for teaching and learning to improve outcomes. Students differentiate between various research designs and strategies, explore ethical and legal considerations of conducting research, and evaluate research information and its applications to enhance professional practice.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 650: Advanced Theory, Leadership, and Management

This course provides opportunities for students to apply appropriate theories of leadership and management and examine the characteristics of effective leaders. Students explore what it means to be a leader in today's healthcare environment and incorporate evidence-based leadership practices in ethical decision making. The course provides review of finance, organizational structure, and budget. Students will explore effective working relationships from a system's perspective in addition to analyzing quality and safety issues related to health outcomes. The student will examine opportunities and processes to serve as a change agent.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 660: Student Centered Learning

The focus of this course is to familiarize students with evidence-based teaching/learning theories and strategies in relationship to the needs of the adult learner. Students will discuss, review, and synthesize topics that impact all aspects of the learning environment. Students will apply content through critical analysis and development of an adult learning plan.

Credits	**5**
Prerequisites	**NUR 640 Research Methods and Evidence Based Practice for Nursing Education; NUR 650 Advanced Theory, Leadership, and Management.**
Course Designation	**Nursing Courses**

NUR 670: Teaching Strategies and Technology for the Nurse Educator

This course assists students to utilize available technologies for teaching in a variety of educational settings. Legal and ethical issues surrounding the virtual learning environment are explored. Evidence to support the use of technology in the educational environment will be examined.

Credits	**5**
Prerequisites	**NUR 640 Research Methods and Evidence Based Practice for Nursing Education; NUR 650 Advanced Theory, Leadership, and Management.**
Course Designation	**Nursing Courses**

NUR 680: Curriculum Development, Assessment, and Evaluation

This course focuses on the process of development, assessment, and evaluation of the curriculum. Within the context of curriculum development, accreditation standards, trends in professional nursing practice, evidence based educational research, economic, and policy issues are analyzed. Selected nursing and educational theories, educational research, principles and techniques of curriculum development are explored.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 690: The Nurse Educator: Roles, Responsibilities, and Relationships

The course prepares students to transition from the primary care giver role to one of an educator in multiple settings. The students learn to actualize the roles of the nurse educator as facilitators, motivators, mentors, consultants, colleagues, collaborators, scholars, members of the academy, and advocates in academic and clinical settings with a focus on quality, safety, and evidence-based practice.

Credits	**5**
Prerequisites	**None.**
Course Designation	**Nursing Courses**

NUR 695: Capstone

This course provides an opportunity for students to analyze, synthesize and utilize all prior courses in an educational environment. Students are mentored by preceptors in a clinical practicum component of the course who are experienced in educational roles in various settings.

Credits	**6**
Prerequisites	**Successful completion of all other courses in the MSN program option curriculum.**
Course Designation	**Nursing Courses**