



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

**DEPARTMENT OF HEALTH SCIENCES  
UNDERGRADUATE STUDENT HANDBOOK**

**SPORTS HEALTH AND WELLNESS PROMOTION OPTION**

**"A Guide to Life at Beth-El College and the Department of Health Sciences"  
2008 – 2009**

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## **General Program Information**

### **UCCS Mission Statement**

The merger of Beth-El and UCCS occurred on July 1st 1997. The mission and purposes of both institutions are congruent. The mission of UCCS reads:

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.

### **UCCS Vision Statement**

The University of Colorado at Colorado Springs will provide unsurpassed, student-centered teaching and learning and outstanding research and creative work that serve our community, state and nation and result in our recognition as the premier comprehensive, regional research university in the United States

### **Beth-El College 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 allied health science educational needs of the city of Colorado Springs and Southern Colorado by offering undergraduate and graduate degrees as well as certificate and continuing education programs. The multidisciplinary approach to academic and internship/practicum 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.

### **Beth-El College Purpose Statement**

The purpose of Beth-El College is to:

- Offer the following programs of study:
  - The Bachelor of Science degree in Nursing
  - The Bachelor of Science degree in Health Care Services with options in various allied health professions
  - The Master of Science degree in Nursing with options in various specialties
  - The Master of Science degree with options in:
    - Forensic Science
    - Health Promotion
    - Sports Medicine
  - The Doctorate of Nursing Practice degree

- Certificate Non-Degree programs in Nursing and Health Sciences
- Life Long Learning
- Promote education as an intellectual pursuit by blending the liberal arts, humanities and science with study of the health professions
- Create a dynamic environment that fosters responsibility and ethical decision-making and encourages students to positively impact the future of health care
- 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
- Prepare graduates of the baccalaureate programs for practice in a variety of settings and for the pursuit of post-baccalaureate graduate study
- Prepare graduate students to assume advanced practice and leadership roles based on teaching and research
- Create an environment that encourages graduates to value learning and inquiry as a life-long process
- Maintain a faculty with a commitment to educational excellence, internship/practicum expertise, scholarly activity, professionalism and community service
- Promotes learning experiences in internship/practicum settings that meet the needs of under served populations
- Embrace a value system which promotes culturally sensitive health care, incorporates diversity of healing strategies, respects the individual's perception of health and promotes an ethnically diverse college community and promotes learning experiences in internship/practicum settings which meet the needs of under served populations.
- Provide opportunities for students to assume leadership roles within the college and the profession of nursing and health services
- Emphasize the teaching of communication skills, critical thinking and professional practice in a climate of caring
- Engage in research which promotes sound internship/practicum practice in nursing and health science and expands the theoretical foundations of health related knowledge

## **Department of Health Sciences Mission Statement**

The Department of Health Sciences provides instruction to its majors and the University as a whole, creates new knowledge through research and scholarly activity and provides service to the local, state, national and international communities in the specialized areas under the Health Sciences.

## **Mission Statement of the Sports Health and Wellness Emphasis in the Department of Health Sciences**

The mission of the sports health and wellness emphasis is to provide students with a comprehensive, rigorous academic core of knowledge grounded in the basic sciences and professional skills to ensure future success in their chosen endeavors.

## **Sports Health and Wellness Purpose Statement**

The overall purpose of the Sports Health and Wellness degree tracks at UCCS is to prepare students for lives of service in a variety of fields of health care to include Health Promotion through the lifecourse, Management of Chronic Disease and Senior Fitness.

Acquisition of foundation knowledge and skills will be achieved through the following goals.

The SHWP program will:

1. Facilitate the development of professional expertise that includes the ability to develop a caring relationship with clients by being culturally sensitive and appropriately aware of developmental and individual differences
2. Provide opportunities to learn theoretical frameworks and practice techniques necessary to assess, design, implement, and evaluate programming in health promotion and rehabilitation
3. Provide opportunities to learn how to become a reflective practitioner (using critical thinking, interpretive analysis, & problem solving to assess performance and set practice goals)
4. Provide opportunities to learn how to collaborate with constituents who are promoting healthy lifestyles and healthy communities

## Definition of Health Science Terms

**Allied Health:** Occupations that support, aid and increase the efficiency of the primary health care provider.

**Allopathic Medicine/Therapies:** Those therapies used to treat symptoms and diseases using medications, radiation, or surgeries. Also called conventional medicine, Western medicine, mainstream medicine, orthodox medicine and biomedicine.

**Athletic Trainer:** Health care professional who specializes in injury and illness prevention, assessment, treatment, and rehabilitation for all physically active people, including the general public.

**Athletic Trainer, Certified (ATC):** A certified athletic trainer has a B.S. or M.S. from an accredited college or university and has passed the certification examination administered by the independent Board of Certification, Inc. (BOC). To retain certification, credential holders must obtain 80 hours of medically related continuing education credits every 3 years and adhere to membership standards.

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

- a. Communication in groups
- b. Communication through information technology, audiovisual media production
- c. Communication includes using information in internship/practicum decision-making and maintaining confidentiality.
- d. Communication through esthetic endeavor such as sculpture, painting, and performance (e.g. drama).
- e. One to one communication.

**Complementary Modalities/Therapies:** Those therapies used to augment or complement conventional allopathic treatments. Complimentary modalities include but are not limited to: acupuncture, aromatherapy, herbal and nutritional supplements, body/energy therapies, and those therapies identified by the National Center for Complementary and Alternative Medicine of the National Institutes of Health. Also called Complementary and Alternative Medicine.

**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 requisite knowledge and ability to generate options and make discriminating judgments.

**Ethics:** 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.

**Global Health Care:** Global health care knowledge includes an understanding of the implications of living with transportation and information technology that link all parts of the world. Information about the effects of the global community on such areas as disease transmission, health policy, and health care economics is required.

**Health Care Science:** The applied science dealing with health. Health care science includes the study and research of the human body and health-related issues to understand how humans (and animals) function, and the application of that knowledge to improve health and to prevent and cure diseases.

**Health Care Systems and Policy:** Knowledge of health care systems includes and understands the organization and environment in which health care is provided. Health care policy shapes health care systems and helps determine accessibility, accountability and affordability.

**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 that 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.



**Information and Technology:** Information technology includes traditional and developing methods of discovering, retrieving and using information in health care.

The ability to use basic word processing, use web search to locate specified information on a health topic, communicates per e-mail to faculty – able to attach assignment as directed.

**Integrative Medicine:** Combining the treatments from allopathic (conventional) medicine and complementary modalities for which there is scientific evidence of safety and effectiveness.

**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 patient may be used interchangeably with the terms individual or group or community.

In addition to person, group, family or community, the patient 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.

**Sports Medicine:** The branch of medicine that deals with injuries or illnesses resulting from participation in sports and athletic activities.

## **Bachelor of Science in Health Care Services (BSHCS)**

The Bachelor of Science in Health Care Services will prepare the graduate for professional practice in health related settings. The program includes a foundation in general education as well as a broad understanding of health care environments and delivery systems through the health sciences core curriculum.

### **Program Description and Internship/Practicum Focus**

It is possible to choose a major within the program to develop advanced specialization in a specific discipline such as Allied Health, or Sports Health and Wellness.

### **Special Features of the Program**

The program is structured for the adult learner. Classes are scheduled at times convenient for the working professional as well as the traditional student.

The course of study integrates current knowledge in career oriented curricula with advanced science and liberal arts education to prepare students for leadership roles in health-related professions.

The student, along with academic advisor, will structure a program which best meets the career goals of the student. There is flexibility within the program to individualize the curricula.

The community provides a rich resource for internship/practicum facilities in which to obtain internship/practicum or management preceptorships. Arrangements will be made to complete these experiences outside the city if specific internship/practicum settings are needed to develop specific advanced practice skills in emergency health. Highly qualified faculty teach cutting edge information with direct application to internship/practicum practice.

Students can choose a pace which best fits their needs. Full-time and part-time options are planned.

There is an opportunity to apply previously earned college credits and/or credits from a hospital based approved certificate program to the BS degree.

The course of study provides an opportunity to expand technical expertise along with advanced educational experiences. Skills in management, health promotion, critical thinking and communication are developed.

The program is planned using the new curriculum currently being developed at the national level, so that the graduate is prepared for future changes in practice requirements.

### **Additional Certifications Available to Health Sciences Students**

Students in the Sports Health and Wellness Option will have completed the eligibility requirements for American College of Sports Medicine certifications after completion of their undergraduate degree.

## PRE-PROFESSIONAL OPTION

<u>General Education Course Requirements</u>	<u>Credits</u>
ENGL 131 & 141 Rhetoric and Writing I & II ( <i>Complete Competency Exam after ENGL 141</i> )	6
Humanities Electives ( <i>two—see LAS list</i> )	6
PSY 100 General Psychology	3-4
PSY 210 Intro to Psychology Statistics	4
SOC 111 Introduction to Sociology	3-4
General Education Elective	<u>3-5</u>
	27

### Health Science Prerequisites

BIOL 110/111 General Biology I and Lab ( <i>Pre-req HS CHEM, fall only</i> )	4
CHEM 103 & 106 General Chemistry I & II ( <i>Pre-reqs 1 yr HS CHEM &amp; 2yrs HS Math</i> )	10
HSCI 102 Personal Fitness and Wellness	3
MATH 104 College Algebra or higher math class ( <i>Pre-req score 12+ on Algebra Diagnostic Exam</i> )	3
PES 101, 115, 102, 215 Physics for Life Sciences I & II plus labs ( <i>Pre-req MATH 104</i> )	<u>10</u>
	30

### Health Science Core Requirements

HSCI 401 Health Science Research ( <i>Pre-req PSY 210, Jr/Sr level, fall only</i> )	3
HSCI 420 Health Behavior Change ( <i>fall only</i> )	3
HSCI 452 Health Teaching ( <i>Soph level, fall only</i> )	3
HSCI 463 Culture and Health ( <i>Soph level, spring only</i> )	<u>3</u>
	12

### Pre-Professional Track Option Requirements

BIOL 321 Human Physiology ( <i>Pre-reqs BIOL 110/111, CHEM 103, spring only</i> )	4
BIOL 330 Exercise Physiology ( <i>Pre-reqs BIOL 321, 435, CHEM 103, fall only</i> )	3
BIOL 435 Human Anatomy ( <i>Pre-reqs BIOL 110/111, CHEM 103, fall only</i> )	4
BIOL 455 Biomechanics/Kinesiology ( <i>Pre-reqs BIOL 321, 435, PES 101, spring only</i> )	3
CHEM 330 Organic Chemistry ( <i>Pre-req CHEM 106 w/C or better grade, Highly Recommended, fall only</i> )	3
CHEM 483 General Biochemistry ( <i>Pre-req CHEM 330, Highly Recommended, fall/spring</i> )	3
HSCI 201 Intro to Sports Health and Wellness Promotion	3
HSCI 207 Nutrition for Health Science ( <i>Pre-req CHEM 103, can be taken during Interim</i> )	3
HSCI 4—Health Science Elective ( <i>see Advisor for approved list</i> )	3
HSCI 459 Concepts of Health and Disease ( <i>Soph level, spring only</i> )	3
HSCI 461 Sports Injury and Prevention ( <i>Pre-reqs BIOL 321 &amp; 435, spring only</i> )	3
HSCI 462 Internship in Sports Health	4
HSCI 467 Health Assessment ( <i>spring only</i> )	3
HSCI 495 Exercise Testing and Prescription ( <i>Pre-reqs BIOL 321,330,435, fall only</i> )	3
PSY 328 Abnormal Psychology ( <i>Pre-req PSY 100, Highly Recommended</i> )	3
PSY 362 Developmental Psychology ( <i>Pre-req PSY 100, Highly Recommended</i> )	<u>3</u>
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**TOTAL PROGRAM CREDITS = 120**

## SENIOR FITNESS INSTRUCTOR OPTION

<u>General Education Course Requirements</u>	<u>Credits</u>
ENGL 131 & 141 Rhetoric and Writing I & II ( <i>Complete Competency Exam after ENGL 141</i> )	6
Humanities Electives ( <i>two—see LAS list</i> )	6
HSCI 206 Health Science Statistics ( <i>Can Sub w/PSY 210</i> )	3
PSY 100 General Psychology	3-4
SOC 111 Introduction to Sociology	3-4
General Education Elective	<u>3-6</u>
	27

<u>Health Science Prerequisites</u>	
BIOL 110/111 General Biology I and Lab ( <i>Pre-req HS CHEM or concurrent w/CHEM101, fall only</i> )	4
BIOL 201 & 202 Human Anatomy and Physiology I & II	8
CHEM 101 Introduction to Chemistry I ( <i>Pre-req high school algebra</i> )	4
HSCI 102 Personal Fitness and Wellness	3
MATH 104 College Algebra or higher math class ( <i>Pre-req score 12+ on Algebra Diagnostic Exam</i> )	3
PES 101 Physics for Life Sciences I ( <i>Pre-req MATH 104, fall/summer</i> )	<u>4</u>
	26

<u>Health Science Core Requirements</u>	
HSCI 401 Health Science Research ( <i>Pre-req/Co-req HSCI 206, Jr/Sr level, fall only</i> )	3
HSCI 420 Health Behavior Change ( <i>fall only</i> )	3
HSCI 452 Health Teaching ( <i>Soph level, fall only</i> )	3
HSCI 463 Culture and Health ( <i>Soph level, spring only</i> )	<u>3</u>
	12

<u>Senior Fitness Instructor Option Requirements</u>	
BIOL 330 Exercise Physiology ( <i>Pre-reqs BIOL 201, 202, CHEM 101, fall only</i> )	3
BIOL 455 Biomechanics/Kinesiology ( <i>Pre-reqs BIOL 201, 202, PES 101, spring only</i> )	3
*GRNT 300 Intro to Gerontology	3
*GRNT 4—Gerontology Electives ( <i>two – choose from Approved list</i> )	6
*GRNT 462 Sociology of Aging ( <i>spring only</i> )	3
*GRNT 463 Psychology of Aging ( <i>Pre-req PSY 100, fall only</i> )	3
*GRNT 498 Professional Field Experience in Gerontology ( <i>Pre-req GRNT 300, summer only</i> )	3
HSCI 201 Intro to Sports Health and Wellness Promotion	3
*HSCI 280 Biomedical Aging: Myths and Realities ( <i>spring only</i> )	3
HSCI 462 Internship in Gerontology	10
HSCI 464 Program Planning and Implementation ( <i>Jr/Sr level, fall only</i> )	3
HSCI 467 Health Assessment ( <i>Jr/Sr level, spring only</i> )	3
HSCI 474 Aging, Physical Activity and Health ( <i>Pre-reqs HSCI 280, GRNT 300, Interim course, fall only</i> )	3
HSCI 495 Exercise Testing and Prescription ( <i>Pre-reqs BIOL 201, 202 &amp; 330, fall only</i> )	3
PSY 328 or PSY 362 Abnormal Psychology or Developmental Psychology ( <i>Pre-req PSY 100</i> )	<u>3</u>
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**TOTAL PROGRAM CREDITS = 120**

\*Indicates courses required for Gerontology minor

## SPORTS CONDITIONING AND TRAINING OPTION

<u>General Education Course Requirements</u>	<u>Credits</u>
ENGL 131 & 141 Rhetoric and Writing I & II ( <i>Complete Competency Exam after ENGL 141</i> )	6
HSCI 206 Health Science Statistics ( <i>Can Sub w/PSY 210</i> )	3
Humanities Electives ( <i>two—see LAS list</i> )	6
PSY 100 General Psychology	3-4
SOC 111 Introduction to Sociology	3-4
General Education Electives	<u>6-8</u>
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<u><b>Health Science Prerequisites</b></u>	
BIOL 110/111 General Biology I and Lab ( <i>Pre-req HS CHEM or concurrent w/CHEM 101, fall only</i> )	4
BIOL 201 & 202 Human Anatomy and Physiology I & II	8
CHEM 101 Introduction to Chemistry I ( <i>Pre-req high school algebra</i> )	4
HSCI 102 Personal Fitness and Wellness	3
MATH 104 College Algebra or higher math class ( <i>Pre-req score 12+ on Algebra Diagnostic Exam</i> )	3
PES 101 Physics for Life Sciences I ( <i>Pre-req MATH 104, fall/summer</i> )	<u>4</u>
	26
<u><b>Health Science Core Requirements</b></u>	
HSCI 401 Health Science Research ( <i>Pre-req/Co-req HSCI 206, Jr/Sr level, fall only</i> )	3
HSCI 420 Health Behavior Change ( <i>fall only</i> )	3
HSCI 452 Health Teaching ( <i>Soph level, fall only</i> )	3
HSCI 463 Culture and Health ( <i>Soph level, spring only</i> )	<u>3</u>
	12
<u><b>Sports Conditioning and Training Option Requirements</b></u>	
BIOL 330 Exercise Physiology ( <i>Pre-reqs BIOL 201, 202, CHEM 101, fall only</i> )	3
BIOL 435 Human Anatomy ( <i>Pre-reqs BIOL 110/111, CHEM 101, fall only</i> )	4
BIOL 455 Biomechanics/Kinesiology ( <i>Pre-reqs BIOL 201, 202, PES 101, spring only</i> )	3
BIOL 477 Human Metabolism ( <i>Pre-req BIOL 330, spring only</i> )	3
HSCI 201 Intro to Sports Health and Wellness Promotion	3
HSCI 207 Nutrition for Health Science ( <i>Pre-req CHEM 101, can be taken during Interim</i> )	3
HSCI 4—Health Science Electives ( <i>two – see Advisor for approved list</i> )	6
HSCI 403 Sports Specific Training Principles & Techniques ( <i>Pre-req BIOL 330, spring only</i> )	3
HSCI 405 Obesity and Weight Management ( <i>HSCI 207, spring only</i> )	3
HSCI 461 Sports Injury and Prevention ( <i>Pre-reqs BIOL 201 &amp; 202, spring only</i> )	3
HSCI 462 Internship in Sports Health	10
HSCI 467 Health Assessment ( <i>spring only</i> )	3
HSCI 495 Exercise Testing and Prescription ( <i>Pre-reqs BIOL 201, 202, 330, fall only</i> )	3
PSY 348 Sports Psychology or SOC 330 Sociology of Sport	<u>3</u>
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**TOTAL PROGRAM CREDITS = 120**

## SPORTS HEALTH & WELLNESS OPTION

<i><b>General Education Course Requirements</b></i>	<i><b>Credits</b></i>
ENGL 131 & 141 Rhetoric and Writing I & II ( <i>Complete Competency Exam after ENGL 141</i> )	6
HSCI 206 Health Science Statistics ( <i>Can Sub w/PSY 210</i> )	3
Humanities Electives ( <i>two—see LAS list</i> )	6
PSY 100 General Psychology	3-4
SOC 111 Introduction to Sociology	3-4
General Education Electives	6-9
	30
<i><b>Health Science Prerequisites</b></i>	
BIOL 110/111 General Biology I and Lab ( <i>Pre-req HS CHEM or concurrent w/CHEM101, fall only</i> )	4
BIOL 201 & 202 Human Anatomy and Physiology I & II	8
CHEM 101 Introduction to Chemistry I ( <i>Pre-req high school algebra</i> )	4
HSCI 102 Personal Fitness and Wellness	3
MATH 104 College Algebra or higher math class ( <i>Pre-req score 12+ on Algebra Diagnostic Exam</i> )	3
PES 101 Physics for Life Sciences I ( <i>Pre-req MATH 104, fall/summer</i> )	4
	26
<i><b>Health Science Core Requirements</b></i>	
HSCI 401 Health Science Research ( <i>Pre-req/Co-req HSCI 206, Jr/Sr level, fall only</i> )	3
HSCI 420 Health Behavior Change ( <i>Pre-reqs PSY 100, HSCI 463, fall only</i> )	3
HSCI 452 Health Teaching ( <i>Soph level, fall only</i> )	3
HSCI 463 Culture and Health ( <i>Soph level, spring only</i> )	3
	12
<i><b>Health and Wellness Promotion Option Requirements</b></i>	
BIOL 330 Exercise Physiology ( <i>Pre-reqs BIOL 201, 202, CHEM 101, fall only</i> )	3
BIOL 455 Biomechanics/Kinesiology ( <i>Pre-reqs BIOL 201, 202, PES 101, spring only</i> )	3
BIOL 477 Human Metabolism ( <i>Pre-req BIOL 330, spring only</i> )	3
HSCI 201 Intro to Sports Health and Wellness Promotion	3
HSCI 207 Nutrition for Health Science ( <i>Pre-req CHEM 101, can be taken during Interim</i> )	3
HSCI 4—Health Science Electives ( <i>three – see Advisor for approved list</i> )	9
HSCI 405 Obesity and Weight Management ( <i>Pre-reqs BIOL 201, 202, &amp; HSCI 207, spring only</i> )	3
HSCI 459 Concepts of Health and Disease ( <i>Soph level, spring only</i> )	3
HSCI 461 Sports Injury and Prevention ( <i>Pre-reqs BIOL 201 &amp; 202, spring only</i> )	3
HSCI 462 Internship in Sports Health	10
HSCI 464 Program Planning and Implementation ( <i>Jr/Sr level, fall only</i> )	3
HSCI 467 Health Assessment ( <i>Pre-req BIOL 201, Jr/Sr level, spring only</i> )	3
HSCI 495 Exercise Testing and Prescription ( <i>Pre-reqs BIOL 201, 202, 330, fall only</i> )	3
	52

**TOTAL PROGRAM CREDITS = 120**

## MINOR OPTIONS

### Minor Option in Sports Health and Wellness Promotion

The following department guidelines have been established for minor programs from the Health Care Science Department of Beth-El College of Nursing and Health Sciences at the University of Colorado at Colorado Springs.

1. A minimum of 20 credit hours with grades of C- or better must be taken in a minor area, including a minimum of nine upper-division credit hours. Additionally, a cumulative GPA of 2.0 must be obtained overall.
2. Minor requirements may not be taken pass/fail.
3. Students will be allowed no more than 9 credit hours of transfer credit towards a minor.
4. Course work applied towards a minor may also be applied towards general education requirements.
5. Pre-requisites may be required for some courses listed for the minor but the pre-requisite courses may not necessarily count toward minor hours.
6. A maximum of 30 non-LAS hours is allowed for any LAS major.
7. Please see the Nursing and Health Sciences advisor in the Student Success Center for any questions regarding the minor.

Choose from the following courses:

BIOL 330 Exercise Physiology ( <i>Pre-reqs BIOL 201, 202, fall only</i> )	3.0 credits
BIOL 455 Biomechanics/Kinesiology ( <i>Pre-reqs BIOL 201, 202, spring only</i> )	3.0 credits
HSCI 102 Personal Fitness and Wellness	3.0 credits
HSCI 207 Nutrition for Health Sciences ( <i>Pre-req CHEM 101 or 103, fall/spring</i> )	3.0 credits
HSCI 348 Sports for Special Populations ( <i>fall only</i> )	3.0 credits
HSCI 405 Obesity & Weight Mngemnt ( <i>Pre-reqs BIOL 202, 202, HSCI 207, spring only</i> )	3.0 credits HSCI
403 Sports Specific Training Principles ( <i>Pre-req BIOL 330, spring only</i> )	3.0 credits
HSCI 452 Health Teaching ( <i>Soph level, fall only</i> )	3.0 credits
HSCI 459 Concepts of Health and Disease ( <i>Soph level, spring only</i> )	3.0 credits
HSCI 461 Sports Injury and Prevention ( <i>Pre-reqs BIOL 201, 202, spring only</i> )	3.0 credits
HSCI 464 Program Planning and Implementation ( <i>Jr/Sr level, fall only</i> )	3.0 credits
HSCI 467 Health Assessment ( <i>Pre-req BIOL 201, Jr/Sr level, spring only</i> )	3.0 credits
HSCI 495 Exercise Testing and Prescription ( <i>Pre-reqs BIOL 201, 202, 330, fall only</i> )	3.0 credits

## **Masters of Science in Health Promotion and Sports Medicine**

All MS program information is contained in the [Graduate Student Handbook](#).

### **Financial Information**

#### **Financial Aid and Scholarships**

Department of Health Sciences students can access information about financial aid and scholarships from the UCCS Financial Aid Office. Specific scholarships, loans, and employment opportunities available to Health Sciences students are described below.

**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.

**Other Sources of Financial Aid** - Financial assistance is essential for many students enrolled in health sciences education programs. Information about student aid should be sought from the financial aid office or administrator at individual institutions. Additional sources include the state higher education agency and local civic, professional and community organizations or foundations. Detailed information about federal grants and loans administered by the United States Department of Education is available via the Internet at <http://www.studentaid.ed.gov>.

**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.

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

### **College Services**

#### **Academic Advising & Counseling**

Students are directed to the Office of Student Success for the purpose of academic advising and counseling.

The University Counseling Center is available to assist the student in resolving non-academic and/or personal or mental health concerns. Individual and group sessions can be



scheduled.

Counseling appointments can be made by calling UCC at (719) 262-3265 or by coming to 324 Main Hall in person.

In addition, all faculty members assist in the evaluation and guidance of students. If so indicated, arrangements can be made for the services of qualified professional consultants through the Director of Counseling. This service is usually at the student's expense.

*The counseling and guidance programs facilitate your adjustment to the College and Department by the following services:*

- An initial orientation program, provide additional orientation as indicated and maintain avenues of communications
- Encourage you to assume responsibility for satisfactory performance both academically and internship/practicum and counsel as indicated
- Counsel you, upon request, in the consideration of possible solutions of non-academic problems
- Provide non-academic counseling and referrals
- Encourage your acceptance of self with individual strengths and limitations
- Encourage you to maintain professional standards
- Counsel and guide you as indicated in accepting and making arrangements for the assistance of a professional counselor

## **Ongoing Advising Responsibilities**

### **Students:**

- Contact the health sciences advisor
- Identify your own course work needs
- Maintain current immunizations, CPR status, and health insurance

### **Advisors:**

- A degree audit will be created to indicate which transfer credits apply to the program of study. This is available to the students via the UCCS Web page at <http://www.uccs.edu/~ssc/currentstudent.htm> any time.
- Are available to their advisees
- Are aware of curriculum requirements

## **Final Advising Responsibilities**

Begin when the advisee completes and returns **APPLICATION FOR DIPLOMA CARD** to the department chair

### **Department Chair:**

- Sends the Application for Diploma Card to the office of Admissions and Records

- Reviews the file to verify degree requirements
- Notifies advisee of any problems with their file

### **Students:**

- Resolve any problems with their files
- Notify advisor of changes in graduation plans, if necessary

## **Policies Which Promote A Healthy Environment**

### **Communicable Disease Policy**

The degree options offered in the Department of Health Sciences are health related professions; therefore, it is important that you, as a health sciences student, be a role model for a healthy lifestyle. One facet of this lifestyle is to be protected against preventable disease and thus protect your future clients and/or patients from contracting these diseases from you. In this spirit, the following policy is enforced.

**Colorado State Law requires that all students have evidence of an MMR.** This information should be provided directly to the UCCS Student Health Center.

The following immunizations are highly recommended and may be **required** by some supervised practice sites that are utilized by undergraduate courses. All students are encouraged to ensure that their immunizations are current. Lack of current immunizations may prevent a student from participating in a supervised practice experience that is required for completion of a course.

### **Immunizations**

- a. **2 (two) MMR's** (or written evidence of laboratory tests showing titers of all three immunities: measles, mumps and rubella). This is not required if student was born before Jan. 1, 1957. A copy of these immunizations must be on file at the UCCS Student Health Center office (719-262-4444 / FAX 719-262-4403).
- b. **Td/DT injection** or tetanus booster within the last 10 years.
- c. **Hepatitis B** series or Hepatitis antibody titer (titer must show immunity). The series takes 12 months to complete.
- d. **PPD (TB skin testing)** Test results will not be accepted if they expire during the semester. Students are encouraged to consult with their private physician OR the Public Health Department for a positive PPD. Students who have prior documentation of a positive PPD are required to have an annual review for signs and symptoms of tuberculosis.

### **Health Issues During Internship/Practicum Course:**

1. If a student contracts Chickenpox, the student is to remain out of class and not attend internship/practicum site rotations. The student will be allowed to return to class and internship/practicum sites six (6) days after the onset of the rash.

2. Students with any contagious disease or skin lesions (staphylococcus, or herpetic) will need to be evaluated by their health care professional or at the student health center prior to attending internship/practicum site rotations.

### **Student Responsibilities:**

1. It is the student's responsibility to maintain proof of current PPD in accordance with this policy. This proof is to be kept by the student and must be available to university faculty and preceptors upon request. Students are encouraged to update all requirements prior to the beginning of the course (i.e. summer and winter break) to assure that they are in compliance with this policy.

REMEMBER: Failure to comply with this policy is grounds for dismissal from the internship/practicum course.

1. All health costs, including prescriptions medications and immunizations are the financial responsibility of the student.
2. Students who choose not to have these immunizations will be required to sign a statement of declination to participate in this immunization requirement. This may result in failure to meet requirements for certain internship/practicum placements and also failure to meet course requirements for graduation.
3. If your immune system is suppressed for any reason, or if you are pregnant, please consult with your physician prior to receiving any immunizations.

### **Illness or Injury**

- A. At facilities:
  1. If you are ill and unable to report for an internship/practicum rotation or internship/practicum assignment, you must notify the instructor and internship/practicum area where you are scheduled to work prior to the time you are expected to arrive.
  2. During the internship/practicum assignment, any illness or injury should be reported immediately to the preceptor in the internship/practicum area. The preceptor will arrange for emergency care through an Emergency Room at Memorial Hospital if necessary and notify the internship/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 internship/practicum preceptor. A copy is forwarded to the Undergraduate Health Sciences Department Chair.
- B. If you are exposed to an infectious disease, notify your internship/practicum preceptor who will follow agency protocol.
- C. It is no longer necessary to send the student to Public Safety to report their incident/injury. This can be done online at: <http://urm.cusys.edu/docs/index.html> .

The risk manager for UCCS can be reached at 719-262-3525 if there are questions.

## **Exercise Facility**

Exercise equipment is available for student and faculty use (Beth-El College of Nursing and Health Sciences students and faculty only) in the Joan and Robert Wall Wellness Center located on the 2<sup>nd</sup> floor of University Hall in the Department of Health Sciences area when this area and/or equipment are not being utilized by classes (please check the class schedule posted outside of the Wellness Center for class days/times). Students and faculty are expected to use the equipment in a responsible manner. If you do not know how to use a piece of equipment correctly, please seek out a Health Sciences faculty member to instruct you in its use.

Students and faculty who damage equipment will be responsible for the cost of repair or replacement. Students and faculty are responsible for reporting damaged equipment to the Health Sciences Department chair. The equipment available in this area is limited due to space constraints; therefore we would like to keep all equipment in good working order. If a student desires to use a broader range of exercise equipment they should utilize the equipment available at the Student Recreation Center.

Students and faculty will use the equipment at their own risk. The Beth-El College of Nursing and Health Sciences and the Department of Health Sciences are not responsible for any injuries that result from correct or incorrect use of this equipment.

Since there are faculty offices adjacent to the Wellness Center, courteous behavior by everyone using this area is expected. Noise levels should be kept to a minimum (e.g., talking, group discussions, music used outside of a class situation).

## **Meditation Room**

A meditation room is available on the first floor of University Hall for the use by Beth-El students and faculty.

Usage Guidelines:

- Limit use to 1-2 students at a time
- This room is not to be utilized as a study space
- No candles
- No napping/sleeping
- Please be considerate of others who might like to use the room and limit time to no more than 30 minutes
- The key to the room as well as the sign in/sign out sheet is available in the main Beth-El office.
- If playing music, please keep the volume low so as to not disturb the residents of the adjacent offices.

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

It is the policy of Beth-El College and the Department of Health Sciences 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

internship/practicum experiences associated with the academic process.

- Each student will, as a condition of acceptance into the college, abide by this policy.
- Students on internship/practicum rotations with signs of alcohol or drug use will be sent off internship/practicum rotations immediately for the safety of clients/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 and Health Sciences.

### **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.
- That drug and alcohol use is wrong and harmful and what the health risks are.
- That help is available in combating drug and alcohol problems.
- That 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 internship/practicum rotations.

### **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.

**“The 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.

## **Policies Which Promote an Academic Community**

### **Academic Freedom Policy**

The Department of Health Sciences provides 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 the Department of Health Sciences.

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 or Department when they are speaking or writing as citizens. Although faculty are guaranteed freedom from Department and College censorship, it is important that they realize that the public may judge them as representing their profession or the Department of Health Sciences or the Beth-El College of Nursing and Health Sciences.

### **Class Attendance Credit for Attendance at Health Sciences Conventions**

To assist students to achieve the program objectives promoting professionalism, class attendance credit may be given to those students who choose to attend health science related conventions (e.g., National Athletic Trainers Association Annual Meeting, etc.). Each course will determine how students attending the convention will demonstrate learning achieved through this experience.

However, students are ultimately accountable for meeting individual course objectives. Other professional organizational meetings are included in this policy with instructor approval.

It is the student's responsibility to notify the instructor in advance that the student will be absent from the class. This class day will be during the week of the convention unless otherwise agreed upon by the student and instructor.

### **Disability Statement**

To qualify for disability accommodations at UCCS, students must register for services through the Disability Services Office (part of Student Support Services) located in Main Hall 105, or call 262-3354. Those who qualify for student disability will provide the instructor with a test

accommodation form and take their exams at the designated testing center during the same time.

and days as the rest of the class. Instructors are to receive a Disability Certification letter within the first two weeks of class.

## **Professional Interactions and Confidentiality**

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

## **Attendance Policy**

Adult learners are expected to make decisions which 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 internship/practicum is a requirement. Internship/practicum experience, which includes internship/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 client/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 internship/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 internship/practicum (failure to notify instructor or internship/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 internship/practicum areas at least one hour before internship/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 internship/practicum and the required make-up time. The instructor may request written medical approval before allowing you to return to internship/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 (I) grade for the course. A record of absences for internship/practicum will be maintained by the course faculty. Instructors may use their own discretion in dealing with absences and tardiness.

## **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, internship/practicum and laboratory experiences. When students are taking examinations/quizzes, the devices must be turned off and placed out of sight.

## **Process Policy for Allegations of Academic or Professional Conduct Issues**

If a faculty member has reason to believe that a Code violation has occurred (due to either the faculty member's own observation or a report by a third party), the faculty member should discuss the matter with the student and consider whether the behavior is a violation of the UCCS Honor Code (refer to the UCCS Honor Code published in the Bulletin for more information on possible violations). The faculty member should follow these steps:

1. Student is charged with an allegation of academic honor violation or professional behavior standard misconduct by a faculty member or third party (e.g., student).
2. If the charge is initiated by a student, the student submits the charge in writing to the faculty member teaching the course in which the violation occurred within 5 University working days.
3. If the faculty member believes that a code violation has occurred, the faculty member will present the information to the student and ask the student if the student violated the Code.
4. If the student admits to the Code violation, the faculty may levy a sanction at the course level.
  - a. Such sanctions may include, but are not limited to, the following:
    - i. Downgrade the student on the assignment/exam/activity in which the academic code violation occurred, with or without the opportunity to redo;
    - ii. Fail the student on the assignment/exam/activity in which the academic code violation occurred, with or without the opportunity to rewrite;
    - iii. Lower the student's grade for the course;



- iv. Fail the student for the course.
  - b. If a student disagrees with the recommended sanction, the student may appeal the sanction to the Department Chair.
  - c. If the student admits to the code violation and the student has no disagreement to the recommended sanction, then the faculty member must report the violation to the department chair and the Dean.
5. If the student appeals the sanction, the student and the faculty levied the sanction meet with the department chair to discuss the allegation and sanction within 30 working days.
  6. If the allegation is substantiated, consequences/resolution will be determined and enforced by the faculty and department chair and the violation will be reported to the Dean.
  7. If the student denies he/she violated the Code, the faculty must:
    - a. Inform the student what sanction the faculty member is intending to take;
    - b. Inform the student of his/her right to proceed with internal college procedures.
  8. 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.

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.”

Policy Approved by the Health Sciences Department faculty, DATE 3/17/08

## **Department of Health Sciences Lab Equipment**

Any student wishing to utilize equipment i.e. stethoscopes, B/P cuffs, glucometers, bioelectrical impedance scales, beam balance scale, etc. from the Department of Health Sciences will adhere

to the following:

1. All equipment must be released by faculty or office personnel so that accurate records can be maintained related to inventory of such items. Equipment that is personally owned by faculty (not owned by the Department) can only be released by the faculty member who owns the equipment.
2. Students will check out equipment from faculty or office personnel.
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 which is released and must turn in equipment to faculty or office personnel. A receipt will be issued for equipment and must accompany returned equipment. Students MAY NOT re-issue their equipment to another student. If this occurs, the student which 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 health sciences
- 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 Health Sciences 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, Health Sciences 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 Health Sciences 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)).

## **Policies Which Promote the Academic Process**

### **Grading System Effective January 1, 2003**

A	95 -100	C	74-76
A-	90 - 94	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	59 and below

## **Academic Policies**

## **Academic Achievement - Satisfactory Progression**

Students who are admitted to the Pre-Health Care Program with a 2.5 GPA must maintain a 2.5 GPA in order to be transferred into the regular Health Care Sciences major. Following enrollment in the Health Care Sciences major, students must maintain a 2.0 cumulative GPA in order to progress. A minimum grade of "C" is required in all courses including transfer courses. A grade of less than a "C" requires that the course be repeated. Exceptions to this policy are only given by the Chair of the Health Sciences Department.

## **Failed Courses**

9. Two failures of any required health sciences core and specialty courses of two credits or greater will result in dismissal from the college. Students may petition in writing to the department chair for readmission to the college within 30 calendar days. Dismissal from the Nursing or Health Sciences Program does not imply dismissal from the University of Colorado.
10. Failing grades: Undergraduate health sciences students must receive a 70% (C) in all required health sciences courses. Determination of requirements will be specified in the individual course syllabus which is reviewed by the Health Sciences department on a scheduled basis.

## **Permissible Methods of Making Up Incomplete Grades**

When a student is able to make up an incomplete grade without additional class attendance, faculty should submit a "change of record" from in order to assign the earned grade. There is no added charge to the student when additional class attendance is not required.

It may be possible for a student to make up an incomplete without sitting through the class again in a subsequent term. If class attendance is required during a later term, the student must register and pay tuition for the class. Student MAY NOT be permitted to attend a class during a term in which they are not registered for that class. A "seat" or "space" in class is a state resource which cannot be legally "given away".

## **Undergraduate Grade Dispute/Appeal Process**

1. It is the policy of the Beth-El College of Nursing and Health Sciences to provide a prompt and equitable resolution of student complaints and grievances. A student shall not be subject to reprisal for filing a complaint or grievance.
2. A student may grieve the following:
  - a. an alleged error in grading by an instructor or other designated person involved in the evaluation of performance;
  - b. a violation of a written policy regarding course requirements;
  - c. an alleged error in the recording of official grades;
  - d. alleged *unfair grading*. In an allegation of unfair grading the student bears the burden of proof, that is, the student must prove by a preponderance of the evidence either (a) that the faculty member has assigned a grade not on the basis of the

academic merits of the work but on perceived irrelevant factors, or (b) that the faculty member has assigned different grades for relevantly similar work submitted by different students, or both (a) and (b).

3. While a student may appeal a grade, this **does not guarantee a grade change**.
4. All appeals regarding course grades (as specified in number 2) shall follow the procedures established by the college, as listed below:
  - a. The student is responsible for discussing the grade grievance and filing a written appeal with the **faculty member\*** involved in the incident within 10 working days of receiving the grade in question.\*\* After 10 working days the student relinquishes the right to grieve a grade. If a resolution is agreed upon by the student and the faculty member, then a written summary of the resolution shall be created and signed by both parties (this may be completed electronically) no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file.
  - b. If the issue remains unresolved, the student may bring their grade grievance to the **Department Chair** within 10 working days of the meeting with the faculty. The Department Chair will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Department Chair, then a written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Department Chair, the faculty member will recuse themselves from this step and forward the grievance to the Associate Dean of Academics and Operations.)
  - c. If the issue remains unresolved, the student may bring their grade grievance to the **Associate Dean of Academics and Operations** within 10 working days of the meeting with the Department Chair. The Associate Dean of Academics and Operations will meet, in person, via phone teleconference or web conference with the student and faculty member to work towards a resolution. If a resolution is agreed upon by the student, the faculty member and the Associate Dean of Academics and Operations, then a written summary of the resolution shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the meeting. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Associate Dean of Academics and Operations, the faculty member will recuse themselves from this step and forward the grievance to the Dean.)
  - d. If the issue remains unresolved, the student may bring their grade grievance to the **Dean** within 10 working days of the meeting with the Associate Dean of Academics and Operations. The Dean will make the final decision on behalf of the college utilizing the resources deemed appropriate. A written summary of the final decision shall be created and signed (this may be completed electronically) by all three parties no later than 7 working days after the decision is determined. A copy of the agreement will be kept in the student's file. (If the faculty member involved in the grievance is the Dean, the faculty member will recuse themselves from this step and may forward the grievance to the Student Affairs Council to hear the case and offer feedback to the Associate Dean of Academics and Operations for a final decision.)

5. When called to convene by the Dean of the Beth-El College of Nursing and Health Sciences, the Student Affairs Council (SAC) will follow procedures for representation by Council members and inclusion of the student bringing the academic grievance. The SAC provides impartiality for the grievance process to allow the student the rights of: a hearing on violation of College policies, due process, presentation of student's case, appeals, and confidentiality. The SAC functions as an advisor to the Dean and submits prompt and equitable recommendations. The Dean retains authority for the final decision. The Student Affairs Council shall follow the following procedure:
- a. SAC chair will canvas faculty and student council members and the student bringing the grievance for potential meeting times within five (5) business days of notification by the Dean.
  - b. All communication with council members, the student and any representative regarding the grievance procedure will be conducted through UCCS email.
  - c. The SAC Chair will determine any conflict of interest and recusals.
  - d. The SAC will convene the proceedings at the earliest possible date with a minimum of three (3) members who are representative of the council.
  - e. All council members and administrative staff present will sign and date a confidentiality form. The SAC Chair, upon completion of the proceedings, will send confidentiality forms to the Dean's office.
  - f. Prior to review by the Council, the Dean and SAC Chair will redact sensitive information regarding patients or individuals under HIPAA/FERPA.
  - g. The SAC Chair will secure all documents related to the student grievance during the procedure and deposit documents in the shred container upon completion.
  - h. Council members will meet prior to the student's participation to review and discuss the grievance. The student bringing the grievance will be informed by the SAC Chair of the purpose and procedure of the SAC process, and be given a specific time to attend.
  - i. At the beginning of the proceedings, the student will be advised of student rights: right to a hearing, right to face charges, right to respond, right to appeal, and the right to confidentiality.
  - j. The meeting is convened on behalf of the student. Any other person the student invites is an observer only. To include a parent or other person in the meeting the student must present a photo ID to Admissions and complete the required FERPA release form in advance of the meeting. The SAC reserves the right to restrict entry of a person other than the student.
  - k. The SAC Chair will determine if the student is bringing legal counsel or any person with the capability of providing legal counsel. In that event, the SAC Chair will inform the UCCS Legal Counsel for the department's mandatory participation in the proceedings.
  - l. The SAC Chair will contact the Director of Judicial Affairs to ascertain if any restrictions have been placed on the student's presence on campus, and subsequently, notify UCCS police about scheduled meetings with the student.
  - m. A student who is restricted in movement on campus will wait in a designated area and be escorted to and from the SAC grievance meeting by a designated person.
  - n. Police supervision may be requested or required.
  - o. The SAC Chair will inform the Dean in writing and by MSWord document of the SAC findings and recommendations. Recommendations will be sent to the Dean of the college only.

p. To accommodate the distance learner, interactive technology may be utilized.

\*Adjunct faculty members who are no longer under contract after final grades have been submitted may not respond to an inquiry by the student within the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

\*\*Circumstances may arise because of travel or other commitments that prevent the faculty member from being reached during the 10 working-day window. After the 10 working-day window has expired, the student should contact the Department Chair.

## **Transfer Credit Request**

Undergraduate Students who wish to substitute a course from another institution to be used in lieu of a health sciences requirement, a transfer credit request form must be completed. Forms are available from the Student Success Office.

## **Honors for Baccalaureate Degrees**

In an attempt to recognize excellence, the college has an honors program.

- A. Minimum cumulative grade point averages to be earned for honors are indicated below. Both health sciences and non-health sciences courses will be included in the GPA.

Cumulative GPA:

Cum Laude	3.50-3.74
Magna Cum Laude	3.75-3.89
Summa Cum Laude	3.90 or higher

- B. Students who meet qualifications will graduate with appropriate honors.

## **Degree Completion Policy**

The Bachelor Science in Health Care Sciences must be completed and the degree conferred within five (5) years. Petitions for extensions of the five year limit will be made in writing to the respective Department Chair.

## **Dismissal**

Beth-El College of Nursing & Health Sciences may require the resignation of any student at any time for reasons considered by the faculty to be in the best interests 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 after course work has been reviewed.

## **Promotions and Graduation: See UCCS Graduation Policies**

### **Beth-El students please note:**

Promotion occurs if the student meets the criteria set forth by faculty for completion of courses and maintains a cumulative grade point average (GPA.) of: undergraduate - 2.0.

In order to meet the graduation requirements to receive the degree (BS) the student must complete the following:

Successfully complete 120 credit hours in the health care sciences curriculum including all required health sciences and general education courses (natural science, behavioral science, social science and humanities).

Meet minimum scholarship requirements by completing all course work in health sciences and specified general education courses with a minimum grade of "C". Have removed all incomplete grades.

A written waiver from the Dean must be obtained for any exceptions to the above requirements.

It is recommended that you maintain a complete personal file on your academic progression and accomplishments. After graduation you may be asked to validate competencies for certain positions that are not evident on the transcript or available from the college. Suggested inclusions for personal file:

- Copies of transcripts from ALL schools attended. (Order other copies to be mailed directly to the college or agency requesting it. Usually hand carried transcripts are not accepted.)
- School catalogs/handbooks for years attended
- Commendations from faculty/employers
- Recognition or awards, offices held/leadership activities
- Syllabi of all courses

## **Leave of Absence Policy**

Leave of absence requests are to be made in writing to the Chair of the Health Sciences Department indicating the reason or need for a leave of absence. Student should use form provided. Leaves may be granted at the discretion of the department chair but do not guarantee



placement in future classes. Students will be allowed to register if space is available. LOAs may be granted for health or personal reasons for one semester and may be renewed each semester. The process is as follows:

1. Space in courses is limited and retention of critical thinking skills and psychomotor skills are best when fresh in the mind of the student. All non-matriculating students return on a space available basis and this space will not be determined until after pre-registration is complete.
2. In order to prepare students to re-enter the internship/practicum environment students may be directed to repeat courses that have time-sensitive information. Students must contact the chair of the Health Sciences Department
3. Student's signature below indicates that they understand this policy. It is the student's responsibility to maintain communication with the health sciences advisor, the chair of the health sciences department.

Two page Leave of Absence Request Form follows beginning next page.

## Leave of Absence Policy

*Leave of absence requests are to be made in writing to the Chair of the Health Sciences Department indicating the reason or need for a leave of absence. Leaves may be granted at the discretion of the department chair but do not guarantee placement in future internship/practicum classes. Student will be allowed to register if space is available. LOAs may be granted for health or personal reasons for one semester. Student must reapply for each subsequent semester that they plan to be absent.*

### **UNDERGRADUATE HEALTH SCIENCES STUDENTS**

STUDENT: \_\_\_\_\_ SSN: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

PROJECTED SEMESTER FOR RETURN: \_\_\_\_\_

1. Space in internship/practicum courses is limited and retention of critical thinking skills and psychomotor skills are best when fresh in the mind of the student. All non-matriculating students return on a space available basis and this space will not be determined until after pre-registration is complete.
2. In order to prepare students to re-enter the internship/practicum environment students may be directed to repeat courses that have time-sensitive information. Students must contact the chair of the Health Sciences Department, prior to registration.
3. Student's signature below indicates that they understand this policy. It is the student's responsibility to maintain communication with the health sciences advisor, the chair of the health sciences department.

---

Student Signature/Date

Advisor/Date

---

Health Sciences Department Chair/Date

#### PROCEDURE:

1. Health Sciences advisor or Health Sciences Department chair initiates the form and explains policy to student.
2. Copies of the completed form will be made for the student, health sciences advisor, Health Sciences Department chair.
3. The student must contact the health sciences advisor, Health Sciences Department chair.

## Formal Paper Guidelines

### POLICY

DATE: Effective Fall Semester, 2002 (August 26, 2002)

The following policy has been  Created  Revised

<b>POLICY NAME:</b> Policy for Student Papers
Beginning the Fall 2002 semester, Beth-El College of Nursing and Health Sciences required that all papers be written according to the guidelines and examples presented in the 5 <sup>th</sup> edition Publication Manual of the American Psychological Association (APA).  Variances to the above policy will be written and explained in the individual course syllabus.
<b>For distribution to:</b> All nursing and health sciences students, faculty and staff of Beth-El College of Nursing and Health Sciences.
<b>For inclusion in the:</b> <input checked="" type="checkbox"/> Student Handbook <input type="checkbox"/> Faculty Handbook <input type="checkbox"/> College Catalog
Policy Approval: _____ Faculty Organization _____ Date: _____

ROUTING: DATE 08.22.2002 To Students, Faculty, Staff

DATE 08.22.2002 J. Crouch for inclusion in Online Student Handbook

## **Internship/Practicum Learning Process Policies**

### **Skill Laboratory Practice**

As part of the learning process, students may be asked to perform a health services 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 health services 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 internship/practicum practice in agencies where you study. More detailed policy will be discussed relative to specific agencies.

### **Affiliating Agency Policies**

The Health Sciences Department personnel and students are expected to abide by the rules and regulation of any affiliating agency utilized for internship/practicum experiences.

Affiliating agencies utilized by the Health Sciences Department are on a contractual basis. All contracts contain an agreement that college personnel and health sciences students will conform to the rules and regulations of those agencies.

Department of Health Sciences personnel or students failing or refusing to abide by the internship/practicum site policies will not be permitted to care for clients/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 internship/practicum site that the Department of Health Sciences utilizes require background checks for the protection of vulnerable populations. The Department of Health Sciences 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 internship/practicum sites. 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 internship/practicum 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 internship/practicum 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.

## Professional Dress Standards

Please refer to course syllabi for specific dress expectations at internship/practicum sites.

### Standards – General

- All students will wear the Beth-El name tag and UCCS Photo ID which will be affixed to the upper left front of their clothing.
- Perfume and gum chewing are not permitted some internship/practicum sites.
- You may not be able to go to some internship/practicum sites with visible tattoos.

### Standards – Business Attire

#### Women and Men will wear:

- **Pants:** Khaki or Navy pants. Traditional/conservative style. No low rise or cargo pants. JEANS ARE NOT APPROPRIATE BUSINEES ATTIRE.
- Appropriate style where shirts can be tucked in with belt loops and belt.
- Khaki or navy walking shorts (four inches above the knee) maybe worn at summer camp internship/practicum experiences.
- **Shirts:** White oxford button-down collar, long or short sleeved shirt, or golf style shirt. Shirt must be long enough to be tucked into pants.
- **Shoes:** Solid white, clean tennis shoes or shoes as specified.

- **Nametag:** Beth-El student nametag or agency volunteer nametag must be worn at all times.

Please read course syllabus for any additional specific guidelines.

## **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 internship/practicum probation.

## **Internship/Practicum Site Property**

Equipment, supplies and drugs which are the property of the internship/practicum site may not be utilized at any time for personal use.

## **Employment**

A health sciences 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.

## **Policies Which Create a "User Friendly" Environment**

### **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. To keep informed please check these on a regular basis.

### **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.

### **Computer Laboratories**

The computer laboratory in University Hall is available for students to complete required class assignments. The computer laboratory is open Monday through Friday from 7 a.m. – 10 p.m.

Additional computer laboratories are available on campus and include:

- Math learning Center/Lab (any class work involving math or statistics)
  - Engineering Building 129
- Oral Comm Lab (any class work involving oral presentation)
  - Columbine Hall 312

- Writing Center (any class work involving writing)
  - Columbine Hall 316
- Open laboratories
  - Columbine Hall 231
  - Engineering Building 233
  - Kraemer Family Library El Pomar Center

Please check the schedules for the individual computer laboratories for days and times that they are open.

## **Copier**

A copier (fee-based) is located in the University Hall computer laboratory for student use.

## **Lost & Found**

A lost and found repository will be kept with the receptionist. 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 (262-4425) 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.

## **Phone System**

There are phones in the student lounges 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).

## **Student Residence**

Health Sciences students may apply for residency in the dormitories at UCCS.

## **Video Media/Computer Software**

The Science Learning Center in University Hall, room 202 is available for students to view videos and complete computer assisted instruction assignments. Videos may be viewed individually or in groups. The Center is open Monday through Friday. Please see posted schedule for specific times.

## Professional Standards Policies

### Standards of Conduct

The College promotes an atmosphere that is conducive to learning and scholarly activity. All UCCS students are expected to follow the Student Code of Conduct found at <http://web.uccs.edu/studentconduct> and in the *Bulletin*. Students are also expected to refrain from disruptive behavior. UCCS has a *Disruptive Behavior Policy* that defines “disruptive behavior” and authorizes the faculty “to ensure that the normal academic functions of the classroom and other academic settings are not compromised by disruptive behavior”. Actions that faculty may take to discharge this responsibility are detailed in the policy. Nothing in this *Beth-El College of Nursing and Health Sciences Professional Standards Policy* precludes invoking the UCCS Standards of Conduct Policy or Disruptive Behavior Policy as needed. This Professional Standards Policy is specific to violations of the *Beth-El College of Nursing and Health Sciences Statement of Professional Behavior*.

### Academic Honor Code

The Beth-El College of Nursing and Health Sciences Academic Honor Code is a separate policy from this Standards of Conduct Policy. It may be found in the Student Handbook under “Policies Which Promote the Academic Process”. The University Academic Honor Code provides general guidelines for each College and is located at <http://web.uccs.edu/studentconduct/academicdishonesty.html>

### Statement of Professional Behavior

In addition to the UCCS Standards of Conduct and Disruptive Behavior Policy, students and faculty of Beth-El College of Nursing and Health Sciences are expected to conduct themselves in a manner reflecting the highest standards of professional practice as delineated by the Statement on Professional Behavior.

**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:

- a. Development of a relationship that exhibits a caring philosophy
- b. Respectful and collaborative decision making as a foundation for relationships with clients, colleagues, faculty, staff, preceptors and health care providers
- c. 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
- d. Appropriate self-disclosure and adherence to confidentiality of patients and others.



- e. Behavior that reflects responsibility and accountability for the safety of clients, self and others.

## **Student Violations of the Statement of Professional Behavior**

Identification and resolution of Student Violations of the Statement of Professional Behavior will follow the chain of command. The student and faculty person should first attempt to reach a mutually satisfactory resolution of the behavior. If a satisfactory resolution regarding the behavior cannot be reached, the matter will be referred by the faculty person to the Department Chair/Associate Dean (whichever is appropriate for the next level in the chain of command) in writing within five (5) University working days of the occurrence of the behavior. All parties will receive a copy of the written allegation. The Department Chair/Associate Dean will consult with the faculty and student involved and will make a determination of the outcome. If after hearing the matter from the perspectives of all parties involved, the department Chair determines that the student behavior violates the Standards of Professional Behavior, the Department Chair will determine the consequences. Examples of potential consequences include but are not limited to:

- Notation regarding the behavior in the Beth-El College student file
- Identification of the violation as Disruptive Behavior. If the behavior is determined to be disruptive, the UCCS Disruptive Behavior Policy will be in effect. (The UCCS Disruptive Behavior Policy is attached.)
- Identification as a violation of the UCCS Student Code of Conduct. If the behavior is found to be in violation of the UCCS Student Code of Conduct, the UCCS Student Code of Conduct Policy will be in effect. Examples of prohibited behaviors may be found at <http://web.uccs.edu/studentconduct/studentcode.htm>.

## **Resolution**

If a resolution satisfactory to all parties cannot be reached at the level of the Department, the matter will be referred in writing within five (5) University working days by the Department Chair/Associate Dean to the Dean who will convene the Academic and Professional Conduct Committee to review the case. All parties involved will receive a copy of the referral.

## **The Academic and Professional Conduct Committee Policy**

The Academic and Professional Conduct Committee is appointed by the Dean of Beth-El College of Nursing and Health Sciences. The Committee has one faculty member from each of the three College departments as well as one alternate member. The Dean serves as Chair of this committee. The committee hears allegations of violations of the Statement of Professional Behavior and allegations of violations of the Academic Honor Code. (Policies relating to the Academic Honor Code may be found in the *Beth-El College of Nursing and Health Sciences Student Handbook* under “Policies Which Promote the Academic Process”.)

## **The Academic and Professional Conduct Committee Procedures:**

- The Academic and Professional Conduct Committee is convened by the Dean within five (5) University working days of receipt of the referral from the Department Chair.
- The referral includes the allegation and description of the resolution attempts to-date.
- The Committee hears the case within 30 days of the Dean's receipt of the referral.
- The decisions of the Committee are final.

## **Student Appeals**

If the behavior is a violation of the Statement of Professional Behavior, but not a violation of the Standard of Conduct or Disruptive behavior, students may appeal the decision of the Department Chair/Associate Dean to the Dean of the College. The Dean will convene the Academic and Professional Conduct Committee to hear appeals. The decision of the Committee regarding professional behavior violations is final.

If a student behavior is determined to be a violation of the UCCS Student Code of Conduct or Disruptive Behavior Policy, the processes for appeals are found in those policies.

## **Student Complaints and Grievances**

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. Policies and procedures for student grievances of a grade or other academic matter are in the handbook under "Policies Which Promote the Academic Process".

## **Violations of Professional Standards and Immediate Threat of Harm**

Any behavior that presents an immediate threat of harm is a violation of the UCCS Standards of Conduct and Disruptive Behavior Policies. The UCCS Student Code of Conduct applies.

In the event of immediate threat of harm of self others or property, students, staff and faculty should:

1. Leave the area
2. Call 3111 and request an officer to come to the location. Inform the police if this is a repeat occurrence. And follow the reporting policy for Violation of the Student Code of Conduct <http://web.uccs.edu/studentconduct/studentcode.htm>.

## **Damage to College Property**

Any destruction of college or internship/practicum 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 given by the student assigned to collect the forms to a secretary who will send the forms to Boulder for tabulation.

Evaluations will be reviewed by the faculty involved and the Health Sciences 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**

### **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.)

Internship/practicum (day rotations only) will continue to utilize School District 11 closure

policy with no late starts. If you cannot attend internship/practicum (or will be late to the agency) notify the internship/practicum agency so that your clients/patients are reassigned. Evening internship/practicum 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. Internship/practicum decisions should be made to insure personal safety at all times. UCCS is not liable for injuries that occur during travel to and from assigned sites.

## **Fire Policy**

### **I. Introduction**

- A. The most effective tool that can be used during a fire in a hospital or school or other internship/practicum 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:
  - i. **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.
  - ii. **BE ALERT FOR SIGNS OF FIRE.** If you see or smell smoke, report it immediately for investigation. Early detection means prompt extinguishing of fire.
  - iii. **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
  - iv. **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**

Notify Public Safety (262-3111) with details of fire.

Evacuation Procedure: If the Dean determines that the building should be evacuated, the College Fire Evacuation Plan will be utilized

## **Bomb Threat Procedure**

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?
3. Keep the caller talking as long as possible.
4. Try to get another person on the line to help you listen. Listen for background noises such as music, conversation, laughter, aircraft, etc.
5. How does the caller sound (excited, sober, angry, amused, intoxicated, etc.)?
6. Note the language used. Is the caller familiar with academic/nursing terminology?
7. Make immediate written notes of the conversation and your observations.

**Notify the Assistant to the Dean or Public Safety. 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)

**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 or 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.

**Evacuation Procedure: If the Dean determines that the building should be evacuated, the College Fire Evacuation Plan will be utilized. 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 in room 237 (phone #262-3111), Campus Services Building, 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.
2. Escorts to and/or from vehicles or buildings
3. Lost and Found service
4. Keeps pertinent medical information on faculty, staff and students. This enables the department to be aware of a special problem or required treatment in the event of an emergency.
5. Public Safety also keeps student's internship/practicum rotations and schedule of classes on file. In a family emergency, have your family call 719.262.3111.

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

## **College and Departmental Clubs and Committees**

Students will vote for representatives of these committees during the first two weeks of classes during the fall semester. Officers for the student clubs are elected during the latter part of the spring semester.

### **Health Sciences Club**

Beth-El Health Sciences Club is a student government association whose purpose is to provide a communication network between classes, students, faculty and other college organization. The goal of the club is to facilitate the process of health sciences education. The club is open to any student interested in a health sciences career.

### **Faculty Organization**

An elected representative and an alternate are needed for this group from each level (Health Sciences undergraduate student and Health Sciences graduate student) which meets the fourth Monday afternoon each month. 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.

## **Student Dean**

A Beth-El Student Dean represents the College of Nursing and Health Sciences on the University Student Government Board.

## **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.

# Appendix A

## 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 internship/practicum 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.

_____	_____
Name	Date
_____	_____
Witness	Date

Employee Health/Infection Control

May 1992



## Appendix B

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

#### Student Waiver and Request for Faculty Reference or Recommendation Letter

##### WAIVER

**To the student:** Please complete the following:

**Name:**

\_\_\_\_\_

(Last, first, middle or maiden)

**Date of  
Graduation:**

\_\_\_\_\_

**The student should sign and date one of the following statements:**

- 1) I wish to have access to the information provided by this reference/recommendation and I understand that under the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978, I have the right to read this reference/recommendation.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

- 2) I wish this reference/recommendation to be confidential and I hereby waive any and all access rights granted me by the above laws to this reference/recommendation.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

---

##### REQUEST

I, \_\_\_\_\_ request the following named faculty member \_\_\_\_\_ to write a letter of reference/recommendation or provide an oral reference/recommendation for the purpose of answering reference requests from employers, internships or academic institutions. I am including the following personal information for your use in providing this reference/recommendation. I can be reached at \_\_\_\_\_ home \_\_\_\_\_ work for questions.

This waiver/form shall be in effect for:

A specific reference or recommendation to the following employer, internship or academic institution: \_\_\_\_\_.

Any reference or recommendation to any employer, internship, or academic institution until the following date: \_\_\_\_\_.

Any reference or recommendation to any employer, internship, or academic institution indefinitely

## **PERSONAL INFORMATION RELATED TO MY HEALTH SCIENCES EDUCATION:**

1. Leadership Activities:

2. Community and College Service:

3. Additional Information as appropriate:

Faculty may include but are not limited to the following information for the reference letter:

1. Faculty involvement with the student; i.e. classroom, internship/practicum, student-faculty committees.
2. Information related to internship/practicum practice and classroom achievement.
3. Communication skills; written verbal, interpersonal.
4. Work habits; adaptability, organization, problem-solving.
5. Leadership ability; planning, teaching, supervisory skills.
6. Knowledge; application of principles, judgment.
7. Personal qualities; dependability, acceptance of criticism, self-assessment, interpersonal relationships, grooming.
8. Students should receive the original or a photocopy of the letter from faculty. Students are responsible to maintain a personal file for future use.

## Appendix C

### BETH-EL COLLEGE HEALTH SCIENCES CLUB CONSTITUTION

- I. **NAME:** This constitution hereby establishes at the University of Colorado at Colorado Springs, Colorado, hereby referred to as UCCS Beth-El Health Sciences Club hereafter referred to as the Club.
- II. **PURPOSE:** The club is established for the purpose of facilitating education in the Health Sciences and providing a communication network between classes, students, faculty and other college organizations.
- III. **SCOPE:** The Club activities shall be as broad in scope as is economically and academically feasible to encompass all relevant, pertinent and applicable issues and areas of interest that may fall within the intended purpose of the Club as defined in Article II.
- IV. **MEMBERSHIP:** Membership in the Club shall be voluntary and extended to all students at UCCS who wish to participate in the Club and its activities. Club membership may cease at a member's will or as outlined in the applicable bylaws of the Club in the event that a member is considered for involuntary cessation of membership.
- V. **FINANCE:**
  - a. Support from funds available to recognized activities on campus shall be solicited for furtherance of the Club's activities.
  - b. Dues shall be nominal and then only to meet expenses not within resources otherwise available.
  - c. Nominal charges shall be assessed and charged to cover the expenses of non-educational entertainment for refreshments in an amount determined necessary by the Club Treasurer and approved by the President.
  - d. An annual budget shall be prepared by the Club Treasurer in collaboration with a Budget Committee, based upon requests, suggestions, and desires of the membership. Said budget shall be presented for approval by the membership and by the UCCS SGA Senate as required.
- VI. **ADMINISTRATION**
  - a. Records of Club activities shall be maintained as required by UCCS rules and regulations.
  - b. Minutes of formal meetings of the general membership and the executive committee may be informal but shall require approval by a simple majority of the members attending a general meeting.
  - c. Reports of UCCS offices shall be rendered as required.
- VII. **MEETINGS:**
  - a. General meetings shall be held as deemed necessary for the proper conduct of the Club business and may be incorporated as part of less formal gatherings occasioned by Club sponsored activities.
  - b. The executive committee shall meet at least monthly on the call of the President and/or the faculty advisor to review activities, budget, and such other matters as shall be deemed appropriate or necessary by the executive committee.
  - c. Special meetings may be called by the President and/or the Executive Committee as necessary, providing at least one week notice is given to the active members regarding the purpose of the meeting.

- d. Venue of meetings shall be at the discretion of the Executive Committee and subject to the regulations of UCCS.

VIII. OFFICERS:

- a. Only those who consent to being an officer in the club shall be placed on the ballot. Officers of the Club shall be elected to hold office during a term of one year and elections shall be held at least annually with the balloting to be by secret written ballot. The Club Secretary shall incorporate all nominees into the club election records.
- b. The senior officer of the club shall be the President who shall be determined by a simple plurality of those casting ballots and the following officers shall likewise be elected.
  - 1. Vice President
  - 2. Secretary
  - 3. Treasurer
- c. In the event only one individual should declare himself a candidate for any one office, he may be appointed to that position on a pro tempore or permanent basis, by the Club members present.
- d. A faculty advisor shall be appointed or approved for office in accordance with standing rules or procedures established by UCCS, to serve voluntarily as ex-officio consultant to the Club, but shall have no vote.

IX. DUTIES AND RESPONSIBILITIES:

- a. The President:
  - 1. Shall preside at all general, special, and executive meetings following Roberts Rules of Order or membership approved bylaws of procedural conduct.
  - 2. Shall choose members for and assemble thereafter such committees as may be necessary for furtherance of Club activities.
  - 3. Shall appoint pro tempore officers as occasioned by causes whereby an office is vacated. Said appointments shall be valid until the next general meeting and/or election, whereupon the vacated position shall be permanently filled.
  - 4. Shall be responsible to ensure that reports are, and conduct of the Club is, in accordance with rules and regulations established by UCCS, this Constitution and approved Club bylaws.
  - 5. Shall represent the Club as might be deemed necessary, at any student or college activity where such representation is held to be appropriate.
  - 6. Shall approve expenditures in conjunction with the Club Treasurer.
- b. The Vice President:
  - 1. Shall act as the President during any absence of the President. In the case of the removal of the President from office, resignation or inability to discharge the powers and duties of said office, the same shall devolve on the Vice President
  - 2. Shall temporarily assume the offices of Secretary in the event of a temporary absence of the Secretary
  - 3. Shall be Chairman or Vice-Chairman of any ad hoc committees consisting of three or more other members

- c. The Secretary:
  1. Shall keep a written record of all meetings. Such records to be approved by the general membership present at the succeeding general meeting.
  2. Shall prepare reports to UCCS as required.
  3. Shall keep records of membership in the Club.
  4. Shall prepare correspondence as necessary in conduct of the Club activities except correspondence by committees which shall be the responsibility of the committee involved except should it call for the voice of the Club itself.
  5. Shall maintain records of elections and support documents to include preparation, distribution and verification of ballots.
  6. Shall compile and maintain a record of elected or appointed officers. A copy of said record, which shall include points of contact for all officers, shall be rendered to UCCS SGA promptly after elections are held or appointments are made.
- d. The Treasurer:
  1. Shall maintain accurate records of budgets, expenditures, and receipts as required by the UCCS and Executive Committee.
  2. Shall collect monies due the Club, ensure their safekeeping, and deposit into the Club's account.
  3. Shall verify all expenditures for validity and accuracy and in conjunction with the President, approve them for payment.
  4. Shall prepare and present for approval an annual budget in collaboration with the Budget Committee.
  5. Shall prepare and present, with the collaboration of the President, all Club Program Proposals which ostensibly seek the underwriting of UCCS Student Government Association. Said Proposals shall be prepared and submitted to UCCS SGA in accordance with all applicable strictures as delineated by UCCS SGA.
- e. Faculty Advisor: Shall perform duties as prescribed by UCCS, and shall advise and counsel the Club.
- f. Members: shall actively participate in club activities to include attending meetings, voting, and serving on temporary committees as needed. They shall freely proffer suggestions and comments in furtherance of the Club activities. Non-students shall be non-voting members.

X. COMMITTEES:

- a. There shall be the following standing committees:
  1. Executive: Club officers and the faculty advisor, if possible, shall comprise the body. No fewer than three members shall be present at Executive Committee meetings which are held to conduct official Club business. The President shall chair.
  2. Budget: The Treasurer, The Vice President, and at least two other active members appointed by the Vice President shall comprise the body. No fewer than three members shall be present at Budget Committee meetings which are held to conduct official business. The Vice President shall chair

3. Ad hoc and/or special committees consisting of one or more members may be appointed by the President to meet the needs of the club and its activities.

XI. RULES, LAWS AND AMENDMENTS:

- a. Such rules and laws for the conduct of the club activities as may be necessary shall be promulgated and made part of and codicil to this Constitution as bylaws. Said rules and laws may be established by a collaborative body comprised of elected officers, faculty advisor and two general members. Implementation of such rules as official Club bylaws shall be a consequence of approval of proposed bylaws. Adoption of said rules shall be by majority of the general membership. Should the Club in effect constitute a previously UCCS SAG recognized Club, bylaws established and approved by the previous club's general membership may be voted upon as current operating year bylaws. Proposed amendments, additions or deletions to approved bylaws shall be posted at least two weeks prior to the next scheduled general meeting thereupon to be considered.
- b. Amendments, additions, or deletions to this Constitution shall be by a two-thirds concurrence of the membership voting at a general or special meeting. Such changes must be proposed to the active membership at least thirty days prior to vote. The notification of these proposals may be by any means available to the Club and approved as sufficient by the Executive committee. Amendments, additions, or deletions to this Constitution are subject to approval of the UCCS
- c. Changes to the Constitution or bylaws may be proposed by any member of the Club.
- d. This document and any bylaws or operating procedures shall not supersede the UCCS SGA Constitution or the bylaws of the UCCS SGA Executive Branch, Judicial Board, or Senate.

XII. RATIFICATION

- a. This Constitution shall be considered ratified thereafter approval by the UCCS SGA Judicial Board and Senate and concurrence of the membership at a general meeting to be held within 45 days and not less the 30 days after having been proposed to the membership.
- b. Submission of this Constitution for ratification and/or approval shall be the responsibility of the organizing committee.

7/99