

Metropolitan State University of Denver College of Health and Human Sciences

Department of Nursing



Student Policy Handbook 2025-2026

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Student Policy Handbook

The faculty and staff of the Metropolitan State University of Denver's (MSU) Department of Nursing are here to help students reach their educational and professional goals and offer support throughout the program. The MSU Department of Nursing does not unlawfully discriminate based on race, color, creed, national origin, sex, gender, age, sexual orientation, or disability.

Students are responsible to read, understand, and follow this Student Policy Handbook, which presents the policies, procedures, and general information of the Department of Nursing, as well as the [MSU Undergraduate Catalog](#), the [MSU Student Code of Conduct](#), and all Department of Nursing course syllabi in printed or online versions. Failure to read, understand, and follow these policies and procedures or seek clarification does not relieve the student of this responsibility.

Programmatic and Admission Requirements

All students accepted to the MSU Denver nursing program are required to complete all University graduation requirements. Students enrolled in nursing courses are responsible for ensuring that all individual records are complete and updated:

1. All required official transcripts have been received by MSU Denver.
2. All demographic and biographic data requested by the Department of Nursing is complete, current, and updated as necessary.
3. All immunizations, certifications, health documents, insurance, background check, drug screen, and other documents required by the Department of Nursing are current and updated as required.
4. All students must sign and date [the Student Handbook Acknowledgment](#) form in the Canvas Orientation.

Criminal Background Checks and Drug Screening Requirements

The Department of Nursing requires all students to pass a background check and have a negative drug screen; additional background checks or drug screening may be required later in the program. Background checks and drug screens must be completed and uploaded into **MyClinicalExchange via Compio** by the deadline identified by the Department of Nursing to begin or progress in the nursing program. All background checks and drug screenings are completed at the student's expense.

A list of disqualifying offenses can be found on the Department of Nursing website using the following link: [Criminal Background Check](#). The drug screen will test for controlled substances, including marijuana and marijuana derivatives. Re-testing is not allowed.

Academic and Clinical Requirements for Nursing Students

Nursing students must earn a grade of 'C' or better in all courses, complete on-campus labs satisfactorily, and maintain satisfactory clinical performance and professional behaviors.

Students determined to have failed a clinical or lab associated with a course before its scheduled end date will not be permitted to return to the clinical, lab, or simulation setting for any reason for the remainder of that course. This will be effective immediately upon failure.

Minimum Functional Abilities for the Nursing Program

The Metropolitan State University of Denver Department of Nursing has identified five essential functions of performance required to provide safe patient care, with or without reasonable accommodation, for the admission, progression, and graduation of all nursing students.

Students must demonstrate the ability to meet the rigorous physical, intellectual, and psychological fitness requirements for professional nursing practice throughout the program. Reasonable accommodations will be determined in collaboration with the student, [MSU Denver Access Center-Disability Support Services](#), and the Department of Nursing.

1. Observational Skills

Observation is the act of noticing or perceiving and acquiring information from the source. Observation requires the functional use of all senses and involves the perception and recording of data via the use of medical equipment - for example, performing a comprehensive health assessment.

2. Communication Skills

Students must demonstrate effective communication skills in English, both verbally and in writing, with patients, faculty, peers, and the healthcare team. They must actively listen, interpret nonverbal cues, and convey information clearly. Essential skills include speech, hearing, reading, writing, and digital literacy. Students must communicate professionally, educate patients, and collaborate effectively in clinical and academic settings.

Therapeutic Communication. The student must be able to teach, explain, direct, and counsel patients. Therapeutic communication is a way for medical professionals to help patients feel safe, understood, and cared for. It is a set of techniques that use verbal and nonverbal communication to help patients express their feelings and ideas.

3. Motor Skills

To carry out nursing procedures, the student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, and tactile abilities

to elicit patient information by palpation, auscultation, percussion, and other diagnostic maneuvers. The student must be able to do basic laboratory tests and perform patient care procedures.

4. Critical Thinking and Clinical Reasoning

The student must be able to solve problems involving measurement, calculation, reasoning, memory, analysis, synthesis, and evaluation. The student must be able to integrate knowledge and relevant aspects of a patient's medical history, physical findings, and diagnostic studies to develop a nursing diagnosis, establish priorities, and monitor treatment plans.

5. Emotional Intelligence

The student must demonstrate ethical behavior, including adherence to the American Nurses Association (ANA) *Code of Ethics for Nurses* and the [MSU Denver Student Code of Conduct](#). Concurrent to professional behavior, the student must exhibit emotional intelligence, which is the ability to recognize and understand others' emotions as well as recognize and manage one's own emotional responses. Components of emotional intelligence include self-awareness, self-regulation, empathy, social awareness, motivation, and social skills.

Self-awareness. Understanding one's own emotions, strengths, weaknesses, and values. Self-awareness also involves recognizing how one's emotions affect others. Self-awareness and resiliency are necessary to function effectively under stress.

Self-regulation. Controlling or redirecting disruptive emotions and impulses. Self-regulation also involves managing one's emotional reactions to people and situations.

Empathy. Understanding what other people are feeling and seeing things from their perspective. Empathy is crucial for nurses to allow them to fully understand a patient's experience, build trust, effectively communicate, and ultimately provide better care by addressing their needs and concerns from their perspective; without empathy, nurses may struggle to connect with patients, potentially hindering their ability to provide optimal care.

Social Awareness. Recognizing and interpreting the nonverbal cues that others use to communicate. Social awareness is crucial for nurses because it allows them to effectively understand and respond to patients' emotional needs, pick up on subtle cues, build rapport, and provide compassionate care by recognizing and interpreting nonverbal communication. Social awareness enables nurses to connect with patients on a deeper level and provide more holistic care.

Motivation. Being aware of what motivates a person is crucial for being a nurse because it fuels the dedication and resilience needed to handle the demanding physical and emotional aspects of the job.

Social Skills. Nurses must have the capacity to develop mature, sensitive, and effective therapeutic relationships with patients, including establishing and maintaining professional boundaries.

Department of Nursing Policies

General Nursing Syllabus Policies

The general nursing syllabus will be found in all course syllabi and [Appendix F- General Nursing Syllabus](#). The general nursing syllabus contains important policies for the Department of Nursing, the University, and the Auraria Campus.

Nursing Course Syllabi

The nursing syllabus serves as the official contract between the instructor and the student, outlining course objectives, requirements, policies, and evaluation measures (grading), which may vary from course to course or semester to semester. It is the student's responsibility to read, understand, and adhere to the syllabus for each nursing course.

Student File

The procedure to receive a copy of the student file may be obtained through the program assistant. Documents contained in the file may include current contact information, acceptance letters, notification of worker's compensation, progress reports, and clinical evaluation tools. Student files are kept for three years after the last course taken or graduation. Note: Student files do not include student immigration or citizenship status.

Release of Information

Authorization to release education records to a third party (e.g., parents, potential employers, scholarship advisors, MSU Denver, etc.) may be granted by adding the party as a Proxy through the [Proxy Management System](#). To grant MSU Denver permission to release grades, information in the student file, or other protected information for requests such as references for employment or academic progress for loans, scholarships, insurance, etc., add MSU Denver as a Proxy. Further information can be found on the [Family Educational Rights and Privacy Act \(FERPA\)](#) webpage.

Nursing Electronic Communication Policy

Students are required to check their MSU Denver email **daily**. Students must respond within two business days to any email when a response is required.

Observance of Holidays

Classes, skills labs, and simulation labs may be scheduled on holidays; clinical shifts may be scheduled on nights, weekends, and holidays. **Clinical and laboratory attendance is mandatory for nursing students to meet State Board of Nursing rules for completion of required clinical hours.**

Students at MSU Denver who, because of their sincerely held religious beliefs, are unable to attend classes, take examinations, participate in graded activities or submit graded assignments on particular days shall, without penalty, be excused from such classes and be given a meaningful opportunity to make up such examinations and graded activities or assignments provided that proper notice and procedures are followed as per the University [Attendance](#) policy.

Class Cancellation or Delayed Start Time

Classes may be canceled or delayed for faculty, campus, or weather emergencies. Any missed hours may be required to be made up.

Inclement Weather Closures or Delays

In case of inclement weather, the University makes decisions to close the campus for the day by **0530**, and by **1400** for afternoon and evening closures. Please see the [MSU Severe Weather Procedures page](#). Campus closures are classified by the time of closure:

- **Full-day closure:** Campus is closed for the full academic and work day.
- **Late-start:** Campus is closed until a designated time, before which no work, class sessions with in-person instruction, or class sessions with real-time virtual instruction will take place and after which regular schedules should resume.
- **Early-close:** Campus closes at a designated time, after which no work, class sessions with in-person instruction, or class sessions with real-time virtual instruction will take place until the following day.

Ways to stay up to date on weather-related closures or delays

- Visit the [MSU Severe Weather Procedures page](#)
- Call the Inclement Weather Line at **1-877-556-3637**

Announcements are also shared with local news stations

- [9News](#)
- [CBS4](#)
- [7News the Denver Channel](#)
- [KDVR Fox News31](#)

Inclement Weather Closures for Nursing Class, Lab, and Simulation

Early Closure: Students will be dismissed at the time of closure, and missed time will require makeup.

Late start: any nursing class, lab, or simulation scheduled will begin when the campus opens and will end at the previously scheduled time unless students are notified by the course instructor.

Cancellation: If the campus has a cancellation, classes, labs, or simulations will be made up on an alternative date.

Cancellation of Clinical

Clinical may be canceled for instructor illness or emergency, or other circumstances.

Cancellation of Clinical Due to Inclement Weather

Closure of the campus does not correlate directly with cancellation of clinical experiences. Decisions regarding clinical experiences, while guided by the decision of the campus officials, are made collaboratively with clinical faculty, course faculty, the Department Chair, and facility representatives when appropriate and depending on location, timing, and concerns about student, faculty, and patient safety. A student who makes an individual decision not to attend clinical due to inclement weather must follow all notification and make-up procedures.

Academic Advising

Students are assigned an Academic Advisor to assist them with academic and professional decisions. Students are encouraged to meet with their advisor each semester and as needed. Students must see their advisor if they anticipate the need to drop a course or change their schedule.

All students are expected to track their own progress through individual degree progress reports, which are available to each student online. An individual degree progress report is a helpful tool in preparation for advising sessions with your advisor. Students are responsible for meeting degree requirements.

Academic Advisor Services

- Assist with course selection, scheduling, and registration
- Help with long-term degree planning
- Refer students to appropriate university resources
- Provide basic information related to career planning, financial aid, admissions, and other applicable information related to student needs
- Assist with general test-taking and study skills

Student Support Services

Nursing school presents significant challenges, including rigorous academic requirements, demanding clinical experiences, and emotional stressors. Click the hyperlinks below for access to student services.

[Counseling Center - MSU Denver](#)

The Counseling Center staff can help you find ways to manage difficult times and to examine your life so you can realize your potential.

[Substance Abuse - MSU Denver](#)

The Counseling Center has resources for substance abuse/addiction.

[OpiRescue App](#)

OpiRescue provides everyone access to lifesaving tools needed to prevent and recognize overdoses, perform step-by-step reversals, easily find and use Naloxone (Narcan), anonymously report reversals, and quickly locate treatment providers and other helpful resources.

[Additional Mental Health Resources](#)

These resources provide factual educational materials on a variety of mental health topics. They provide a good perspective and context for understanding issues

that are germane to the human condition. Obtaining such a perspective helps to reduce stress and diminish worry as students can more readily decide whether further follow-up care is warranted. These include apps, videos, Ted Talks, and informational pamphlets, and links to professional websites that provide suggestions and coping strategies.

Crisis Intervention

If you feel you need immediate assistance due to being in a crisis, the Counseling Center provides crisis appointments. Crisis appointments focus on helping you cope with immediate stressors that are impacting your ability to function and determining helpful next steps. You will be asked to complete a few forms so that we may help you as efficiently and as effectively as possible.

After-hours Crisis Phone Line: If you need crisis assistance after 4:30 p.m., or on weekends and holidays, please call the 24/7 Mental Health and Victims' Assistance Crisis line at **303-615-9911**. Identify yourself as an Auraria student.

Student Care Center

The Student Care Center offers a variety of services such as Case Management, The Student Emergency Retention Fund, The EPIC Scholars Program, and The HOPES Program.

Rowdy's Corner

Rowdy's Corner is a free food access point available to all MSU Denver students. Rowdy's Corner is located on the **second floor of the Tivoli Student Union in Room 271**. They have vegetarian, vegan, halal, and kosher options available.

If you are a currently registered MSU Denver student, you are qualified! The only requirement to receive food from Rowdy's Corner is a valid MSU Denver student ID (must present your ID during each visit to the food pantry).

Please feel free to contact us at 303-615-0423 or e-mail rowdyscorner@msudenver.edu with questions and to get connected to resources. Rowdy's Corner works on a point-based system. Every Monday, each student's points are reset to 15 Dry Good points, 7 Fridge Points, 7 Farm Points, 5 Freezer Points, and 4 Personal Points. Bring your own bag (or donate a bag) to get one extra point in any category!

Health Center at Auraria

Medical and mental health services provided by the Health Center at Auraria are designed to keep students, faculty, and staff from the University healthy so that they can thrive personally and professionally.

Campus Health Updates - MSU Denver

Get the latest information on upper respiratory illness protocols and general health resources.

Campus Recreation - MSU Denver

Campus Recreation is open to students, staff, faculty and the Denver community. The five program areas of Fitness & Wellness, Outdoor Pursuits, Sports, Certifications/Training, and Student Employment Campus Recreation support all eight dimensions of wellness, helping you achieve balance and thrive in every aspect of college life.

The Immigrant Services Program

The Immigrant Services Program at the Metropolitan State University of Denver is an academic and social support program that aims to increase enrollment, retention, and graduation of undocumented, DACA, immigrant, and refugee students.

24/7 campus Auraria Police Department

Dial 911 from any campus phone or 303-556-5000 or use Text-a-Tip – 720-593-TIPS (8477) Administration Building 110 | 303-556-5000

MSU Denver Writing Center

The MSU Denver Writing Center can help with any writing assignment at any stage of the writing process. Students who have difficulty with writing skills should seek assistance by appointment at the MSU Denver Writing Center. Students may be referred to the Writing Center as part of a remediation plan.

University Policies

Code of Conduct

The Student Code of Conduct outlines community responsibilities for students during their time at MSU Denver. This document describes the structures used to respond to conflict and wrongdoing when students are involved. The Student Code of Conduct is informed by values of accountability, respect, justice, and equity to support the academic and community environment.

Complaint Policy

The MSU Denver Nursing Department is committed to handling complaints openly and fairly. University complaint and grade appeal policies are available on the MSU Denver website and in the Academic Catalog.

The [Student Complaints Policy](#) provides an opportunity for students to have complaints reviewed by the University in a timely and unbiased manner to determine if there is a way to resolve the issue. This policy covers any concern or situation that a student may wish to bring forth that is not otherwise covered by another University policy.

Student Performance Process

The mission of the Department of Nursing at Metropolitan State University of Denver is to provide high-quality, accessible, enriching interprofessional baccalaureate nursing education. This learning community cultivates graduates who are prepared with knowledge, skills, and competencies to advance professional nursing practice in a diverse, global, and technological society.

The Department of Nursing recognizes that there are times in each student's life when meeting academic and professional standards may be difficult. The [Department of Nursing Student Performance Process](#) is designed to support our students in being successful while maintaining programmatic standards. The process outlined builds upon the Department's *Student Policy Handbook* and the [Code of Ethics for Nurses](#).

Professional Behaviors

Students in the MSU Denver nursing program represent the profession of nursing and the University. Certain expectations are required when they are involved in any activity related to the program. These activities may occur in the classroom, skills and simulation laboratory, clinical facility, the University, and the community. Professional behaviors expected of students in the nursing program include:

Professionalism. Nursing professionalism is defined as the ability to exhibit appropriate professional conduct and to represent the profession of nursing effectively. This includes a commitment to learning, effective communication skills, interpersonal skills, the effective use of time and resources, the use of constructive feedback, problem-solving abilities, responsibility, critical thinking, respecting the opinions of others, and stress management.

Commitment to Learning. The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.

Communication Skills. The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.

Interpersonal Skills. The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.

Effective Use of Time and Resources. Planning and organizing tasks to maximize productivity involves prioritizing tasks, setting goals, and managing time effectively. This ensures important tasks are completed on time, reduces stress, and helps avoid procrastination.

Use of Constructive Feedback. Constructive feedback is essential for personal and professional growth as it helps individuals understand their strengths and areas for improvement. It involves giving and receiving feedback in a manner that is respectful, specific, and focused on behaviors or actions that can be changed.

Problem-Solving. The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

Responsibility. The ability to fulfill commitments and to be accountable for actions and outcomes.

Critical thinking. The ability to question logically, to identify, generate, and evaluate elements of logical argument; to recognize and differentiate fact, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

Respect the opinions of others. Acknowledging and valuing others' viewpoints, even if they differ from your own. It involves actively listening to what the other person is saying without interrupting, being open-minded by considering their perspective without immediate judgment or dismissal, showing empathy by understanding and appreciating their feelings and experiences, and communicating politely by responding in a way that is considerate and respectful, even in disagreement

Stress Management. The ability to identify sources of stress and to develop effective coping behaviors to mitigate its negative impacts on mental or physical well-being.

Unprofessional Behaviors

One or more of the following actions (or like actions) by a student may be considered grounds for immediate dismissal by the program and the University:

Clinical Violations

- Behavior that creates a threat to the welfare of a patient/client or the clinical facility
- Behavior that threatens the continued relationship between the University and the clinical facility

- Failure to adhere to facility policies or procedures
- Refusal to carry out assigned duties

Illegal Practices

- Trespassing within a clinical facility, accessing restricted areas without proper authorization, or misrepresenting credentials, licensure, or role within a clinical setting
- Violation of patient confidentiality

Academic Dishonesty

- Cheating, such as copying from another student on a test, submitting someone else's work as one's own (plagiarism), fabricating data, or collaborating on an assignment when individual work is required (collusion)
- Using artificial intelligence (AI) to generate essays, solve exams, complete assignments without meaningful engagement, bypass plagiarism detection, or submitting AI-generated work as original without proper attribution
- Unauthorized sharing or access of instructor test banks, exam questions, or exam content
- Sharing content outside of the course learning environment

Incivility

- Behavior that is discourteous or disrespectful
- Insulting or degrading instructors, other health professionals, or students
- Arguing with peers, health care providers, patients, families, faculty, and university staff
- Horizontal violence, incivility, or "bullying" behaviors

Unprofessional Conduct

- Failure to meet required professional standards
- Repeated failure to follow instructions or alter behavior after constructive feedback
- Failure to follow attendance procedures
- Misrepresentation of personal competency level
- Contacting the clinical site outside of scheduled clinical hours

Classroom Conduct

Classroom Expectations

Students are expected to attend class, except in cases of illness or other emergencies. Class attendance policies are explained in individual course syllabi. Students who are absent from class are responsible for obtaining missed content. Class schedules and course orientations will not be altered or rescheduled around a student's personal schedule, work schedule, personal events, or travel.

Students are expected to come prepared for class and maintain professional classroom behavior. Participation is expected for all graded and non-graded activities. Students are expected to read all Canvas announcements, module content, course schedules, and learning materials provided.

Recording of Lectures

Faculty may give permission for students to record classroom/laboratory sessions. Classroom and laboratory materials are the property of the faculty and MSU Denver and are protected by copyright. These materials may not be published or quoted without written consent of the faculty.

Personal Technology

Students may use laptop computers, tablets, and cell phones in the classroom for learning purposes. Any use of technology that distracts from the learning environment may be prohibited. Cell phones must be turned off or in silent mode.

Course Policies

Students should consult the syllabus for each course for information about course policies, including Title IV Mandatory Participation, Methods of Evaluation, Nursing Department Grading Scale, Exams, Rounding Policy on Individual Graded Components and Exams, Rounding Policy on Individual Graded Components and Exams, Attendance Requirements, Attendance Terms, Late Exam/Quiz/Assessment Policy, Late Assignment Policy, Collaborative Testing Policy, HESI Electronic Portfolio Guided NCLEX Preparation Plan, Required Non-Graded Assignments, Methods of Instruction, Methods of Learning, Written Work Requirements, Academic Dishonesty, and the Artificial Intelligence Policy.

Skills and Simulation Laboratory

Attendance

Attendance is mandatory. Excused absences qualify for make-up experiences; unexcused absences require approval from lab/simulation and course faculty. Make-up experiences are not guaranteed and may lead to course failure.

Tardiness affects the total hours required for successful graduation. If a student is tardy, they may not be permitted to participate in skills or simulation laboratory activities. Participation will be determined by the laboratory or simulation faculty.

Dress Code

Students must arrive in full MSU Denver clinical uniform following the [clinical dress code requirements](#).

Student Conduct

Students are encouraged to always conduct themselves professionally in skills and simulation laboratory settings. Upholding these standards is essential for a successful learning experience. For detailed guidelines on professional and unprofessional behaviors, please refer to the [Professional Behaviors](#) section of the Student Handbook. No food, drink, or gum is allowed in the lab. Phones should be off or silenced during skills and simulations.

Safe Practice

- Students are to use safe techniques in the skills and simulation laboratory, i.e., all sharps must be disposed of in an appropriately labeled sharps container
- Medications and supplies in the lab are for education only, not for human or animal use
- While latex-free items are prioritized, the lab is not entirely latex-free

Simulator/Manikin Care

- Students must not bring markers, pens, or highlighters near the simulators/Manikins to prevent staining
- Students may not use Povidone iodine (Betadine) from lab kits as it may stain the simulators/Manikins permanently
- Simulators may only be moved when directed by a member of the simulation team
- Simulators/Manikins have designated areas for injections, intravenous, intraosseous infusions, and blood glucose monitoring; students may not use sharp objects in other areas
- Students may not administer medications or liquids into the simulator's/Manikin's orifices

Photography, Audio, and Video Recording Use Policy

Students are prohibited from photographing, photocopying, or recording any part of the simulation for personal or social media use. The audio and video systems in the simulation lab are operational continuously and may be subject to monitoring. Recordings may be used for viewing, debriefing, educational purposes, marketing, advertising, publicity, or other University-approved uses. If a student wishes to opt out of recordings for non-program-related purposes, they must contact the Skills Lab Coordinator and the Director of Interprofessional Simulation and Skills Hub.

Skills Lab Requirements

Skills lab activities include observing, demonstrating, and discussing skills that students are required to practice until they achieve the specified proficiency for each skill. Select laboratory skills will be evaluated using standardized skills checklist rubrics.

Satisfactory performance is defined as meeting all critical elements as outlined in the corresponding rubric. Each skills checkoff may have a designated number of permitted attempts to achieve satisfactory performance, as specified within the rubric. Failure to demonstrate satisfactory performance within the allotted attempts may result in a failing grade for the laboratory component, which may subsequently lead to failure of the associated course. Students will engage in collaborative discussions to address problems and tailor procedures to diverse patient scenarios. Students must achieve satisfactory performance to participate in clinical and to continue in the course.

Students are also responsible for maintaining the cleanliness and organization of the lab. This includes but is not limited to returning equipment to its proper place and using appropriate storage containers.

[Please sign the Skills Lab Student Acknowledgment form](#)

Simulation Lab Requirements

Students must practice with appropriate knowledge, skills, and ability to provide safe and competent nursing care. Students are required to attend, actively participate, and satisfactorily complete simulation scenario objectives. If a student or group does not meet the objectives, the student or group may be required to repeat the scenario.

If a student arrives at the simulation lab unprepared to perform nursing skills, they must return to the skills lab for additional practice. Simulation is a cumulative experience, and students are expected to apply previous knowledge and skills in each simulation scenario. Students must be accountable for errors by acknowledging them and taking action to correct the situation. Students should accept and incorporate constructive feedback.

Students are expected to be honest and truthful when interacting with patients, families, peers, faculty, and staff. This includes but is not limited to completing written work such as charting, reflection, and evaluation.

The removal of any items from the simulation lab is strictly prohibited. At the end of the session, the room is to be left as it was found and ready for use by the next group. Students may be observed by the Nursing Department Chair, other faculty members, non-nursing students, community partners, stakeholders, leadership, etc., who are there to learn about the simulation process. Only MSU students are permitted in the simulation lab under the supervision of faculty.

If a simulator or equipment stops working, the internet is down, or there is loss of network connectivity, the simulation-based experience may be rescheduled for another day or time.

Simulation Remediation

The simulation facilitator will determine the need for repeating a simulation scenario for either an individual or a group of students. Should a simulation scenario require repetition, students will be required to return to the simulation lab at the rescheduled time.

Open Simulation Lab Hours

Open simulation lab hours are optional for students to practice working with the simulator or their peers.

Realism

Simulation enhances the quality of education, offering students realistic clinical experiences. Simulation manikins (simulators) and Standardized Participants (SP) must

be treated as real patients. Students should not seek feedback or clarification from faculty during the simulation scenario.

Confidentiality

The simulation experience provides a professional setting aimed at enhancing learning. Participants are required to demonstrate professionalism and uphold the confidentiality of all simulation-based activities. All information should be handled as though it pertains to real patients, in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Confidentiality must be maintained concerning all aspects of the simulation. Sharing any details about the simulation-based experiences with other students is deemed academic dishonesty.

[Please sign the Simulation Lab Student Acknowledgment form](#)

Clinical Policies

Clinical experiences are offered in a variety of facilities, including hospitals, long-term care, clinics, schools, and community-based agencies. Most clinical nursing experiences are available in the Denver area, and there are no required out-of-state placements. However, international clinical placements may be available at various stages throughout the program. Students interested in these opportunities must apply and undergo a selection process. Participants in international clinical placements will be responsible for all associated costs.

Student clinical placements are assigned based on available resources. While student learning needs will be considered during assignment, proximity to a clinical facility is generally not a factor in placement decisions. Students are not permitted to refuse an assigned placement. It is the student's responsibility to arrange transportation to all facilities, and carpooling is encouraged, especially for placements outside the Denver area. Students are responsible for all travel expenses to clinical sites.

Students are required to fulfill all health and safety standards established by the Department of Nursing and adhere to deadlines set by the Clinical Placement Manager in order to participate in clinical rotations. Non-compliance with these requirements will result in mandatory withdrawal from the course.

Student assignments will include day, evening, night, and weekend shifts, which can be up to 12 hours long depending on the setting. Clinical assignments may change at any time due to individual learning needs, administrative reasons, or facility availability. Clinical schedules and orientations will not be adjusted for personal schedules, work commitments, family events, or planned trips.

Clinical Placements

All clinical placements are coordinated between our clinical partners and are confirmed by the Clinical Placement Manager with faculty input. Under no circumstances may students attempt to arrange their own placements at clinical facilities. Students must not contact clinical sites, potential preceptors, or individual units at any clinical site for placement arrangements. If preceptors approach students regarding placements, students must inform them that they are not authorized to participate in the placement process. Failure to adhere to this policy may result in forfeiture of the clinical placement for the term, failure of the clinical course, and a requirement to undergo the re-admission process to continue in the program.

Senior Experience Placements

Students in the ANO and TNO programs may have individual or group Senior Experience placements in various clinical settings, such as acute care, long-term care,

correctional facilities, home health, and hospice. Specific facility or department placements are not guaranteed. The final Senior Experience placement is not intended as a pre-employment opportunity.

Pre-Clinical Requirements for Clinical Attendance

- Immunization records must be submitted by deadlines to maintain course placement
- Current CPR certification from the American Heart Association is required
- Compliance with OSHA and HIPAA standards, including annual testing, is mandatory
- Electronic consent and document uploads should be completed in My Clinical Exchange (mCE) or submitted to the Clinical Placement Manager by deadline
- A criminal background check/drug screen must be passed according to MSU Denver Nursing Policy. [Click here for a list of disqualifying factors](#)
- Proof of health insurance coverage
- Proof of professional liability insurance
- Adequate preparation for clinical assignments

Failure to complete these requirements by the deadline may result in the student not being assigned to a clinical placement, course failure, and withdrawal from the program.

Student Confidentiality

Clinical facilities may require students' full name, social security number, date of birth, address, and phone number for access to patient records. Efforts will be made to ensure student privacy according to facility requirements.

Clinical Preparation

Adequate preparation is critical for the delivery of safe and effective patient care and constitutes a core responsibility of nursing education. Students are required to thoroughly prepare for their clinical assignments. Preparation includes various activities designed to ensure readiness for engaging in clinical practice effectively and ethically.

- Students must complete paperwork as required by the clinical instructor or course faculty, including clinical packets, care plans, or medication cards
- Students should practice anticipated procedures in the skills lab to improve competency and confidence
- Students are expected to research expected patient conditions
- Students must gather necessary patient data for care during the clinical shift
- All required clinical preparation assignments should be completed by the designated time

For clinical placements requiring site visits prior to scheduled rotations, students are expected to comply with the following guidelines:

- Wear their MSU Denver photo ID badge
- Wear their approved MSU Denver [clinical attire](#)
- Adhere to all HIPAA regulatory guidelines while conducting clinical preparatory work

Students must complete specific preparation assignments accurately for each course. Assignments like clinical care plans, medication cards, and chart reviews must be done on the day of clinical unless the facility specifies otherwise. These activities can start up to an hour before the shift, if instructors are present during this time. This preparation may count as up to one hour of clinical time per shift.

The clinical instructor will determine whether the student is adequately prepared to safely care for the assigned patient(s). If the student is not sufficiently prepared, they will be required to leave the clinical facility, resulting in a clinical absence. Lack of preparation may lead to unsafe care delivery, jeopardizing the patient's well-being, and may result in clinical failure.

Clinical Responsibilities

Students should arrive at least 15 minutes before their shift starts. Arriving late is considered unprofessional behavior. Student clinical responsibilities may include:

- Delivering and receiving shift reports
- Providing direct patient care appropriate to the educational level and within the scope of student nursing practice
- Conducting patient assessments and delivering care
- Communicating with the healthcare team regarding changing patient needs or pertinent information necessary for patient care
- Contributing to care planning discussions
- Completing documentation in accordance with facility protocols
- Ensuring punctuality and participation in scheduled post-conference activities
- Completing course-specific objectives in the clinical evaluation tool (CET)

Breaks

Students and instructors must remain at the clinical site for their entire shift. They are entitled to two 15-minute breaks and a 30-minute lunch break during shifts over five hours, which may not be combined. The lunch break does not count toward clinical hours. A clinical instructor must be available when students perform patient care tasks. Breaks must be taken on-site.

Safe Practice Responsibilities

Students must practice with the necessary knowledge, skills, and abilities to deliver safe nursing care. To ensure the safety of both clients and students, the following guidelines for safe clinical practice have been established:

- Students must be well-rested for clinical shifts, with 8 hours off between work and clinical shifts
- Students may only perform activities in clinical practice that have been previously discussed in class or practiced in lab; these skills may build cumulatively over time
- Students must practice within the student nursing scope:
 - No skills from other occupations
 - Adhere to clinical course guidelines
 - Understand skill level and inform the instructor
 - Consult the instructor before performing any skill independently
 - Supervision is required unless directed otherwise by the instructor
- Students must limit interventions/interactions to assigned patients unless instructed otherwise
- Students must be prepared for patient care by consulting references beforehand
- Students must consult the instructor if uncertain about safe practice or if a lapse in safe patient care occurs
- Students must adhere strictly to the clinical site's policies and procedures

Students must follow HIPAA regulations, which include:

- Patient records must remain in the facility
- Photos, photocopies, and printouts of patient info are prohibited
- Student papers must exclude patient identifiers
- Students are not permitted to access patient information unless they are directly involved in providing care
- **Any violation of HIPAA regulations may result in a clinical failure**

Procedures Students MAY NOT Perform in the Clinical Setting

1. Witness any consent forms
2. Any task that requires certification or advanced instruction (i.e., arterial blood gas (ABG) puncture, chemotherapy, remove PICC lines, telemetry)
3. Glucose monitoring without facility permission and competency training
4. Take provider orders (verbal or phone) or transcribe chart orders
5. Initiate invasive monitoring, regulate epidural analgesia, independently monitor patient during or following conscious sedation
6. Witness or remove controlled substances from any medication dispensing system
7. Participate in the controlled substance count
8. Have narcotic keys in their possession
9. Verify blood administration or witness blood administration forms
10. Perform any invasive procedure on each other (i.e., injections, catheterization, IV starts) in any setting
11. Perform any procedure that the facility or faculty restricts students from performing
12. Perform any skill/procedure that has not been taught
13. Perform any skill/procedure that the student is not [prepared](#) to perform
14. Perform any task outside RN scope of practice
15. Perform any skill/procedure under previously earned credentials (e.g., LPN, EMT) while functioning in the role of a nursing student
16. Perform any skill/procedure independently using another person's credentials

Students are expected to be fully aware of the prohibited procedures within the MSU Denver nursing program. In cases of uncertainty regarding the permissibility of a procedure, students should seek guidance from clinical instructors or faculty members prior to undertaking any actions.

Unsafe Practice

Noncompliance with established guidelines for safe practice constitutes unsafe practice. This encompasses but is not limited to, a failure to provide safe care, demonstrated by insufficient knowledge, poor judgment, omission of procedures, treatments, medications, and the commission of errors.

If faculty members have reasonable grounds to suspect that a student cannot practice with appropriate skill and safety for patients, they may remove the student from the clinical area. Instances that may warrant such action include sleep deprivation, alcohol consumption, use of controlled substances, marijuana or its derivatives, prescription medications, or medical restrictions. The faculty may require the student to undergo a psychological or physical examination or drug screening by an approved healthcare provider at the student's expense. The outcomes of this examination will inform the faculty's decision regarding the student's continuation in the program.

To ensure the health and safety of both patients and students, a return-to-work permit without restrictions from the student's healthcare provider may be mandated prior to the student's return to the classroom or clinical setting, as deemed necessary by the faculty.

Workers' Compensation Procedures for Work-Related Injury or Illness

Students are covered by Workers' Compensation insurance while in the clinical setting. For detailed Workers' Compensation procedures and a provider list, visit the [Office of Human Resources at MSU Denver](#). In case of injury sustained or communicable or reportable illness contracted at the clinical site, the following steps MUST be taken:

- The incident MUST be reported immediately to the clinical instructor, Course Faculty, and [report the injury to MSU Human Resources](#). Enter in student information on the form as "Employee" and the instructor as the "Supervisor".
- Clinical site requirements for treatment and documentation must be followed. A copy of all documentation must be provided to MSU Denver Human Resources. Follow-up care must be conducted through MSU Denver Workers' Compensation providers.
- If applicable, the patient chart should be checked for any history of communicable diseases, such as Hepatitis B.

[Please sign the Workers Compensation Student Acknowledgment form](#)

Clinical Absence Policy

Clinical attendance is mandatory to meet course objectives and State Board of Nursing requirements. Missing required clinical hours can lead to an unsatisfactory grade and course failure. Students must make up all missed hours for excused absences. Timeliness is expected; repeated tardiness may result in course failure.

Excused Absence

For excused absences, students must notify the clinical scholar/instructor, course faculty, and agency preceptor (if applicable) before the scheduled clinical. Makeup activities may include facility hours, simulation, or alternative clinical tasks assigned by the course faculty, to be completed within the given time frame. Failure to complete these can lead to clinical and course failure. More than two excused absences may result in financial responsibility for makeup costs. The student cannot independently arrange alternative assignments; only the Department of Nursing coordinates this with the clinical agency.

Accepted reasons for excused absences, with verifiable documented proof:

- Jury duty
- Military duty
- Student/student's family emergency medical situation – original documentation required
- Death of a family member

Unexcused Absence

An unexcused absence is any missed clinical session without a valid reason. Students must inform the clinical scholar/instructor, course faculty, and agency preceptor (if applicable) before the scheduled time. Unexcused absences can lead to clinical or course failure and may be reviewed by nursing faculty. If a make-up is approved, students may bear the associated costs.

No Show

Failure to notify the appropriate nursing personnel in advance about an absence or tardiness is considered a no-show. Alternative assignments may not be provided for no-shows or when prior notification was not initiated by the student, which may result in a failing grade for the clinical rotation and the course.

Alternative Clinical Make-up

Arrangements for clinical make-up are made by the Course Faculty, the Department Chair, the Clinical Placement Manager, the Director of Interprofessional Simulation and Skills Hub, and the clinical facility. Various factors are considered when arranging a clinical makeup activity for excused absences. Final arrangements will be communicated to the student. The student may choose to either accept the scheduled make-up session or withdraw from the course. Arrangements for make-up opportunities should not be made directly with the agency, clinical faculty, or preceptor.

Dress Code for Students in the Clinical, Laboratory, and Simulation Setting

Personal grooming, dress, and hygiene standards are important for a safe healthcare environment. Some clinical sites may have stricter dress codes, which students must follow. The appearance of caregivers can impact patients' confidence in their nursing care.

Hair

- Hair must be clean, neatly groomed, and properly managed to ensure it does not interfere with patient care
 - Hairstyles must be professional and natural in color
- Facial hair, including beards, mustaches, and sideburns, should be maintained in a short, neat, and well-trimmed condition

- The grooming of facial hair must follow the contours of the face to meet sanitary and safety standards

Jewelry

- Jewelry should be professional in appearance
- No jewelry should be worn on the cheek, eyelid, eyebrow, lips, tongue, or chin
- Modest nose studs are permitted; nose rings/hoops are not allowed
- Earrings may not exceed two earrings per ear
- Jewelry, including chains and necklaces, must be kept away from patients and the work area to prevent any potential safety concerns.
- Gauges in ears must be plugged, flesh-colored only
- Accessories such as scarves, bandanas, hats, buttons, and pins may not be worn
- Students should contact the Clinical Placement Manager regarding religious or cultural exemptions (hijab, kippa, tallit, bindi, etc.)

Please Note: Medic alerts and wristwatches are not considered jewelry

Cosmetics and Fragrances

- Makeup should be appropriate for a professional setting
- Heavily scented lotions, perfumes, colognes, essential oils, and aftershaves are not permitted
- The scent of tobacco, food, or other products is not permitted

Tobacco/Chewing Gum

- Clinical facilities are tobacco free, including cigarettes, e-cigarettes/vapes, and chewing tobacco
- Facility policy regarding tobacco use must always be followed
- Chewing gum is not permissible when interacting with patients

Clothing

- Students are required to wear their school scrubs/uniforms in accordance with facility/school guidelines at all times
- The approved MSU Denver polo shirt paired with khaki/black/navy pants or a skirt may be required in certain clinical settings
 - Pants: no jeans, leggings, shorts, joggers, cargo pants, sweatpants, track pants, lounge, pajama pants, or yoga pants
 - Skirts: must be mid-knee length or longer
 - Clothing must be clean and in good repair, with no frayed edges, or ripped parts
 - Clothing should be free of any text, logos, or graphics
- A plain black or white shirt may be worn beneath scrub tops
- Students may wear a royal blue scrub jacket with MSU Denver patch or embroidery

- Outerwear, sweaters, sweatshirts, etc. may not be worn in clinical settings
- Clothing must be professional in appearance
- Clothing must be neat, clean, wrinkle-free, and in good repair
- Students are required to wear MSU photo ID badges; they must be visible and worn above the waist

Tattoos

- Visible tattoos must be covered to the extent possible

Footwear

- Shoes must be professional, good quality, comfortable, supporting, and quiet
- Shoes must be clean, polished, and in good condition
- Soles should be non-marking and should provide sure footing
- Open toe, open heel, sandals, Crocs, flip-flops, hiking boots, cowboy boots, or shoes with a back strap are not permitted
- Socks or hosiery must be worn

Nails

- Nails must be kept short and clean
- Nail polish, artificial nails, gels, or overlays are not allowed for infection control purposes

Electronic Devices

- Students must adhere to the facility's electronic device policies
- Electronic devices, including but not limited to, cell phones, tablets, laptops, or wearable tech such as smart watches, headphones, or earbuds, are not permitted unless used as a part of patient care
- Clinical sites are not liable for any personal items, including electronic devices, which are lost, misplaced, stolen, or damaged in the clinical setting

Nursing Student Involvement

Opportunities for student involvement include participation in departmental committees and activities. These may include but are not limited to:

MSU Denver Student Nurses Association

The MSU Denver Department of Nursing Student Nurses Association (SNA) is a student-led organization supported by nursing faculty or staff. Students are encouraged to join. The SNA supports the professional development of nursing students through teamwork, collaboration, educational experiences, and meaningful community outreach.

Sigma Theta Tau International Honor Society of Nursing

The MSU Department of Nursing is a member of the [Sigma Theta Tau International Honor Society of Nursing Alpha Kappa at-Large chapter](#) (Sigma). Sigma is an international community of nurses, dedicated to the advancement of knowledge, teaching, learning, and service through the cultivation of communities of practice, education, and research. [Students must be invited to join.](#)

Student Forums

Student forums are held multiple times throughout the school year and present an opportunity to provide directed feedback to the Department of Nursing. Additionally, student forums are an opportunity to learn skills like résumé and cover letter writing, job interview skills, APA formatting, and medication dosage calculation.

Nursing Department Committees

To ensure student engagement and input in departmental processes and resource allocation, student volunteer representatives will serve on each major department committee:

- Admission, Retention, Progression, and Scholarship Committee
- Assessment Committee
- Curriculum Committee
- Clinical and Resources Committee
- Simulation Curriculum Committee

Annually, each departmental committee will be tasked with assessing the need for new or additional student representation. Committees should have at least one student representative. If no volunteers come forward, the class liaisons can be asked to provide needed feedback. A limit of three volunteers will be accepted to each committee on a first-come, first-served basis.

Student representatives will support the Department of Nursing by providing feedback about selected items for discussion by committees on an as-needed basis. Students will not have voting rights in the committee, but their feedback will be utilized to inform decisions.

Student Responsibilities

- Student representatives must commit to serving at least one full semester. The expected student volunteer workload is less than 10 hours per year.
- Students must be available to review and provide timely feedback on committee material. This may include, but is not limited to trialing software, assessing textbook options, reviewing survey wording, or providing insight from the student perspective.
- Students are not required to attend meetings but should be available as needed by email or telephone.
- Students must communicate with the Committee Chair prior to attending an in-person meeting.
- Students may not be allowed to attend certain departmental committee meetings if sensitive material is being discussed.
- Students must notify the Committee Chair as soon as possible if unable to fulfill the above responsibilities.

Admission, Progression, Retention, and Scholarship Committee

This committee reviews admission criteria and the application process for program options. It manages progression and retention, including advising, and provides scholarship information to students. The committee collaborates with the MSU Denver scholarship office to award scholarships to nursing students. This committee is tasked with ensuring adherence to CCNE Standard 1: Program Quality and Program Delivery.

Assessment Committee

The Assessment Committee oversees the quality and evaluation processes of MSU Denver's Department of Nursing. Working with the faculty, the committee reviews, monitors, revises, and develops policies related to the evaluation of student outcomes in the nursing program. This committee is tasked with ensuring adherence to CCNE Standard 4: Program effectiveness: Assessment and Achievement of Program Outcomes.

Curriculum Committee

This committee reviews the nursing curriculum. The Curriculum Committee is responsible for making recommendations on curriculum and academic standards to support the intellectual development and learning outcomes related to the Department of Nursing curricular framework and to prepare students to be professional

baccalaureate generalist nurses. The committee collaborates with students, the nursing department, advisors, the college, and the University to review current documents and proposals related to the curriculum. This committee is tasked with ensuring adherence to CCNE Standard 3 Program Quality: Curriculum.

Clinical and Resources Committee

This committee evaluates fiscal, physical, clinical, faculty/staff support, and academic service resources and provides recommendations to ensure that resources are sufficient and sustainable for achieving programmatic outcomes. The committee collaborates with the Clinical Placement Manager and department faculty to review and update clinical and affiliate policies and procedures. This committee is tasked with ensuring adherence to CCNE Standard 2: Program Quality: Institutional Commitment and Resources.

Simulation Curriculum Committee

The Simulation Curriculum Committee at MSU Denver manages simulation-based learning, guiding its integration into student curriculum. The Committee operates in small teams led by the Chair and is open to all faculty involved or interested in simulations. Students may also be invited to join.

Deferral Policies for the ANO and TNO Programs

The Nursing Department recognizes that life events may hinder a student's admission or progression in the program. ANO and TNO students may request deferral if they experience FMLA-qualifying events, short-term or long-term disability, or a medical condition preventing clinical completion. Deferrals cannot exceed one year and are separate from readmission.

Students will be granted deferment to the nursing program following withdrawal on a space-available basis as determined by the nursing faculty. Deferment cannot be guaranteed to every student who applies. To be considered for deferment, students must follow the deferment procedure.

Students are expected to review the MSU Denver Department of Nursing Student Policy Handbook for [Minimum Functional Abilities](#) before reentering the program. Students requesting accommodations need to contact the MSU Denver Access Center.

The Admission, Progression, Retention, and Scholarship Committee reviews requests for deferrals. Students will be notified of the decision via their MSU Denver email before the semester in which readmission is requested.

Admission Deferral

Students qualify to request **admission** deferral if they have been fully accepted into the nursing program and, at minimum, completed mandatory orientation but were unable to complete the first semester in the nursing program for reasons outlined above.

Progression Deferral

Students qualify to request **progression** deferral if they have, at minimum, completed a course in the nursing program and could not continue for the reasons outlined above.

Procedure for Deferral – ANO and TNO

Submit a dated letter or email including the student's request for deferral to the nursing program and include documentation of the qualifying life event to the Nursing Department Chair or designee and the Chair of the Admission, Progression, Retention, and Scholarship Committee.

If the deferral is granted, upon returning, documentation is required:

- Drug screen
- Immunization records
- Health records
- Insurance forms

- CPR certification
- Any other clinical-related documents requested
- Current background check
 - **Exception:** if a program interruption and subsequent readmission result in no lapse in semester enrollment, excluding summer semester, in the MSU Denver School of Nursing, there is no additional requirement to re-test for background or fingerprinting. A drug test is still required for re-admission.

Withdrawal and Readmission Policy for the ANO and TNO Programs

Students in all nursing program options are required to earn a grade of 'C' or better in all nursing courses, complete all on-campus labs satisfactorily, and maintain satisfactory clinical performance. Students must also maintain the professional behaviors identified for the nursing program. An ANO or TNO student who does not achieve these standards must withdraw from the nursing program.

Students determined to have failed a clinical or lab associated with a course before its scheduled end date will not be permitted to return to the clinical, lab, or simulation setting for any reason for the remainder of that course. This will be effective immediately upon failure.

Readmission to the Department of Nursing Program after Withdrawal - ANO and TNO

ANO and TNO students who meet the readmission criteria and follow the readmission procedure will be considered for readmission on a space-available basis. Readmission cannot be guaranteed for every applicant.

Students who experience academic failure may request readmission to the ANO/TNO nursing program no more than two (2) times. A course may not be repeated more than one time. Readmission is not guaranteed and is subject to space availability and program review. Students dismissed from the program due to professionalism, safety, or conduct violations may submit a one-time request for readmission to the program. These cases require a Level IV student process review and adherence to the formal readmission process. Approval is not guaranteed.

Eligibility for Readmission – ANO and TNO

- Follow the readmission procedure as outlined below.
- The minimum criterion for readmission is successful completion of at least one NURA or NURS course with a grade of C or better.
- A student who fails courses when taken concurrently in the same semester may still be eligible for readmission.

- Readmission placement must occur within one calendar year from when the last nursing course was taken and completed.
- Students who have withdrawn from the nursing program must follow either the deferral or readmission process.
- Students must meet specified admission criteria to be eligible for readmission, including but not limited to demonstration of clinical skills, independent study coursework, a recent criminal background check, documentation of medical or mental health clearance by a licensed provider, and drug screen as required by the Department of Nursing.
 - Exception: if a program interruption and subsequent readmission result in no lapse in semester enrollment, excluding summer semester, in the MSU Denver Department of Nursing, there is no additional requirement to re-test for background or fingerprinting. A drug test is still required for re-admission.
- The student will supply information that is accurate and can be verified.

Potential Reasons for Denial of Readmission

Readmission may be denied for various reasons, including but not limited to:

- Limited space availability
- Refusal by a clinical agency to accept a student for clinical experience
- More than one year has elapsed since the student was last enrolled in a MSU Denver nursing course
- Academic performance
- Unprofessional behavior

Ineligibility for Readmission

Students will be considered ineligible for readmission if they have been terminated or dismissed from the program for documented acts of:

- Unsafe patient care
- Dishonest, unethical, or illegal behavior
- Unprofessional behavior, including violations of policies outlined in the MSU Denver Nursing Student Policy Handbook

Decision-Making Process

Readmission decisions are made at the discretion of the Admission, Progression, Retention, and Scholarship Committee in consultation with the Nursing Program Department Chair and faculty. Students will be notified of the decision via their MSU Denver email before the semester in which readmission is requested.

Procedure for Readmission – ANO and TNO

STEP 1: Complete an exit interview with the Department Chair of Nursing or designee *within ten business days of withdrawal from the nursing program*. The interview may include a member of the nursing faculty. The interview will address the issues contributing to the student's withdrawal from the program. Input from the student and faculty and any other relevant sources will be included.

Students offered readmission may be required to meet expectations based on the student process policy. If a level 4 review is completed upon exiting the program, that review will replace this meeting, and the student may proceed to the next step in the process.

STEP 2: After the exit interview, submit a dated letter or email including the student's request for readmission to the nursing program, including a detailed plan for student success to the Department of Nursing Chair or designee and the Chair of the Admission, Progression, Retention, and Scholarship Committee.

STEP 3: Students must withdraw from any courses they are registered for that have not yet started. [The process to withdraw from classes is available here](#).

Readmission deadline dates will be given at the exit interview. The Admission, Progression, Retention, and Scholarship Committee reviews requests for readmissions. Students will be notified of the decision via their MSU Denver email before the semester in which readmission is requested.

Students are expected to review the MSU Denver Department of Nursing Student Policy Handbook for [Minimum Functional Abilities](#) before readmission into the program. Students requesting accommodation need to contact the MSU Denver Access Center.

BRNCO Student Continuation and Readmission Policy

BRNCO students who have failed to successfully complete a BRNCO course, have deferred, dropped, or withdrawn from courses within three semesters, or have stopped out of the program within three years may apply for **continuation**.

BRNCO students who have deferred, dropped, or withdrawn from all first-semester courses for more than three semesters, or those who have discontinued the program for over three years, are eligible to apply for **readmission**.

Continuation or readmission cannot be guaranteed for every applicant and may be denied for various reasons, including but not limited to:

- Limited space availability

- Unprofessional behavior

Ineligibility for Continuation and Readmission

Students will be considered ineligible for readmission if they have been terminated or dismissed from the program for documented acts of:

- Unsafe patient care
- Dishonest, unethical, or illegal behavior
- Unprofessional behavior, including violations of policies outlined in the MSU Denver Nursing Student Policy Handbook
- Failure to meet University requirements for repeating a course and/or progression

Procedure for Program Continuation - BRNCO

STEP 1: Reapply to MSU Denver per University requirements if it has been more than three semesters and less than three years since the last coursework was completed.

STEP 2: Meet with the Nursing Program Admissions Manager to create a successful plan and submit a request for continuation to the Chair of the Admission, Progression, Retention, and Scholarship Committee.

Procedure for Program Readmission – BRNCO

STEP 1: Reapply to MSU Denver per University requirements

STEP 2: Reapply to the BRNCO program and complete all admission requirements.

Students will be assigned a new catalog year, which may impact their degree progress.

Students will remain active with MSU Denver for three semesters from their initial application (including the application semester) or the last completed course, whichever is later. After three semesters, students will enter inactive status and must apply to MSU Denver as a re-admit student to regain active status.

The Department of Nursing prefers that students who anticipate they will need to “stop out” for a semester or longer notify their advisor as soon as possible. This will assist with enrollment tracking and ensure the student is proactively advised about returning to nursing coursework.

Licensure

The MSU Department of Nursing programs are designed to comply with the Colorado State Board of Nursing's requirements for licensure within the state. To practice as a professional nurse, graduates who have successfully completed the program must:

1. Complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
2. Register with the Colorado Department of Regulatory Agencies (DORA), Board of Nursing.

While the NCLEX-RN is a national examination, graduates seeking employment outside of Colorado may need to meet additional requirements before registering with the state or U.S. territory where they intend to practice. These additional requirements may include, but are not limited to:

- Additional or alternative background checks beyond those required in Colorado
- Continuing education courses
- Competency training or validation

Information about the NCLEX-RN exam and licensure is provided during the final semester of coursework. For detailed licensing requirements, visit the [Colorado Board of Nursing website](#).

Graduates planning to rely on licensing reciprocity agreements or nursing licensure compacts are encouraged to research the specific requirements of the state or territory where they wish to practice or hold residence. This proactive step will help ensure compliance with all necessary regulations and facilitate a smooth licensure process.

Students unsure about licensure requirements in other states should schedule a meeting with their faculty advisor for guidance. Additionally, students should consult the Board of Nursing website for the state or territory where they intend to practice.

Appendix A - History

The University

Metropolitan State College, established by the Colorado State Legislature in 1965 as a baccalaureate degree granting institution, was renamed Metropolitan State College of Denver (Metro State) in 1990. As of June 7, 2002, Metropolitan State College of Denver has been governed by the Metropolitan State College of Denver Board of Trustees appointed by the Governor of Colorado. Authorized by Colorado's legislature, Metropolitan State College of Denver was renamed Metropolitan State University of Denver (MSU Denver) on July 1, 2012.

The Department of Nursing

In 1967 the nursing program began as an associate degree program within the Department of Nursing and Allied Health. The Department implemented a baccalaureate registered nurse completion option (BRNCO) in 1973, transferring the associate degree program to the Community College of Denver in 1974. The BRNCO provides baccalaureate nursing education to Registered Nurses (RNs) with an associate degree or a diploma in nursing under the Colorado Nursing Articulation Model.

In 2004, the Department of Nursing implemented the Accelerated Nursing Option (ANO). The ANO provides baccalaureate nursing education to students with a previous non-nursing baccalaureate degree.

The Department of Nursing implemented a Traditional Nursing Option (TNO) in spring 2014 to offer baccalaureate nursing education for students.

Nursing education at MSU Denver has been offered within the Department of Nursing and Allied Health, the Department of Nursing and Health Care Management, and the Department of Health Professions. Since July 1, 2002, the Department of Nursing has been a department separate from the other health profession programs at MSU Denver.

Appendix B - Nursing Program Mission, Vision, and Philosophy

Mission

The mission of the department of Nursing is to provide a high quality, accessible, enriching interprofessional baccalaureate nursing education. Our learning community cultivates graduates who are prepared with the knowledge, skill, and competencies to advance professional nursing practice in a diverse, global, and technological society. The goal of the nursing program is to prepare a diverse and inclusive generalist professional nurse who provides equitable care for patients in current and future healthcare delivery systems.

Vision

Diversity, equity, and inclusion are central to who we are. We commit to developing an inclusive nursing program across race, ethnicity, gender identity, age, and neurodiversity. We encourage, support, and celebrate the differences of our students, faculty, and our world. The Department of Nursing is committed to academic excellence, collaborative community involvement and promotion of scholarly achievement.

Simulation Center Mission and Vision

The mission for Metropolitan State University (MSU) of Denver's Nursing Simulation Center is to provide students a unique educational experience to facilitate the growth of competence, confidence, clinical judgment, psychomotor skills, and clinical reasoning that are mandatory to provide safe, quality patient care. The overarching aim of MSU Denver's Nursing Simulation Center is to support students learning in a safe environment that promotes patient safety and professional standards of nursing practice.

The vision for Metropolitan State University of Denver's Nursing Simulation Center is to integrate simulation across the nursing curriculum, provide learning opportunities in a safe environment, and foster interprofessional education. Experiences in the Simulation Center will educate patient-centered students utilizing collaborative experiences that promote the development of clinical competence and best practices in patient care.

Philosophy of Nursing Education

The nursing faculty believe that nursing education is a dynamic, intellectual process that prepares students for professional nursing practice in a changing healthcare delivery system. Baccalaureate nursing education incorporates knowledge from the natural sciences, social sciences, and nursing. The goal of the nursing program is to prepare a generalist professional nurse to practice in current and future healthcare delivery systems.

The nursing faculty believes in promoting educational mobility by offering the following nursing educational options: the Accelerated Nursing Option (ANO), the Traditional Nursing Option (TNO), and the Baccalaureate Registered Nurse Completion Option (BRNCO). *The Essentials of Baccalaureate Education for Professional Nursing Practice*, published by The American Association of Colleges of Nursing (AACN); the Quality and Safety Education for Nurses (QSEN) competencies; and the *ANA Code of Ethics for Nurses* are used as foundational documents for curriculum development.

The nursing faculty plans and implements a nursing education program using the four concepts of the nursing paradigm per the AACN (Person (Patient), Nursing, Health, and Environment) and believes that the future of healthcare delivery will occur within four spheres of care:

- Disease prevention/promotion of health and well-being, which includes the promotion of physical and mental health in all patients as well as management of minor acute and intermittent care needs of generally healthy patients.
- Chronic disease care, which includes management of chronic diseases and prevention of negative sequelae.
- Regenerative or restorative care, which includes critical/trauma care, complex acute care, acute exacerbations of chronic conditions, and treatment of physiologically unstable patients that generally requires care in a mega-acute care institution.
- Hospice/ palliative/supportive care, which includes end-of-life care as well as palliative and supportive care for individuals requiring extended care, those with complex, chronic disease states, or those requiring rehabilitative care.

The following statements describe the beliefs of the nursing faculty about these concepts:

Person

The term patient was selected for consistency, recognition, and support of the historically established tradition of the nurse-patient relationship. The recipient of a healthcare service or intervention at the individual, family, community, or aggregate level. Patients may function in independent, interdependent, or dependent roles, and may seek or receive nursing interventions related to disease prevention, health promotion, or health maintenance, as well as illness and end-of-life care (AACN, 2021).

Nursing

An interactive process involving the provision of care to patients by nurses. Nursing is a professional discipline that integrates both theory and clinical practice. Nursing is both an art and a science. The science of nursing is based upon an evolving body of knowledge that is derived from evidence-based practice. The art and science of nursing is shown in nursing care that utilizes evidence-based knowledge and clinical

skills to provide the best care possible while exhibiting compassion and effective communication (Vega & Hayes, 2019).

Health

A dynamic state defined by the patient at any given point in time. It is influenced by a constantly changing environment and encompasses the physical, psychosocial, cultural, and spiritual dimensions of the patient.

Environment

The external and internal physiological, psychological, sociocultural, and spiritual factors affecting patients. Patients are in constant interaction with the environment. Professional nurses consider the impact of the local, regional, national, and global environment when nursing care is delivered.

Educational Philosophy

The educational philosophy of the Department of Nursing is focused on learner-centered educational experiences. Faculty are facilitators and mentors for students in the learning process. Faculty recognize that students have diverse learning styles. Faculty use a variety of instructional strategies in a dynamic teaching-learning process that engages students in learning. Students are active participants in the learning process. Nursing faculty incorporate interactive learning experiences throughout the curriculum that promote student critical thinking and clinical reasoning skills.

Principles of Adult Learning Theory are incorporated throughout the curriculum. One principle of Adult Learning Theory is self-directed learning. As adult learners, students are responsible for their learning, with guidance from the faculty.

Appendix C - National Accreditation

The Baccalaureate Registered Nurse Completion Option (BRNCO) received initial accreditation from the National League for Nursing in 1976. On-going national accreditation has remained in place through the National League for Nursing Accrediting Commission (NLNAC) recognized as a national accrediting agency by the U.S. Department of Education. NLNAC granted accreditation to the Accelerated Nursing Program (ANO) at its inception in 2004. The MSU Denver Nursing Program continued to be accredited by the Accreditation Commission for Education in Nursing (ACEN), formerly the National League of Nursing Accrediting Commission (NLNAC). In July 2013, the Board of Commissioners granted continuing accreditation to the MSU Denver baccalaureate nursing program for eight years. ACEN accreditation was renewed in the Spring of 2021. In the fall of 2021, MSU Denver received accreditation from the Commission on Collegiate Nursing Education (CCNE).

The baccalaureate degree program in nursing at Metropolitan State University of Denver is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

Appendix D - Department of Nursing Program Options

Traditional Nursing Option (TNO)

The Traditional Nursing Option (TNO) is for students without a baccalaureate degree. Upon completion, the student will be conferred a Bachelor of Science in Nursing (BSN) degree and be eligible for the National Council Licensure Examination (NCLEX) and a Registered Nurse (RN) license.

Accelerated Nursing Option (ANO)

The Accelerated Nursing Option (ANO) is for students with a previous baccalaureate degree. Upon completion, the student will be conferred a Bachelor of Science in Nursing (BSN) degree and be eligible for the National Council Licensure Examination (NCLEX) and a Registered Nurse (RN) license.

Baccalaureate Registered Nurse Completion Option (BRNCO)

The fully online Baccalaureate Registered Nurse Completion Option (BRNCO) is for registered nurses pursuing a Bachelor of Science in Nursing (BSN) degree, or students dually enrolled in an Associate Degree in Nursing (ADN) program.

Appendix E - Curriculum

The nursing faculty support the 10 [domains](#) identified by the American Association of Colleges of Nursing (AACN) as core competencies for professional nursing education. *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2024) delineates the outcomes expected of graduates of baccalaureate nursing programs.

Curriculum Framework

The curriculum is organized to support student learning throughout the nursing program. Course content is sequenced from simple to complex with a progressive focus on the individual, families, groups, communities, and populations. Beginning courses in the curriculum provide foundational theory for application in clinical practice settings.

The curriculum framework provides direction for course content and learning activities to meet the program student learning outcomes. The curriculum is organized so that five major concepts are interwoven and progressively developed across the nursing educational program. The five concepts are: Communication, Critical Thinking and Clinical Reasoning, Patient Safety, Leadership and Management, and Professionalism and Professional Values.

Communication

The process of exchanging information between individuals using a common language, symbols, or behavior. Communication occurs in several forms, including verbal, written, electronic and non-verbal. Effective communication is characterized by active listening, accurate interpretation, and appropriate responses. Therapeutic communication is the hallmark of communication between the patient and the nurse. Effective communication and collaboration among health professionals is imperative to providing patient-centered care.

Critical Thinking and Clinical Reasoning

Professional nurses must possess excellent critical thinking and clinical reasoning skills in providing quality healthcare to patients. The AACN (2021) defines critical thinking as:

All or part of the process of questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity. Critical thinking also incorporates clinical judgment, which is defined as, the outcome of critical thinking in nursing practice. Clinical judgments begin with an end in mind. Judgments are about evidence, meaning, and outcomes achieved.
(p. 36)

Clinical reasoning is defined as “the process used to assimilate information, analyze data, and make decisions regarding patient care” (AACN, 2021, p. 36). Clinical reasoning requires the ability to discern the relevance of evidence to a particular clinical situation. To deepen clinical reasoning, students must broaden their frame of reference beyond scientific knowledge to include multiple sources of assessment as the basis for determining priorities in patient care.

Patient Safety

Professional nurses play a critical role in providing safe patient care. The MSU Department of Nursing uses the competencies developed by the Quality and Safety Education for Nurses (QSEN) Institute to address the challenge of preparing future nurses with the knowledge, skills, and attitudes (KSA) necessary to continuously improve quality and safety for patients (QSEN, 2022). The six QSEN competencies include Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Informatics, and Safety.

Leadership and Management

Organizational and systems leadership and management skills are critical to promoting high-quality patient care. Leadership skills are needed in ethical and critical decision-making, initiating and maintaining effective working relationships, using mutually respectful communication and collaboration within interprofessional teams, care coordination, delegation, and in developing conflict resolution strategies. Basic nursing leadership includes an awareness of complex systems, and the impact of power, politics, policy, and regulatory guidelines on these systems. To be effective, the baccalaureate graduate must be able to practice within an ever-changing healthcare system.

Professionalism and Professional Values

Professionalism involves accountability for oneself and one’s nursing practice, including continuous professional engagement and lifelong learning. Baccalaureate nursing education includes the development of professional identity and values.

According to the AACN, professional identity is the representation of self, achieved in stages over time during which the characteristics, values, and norms of a profession are internalized, resulting in an individual thinking, acting, and feeling like a member of the profession. Professional nursing values are defined as the principles of human dignity, integrity, altruism, and justice to create standards and guide the nurse’s professional practice. As per the ANA, these nursing values support the protection, promotion, and optimization of health and abilities, prevention of illness and injury,

alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.

End-of-Program Student Learning Outcomes (EPSLO)

The End-of-Program Outcome Descriptions and Competency-Based Measures include the complete descriptions of the curricular framework. At the end of the final semester of the nursing program, measured student learning outcomes include:

End-of-Program Student Learning Outcomes

Outcome	Definition
Communication	Communicate effectively with patients and interprofessional healthcare teams to enhance patient outcomes.
Critical thinking and clinical reasoning	Integrate evidence, clinical judgment, interprofessional perspectives, and patient preference in providing patient care.
Patient safety	Evaluate patient care environments for use of appropriate quality safety indicators.
Leadership and management	Apply leadership and management principles to manage resources and achieve optimal patient outcomes.
Professionalism and professional values	Exhibit the knowledge, skills, and attributes of a professional nurse.

Curriculum Course Progression

The list of current courses for the Baccalaureate Registered Nurse Completion Option, the Accelerated Nursing Option, and the Traditional Nursing Option can be found in the University Catalog using the following links:

[Traditional Nursing Option](#)

[Accelerated Nursing Option](#)

Baccalaureate Registered Nurse Completion Option

Appendix F – General Syllabus



General Nursing Syllabus

(NUR/A/S Course Number and Title of Course will be found here)

Academic Year

The Course Syllabi are the Property Metropolitan State University of Denver,
College of Health and Human Sciences, Department of Nursing.
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permission

**Metropolitan State University of Denver
Department of Nursing**

NUR/A/S Course Number and Title of Course

The following course information will be found at the beginning of the syllabus.

Credit Hours

Enter the credit breakdown for the course

Prerequisites

Add prerequisites

Course Description

Add course description

Student Behavioral Learning Objectives

Upon completion of this course, the student should be able to:

1. Add course learning objectives

Required Textbooks/Electronic Resources

Add required textbooks and Electronic Resources in APA format

Required Additional Resources

Computer compatible with minimum requirements of the Nursing Department
Access to MSU Denver Email
Access to the Learning Management System (LMS)
Nursing Department Student Policy Handbook
MSU Denver Student Handbook
Current Student Identification
Lab/Clinical Equipment as Specified
Drug Resource of Choice
Lab & Diagnostic Resource of Choice

Final Grades for Student Scoring

Add course-specific scoring.

Add P/F grades as Pass/Fail for screen readers

Additional Course Specific Information

Curriculum Map for

The Curriculum Map is based on Program Outcomes, as seen here. The table will include specific objectives for each course.

Student Learning Outcomes	Student Behavioral Learning Objectives	Detailed Outline of Course Content	Course Assignments
Communication Communicate effectively with patients and interprofessional healthcare teams to enhance patient outcomes.			
Critical Thinking and Clinical Reasoning Integrate evidence, clinical judgment, interprofessional perspectives, and patient preference in providing patient care.			
Patient Safety Evaluate patient care environments for use of appropriate quality safety indicators.			

Student Learning Outcomes	Student Behavioral Learning Objectives	Detailed Outline of Course Content	Course Assignments
Leadership and Management Apply leadership and management principles to manage resources and achieve optimal patient outcomes.			
Professionalism and Professional Values Exhibit the knowledge, skills, and attributes of a professional nurse.			

Evidence Used to Maintain Course Material

Add list of evidence used to maintain course material

Course-Specific Assignments and Rubrics

Nursing Discussion Rubric

(May edit per course through the curriculum process)

The following rubric will be used in courses where discussion posts are required. Please read the discussion requirements in Canvas carefully, as they are different based on the unique learning needs for each course.

Criteria	Analysis	Application	Comprehension	Needs Improvement	Fails to Submit
Learner's Initial Post 40%	Quality of post is accurate, reflects course readings and demonstrates analysis of content by using facts backed up by expert opinion and by using examples. 250 word minimum met. (4 points)	Quality of post is accurate, reflects course readings and demonstrates application of content by using facts backed up by expert opinion or examples. 250 word minimum met. (3 points)	Quality of post is accurate, reflects course readings and demonstrates comprehension of by providing facts backed up by examples or expert opinion but 250 word minimum not met. (2 points)	Quality of post demonstrates minimal effort or limited understanding of course material. Answer is unclear and doesn't provide facts backed up with examples or expert opinion. (1 point)	Fails to submit. (0 points)
Response(s) to Peer(s) 40%	Quality of responses to others is consistently thoughtful, reflective, promotes critical thinking and stimulates academic discussion by asking a question or proposing a difference of opinion. Sources are cited. (4 points)	Quality of responses to others is thoughtful and reflective. Does not stimulate academic discussion by posing a question or proposing a difference of opinion. Sources are cited. 150 word minimum is met. (3 point)	Quality of responses to others is accurate and demonstrates comprehension but lacks scholarly thought. Or no resources used. OR Minimum number of responses or words not met. (2 points)	Quality of responses demonstrates minimal effort or limited understanding of course content. May have little to do with what the peer has talked about in their post. (1 point)	Fails to submit. (0 points)
References 10%	Minimum of 1 reference is utilized for initial discussion question and at least one reference is used in each response needed. (1 point)	The initial post includes a reference, but the response post(s) does/do not. (0.75 point)	One or more references cited inaccurately. (0.05 point)	The initial post does not include a reference. (0.25 point)	No references provided. (0 points)

Criteria	Analysis	Application	Comprehension	Needs Improvement	Fails to Submit
APA Format 10%	APA format for references is utilized with no errors. (1 point)	APA format is utilized with 1 error. (0.75 point)	APA format for references is utilized with 2 errors. (0.5 point)	APA format for references is utilized with 3-4 errors. (0.25 point)	APA format is not utilized or has more than 4 errors. (0 points)

(Add additional course rubrics here)

Nursing Department General Syllabus Policies

Nursing Student Handbook

The Nursing Student Handbook contains all the nursing policies for students and can be accessed on the [MSU Denver Nursing website- Resources for Nursing Students Page](#) or the [MSU Denver Nursing SharePoint Site](#).

Title IV Mandatory Participation

To comply with Title IV regulations for federal financial aid, MSU Denver must determine if a student earned and maintained eligibility for their financial aid through their participation in an academically related activity during the first two weeks of full-term courses. Academic participation will be defined by completing the student handbook quiz. This is a separate requirement from course participation, otherwise listed in the syllabus.

Methods of Evaluation

A minimum grade of C (77.0%) is necessary in all required nursing courses to be eligible to progress. Nursing grades are computed following a scale approved by the Department of Nursing. All clinical/laboratory components are pass/fail. Criteria for clinical/labs will be given at the beginning of each course. All lab and clinical components for all nursing courses must be passed to pass the course.

Nursing Department Grading Scale

Letter Grade Point Ranges

A	93-100
A-	91-92
B+	89-90
B	86-88
B-	83-85

Letter Grade Point Ranges

C+	80-82
C	77-79
D	69-76
F	Below 69

Exams

If there are exams in the course, ExamSoft may be used. The student must achieve a 77.0% average on all exams before other graded components are computed into the course grade. Students scoring less than the requisite 77.0% on exams will earn a final grade that reflects exam grades only. Students scoring 77.0% or above on exams will be credited with the scores earned from all course components. All graded and non-graded course requirements must be completed. Extra credit is not an option.

Rounding Policy on Individual Graded Components and Exams

Scores on individual graded components and exams are calculated to the second decimal place and are not rounded.

Rounding Policy on Exam Averages and Final Course Grades

Exam averages and final course grades are calculated by rounding to the first decimal place and then rounding to the nearest whole number. For example, 84.45% calculated to the first decimal place would be 84.5%, rounded to 85%.

Attendance Requirements

Attendance is expected at all classes, graded and non-graded activities, and assignments completed outside the class. A portion of the class grade may come from active participation. Tardiness or leaving class early is considered unprofessional behavior. If an emergency or unforeseen circumstance requires absence or tardiness, contact the faculty member as soon as possible. Make-up opportunities, if available, are at the discretion of faculty.

Attendance Terms**Excused:**

- Jury duty with verifiable documented proof
- Military duty with verifiable documented proof
- Student/student's family emergency medical situation with verifiable documented proof – original documentation is required.
- Death of a family member with verifiable documented proof

Unexcused:

- Absence did not meet excused criteria, but prior notification was provided to the appropriate faculty.

No Show:

- Failure to show and no prior notification made.

Late Exam/Quiz/Assessment Policy

1. Students who take an exam/quiz/assessment after the scheduled time may be given an alternate exam/quiz/assessment, which will result in a grade penalty. It is the student's responsibility to make arrangements with the faculty. For excused and unexcused absences, the student must notify the faculty and request a delay in taking the exam/quiz/assessment before the original exam/quiz/assessment date.
2. An exam/quiz/assessment taken after the scheduled class time will automatically reduce the exam/quiz/assessment grade by 10% of the total exam/quiz/assessment points. The 10% deduction will be waived for excused absences.
3. An unexcused absence or no-show resulting in missing a course exam/quizzes/assessments taken after the scheduled time during the course will result in an escalated reduction of 5% (15%, 20%, 25%, etc.) per each occurrence.
4. If a late exam/quiz/assessment is not taken by the time determined by the course faculty, the student will receive a zero for that exam/quiz/assessment.
5. If a student arrives late to class after the examination/quiz/assessment period has started, the student will only be allowed the remaining time designated for the exam/quiz/assessment. However, suppose the student arrives after a classmate has completed and turned in an exam/quiz/assessment. In that case, the student will have to reschedule the exam/quiz/assessment, and the late exam/quiz/assessment policy will be enforced.

Late Assignment Policy

All assignments are due on the date indicated by the faculty unless prior arrangements have been made. A late penalty of 5% of the total assignment points will be assessed for each calendar day. Late penalty will be waived for excused absences. In the case of unexcused absences, faculty retain the right to consider emergency, extenuating circumstances. No-show assignments will have a late assignment penalty. Assignments will not be accepted after one week following the due date unless previous arrangements have been made with the faculty. Assignments will not be accepted after the last day of the course.

Collaborative Testing Policy

If exams in the course utilize collaborative testing, all collaborative exams will be taken in small groups and administered after the individual exams. The collaborative exam will require the group to mutually agree on the answer and the rationale for their choice. Groups that receive a "91% or better" on the collaborative exam will have 2 percent points added to their individual exam scores. Groups below "83-90%" will receive 1 percent point added to their individual exam score. Groups that score below "83%" will not receive any points added to their individual exam score. Final individual exam scores cannot exceed 100%. Students with testing accommodations must schedule their individual exams with adequate time to be present in class by the beginning of the collaborative exam. In cases where the alternate exam policy is employed, excused, or unexcused, the student will not have the opportunity to participate in collaborative testing.

HESI Electronic Portfolio Guided NCLEX Preparation Plan

The HESI self-evaluation portfolio aims to help students prepare to pass the NCLEX examination. This portfolio will serve as a guide to your ongoing individualized learning plan. In your last semester, when this ongoing electronic portfolio is completed, you will receive a grade for completion and compliance.

Leadership Portfolio (for students starting in Fall 2026)

Throughout the program, students are expected to participate in experiential learning activities to help them grow and foster the leadership skills required of a professional nurse. Professional nurses are expected to take the lead on matters related to the profession, their individual practice, healthcare policy, and on healthcare matters within the greater community. To gain experience in these domains, students are required to submit a portfolio of activities they've completed during their time in the academic program in their third-semester Leadership and Management (NURS/A 4300; NUR 4310) course.

Activities are counted if they were attended during the student's progress throughout the program, beginning with the start of their first semester until the portfolio deadline. If a student completes an activity at their place of employment, this may be counted. However, activities completed during counted course hours (including course clinical hours) will not be counted. If a student stopped out of the program and has re-entered, previous activities completed during their program will still be counted toward their portfolio. While it is not mandatory, students are strongly encouraged to complete at least one or two activities every semester prior to their leadership course. For more information related to the portfolio and the list of pre-approved professional activities, visit the MSU Nursing Student SharePoint site.

Required Non-Graded Assignments

Non-graded assignments may be required for successful course completion. These may include but are not limited to clinical evaluation forms, reflective journals, case studies, nursing care plans or concept maps, and pre-clinical preparations. All written work must be completed "satisfactorily." If the assignment receives an unsatisfactory, it will be returned for remediation. Remediation/ correction must be done and resubmitted to the faculty in a timely manner. It must meet satisfactory standards of written work for the student to pass the course. Repeated lateness or incomplete work on assignments is unprofessional conduct and may result in course failure. The faculty will determine the criteria for remediation submission.

Methods of Instruction

Students are required to participate in the classroom environment and MSU Denver Canvas Learn. Students are required to participate in all components of the course.

Methods of Learning

Students are expected to come to class having read the textbook material for the topic as outlined in the course calendar. There may be homework assignments, quizzes, and examinations covering course content. Examples of activities may include,

but are not limited to, simulations, presentations, and written papers. The course calendar contains all due dates.

Written Work Requirements

All written work must be submitted electronically unless instructed otherwise. Submit written work as a Microsoft Office Word attachment unless otherwise instructed.

Academic Dishonesty

Academic dishonesty is a serious offense at the University because it diminishes the quality of the scholarship and learning experience for everyone on campus. The term “plagiarism” includes, but is not limited to, the use of paraphrasing or direct quotations of another person's published or unpublished work without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency that may or may not be engaged in selling term papers, instructor test banks, or other academic materials. In addition, all course material is considered the intellectual property of the University and/or Instructor. Sharing content outside the course learning environment is considered an academic integrity violation. This includes but is not limited to websites/apps such as Course Hero, Etsy, eBay, Quizlet, or Chef. An act of academic dishonesty may lead to penalties such as a reduction in grade, probation, suspension, or expulsion.

Artificial Intelligence Policy

There are many forms of Artificial Intelligence (AI). For the nursing program, the following types of AI are permissible and encouraged: spell check, grammar check, and voice-to-text. Any other form of AI is restricted to specific and instructor-approved circumstances. Students should only use such tools if they are specifically called for in an activity, assignment, or assessment. Any unauthorized use of generative AI in creating submitted work will be treated as a violation of academic integrity.

University Syllabus Policies

The Department of Nursing adheres to the university's academic policies and procedures. For a comprehensive understanding of campus-wide policies, including those relevant to academic conduct, student rights, and resources, please refer to the [University Policies page](#) or access the University Policy link available in each course module in the Learning Management System (LMS).

University Access and Accommodations

Your experience in this class is important to me. The Metropolitan State University of Denver is committed to providing an accessible and inclusive learning environment for all students, including those with disabilities. Students with a temporary health condition or permanent disability (conditions include but are not limited to mental health, attention-related, learning, vision, hearing, physical, or health-related) that impacts their access, performance, or attendance should contact the Access Center

located in the Plaza Building, Suite 122, 303-615-0200 or visit their [Access Center website](#).

Campus-Wide Syllabus Policies

The Auraria Campus Police Department (ACPD) is a dedicated, full-service police department operating 24 hours a day, seven days a week. For your personal safety while on campus, the ACPD recommends the following:

1. PROGRAM YOUR CELL PHONE: 303-556-5000

- a. Program the ACPD Dispatch number in your cell phone for emergencies on campus. 911 calls from cell phones are routed to the Denver Police Department, causing a delay in our response time. 911 calls from campus landlines and emergency phones are routed directly to the ACPD.

2. TEXT-A-TIP: 720-593-TIPS (8477)

- a. Discreetly text tips (even photos) about suspicious activity on campus to ACPD Dispatch.

3. In the event of an active threat, remember RUN, HIDE or FIGHT.

- a. When parking on campus, always lock your vehicle and never leave valuables in sight.
- b. Do not leave computers, backpacks, cell phones, or other belongings unattended for any period of time while on campus.

4. Auraria Alerts

- a. Auraria Alerts are sent out to campus community members' cell phones. These messages can alert the community of safety threats, inclement weather, building closures, etc.

5. Timely Warnings

- a. Timely Warnings are sent out in compliance with the Federal Jean Clery Act. This law requires that ACPD report 7 crime categories to the community when they take place on the Auraria Campus, and a suspect is not arrested. These warnings are delivered to the campus community via email.

6. Fire Drills

- a. When inside of campus buildings, please take a moment to locate the nearest fire exit to your classroom. Building floorplans showing evacuation routes can be found inside of each campus classroom.
- b. Any time a fire alarm is activated, all building occupants must evacuate the building. Upon exiting the building, please move away from the building.

7. Safety Equipment

- a. AEDs and Bleeding Control Kits can be found in most campus buildings, which can be located on the emergency plan map located in each campus classroom.
- 8. **Safety Escorts**
 - a. Safety escorts on campus are provided by the ACPD. Please contact dispatch at the number listed above to request a safety escort. Escorts can be to anywhere on the Auraria Campus or to the CU Buildings across Speer Boulevard.
- 9. **Training**
 - a. The ACPD and all three schools on campus provide free training to all Auraria Campus affiliates. These training opportunities can be found on the [Auraria Website](#) or each school's website.
- 10. **Emergency Guideline and Evacuation Plans**
 - a. Emergency and Evacuation plans are posted in all classrooms. Please take note of the location in your classroom for quick reference.



Student Acknowledgments

Student Notification of Worker's Compensation Procedures

I have been notified of the Worker's Compensation Procedures.

In the event I am involved in a clinical-related injury or illness, I understand that MSU Denver has a [Designated provider list available here](#) and the Student Health Center as the approved medical providers for all clinical-related injuries or illnesses.

I understand that if I do not receive medical care for clinical-related injuries or illnesses from the designated clinic or an approved 24-hour aftercare facility, or any specialists to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY, I could be financially responsible for payment of that care.

I have received the above referenced procedures and have been informed that authorization is required before I seek medical care for non-emergency, clinical-related injuries or illnesses.

Click or tap here to enter text.

PRINTED NAME

Click or tap to enter a date.

DATE

Student Acknowledgment for the Skills Laboratory

The skills lab is where you will be introduced to new skills, be expected to practice, and be evaluated on these skills. The goal of skills lab is to provide an environment for you to become familiar with nursing equipment while you gain competence with your nursing skills. This will progress your ability to practice the profession of nursing safely and confidently.

To promote a safe and effective learning environment students must maintain the professional expectations outlined in the Student Handbook and meet the following expectations.

I will come prepared to lab by

- Arriving on time and ready to learn
- Following the dress code as outlined in the Student Handbook
- Bringing my lab bag, stethoscope, and needed paperwork
- Having only covered drinks

While learning in the skills lab I will

- Respect lab personnel and equipment
- Respect the manikins as I would a patient
- Remove my shoes when getting onto a bed
- Not use my cellphone, smart watch, or other devices unless approved by the instructor

My acknowledgment below indicates I have read, understand, and will adhere to MSU Denver's Department of Nursing Lab expectations.

Click or tap here to enter text.

PRINTED NAME

Click or tap to enter a date.

DATE

Student Acknowledgment for the Simulation *Laboratory*

I acknowledge simulation-based experiences are a professional environment designed for my learning. I will behave professionally and maintain confidentiality of all simulation related activities. I will treat patient information according to HIPAA regulations and keep all information related to simulation strictly confidential. I understand that disclosing information related to simulation scenarios is considered academic dishonesty.

I realize simulators have strengths and weaknesses and every attempt is made to produce a simulation experience that is as real as possible; however, I realize there are limitations. I understand that practicing and responding accordingly in a simulation-based experience will best prepare me for future experiences. Thus, I commit to treat each aspect of the simulation-based experience as real.

My acknowledgment below indicates I have read, understand, and will adhere to MSU Denver's Department of Nursing Simulation Laboratory expectations.

Click or tap here to enter text.

PRINTED NAME

Click or tap to enter a date.

DATE

Student Handbook Acknowledgment

I am aware that I can access a copy of the Metropolitan State University of Denver Department of Nursing Student Policy Handbook on the MSU Denver Department of Nursing website.

I have completed a program orientation in which the handbook was reviewed and discussed.

I agree to abide by the policies in the MSU Denver Department of Nursing Student Policy Handbook in pursuit of my goal to become a graduate of the MSU Denver Nursing Program. I understand that changes to the student handbook can be made at any time. The Department will make an effort to minimize changes; however, when changes are made, students will be notified.

I am aware that this Handbook does not cover every policy. I will use the [MSU Denver University policies](#), [MSU Academic Policies and Procedures](#), [MSU Student Code of Conduct](#), [Student Complaints Policy](#), and other publications. I will adhere to these policies and statements by my signature.

My acknowledgment below indicates I have read, understand, and will adhere to MSU Denver's Department of Nursing Student Policy Handbook.

Click or tap here to enter text.

PRINTED NAME

Click or tap to enter a date.

DATE