

Denver School of Nursing
Distance Education
Student Handbook

2015-2016

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Welcome

Welcome to Denver School of Nursing! Whether you are a new or returning student, you will find that Denver School of Nursing offers you a special learning environment with opportunities to expand your horizons. Each of you will find this year full of challenges and rewards. You will make new friends; some may last a lifetime! When you expand your education as a nurse, you will find that you really do make a difference as you practice the art and science of nursing.

The mission of Denver School of Nursing, as an institution of higher learning, is to educate students for the diverse opportunities offered by careers in nursing and other medical fields. It fulfills this mission by building on a strong foundation of general education, developing technical and thinking skills needed for successful careers and a lifetime of learning, and providing quality nursing programs that focus on clinical competence, professionalism, relationship-based holistic care, and evidence-based practice.

Denver School of Nursing is located in downtown Denver, Colorado. Complete Information is available at MyDSN.net.

This **Distance Education Student Handbook** supplements the college **Catalog** and provides a guide to online students and the information on services, expectations, policies, procedures, community standards, and opportunities at Denver School of Nursing. The on-ground students have a separate student handbook.

**EACH STUDENT
IS RESPONSIBLE FOR THE INFORMATION
IN THIS HANDBOOK
AND THE
DENVER SCHOOL OF NURSING CATALOG**

Lack of knowledge about the contents of these documents is not a justification or defense for unacceptable or inappropriate actions. If you have any questions about any of the material you read, please talk with any of the faculty, staff, or administration.

College policies and regulations are reviewed annually by the administration. Additions or modifications of these policies and procedures may be made during the year after the original publication. Modifications will become effective immediately and are as legally binding as those published here. Policy changes will be published and circulated to members of the Denver School of Nursing community.

Vision, Mission, Purpose, and Philosophy

Vision

The vision of Denver School of Nursing is to prepare excellent health care providers and leaders to transform the lives of persons and communities through innovative education and health care.

Mission

Denver School of Nursing is a private institution of higher education dedicated exclusively to educating students for the diverse opportunities offered by careers in nursing and other medical fields.

Purpose

Denver School of Nursing serves students, the nursing profession, health care organizations, clients receiving care, and the increasing needs of society for qualified nurses by offering programs for students who seek careers in nursing and other medical fields.

Denver School of Nursing devotes its resources to maintaining quality nursing programs in an environment that focuses on clinical competence across all scopes of practice, and that help develop the technical and thinking skills needed to foster successful careers and a lifetime of continued professional learning.

The programs offered build on foundations of general education common to nursing education, and all programs meet or exceed common standards for nursing education programs in Colorado.

The programs explore a differentiated practice model that teaches students to maximize their own role development, to seek the opportunity to learn and collaborate effectively with other nurses of differing educational preparation.

The programs integrate holistic health care values with traditional health care values so students can explore the understanding of “whole body wellness” in client care.

Programs are offered to adult students from the economically and ethnically diverse regional community served.

Philosophy

The philosophy of Denver School of Nursing flows from the mission of the school and supports the concepts of clinical competence, excellence in education, holistic care, professionalism, evidence-based practice and life-long learning.

The philosophy incorporates the conceptual framework that was developed by faculty to provide direction for the selection and organization of learning experiences to achieve program outcomes. The conceptual framework serves to unite these four constructs:

Nursing

Nursing is an art and science that identifies, mobilizes and develops strengths of the client through acquired skill, professionalism, knowledge and competence supported by evidence-based practice.

Person

Person is a unique, physical, psychosocial, spiritual, cultural, and holistic being or community with value, dignity and worth possessing the capacity for growth, change and choices for which they bear responsibility.

Environment

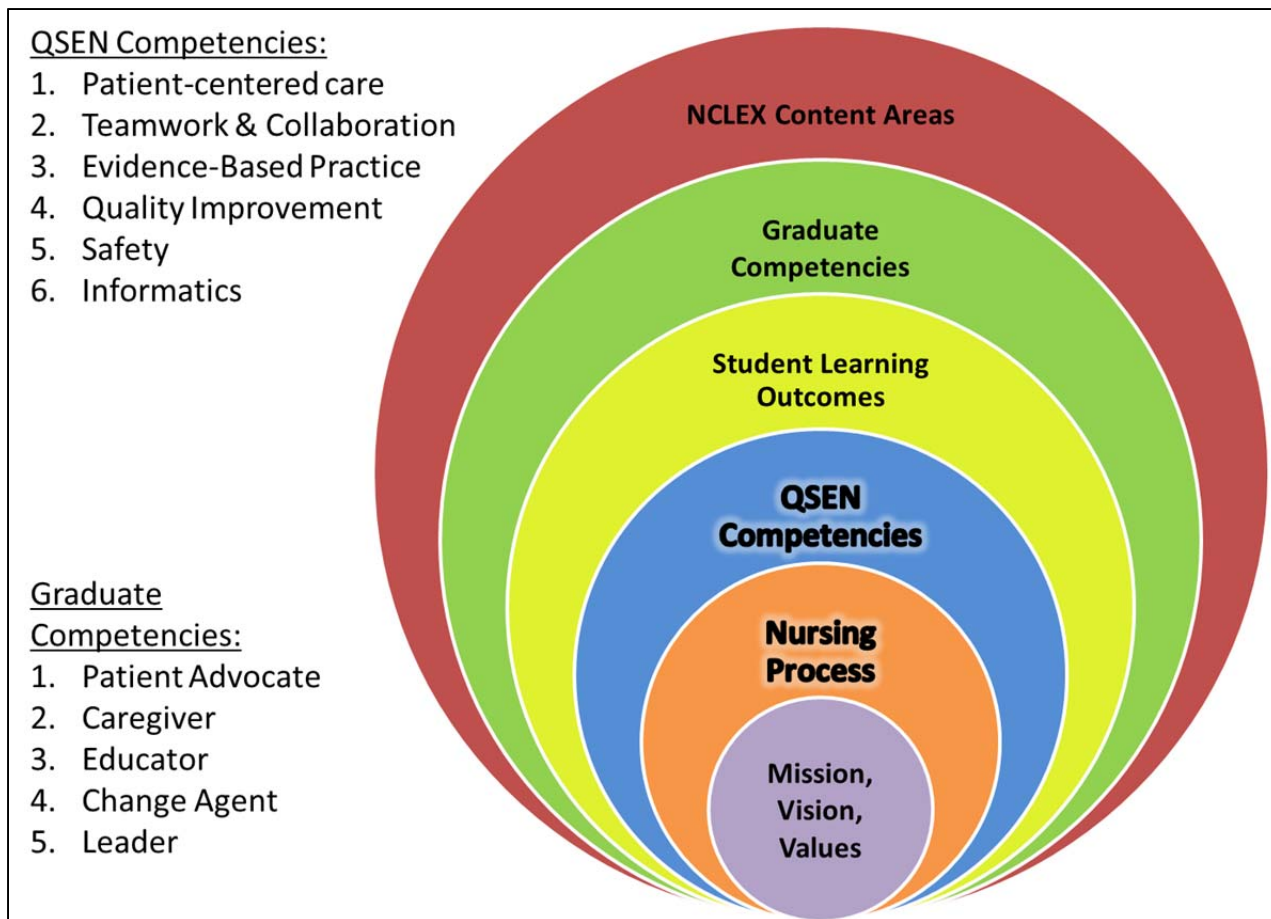
Environment is the dynamic subtotal of internal and external elements which impact an individual’s perception of and adaptation to the community in which they exist.

Wellness

Wellness is defined as the individual’s perception of his/her quality of life throughout the lifespan and his/her ability to adapt to restrictions of environment, disease or disability.

Curriculum Framework

Denver School of Nursing faculty have developed and implemented the a framework that integrates its four theoretical concepts of nursing, person, environment and wellness into the curriculum by incorporating the Quality and Safety Education for Nurses (QSEN) competencies into course objectives and content. The QSEN competencies include patient centered care, teamwork & collaboration, evidence-based practice, quality improvement, safety and informatics. The nursing process is also utilized throughout each program. Together QSEN competencies and the Nursing Process make-up the conceptual framework on which DSN curriculum is developed.



Denver School of Nursing Core Values

Integrity

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

Student Focused Outcomes

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

Commitment

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

Service Excellence

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

Respect

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

Accreditations and Approvals

Colorado State Board of Nursing (CBON)

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

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

Colorado Department of Higher Education

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

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

State Authorization Reciprocity Agreements (SARA)

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

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

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

The Higher Learning Commission (HLC)

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

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

Accredited by the Accreditation Commission for Education in Nursing (ACEN)

The college's baccalaureate nursing program and associate nursing program are accredited by the ACEN. The Commission is recognized as an accrediting body for all types of nursing education programs by the U.S. Department of Education.

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

Colorado Office of Veterans and Training

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

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

A student may receive a copy of the college's accreditation, licensure, or other approvals by submitting a written request to the President of DSN.

State Authorization Disclosure

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

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

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

Committees at Denver School of Nursing

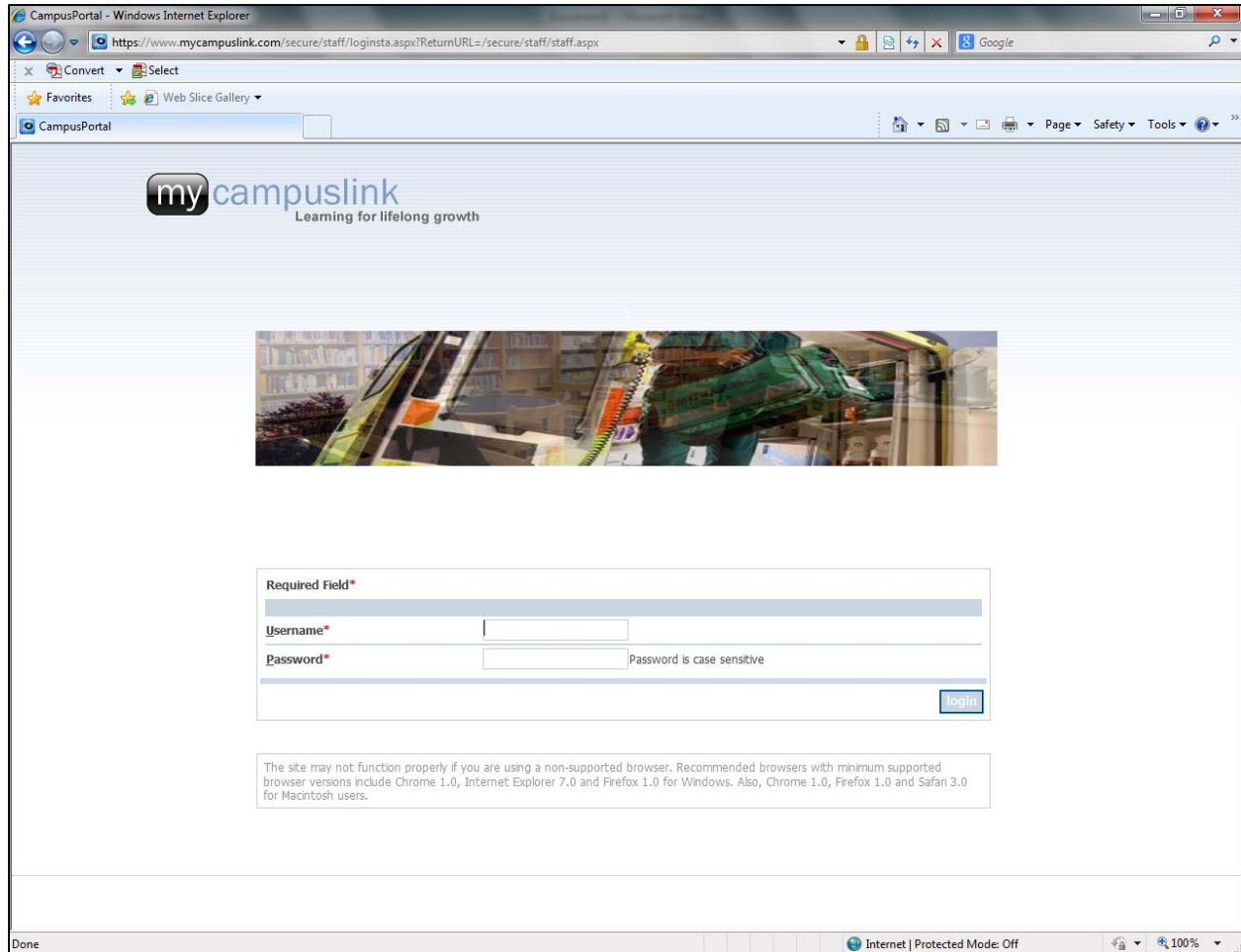
The committee structure at Denver School of Nursing has been designed to sustain evaluation across the campus. Many of DSN's committees benefit from student participation and involvement. Students are welcome to participate in a variety of committees at the college. Any student interested in participating in a DSN committee should contact the Dean of Nursing Education Programs for more information.

Student Information

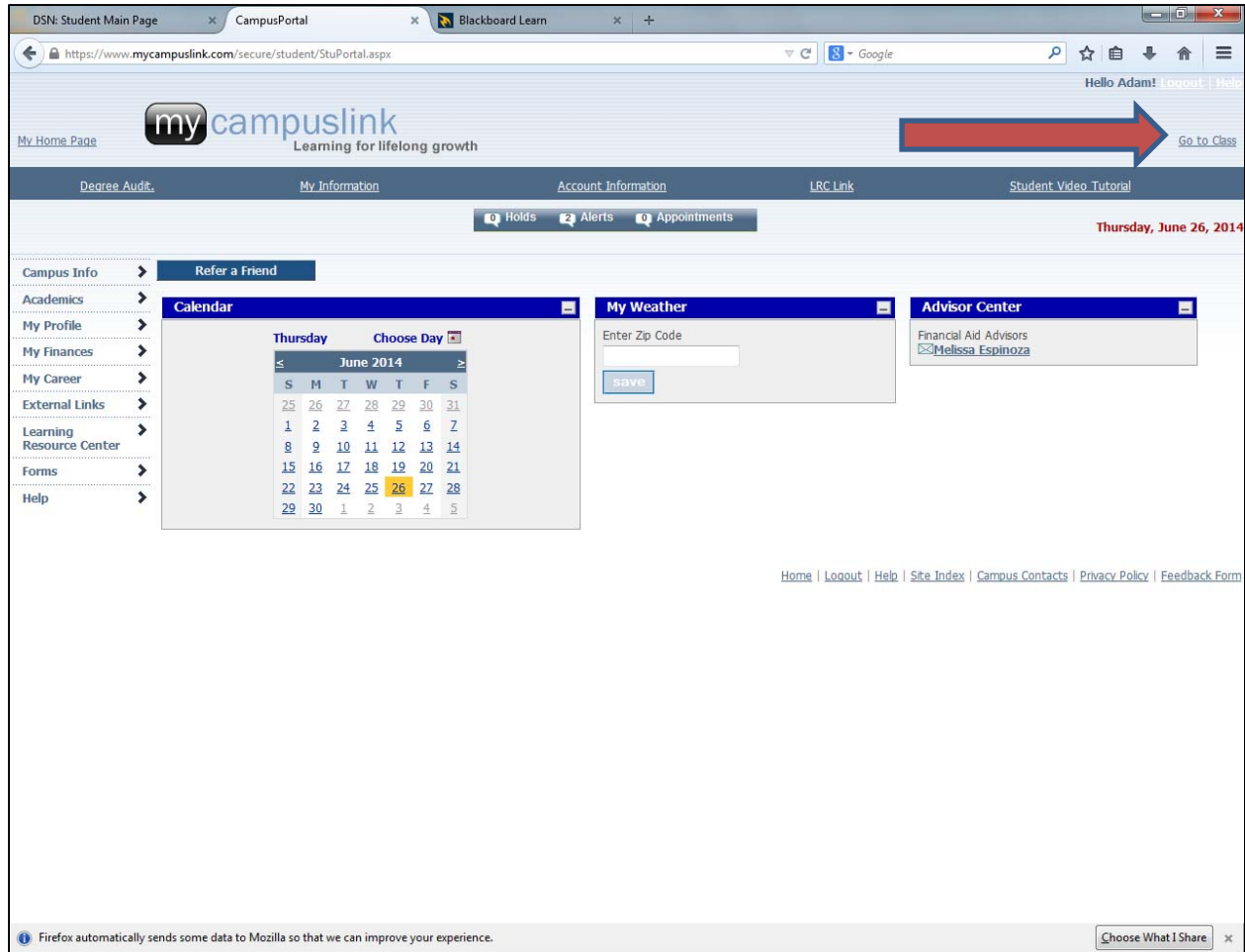
Each student enrolled in the online programs has access to Denver School of Nursing personnel. The dedicated personnel help students navigate through their educational program starting with the Dean and Director of Nursing, Online Operations Administrator, the Faculty, Student Services Advisors, and the Online Academic Advisor.

Course Access

Denver School of Nursing uses Blackboard as its learning management system (LMS). Students will access the Blackboard LMS which contains links to their courses through the Campus Portal (i.e., the Student Portal) by going to <https://www.mycampuslink.com/> as shown below.



Once a student has logged in, s/he should click the “Go to Class” link located in the top right corner of the Student Portal home page (see image below). This is how students will access the learning management system and each course for which a student is actively registered.



The Online Campus Landing Page

The landing page is the main source of information for the online student community beyond the courses. This is the starting page upon login, and is a great way to keep in touch with the latest information for news, announcements of current events, academic information, departmental contact information, and technical support.

Online Student Participation Policy

Successful learning online requires students to actively participate in each course. Participation in online courses is tracked separately from online attendance. Participation involves engagement in the course and is defined through interaction with course resources, the quality of student comments, and submitted evidence of engagement. Students who do not participate in the course in these ways will lose participation points in their course grade. Students who attend class but who do not participate in weekly assignments/activities will be graded accordingly.

Participation in Denver School of Nursing online programs includes successful completion of New Student Orientation for online students and substantive postings in the course.

What are substantive postings?

Substantive postings include:

- Responding to discussion questions as well as discourse between students related to subject matter within the course. This may include a response to the discussion question and responding to the posts of others' answers within discussion area. A response may be a question about another's work, agreement with or challenge to the point of view expressed (supported by a reference to the text or lecture), or critique of someone's work.
- Contributing to the discussion based upon course content, theory, or personal experiences, not simply personal opinions.

Substantive postings do not include:

- Posting completed assignments
- Asking the faculty member or classmates a question about an assignment
- Posting a simple "I agree" comment
- Sending emails to the faculty member or classmates

Students are required to read all of the notes posted in the discussion area from the faculty member and classmates. The quantity and quality of participation in the discussion area will be graded. A standardized grading rubric will be used to grade discussion posts in each course.

Everyone's comments are important. The diversity of the experience among members of the class will enhance learning. All students will be treated equitably within the online classroom.

Discussion and all communications are required to be respectful. Inappropriate language will not be tolerated, and the faculty member determines what is inappropriate. Students not treating the faculty member and/or classmates with respect are subject to discipline or dismissal from the course and/or program. All activities will follow standards set forth in the Denver School of Nursing Catalog and the Student Handbook for Online Students.

What should a student do if s/he is unable to participate?

If a student is unable to participate due to prolonged serious illness or personal emergency, they are expected to contact their faculty member as soon as possible. If the student is unable to participate due to technical problems, they should notify the appropriate technical support personnel and then notify the faculty member. Students should also contact the Online Academic Advisor or the Online Operations Administrator within 48 hours to discuss the situation. Failure to notify the faculty member will be considered a missed deadline. All assigned work must be completed regardless of the reason for non-participation.

Attendance

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

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

- Submitting a post to the discussion board. For 11 week courses that begin on a Monday,

students must:

- Make initial post to the weekly discussion by 11:59pm MT Wednesday;
- Respond to the posts of two peers by 11:59pm MT Friday;
- Posting a paper, project, academic assignment, or other activity per instructions in the syllabus; and/or
- Completing a quiz.

As per Federal guidelines, the last date a student performs one of the above actions counts as his/her last date of attendance (LDA). A student's failure to record attendance for fourteen (14) consecutive calendar days will result in the student being dropped from the course.

Schedule for online courses:

11 WEEK COURSE - STARTING ON A MONDAY

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		Start of Course		Initial post to weekly discussion board due		Response due to posts of two peers	
2	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
3	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
4	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
5	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
6	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
7	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
8	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	

9	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
10	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		Response due to posts of two peers	
11	Assignments Due			Initial post to weekly discussion board due; Weekly Grades Posted		End of Course	
		FINAL GRADES POSTED					

Please Note: There will be additional due dates for quizzes, papers, and projects associated with a course.

SmarThinking Resource for Faculty and Students

With SmarThinking, students experience online tutoring, a live on-demand tutoring service, and an individualized writing center that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required.

Online tutoring may be scheduled seven (7) days a week, enabling students to get the help they need when they need it. Drop-in tutoring hours are also available for the distance education student. Please refer to the Writing Center and Tutoring information available in the Student Resources section of Blackboard for more information.

SafeAssign

SafeAssign is used in course work for helping to compare submitted assignments against a set of academic papers to identify areas of overlap between the submitted assignment and existing works. SafeAssign can help prevent plagiarism and to create opportunities to help identify how to properly attribute sources rather than paraphrase. After a paper has been processed, a report will be available detailing the percentage of text in the submitted paper that matches existing sources. It also shows the suspected sources of each section of the submitted paper that returns a match. Instructors can remove matching sources from the report and process it again.

Technology Requirements and Support

Denver School of Nursing students are able to use either a Windows or Mac computer that meets the minimum hardware and software requirements detailed below to participate in their courses. Laptops received from Denver School of Nursing meet or exceed the minimum hardware requirements outlined below, and have been pre-installed with the necessary software.

Windows

Hardware Requirements

- 1.40 GHz CPU or greater with minimum of 2 GB RAM
- Broadband Connection: Cable or DSL preferred
- CD/DVD drive and speakers may be required (see course requirements)

Software Requirements

- Windows –
 - Operating System: Windows® Vista, 7, or 8
 - Productivity Software: Microsoft Office Academic Professional 2010
- Apple Mac –
 - Operating System: Mac OSX 10.6, 10.7, or 10.8
 - Productivity Software: Microsoft Office Home & Business 2011
- Mozilla Firefox Web Browser
- Java™ Runtime Environment 7
- Adobe Reader X 10.1.2 or higher
- Flash Player 10.3 or higher
- Additional Software may be required (such as Windows Media Player or QuickTime 7; see course requirements)

In order to participate in online courses at DSN, students need a computer with an Internet connection. Please note that the preferred web browser (as noted above) is Mozilla Firefox. Students may also choose to use Google Chrome; however, use of Internet Explorer is not advised.

Use of a printer is optional; a printer is not required to participate in DSN's online courses.

Blackboard technology support is available 24/7 through the online system with easy access to calling or emailing questions or concerns.

Registration

Students are registered accordingly by the Registrar. All courses in the RN to BSN program option must be taken in sequence as outlined in the DSN Catalog course sequencing guide. Successful completion of all courses in a term enables the student to progress/move to the next term in the RN to BSN program sequence. A student who believes it is necessary to interrupt his/her program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe and unanticipated personal circumstance, may make application for a Leave of Absence (LOA). A student experiencing these types of circumstances should meet with the Dean of Nursing Education Programs or designee to discuss the need to temporarily interrupt his/her education and take a Leave of Absence. Please refer to the Catalog for additional details regarding the college's LOA policy.

Transcripts

New students receive information from Online Admissions Representatives regarding entrance requirements, transcripts, and transfer credits.

Requests for a copy of an academic transcript must be made through the Learning Management System. Official transcripts of work completed will not be issued until all obligations to Denver School of Nursing have been satisfied. Denver School of Nursing does not release copies of transcripts from other institutions. If a student needs a transcript from a prior institution, the student should contact that institution.

Learning Resource Center (Virtual Library)

The college has a dedicated Learning Resource Center (LRC) that provides access to current, relevant general education and nursing resources. The LRC is committed to supporting and enhancing the educational process at the college and the professional development and research needs of students and faculty. The LRC seeks to fulfill the unique informational needs of the DSN community by providing access to electronic databases, web-based resources, print journals, and standard reference materials.

The Learning Resource Center houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or remotely for DSN students, faculty, and staff. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals. The LRC is open during main building (1401 19th Street) hours, is located on the second floor and features computer workstations, study tables for group and individual work, lounge seating, printer access, and general supplies for in-LRC use (e.g. staplers, hole punch, pens/pencils, scratch paper).

The following are general policies for use of the LRC, designed to promote a respectful, quiet study environment,

- 1) Use of Learning Resource Center resources is available to authorized users only. Authorized users include DSN students, faculty, and staff.
- 2) All users are expected to respect the privacy of other users.
- 3) “Productive,” quiet talking is allowed (i.e. group projects, study groups, or helping behavior). Loud noise that will disrupt other LRC users is not permitted.
- 4) Cell phones are required to be turned off or on vibrate while in the Learning Resource Center. To avoid disturbing other library users, please take cell phone conversations into the hallway.
- 5) Food and drink are prohibited.
- 6) Violation of any of the above may result in the following disciplinary action:
 - a) verbal warning
 - b) written warning
 - c) dismissal from the LRC

d) ban from the LRC

The LRC supports the DSN programs by collecting and providing access to materials in multiple formats. One important service is the LRC website, <http://mydsn.net>, which provides students and faculty access to research and scholarly services offered through the LRC. Students and faculty are also able to navigate to the Campus Portal and DSN email accounts from this website. All new faculty and students receive an orientation on how to use the LRC website and a self-timed audio PowerPoint presentation is available for review anytime.

Commonly used services of the DSN LRC:

- **Research Databases** - We have a selection of subscription and public access databases designed to support your education in nursing.
- **Books** - Most books can be checked out and all are available for in-library use. If we do not have a title you are looking for please speak with a librarian, we can often secure the resource from another library for you.
- **Reference Services** - Ask your librarian anything, they are here to help you with your education.
- **Internet** - Open-access. Check your email, access Campus Portal, upload assignments to Blackboard.
- **Wireless** - ID: eaguest
PW: Applecore8
- **LRC Website** – <http://mydsn.net> Links to databases, APA help, and more.
- **Printing and Copying** - Copying and printing is available using your student ID.
Print/Copy accounts are managed by the Business Office & IT.
- **Study** - We have comfortable chairs and study tables when you are looking for a quiet space.

Individual reference assistance is provided as needed to patrons on a drop-in basis. Students needing in-depth assistance may schedule research consultations. The librarians are able to provide focused instruction on the use of the LRC's databases. Instruction may include one-on-one assistance, classroom instructional sessions, webinars, student orientations, faculty orientations and workshops as appropriate. To schedule a research consultation or general inquires related to the LRC services and offerings please email lrc@denverschoolofnursing.edu.

Standards for Written Work

Including American Psychological Association (APA) Written Format

One of the goals of the nursing program is that the graduates are able to communicate in writing in a professional manner. With this goal in mind, many of the assignments that you will do in the nursing program will require you to use **APA format** to cite references and/or write a reference list. APA style refers to a set of rules that are commonly accepted by professional groups, editors, and publishers as the standard form of professional written communication. To assist with learning APA style, the college provides a variety of APA resources on its Learning Resource Center website (<http://www.mydsn.net/APAHelp.htm>).

These standards apply to all papers unless specified by the faculty member.

Standards for written work to be submitted to faculty will include:

1. Written work is required to be Word-Processed, using Times New Roman, 12 pt. font for the text of the paper, and on standard size white paper unless otherwise stated.
2. Even one inch margins and double spacing of material on each page are required.
3. APA guidelines regarding the title page, abstract, in-text references, multiple authors, etc. must be followed. *Note: It is recommended that students use the APA 6th Edition (outlined in step 4 below) and/or the references stored on the LRC website at: <http://mydsn.net/APAHelp.htm>.*
4. APA bibliography reference format is required.
 - a. Reference lists must follow the format as outlines in the Publication Manual of the American Psychological Association, 6th Ed.
 - b. See also www.APASTYLE.org for examples of how to reference sources.
5. Each page shall be numbered and only one side of the page used.
6. Carefully proofread your paper for typos, spelling errors, punctuation errors, and grammar errors. If this is a weak area for you, ask someone else to proofread the paper for you. Remember, it is permissible to have someone else proofread and edit your document.
7. Avoid gender bias. For example, instead of referring to nurses as “she” and physicians as “he,” refer to them simply as, “the healthcare provider.”
8. Written work shall be turned in on the date due unless arrangements have been made with the faculty member. The college’s policy regarding late work will apply for any assignments turned in after the due date. Please see the Catalog for details regarding the late assignments policy.
9. Papers that do not conform to these standards, or to any additional standards required by the course faculty member, may be rejected or deductions may be made from the final grade at the discretion of the faculty member.

Academic Year Schedule (Calendar)

Schedule/Calendar

Denver School of Nursing operates on a four-quarter per year basis. A quarter, or term, is 11 weeks in length, and is followed by a two-week break. Online course modules are 11 weeks in length. Please refer to the current college Catalog for details regarding term start/end dates and holiday schedules.

Weather Emergencies

Weather will rarely be used as a reason to close the college or cancel on-campus classes, labs, or experiential learning assignments. Announcements are posted on the following local Denver television affiliations: ABC, CBS and NBC. Students may also call the college to listen to the recorded message on the Snow Line at 720-833-3907. Because Colorado weather can vary from area to area, students, faculty, and staff should consider their own safety in all weather conditions. This may affect the online students throughout other regions, due the unforeseen weather conditions at the main Denver campus.

Grading System

Grading Policy

Rationale

Standards will ensure consistent and valid evaluation of student performance appropriate to industry standards and regulatory requirements.

Policy

Evaluation of student achievement in all courses will be calculated using only measureable academic assignments identified in the syllabus and directly related to course outcomes/objectives. No points will be assigned to non-academic or unplanned activities such as remediation, bonus points, or extra credit. All grades will be rounded to the hundredth decimal place. No final course grades will be rounded above the hundredth decimal place. Assignments, discussions, and projects may not be repeated to improve a grade. All late work will be penalized 10% per day (including weekends) up to 7 days from the due date. If the work is not complete within 1 week (7 days), the student will receive a zero for the assignment, discussion, and/or project. Quizzes may be repeated to improve a grade after initial attempt, but all attempts must be complete by the weekly deadline (Sunday at 11:59 PM). All student work to be graded is due by the end of the course.

Each student's work will be evaluated individually. There will be no comparison-based grades or grading on a curve. All course outcomes/objectives will be evaluated using the approved grading rubric (testing, experiential learning evaluations, other assignments).

Grading of all non-objective assignments MUST use an approved grading rubric distributed within the course syllabus. This rule may not apply in certain General Education courses; see course syllabus for details.

Academic Grading Scale

Grade	Percentage Equivalent	Point Value
A+	95-100	4.00
A	90-94	3.75
B+	85-89	3.50
B	80-84	3.00
C+	78-79	2.50
C	70-77	2.00
D	65-69	1.00
F	≤ 65	.00
I	Incomplete	No grade point
T	Transfer Credit	No grade point
W	Withdraw	No grade point

The grading scale used in all courses will identify a range of numerical scores equivalent to the grades of A+, A, B+, B, C+, C, D, and F (see grading scale above). The minimum score for a

“C+” is 78%. A minimum of a “C+” is required to pass ALL courses. A grade of “C”, “D”, or “F” is considered unsatisfactory and therefore non-passing.

Only one repeat of a course may be attempted. A student who is enrolled in a degree program at DSN and fails any two (2) courses has not met Satisfactory Academic Progress (SAP). A second failure of the same or a different course will result in dismissal from the program. A cumulative grade point average (CGPA) of 2.5 in the BSN program is required for graduation.

All work must be submitted via the online platform in order to be graded. Students should contact the instructor if they have problems uploading a document.

Procedure

Program faculty will make decisions on appropriate methods for evaluation. The Dean of Nursing Education Programs is responsible for establishing a process that maintains compliance with this policy and the validity of tests and assignments.

Transfer Credit Policy

Please refer to the college Catalog.

Experiential Learning Assignments

The RN to BSN program option curriculum includes experiential learning assignments in targeted courses. Experiential learning enables students to apply their learning in direct and indirect care activities that impact health outcomes for a variety of clients across the lifespan and across the continuum of care. Experiential learning will be satisfied in a variety of settings where healthcare is provided or influenced for individuals, groups, communities, and populations. For the post-licensure student, this may include experiential learning in his/her place of work or other healthcare facility where the student has arranged opportunities to apply concepts from his/her RN to BSN courses, reflect on this learning, and demonstrate competency. Experiential learning provides the opportunity for students to integrate new practice-related knowledge and skills. Competencies may also be demonstrated through virtual practice experiences. DSN will employ Pearson's The Neighborhood software for these virtual practice experiences. As outlined by Pearson:

The Neighborhood 2.0 is an innovative online virtual community that enables nursing students to achieve a deep understanding of total patient care. The Neighborhood's stories, activities, and case studies on more than 40 characters provide a 360°-view of a client's life. The characters come from diverse cultural and socio-economic backgrounds, as well as family structures. The inclusion of varied patient conditions and treatment plans gives students a sense of how background and circumstances can affect individuals and their treatment (see <http://www.pearsonhighered.com/neighborhood/learn-about/index.html>).

For courses where a non-virtual experiential learning assignment is required, online students will work with healthcare providers in their local communities (approved in advance by course faculty) to arrange and schedule the experience. Students will be required to complete experiential learning assignment/evaluation forms to document the achievement of the learning objectives. The college will track these learning experiences and communicate with students and the facilities to document completion of the experiential learning assignment and achievement of learning goals.

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

Health Insurance

Denver School of Nursing does not provide health services or health insurance for students. Students are required to maintain their own health insurance throughout the time in the program, in order to comply with requirements for participation at experiential learning sites.

Insurance can be purchased as a benefit of belonging to the Student Nurses Association at Denver School of Nursing. For more information, call the Director of Student Services at the main campus. Students are responsible for all costs of medical services they require.

Nursing Background Checks

Experiential learning sites require background checks of all potential students. The purpose is to maintain a safe and productive educational and practice environment. Therefore, Denver School of Nursing (DSN) conducts a background investigation of all student applicants. New students who refuse to comply with the background investigation will not be allowed to enter or continue in a DSN Nursing Program. Students currently enrolled may be required, from time to time, to submit to fingerprinting or other background checks as part of a specific experiential learning site requirement.

An applicant or current student will be disqualified from a DSN nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime of domestic violence as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- More than one (1) DWAI and/or D.U.I. in the 7 years immediately preceding the submittal of application. Must provide proof of having completed conditions of probation and sentencing.
- More than three (3) offenses in last seven years with the exception of traffic offenses.
- Any alcohol or drug related offense (including DWAI or DUI) within the year prior to submitting an application.
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

In all cases, students must provide proof of having successfully completed any conditions of sentencing and/or probation. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.

Enrolled students who are found to have committed any of the above disqualifying offenses during their time in a DSN nursing program may not be able to complete the program if they are excluded from participation in experiential learning site experiences based on the disqualifying offense.

If any applicant or current student feels the criminal background check is inaccurate, they may appeal the decision and request a review. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

Dress Code at the Site

Students are expected to dress professionally in the appropriate experiential learning site attire while conducting any course work at sites.

Career Services

Online students may access career services materials and tutorials through Blackboard and/or the Learning Resources Center's website, mysdn.net. The Director of Career Services may be contacted for additional resources.

Student Services

Wide arrays of student services are offered to fulfill the needs of students in the nursing and General Education programs at DSN. The equipment, services, and resources present at the Denver campus are open and available to any student who is in the area and wishes to come to the campus for assistance during regular operating hours. Online students in the RN to BSN program option are able to access a variety of services that are designed to promote student success, including:

- Dedicated admissions staff for online enrollment
- Financial aid services (available to those who qualify)
- Textbooks included in the cost of tuition and provided as e-books , or delivered to the student through U.S. Mail, Federal Express, or UPS prior to the beginning of the course
- Access to announcements through the Blackboard Learning Management System (LMS)
- 24/7/365 Blackboard Support Center (available electronically or via phone)
- LMS/technology orientation
- IT support via helpdesk access
- Virtual library resources that are accessible 24/7/365

- Student services representatives for personal advising
- Academic advising
- Free tutoring and an individualized writing center via SmarThinking,
- SafeAssign for assistance in submitting assignments and in ensuring academic integrity of student work
- Ability to participate in DSN committees (as appropriate) via virtual services
- Ability to participate in the Student Nurses Association (SNA) and student governance via virtual services
- The option to purchase health insurance as a benefit of belonging to the SNA,
- Ability to participate in the DSN Student Veterans of America chapter via virtual services
- Ability to participate in the DSN chapter of the American Assembly of Men in Nursing (AAMN) via virtual services
- Ability to participate in service learning opportunities such as the Global Health Perspectives (GHP) initiative
- Access to computers on campus if in the Denver area or the availability to purchase computers at the time of enrollment for online programs
- Free copying when on campus
- Career services assistance

Students who would like additional information about any of the services listed above are encouraged to contact a student services representative or the Online Operations Administrator.

Personal and Family Counseling

For its online student population, Denver School of Nursing provides confidential access to personal and family counseling services via the WellConnect program. This program is designed to empower students with tools and strategies to work through and overcome potential obstacles that may stand in the way of students being successful and reaching their academic and career goals. The program provides confidential, 24/7 access to masters-level licensed counselors.

WellConnect helps students and their family members work through personal issues and pressing matters such as child care, financial concerns, family matters, relationship concerns, and other daily stressors that affect college success. With the WellConnect program, students and their family members have access to:

- Free, confidential support that is available 24/7
- In-the-moment support
- Consultation with legal and financial experts
- Resource coordination for community services that assist students
- Short-term counseling, either telephonic or in-person
- Online information and resources at www.wellconnectbysrs.com

Details regarding services provided by the WellConnect program are outlined below.

24/7 Telephone Counseling

WellConnect’s licensed counselors are available 24/7 to assist students anytime. Counselors help students identify key needs, problem solve, and find solutions to work through concerns like emotional stressors, test anxiety, or relationship issues.

Short-Term Counseling

Students have access to local, face-to-face counseling through an extended network of licensed mental health providers. Students meet with the counselor to collaborate on current problems and develop and implement solutions.

Resource and Referral Consultation

Resource consultants research valuable local community resources so that daily living concerns are addressed before they overwhelm students. Consultants assess each student’s individual needs and provide referrals based on availability of resources.

Note: The WellConnect program assists students by providing information and support in meeting their needs, and links them to agencies or community-based resources to provide the help they are seeking. The program provides information and referrals only, and is not a source for students to access funds directly.

Financial and Legal Consultation

Students are offered financial consultation on credit and debt issues, budgeting or bankruptcy, etc. An attorney is available to answer questions regarding legal issues such as an eviction notice, child custody, or divorce. Employment related issues are not covered by this service.

WellConnectbysrs.com

The WellConnect website includes information such as:

- Articles on study skills, stress, parenting, childcare, etc.
- Budget Calculator
- Financial Literacy 101
- College 101 – Ask Us
- Anonymous mental health screenings

To Access WellConnect Resources

Students can access services anytime by calling 1-866-640-4777 or visiting www.wellconnectbysrs.com. As a Denver School of Nursing student, please reference Student Access Code FGS9.

National Student Nurses Association

The National Student Nurses’ Association (NSNA) is a national organization for student nurses. Students are encouraged to join the Denver School of Nursing (DSN) chapter.

The Mission of the National Student Nurses Association is to:

- Bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs.

- Convey the standards and ethics of the nursing profession.
- Promote development of the skills that students will need as responsible and accountable members of the nursing profession.
- Advocate for high-quality, evidence-based, affordable, and accessible healthcare.
- Advocate for and contribute to advances in nursing education.
- Develop nursing students who are prepared to lead the profession in the future.

The Mission of the DSN Student Nurses Association (SNA) is to:

- Create a sense of community among students.
- Collaborate with faculty and staff to promote involvement in DSN activities.
- Create a voice for the student body.
- Partner with organizations to benefit our community while bringing awareness to our college.

Annual events held by the DSN SNA on campus include:

- Annual Night with the Rockies, a fun-filled evening of roof-top BBQ tailgating followed by a Colorado Rockies MLB Baseball game.
- Annual Thanksgiving food drive to benefit the Food Bank of the Rockies.
- Annual Holiday clothing drive to benefit the Denver Rescue Mission.

The Director of Student Services at the main campus serves as an advisor to the group, and officers are elected yearly. In addition, each entering class is encouraged to elect a representative to the Board. Students involved in SNA are recognized at graduation and many gain skills in leadership in their first professional organization.

Student Veterans of America

Denver School of Nursing is a member of the Colorado chapter for the Student Veterans of America. This organization offers guidance to members or veterans looking for assistance in regards to Veterans Administration (VA) benefits and provides support during the transition from the military to student life. The Student Veterans of America is a student-led organization; the organization is chaired by a student. Membership is voluntary and confidential.

Denver School of Nursing honors graduating veterans with a patriotic cord to don at the graduation ceremony.

For more information on joining the DSN Student Veterans of America, please contact a student services representative or the Online Operations Administrator.

Denver School of Nursing Chapter of the American Assembly of Men in Nursing

Denver School of Nursing created its own chapter of the American Assembly for Men in Nursing (DSNAAMN) in June 2012 to provide networking and mentorship opportunities for its nursing students. The partnership provides male and female student and novice nurses with a

forum in which they can meet male role models and collaborate on issues that specifically impact men in nursing. The organization introduces DSN's growing male student body to the benefits of being a part of a collegial organization that promotes excellence in nursing and advances opportunities for men who choose to enter the profession.

The purpose of the American Assembly for Men in Nursing (AAMN) is to provide a framework for nurses, as a group, to meet, to discuss, and to influence factors that affect men as nurses. The goals of the organization are to:

- Encourage men of all ages to become nurses and join together with all nurses in strengthening and humanizing health care.
- Support men who are nurses to grow professionally and demonstrate to each other and to society the increasing contributions being made by men within the nursing profession.
- Advocate for continued research, education, and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels.
- Support members' full participation in the nursing profession and its organizations and use the Assembly for the limited objective.

All interested nursing students (male and female) are invited to join the DSN AAMN. For more information about becoming a member or for meeting times, please contact a student services representative or the Online Operations Administrator.

Denver School of Nursing honors graduating students who have been active members of the Chapter with a cord to don at the graduation ceremony.

Student Governance

Student Participation in Program Governance

Denver School of Nursing values input from students in developing and evaluating an effective nursing education program that is responsive to its students, experiential learning site agencies, prospective employers, the community, and professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participating as a representative to the student government organization and to program committees.

The Student Nurses Association (SNA) and representatives constitute the college's student governance. This group meets once per month, and a representative from student government is invited to present to and meet with the Executive Committee on a regular basis. The student government also prepares an Annual Report that is submitted to the Board of Trustees. For more information on participating in student governance, please contact a student services representative or the Online Operations Administrator.

Student Standards of Conduct

Student Conduct Policy

All students are expected to act in a cooperative, open, and problem-solving manner. This includes respect for others related to space, tone, time, and their perception whether it is other students, faculty, staff, or administration. Students need to adhere to all college policies presented in the Catalog and this Student Handbook.

In addition to actions addressed in other policies, students will be prohibited from behavior that is disruptive or unacceptable in the online classroom or experiential learning sites, including:

- Arriving late or leaving early at a experiential learning location
- Going to the experiential learning location at other than scheduled times
- Failure to comply with requests of faculty for course or experiential learning location management needs
- Committing acts of violence or making threats to any other student or college personnel
- Bringing any weapons, concealed or otherwise, onto college premises or experiential learning locations
- Creating or using chat lines, web pages, or other documents to attack or ridicule other students, staff, or faculty
- Misuse of DSN electronic equipment, copiers, faxes, e-mail accounts, Portal accounts, the Learning Management System, Internet services, viewing or sending obscene material, harassing or attacking students, staff, or faculty verbally by e-mail or social media

Students in violation of any college policy during the course or during his/her experiential learning assignment may be excused from the classroom or blocked from the online course by the instructor. Appeals of such decisions would follow the appeals process.

Admiration for professional, intelligent nurses often results from respect for the inner character and selfless qualities that nurses often demonstrate. Those admirable qualities are developed over time and they may begin during the student's nursing program. As a member of the Denver School of Nursing program, students are obligated to conduct themselves as responsible, professional members of the college community.

DSN administration and faculty members recognize that students play a major part in creating and supporting the educational environment and believe that students have a right to learn and a responsibility to participate in the learning process. Students who fail to adhere to the behavioral expectations outlined by DSN may be subject to discipline.

Behavior that discredits the individual or the college, as generally determined by college rules and regulations, may result in disciplinary action. DSN reserves the right to suspend or dismiss any student whose conduct is regarded as being in conflict with the best interests of the college or in violation of its rules and regulations. Behavior patterns that are not in harmony with the educational goals of the college include, but are not limited to, the following:

1. Academic or administrative dishonesty, such as cheating, plagiarizing (using someone else's language, ideas, or other original material without proper acknowledgement of the source), or knowingly furnishing false information to the college;
2. Forgery, alteration, misuse, or mutilation of college documents, records, identifications, and/or educational material;
3. Creating or using chat lines, webpages, or other documents to attack or ridicule other students, staff, or faculty;
4. Misuse of electronic equipment, copiers, faxes, e-mail accounts, Internet services, viewing or sending obscene material, harassing or attacking verbally by e-mail or social media;
5. Theft of or damage to property of the college or using, or attempting to use, college property in a manner inconsistent with its designed purpose;
6. Disputing authority, threats of any kind, and arguing without basis of fact or evidence with faculty, experiential learning site staff or nurses, and other students, obstruction or disruption of teaching, research, administration, disciplinary procedures, or any other authorized activities on college premises (the college expects respectful and civil communication);
7. Committing acts of violence, harassment, physical or verbal abuse, physical altercations or nonverbal expressions of any college official, student, patient, or hospital personnel as well as conduct which threatens or endangers the health, safety, or reputation of any such person;
8. Unauthorized entry to, use of, or occupation of college facilities and resources;
9. Intentional or unauthorized interference with right of access to college facilities, freedom of movement or speech of any person on campus;
10. Use or possession of firearms, ammunition, or other dangerous weapons, substances, materials (except as expressly authorized by the college), bombs, explosives, or incendiary devices, bringing any weapons, concealed or otherwise, onto college premises or experiential learning sites;
11. Disorderly, lewd, unwelcomed sexual advances, unwanted requests for favors of a sexual nature, physical or verbal conduct of a sexual nature, and indecent or obscene conduct or expression, including but not limited to **unwelcome and unwanted**:
 - sexual flirtation or prolonged staring
 - sexually suggestive looks, gestures, or sounds
 - sexually explicit statements, jokes, or anecdotes
 - pressure for dates
 - sexually demeaning comments that infer that one sex is inferior to another
 - deliberate physical contact such as patting, pinching, cornering
 - pressure for sexual activity
 - requests for sex in exchange for grades or favors, or to avoid poor grades or discipline

Because behavior cannot be expected to change unless there is awareness of the need for change, any student offended is strongly encouraged to let the person know that they find the behavior unwelcome and unwanted. If the behavior continues after the request for a change, consultation with the Dean of Nursing Education Programs, Online Operations Administrator, or designee, is encouraged.
12. Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a experiential learning site or course experience, that student will be removed from the

learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the college's expense.

13. Violation of a federal, state, or local ordinance including, but not limited to, those covering alcoholic beverages, narcotics, dangerous drugs, gambling, sex offenses, or arson;
14. Rioting or aiding, abetting, encouraging, or participating in a riot or inciting a riot;
15. Failure to comply with the verbal or written directions of any college official acting in the performance of their duties and in the scope of their employment;
16. Aiding, abetting, or inciting others in committing any act of misconduct set forth in 1 – 15 above;
17. Conviction of a crime which is of a serious nature. Upon filing of charges in civil court involving an offense that is of a serious nature and when it is administratively determined that the continued presence of the student would constitute a threat or danger to the college community, such student may be temporarily suspended pending disposition of the charges in civil court;
18. Proven plagiarism or falsification of authenticity is a serious matter of significant ethical and legal concern; (students are informed that if it is ever proven that there was significant misrepresentation or misattribution of material presented, any degrees or credit awarded by the college based on the material will be revoked);
19. Lack of academic achievement and/or suspension; and
20. Unauthorized solicitation of students, faculty, or staff on campus or online for any product or service.

All students are expected to act in a cooperative, open, and problem-solving manner. This includes respect for others related to space, tone, time, and their perception whether it is other students, faculty, staff, or administration. Students need to adhere to all college policies presented in the Catalog and this Student Handbook.

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

The Committee will determine whether the actions are subject to disciplinary action up to and including termination from the college.

Academic Integrity

Participation in programs at Denver School of Nursing carries with it the obligation of students and faculty to aspire to the highest standards of academic integrity and ethical behavior in all classroom, lab, simulation, clinical, experiential learning assignments, and other college activities. Aspiring to the highest standards is critical to the success of our academic programs and the success of graduates in their chosen profession.

Students are expected to aspire to the same high level of ethics and professionalism that is demanded of licensed professionals in nursing. This requires students to conduct themselves as professionals and to engage the learning process by fully preparing for classes and participating

in course discussions and activities.

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

- Unauthorized use of notes, electronic devices or materials in exams
- Copying the work of others without giving credit (plagiarism)
- Submitting the work of another for credit to include online help resources that provide academic papers and tests
- Misrepresentation of identity
- Forging or altering assignments, legal documents, or health provider documents
- Allowing others to copy or use work that is not their own, or providing answers to graded assignments when other students have not taken that test or completed that assignment
- Having someone else do your required work regardless if paid to do so
- Submitting an assignment that has been previously submitted in that course or another course

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

Social Media

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The college values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the college also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the college must know that they are liable and responsible for anything they post to social media sites.

Cyberbullying

The college is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The college encourages the promotion of positive interpersonal relations among members of the college community.

The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from the college.

Students who feel like they have been a victim of cyberbullying should immediately contact the Dean of Nursing Education or designee immediately.

Objectionable Material and Computers on Campus

Online students who are in the Denver area are invited to use resources on campus as needed. Computer technology at the campus must be used for college-related purposes only and specifically must not be used to view, download copy, store, create, or transmit material that is offensive, defamatory, obscene, or discriminatory. Such materials include but are not limited to pornography, slurs, epithets, or other material that is disparaging or offensive based on race, color, national origin, sex, sexual orientation, age, disability, religious or political beliefs, or any individual's status in any protected group or class. Students should be mindful that classification of material as disparaging or offensive may vary by person; thus students using computers at the campus may be required to discontinue use of a site they personally do not find offensive.

Adherence to Licensing and Copyright Restrictions

Licensing Restrictions

DSN technology may not be used to download, copy, and store or transmit material that may violate copyright or license restrictions. Only approved software may be used on computers at the campus that are owned by Denver School of Nursing. Since use is licensed, DSN forbids the duplication, sale, or distribution of any software found on DSN-owned computers. No outside software may be brought in and loaded onto a DSN computer located at and owned by the campus.

Copyright Compliance

Students in the online RN to BSN program option are required to adhere to the copyright policies of the college. DSN distributes guidelines for understanding copyright compliance in the Consumer Information Guide online for all students, including students enrolled in the RN to BSN program option. The guidelines are communicated to distance education students in the RN to BSN program option through orientation, periodic workshops, email reminders, the Catalog and Online Student Handbook, and personal contact. Additional assurance of discouraging and monitoring for online students in the RN to BSN program option is implemented through use of SmarThinking and SafeAssign.

Online faculty who identify students struggling with copyright and writing issues may refer students to SmarThinking for assistance. SmarThinking delivers online tutoring up to 24 hours a day, seven days a week, offering one-on-one help when students need it, as they complete homework or study for tests. By providing drop-in live sessions, or allowing students to ask written questions or submit writing assignments for feedback, SmarThinking is designed to assist students at their point of need.

Students, staff, and faculty will be held accountable for failure to comply with federal copyright and criminal laws forbidding the copying or alteration of copyright protected materials, and they will be expected to report violations if they become aware of them. Detailed information is included in the Student Consumer Information link at

<http://www.denverschoolofnursing.edu/cig-denver.php>. Student work in the RN to BSN program option is also authenticated through password and security protocols within the LMS.

Disability Accommodations

Denver School of Nursing does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, handicap, financial status, sexual orientation, or any other federal- or state-protected status in its admissions procedures, education programs, or activities. Denver School of Nursing is also adequately equipped to meet the needs of handicapped students. The facilities have elevators and ramps. On campus, the restrooms adjacent to classrooms are fitted with handicapped equipment.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), the college affirms its commitment to ensure equal educational opportunities to students with disabilities. Denver School of Nursing will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical, and/or psychological disabilities seeking accommodations must contact and provide documentation to the ADA representative, the President. The college Catalog further addresses the physical nursing requirements for its programs.

All of the reasonable accommodation efforts for those with disabilities must be made inside the context of nursing requirements. The nature of the work and study require people to be able to perform certain tasks. These include standing, walking, lifting, seeing, and hearing requirements as well as emotional stability issues above and beyond the physical adeptness needed to function in the job. These requirements are clearly stated in the college Catalog and other support documents under Nursing Requirements - Essential Functions of Nursing Practice. This section of the college Catalog covers multiple issues where expectations are outlined for students. This ranges from requirements to integrity issues and grievance procedures available where there is a problem.

Compliance with Section 504 & the Americans with Disabilities Act

Denver School of Nursing is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study should contact the President. The President will work with the applicant and/or prospective student to identify reasonable accommodations/ adjustments necessary to enable him/her to fully participate in the admissions and educational processes.

If an individual is identified as covered by the ADA, then the faculty and student rights and responsibilities listed below apply.

Faculty and Students Rights & Responsibilities

Faculty have a right to:

- Know that a request for accommodation is valid.
- Be informed enough about the student's disability to work effectively with him or her.
- Receive official, and as possible, advance notice of the need for accommodation.
- Suggest alternatives to a requested accommodation if a better method is available.
- Disagree with a request if it would require a fundamental change in the program, creates an undue financial burden on the college, significantly and negatively impacts the rest of the students in the course, the student is not "otherwise qualified" to be in the course or program, or the request is of a personal nature or for an individually prescribed device.

Faculty Responsibilities are to:

- Cooperate with the ADA representative when a request for accommodation is made.
- Notify the ADA representative when a student approaches the faculty member directly with a request for accommodation.
- Foster an accepting academic environment for students with disabilities.
- Grade students with disabilities fairly on the basis of competencies attained and in the same manner as non-disabled students are graded.
- Communicate to the student with a disability a realistic picture of her/his progress in the course.

Student Rights include to:

- Have the confidentiality of information about their disabilities respected.
- Participate in any programs or courses for which they are qualified, with modifications determined by their disabilities.
- Be treated equally with other students regarding grades and course participation.
- Receive accommodations in a timely manner once they have been properly requested.

Student Responsibilities are to:

- Notify the ADA representative and the faculty member of need for accommodations and supply documentation of that need before start of program as per Catalog requirements.
- Meet requirements to be in the course or program.
- Cooperate with the ADA representative and the faculty member in obtaining the modification.
- Fulfill all faculty member requirements for completing the course, except where impacted by the disability.

Student Complaint/Grievance Procedures

Student Grievances

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

Student Appeals Procedures

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

1. **Academic:** Students with complaints or grievances concerning classroom policies regarding course-specific testing, classroom assignments, or grades should first discuss concerns with their instructor.

Non-Academic: Students with complaints or grievances concerning non-academic matters (e.g., financial aid, admissions, career services, etc.) should direct their concern to the appropriate department director or administrator.

2. For **Academic** matters, if the student decides to appeal the issue, the student may communicate the concern in writing to the appropriate Director/Manager.

For **Non-Academic** matters, students should proceed to the next step in this process.

3. If the student decides to appeal further, s/he can then file the appeal in writing to the appropriate committee (e.g., Scholastic Standards Committee, Conduct Standards Committee, etc.) to be heard. DSN Online students may interface with the Online Academic Advisor for guidance on appealing to the committee.

4. Should any **Academic** complaint or grievance remain unresolved, students will be advised to submit the matter in writing to the Dean of Nursing Education Programs or designee. All academic decisions made by the Dean are final.

Should any **Non-Academic** complaint or grievance remain unresolved, students will be advised to submit the matter in writing to the President of Denver School of Nursing in a timely manner. The President will review the matter with all the parties concerned, and may meet with the student. The President will respond to the grievance. All non-academic decisions made by the President are final.

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

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

Policy on Communications

It is essential that administrators, faculty, staff, and students have clear lines of communication. To facilitate this, Denver School of Nursing (DSN) is adopting the following college communication policy that includes but is not limited to communications such as email, texting, postings to social media, letters, phone calls, photographs, assignments, etc. The goal of this policy is to assist in keeping clear, transparent, professional communication lines open within the entire DSN community.

Vision for Communications

Communications between parties at DSN should proactively demonstrate understanding and respect, ensuring that we communicate in a way that is open, timely, clear and appropriate to the recipient.

General Guidelines

- All written communication should be professional, courteous, and have contact information to respond to the individual sending the communication.
- Avoid the use of slang or vague language; be specific and clear in communicating information.
- If the letter/note is hand written, make sure that it is legible. Typed communications are preferable for readability.
- Spell/grammar check may be used to make electronic communications more professional.

Professionalism in Communication

- All parties are to be treated fairly and with respect.
- All communications at DSN should be open, honest, courteous, and transparent.
- Communications should be made in a way that enables the college or college representative to respond (i.e., contact information for follow-up is provided) and that affords due process. Anonymous complaints cannot be addressed to the individual filing the complaint, and a complaint without an identifiable author does not allow the accused to demonstrate his/her/their own case. Thus, communications should always afford the opportunity to respond directly to the person(s) submitting the information. All complaints submitted to the college will be considered confidential, and complaints should follow the college's published Student Grievances and Student Appeals Procedures as outlined in this Student Handbook.

- It is important to remember that information posted on social media is viewable by the general public. Faculty, staff, and students should be aware of the potential impacts social media postings may have to the college's mission and function as well as to the well-being of individuals associated with the college. DSN's Student Conduct policies apply to student, faculty, and staff use of social media (see DSN Catalog, Student Handbook, and/or the Employee/Faculty Handbook as appropriate for further information on use of social media).
- Faculty, administrators, and staff should have an open door policy for students. Students and colleagues will be afforded the opportunity to phone/email, come in, talk, ask questions, and voice their concerns and opinions.
- Denver School of Nursing is dedicated to educating students for diverse opportunities offered by careers in nursing. As such, the college strives to provide students with optimal opportunities to learn. The college is dedicated to creating an atmosphere that fosters learning and enhances a student's ability to do such.
- In accordance with the college's Affirmative Action Policy, all individuals regardless of race, color, creed, age, gender, religion, sex or sexual orientation, national origin, physical or mental disadvantage, or other factors should be given equal opportunities and fair treatment by faculty, administrators, staff, and peers.

All students are encouraged to ask questions, and faculty members, staff, and/or administrators will provide as an accurate of a response as possible.

Security

DSN Email and Privacy

Email should be used for college-related purposes only. Use of DSN technology for email purposes does not guarantee privacy or confidentiality. It is not DSN practice to monitor email unless there is reasonable cause to do so. That notwithstanding, DSN may access or examine email messages and any other files, for any reason, including retrieving business information, maintaining the system, or conducting investigations, without notifying the user. Students have no right to privacy in any of these documents or data.

Passwords

In keeping with Federal requirements for verification of student identity (please refer to the section on Verification of Student Identity below), students are assigned unique identifiers and are responsible for maintaining the security of their passwords. Students are not allowed to share their username or password with anyone. If a student violates this policy, it can result in sanctions from warning and admonition, lowering of grades or failure of exams or assignments, failure of courses, up to dismissal from the program. If a student has forgotten his/her password, s/he should contact the LMS Administrator for assistance.

Internet Usage

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

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

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

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet.

Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the college's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

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

- Sending, printing or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the
- College name, titles and positions in any publication that may be perceived as offensive

- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the college, without explicit permission from the Campus President of the college.
- Posting or discussing confidential patient/client information related to externship and practice learning site experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of college employees, students, or anyone associated with the college, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

Verification of Student Identity

As a college that currently offers distance education courses, the policies and procedures of Denver School of Nursing are designed to comply with the Higher Education Opportunity Act, specifically Public Law 105-33, stipulating that accrediting agencies require postsecondary institutions that "offer distance education or correspondence education to have processes through which the institution establishes that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives the academic credit." DSN policies and procedures for addressing identity verification of online students are an integral part of its policies on academic integrity. The student identity verification policy outlined below applies to distance education students in the RN to BSN program option.

Identity Verification

When an RN to BSN student is admitted to the college for this distance delivery program option, basic personal information is obtained and a unique college ID number is assigned. Students are assigned a username and asked to create passwords to access the college's online portal when registering for online courses. Login information will be secured using standard encryption technology. RN to BSN students are provided instructions regarding how to maintain the security of their passwords.

Personal identifiable information collected by the college when students are admitted or register for courses will be used as a basis for identity verification if there is a question as to whether or

not students are completing the requirements for the RN to BSN online courses in which they are enrolled.

Student Responsibility

The student conduct policies contained in the Catalog and the Distance Education Student Handbook specifically prohibit all forms of cheating, plagiarism, and academic dishonesty. This Handbook contains a policy describing the misuse of college computer resources and outlines below that students are responsible for maintaining the security of their user names, passwords, and any other access credentials assigned to them. All students in the RN to BSN program option are responsible for adhering to the conduct policies and may be disciplined for violations. Failure to read and comply with college guidelines, requirements, and regulations does not exempt users from responsibility to adhere to college policies and procedures.

Statement of Authenticity

When RN to BSN students enroll in an online course, his/her participation in the course is restricted to using the college's online portal, which requires a secure login and password to enter. Students are asked to log in answers to additional security questions in case of issues with account access at a later time.

Denver School of Nursing RN to BSN distance education students are assigned a username and are asked to create a password. Once the student logs in to the online portal, LMS administrators will not know what that password is. Only an LMS administrator or the student will have the ability to reset the student's password. Students are required to log in each time they access the course.

In order to ensure the integrity of student learning and the authenticity of the online classes, RN to BSN students are not allowed to share their username or password with anyone. If a student violates this policy, it will result in sanctions ranging from warning and admonition, lowering of grades or failure of exams or assignments, failure of classes, up to dismissal from the RN to BSN program.

Denver School of Nursing Jeanne Clery Disclosure

Crime Awareness and Campus Security Act

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

- The Campus Security Report is distributed directly in electronic format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S.

and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

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

For more up-to-date information, please contact the Online Admissions Representative.

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

Personal Safety Tips

This document serves as a quick reference guide for students and faculty on how to stay safe while commuting to and from the college-related activities, maneuvering around downtown areas, staying alert while at the college, and general safety tips. Whether you are an online student or a student on campus, please be aware of your personal safety. The following information was collected from Crime Free America and the Iowa State Department of Public Safety. A presentation regarding personal safety tips is provided by Denver School of Nursing. Experts agree the single most important step toward ensuring your personal safety is making the decision to *refuse to be a victim*. Criminals prefer easy targets. *You stand a much better chance of preventing criminal attack if you make yourself difficult to prey upon*. That means that you have an overall personal safety strategy in place before you need it. Don't think safety is someone else's responsibility. It's yours!!!

General Safety

- Be alert at all times.
- Listen to and act on your intuition. It's better to be safe and risk a little embarrassment than stay in an uncomfortable situation that may be unsafe.
- If you are in danger or being attacked and want to get help, yell "Call 911!" or give specific directions to onlookers; for example: "You! Get the police!" or "Walk me to the store on the corner, I'm being followed."
- Have your keys ready when approaching your car or building.
- Vary your routine: drive or walk different routes every day. If you suspect that someone is following you, by foot or in a car, don't go home (or they will know where you live). Go to a trusted neighbor or to a public place to call the police, or go directly to the police station.
- Do not label keys with your name or any identification.
- Don't talk about your social life or vacation plans where strangers can overhear you.
- Always carry a cell phone with you or enough change to make a phone call.

On the Street

- Don't hitchhike.
- Be very careful using outside ATMs at night or in unfamiliar surroundings.
- When walking, face oncoming traffic. It will be harder for someone to pull you into a car and abduct you. You can also see cars coming in your lane.
- Tell someone where you'll be, what time you're expected to return, and if you will be with someone you don't know well.
- Don't overload yourself with packages. If you must have your hands full, visualize how you would respond if approached, how you would get your hands free, etc.
- Don't talk on your cell phone as you're walking. This will distract you and make you an easy target.
- Don't wear headphones or listen to your iPod while walking or jogging.
- Don't read while walking or standing on the street.
- If you wear a purse with a shoulder strap, be prepared to let it go if snatched. Otherwise you may be hurt if the mugger knocks you down and drags you while fleeing with your purse.
- If someone asks you for directions, and you choose to reply, remain at least two arms lengths away.
- Clogs, high heels, and tight skirts are hard to run and fight in. Scarves, neckties and long necklaces are easy to grab. Modify your fashion style, or wear comfortable clothing when walking alone (change into dress clothes later), or think of how you would fight in your dress clothes.
- Avoid being on the street alone especially if you are upset or under the influence of drugs or alcohol.
- When dropping someone off at their home, make sure they are safely inside before driving away. Have them do the same for you.

Car Safety

- Check the inside and around your car before entering to insure no one is hiding there.
- Check your surroundings before getting out of your car.
- Don't pick up hitchhikers.
- Keep doors locked.
- If a group of suspicious people approach you when you are stopped at a red light at a deserted intersection, run the light if your intuition tells you the situation could get dangerous.
- Don't let the gas indicator fall below $\frac{1}{4}$ of a tank.
- Plan your route and check a map before you start out.
- Park in a well-lighted, heavily traveled area if possible. Try not to park next to a van, as you can be pulled in through the sliding door.
- Don't leave valuables in plain sight inside your car.
- If you see an accident or stranded motorist, report it from your cell phone or nearest telephone instead of stopping.
- Carry an emergency kit in your car: flashlight, flares, fix-a-flat, tire chains, small shovel, maps, warm clothing, first aid kit, empty gas can, white cloth to tie to antenna to signal distress, cellular phone, windshield washer fluid, drinking water, food such as trail mix or energy bars.

Public Transportation

- Be aware of overheard conversations. Don't tell anyone on the bus or light rail where you are going.
- Stay awake and alert.
- Have exact change ready.
- Try to sit near the driver.
- If you sense someone is following you when you get off, walk toward a populated area. Don't walk directly home.

Student Information Change Form

NAME: _____
Last
First
Middle

NAME CHANGE (Please complete updated name change below)
For name changes, a copy of the official documentation (i.e., documentation showing the previous and new name, ex. marriage certificate, divorce decree, or court authorization granting name change) must be attached.

NEW NAME: _____
Last
First
Middle

ADDRESS CHANGE (Please complete updated address information below)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONES: Home: _____ Work: _____

Cell: _____ e-mail: _____

SOCIAL SECURITY NUMBER CHANGE (Please indicate correct SSN # below)
For corrections to social security numbers, a copy of your social security card must be attached to this form for the change to be processed.

_____ - _____ - _____

 Signature

 Date

I declare that the information supplied by me on this form is true and complete to the best of my knowledge. I authorize this change of information for records pertaining to me held or maintained by the Denver School of Nursing. I understand that any falsification of information or intentional misuse of this form may be grounds for disciplinary action, up to and including dismissal from the College.

Online Statement of Confidentiality

Nurses are bound by a Code of Ethics that commits them to a nonjudgmental attitude, to honesty, to protection of confidentiality and to the right to privacy of a patient. Patients often confide highly personal information to nurses and to student nurses and trust that this information will not be divulged to those not involved in their care. In recognition of this, students at Denver School of Nursing recognize the importance of, and agree to abide by, the following conditions:

- Patient names are never used in documents required for college or practice learning site preparation.
- Photocopying of any part of the patient's record is never allowed.
- Looking at patient records is restricted to those patients for whom you are caring.
- Any information regarding a patient's diagnosis, condition, treatment, financial, or personal status must be held in confidence except when being discussed with others involved in the care of that patient.
- Discussion regarding any aspect of patient care is not to be held in any public place (e.g., elevators, restrooms, and cafeteria).
- Discussion regarding a patient in the course setting must be limited to pertinent facts and done without using names; students participating in a course discussion of this patient are bound by the standards of confidentiality not to discuss this information outside of the course setting.
- Testing situations are considered confidential. Details of these items are not to be discussed or shared with other students.

By my signature, I affirm my understanding of and commitment to uphold the principles outlined in this Statement of Confidentiality.

Signature

Date

Printed Name

STUDENT GRIEVANCES AND COMPLAINTS FORM

Student grievance and complaint Escalation

A **grievance** is a claim, **complaint** or an **expression of concern** made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, procedures, or unfair treatment, (such as coercion, reprisal, or intimidation by an instructor or campus employee. A sexual misconduct, sexual harassment, or sex discrimination complaint, or any complaint concerning discrimination shall be issued directly to the Title IX Coordinator. Please note that Title IX and Americans with Disabilities Act (ADA) procedures are outlined in the Additional Policies section of the Catalog.

The detailed steps for submitting the student grievance and complaint form are outlined in the Student Handbook under the Student Grievances and Student Appeals Procedures.

If the issue is about an **academic decision** (such as a grade), please see the Academic Appeals process.

If the issue is about **disciplinary action** related to conduct standards violations, please see the Conduct Standards appeal process.

A student has the **right to submit a grievance or complaint** with respect to student conduct, tuition and fees matters, the award of financial aid, or the application of academic or educational policies affecting the student's academic standing.

Please submit this completed form to the Dean of Nursing Programs (for issues related to faculty or academic policies) or to the Office of the Campus President (for all other complaints).

Student Information:

Name of the student making the complaint: _____

Date: _____ Program Version (ADN, LPN-ADN, BSN Completion, or RN to BSN): _____

Program start date (Month/Year): _____ Current Quarter _____

Complaint Information

Initial occurrence date: _____

Name(s) of persons involved:

Please describe your complaint in detail. Include a description of the disputed issues, names of those involved, and the date or dates when the issue arose. Include as much factual evidence as possible, including any documentation to substantiate your complaint (use additional pages and attach documents as necessary).

Procedural Adherence

What was the result of attempting to resolve the issue with the person(s) directly? Please include the name(s) of those contacted:

What was the result of attempting to resolve the issue with the Department Director, Manager, or Undergraduate Program Chair? Please include the name(s) of those contacted:

Explain why you believe the complaint was not resolved with these prior attempts.

What is the resolution you are seeking by submitting your formal complaint?

I hereby certify that the above information is true and accurate to the best of my knowledge and belief.

Signature: _____

Date _____

Date received: _____

For office use only:

President/Dean
Signature _____