



Beth-El College of Nursing & Health Sciences  
University of Colorado at Colorado Springs

# GRADUATE STUDENT HANDBOOK 2007-2008

Beth-El College of Nursing & Health Sciences  
University of Colorado at Colorado Springs

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## Message to Students

Beth-El College has provided excellence in health care education for the community of Colorado Springs since 1904. As Dean of the college, it is my goal to continue this tradition of excellence while promoting innovative advances that establish Beth-El as a leader in nursing and health science education. As a graduate student of Beth-El, you will be preparing to be active, effective participants in future models of health care in a rapidly changing environment. Your role as an advanced practice nurse will integrate skills and knowledge in research, nursing theory and clinical practice to improve the quality of patient care as well as health delivery systems.

Achieving this goal takes all of us – the college advisory board, administration, students, faculty and staff working together to create a campus community where excellence takes place in a climate of caring. The Carnegie Foundation, in the publication Campus Life in Search of Community, cites six principles, which seem to capture the ideal community in which learning takes place. We support these values at Beth-El.

Together let us work to promote:

1. An educationally purposeful community, where faculty and students share academic goals and work together to strengthen teaching and learning on the campus.
2. An open community, where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
3. A just community, where the sacredness of the person is honored and where diversity is aggressively pursued.
4. A disciplined community, where individuals accept their obligations to the group and where well-defined governance procedures guide behavior for the common good.
5. A caring community, where the well-being of each member is sensitively supported and where service to others is encouraged.
6. A celebrative community, one in which the heritage of the institution is remembered and where rituals affirming both tradition and change are widely shared.

Each of you can help us to create this type of exciting campus community at Beth-El by our expectations and your contributions.

Carole Schoffstall, Ph.D., R.N.  
Dean and Professor

## **GENERAL PROGRAM INFORMATION**

The educational programs offered at Beth-El are based upon the mission statement and purposes generated by the faculty and approved by the Board of Regents of the University of Colorado. The programs are also based on the mission statement of the University of Colorado at Colorado Springs. These statements become the guiding forces for the various programs within the college and courses with the curriculum. This enables you to be aware of the general direction of your education.

Because of the importance of the mission and purposes of the college of nursing and health sciences, we begin your handbook with these documents.

### **University of Colorado at Colorado Springs Mission Statement**

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

The University of Colorado at Colorado Springs is one of four campuses in the University of Colorado system. UCCS emphasizes a broad range of degree programs in the liberal arts and sciences and professional programs in business, engineering, nursing, education and public affairs.

In 1964, local businessman George T. Dwire offered the University the Cragmor Sanatorium and its surrounding 80 acres for the sum of \$1. UCCS was created by an act of the Colorado Legislature in 1965, providing UCCS with a permanent home for its growing following of scholars.

UCCS aims to become the #1 comprehensive regional research university in the nation with 10,000-12,000 students. This goal is fueled by CU-Colorado Spring status as one of the fastest-growing universities in Colorado and in the nation. The university is known for its high-quality academics and engagement with its community. In recent years, U.S. News and World Report named UCCS a top Western public university and the American Association of State Colleges and Universities named the university one of two national leaders in community engagement efforts.

The campus – UCCS is located on approximately 514 acres in northeast Colorado Springs, at the foot of Austin Bluffs, a rugged natural cliff formation. The campus provides a spectacular view of the Front Range of the Rockies including Pikes Peak, a 14,100-foot mountain. Inspired by the view from its pinnacle, Katharine Lee Bates wrote “America the Beautiful” in 1893. The campus boasts easy access to Interstate 25, downtown and recreational areas.

UCCS offers 25 bachelor's degrees, 17 master's degrees, and two doctoral degrees. There are six colleges on campus: business; education; engineering and applied science; public affairs; letters, arts and sciences, and nursing. More than 514 faculty and 392 staff members support the campus.

During fall 2002 semester, more than 7,400 students enrolled in state supported instruction and more than 400 students participated in extended studies. Nearly two-thirds of the students are female. UCCS boasts a

diverse student body made up of 17 percent ethnic minority students. Students include 92 percent Colorado residents, 7 percent are from out of state and 1 percent is international students. Students from all 50 states and 67 countries are represented. More than 300 active military personnel and more than 30 U.S. Olympic athletes pursue higher learning at UCCS.

About 76 percent of students are enrolled in undergraduate programs and 24 percent are pursuing graduate study.

## **Beth-El College of Nursing and Health Sciences Mission Statement**

Beth-El College of Nursing and Health Sciences is a professional college within the University of Colorado at Colorado Springs preparing graduates for service and leadership roles in health care. The college addresses the nursing and health science educational needs of the city of Colorado Springs and beyond by offering undergraduate and graduate degrees as well as certificate and continuing education programs. The multidisciplinary approach to academic and clinical excellence fosters a community of scholarship and caring that extends beyond the walls of the college influencing the present and future direction of health care. The college facilitates collaboration for the promotion of a healthy community.

## **Purpose Statement**

The purpose of Beth-El College is to:

1. Offer the following programs of study:
  - a. The Bachelor of Science degree in Nursing
  - b. The Bachelor of Science degree in Health Care Services with options in various allied health professions
  - c. The Master of Science degree in Nursing with options in various specialties
  - d. Doctorate of Nursing Practice
  - e. Certificate Non-Degree programs in Nursing and Health Science
  - f. Life Long Learning
2. Promote education as an intellectual pursuit by blending the liberal arts, humanities and science with study of the health professions.
3. Create a dynamic environment that fosters responsibility and ethical decision-making and encourages students to positively impact the future of health care.
4. Provide academic programs which offer the opportunity for traditional and non-traditional students to access a seamless articulation process so that graduates can achieve professional goals and improve health care delivery.
5. Prepare graduates of the baccalaureate programs for practice in a variety of settings and for the pursuit of post-baccalaureate graduate study.
6. Prepare graduate students to assume advanced practice and leadership roles based on teaching and research.
7. Create an environment that encourages graduates to value learning and inquiry as a life-long process.
8. Maintain a faculty with a commitment to educational excellence, clinical expertise, scholarly activity, professionalism and community service.
9. Promotes learning experiences in clinical settings that meet the needs of under served populations.

10. Embrace a value system which promotes culturally sensitive health care, incorporates
11. Diversity of healing strategies, respects the individual's perception of health and promotes an ethnically diverse college community and promotes learning experiences in clinical settings which meet the needs of under served populations
12. Provide opportunities for students to assume leadership roles within the college and the profession of nursing and health services.
13. Emphasize the teaching of communication skills, critical thinking and professional practice in a climate of caring.
14. Engage in research which promotes sound clinical practice in nursing and health science and expands the theoretical foundations of health related knowledge.

## **Graduate Nursing Philosophy**

The philosophy of the college reflects the beliefs of the faculty. Additionally, the college's philosophy incorporates the board of trustees' beliefs and values related to education. As evidenced in the College of Nursing's philosophy, the college is committed to providing a caring environment which is open to the diversity reflected in Colorado Springs and Southern Colorado.

The faculty at Beth-El College of Nursing acknowledges the transpersonal healing experience as the most desirable outcome of nursing care. The transpersonal healing experience occurs when the professional nurse and another exchange energy, feeling, and thought in such a way that the individual has a sense of greater harmony, peace, health and capacity for self healing. Though the meaning of the experience is interpreted by the participants, both the nurse and the individual have the subjective sense that they have experienced a profound change. The nurse and the individual bring to every potential healing experience the sum of their individual knowledge and experience which influences the outcome of care. Individuals may be thought of as having a core of experience which influences and is influenced by their patterns of knowing. The nurse's patterns of knowing are filtered through the lens of specialized knowledge derived from nursing education and practice.

Individuals have empirical knowledge about the world in which they live, and their own specialized areas of endeavor. They have an ethical base formulated from the values and beliefs they hold as true. Individuals have esthetic knowledge that is defined depending on cultural context and other variables. Individuals, families, groups, and communities have personal qualities and varying degrees of insight and understanding of these personal qualities. The understanding of the influence of socio-political process enables the individual to interact as a citizen. Within individuals there is an area of unknowing that provides the medium for the growth of new knowledge and change. This area of unknowing is a place of questioning and questing where all is possible. All of the areas of knowing: empirical, ethical, esthetic, personal, sociopolitical and the condition of unknowing interact with the events and the context that shape the individual life journey. A part of this life journey is the experience of health. Within the realm of this experience, the nurse and the individual encounter each other.

The core of nursing is the human experience of caring, but caring from the particular perspective of the art and science of professional nursing. This caring core defines the content, process, text, and the moral imperative of nursing. In order for caring to be the content, process, context and moral imperative for

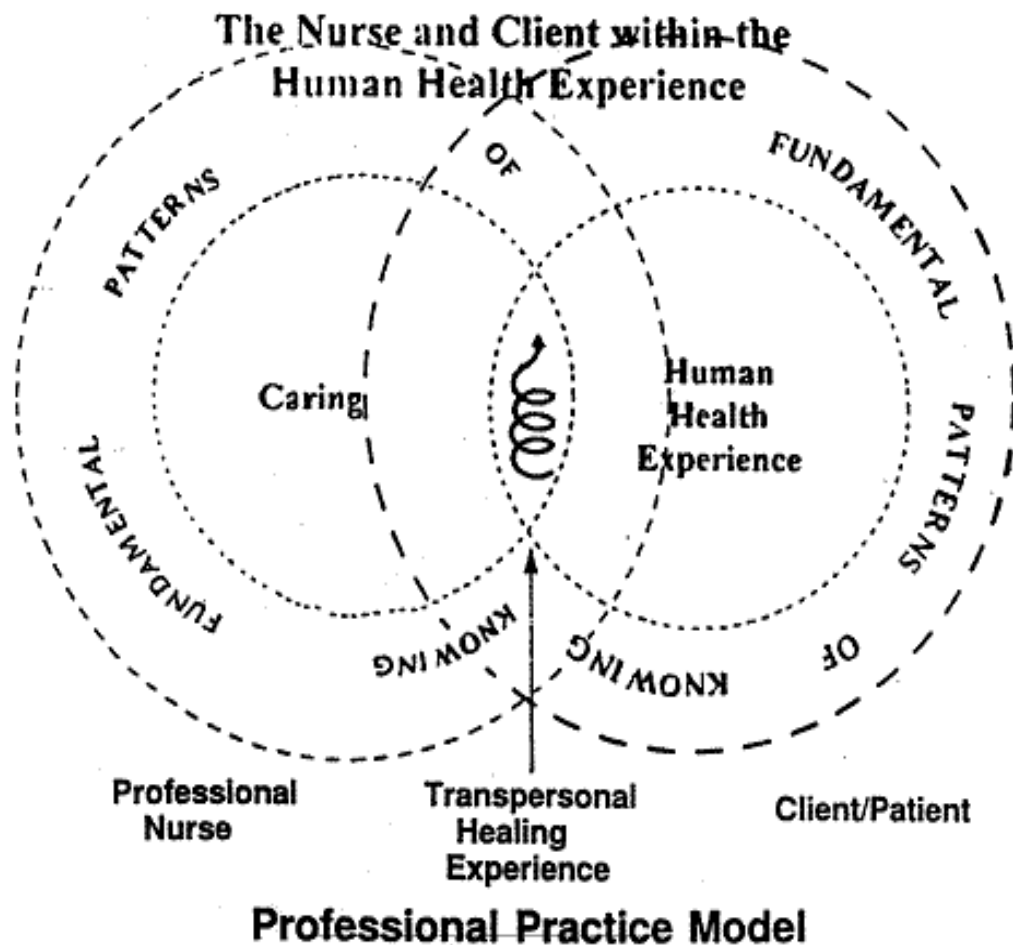
nursing, it must be forged by interaction with all the patterns of nursing knowledge (influencing and being influenced by each pattern).

Through nursing education and practice, the moral imperative of caring is realized and the patterns of nursing knowledge are created, developed, and integrated into the whole that is nursing art and science. Further, nursing education provides the opportunity for people who want to embrace this art and science to be transformed into safe, effective, caring practitioners. Likewise, nursing education offers opportunities for the continued growth of professional nurses through advanced study. The philosophy of life-long learning that the faculty at Beth-El embraces and encourages underscores the fact that in our model nursing is not simply a profession but a dynamic interplay of being and becoming for the nurse.

The nurse enters into the health experience of the individual with the knowledge, skill, ability, and personal qualities of warmth, empathy and congruence necessary to make the possibility of transpersonal healing a reality. Thus, our curriculum focuses on the development of understanding and skill in application of each pattern of knowing especially as it relates to caring behaviors, actions, and therapeutic nursing interventions. Nursing education attends to the support and further development of the qualities of warmth, empathy, and congruence requisite for the creation of a caring context. Nursing education provides an opportunity for the development of critical thinking to encourage innovation and inquiry, as well as carefulness, accuracy, and precision. Nursing education encourages students to understand and be sensitive to contextual variables (i.e., individual perceptions of health, cultural influence and developmental issues) because the context of the human experience defines the health experience.

Undergraduate education provides the entry level preparation for professional nursing practice. Graduate education at the master's level prepares students for advanced practice, research, and leadership roles within the profession of nursing. The college provides programs which support the concept of seamless articulation. The Master of Science program at Beth-El College of Nursing builds on the skills of the baccalaureate prepared nurse. The program offers the students the opportunity to expand theory, research and skills necessary for advanced practice.

The faculty accepts the responsibility for the selection and progression of students and for developing, implementing, and systematically evaluating the programs to enhance nursing education and practice. The faculty is committed to educational excellence, clinical expertise, scholarly activity, support of a diverse student population, professional development, and community service. Faculty and students share responsibility for the implementation of this philosophy of nursing.



## Definition of Curriculum Terms

**Client/Patient:** A person, group, family, or community who engages with the nurse for the purpose of interpreting the human health experience for the potential of achieving transpersonal healing. Individuals--experiencing, developing, and perceiving beings reflecting fundamental patterns of knowing through mind/body/spirit manifesting as a unified whole. The concept of person may be used interchangeably with the terms individual or group or community.

In addition to person, group, family or community, the client can be an organization. An organization is conceptualized as a community of individuals who come together to accomplish health care goals through the medium of an organization.

**Human Health Experience:** A subjective sense of harmony, unity, and congruence in mind/body/spirit, which may occur in the presence or absence of disease. It is an emerging, dynamic process. Illness is the subjective experience of disharmony, turmoil, and incongruence in mind/body/spirit and it necessarily affects the integrity of the whole. Illness is not the opposite of health but may be seen as a potential health experience, as it offers the individual an opportunity to

gain greater self-knowledge and a greater awareness of the purpose and meaning of life. In the diagram, the human health experience is culturally based and interactive with the patterns of knowing as indicated by the dotted line around the core.

The health care organization functions as a structured context in which aspects of the human health experience are enacted. The nurse is part of the organizational context and exhibits a transpersonal leadership role in facilitating client/patient care.

**Caring:** The core of nursing in the human health experience is embodied by:

- a) Intentional acts based on the welfare of another: which may promote health, prevent illness and/or encourage wellness. The process of caring.
- b) An affective dimension of nursing in which the nurse experiences a concern for another (e.g. empathy), an attitude rather than an action (e.g.. warmth): the context of caring
- c) A "mind-set" of carefulness, precision, accuracy, caution, and commitment in one's actions: the content of caring
- d) Moral imperative, attitudes, beliefs, values and moral basis: the ethics of caring

In the diagram, caring is depicted as the core of nursing in dynamic interchange with nursing patterns of knowing as indicated by the dotted lines. Caring is a rhythmic interchange between self, groups and organizations.

**Transpersonal Healing Experience:** An intersubjective experience in which the nurse and another exchange energy, feeling, and thought promoted by the nurse's unique use of self. The desired outcome of this transaction is a greater sense of harmony, peace, health, and a greater capacity for self-healing. The meaning of the experience is interpreted by the participants, however, for both the nurse and the individual a profound change occurs as indicated in diagram by the spiral line.

**Fundamental Patterns of Knowing in Nursing:** Five fundamental patterns of knowing have been identified as necessary for the practice of professional nursing: empirics, esthetics, ethics, socio-political and personal knowledge (Carper, 1978). Embedded in each pattern of knowing is an area of unknowing which allows for the de-centering of self.

1. Empirics: The Science of Nursing: Factual, descriptive, empirical. Aimed at developing general laws, principles and theories for the purpose of explaining, describing and predicting phenomena of relevance to nursing. Typified by such traditional nursing content as anatomy, physiology, and pharmacology, as well as, the developing body of scientific knowledge in general, specialty and advanced nursing practice.
2. Esthetics: The Art of Nursing: The expressive aspect of nursing. Knowledge gained through the "subjective acquaintance" of direct experience and made visible in the unique ways in which the nurse uses self on behalf of the individual (Carper, 1984, p. 16). It involves the synthesis and expression of all of the patterns of nursing knowledge into caring which is unique to each nurse. It necessitates the recognition of the particular rather than the universal and requires integration, synthesis, perception, intuition, creativity, and

empathy. In esthetic knowing there is engaging, interpreting and envisioning. It is the dance of nursing, it can be seen, and when it is over the effect is still there.

3. Ethics: The Moral Imperative of Nursing: The moral component. Focuses on issues of duty and responsibility. This is not just the knowing of ethical codes of conduct, but the ability to discriminate and make moral judgments. This knowing requires the understanding and the ability to apply a variety of moral and ethical frameworks to complex situations requiring moral insight and judgment. It is valuing, clarifying and the existential advocacy of the other. Existential means that the person (other) has the human freedom, will, and knowledge to make decisions on their own behalf.
4. Personal Knowledge: Self-Understanding: "concerned with the knowing, encountering, and actualizing the concrete, individual self" (Carper, 1984, p. 18). That knowing of one's self that makes possible therapeutic use of self and thus, the experience of transpersonal healing. Personal knowledge is dependent upon the "core capacity" to "access one's own feeling life-one's range of emotions: the capacity instantly to effect discriminations among the feelings and, eventually, to label them, to enmesh them in symbolic codes, e.g.. language, touch, writing to draw upon them as a means of understanding and guiding one's behavior" (Gardner, 1983, p. 239). Personal knowledge, then, is encountering the self, focusing on the self, and realizing the self.
5. Sociopolitical: The context of nursing: This pattern of knowing addresses the context of persons (nurse and other) and the practice profession (both society's understanding of nursing and Nursing's understanding of society and its politics). In other words whose views are being heard and whose are being silenced. The essential characteristics are exposing, exploring, transforming, transposing and critiquing (White, 1995).

The fundamental patterns of knowing are revealed through the following processes:

**Critical Thinking:** A cognitive process based on reflective thought and a tolerance for ambiguity which has the following attributes:

- a) Disciplined and self directed
- b) Oriented toward inquiry, analysis, and critique
- c) Multidimensional and multilogical problem-solving rather than unidimensional, monological, or linear
- d) Requisite knowledge and ability to generate options and make discriminating judgments

A model within nursing used to depict an aspect of critical thinking is the nursing process. The nursing process may be defined as a systematic problem solving method, used in any client care situation, for assessing the client's health status and related needs, formulating nursing diagnosis, planning with the client to resolve identified needs, implementing nursing interventions, and evaluating the outcomes to determine the effectiveness of the plan or the need for further revision.

**Communication:** Reciprocal sharing with individuals of written, oral and nonverbal information according to a common set of rules (e.g.. language). This definition includes:

- a) Communication in groups
- b) Communication through information technology, audio-visual media production
- c) Communication through esthetic endeavor such as sculpture, painting, and performance (e.g.. drama)

d) One to one communication.

**Therapeutic Nursing Interventions:** Actions, behaviors and healing strategies of the nurse which facilitate transpersonal healing through a shared human health experience. Skills used to support and empower the other to maximize their healing potential. This definition includes:

- a) Implementation of clinical decision-making and skills
- b) Interventions critical to the practice of nursing
- c) Theory based nursing activities
- d) Interdisciplinary collaboration

**Healing:** Transformative and spiritual; a basic key to healing is acceptance

**Holistic:** The phenomenon conceptualized as an indivisible whole, whose essential nature is distorted or destroyed if reduced to a collection of parts.

The fundamental patterns of knowing are reflected in the following roles:

- Scientist
- Artist
- Carer
- Ethicist
- Citizen

Subsumed within these roles are the following functions:

- Change Agent/Educator
- Resource Person
- Advocate
- Researcher
- Manager
- Leader
- Care Provider

## **GLOSSARY**

Inquiry – a person asking for information about the college, and /or particular program.

Applicant – a person with an application on file, before being reviewed by the admission committee for admission.

Admitted – a person that has completed all application requirements and has been admitted into the college.

Clinical - The portion of the theory course used to refine and enhance the skills and theory presented in the classroom. 1-3 clinical ratio NURS 673.

Practicum – A stand alone course emphasizing the application and refinement of therapies and skills related to a specialty program. The ratio of hours varies according to individual program requirements. 1 credit hour = 100 contact hours. Ratio: 1-6 (examples: NURS 784, 789, 782).

Self-Defined Minor – An identified aggregate that allows the student to apply program content to a cohort. A specialty focus that allows the student to broaden/expand the program content. Specific program content studied in depth.

Extended Studies – A university system that allows students to take courses for credit prior to admission or for out-of-state online students. The course and offering does not guarantee admission to graduate program or guaranteed course credit for degree prior to admission.

## **MASTERS OF SCIENCE IN NURSING (MSN)**

The graduate nursing program at Beth-El builds upon and expands the knowledge, values, and skills of the baccalaureate prepared nurse. The MSN curriculum is based on a holistic framework of human caring, which prepares the graduate for advanced practice. Personal, ethical, esthetic, empirical and socio-political patterns of knowing are concepts which organize the curriculum.

### **MSN Program Outcomes**

Upon completion of the Master of Science Degree requirements the graduate student will be able to:

1. Demonstrates competence in the role of an advanced practice nurse
2. Integrates theory and research into practice
3. Manages client's health problems in a variety of settings
4. Uses creativity and critical thinking to facilitate transpersonal healing
5. Promotes holistic health through collaborative relationships
6. Integrates the moral caring imperative in advanced nursing practice

### **Requirement for the MSN Degree**

Students are admitted into a selected specialty major (requirements may vary).

- Completion of a minimum of 39-51 credits at the graduate level
- A grade of "B-" or better in all required nursing courses
- Final comprehensive examination or thesis
- Students are admitted to candidacy for degree following successful completion of the comprehensive examination or thesis defense
- Completion of degree requirements within seven years
- Maintain a 3.0 GPA

All MSN degree-seeking students are required to complete the core courses (students may choose the non- thesis option by taking Nurs 702) and advanced practice core courses. The nursing specialty selected by the student will determine the specific advanced practice courses needed.

A post MSN certificate completion program is available for nationally certified Nurse Practitioners. A post Nurse Practitioner certificate (national) MSN completion program is available (contact department chair for specific requirements as they may vary).

#### **Nurse Practitioner Major Options**

Family Nurse Practitioner  
Adult Health Nurse Practitioner  
Adult/Geriatric Nurse Practitioner

#### **Clinical Nurse Specialist Major Option**

Community Health Clinical Specialist  
Adult Health Clinical Specialist

#### **Nursing Administration Major**

See the MSN Program Requirement for specific degree option requirements.

## **Minors**

A minor can be earned by taking nine to twelve additional hours in one of the following specialty areas:

- Forensic & Correctional (12)
- Gerontology (9)
- Community Health (12)
- Holistic Health (9)
- Business (12)
- Public Administration (9)
- Nursing Administration (9)

## **Collaborative Programs at UCCS**

- **Masters of Business Administration Health Care Administration option:** offered in collaboration with the College of Business Administration (admission via College of Business).

Contact the Graduate Director for additional information and availability.

## MASTER OF SCIENCE IN NURSING Nurse Practitioner Option

MSN Core Courses
N610 Philosophical Foundations in Nursing Practice 3
N611 Advanced Nursing Practice and Health Care Policy 3
N612 Adv Nursing Research 4
N702 Applied Clinical Research 3 and Comprehensive Exam or N700 Thesis -5

APN Core Courses
N673 Advanced Health Assessment 3-4
N674 Advanced Pathophysiology 3
N628 Advanced Pharmacology 4
N627 Family Theory 3

### Nurse Practitioner Specialty Focus

Adult N.P.	Adult/Geriatric N.P.	Family N.P.
N678 Primary Care Adults I 4	N678 Primary Care Adults I 4	N662 Primary Care Families I 4
N679 Primary Care Adults II 3	N679 Primary Care Adults II 3	N664 Primary Care Families II 3
N784 Primary Care Practicum 6 *	N622 Collaborative Health Care Mgt Elderly 3	N667 Primary Care Families III 4
	N623 Physiological Problems of Aging 3	N789 Primary Care of Families Practicum 6 *
	N784 Primary Care Practicum 6 *	

\* N784 and N789 equal 600 contact hours each (geriatric NPs may not minor in geriatrics)

### Sub-Specialty Minors and Certificates (Optional)

Forensic Nursing	Correctional Nursing	Nursing Education	Nursing Administration	Holistic Nursing	Geriatric Nursing
N631 Forensic and Correctional Nursing	N631 Forensic and Correctional Nursing	N619 Educational Measurement and Evaluation	N629 Resource Mgt: Budget and Finance	N642 Dynamics of Unity	N622 Collaborative Health Mgt of Elderly
N632 Injury and Death Investigation	N630 Sexual Assault	N620 Curriculum Development in Nursing	N704 Health Care Admin I	N643 Psychophysiology Of Holistic Health	N623 Physiological Problems of Aging
N633 Crime Scene and Crime Lab	N634 Psychosocial and Legal Aspects of Forensic	N621 Transformational Teaching Strategies	N705 Health Care Ethics and Law	N647 Holistic-Praxis: Therapies of Imagination <b>Or</b> N648 Holistic Praxis: Therapies Energy Fields	N660 Palliative Care in Advanced Practice Nursing
N650 Forensic Photography	N637 Violence and Human Rights	N771 Clinical Practicum in Education <b>OR</b> N772 Classroom Practicum in Edu	N706 Health Care Administration II		

# MASTER OF SCIENCE IN NURSING

## Clinical Nurse Specialist Option

(approved 5/2/05)

<b>MSN Core Courses</b>
N610 Philosophical Foundations in Nursing Practice 3
N611 Advanced Practice Nursing and Health Care Policy 3
N612 Adv Nursing Research 4
N702 Applied Clinical Research 3 and Comprehensive Exam or N700 Thesis -5

<b>APN Core Courses</b>
N615 Clinical Nurse Specialist Seminar 3
N673 Advanced Health Assessment 3-4
N674 Advanced Pathophysiology 3
N628 Advanced Pharmacology 4
N627 Family Theory 3

### Specialty Focus

<b>Adult Health CNS</b>	<b>Community Health CNS</b>
N658 CNS Acute Care Mgt 3	N663 Community & Rural Health 3
N659 CNS Chronic Care Mgt 3	N666 Health Promotion & Disease Mgt 3
N782 CNS Practicum 5	N782 CNS Practicum 5

### Sub-Specialty Minors and Certificates (Optional)

<b>Forensic Nursing</b>	<b>Correctional Nursing</b>	<b>Nursing Education</b>	<b>Nursing Administration</b>	<b>Holistic Nursing</b>	<b>Geriatric Nursing</b>
N631 Forensic Science and Correctional Nursing	N631 Forensic Science and Correctional Nursing	N619 Educational Measurement and Evaluation	N629 Resource Mgt: Budget and Finance	N642 Dynamics of Unity	N622 Collaborative Health Care Mgt of the Elderly
N632 Injury and Death Investigation	N630 Sexual Assault	N620 Curriculum Development in Nursing	N704 Health Care Administration I	N643 Psychophysiology Of Holistic Health	N623 Physiological Problems of Aging
N633 Crime Scene and Crime Lab	N634 Psychosocial and Legal Aspects of Forensic	N621 Transformational Teaching Strategies	N705 Health Care Ethics and Law	N647 Holistic-Praxis: Therapies of Imagination <b>Or</b> N648 Holistic Praxis: Therapies Human Energy Fields	N660 Palliative Care in Advanced Practice Nursing
N650 Forensic Photography	N637 Violence and Human Rights	N771 Clinical Practicum in Education <b>OR</b> N772 Classroom Practicum in Edu	N706 Health Care Administration II		

## MASTER OF SCIENCE IN NURSING

### Nursing Administration Option

<b>MSN Core Courses</b>	
N610 Philosophical Foundations in Nursing Practice	3
N611 Advanced Nursing Practice and Health Care Policy	3
N612 Adv Nursing Research	4
N702 Applied Clinical Research	3 and Comprehensive Exam or N700 Thesis -5

#### Nursing Administration Specialty Courses

<b>Nursing Administration</b>	
N629 Resource Mgt: Budget and Finance	3
N704 Health Care Administration I	
N705 Health Care Ethics and Law	3
N706 Health Care Administration II	3
Nursing Elective (any 500 level or above course)	3
Business Elective	3 **
Business Elective	3 **
N790 Nursing Administration Internship	3 *
N791 Nursing Administration Practicum	3 *

\*N790 and 791 equal 600 contact hours total

\*\* Business Electives may not be HCAD 619, 629, 639 or 649

#### Sub-Specialty Minors and Certificates (Optional)

<b>Forensic Nursing</b>	<b>Correctional Nursing</b>	<b>Nursing Education</b>	<b>Holistic Nursing</b>	<b>Geriatric Nursing</b>
N631 Forensic and Correctional Nursing	N631 Forensic and Correctional Nursing	N619 Educational Measurement and Evaluation	N642 Dynamics of Unity	N622 Collaborative Health Mgt of Elderly
N632 Injury and Death Investigation	N630 Sexual Assault	N620 Curriculum Development in Nursing	N643 Psychophysiology Of Holistic Health	N623 Physiological Problems of Aging
N633 Crime Scene and Crime Lab	N634 Psychosocial and Legal Aspects of Forensic	N621 Transformational Teaching Strategies	N647 Holistic-Praxis: Therapies of Imagination <b>Or</b> N648 Holistic Praxis: Therapies Energy Fields	N660 Palliative Care in Advanced Practice Nursing
N650 Forensic Photography	N637 Violence and Human Rights	N771 Clinical Practicum in Education <b>OR</b> N772 Classroom Practicum in Edu		

## ADMISSIONS: MSN ADMISSION POLICY

1. Application Deadlines: July 1 for Fall semester, November 15 for Spring semester and April 1 for Summer semester starts (Student files may be reviewed prior to application deadline to meet funding institution's deadline requirements).
2. Complete the Application Packet to include
  - a. Application part I
  - b. Application part II
  - c. In-state Tuition Sheet (must be filled out and signed, even if you are not claiming)
  - d. Application Fee \$60 (make check payable to UCCS)
  - e. Transcripts: 2 official copies sent to us of **ALL** college course work
    - i. Minimum average GPA of 3.0 required for all college course work
  - f. Documentation of Undergraduate Required Course Work (Stats, Health Assessment, Research)
  - g. Copy of RN unrestricted license (from the state in which you are licensed to practice)
  - h. Recommendation letters (4 required)
  - i. Resume: Documentation of at least one years' recent nursing work experience
  - j. **Official** documentation of MMR series or titer that shows immunity to all three diseases, Hepatitis B series or titer that shows immunity, TB skin test or normal chest X-ray, Tetanus, CPR, Health Insurance, Malpractice Insurance (CPR, Health and Malpractice Insurance due before clinicals begin, other items due immediately)

The GRE test is NOT required for admission to Beth-El College of Nursing & Health Sciences

3. Department Chair distributes student files to advisor of program majors.
4. Assigned Graduate faculty review folders and make recommendations to Department Chair.
5. Applicants not fully meeting admission criteria will be reviewed by Department Chair of Graduate Studies.
6. Provisional admissions routed to Dean, Graduate School for approval.
7. Students are notified of admission by the Office of Graduate Nursing.
8. Types of Admission Status:
  - a. Full admission
  - b. Provisional
  - c. Unclassified
  - d. Not admitted

## STUDENT STATUS REGARDING ADMISSION

### Unclassified Student Status

Students seeking admission to the MSN program but have not completed the application process. This student has one year to complete all application requirements to the MSN program. Pre-requisites are BSN or enrolled in the RN/BSN program and current non-restricted RN license

Non-matriculating students will have one semester to complete their application. Non-degree seeking students may take a maximum of 12 credit hours or 30% of the identified major hours that may apply toward a degree program.

## **MSN Provisional Status**

Students who have completed the application process and do not meet all admission criteria may be admitted provisionally. The Dean of the Graduate School grants this status. Provisional status requirements will be determined at review for admission.

Students who maintain a 3.0 GPA in the first nine (9) credit hours of graduate nursing core courses and meet requirements as delineated by the Graduate Committee will be removed from provisional status.

## **Non-degree Seeking/Unclassified Students**

Non-degree seeking student is a student *not* seeking admission to the MSN program.

Non-degree seeking students may apply for admission to the MSN program or to a certificate program (e.g. Forensics, Gerontology or Holistic).

## Fast Track Graduate Admissions

The Fast Track Admission process is designed to offer admission to former undergraduate students that graduated from Beth-El/UCCS no more than four years prior to the time of application to the graduate program. A student applying under Fast Track admission rules must submit the following to the department office.

1. Application Deadlines: July 1 for Fall semester, November 15 for Spring semester and April 1 for Summer semester starts (Student files may be reviewed prior to application deadline to meet funding institution's deadline requirements).
2. Complete the Application Packet to include
  - e. Application part I
  - f. Application part II
  - g. In-state Tuition Sheet (must be filled out and signed, even if you are not claiming)
  - h. Application Fee \$60 (make check payable to UCCS)
  - i. Transcripts: 2 official copies sent to us of **ALL** college course work
    - i. Minimum average GPA of 3.0 required for all college course work
  - j. Documentation of Undergraduate Required Course Work (Stats, Health Assessment, Research)
  - k. Copy of RN unrestricted license (from the state in which you are licensed to practice)
  - l. Recommendation letters (4 required)
  - m. Resume: Documentation of at least one years' recent nursing work experience
  - n. **Official** documentation of MMR series or titer that shows immunity to all three diseases, Hepatitis B series or titer that shows immunity, TB skin test or normal chest X-ray, Tetanus, CPR, Health Insurance, Malpractice Insurance (CPR, Health and Malpractice Insurance due before clinicals begin, other items due immediately)

## RN/MSN Students

Applicants for the RN/MSN program with a BS in another field are eligible for admission entry into the MSN program.

### Admission Requirements

1. GPA of 3.0 in all college course work.
2. An unrestricted nursing license.
3. Clinical experience equivalent of 3 years full time in the last 5 years.
4. Meet all MSN admission requirements except graduation from NLN accredited BSN program.
5. Hold Bachelor's degree in field other than nursing.

In addition, prior to enrolling in MSN courses the student must have completed course work in Community Health; RN Health Assessment; demonstrate undergraduate or graduate level courses in Introductory Research, and Patho.

A grade of "B" or better in BSN course work is required for retention and progression to the graduate level courses.

## **Proof of CPR, Immunizations, Licensure and Malpractice Insurance, and Health Insurance**

**All MSN students** are required to complete the following **prior to admission** and must keep all information current. Copies are the student's responsibility.

1. Certified proof of two (2) MMR's or written evidence of laboratory tests showing titers of all three diseases of measles, mumps and rubella is acceptable. This is not required if born before 1/1/57. Copies of immunizations must be on file at the UCCS Health Center as well as Beth-El. The student can be blocked from registering for classes if these are not on file at the Health Center
2. Hepatitis B series or Hepatitis B titer (must show immunity)
3. TB skin test. The test must be current and cannot expire during the semester practicum hours are done
4. Tetanus (within the last 8-10 years)
5. RN licensure
6. Current CPR card. The card must be current and cannot expire during the semester clinical/practicum hours are done \*
7. Health Insurance \*
8. Malpractice insurance with a visible expiration date \*

\*Required prior to first Practicum. Student may not participate in practicum if item is missing or out of date.

## **ADVISING POLICY**

The Graduate Faculty has initiated a new policy related to the purpose and functions of the academic advising.

It is the student's responsibility to make an appointment with their advisor each year or whenever any changes are made to the student's degree plan. Students may find that their expected date of graduation may be altered if they do not follow their degree plan of study.

The Graduate Office will provide faculty/student with pertinent copies of documents in the student's academic file prior to advising dates or upon written request.

## **MSN ADVISING/ASSIGNING ADVISOR**

1. All students prior to admission will be directed to the Department Chair, Graduate Studies for advising.
2. Upon admission to college the student will be assigned a faculty advisor who is responsible for the direction of the selected specialty option.
3. Students will remain with the same faculty advisor throughout the program of study. Students who elect to do a Thesis will have a Thesis Chair and the student advisor will not change. The student may request a change in assigned advisor at any time.

Initial advisor should retain academic advising responsibility and thesis chair is responsible only for the thesis.

Communication between initial advisor and the Thesis Chair will assure all course work is successfully completed by expected date of graduation.

### **Advisor Responsibilities Include:**

1. Providing a time each semester prior to registration for advising
2. Securing a signed degree plan of study for each advisee.
3. Submitting anecdotal advising records to the student's file and others as appropriate cc: Department Chair of Graduate Studies and others as necessary
4. Reviewing student's advisee files, submitting Advising Outcome Form to the Department Chair of Graduate Studies and other forms as requested

### **Student Responsibilities Include:**

1. It is the student's responsibility to meet with the Graduate Department Chair for the purpose of degree planning and securing an initial advising appointment with their advisor to develop a plan of study.
2. Meet with their advisor twice a year or if any changes are anticipated in their degree plan.
3. Contacting Graduate Nursing Department concerning transfer of college credit hours, transfer of program request.

## **MSN TRANSFERRING OR CHANGING NURSING PROGRAM FOCUS OR MAJOR**

NOTE: Students are admitted into a specific major (Nurse Practitioner, Clinical Nurse Specialist or Nursing Administration). Adding or changing majors requires the following procedure:

1. Students desiring to change clinical majors need to make a written form request to the Graduate Department Chair.
2. The request will be forwarded to the appropriate advisors for review of specific major prerequisites and requirements.
3. The student will be notified in writing by the Chair of the Graduate Department of the results of this request (copy to the registrar) and of the change in their advisor if appropriate.
4. Transfer of credit from one major to another is at the discretion of the faculty.

## **DUAL OPTIONS POLICY ON PRACTICUM**

1. Students may select a dual option (clinical nurse specialist/nurse practitioner).
2. The student should prepare a proposal for completion of practicum for a dual option.
3. A faculty representing the selected nurse practitioner option and the selected clinical nurse specialist option will meet with the student to review the proposal and delineate practicum requirements for the dual option.
4. The recommendation will be forwarded to the Graduate Department Chair for approval by the Graduate Department.

## **TRANSFER OF CREDIT**

Transfer of graduate credit forms are available in the Department of Graduate Studies. The student is to provide a course description and/or syllabus for the course to the Program Assistant. The form will be routed, signatures obtained and request made to the Graduate School to accept credits for transfer. An official transcript must be in your official academic record or must accompany the request.

### **Transfer Credit Policy**

1. All transfer courses must have a grade of B minus or above.
2. Students are responsible for submitting transcripts and specified forms to graduate program for transfer credit.
3. All work accepted for transfer must have been completed within the last six year limit or be validated and approved by the graduate faculty, however, the graduate nursing faculty may require student to audit/repeat class at tuition rate.
4. Courses applied towards one degree, baccalaureate or master's, may not be used towards another master's degree.
5. Master's degree students must submit transfer requests to the program director no later than the semester in which they will graduate (earlier is recommended to assure transfer).
6. Courses transferred from another institution are not included in the calculation of the University grade point average or in the Graduate program grade point average. The University grade point average does not include any courses taken as an unclassified student/extended studies, except those courses that are applied to meeting the degree requirements.

## **Credits earned at the University of Colorado at Colorado Springs PRIOR to admission**

1. Students may transfer in up to nine credit hours of work completed prior to admissions, with approval from the graduate faculty.
2. Courses must have been completed with a grade of B minus or better.
3. Courses must meet the time frame for transfer credit.
4. Courses may not have applied towards another degree.
5. Course work must be approved by the department director prior to the beginning of the graduate degree.
6. Students may transfer in no more than 30% of their total course credits including pre and post admission transfer.

## **Credits earned at other CU institutions**

Collaborative arrangements have been made to accept graduate credits earned at other campuses of the University of Colorado.

Other special considerations for transfer of credit earned at another institution may be petitioned to the graduate department and UCCS Graduate School.

## **Incomplete/In Progress Grades**

Grades of “IW” and “IF” are considered to be “W” (withdrawal) and “F” (failure), respectively, if work is not completed within one year maximum period of time. Students doing thesis credits over several semesters will receive a grade of IP (in progress) until 5 credit hours are complete and thesis defense is complete, at which time a letter grade will be issued. A student must complete the thesis requirements in 5 credit hours unless permission is granted by both the thesis chair and the department chair. A grade of “IW” or “IF” should be given only when the following conditions are met:

1. The student requests an incomplete grade.
2. Reasons for not completing the course requirements were beyond the student’s control.
3. A substantial amount of coursework has been completed by the student.
4. The instructor sets the conditions whereby the course work will be completed, possibly including deadlines of less than one year. Denial of a request is possible.
5. The “IW” and “IF” remains on the transcript with the completed grade next to it.

## STUDENT ETHICS

Students are expected to adhere to the highest codes of personal and professional ethics, as set forth by the Honor Code of the University of Colorado at Colorado Springs, which appears every semester in the Schedule of Classes book.

### Honor Code

Academic honesty and integrity are vital elements of a dynamic academic institution. The responsibility for ethical conduct rests with each individual member of the academic community, students, faculty, and staff.

UCCS has an ongoing commitment to maintain and encourage academic integrity. Copies of the University's Academic Honor Code, a set of standards of academic honesty and procedures governing violations of these principles, are available in the University Library, the Dean of Students Office, or the Vice Chancellor's office.

### Forms of Academic Dishonesty

- **Plagiarism:** Use of distinctive ideas or words belonging to another person, without adequately acknowledging that person's contribution.
- **Cheating:** Intentionally possessing, communicating, using or attempting to use unauthorized (by the instructor) materials, information, notes, study aids, or other devices, in any academic exercise.
- **Fabrication and Falsification:** Intentional and unauthorized alteration or invention of any information or citation in an academic exercise.
- **Multiple Submissions:** Submission of substantial portions of either written or oral academic work which has previous earned credit; when such submission is made without instructor authorization.
- **Misuse of Academic Materials:** Intentionally or knowingly destroying, stealing or making inaccessible, library or other academic resource material.
- **Complicity in Academic Dishonesty:** Intentionally or knowingly contributing to the academic dishonesty of another.

These examples of academic dishonesty are not comprehensive, and infractions will be dealt with on an individual basis. Each student is expected to assist in the enforcement of academic standards. Infractions should be first brought to the attention of the instructor, then to the dean of the college.

Students who do not meet these standards may be dismissed from the Graduate School by the Graduate Dean upon recommendation of the director of the Graduate Nursing Program. A student may appeal such action under the provision of Article VI.

## **Academic and Professional Conduct Committee Policies and Procedures**

The Academic and Professional Conduct Committee will be appointed by the Dean of Beth El College of Nursing and Health Sciences. The committee will have one faculty member from each of the three Beth El departments, as well as one alternate. The committee will serve to hear academic dishonesty and professional standards misconduct cases, and appeals by either student or faculty. The committee serves as an advisory board to the Dean. The Dean makes the final decisions regarding outcome of cases.

The Academic and Professional Conduct Committee makes recommendations to the Dean based on the Academic Honor Code and the Professional Behaviors Standards. The committee recognizes the importance of high ethical standards and conduct in the health care professions. The committee has the authority to make recommendations ranging from “repeal of the charge” to “program dismissal of the student.”

Process Policy for Allegations of Academic or Professional Conduct Issues:

1. Student is charged with an allegation of academic honor violation or professional behavior standard misconduct by a faculty member or student.
2. Faculty or student submits the charge in writing to the student’s appropriate department chair within 5 University working days. All parties involved will receive a copy of the charge(s).
3. The student charged and the faculty who initiated the charge meet with the department chair to discuss the allegation and possible consequences within 30 working days.
4. If the allegation is substantiated, consequences/resolution will be determined and enforced by the faculty and department chair.
5. If the above process does not result in resolution of the issues, then the student or faculty member may appeal the decision to the Dean who will submit case for review by the Academic and Professional Conduct Committee. The Dean makes the final ruling on the case.

Policy Approved by Beth El Faculty Organization, August 23, 2004

## GRADUATE STUDENT APPEALS (ARTICLE VI)

### Section A:

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

#### Grievance Procedure for Grades

It is the policy of Beth-El College of Nursing and Health Sciences to provide prompt and equitable resolution of student complaints and grievances. A student presenting a complaint or grievance shall not be subject to reprisal.

Academic: A student may grieve an alleged error in grading by an instructor or other designated person involved in the evaluation of performance, a violation of a written policy regarding course requirements or an alleged error in the recording of official grades.

Procedure: Discuss the grievance with the faculty member involved in the incident within 30 working days of the alleged incident. A written resolution shall be completed within 7 working days by the faculty member. Both parties will sign resolution agreement.

If the issue remains unresolved, the Department Chair will discuss the issue with the Dean who will have authority to make a final decision on the issue.

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

### Section B:

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

1. An appeal will be officially accepted from a student only after it has been determined that the student has exhausted the appeals process in effect in the department.
2. If a resolution to the problems identified in the student's appeal cannot be reached on the department or unit level, the student may submit a written appeal to the Dean of the Graduate School. The written appeal must describe in detail the basis for the opinion that the student has been treated unfairly and must describe actions taken to resolve the problem at the department level.
3. Upon receipt of written appeal from a student, the Dean will contact the appropriate department offices to get a response to the questions or objections raised by the student. In some cases, a written response from the department may be requested. The response and appeal is then sent to the Student Affairs Subcommittee of the Graduate School Executive Committee. This committee acts in an advisory capacity to the Graduate Dean and will forward their findings and recommendations to the Dean.

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

## **DISMISSAL**

Beth-El College Graduate faculty may require the resignation of any student at any time for reasons considered by the faculty to be in the best interest of the individual or the college. Dismissed students should not assume that they may automatically reapply and be accepted for admission. Applications for readmission will be considered as any new application.

## **STATEMENT OF PROFESSIONAL BEHAVIOR**

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

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

## **MSN VALIDATION**

**Purpose:** To validate proof of CPR, a current non-restricted RN license, immunizations and liability insurance that adequately covers practice area.

Student must validate the above information each semester prior to the beginning of a clinical/practicum course.

In addition, if student is registered for clinical/practicum the student must provide to the instructor:

1. Secure copies of CPR, nursing license, immunizations and liability insurance prior to posted validation dates and times
2. Secure liability insurance that adequately covers clinical practice major (e.g. nurse practitioner or clinical specialist)
3. Report any restrictions placed on nursing license
4. Keep portfolio of above information to be shared with practicum/clinical course faculty at the beginning of each semester

### **Faculty Responsibilities:**

1. Student will not be allowed to attend class practicum without proof of validation.
2. Faculty is responsible for validating above identified information.
3. Students not having proof of CPR, licensing, insurance and immunizations will not be allowed to schedule practicum hours.

## PROGRESSION

### GRADUATE PROGRAM GRADING POLICY (5/02)

Please refer to UCCS Bulletin for complete policy.

A	100-95
A-	94-90
B+	89-87
B	86-84
B-	83-80
C	less than 80% is <b>unsatisfactory</b>
NC =	registration on a no-credit or audit basis
W =	withdrawal or drop without discredit
IF =	incomplete - regarded as F if not completed within one year (automatically changed to F grade without formal notification when the one-year time allowance has passed).
IW =	incomplete - regarded as W if not completed within one year
IP =	in progress - thesis only
P/F =	pass/fail - P grade is not included in the GPA; F grade is included

Graduate School policy states: Students with less than 3.0 GPA may not progress in the Graduate Program.

#### **First Grade less than B- (less than 80%)**

A minimum grade of 80% or greater is required in all graduate coursework, including required courses, electives and transfer courses. A student who receives one grade below a B- (less than 80%) may repeat that course with permission of the graduate director. The grade received in the repeated course will substitute for the original grade and only the latter grade will be used in calculating the graduate program grade point average. However, all grades received appear on the student's transcripts and will be used in calculating the student's university grade point average.

#### **Two or more grades less than a B- (less than 80%)**

If a student receives a second grade below a B- (less than 80%), including the first which may have been repeated for a higher grade, **automatic dismissal from the graduate program will occur.**

#### **3.0 Grade Point Average**

Students must maintain a GPA of 3.0 or higher throughout the graduate program in order to continue graduate studies and to graduate. **If a student's GPA drops below a 3.0, automatic dismissal from the graduate program will occur.**

#### **Readmission to Graduate Program**

Students may petition in writing to the graduate program director for readmission to the college within one year (one time only). The decision to allow readmission is made by the graduate nursing committee with no guarantees of readmission.

## Additional Grading Issues

1. Courses transferred from another institution are not included in the calculation of the University grade point average or in the Graduate Program grade point average. The University graduate grade point average does not include any courses taken while in unclassified status. However the Graduate Program grade point average will include all unclassified courses that are applied to the meeting degree requirements.
2. An "IF" grades means that a satisfactory course grade is possible and that the incompleteness of the work is due to causes acceptable to the course faculty. Extensions of time for the completion of a course may be granted at the discretion of the course lead faculty who may consult with the graduate faculty. If work is not completed in the time allotted by the course faculty (not to exceed 1 year) a grade of "F" will be given for the course. IF's which are completed will be listed on transcript as IF/Grade that was earned.
3. If the incomplete course is a prerequisite to the next course the student may not enroll in the course until the incomplete has been removed.
4. Student has one year to clear "IF" or "IW" grades. After one year student must re-register for course and pay tuition again to continue with the class. (Refer to LOA Policy). Any time class attendance is required; the student must re-register and pay tuition for the class.
5. MSN students are allowed to take an incomplete only with the permission of the faculty.
6. MSN students who have two incomplete grades will not be allowed to enroll in any subsequent courses until the incomplete grades are resolved.
  - a. Students receiving an "IW" in a course may repeat the course. A "W" remains on the transcript.
  - b. Students receiving an "IF" in a course may repeat the course but an "F" remains on the transcript.
  - c. If a course has a theory and clinical component, both must be completed satisfactorily or the result is a failing grade.
7. Students may audit a specific course of interest (Clinical and Practicum courses may not be audited). All students are allowed to register for courses either for credit or for no credit. Students who audit will pay full tuition and may participate in all classroom activities. The transcript will reflect an "NC" (no credit).
8. Students must take all required prerequisite courses, unless specific requirement is waived by course faculty or department chair.

## **MSN PRACTICUM POLICY**

It is recommended that the students take no more than three (3) credit hours of practicum per semester. Students wanting to do more than 3 credit hours must request a waiver of this policy from the faculty teaching the course and the Department Chair.

The practicum ratio for all MSN programs is 1:6. Clinical courses have a 1:3 clinical ratio. One credit hour practicum = 100 contact hours.

### **Definitions:**

Clinical: that portion of a theory course used to refine and enhance the skills and theory presented in the classroom. Ex: NURS 673 ratio 1:3

Practicum: a stand-alone course emphasizing the application and refinement of therapies and skills related to a specialty program. The ratio of hours varies according to individual program requirements. One credit hour practicum = 100 contact hours. Ratio: 1:6.

Some clinical agencies may require background investigations. The requirements for background investigations shall be consistently applied. Persons whose background investigation reveals serious offense against persons, a history or untreated substance abuse, illegal distribution of drugs, or serious traffic offenses may be disqualified from obtaining employment (including transfer, and/or reassignment of specific duties), volunteering or taking an internship for direct care positions with the Department of Human Services.

## **PROFESSIONAL UNIFORM STANDARDS**

Students will wear white lab coat with Beth-El College of Nursing and Health Science name pin or University ID unless otherwise indicated by preceptor/agency.

Students must present in a professional manner, with clean, professional clothing and personal grooming, long hair must be secured in a manner that it does not fall forward. Men should maintain well groomed facial hair if present. If the ears are pierced, only one pair of small earrings is allowed.

No artificial nails are permitted in clinical care agencies per CDC regulations.

Fingernails may be no longer than ¼ inch above the fingertip. If nail polish is worn, it should only approximate skin color.

Perfume and gum chewing are not permitted in the clinical setting.

### **Compliance Standard**

When the above standards are violated, the student will be verbally warned once and if unprofessional behavior continues, the person may be placed on clinical probation/dismissed.

## **Hospital and Agency Property**

Equipment, supplies and drugs which are the property of the clinical facility may not be utilized at any time for personal use.

## **Employment Opportunities**

A nursing student hired for any position by a health care facility legally may perform only the duties listed in the job description for that position, even though he/she may have more advanced skills in the student role.

## **Clinical Learning Process Policies**

### **Skill Laboratory Practice**

As part of the learning process, students may be asked to perform a health services or nursing skill on a classmate or be asked to have a student perform one on them. Students have the right to refuse to have any specific nursing skill be performed on them, and their refusal to participate in lab practice sessions may affect the student's ability to complete course successfully.

Several general policies are listed below to assist you in determining general criteria for clinical practice in agencies where you study. More detailed policy will be discussed relative to specific agencies.

Nurse Practitioner Students must follow the guidelines in the NP Practicum Handbook.

## **Affiliating Agency Policies**

The College personnel and students are expected to abide by the rules and regulation of any affiliating agency utilized for clinical experiences.

Affiliating agencies utilized by the College are on a contractual basis. All contracts contain an agreement that college personnel, nursing and health science students will conform to the rules and regulations of those agencies.

College of Nursing personnel or students failing or refusing to abide by the hospital policies will not be permitted to care for patients and may be dismissed from the College under the provisions for non-compliance of rules and regulations of any of the affiliating agencies.

## **Protection of Vulnerable Populations**

Several of the clinical agencies that Beth-El utilizes require background checks for the protection of vulnerable populations. Beth-El complies with all policies for this purpose. Students who have a previous conviction for a misdemeanor or felony may not be eligible for placement in clinical assignments. Please see the following policies:

### **Colorado Mental Health Institute at Pueblo:**

"In accordance with Colorado Department of Human Services policy, the Colorado Mental Health Institute at Pueblo requires all prospective employees and students to have a background check. If the background check reveals information, such as outstanding warrants or pending charges, the pending employee or student must seek clearance through the Institute's Public Safety Office. If the circumstances are serious, the potential employee or student may be denied admission for employment of clinical practice".

### **Department of Human Services:**

In keeping with public policy, the Department of Human Services is committed to providing the highest professional standards in all programs and services to clients placed in its care; respecting their human rights and dignity; and providing for their safety, security and well being. Towards this end, every direct care Department of Human Services applicant, employee, both temporary and permanent intern, volunteer and/or contractual employee shall be subject to and successfully complete a background investigation as a condition of employment. For the purposes of this policy, "direct care" positions shall include those positions assigned unsupervised contact with children, people with disabilities and/or the elderly.

Due to the unavailability of charges and the nature of work associated with many Department of Human Services direct care positions, court-ordered community service candidates may not be deemed eligible to work with children, the disabled, the elderly or any other direct care or sensitive position(s).

The requirements for background investigations shall be consistently applied. Persons whose background investigation reveals serious offenses against persons, a history or untreated substance abuse, illegal distribution of drugs, or serious traffic offenses may be disqualified from being assigned to clinical experiences, obtaining employment (including transfer, and/or reassignment of specific duties), volunteering or taking an internship for direct care positions with the Department of Human Services.

## **INDEPENDENT STUDY**

Students may take independent study courses with any faculty who is willing to direct your studies. Graduate independent study numbers are 1-6 credit hours.

## **GRADUATE SCHOLARLY PAPERS**

Formal papers written for graduate level courses must:

1. Have title page as specified in the example on the following page
2. Written following APA (current ed.) format
3. Students should keep one copy in their personal file.

Title of Paper

Author's Name

Beth-El College of Nursing and Health Sciences  
of the University of Colorado at Colorado Springs

A paper submitted in partial fulfillment  
of N:xxx (course title)

Semester, ----

## **COMPREHENSIVE EXAMINATIONS (non-thesis students)**

The Comprehensive Examination is a summative evaluation of the Masters of Science in Nursing Degree and must be taken after successful completion of the student's program course work and/or in the final semester of the degree plan. Students who have selected the thesis option are exempt from the comprehensive exam.

The Comprehensive Examination will be offered in October or November during the Fall semester and in March or April during Spring semester.

Applications to take the Comprehensive Examination must be completed and submitted to the Graduate Department.

### **PROCEDURE:**

- Students are required to view online content of the Comprehensive Exam Review, held approx. 2 months from dates of Comprehensive Exams.
- Students select examination format in "Request to Take Comprehensive Exam" form and submit form to the Graduate Nursing Department Program Assistant by posted deadline.
- Student chooses exam format from the following: oral exam, or written paper.
- Student receives exam question on set date from the Graduate Nursing Department. All examinations are due per schedule deadlines.
- It is expected that students will not seek any assistance in answering the examination question. Procedural questions should be directed to the Graduate Nursing Department Chair.

### **ORAL EXAMINATION**

- Two graduate faculty will be assigned by the Graduate Nursing Department Chair to evaluate the oral examination.
- Oral examinations will be scheduled during an identified week early in fall and spring semesters. The student will be notified of the time and location. The student needs to plan for a two-hour block of time for the examination.
- One hour will be provided for the formal presentation. Since technology failures with audio-visual aids are frequent, students should provide hard copy handouts, outline of the presentation.
- The next thirty minutes will be used for discussion of your presentation.
- The final half-hour will be used by the faculty to discuss/evaluate the oral response and share results with the student.
- The outcome of the examination (satisfactory or unsatisfactory) will be determined by the faculty and shared with the student immediately following the examination.

## **WRITTEN PAPER EXAMINATION**

- The paper is due on a set date and time to the Graduate Nursing Department Administrative Assistant. If the paper is late it is an automatic failure. The essay needs to be typed, double spaced using APA format and appropriate references. The student is solely responsible for method of delivery. Mailed papers that are incomplete, late, etc. will be considered failures.
- Evidence of plagiarism is grounds for failure of the exam and will be referred to the Academic Standards Committee.
- The Graduate Nursing Program Director will assign two graduate faculty members to evaluate the paper.
- Paper is to be 20-25 pages in length (excluding title page and references) and will not be graded past the 25th page.
- Allow approximately 2 weeks for examination results.

### **Failure of the Comprehensive Examination**

Students who fail the comprehensive examination will have only one more opportunity to successfully complete the examination during the next fall or spring semester comprehensive exam offering (only 2 attempts). Following the second failure, the student is dismissed from the Graduate Nursing Program.

## **MSN THESIS (student electing to do thesis)**

Students who elect to do a thesis do so under the direction of a thesis chair and committee. The thesis committee will consist of a chairperson (doctorally prepared) and two other members with graduate degrees. The student may select one member of the thesis committee from outside the Beth-El faculty with the approval of the thesis chair. The student will incur costs associated with completion of thesis and use of resources. Students electing thesis are exempt from the comprehensive examination.

The student will obtain a Thesis Committee Form from faculty and will be responsible for acquiring required signatures.

Faculty will sign the Committee Approval Form. Student is responsible for securing "Guidelines for Thesis" from the Administrative Assistant in the College of Nursing, Department of Graduate Studies.

Advisor for graduate student does not change when the student elects to do a thesis.

A formal presentation by the student of the completed research is required. The oral defense of the thesis follows the formal presentation.

Final corrections to the thesis must be submitted to the Graduate Program Chair (see Schedule of Deadlines for Master's Degree).

Use the Schedule of Deadlines for Master's Degree Candidates Expecting to Graduate During current semester when planning the following:

1. The faculty consenting to Chair a thesis committee needs to route a copy of the Thesis Registration form signed by the Thesis Chair to the Chair, Department of Graduate Studies.
2. Thesis defense must be scheduled through the Department of Graduate Studies.
3. The Administrative Assistant will prepare the Signature/Approval pages in triplicate and the Statement of Successful completion of Requirements for Thesis Research.
4. The Thesis Chair may pick up these required forms from the Department of Graduate Studies prior to the thesis defense.
5. The Thesis Chair is responsible for obtaining faculty signatures on the three Signature/Approval forms and the Statement of Successful Completion of Requirement for Thesis Research form. These forms are returned to the Administrative Assistant upon successful completion of the thesis defense.
6. Student must complete their thesis requirements in five semesters, and be registered for Nurs 700 each semester. Students requiring more than five credit hours to complete their thesis will need approval of the Graduate Faculty.
7. There are no exceptions to UCCS graduation deadlines for thesis students.

## **GRADUATION PROCESS AND ISSUES**

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

The student must complete an "Application for Admission to Candidacy for an Advanced Degree" and the "Application for Diploma" card. These are obtained from the Department of Graduate Studies. Students must adhere to the Schedule of Deadlines for Master's Degree Candidates.

## **POLICIES WHICH PROMOTE A HEALTHY ENVIRONMENT**

Nursing is a health related profession; therefore, it is important that you, as a nursing student, be a role model for a healthy lifestyle. One facet of this lifestyle is to be protected against preventable diseases and thus protect your future patients from contracting these diseases from you.

### **STUDENT RESPONSIBILITY**

It is solely the responsibility of the student to maintain proof of current PPD, CPR, health insurance and malpractice insurance on file within the college of nursing and health sciences. Failure to maintain required documentation may result in student being unable to participate in or complete practicum hours. No student can participate in clinical with expired PPD, CPR, or health insurance.

**All health costs, including prescription medications and immunizations, are the financial responsible of the student.**

If you choose not to have these immunizations, you will be required to sign a statement that you decline to participate in this immunization requirement. This may result in not meeting requirements for certain clinical placements and course requirements for graduation.

If your immune system is suppressed for any reason, or you are pregnant, please consult with your physician prior to receiving any immunizations.

### **Illness or Injury**

At clinical/practicum facilities:

1. If you are ill and unable to report for practicum assignment, you must notify the instructor and practicum area where you are scheduled to work prior to the time you are expected to arrive.
2. During the practicum assignment, any illness or injury should be reported immediately to the instructor in the practicum area. The instructor will arrange for emergency care through an Emergency Room at Memorial Hospital if necessary and notify the practicum unit to which you are assigned. Student will be billed for personal medical care.
3. If an injury has occurred, an Incident Report or Unusual Occurrence is to be prepared by the student with the assistance of the practicum instructor. A copy is forwarded to the Graduate Nursing Department Chair.
4. If you receive a needle stick on practicum or are exposed to an infectious disease, notify your practicum instructor who will follow agency protocol.

## **INSURANCE**

Health Insurance is required for all students enrolled in a clinical/practicum nursing or health science course. If you have not turned in proof of your insurance please do so prior to your first clinical/practicum day.

Students without insurance will be blocked from attending clinical/practicum. If eligible and you wish to sign up for student health insurance, you can obtain information in the Student Health Center.

## **Regulations for a Drug-Free College Environment**

It is the policy of Beth-El College that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the college building and surrounding parking lot and lawns or during any educational or clinical/practicum experiences associated with the academic process.

Each student will, as a condition of acceptance into the college, abide by this policy.

- Students on clinical/practicum with signs of alcohol or drug use will be sent off clinical/practicum immediately for the safety of patients and the student.
- Students, who have convictions for alcohol or drug violations on or off campus, are expected to inform the Dean of the violation.
- In the event of a conviction for a violation of any criminal drug statute occurring on or in college property, or associated with the educational process, the student will notify the Dean of Beth-El College no later than five (5) days after such conviction.
- A first offense will result in the requirement of the offender to satisfactorily participate in a drug-abuse rehabilitation program approved by a Federal, State or local health/law enforcement or other appropriate agency.
- A second offense will result in the expulsion of the offender from Beth-El College of Nursing.

### **Responsibilities of the College:**

Federal guidelines require that we inform you that:

- You cannot bring in, use, or distribute illicit drugs or alcohol on school premises or as part of any school activities - this is a mandatory policy
- Drug and alcohol use is wrong and harmful and what the health risks are
- Help is available in combating drug and alcohol problems
- Disciplinary actions will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees.
- Students who have a previous conviction for a misdemeanor or felony may not be eligible for placement in clinical/practicum assignments.

### **Responsibilities of Students and Staff:**

You are expected to:

- Follow our regulations and policy prohibiting the possession, use, or distribution of drugs and alcohol on school property or as part of any school activity.
- Participate in drug and alcohol education and prevention programs if you're a student.

**Drug-Free Schools & Communities Act** requires us to tell you of any help that's available for dealing with drug or alcohol problems. You can voluntarily make use of this help at any time.

Among the types of help offered in this community are:

- Individual or group counseling
- Attendance at drug or alcohol abuse/treatment or rehabilitation programs

You can find out what's available from our counseling, student services offices, or your family doctor. Or you can look in the phone book under alcohol or drug treatment programs, contact a local hospital, social service agency, or the local "Help line" for advice.

## **Beth-El Lab Equipment**

Any student wishing to utilize equipment i.e. stethoscopes, otoscope, B/P cuffs, DDST kits, etc. from Beth-El College of Nursing & Health Sciences will adhere to the following:

1. Office personnel must release all equipment so that accurate records can be maintained related to inventory of such items.
2. Students will check out equipment at the front reception desk.
3. Equipment will be available for release and return only during regular office hours (8:00 a.m. to 4:30 p.m.), Monday through Friday.
4. It is the student's responsibility to see that all equipment is returned in operable condition and in a timely manner. Liability for lost equipment is the responsibility of the student.
5. Students will be required to sign for all equipment that is released and must turn in equipment to office personnel. Students MAY NOT re-issue their equipment to another student. If this occurs, the student that the equipment has originally been signed out to is held liable for any loss or damage. NO EXCEPTIONS.
6. Faculty will identify and authorize time limitations for equipment to be released so that all students will have opportunity to access equipment.
7. Faculty/Administration are requested to adhere to this policy in regard to issuance and return of equipment to students so that accurate inventory records may be maintained.

## Library Resources

To view a complete list of UCCS' Kraemer Family Library's resources, services, policies, and Library hours or to link to information resources available through the Library, visit the Library's Web site at: <http://web.uccs.edu/library/>

The Kraemer Family Library provides information services and resources essential to the research and information needs of students at the Beth-El College of Nursing and Health Sciences. They include:

- A growing collection of books, journals, and media materials related to nursing, medicine, and health
- On-campus and remote access to the Library's online catalog, online periodical indexes and databases and electronic journals
- Reserve collections for class-assigned materials
- Access to Prospector, a unified online catalog
- Interlibrary loan services
- Reference assistance available in person, by phone, or by email
- Classroom library instruction sessions
- Individual instruction in the use of library resources

Identify Items placed on reserve for Beth-El classes by using the catalog search features: Reserve Lists by Course; Reserve Lists by Professor.

### Prospector

The Kraemer Family Library is a member of Prospector, a unified online catalog of more than 20 academic, public, and special libraries in Colorado and Wyoming including the University of Colorado Health Sciences Center library. Prospector allows UCCS students to identify materials owned by these libraries and to borrow certain materials from them (primarily books and videos) and have them delivered to the Kraemer Family Library for pick up.

To borrow materials through Prospector a valid campus ID card and a current registration record on file at the Library's Circulation Desk are required.

### Library Databases

In addition to the Library's print collections, Beth-El students have online access to numerous periodicals through various full-text databases offered by the Library.

Some databases provide direct full-text links to cited journal articles, but the Library also uses journal linker and article linker technology to help students locate the full-text of journals and journal articles that are available online through the Library's databases and/or in print in the Library's periodical collections.

## **Reference Assistance**

Reference Librarians are available to assist Beth-El students with library inquiries and research questions. Visit the Reference Desk in person, call the Reference Desk at 719-262-3295, or email questions to [refdesk@uccs.edu](mailto:refdesk@uccs.edu). Reference Desk hours are posted on the Library's Web site.

## **Library Liaison**

The Library works closely with the University's teaching departments through a liaison system. The librarian liaison for the Beth-El College of Nursing and Health Sciences is responsible for selecting materials for the Library's nursing and health sciences collections and for providing library instruction to Beth-El students in the classroom or individually by appointment. Beth-El's current Library liaison is: Mary Beth Chambers (719-262-3289 or [mchamber@uccs.edu](mailto:mchamber@uccs.edu)).

## **Photocopier: Use & Cost**

Beth-el provides student copiers at University Hall for 10 cents/sheet. The Library machines will copy on both sides of the paper, in effect 5 cents/page. Copying performed by Library Staff will be charged at 30 cents/sheet. Currently, the library has 2 copiers available.

## **POLICIES WHICH PROMOTE AN ACADEMIC COMMUNITY**

Beth-El College provides nursing and health science education for the community and southern Colorado. This mission can best be accomplished in an atmosphere of free inquiry and discussion, referred to as academic freedom.

Academic freedom is defined as the freedom to discover, inquire, publish, teach, speak, assemble, and communicate without constraints from college authority. Only the scientific principles of inquiry shall provide control over this process. The best insurance against academic error is the widest exposure to differing and conflicting opinions.

Students are guaranteed the freedom to study and discuss in an open accepting academic setting while conforming to the standards of conduct operating within Beth-El College.

Students and faculty should be evaluated on their performance without reference to religious, social or political views.

Faculty must present accurate information and indicate that they are not speaking for the College when they are speaking or writing as citizens. Although faculty are guaranteed freedom from College censorship, it is important that they realize that the public may judge them as representing their profession or Beth-El College.

## **Disability Statement**

Students with disabilities are to provide their letters of certification and accommodation within the first two weeks of class. Disability Services Office is part of Student Success located in Main Hall, (719) 262-3354.

## **Professional Interactions and Confidentiality**

The student is expected to maintain all relationships with persons in the clinical/practicum/practicum area on a professional level. Disclosure of information concerning patients' health status or personal lives is a breach of professional ethics and federal law. Any information related to the patient or family is considered confidential. Be cautious not to discuss clinical/practicum issues in public places. The patient's name must be obliterated on all printed documents copied by the student.

## **Attendance Policy**

Adult learners are expected to make decisions that will facilitate the learning process for themselves as individuals. Attendance at class is not required but is expected. In some cases class attendance may be a requirement of a specific course, especially if group participation is an expected outcome for learning to occur.

Attendance at clinical/practicum is a requirement. Clinical/practicum experience, which includes clinical/practicum practice, seminars and skills laboratory, is seen as that part of the educational process wherein you integrate and utilize theoretical knowledge, synthesize and create new knowledge, and combines these in a dynamic, individualistic way in the rendering of patient care. Although the student is essentially a learner, the learning is coupled with responsibility -- not only to self, but also to the patient, co-workers, and fellow students. Because you have an obligation to others as well as self, you may not unilaterally decide to be absent from any clinical/practicum experience. Excused absences are the mutual decision of faculty and student; and faculty will decide place, time and extent of make up.

Students with unexcused absences from clinical/practicum (failure to notify instructor or clinical/practicum unit) may be placed on probation (first time) or dismissed from the college (second time).

Students who are ill are expected to seek appropriate care. Students are expected to notify instructors and assigned clinical/practicum areas at least one hour before clinical/practicum or before the beginning of a required class meeting (e.g., seminar, examination) of their illness. For scheduled examinations, failure to give notification to the school instructor by the appropriate time may result in no credit (0) for the exam.

It is the student's responsibility to contact the instructor and make arrangements for return to clinical/practicum and the required make-up time. The instructor may request written medical approval before allowing you to return to clinical/practicum. Agency and time limitations may

restrict make up scheduling and tuition will be charged for make up time required. Passing of a course requires attainment of terminal course objectives as evaluated by the faculty.

Prolonged illness or multiple absences may prevent attainment of terminal course objectives resulting in an incomplete failing (IF) or incomplete withdrawal (IW) grade for the course. A record of absences for clinical/practicum will be maintained by the course faculty. Instructors may use their own discretion in dealing with absences and tardiness.

## **Financial Information**

Graduate students can access information about financial aid and scholarships from the UCCS Financial Aid Office. Specific scholarships, loans, and employment opportunities available to Beth-El students are described on the following pages.

**Beth-El Alumni Donor Loan Fund (SOS Fund)** - The emergency fund is available through the generosity of the Beth-El Alumni. This money remains readily available through the Dean's office to assist students with loans for small emergency financial needs.

**Beth-El Alumni Scholarship** - This scholarship is offered through the generosity of the alumni. Contact the President of the Alumni Association for additional information.

**Elizabeth Sevier Scholarship Loan Fund** - This fund was established through the generosity of Elizabeth Sevier. Her commitment to education has benefited students in need of financial support.

**Friends of Nursing Scholarship** - Through the generosity of the Friends of Nursing organization, scholarships are available to Registered Nurses in either the Graduate or Undergraduate program.

**Veterans' Assistance** - The College is approved for educational benefits. Information regarding retention rate of students and employment of graduates is available from the college office upon request.

**Nurse Traineeship** - (Graduate Students only) Funds available from the Federal Nurse Traineeship program

**Work Opportunities:** College Work-Study, Off-campus employment, Memorial Hospital, Other area hospitals

**Employer Tuition Reimbursement** - Registered nurses will complete a form available in the Admission & Records office to facilitate employer (Memorial and Penrose Hospitals only) notification of course completion. This will facilitate employer reimbursement. The form must be completed each semester and tuition must be paid in full prior to submission.

## **“User Friendly” Environment Policies**

### **Cellular Phones, Pagers and Electronic Devices**

Based on the disruptive nature of cellular telephones and paging devices, as well as the potential for academic dishonesty during quizzes and examinations, the Beth El College of Nursing and Health Sciences policy is that students must have devices set on a silent mode during classroom, clinical and laboratory experiences. When students are taking examinations/quizzes, the devices must be turned off and placed out of sight.

### **Bulletin Boards**

Bulletin boards are provided to increase the communication among students and between faculty and students. Please consult the bulletin boards in student lounges for official postings. Exam grades will usually be posted on the student bulletin board with prior written approval from the student.

Communication from Administration, Faculty, other students, as well as information about school activities will be posted or placed in student mailboxes which are hanging files within the file cabinets. To keep informed please check these on a regular basis.

### **Phone System**

There is a phone in the computer lab (UH-118) for student use. Local calls may be made free of charge. One must dial "9" first for local calls (please limit each call to three minutes as a courtesy to other users).

### **Lost & Found**

A lost and found repository will be kept at the front desk reception area. Students should give any lost items to the administrative assistant. Items will be kept for a reasonable time for students to claim them.

### **Make-Up Examinations**

Students doing make up exams need to contact course faculty for approval and call the administrative assistants (262-4421 to schedule an appointment. Appointments can be made Monday-Friday, 8:00-11:00 am and 1:00-4:00 pm (dependent upon room availability). Faculty will arrange with the administrative assistants to have the make up exam on file in time for the student's appointment. Exceptions to this schedule or policy will be the responsibility of the faculty who will monitor the make-up exam.

### **Student Residence**

Beth-El students may apply for residency in the dormitories at UCCS.

### **Child Care Facilities**

The center is open from 7:30 a.m. to 7:30 p.m. during the school year. Contact the Child Care Center for annual registration fee and a \$13 materials replacement fee per child per semester. Students should call (719) 262-3483 for more information.

## **Damage to College Property**

Any destruction of college or hospital property intentional or unintentional, will be the financial responsibility of the student concerned and may be cause for dismissal from the College.

## **Faculty Evaluation by Students**

- All students are expected to evaluate individual faculty on teaching effectiveness. Faculty value this process as a way to implement positive change and promote excellence.
- A designated student will be assigned to distribute and collect the evaluation forms.
- The faculty member will not remain in the classroom during the evaluation process.
- Forms will be available to students overnight, in some cases, so they may provide comments.
- Forms will be given by the student assigned to collect the forms, to an Administrative Assistant who will send the forms to Boulder for tabulation.
- Evaluations will be reviewed by the faculty involved and the appropriate department chair, the Dean of the College and possibly the Faculty Promotion Committee. Faculty will receive a copy of the written comments according to UCCS policy.

## **Safe Environment Policies**

### **Minor Children Prohibited in Classroom, Lab and Clinical Sites**

Based on the unpredictable sensitive nature of course content in the Beth El College of Nursing and Health Sciences, as well as the unpredictable nature of children, Beth El policy prohibits students from bringing minor children to the classroom, clinical or laboratory. The UCCS Family Development Center has a drop in policy for childcare should unexpected needs arise.

### **Snow and Inclement Weather Policy (UCCS)**

The primary premise for weather-related cancellation of classes of the University of Colorado at Colorado Springs is that the institution will remain open unless there is unreasonable risk or danger to a substantial number of students and employees due to unreasonably hazardous driving conditions within a reasonable distance of the campus.

In the event of heavy snowfall, and extreme weather condition, a mechanical system failure or some other condition that prevents the safe operation of the campus, classes may be canceled. The authority to cancel regularly scheduled day classes rests with the Vice Chancellor for Administration and Finance. This decision will be announced no later than 6:00 am each day for day classes and 3:00 pm for evening classes. The information line for weather related campus closures/cancellations is 262-3346. Class cancellations/closures are announced on the following radio stations:

KVOR/KVUU, KSKX, KILO, KRCC, KGFT, KFMA/KKLI, KTLF, KCS/KIKX, KCCY, KOA, KYGO; and television stations: KOAA, KRDO, KKTV.

UCCS Policy 4/99

### **Snow and Inclement Weather Policy (Beth-El)**

Beth-El College will:

- Be scheduled according to UCCS policy for closures. This includes late starts for classes. (Calculated from an 8:00 am start. If less than an hour remains in the class, the class will be canceled.)
- Clinical (day rotations only) will continue to utilize School District 11 closure policy with no late starts. If you cannot attend clinical (or will be late to the agency) notify the clinical agency so that your patients are reassigned. Evening clinical will follow the CU closure policy unless course faculty make a different decision and notify students and the office staff at Beth-El. Faculty and students should continue to evaluate safety factors on an ongoing basis. Clinical decisions should be made to insure personal safety at all times.

### **Fire Policy**

#### **I. Introduction**

- A. The most effective tool that can be used during a fire in a hospital or school or other agency is prior preparation to assure that each student and staff member has an

assignment and has had sufficient instruction in this assignment to function effectively. Some rules to remember are:

1. **AVOID PANIC!** The greatest danger in most fires is panic. Don't alarm students or staff by excited motions or by shouting "FIRE." Remember, your job is to reassure the student or staff by the calmness of your presence.
2. **BE ALERT FOR SIGNS OF FIRE.** If you see or smell smoke, report it immediately for investigation. Early detection means prompt extinguishing of fire.
3. **KNOW THE LOCATION OF FIRE EXTINGUISHERS IN YOUR AREA.** Think over the instructions you have been given in the use of fire extinguishers and use the right fire extinguisher for a specific fire
4. **FIRST IN THE EVENT OF FIRE.** Remember these simple steps:
  - a. Remove any patient or person from the immediate area of the fire
  - b. Close the doors and windows in the room where the fire is located
  - c. Pull the nearest fire alarm box. Report the exact location of the fire to the hospital switchboard or to the College office.
  - d. Contain the fire by closing all doors and windows in the immediate area of the fire.
  - e. Return to the fire and fight it to the best of your ability until help arrives.

Safety of human life is the highest concern during a fire.

### **Fire Exit Plan**

1. Notify Public Safety (262-3111) with details of fire.
2. Evacuation Procedure: If the Dean determines that the building should be evacuated, the College Fire Evacuation Plan will be utilized

### **Bomb Threat Procedure**

- A. Purpose: To provide general guidelines for action to be taken in the event a bomb threat is received at the college.

Procedure: If the threat is received by phone:

1. Handle the call quietly and calmly.
2. Prolong the conversation as long as possible. Ask:
  - a. Where is the bomb?
  - b. What time will it explode?
  - c. What does it look like?
  - d. What kind of a bomb is it?
  - e. Why bomb the college?

Keep the caller talking as long as possible.

3. Try to get another person on the line to help you listen. Listen for background noises such as music, conversation, laughter, aircraft, etc.
  4. How does the caller sound (excited, sober, angry, amused, intoxicated, etc.)?
  5. Note the language used. Is the caller familiar with academic/nursing terminology?
  6. Make immediate written notes of the conversation and your observations.
- B. Notify the Assistant to the Dean or Public Safety
- C. The Assistant to the Dean will immediately notify:
1. The College Dean or designee
  2. Colorado Springs Police Department (719.471.6611)
  3. Public Safety (719.262.3111)
- D. Search Procedure:
1. Upon receiving notification of bomb threat, faculty, directors and staff will thoroughly search their areas of responsibility looking for suspicious objects. Any item, such as a package, bundle, suitcase, briefcase, paper, sack, etc. must be regarded as suspicious unless its' presence can be accounted for. Any item foreign to the area in which it is found must be considered suspicious.
  2. Public areas, closets, and storage areas of the building should be given priorities in the search, however, no area should be overlooked.
  3. If the caller indicated a specific area, that area will be given first search priority.
  4. If a suspicious item is located, do not touch or disturb it in any way. Notify the Dean or police of its location. The Police Department will remove the suspicious object.
  5. All personnel and students should remain calm and alert and avoid even the appearance of panic.
- E. Evacuation Procedure: If the Dean determines that the building should be evacuated, the College Fire Evacuation Plan will be utilized.
- F. If the bomb threat is received by mail:
1. Do not handle the letter/package any more than necessary. Protect it as much as possible to facilitate later examination by the Police.
  2. Remain calm. Notify the Dean. The Dean will notify the Police.
  3. Do not discuss the incident with anyone other than those in authority.

## **Safety Policy**

The University of Colorado at Colorado Springs Department of Public Safety maintains a full-service Police Operation to respond to reports of criminal acts and emergencies on campus. These officers are state certified and hold police commissions with the State of Colorado. The Department of Public Safety Office, located on the basement floor of the Parking Garage building (phone #262-3111) is also responsible for responding to all incidents that occur on campus involving police, parking, traffic, fire prevention, and protection, environmental health and safety, emergency disaster coordination and insurance/risk management services.

In addition, Public Safety provides several community services upon request:

1. Motorist assists: battery jump-starts, retrieval of keys from locked vehicles, etc. Escorts to and/or from vehicles or buildings
2. Lost and Found service

To call the Colorado Springs Police Department in an emergency from a campus phone, please dial 9911.

## OTHER PROFESSIONAL ORGANIZATIONS

**Alumni Association:** All graduates of Beth-El College are eligible to become members of the Alumni Association. The Alumni Association takes an active role in promoting the welfare of Beth-El students.

**American Indian Nurses' Association, Inc.:** If interested in literature or more information about this organization, write to: American Indian Nurses' Association, Inc., 231 South Peters, Norman, OK 73064

**Colorado Council of Black Nurses, Inc.:** The Colorado Council of Black Nurses started in 1974 with its primary goal to provide support services for black individuals who are interested in becoming nurses. The organization continues to focus its efforts on financial support and tutorial services. Tutoring is available as well as assistance in studying for State Board exams. For more information write to: President, 98 Macon Court, Aurora, CO 80010

**Colorado Student Nurses Association:** Students are eligible for membership in the association and are encouraged to actively participate on the district, state and national levels of the professional organization. Beth-El has more active student involvement in the Colorado student organization than any other college in Colorado. Beth-El students hold several state and national positions. State and national conventions provide an opportunity for fun as well as professional leadership.

**Nurses Christian Fellowship:** A group that meets to provide support, discuss ideas, provide community service and share a Christian philosophy. Information about meetings is available in the student lounges.

**Sigma Theta Tau International Honor Society (Xi Phi Chapter):** Senior students with high academic performance are inducted into the honor society, along with community leaders, at an annual meeting. Meetings throughout the year provide an opportunity for research and other scholarly presentations and exchange.

Sigma Theta Tau International Honor Society is an organization which recognizes the achievement of academic scholarship. Because achievement of superior scholarship demonstrates leadership, creativity and overall ability in nursing, membership at this level is based upon the student's grade point average. Please note the following requirements to begin preparation for membership.

**Basic Program –** Basic program is defined as a baccalaureate or higher degree program which leads to the first professional degree. Students shall have a grade point average of at least 3.0 on a 4.0 scale or its equivalent. Basic students who are elected shall rank not lower than the highest 35% of their class in scholarship.

**Program of Graduate Study –** Program of graduate study in nursing include masters, postmasters, doctoral and post-doctoral. Nurses matriculated for master or post-master programs shall be eligible for membership if they have achieved a grade point average of at least 3.5 on a 4.0 scale, or its equivalent.

**Description of College Committees:** Student representatives from graduate department sit on most college committees. Interested students should contact Graduate program director.

**Faculty Organization:** An elected representative and an alternate are needed for this group from each level which meets the third Monday afternoon of each month during the academic year. This group will channel communications between members to coordinate the efforts of the faculty in developing, implementing, and evaluating the philosophy and objectives of the college.

**BETH-EL COLLEGE OF NURSING AND HEALTH SCIENCES  
OF THE UNIVERSITY OF COLORADO AT COLORADO SPRINGS**

**Hepatitis B Vaccine Declination**

I, \_\_\_\_\_ understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine. Many hospitals and clinical agencies where I will have student experiences require this immunization. However, I decline hepatitis B vaccine at this time. I understand that by refusing to receive this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. Since I will continue to have occupational exposure to blood or other potentially infectious materials, I may have the vaccine later and will inform the College of my status. Placement in clinical settings, as well as progression in the program, may be limited/hampered.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Witness Date

Employee Health/Infection Control