COMMUNITY COLLEGE of AURORA

NURSING EDUCATION PROGRAM

NURSING AAS

Department of Nursing
Student Handbook
2025-2026

Revised: May 2025

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SECTION I:
NURSING EDUCATION PROGRAM APPROVAL AND ACCREDITATION

Program Approval and Accreditation

The Community College of Aurora does not have national nursing accreditation which may limit future educational and career options for students. The Nursing Education Program at the Community College of Aurora (CCA/the College) is pursuing eligibility for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN). Applying for accreditation does not guarantee accreditation will be granted.

The Nursing Education Program at the Community College of Aurora has Interim Approval by the Colorado State Board of Nursing (CSBON) as of 4/23/2025.

Nursing Education Program Approval	Address	Contact
Colorado State Board of Nursing (CSBON)	1560 Broadway Suite 1350 Denver, CO 80202	Phone: (303) 894-7800 Website: https://dpo.colorado.gov/Nursing

Professional Licensing Disclosure

CCA's Nursing Education Program meets Colorado's registered nurse licensure requirements as long as it maintains Interim Approval from the Colorado State Board of Nursing.

The Community College of Aurora is accredited by the Higher Learning Commission (HLC):

Governing Organization Accreditation(s)	Address	Contact
Higher Learning Commission (HLC) North Central Association Schools and Colleges	2350 South LaSalle Street Suite 7-500 Chicago, Illinois 6064-1413	Phone: 1-800-621-7400 or (312)263-0456 Fax: (312)263-7462 Email: info@hlcommision.org

Important Note for Prospective Students:

If you are considering an academic program that leads to a professional license in the state where you plan on living and working after graduating, it is highly recommended that you first seek guidance from the appropriate licensing agency in that state BEFORE beginning the academic program at the Community College of Aurora. In compliance with the U.S. Department of Education and the National Council for State Authorization Reciprocity

Agreement (NC-SARA), CCA provides information pertaining to professional licensure and certification in correlation with programs offered at CCA that may lead to state licensure.

The licensure requirements for nurses differ between all 50 states and U.S. territories. CCA recommends each student visit the National Council of State Board of Nursing website to identify the nursing requirements for the state in which they plan to live and practice. CCA can only guarantee that the requirements for the state of Colorado are met with our programs. State-by-state information is available on the Nursing License Map.

This program meets the applicable state prerequisites for certification in Colorado as listed below:

Colorado State Board of Nursing

CCA has not determined if the Nursing Education Program meets applicable state requirements for the following states: Alabama, Alaska, Arizona, Arkansas, California, Connecticut, Delaware, District ofColumbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

CCA has not determined if the Nursing Education Program meets applicable certification or licensure requirements for the US Territories listed below. Students are encouraged to contact the nursing licensing office for the territory of interest.

American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. For additional requirements by state see the NCSBN Nurse Licensure Guidance.

Gainful Employment Information

The U.S. Department of Education requires disclosure of information for any financial aid eligible program that "prepares students for gainful employment in a recognized occupation." The nursing profession offers opportunities for gainful employment with a high demand for skilled professionals across diverse healthcare settings. For more information on the occupational outlook for registered nurses refer to the U.S. Bureau of Labor Statistics Occupation Outlook Handbook Registered Nurses.

SECTION II:
THE COMMUNITY COLLEGE OF AURORA LEGAL NOTICES STUDENT HANDBOOK DISCLOSURE

The Nursing Education Program Student Handbook and the agreements within are subject to change and revision during the course of instruction. The Nursing Education Program Student Handbook contains important information relevant to current students, as of the date of issuance. If any provision of the Nursing Education Program Student Handbook conflicts with State or Federal law, the policies of the State Board for Community Colleges and Occupational Education board policies (BPs), or the procedures of the Colorado Community College System President system policies (SPs), the law, board and system policies shall take precedence. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BP's, SPs, and College directives, including but not limited to the contents of the Nursing Education Program Student Handbook. Any addendum made to the Nursing Education Program Student Handbook will be communicated via email to students and uploaded to the Nursing Education Program cohort D2L shell. Students will be required to review and sign any handbook addendum.

To access, read and review the CCCS Board Policies & System Procedures, use this link.

Statement of Non-Discrimination
The Community College of Aurora prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. The Community College of Aurora will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.
The College has designated Erica Hines, Chief Human Resources and Personnel Success Officer, as its Affirmative Action (AA) Officer, Equal Opportunity (EO), and Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures and she serves as the college's Compliance Coordinator. If you have any questions, please contact her by e-mail at Erica.Hines@ccaurora.edu, by phone at 303-340-7231 or by US mail at 16000 East CentreTech Parkway, Administration Building, Office # A207E, Aurora, Colorado 80011. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Reasonable accommodation will be provided upon request for people with disabilities. If you are a person with a disability who requires an accommodation to participate in college programs, services, or activities please notify

the Office of Disability and Equity by phone at (303) 361-7395 or by e-mail at ODE@ccaurora.edu For information regarding civil rights or grievance procedures contact:

Human Resources
Community College of Aurora
16000 E. CentreTech Parkway
Aurora, CO 80011
303-340-7231

or

Office of Civil Rights
U.S. Department of Education
Region VII
Federal Office Building
1244 North Speer Blvd., Suite 310
Denver, CO 80204
(303) 844-2991

Title IX: Sexual Misconduct, Nondiscrimination & Harassment

As a CCA student, employee, or community member, you have the right to be free from sexual violence. All members of the CCA community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCA is committed to a zero-tolerance policy for sex/gender-based misconduct. View the Title IX page HERE.

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs. The Community College of Aurora, by virtue of its commitment to the ideals of dignity, equality, and mutual respect for all people, deplores and condemns any form of sexual harassment. It is the intent of the Community College of Aurora to comply with both the letter and the spirit of Title IX to make certain discrimination does not occur or adversely affect the educational environment. The Community College of Aurora has a legitimate and compelling interest in prohibiting sexual harassment. Further, the Community College of Aurora has an obligation to discipline those who do engage in sexually harassing behavior.

If you have experienced Harassment/Sexual Harassment/Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation, you should:

- Review the Colorado Community College System Procedure, SP19-60 Civil Rights & Sexual Misconduct Resolution Process.
- Discuss your options with a Confidential Resource.
- Call the CCA Confidential Reporting and Support line at 303-340-7231.
- Submit a Mental Health / Counseling Referral.
- File a Harassment/Sexual Harassment Misconduct, Domestic Violence, Dating Violence, Stalking, Discrimination, Civil Rights or Retaliation Report here.
- Your report will be submitted to CCA's Title IX Coordinator.
- For materials used to train staff involved in the Title IX process, see Appendix B of System Procedure 19-60a and Stafford Title IX Training Book.

CCA's Title IX Coordinator
Erica Hines
Chief Human Resource & Personnel Success Officer
erica.hines@ccaurora.edu
303-340-7231

ADA Notice

The Community College of Aurora is committed to making reasonable modifications in policies, practices, and procedures when necessary to avoid discrimination on the basis of disability, unless making the modification fundamentally alter an essential requirement of a program, service, or activity. When a dispute arises over whether requested accommodation would fundamentally alter an essential requirement, ODE and relevant officials will engage in an interactive process to consider the nature of the requirement and whether effective alternatives to the requirement exist.

The Office of Disability and Equity (ODE) operates under the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008, which require the College to provide reasonable accommodations for otherwise qualified students with disabilities.

SECTION III:
NURSING EDUCATION PROGRAM OVERVIEW

Welcome Students

Welcome to the Nursing Education Program at the Community College of Aurora! In this program, nursing students will earn an associate's degree of applied science in nursing (Nursing AAS), and upon completion of the program students will be eligible to take the National Council Licensure Examination (NCLEX) to be a registered nurse (RN).

The Nursing Education Program is designed to provide you with the knowledge, skills, and compassion needed to succeed in the nursing profession. Throughout this journey, you will gain valuable academic and clinical experience to become a skilled, professional nurse.

Our dedicated faculty and staff are here to support your growth, foster critical thinking, and help you develop the clinical expertise needed for success. We look forward to supporting you as you begin your rewarding career in nursing!

Nursing Program Organizational Chart

The Nursing Education Program is located at CCA's 3rd building, the Centennial Campus for Healthcare and First Responders (Centennial Campus). The Nursing Education Program is under CCA's Colorado Online and Blended Learning, Nursing and Behavioral Health Department within the Academic Success Division. Siri Morken, the Interim Director of Nursing Education reports to Dean, Dr. Jenn Dale and the VP of Academic Success, Dr. Bobby Pace.

View Nursing program organizational chart here.

Department of Nursing Contact Information

CCA (Community College of Aurora) Department of Nursing Contact Information		
CCA Staff	CCA Phone	CCA Email
Siri Morken MSN RN Interim Director of Nursing Education Program (Interim DNEP)	303-340-5235	siri.morken@ccaurora.edu
Lead Nursing Faculty	TBD	TBD
Nursing Faculty	TBD	TBD
Aerial Hodgkiss Nursing and Health Sciences Program Manager	303-340-7208	Aerial.hodgkiss@ccaurora.edu
Christy Schwalick	303-340-5286	Christy.schwalick@ccaurora.edu

Nursing Program Coordinator		
Department of Nursing General Contact	303-340-5286	nursing.cca@ccaurora.edu

Advisory Committee and Shared Governance

The Nursing Education Program's Advisory Committee serves as a strategic, action-oriented body sharing information and providing recommendations to ensure that CCA's Nursing Education Program is developed and maintained in alignment with the Colorado State Board of Nursing (CBSON), national accreditation standards and industry practices. The mission of the Advisory Committee for CCA's Nursing Education Program is to support and enhance the quality of the program by providing guidance, expertise and strategic insight. The Advisory Committee works collaboratively with faculty members, administrators, alumni, students, community, and industry partners to ensure the program aligns with current industry standards and prepares students to succeed in diverse clinical settings.

Student representation in the Advisory Committee activities is achieved by two appointed student officers who serve as liaisons to faculty and students. In this role, students attend Advisory Committee meetings and other student governance activities to offer the student experience perspective and input into decisions that impact student success within the Nursing Education Program. Due to FERPA regulations and confidentiality requirements, a student may be asked to leave an Advisory Committee meeting if any confidential college, program, or student information is being discussed that is not applicable to their participation.

Under FERPA law, student information may only be discussed if there is a legitimate educational interest and if the information is necessary for fulfilling a specific academic or administrative purpose.

Nursing Education Program Description

The associate in applied science, associate degree Nursing (Nursing AAS) program at the Community College of Aurora prepares graduates to apply for licensure as Registered Nurses (RNs). As generalists, RNs provide health care to individuals and families across various settings, including acute, long-term, and community-based care, with competencies in obstetrics, pediatrics, medical-surgical and psychiatric nursing. This degree provides the foundation for further education and career advancement while ensuring graduates meet professional standards and legal practices in nursing. The program also aligns with U.S. Department of Education guidelines for gainful employment in a recognized occupation. Upon graduation, students will have the skills to care for clients across the lifespan and play a vital role in improving individual and community health outcomes. Graduates are also prepared for seamless transfer to universities for further education and specialization in the nursing field.

Mission

The Nursing Education Program at CCA prepares students to become skilled, compassionate healthcare professionals by providing high-quality instruction, hands-on clinical experience, and student support services. We are committed to serving our diverse community and equipping students with the knowledge and skills needed for successful careers in nursing.

Vision

We aspire to be a nursing program where every student succeeds, providing the education, support, and hands-on experience necessary to cultivate skilled, compassionate nurses who thrive in a diverse and evolving healthcare environment.

Values

The core values of the Community College of Aurora Nursing Education Program align with the college's overall mission by emphasizing student success, respect, inclusion, community engagement, and excellence in education, ensuring that nursing students are prepared to meet the evolving needs of the healthcare industry while contributing to the community.

1. Critical Thinking: We value the development of advanced critical thinking skills in nursing graduates. We believe that strong critical thinking is essential for providing high-quality, patient-centered care and for adapting to the ever-changing demands of the healthcare environment. Our graduates are equipped to think critically, solve problems effectively, and deliver the best possible outcomes for the patients they serve.
2. Shared Decision Making: We believe in shared decision-making processes that involve all team members, empowering everyone to contribute their insights and expertise to achieve the best possible outcomes for patients and clients.
3. Respect: We recognize the inherent worth and dignity that honors the diverse background, beliefs, and experiences of students, faculty, patients, and community.
4. Quality: We are committed to delivering high quality instruction that prepares students to provide safe, effective, and evidence-based care to patients and clients.
5. Patient Centered Care: We are committed to placing the needs and preferences of patients and clients at the center of our collaborative efforts, ensuring that care is individualized, culturally sensitive, and respectful of patient's autonomy and dignity.
6. Inclusion: We promote an inclusive learning environment where all individuals feel welcomed, valued and empowered to participate fully in educational experience. We actively seek to create spaces where diverse perspectives are heard, respected, and integrated into the fabric of our program.

Nursing Education Program Philosophy

The Department of Nursing and faculty believe that the profession of nursing is grounded in a philosophy that emphasizes the art and science of nursing, recognizing the profession as a blend of compassionate care, critical thinking, and evidence-based practice. We believe that nursing is not only about providing physical care but also about addressing the emotional, social, and cultural needs of patients within a diverse and dynamic healthcare environment. Our program fosters a commitment to lifelong learning, ethical practice, and professional growth, encouraging students to become advocates for their patients, clients, collaborators within interdisciplinary teams and leaders in the healthcare field. At CCA, we are dedicated to developing nurses who are equipped to deliver high-quality, patient-centered care and who will contribute to the health and well-being of their communities.

Nursing Education Program Educational Philosophy

The Nursing Education Program at CCA is grounded in a student-centered approach that values diversity, collaboration, and lifelong learning. We believe in fostering an inclusive environment where every student is supported in reaching their full potential. Our program emphasizes the integration of evidence-based practice, critical thinking, and hands-on clinical experience to prepare students for the dynamic and evolving healthcare landscape.

We are committed to developing compassionate, competent nurses who are equipped to provide high-quality, patient-centered care. Through a blend of classroom and lab instruction, clinical practice, and simulation, our program nurtures both technical skills and the humanistic qualities essential to nursing practice. We prioritize

the development of professional values, effective communication, cultural competence, and ethical decision-making grounded in the American Nursing Association (ANA) Code of Ethics for Nurses. We are dedicated to helping students succeed academically, personally, and professionally, empowering them to contribute meaningfully to their communities and the nursing profession.

Nursing Education Program Curriculum

The Community College of Aurora (CCA) is one of thirteen colleges in the Colorado Community College System (CCCS), with eleven of these colleges offering an associate's degree in nursing. CCA's Nursing Education Program aligns with the CCCS Common Course Numbering System, ensuring the Nursing Education Program curriculum reflects current nursing practices and professional standards. The program integrates several resources to support the development of the nursing curriculum, promoting evidence-based practice and preparing students to meet the highest standards of nursing practice, ensuring they are ready for licensure.

1. [NCSBN NCLEX-RN Test Plan 2023](#)
2. [American Association of Colleges of Nursing](#)
3. [American Nurses Association (ANA) The Nursing Scope and Standards of Practice](#)
4. [American Nurses Association (ANA) Code of Ethics](#)
5. [Quality and Safety Education for Nurses: QSEN Institute](#)

Nursing Education Program Student Learning Outcomes

The nursing student program learning outcomes are essential to the Nursing Education Program at the Community College of Aurora. The student learning outcomes provide clear, measurable goals that guide both instruction and assessment. These outcomes ensure that students acquire the necessary knowledge, skills, and attitudes to become competent, compassionate nurses. By establishing specific learning outcomes, the program aligns curriculum and clinical experiences with the competencies required for success in the healthcare field. This focus on outcomes not only supports student success but also ensures graduates are prepared to meet the challenges of an evolving healthcare system. Additionally, well-defined learning outcomes help maintain accreditation standards, improve program quality, and foster continuous growth.

Upon successful completion of the Associate of Applied Science in Nursing degree, the graduate will:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan.
2. Integrate in critical thinking and clinical reasoning to make patient-centered care decisions.
3. Implement quality measures to improve patient care.
4. Participate in collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons.
5. Use information management principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision making.
6. Provide leadership in a variety of healthcare settings for diverse patient populations.
7. Assimilate professional, legal, and ethical guidelines in practice as a professional nurse.
8. Promote a culture of caring to provide holistic, compassionate, culturally competent care.

Nursing Education Program Outcomes

1. 80% of all first-time test takers will pass the NCLEX-RN.
2. 80% of alumni surveys will demonstrate the graduate has secured employment in a registered nurse position within 12 months.
3. 80% of registered nurse student graduates who completed the program did so within 4 semesters.

SECTION IV:
ACADEMIC GUIDELINES

Sequence of Courses

The Nursing Education Program nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level of course. See Appendix A CCA Nursing Education Program (Nursing AAS) Course Map for program course information and nursing course sequence order.

General Course Information

The Department of Nursing uses various educational approaches to foster both theoretical knowledge and practical nursing skills. Classroom based instruction, problem-based learning, virtual reality, skills lab, simulation, and clinical practice are some of the instructional approaches that contribute to developing well-rounded skilled, professional nurses.

It is essential for nursing students to study outside of class time to fully grasp the course material and develop the necessary skills. Therefore, students are expected to utilize the nursing lab, mobile computer lab, audio-visual resources, study guides, textbooks, and library materials beyond scheduled class hours. Class schedules are tentative and may be adjusted for enhanced learning at the faculty's discretion. Students will be notified of changes and are responsible for staying informed and adhering to program standards.

Students will have multiple nursing faculty and instructors, each with their own teaching style. All faculty members hold advanced degrees and have significant professional experience. It is important to remain open to these varied teaching styles. Learning from experienced faculty and instructors provides real-world insights, practical skills, and professional guidance, helping students develop critical thinking, clinical decision-making, and patient care skills beyond textbook knowledge.

Safety and Emergency Protocols

The Nursing Education Program is located at CCA's 3rd campus, the Centennial Campus for Healthcare and First Responders (Centennial Campus). The front entrance, Entry 100 is staffed by CCA Campus Security during open campus hours.

1. If you are experiencing an Emergency at any time, dial 911.
2. Safe2Tell is an anonymous way to report anything that threatens your safety or the safety of others. In Colorado Safe2Tell reporting parties are anonymous under State Law. Please remember that details are critical to an effect intervention. Please note that this is not an emergency reporting system. DIAL 911 FOR EMERGENCY SITUATIONS!
3. Students may also report an incident or concern through the CCA Student Concern or Incident Referral form.

Students can access information about safety and emergency protocols on the Campus Safety, Security, and Emergency Management website or the Campus Safety & Security Brochure.

Student Success and Support Services

To succeed in your program, you must dedicate a significant amount of time preparing for class and clinical assignments. Attendance is crucial, as this is a professional program. If outside employment is necessary during school, please consider balancing your work schedule with your academic responsibilities. It is important to manage both effectively to succeed in your studies and maintain your well-being.

The CCA and the Department of Nursing are committed to providing comprehensive student support services to ensure student success. Students can access information about the CCA resources and support services online at Student Success Services and the CCA Student Handbook. Students can also schedule an in-person or virtual meetings with Gabi Rizcallah, CTE Student Advocacy Coach to secure essential resources in all areas of a student's life. As part of the nursing student orientation, students are provided the Support Services Resource Packet for a comprehensive list of resources accessible to CCA students.

Office of Student Advocacy
Gabi Rizcallah
CTE Student Advocacy Coach
Email: gabrielle.rizcallah@ccaurora.edu
Phone: 303-340-5281
Book time with Rizcallah, Gabrielle

Academic Assignments
Lecture/Theory Assignments

- Students are expected to complete all pre-class assignments in preparation of topics discussed in each course.
- All papers must adhere to APA format. Instructions on APA format can be found at APA Style and through the CCA Hub library and tutoring services.
- All course assignments must be submitted by the course syllabus deadline. Extensions for course assignments are made by the course faculty on a case-by-case basis and are granted due to emergencies and extenuating circumstances only. Students must communicate with the course faculty 24 hours prior to the course assignment deadline. Failure to meet the course assignment deadline may result in points deducted. Please refer to each course syllabus for specific grade penalties for assignments turned in late.

Skills Competency Evaluations (Skills Lab)

Skills competency evaluations (Skills Check-Off) must be completed by the course designated date. Students may repeat a skills check off twice. Please refer to the Skills Check-Off process below.

Skills Check-Off Process

1. Students check-off required skills with 3 peers.
2. Once a student has checked off the required skills with 3 peers, students will complete the skills check-off with the course faculty or instructor.
3. If the student needs to remediate the skill, the student will meet with the faculty or instructor to develop a Student Success Plan and identify the skills gap and remediation plan.
4. Students will be provided 3 working days to practice the skill.

5. Students will repeat the check-off with the Lead Nursing Faculty (Lead faculty). If a check-off is failed for a second time, a grade of unsatisfactory will be recorded and students will remediate a 3rd time. Students will be required to attend a 1-hour skills tutoring session with the Lead faculty and will be provided with 2 working days to practice the skill.
6. Students will repeat the final skills check-off with the Interim DNEP. If the student fails the skills check-off, a grade of unsatisfactory will be recorded and the student may be given an academic warning or referred for academic probation.

Exams

1. Exams are administered online through D2L, CCA's student learning management system or through ATI's Respondus lockdown browser.
2. Students are expected to take all exams as scheduled unless the student is experiencing an emergency or an extenuating circumstance. If a student is experiencing an emergency or extenuating circumstance, students must contact faculty via CCA student email and/or D2L student email on or within 24 hours the day of the exam. Students must arrange a date with the course faculty to take an alternate exam within seven (7) working days of the missed exam date.
3. Students who are permitted to reschedule an exam must take the alternate exam by the date and time designated by the faculty. If the student does not take the alternate exam by the date and time specified and agreed upon, the student will receive a grade of zero on the exam.
4. Failure to communicate an absence on the date of the exam will result in a zero on the exam.
5. If a student is tardy or late for an exam in which fellow students have left the testing area, students must arrange a date with course faculty to take an alternate exam within seven (7) working days of the missed exam date.
6. Alternate exams may be given in the Centennial Campus Library (209), nursing classroom (243), proctored in the nursing classroom mobile computer lab (243), or the Centennial Campus Testing Center POD (223).
7. Any student who does not achieve a grade of "C" (77%) or greater on the first exam for any course is required to meet with course faculty within seven (7) working days to develop a Student Success Plan. This allows the student and faculty to assess student performance and provide an opportunity to discuss study strategies, gaps in understanding, offer support and refer students to resources if needed. Developing a Student Success Plan provides a proactive approach, promoting student accountability, goal setting and future course success. For subsequent exam grades below a "C" (77%), remediation is required, and the student may be given an academic warning or referred for academic probation.

ATI Standardized Testing

1. The Nursing Education Department integrates ATI resources throughout the nursing curriculum to support the student's knowledge development, critical thinking, and preparedness for NCLEX-RN testing. ATI provides comprehensive resources including quizzes, subject competency exams, interactive skills modules, video case studies, test-taking seminars, real life clinical reasoning scenarios and NCLEX-RN review sessions.
2. The Nursing Education program uses the ATI The Content Mastery Series (CMS), a group of proctored and online practice nursing content assessments. The Content Mastery Series Assessments provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical tests that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. Content-specific assessments provide proficiency levels that measure a student's level of knowledge acquisition. NCLEX- readiness is measured with the RN Comprehensive Predictor.

3. At the minimum, students are required to complete ATI RN Content Mastery Series Online Practice exams at the conclusion of each course in the Nursing Education Program. These exams predict a student's preparedness and ability to pass the NCLEX-RN exam in the specific subject area.
4. Students will complete a comprehensive exam at the end of the Nursing Education Program that tests students' knowledge in all nursing subjects that simulates the NCSBN Next Generation NCLEX-RN Test Plan.
5. All ATI standardized testing is proctored and monitored for irregularities. For all standardized testing, students are required to use a laptop provided in the nursing classroom (243) in the mobile computer cart. Please ensure you arrive 10 to 15 minutes early to log onto ATI and ensure access to student ATI accounts. Students are provided with headphones if needed, pen/pencil, blank scratch paper and ear plugs (as requested by students). Students will be required to use the calculator in the ATI exam. No personal calculators are to be used.
6. Students must complete standardized testing as defined in each course syllabus. All standardized testing will be integrated into the course grade.

Exam and Standardizes Testing Guidelines
All testing will take place with a proctor and only during the time designated by the course faculty.

1. All computerized exams are taken in the nursing classroom (243). The nursing classroom is equipped with a mobile computer lab and all students are required to use the laptops provided.
2. Students will begin the exam no later than 10 minutes after the designated exam time. If a student reports after 10 minutes, the student will not have their exam time extended.
3. Seating will be assigned at the discretion of the proctor.
4. Students are not allowed to wear hats, jackets, hoodies, or other outwear during testing unless for religious, cultural, or medical reasons.
5. Students will be provided with a blank piece of paper for notes & calculations. The student is required to turn in the scratch paper to the proctor at the conclusion of the exam.
6. No electronic devices are allowed in the exam area including but not limited to; cell phones, laptops, smart watches, and/or Bluetooth devices. Electronic devices will be silenced and stored in the classroom designated cubby.
7. Food and drinks are not allowed in the testing area.
8. Bathroom breaks are encouraged before the exam begins and must be kept to a minimum. If you need to use the bathroom, please raise your hand to alert the proctor. Only one student is allowed to use the restroom at a time and students are not permitted to consult any educational materials during this time, such as a cell phone or textbook.
9. Students are not allowed to communicate with anyone in the testing area during the exam, except the proctor(s).
10. Raise your hand to alert the proctor if you have a problem or a question.
11. Raise your hand to alert the proctor to any issues. The proctor will assist with technical questions, not exam content.
12. Any open window/browser other than the exam will be flagged during computerized testing and will automatically be considered academic dishonesty and may be grounds for dismissal from the Nursing Education Program.
13. After the exam, students must exit quietly and may not loiter outside the exam room.
14. Exam grades may not be available from the course faculty for up to seven (7) working days following the exam. Exam scores will be posted in the courses D2L shell.

15. For testing accommodations, students must contact the CCA Office of Disability and Equity. All testing accommodation must be approved 1 week prior to the exam.

After the exam we want students to consider discussing exam questions. Discussing exam questions with peers after an exam can lead to confusion, misinformation, and potential academic integrity violations. It may also cause disagreements over answers that affect a student's confidence and performance.

Studies on this topic highlight that while post-exam discussion may help clarify concepts, unregulated sharing increases the risk of unauthorized answer sharing and impacts independent learning. Studies on this topic also highlight post exam discussion may create additional stress.

Academic Performance

The Community College of Aurora's Nursing Education Program uses the following grading scale for nursing courses.

90-100	A
80-89	B
77-79	C
69-76	D
68-0	F

1. A minimum grade of "C" (77%) is required in all nursing courses to continue in the program.
2. Final exam and course grades will not be rounded. For example, a 76.5 will result in a D.
3. Extra credit (if applicable) will only be counted after passing the required course assignments. If a student does not meet the minimum grade of "C" (77%) in the course, extra credit will not be included.
4. If a student scores below a "C" (77%) on any course's first exam, the student is required to meet with course faculty within seven (7) working days to develop a Student Success Plan. For subsequent exam grades below a "C" (77%), remediation will be required, students may be placed on an academic warning and referred for academic probation.
5. A minimum exam average of "C" (77%) is required to pass any nursing course.
6. Exam grades are calculated as a percentage, carried out to the nearest hundredth.

Academic Dishonesty

Cheating, plagiarism, fabrication, and deliberate misrepresentation with intent to mislead are examples of academic dishonesty which are prohibited at CCA as detailed in the CCA Student Handbook. Cheating is the unauthorized use of another student's work or assistance with intent to deceive an instructor or other individual responsible for evaluating a student's work, examples of which include, but are not limited to:
1. Submission of any materials presented by a student as their own but not prepared by that student.
2. The unauthorized possession and/or use of notes or books, the solicitation of assistance from another student or the secretive use of another student's answers during an examination
3. Illegitimate possession or distribution of examination or test materials and/or answer keys to tests and examinations.
4. Plagiarism refers to the use of another person's work without giving proper credit to that person. If a student needs to use or reference another person's work, the student must give proper credit through the use of appropriate citation format when copying verbatim another person's work (i.e., words, phrases, sentences, or entire passages); paraphrasing another person's work (i.e., borrowing but

rewording that person's facts, opinions, or ideas); or summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two)

Artificial Intelligence (AI)

CCA individual courses will have more detailed guidance regarding usage of artificial intelligence (AI) tools which will vary by department or discipline. The Nursing Education Program's AI Use Guidance is consistent for all nursing courses. Non-nursing courses will clearly define the line between when AI usage violates academic integrity within that department or discipline and when it does not. Due to rapidly increasing sophistication of generative AI tools, the Nursing Education Department will revisit and revise their practices annually and as needed to ensure currency and relevance.

Nursing Education Program Artificial Intelligence (AI) Use Guidelines

The use of AI (ChatGPT, Bard, QuillBott, Cap Cut, Koala, Textero, etc.) to simulate student work is strictly forbidden and is considered plagiarism. While AI is a powerful tool, it is essential that students use their unique voices in coursework and grow through the learning process.
However, there are opportunities where the use of AI software is acceptable.

    I.   Acceptable uses of AI:
        a) Brainstorming and refining ideas
        b) Fine tuning your research questions
        c) Researching information on the topic considered
        d) Drafting an outline to organize thoughts
        e) Reviewing grammar and style
        f) Verifying citation
        g) Assessing AI information and its authenticity

    II.   Unacceptable uses of AI:
        a) Utilizing AI to simulate work in class, including discussion posts, quizzes, papers, projects, labs, etc.
        b) To develop or write the rough draft of a paper and/or writing assignment or final submission of a paper and/or writing assignment.
        c) To write entire sentences, paragraphs, or papers to complete class assignments
        d) Solving problems (math, physics, measurement, etc.)

    "How to" cite AI utilized in class work:

    1. [APA](APA)

Consequence of Academic Dishonesty

If faculty or an instructor determines that an act of academic or clinical dishonesty has occurred, the student(s) will receive a zero for the test or assignment which may result in a failing grade in lecture or clinical, and possible dismissal from the program, and the student(s) will be referred through the CCA Academic Integrity Process for Students in alignment with CCA ACS 2.22: Academic Integrity policy that can be accessed in the CCA Guidelines.

If it is determined that academic dishonesty occurred, the student(s) progress through the Nursing Education Program will be determined following the CCA consequences of academic dishonesty process as outlined below.

1. First Offense: The student may receive an F or zero as the grade for the assignment. The first incident may result in the loss of proctored testing privileges. The students' name will be added by the Dean to the college-wide academic dishonesty list to facilitate tracking of additional offenses and the implementation of further sanctions if applicable.
2. Second Offense: If a second offense occurs at any point in the student's academic career at CCA, the student may receive an F for the course and may be referred to the Chief Student Affairs Officer (CSAO) for an expulsion from the class or suspension from the college. A second offense may also result in permanent loss of proctored testing privileges. The second offense will be noted by the dean on the college-wide academic dishonesty list.
3. Third Offense: If a third offense occurs at any point in the student's academic career at CCA, the student will receive an F for the course and may be referred to the Chief Student Affairs Officer (CSAO) for expulsion from the college. The third offense will again be noted by the dean on the college-wide academic dishonesty list.

Civility

The American Nurses Association (ANA) has taken a clear stance against bullying and incivility in nursing. According to the ANA Code of Ethics and other statements, the ANA advocates for a respectful and professional work environment free from any forms of bullying, harassment, or incivility. Studies have shown that such behaviors, whether in the workplace or educational settings, undermine teamwork, affect patient care, and harm the overall well-being of health care professionals.

Building a culture of respect and professionalism is essential to the educational environment, thus all students are expected to treat Department of Nursing staff, faculty and peers with respect, courtesy, and professionalism in all program-related environments. Civility requires resolving concerns or disputes politely and reasonably. Incivility, including disrespectful behavior, challenging faculty policies outside of the guidelines, bullying, gossiping, sharing inappropriate information on social media, or failing to address concerns through proper channels, will not be tolerated and may lead to dismissal.

Building a culture of respect and professionalism requires the collective effort of both faculty and students. To create a supporting learning environment, it is everyone's responsibility to work collaboratively and ensure that everyone feels safe, valued and empowered to succeed, which ensures the overall success of the Nursing Education Program and safe patient care.

Classroom Behavior and Conduct

Courteous and civil behavior toward student peers, faculty and instructors is expected in all classroom interactions. Leaving during classroom instruction is disruptive. Students are provided with a 10-minute break for every hour in instruction.

 A student may be dismissed from theory/didactic lectures at any time at the faculty's discretion for any behavior or professional guideline infractions.

1. Being unprepared for class. In alignment with the ANA Time Management Tips for Nurses, students are expected to arrive to class 10 to 15 minutes early, in seats, quiet and prepared with the required material for class. Students are expected to be attentive, courtesy of any classroom faculty or speakers, and actively participate.
2. Demonstrating unprofessional, uncivil, or disruptive behaviors.

3. Exhibiting unprofessional behaviors that are offensive to others (e.g., rolling eyes, shaking head with disapproval, making inappropriate side comments, side conversations, talking during instruction, unfavorable facial expressions).
4. Using electronic devices unrelated to class such as unapproved cell phone use. Cell phone use for instruction is at the discretion of course faculty. If not being used for instruction, all cell phones must be kept in a backpack or the Workvalet locker. All cell phones must be silent during instruction. Students may return calls/message during breaks in between classes, and /or after class outside of the classroom in the hall. Any cell phone use during class will result in a Student Success Plan. Repeated cell phone use during instruction will result in a student conduct warning and students may be removed from class.
5. Failure to communicate with respect to any CCA staff, student peers, instructors, or faculty. This includes any non-nursing staff, faculty, or instructors.
6. Exhibiting an unprofessional dress in the skills lab and CCA Nursing Education Program sponsored events. Examples of unprofessional dress are but not limited to.
   - Thin, sheer, or see through clothes.
   - Clothing with offensive or inappropriate graphics, logos, or text.
   - Flip-flops or sandals in skills lab/simulation/clinical setting.
   - Hats or caps unless for religious, cultural, or medical reasons.

SECTION V:
NURSING EDUCATION PROGRAM ATTENDANCE GUIDELINES

Attendance Guidelines

Students admitted to the Nursing Education Program Fall 2025 cohort will be enrolled by CCA's Academic Advisors for all required nursing courses including corequisites. This ensures seamless and efficient enrollment for all nursing students. Once registered, the college reserves space with the assumption that the student will complete the course. If unforeseen circumstances arise, students can withdraw in person at two locations, CCA's main campus at CentreTech or at CCA's 3rd building, the Centennial Campus.

CentreTech	Centennial Campus
Admissions, Registration, and Records Office Administration Building A102	Student Life Office 205A

Census and Withdrawal Dates

Census and withdrawal dates will be noted on each course syllabus. Students are responsible for withdrawing from a course and/or the college when they are unable to continue with that engagement. Students who fail to officially withdraw, or who withdraw after the withdrawal date, will receive the grade earned for their submitted coursework on their permanent transcript record. Students who fail to officially withdraw or withdraw after the deadline will receive an "F." No refund is provided for withdrawals after the published refund date and before the withdrawal deadline.

All nursing courses are essential for providing safe patient care. Faculty expects students to attend all classes, skills labs, simulation, and clinical rotations to engage with both theoretical content and hands-on clinical skills, which are crucial for patient care. Regular attendance also promotes professionalism, teamwork, and communication—key elements in healthcare. Staying engaged through consistent attendance helps students stay current with course material, build on previous lessons, and meet accreditation and licensing requirements.

Skills lab, simulation and clinical hours are not always possible to make-up and students should not expect make-up time to be available. When an absence results in the student's inability to develop and demonstrate clinical practice objectives, or to meet the course required hours necessary for credit, the student may not receive a passing grade.

Attendance Policies ALL Nursing Courses

The Community College of Aurora (CCA/the College) recognizes and establishes the importance of regular, punctual class attendance as necessary to foster student success and for students to maintain benefits of instruction. The Nursing Education Program attendance policies are in addition to those of CCA. The attendance policies apply to all required nursing courses and program activities. The limited time for covering an extensive amount of subject matter limits options for making up missed content. In addition, the fact that patients' lives may be adversely affected by lack of nursing knowledge mandates a strict attendance policy for ALL scheduled learning experiences. Students are expected to comply with the Nursing Education Program attendance policies. Please initial next to each attendance policy to confirm that you have read, understood, and agree to follow the attendance policy.

_____Attendance Tracking Course Key

The tracking of absences begins with the first scheduled class meeting posted on the College's schedule. The Nursing Education program uses Course Key to record timely and accurate attendance. Course Key attendance is used to record in-class, skills lab, simulation, and clinical attendance. Course Key is a student driven mobile app that is compatible with all phones/devices. Course Key allows students and nursing faculty to visualize attendance in real time and eliminates the manual entry of attendance in courses and at clinical sites. Students are responsible to "clock in" and "clock out" on the Course Key App to ensure attendance is recorded. Nursing faculty and staff verify and maintain attendance records in Course Key for all courses. See Appendix B for Course Key student instructions.

_____People Allowed in Class

Only people who are registered for a particular class may attend that class, except for trained interpreters and other support people approved by the Director of Disability and Equity when appropriate (CCA ACS 2.12: Class Attendance BP). For safety reasons, students' children are not permitted at any time in nursing courses including theory, skills lab, simulation, and clinical setting.

_____Attendance ALL Courses; Theory, Skills Lab, Simulation and Clinical

Students are expected to attend all scheduled courses unless excused by nursing faculty. Nursing faculty verify and maintain an attendance record for all scheduled activities in Course Key. ALL time missed in the skills lab, simulation, and/or clinical setting must be made up within the same semester, and in some cases seven (7) working days. Make-up opportunities, if available, are at the nursing faculty's discretion and clinical site setting. Students who miss more than 20% of the scheduled theory, skills lab, simulation, or clinical hours may be withdrawn from the course, course progression may be delayed, or receive a failing grade, with the requirement to repeat the course. Since make-up sessions for skills labs, simulations, or clinicals are not guaranteed, this will impact the student's progression in the Nursing Education Program.

_____Tardiness, and/or Leaving Early

Tardiness, arriving late (more than ten (10) minutes), or leaving early (more than ten (10) minutes) is disruptive to the learning environment and does not adhere to the nursing professional standards. Repeated tardiness and/or leaving early will not be tolerated. Students with repeated tardiness, even if excused, will be evaluated by the faculty team to determine if progression in the Nursing Education Program will be allowed.

Students who are tardy and/or leave early the first time will be required to create a Student Success Plan (see, Appendix C) to ensure students understand the Nursing Education Program's attendance requirements and that there are no barriers impacting a student's ability to adhere to the attendance policies. Student Success Plan's

ensure student accountability, timely feedback, and a written record of the students' progress. Students who have a second tardy will be given a student conduct warning. Students may be dismissed from the Nursing Education Program for excessive tardiness in any course setting (e.g., classroom, skills lab, simulation, clinical)

_____Theory/Lecture Attendance

Attendance is mandatory at all courses, including activities assigned outside of the classroom. In the event of an emergency or extenuating circumstance, it is the students' responsibility to contact the course faculty. Excused absences are at the discretion of faculty. Course and exam make-up and/or extensions are at the discretion of faculty.

_____Skills Lab Attendance

The skills lab is conducted using multiple modalities. Skills lab attendance is mandatory. In the event of an emergency, it is the students' responsibility to contact the course faculty. Excused absences are at the discretion of faculty. Make-up opportunities, if available, are at the discretion of faculty and missed hours must be made up within one working week (7 days) of the absence. Skills lab attendance is required for clinical attendance. Failure to make up a skills lab may result in course failure and dismissal from the Nursing Education Program.

While skills lab attendance is mandatory, faculty realize there may be an emergency or extenuating circumstances in which a student must miss skill lab hours. Any absence MUST be substantiated with documentation. Excused examples include, but are not limited to, severe student illness or injury that would pose a risk to other students and faculty, hospital admission forms, and/or car accident report. Substantiated documentation will be reviewed by the course faculty and the Interim DNEP. Make-up hours will be determined on a case-by-case basis.

_____Simulation and Clinical Attendance

In courses with clinical hours, including simulation hours, attendance and participation is mandatory. According to the Colorado Board of Nursing (CSBON) guidelines, any missed clinical hours must be made up to complete the 750 clinical hours to be eligible for RN licensure. Clinical preparation time does not count toward the clinical hour requirement. All simulation and clinical attendance hours are recorded in Course Key by a Global Positioning System (GPS). If at any time clinical hours are altered, students should report incidences to the course's faculty of record.

1. If a student misses any simulation or clinical time, it is their responsibility to initiate and complete the make-up process. The Lead faculty, clinical faculty, and nursing program coordinator will determine the make-up plan. There is no guarantee that make-up time will be available, as clinical space and faculty may be limited. Make-up time may be scheduled during evenings, nights, or weekends and students are responsible for adjusting their schedules accordingly. Make-up hours may include clinical experience, clinical simulation, or a combination of both. The total simulation hours for each course and the overall Nursing Education Program cannot exceed more than 25% per the CSBON rules. It may not always be possible to arrange make-up time before the course ends. The opportunity for make-up time depends on the availability of the clinical sites and faculty. Simulation hours for clinical make-up are only available for extenuating circumstances and will not be considered unexcused absences.
2. Tardiness, more than ten (10) minutes late to a clinical site will result in a student conduct warning, dismissal from the clinical site and will count as an unexcused clinical absence for the day. Students may be dismissed from the Nursing Education Program for excessive tardiness in any course setting (e.g., classroom, skills lab, simulation, clinical).

3. While simulation and clinical attendance is mandatory, faculty realize there may be an emergency or extenuating circumstances in which a student must miss simulation or a clinical day. Any absence MUST be substantiated with documentation. Excused examples include, but are not limited to, severe student illness or injury that would pose a risk to patients, hospital admission forms, and/or car accident reports. Substantiated documentation will be reviewed by the course faculty and the Interim DNEP. Make-up hours will be determined on a case-by-case basis.

4. If a student misses clinical hours due to an unexcused absence, course failure may result. A student with two (2) unexcused absences within the length of the Nursing Education Program may be dismissed from the program.
Examples of unexcused absences are, but not limited to;
    - Weddings/honeymoons, vacations, trips, work schedules, personal appointments (doctor visits, dentist), or any other personal matters.
    - Failure to notify the course faculty of an absence or tardiness (no call/no show).
    - Missed clinical hours due to the student's failure to prepare or comply with the clinical dress code.
    - Failure to complete clinical make-up hours.
    - Student dismissal by faculty or clinical site.

5. Clinical cancellation related to weather will be at the discretion of the Centennial Campus administration; VP of Academic Success, Dean of O&B, Nursing & Behavioral Health, and the Interim DNEP. Nursing students are notified of weather announcements via D2L, email, and Course Key secure messaging by the clinical faculty. Please note that the Nursing Education Program does not follow the CCA School Closure Inclement Weather procedures for clinical sites. Inclement weather decisions related to clinical are made on a case-by-case basis.

6. For CCA School closures (theory, skills lab, simulation), students will be notified via the College emergency notification system, which sends automated text messages about closures and/or delays.

7. In case of absence due to an emergency or extenuating circumstance, students are required to notify the clinical faculty at least one (1) hour prior to the start of simulation or clinical via Course Key instant messaging. The students MUST also notify:
    - The nursing program coordinator with written documentation via CCA student email. Students must provide substantiated documentation related to the absence within 24 hours.
    - A no call/no show is considered an unexcused absence. One call/no show will result in the student being placed on student conduct probation and possible dismissal from the Nursing Education Program

SECTION VI:
NURSING STUDENT CODE OF CONDUCT

All nursing students MUST adhere to and uphold the Nursing Education Program student code of conduct and the student code of conduct in the CCA Student Handbook. This includes ALL learning environments including but not limited to theory, skills lab, simulation, clinical settings, and CCA sponsored community activities.

Professional Standards

Professional behavior is expected of all students. This includes all activities on or off campus including but not limited to; clinical, workshops, conferences, professional activities, volunteer activities, etc. Courteous and respectful behavior should be demonstrated in all forms of communication. All concerns regarding student behavior and conduct will be referred to CCA's Care Team and a Student Concern or Incident Referral will be made.

The CCA Nursing Education Program has a zero-tolerance policy for uncivil or disrespectful behavior, as it can lead to patient harm. Any student involved in incivility, bullying, or workplace violence, as defined in the ANA's Position Statement on Incivility, Bullying, and Workplace Violence, will be placed on a probation for student conduct after the first offense and may be dismissed after a second offense. All alleged cases of incivility or bullying will be reviewed by an ad hoc team of no less than three CCA and/or nursing faculty members.

The student will demonstrate a professional work ethic and behaviors, including, but not limited to:

1. Adhering to ALL CCA and Nursing Education Program code of conduct, guidelines, and procedures.
2. Students are expected to check their CCA student emails and D2L emails daily, read all D2L announcements, designated communication boards, emails, and/or Course Key secure messaging, responding to emails within 24 hours. Information regarding health requirements, assignments, grading, etc. requires clear and timely communication.
3. Being prepared for all nursing courses and required activities.
4. Being on time for all required activities. In alignment with the ANA Time Management Tips for Nurses, students are encouraged to arrive 10 to 15 minutes early.
5. Attending all required Nursing Education Program activities, dressed in the required Nursing Education Program uniform with a CCA student ID.
6. Adhering to all clinical sites policies and procedures.
7. Students must comply with HIPAA laws by maintaining the confidentiality and privacy of all patient information, both during clinical experiences and in academic settings, ensuring personal health data is protected according to legal and ethical standards.
8. Students are expected to have transportation and day care back up plans. If at any time a student needs transportation or day care resources, students are encouraged to communicate the need for resources to the nursing program coordinator to identify resources through the Student Advocacy Office.

9. Students must respect faculty and staff office hours and contact times. Contacting faculty outside of normal college hours is only permitted in emergencies. All email communication should be through your CCA student email and D2L email as CCA policy prohibits responding to third-party or private emails.
10. Secure, instant messaging while at clinical sites is conducted through Course Key. At no time will staff, faculty or instructors provide their personal cell phone numbers.
11. Adhering to the Nursing Education Program's communication chain of command.

Communication and Grievance Procedure

Students are expected to follow the chain of command for communication to address grievances. Students who do not follow the chain of command will be redirected to the individual they did not address the grievance with. Often, grievances can be resolved informally through direct communication between the individual (staff, faculty, instructor) and student.

For any nursing courses, please use the following chain of communication related to instruction, curriculum, grades and any course related questions, concerns, and/or grievances.

Course Faculty/Instructor	Interim DNEP	Dean of O & B, Nursing & Behavioral Health

For any questions or concerns related to clinical scheduling and/or required student health and safety/clinical documentation, please use the following chain of communication.

Nursing Program Coordinator	Nursing & Health Sciences Program Manager	Interim DNEP

If a student feels they have been treated unfairly or unjustly and are unable to resolve the matter informally, the student may elect to file a grievance following the CCA Student Grievance Procedure and following the Steps of the Student Complaint Process. Nursing Education Program grades and other academic decisions may not be grievable unless there is an allegation that the decision was motivated by discrimination, retaliation, and/or harassment which should be filed under CCA's Student Complaint Form.

Drug Screen

- Enrollment in the CCA Nursing Education Program and clinical site placement requires a 10-panel negative drug test.

- The drug screen must be completed using the CCA designated labs and testing dates. Students are responsible for the cost.
- If the drug screen is reported as dilute, the student must repeat the drug screen within 24 hours. If a second dilute is reported, the drug screen will be considered positive.
  Prescriptions not shown at the time of the test or other medications not reported at the time of the drug screen will be considered positive.
- Individual clinical sites may require additional drug screens, also at the student's expense.
- The passage of Amendment 64 in the State of Colorado does not overrule Federal law, which states marijuana an illegal substance. Students testing "positive" for marijuana/THC, will not be allowed entrance, re-entrance, or may be dismissed from the Nursing Education Program. Medical marijuana cards are NOT permitted and do not allow marijuana in the Nursing Education Program.

Reasonable Suspicion-Based Drug Testing

This procedure refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgement while attending and "on duty" in any health care facility, school, institution, or work location as a representative of the Nursing Education Program. If the instructor, faculty, or preceptor have reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the faculty, instructor, or preceptor is considered to be consistent with the use of drugs, and/or alcohol the student will be removed from the classroom, skills lab, simulation and clinical site, and/or client care. If possible, the reasonable suspicion should be confirmed by a second faculty, instructor, and/or preceptor. The student will be referred to the CCA CARE Team and an Incident Report (see, Appendix D) will be completed by the Instructor.

1. If faculty or instructors suspect a student is impaired by alcohol or drugs (e.g., slurred speech, unsteady gait), they will:
- If possible, reasonable suspension will be confirmed by a second faculty, instructor, and/or preceptor.
- Remove the student from theory, skills lab, simulation, and client care, notify the faculty of record, Interim DNEP and the clinical site if required.
- Require a drug screen at the student's expense.
2. If the test is negative, the student will meet with the Interim DNEP to discuss the situation and return to theory, skills lab, simulation, or clinical setting.
3. If the test is positive, the student will be placed on probation for student conduct and may be dismissed from the Nursing Education Program.
4. A refusal to take the test will be treated as a positive result, leading to suspension and possible dismissal from the program.

Electronic Communication and Device Guidelines

- Students must exhibit professional behavior and proper technology etiquette when using electronic devices (cell phones, tablets, laptops, etc.).
- Students are prohibited from "checking in" and/or "tagging" anybody on any Social Media platforms from clinical sites while in their student role.
- Students must not send connection requests on any Social Media platforms to faculty, instructors, preceptors, patients, and healthcare staff in clinical

settings.

- Devices may only be used for clinical activities when authorized by faculty, not for personal use.
- Students are prohibited from posting or sharing names, pictures, or information about other students' schedules or participation in a program, course, or clinical, in accordance with Family Educational Rights and Privacy Act (FERPA) regulations.
- Cell phones must be in "airplane mode," "silence," or "off" during lectures, skills lab, simulation and clinicals. Devices are required to be secured during testing.
- No photos may be taken in clinical settings; photos on campus require consent. Taking photos of exams is considered a violation of Academic Integrity.
- Mobile devices must be turned off or used in designated areas (nurses' station, patient bedside, etc.) as per clinical site policies.
- If authorized for bedside teaching, mobile devices should help focus attention on the client, with facility devices preferred.
- Faculty or hospital staff may inspect mobile device usage at any time. Personal use of clinical site computers is prohibited.
- Client confidentiality (HIPAA) must always be maintained. Students may not take pictures with patients.
- Devices must be disinfected per clinical site policies to prevent pathogen transfer.
- Violations of client privacy through mobile devices will result in HIPAA consequences by the clinical agency with potential legal ramifications.

Health Insurance Portability and Accountability Act (HIPAA)

All verbal, electronic, and written information about clients and clinical agencies is confidential and should not be shared or discussed openly. This information may only be disclosed for educational purposes, as outlined by HIPAA guidelines. Any breach of confidentiality may lead to disciplinary action, including possible dismissal from the course, Nursing Education Program, or College.

Nurses must always uphold HIPAA regulations and maintain patient confidentiality. This includes avoiding conversations about patient information in public areas such as hospital hallways, waiting rooms, or other shared spaces. Speaking about patients in these settings can lead to unintentional breaches of privacy, compromising patient trust and violating legal and ethical standards. Maintaining confidentiality is crucial for protecting patient rights and upholding the integrity of the healthcare profession. Always be aware of your surroundings.

Students are required to review and sign the Nursing Education Program HIPAA Nursing Student Agreement provided in Appendix E.

Social Media Principles

When publishing information on social media sites, the student must be aware that information may be public for anyone to view and can be traced to the individual. There is no such thing as a "private" social media site. The public, along with your future employers, expects high standards of professional behavior. Search engines may locate posts years after the publication date. Comments can be forwarded, screenshot, or copied. Social media typically enables two-way communications with the audience; therefore, an individual has less control over how others will use materials so be cautious of replies. As a nursing student, you will encounter confidential information within the classroom and/or clinical setting environment. It is the responsibility of the student to follow the Social Media policy outlined below. In some cases, social media may be used to investigate student behavior. Violation of any of these policies may result in a Student Success Plan, remediation, and/or a student conduct warning or probation with additional training and guidance up to dismissal from the program.

ALL students are required to view the [NCSBN Social Media Guidelines for Nurses video](#) in the Nursing Education Program Cohort D2L shell as part of orientation into the Nursing Education Program.

[The American Nurses Association (ANA) Six (6) Tips for Nurses Using Social Media](#)

1. Nurses (students) must not transmit or place online individually identifiable patients. information.
2. Nurses (students) must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses (students) should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses (students) should take advantage of privacy settings and seek to separate. personal and professional information online.
5. Nurses (students) should bring content that could harm a patient's privacy, rights, or welfare for the attention of appropriate authorities.
6. Nurses (students) should participate in developing organizational policies governing. online content.

Professional Behaviors

Nursing students are expected to uphold professional conduct standards as part of their professional identity. Students must follow the Colorado State Board of Nursing policies, the ANA Code of Ethics, CCA's Nursing Education Programs guidelines and procedures and healthcare agency regulations. Nursing students are also subject to college, civil, and criminal authority. Nursing students must comply with the Nursing Education Program Student Handbook, the CCA Student Handbook, and applicable local, state, and federal laws. Professional conduct and nursing skills are essential for successful program completion, and students are expected to adhere to these standards in all settings.

Standards of Professional Conduct

Academic Integrity	Students are expected to maintain honesty and integrity in all academic work, including exams, assignments, and clinical assessments. Plagiarism, cheating, or falsifying clinical data is strictly prohibited.
Accountability and Responsibility	Students must take responsibility for their own learning, clinical performance, and behavior. This includes attending classes and clinical rotations, being prepared, and following through on tasks and assignments.
Adherence to Program Guidelines and Procedures	Students must follow all the guidelines and procedures of the Nursing Education Program and clinical sites, including attendance requirements, dress codes, and other program-specific guidelines.
Commitment to Patient Safety	Students must always prioritize patient safety in clinical settings by following established protocols, identifying potential hazards, and taking appropriate actions to prevent harm.

Confidentiality and HIPAA Compliance	Students are required to protect patient confidentiality, adhering to HIPAA regulations, both in clinical settings and when discussing patient information in any other context.
Effective Communication	Students must develop strong communication skills, including active listening, clear verbal and written communication, and respectful interactions with patients, faculty, and healthcare teams.
Ethical Practice	Students must adhere to the ethical principles set forth in the Code of Ethics for Nurses, (see, Appendix F) including advocacy for patient rights, informed consent, and maintaining boundaries in patient-nurse relationships.
Professional Behavior	Students must demonstrate professionalism in their conduct, including punctuality, appropriate attire (e.g., program uniforms, student IDs), and always maintain a respectful attitude.
Professional Development	Students are expected to engage in continuous learning, staying current with evidence-based practices and seeking opportunities for personal and professional growth throughout their education.
Teamwork and Collaboration	Students must work effectively with healthcare teams, demonstrating cooperation, respect, and the ability to contribute to patient care in a collaborative environment.
Respect for Others	Students must treat peers, faculty, staff, and patients with respect and dignity. This includes fostering a supportive, inclusive, and non-discriminatory environment.

Reporting Unprofessional or Unsafe Conduct

If a student observes unprofessional or unsafe behaviors that appear to violate the standards of academic or professional integrity, students can make a referral to the Office of Student Advocacy. Use this form to refer students for help connecting to resources. You can refer students for a variety of reasons, including (and not limited to):

- Emotional distress
- Grief and loss
- Academic concerns
- Basic needs insecurity (food, housing, childcare, transportation, emergency costs, etc.)
- Concerning Behaviors
- Navigating institutional processes

Professional Boundaries

Maintaining professional boundaries is essential for nursing students to provide safe, ethical, and effective care. Students are expected to establish and maintain therapeutic, respectful relationships with patients, avoiding personal, social, or dual relationships that could interfere with professional judgment or patient care. Respecting

physical and emotional boundaries ensures care is provided with dignity and does not compromise patient safety or trust. Adhering to professional boundaries is crucial for creating a safe learning environment and developing the skills necessary to deliver competent and compassionate care.

Here are a few examples of professional boundary violations.
- Engaging in personal or social relationships with patients or faculty (e.g., exchanging personal contact information, befriending on social media).
- Sharing personal information about oneself with patients.
- Making inappropriate comments or jokes that undermine professionalism, such as discussing personal issues, politics, or controversial topics.
- Being overly familiar with patients and families.

Smoking, Tobacco, Vaping Policy

Smoking and the use of tobacco and related products, including electronic smoking, contrary to applicable laws or policies established by the College are not permitted on any CCA campus or clinical site. This includes smoking inside buildings or in areas where smoking is posted as prohibited.

Students are not permitted to take a "smoke break" in their car, or outside any clinical site, or in a designated patient/staff designated smoking area of the clinical site. If a student violates the smoking, tobacco, vaping policy, the student will be sent home from the clinical site, attendance will be recorded as an unexcused absence and the student will be given a conduct warning, and/or placed on student conduct probation, or may be dismissed from the program.

SECTION VII:
HEALTH AND SAFETY GUIDELINES AND PROCEDURES

Health Declaration

All nursing students are required to undergo a physical exam, similar to an employment or sports physical. Students must be able to lift clients, stand for extended periods, bend and perform direct patient care without restrictions. The clinical experience also requires students to demonstrate rational behavior under mental and emotional stress. Students should carefully consider the physical and mental demands of the program.

Health and Safety Requirements

1. Successfully passing a Background Check with no disqualifying offenses. CCA's Nursing Education Program adheres to the Colorado Community College System (CCCS) SP 4-10C Student Background Checks system procedures. See Appendix G for Disqualifying Criminal Offenses.
2. Drug Screen. The passage of Amendment 64 in the State of Colorado does not overrule Federal law, which states this is still an illegal substance. Students testing positive for THC (marijuana) will not be allowed entrance into the Nursing Education Program. Students must have a negative 10-panel drug screen for final acceptance into the program.
3. Fingerprinting. All students will need to submit fingerprints to the Colorado Bureau of Investigation (CBI) once their background check and drug screening has been completed.
4. Current BLS Certification. American Heart Association Basic Life Support (BLS) Certification (2-years). The BLS card MUST be from the American Heart Association and the BLS Provider Class.
5. TB Test. Tuberculosis (TB) PPD test within the last 6 months is required and is due annually. If positive PPD or BCG vaccine, a chest x-ray will be required within the past 5 years. Please note: a QuantiFERON blood test is not accepted.
6. Physician's Clearance. Students entering nursing courses must meet all health and safety requirements to maintain enrollment. This is done by submitting a completed Nursing Education Program Physician's Clearance (see, Appendix H) signed by a physician or designated healthcare professional.
7. Immunization Requirements. Students must provide the required immunization records or lab documentation of positive titer as stated in the Nursing Education Program Application Checklist. Clinical facility, local and state vaccination requirements must be met and are subject to change. Medical or religious vaccination exemptions are determined solely by the clinical facility.
8. Proof of current health insurance coverage. Students are required to have their own health insurance and are solely responsible for purchasing it.

Students who do not have health insurance or need support and resources to meet the health and safety requirements will be referred to and encouraged to meet with Gabi Rizcallah, CTE Student Advocacy Coach.

Please see the CCA Campus and Community Resources Packet for additional information about the resources that may be available to students. This is available on the Nursing Education Program Website (live April 23, 2025).

Office of Student Advocacy
Gabi Rizcallah
CTE Student Advocacy Coach
Email: gabrielle.rizcallah@ccaurora.edu
Phone: 303-340-5281
Book time with Rizcallah, Gabrielle

Health and Safety Clinical Requirements
1. Annual HIPAA certification badge with score of 100%.
2. Annual OSHA certification badge with score of 100%.
3. Annual Standard Precautions badge with score of 100%.
4. Clinical facility orientation if required.
5. Completion of any additional clinical facility requirements including, but not limited to; additional background check, electronic health record (EHR) training (EPIC, Point Click Care, etc.), fit testing, student ID requirements etc. by specified deadline.

Health and Safety
1. Students who cannot provide documentation of compliance with the health and safety requirements will be asked to withdraw from nursing courses.
2. A physician's note or other documentation will not replace the need to complete the requirements to ensure client's safety.
3. In cases of student illness, injury, or other health limitations, the faculty and student will work with the Office of Disability and Equity through an interactive process to determine if the student can return to clinical experience and meet the program's essential functions.

Failure to complete health and safety requirements will result in mandatory absence from clinical, potentially affecting the course grade. These requirements may change without notice based on clinical site policies. Failure to remain in compliance will prevent completion of clinical hours, hindering progress and successful completion through the Nursing Education Program.

Essential Functional Abilities (see, Appendix I)
The Nursing Education Program at the Community College of Aurora has identified and adopted these essential functional abilities to provide safe patient care. They may be performed with or without reasonable accommodation. Reasonable accommodation will be collaboratively determined in collaboration with the students, the Department of Nursing, and the Office of Disability and Equity. Students with disabilities who think they may need accommodations should contact the Office of Disability and Equity early in the program to explore possible accommodations and to facilitate effective support throughout the Nursing Education Program. We recognize that each student's needs are unique. Accommodation is designed on a case-by-case basis to ensure access to the program while maintaining essential program requirements. When determining accommodation, we engage with the interactive process.

Reasonable Accommodations

Students are expected to fully participate in all activities to meet course, program objectives and student program learning outcomes. Accommodation is always individually determined and based on the individual needs of the student. If you have, or think you have, a disability in any area such as mental health, attention, learning, chronic health, sensory, or physical, please contact the Office of Disability and Equity (ODE) to arrange a confidential discussion regarding equitable access and reasonable accommodations.

Office of Disability and Equity
Assistant Director: Reem Hamodi
Email: reem.hamodi@ccaurora.edu
Phone: 303-340-7548

1. Students with temporary medical conditions that affect their ability to participate in activities should contact the ODE. Documentation from a medical provider may be needed. Reasonable accommodation will be made if possible.
2. Accommodation for classroom settings does not automatically apply to clinical settings. If accommodation is requested for clinicals, an additional review will determine the appropriate accommodation while considering both patient and student safety, and clinical site requirements.
3. Once the faculty/instructor receives a letter from the ODE accommodation will be provided. In most cases, accommodation is not retroactive.
4. If you are pregnant or need accommodation related to your pregnancy or condition, please be informed that you can contact the Title IX/EO Coordinator for assistance. The coordinator will provide you with the necessary support and guidance regarding your request. For our college, our Title IX/ EO coordinator is Erica Hines, Chief Human Resource Officer & Title IX/ EO Coordinator.

Human Resources
Chief Human Resources Officer& Title IX/EO Coordination
Email: erica.hines@ccaurora.edu
Phone: 303-340-7231

Health Insurance General Information

1. Students must have their own health insurance and are responsible for any costs related to personal illness or accidents during our outside school activities.
2. Students are responsible for their own transportation and vehicle insurance to and from the college, clinical sites, and off-campus Nursing Education Program activities. No coverage is provided for personal vehicles.
3. The Community College of Aurora provides malpractice/liability insurance for Nursing Education Program students as part of the tuition student fees, paid in the first and second semesters.
4. Students are covered by Worker's Compensation in the clinical setting and must follow the Incident Reporting process in the event of exposure, accident, or injury.

Incident Reporting Process

If a student experiences an accident or is injured/exposed to a potential pathogen while at a clinical experience, the student must immediately report the incident to the clinical faculty or instructor on site. Necessary care must

be sought, and any follow-up care (or non-emergent medical care) must be coordinated through the CCA Human Resources and the Department of Nursing as required by the State of Colorado Workers Compensation Program.

Students are required to follow the incident reporting process.

1. Notify the clinical faculty or instructor only. If the incident happens in the classroom, skills lab, or simulation, notify the course faculty.
2. Students must follow all clinical site reporting policies and procedures, including but not limited to Hepatitis B, Hepatitis C, HIV, etc. testing in the event of a needle stick or potential exposure. If the incident includes a needle stick, the client may also require communicable disease testing.
3. The incident must be documented as per the clinical site's protocols, and the student should ensure all clinical site paperwork is completed for reporting purposes. Students are required to provide all documentation to the CCA Human Resources worker's compensation representative.
4. Students must complete the Nursing Education Program Incident Report and return to the Interim DNEP within 24 hours.

To return and participate in clinical activities after an accident, injury, or exposure, the student may be required to provide documentation of medical clearance from their medical provider.

Failure to comply with the procedures could result in a denial of compensation claims by the state.

Workers' Compensation Process Human Resources
1. The Interim DNEP will work with the student to notify the workers' compensation representative at CCA Human Resources and Personal Success Office.
2. Provide all necessary documentation, including clinical site reports, billing statements, etc.
3. Complete the Worker's Compensation Employee Statement provided by CCA's worker's compensation representative. Once the Human Resources Department receives the form and evaluates the claim, a determination will be made regarding the worker's compensation coverage and a treatment plan for the student as appropriate.
4. All follow-up care arrangements will be made through the CCA Human Resources Department.
5. Students will be provided with a list of locations for treatment, either Concerta or CareNow Providers.

All non-paid Cooperative Education Students Worker's Compensation: Clinical experiences are considered non-paid, cooperative education for Worker's Compensation purposes.

Nursing Student Safety Practices
Nursing students are ethically obligated to deliver safe, effective, and compassionate care that respects patient dignity and individual values, preferences, and needs. Students are expected to adhere to safety practices outlined in the Nurse Practice Act, Colorado State Board of Nursing (CBSON) rules and regulations and all other state, federal agency laws/requirements ensuring the delivery of high-quality care while upholding ethical principles such as autonomy, beneficence, non-maleficence, and justice.

Nursing Student Safety Procedures

Standard Precautions	Radiation
All blood and body fluids should be treated as potentially infectious, as if they contain HIV, HBV, or other bloodborne pathogens.	Appropriate precautions must be taken when working in or observing areas with potential radiation exposure.

a. Contaminated sharps should never be bent, recapped, or reopened, and should be disposed of immediately in the proper container.	a. Stay behind a lead wall when observing radiation exposure.
b. Eating, drinking, smoking, applying cosmetics, and handling contact lenses are prohibited in areas with potential exposure. Mouth pipetting/suctioning is also prohibited.	b. Students should never hold or steady a client during radiation exposure.
c. Personal protective equipment (PPE) must be used when exposure is possible. • Gloves must be worn when anticipating contact with blood, mucous membranes, non-intact skin, or contaminated surfaces. • Masks, eye protection, and face shields should be worn to prevent splashes or sprays of blood or other infectious materials. • Gowns and aprons must be worn depending on the task and exposure risk. • Surgical caps, boots, and shoe covers are required in situations with high contamination risk.	c. If holding a client, wear protective gloves and an apron covering reproductive organs.
d. Hands must be washed immediately after removing gloves or PPE, or if hands are soiled.	d. Follow radiation department procedures, such as wearing a monitoring device.
e. There are certain diseases or illnesses for which hand sanitizer is not effective, and hand washing with soap and water is the only appropriate method, as recommended by the CDC About Hand Hygiene for Patients in Healthcare Settings.	e. Students under 18 or pregnant cannot observe or participate in radiation procedures.

Exposure Procedures

1. Students must follow the clinical site's safety procedures and wear the appropriate Personal Protective Equipment (PPE) when performing tasks that may involve exposure to body fluids or radiation.
2. Any direct exposure to body fluids during clinical practice must be reported immediately to the clinical faculty or instructor.
3. Students exposed to body fluids must comply with the clinical site's policies for reporting and seeking early intervention.

Safe and Unsafe Practice

Nursing students are required to adhere to the Nurse Practice Act and only perform tasks within their scope of knowledge and competence to ensure patient safety, legal compliance, and professional accountability. The Nurse Practice Act defines the legal boundaries and responsibilities of nursing practice, helping to protect both the patient and the nurse from harm. Performing tasks outside of a nursing student or a licensed nurse's training or knowledge can result in errors, legal consequences, and potential harm to clients. Adhering to these guidelines helps maintain the integrity of the nursing profession and promotes safe, ethical care.

Students are expected to review the Colorado Nurse Practice Act and are encouraged to download an electronic copy for reference. To access the Colorado Nursing Practice Act, click here.

Unsafe practice in nursing refers to actions or omissions that jeopardize patient safety or failing to adhere to established standards of care. Nurses and nursing students are expected to practice within the boundaries of their scope, knowledge and training, ensuring they provide competent and safe care at all times. Engaging in unsafe practices can lead to patient harm, legal consequences, and professional discipline.

Safe and Unsafe Practice Guidelines and Procedures

Safe	Unsafe
1. Perform ONLY skills discussed in class or practiced in lab and always check with the clinical faculty/instructor before performing any skill independently without direct supervision.	1. Failure to follow established protocols and procedures. Not adhering to safety guidelines.
2. Supervision is required unless otherwise stated by the clinical faculty/instructor, and interventions are limited to assigned clients.	2. Performing any task outside the student's competence or beyond the scope of a nurse's practice, such as performing an advanced procedure.
3. Prepare for client care and procedures by reviewing appropriate references before attending clinical.	3. Negligence or lack of attention to patient care. Failure to monitor, assess, or intervene appropriately when a client's condition changes or deteriorates.
4. The student MUST consult with the clinical faculty/instructor if they are uncertain about safe practice.	4. Administering incorrect medication or dosage. Failure to report a medication error.
5. The student MUST adhere to all clinical site policies and procedures.	5. Failure to maintain proper infection control, such as hand hygiene practices or using PPE as required in clinical settings.

Unsafe practice may result in academic/clinical probation, including possible dismissal from the Nursing Education Program.

Student Illness and Safety

Nursing students who are ill and may pose a risk to patient safety, such as those with infectious diseases like the flu, pertussis (whooping cough), Norovirus, etc. will not be permitted to attend clinical rotations. It is essential students prioritize their health and follow appropriate guidelines to prevent the transmission of illness to vulnerable patients. If a student is unwell, they must notify the course faculty and follow the Nursing Education Program's Attendance Policies and Procedures for absences and potential make-up work.

Depending on the student's illness, it may be required that a licensed health provider confirms in writing that the student is no longer potentially contagious.

SECTION VIII:
SKILLS LAB, SIMULATION AND CLINICAL PROCEDURES

Skills Lab, Simulation and Clinical Dress Code

CCA's Nursing Education Program is aligned with the Alliance for Clinical Education (ACE) Dress Code (see, Appendix J) recommendations for Students in the Clinical Setting. "A standard of personal grooming, dress, and hygiene is important to ensure a safe environment conducive to the delivery of health care services. The appearance of students can affect the confidence that patients have about the care students provide (ACE, 2022)."

1. Hair
   - Clean, well-groomed, and controlled so as not to compromise patient care.
   - Beards, mustaches, and sideburns must be short, neat, well-trimmed, and follow the contours of the face for sanitary and safety purposes.
   - Hairstyles should be neat and styled appropriately for a professional setting. Hair must be a natural color.
   - Long hair must be pulled back and secured to not be able to fall forward ("messy buns" are not permitted). Hair must be pulled back prior to entering the clinical site.
   - Small hair ornaments, white, dark gray or black solid-colored headbands are acceptable in the clinical setting. The small hair ornaments should be secure. Any hair ornaments that could fall out, slip, or slide out are not permitted.

2. Jewelry
   - Jewelry should be professional in appearance.
   - Engagement/wedding rings are permitted; however, Don and Doffing gloves may impede proper techniques. CCA and clinical sites are not responsible for any rings lost and/or stolen.
   - No jewelry should be worn on cheek, eyelid, eyebrow, lips, tongue, or chin and must be removed in the clinical setting.
   - Modest nose studs are permitted; nose rings/hoops are not allowed.
   - Small, post pierced earrings can be worn in ears only and cannot exceed two earrings per ear.
   - Jewelry such as chains and necklaces should not come into contact with patients, the work area, or be such that it may cause a safety issue.
   - Gages in ears must be plugged, flesh-colored only.
   - Accessories such as scarves, bandanas, hats, buttons, and pins should not be worn. The nursing program coordinator will contact the clinical sites directly regarding headwear for religious, cultural, or medical reasons.
   - Please Note: Medic alerts and wristwatches are not considered jewelry.

3. Hygiene
    - Daily bathing recommended.
    - Use of an unscented deodorant is recommended.
    - Daily oral hygiene is essential; mouthwash and/or breath mints are essential if the individual is a smoker or eats food with a strong odor.
4. Cosmetics and Fragrances
    - Makeup should be appropriate for a professional setting.
    - Heavy scented lotions, perfumes, colognes, essential oils, and aftershaves are not permitted.
    - The heavy scent of tobacco, food, and other products is not permitted.
5. Smoking/Gum Chewing
    - Most clinical agencies are tobacco free, including cigarettes, electronic cigarettes and chewing tobacco.
    - Agency policy regarding tobacco use must be followed at all times.
    - Chewing gum is not permissible when interacting with patients.
6. Clothing
    - Students are required to wear their school scrubs/uniforms in accordance with agency/school guidelines at all times. CCA's Nursing Education Department's uniforms are pewter gray and embroidered with CCA's logo, stating Nursing Student. All student uniforms must be embroidered with the designated CCA Nursing Student logo. Instructions on what uniforms to order, including color, location, and embroidery graphic are located in the Nursing Education Program cohort D2L shell. Appendix K includes a list, pictures and equipment needed for the Nursing Education Program. Please use this as a reference.
    - Uniform/scrub tops and bottoms must fit appropriately and eliminate any exposure of cleavage and/or mid drift. No undergarments should be visible.
    - Clothing must be professional in appearance at all times.
    - Clothing should be neat, clean, pressed, and in good repair.
    - All students must wear their CCA student ID badges at ALL times in all classroom settings (theory/skills lab/simulation/clinical), clearly visible at all times, with the students picture facing forward, above the waist on the left side of the students scrub top at eye level, secured with the CCA retractable badge. Additional clinical site student ID's may be required.
    - Students are not allowed to wear white lab jackets, hoodies, or other outdoor garments that cover their assigned uniform. The specific uniform scrub jacket with the CCA student nurse logo may be worn over the scrub top. A clean white or black long sleeve shirt may be worn under the uniform scrub top. Sleeves must be able to be pulled up to allow for hand hygiene and antiseptic techniques.
    - Any additional dress codes or standards of the clinical site will be followed.
7. Tattoos
    - Students should make every effort to cover tattoos when possible. Body tattoos are permitted by facility policy while in the clinical setting. If at any time the clinical faculty/instructor or clinical site determines the tattoo is offensive, then it MUST be covered.

8. Footwear
   * Students are required to wear all white or all black, low top shoes. Low top leather athletic shoes are permitted. The following shoes are not permitted: open toe, open heel, sandals, hiking boots, crocs, flip flops, cowboy boots or shoes with a back strap.
   * Socks or hosiery must be worn. Students are required to wear plain white or black socks to match the shoe color worn.
   * The shoes should be clean, polished and in good condition.
   * Good quality, comfortable, supporting, quiet and professional shoes must be worn.
   * Soles should be non-marking and should provide sure footing.
9. Nails
   * Artificial nails, gels, or overlays are not allowed in patient care areas for infection control purposes.
   * Nails must be kept short and clean, well-trimmed and unpolished.

Required Equipment: Skills Lab, Simulation Lab, and Clinical

All required equipment listed is at the personal cost of the student. This allows the student to purchase the required equipment at a competitive cost and at a student's personal preferences. If students need assistance in purchasing any of the equipment listed, please contact Gabi Rizcallah, CTE Student Advocacy Coach, for access to essential resources. Additionally, if needed students can check out equipment from the Nursing Education Department on a short-term basis based on individual needs.

* Stethoscope
* Pen Light
* Bandage Scissors
* Hemostat
* Black/Blue Ink Pens
* Small Black Sharpie
* Secondhand watch that uses traditional mechanical or quartz movement with a dial and hands to display the time, rather than a digital display.
* CCA Student ID with CCA Retractable Badge (provided by the Department of Nursing)

Dress Code Guidelines

1. Students must adhere to the CCA Nursing Education Program uniform policy in all skills lab, simulation, and clinical settings.
2. Students are required to use their issued CCA Nursing Education Program tote at clinical sites for storage of required equipment and supplies. The tote is provided to students on the first day of skills lab during lab orientation.
3. Dress code non-compliance will result in the student being sent home if the issue cannot be corrected within 10 minutes.
4. A first violation will result in the completion of a Student Success Plan.
5. Subsequent violations will lead to a written student conduct warning or probation and potential dismissal from the Nursing Education Program.
6. Professional dress/appearance guidelines may vary in pediatric, psychiatric, and community-based clinical settings. Refer to course faculty, the nursing program coordinator and course syllabus for specific details.

7. Personal electronic devices, including cell phones, smart watches, headphones, and tablets/laptops, are not allowed unless used for patient care. Students must follow clinical site electronic device policies at all times.
8. Clinical sites are not responsible for lost, misplaced, or stolen personal items, including electronic devices.

Skills Lab Guidelines and Procedures

The nursing skills lab is essential to the curriculum, focusing on patient safety and quality care through skill demonstrations. It offers students a risk-free setting to practice skills, enhancing critical thinking and confidence. The lab includes equipment such as manikins, IV pumps, task trainers and other medical tools, providing hands-on experience in a safe learning environment.

Students must prepare for the skills lab by reviewing objectives, completing assigned readings, and watching any required ATI assignments (skills modules, clinical reasoning video scenarios, Swift River Simulations, video case studies, etc.). Unprepared students will be asked to leave, and it will count as an unexcused absence. Skill lab activities include skill demonstrations, discussions, and practice. Students must practice each skill at least three times and be signed off by a student peer during lab and independently as needed. All students must demonstrate proficiency in selected skills to the course faculty or instructor before performing them in clinical settings.

1. Students must adhere to the CCA Nursing Education Program uniform policy in all skills lab, simulation, and clinical settings. This includes open-lab and any tutoring sessions occurring in the skills lab or simulation.
2. All students must wear their CCA student ID badges at ALL times in all classroom settings (theory/skills lab/simulation/clinical), clearly visible at all times, with the students picture facing forward, above the waist on the left side of the students scrub top at eye level, secured with the CCA retractable badge.
3. The CCA Nursing Education Program totes for storage of required equipment and supplies.
4. For scheduled open-lab, students must sign in and out on the I-Pad for attendance recording located at the Nurse Station Supplies desk (225). At the beginning of each semester, the Lead nursing faculty will release an open-lab schedule. Students are welcome to practice outside of open-lab hours if there is open availability. Please contact the Lead faculty (TBD) to coordinate time and hours. Students may also check out a list of designated equipment and supplies to practice in one of the group study pods located in the nursing office space (223).
5. All personal belongings (laptops, cell phones, personal belongings) must be stored in the Workvalet Locker unless it is being used for instruction purposes.
6. Personal cell phones must be silent and not visible during skill lab practice and demonstration. Phone calls and testing are not allowed. If a student needs to address an emergency during class, they must step into the hallway to limit classroom disruptions.
7. Lost and found items are retained with the Centennial Campus security, located at the entry of the building (100).
8. No eating or snacking is permitted in the skills lab or simulation space. Students are allowed water in a secure water bottle in the lab. Students are provided with a 10-minute break for every hour in instruction, allowing time for snacks eaten outside of the skills lab and simulation space.

9. If a student is accidentally stuck with a needle or develops a skin reaction, wash the area with soap and water, and notify the faculty/instructor immediately. Students will be required to complete the Nursing Education Program Incident Report.
10. Students may videotape/record with prior consent from the faculty/instructor. Any video or audio recording cannot be posted on social media (e.g., Facebook, Instagram, X (formerly twitter, You Tube, etc.).
11. At times, videotaping/recording may occur in labs for instructional purposes such as simulation recordings for instructional purposes.

Skills Lab and Simulation Equipment Supplies General Maintenance

CCA's Nursing Education Program uses the WASP Barcode Inventory System to track equipment and supplies. All equipment and supplies in the skills lab and simulation are labelled with a barcode, allowing students to check-in/check-out items in a quick and efficient process similar to central supplies on nursing units. Students will receive training on the WASP Barcode Inventory System on the first day of skills lab orientation.

1. Do not remove manikins from the hospital beds.
2. Black/blue pens are not allowed. Please do not write on any manikin surface. Only pencils are allowed in the skills lab and simulation space.
3. Students will receive certain course supplies on the first day of skills lab each semester. Students are encouraged to recycle these supplies while practicing. This minimizes unnecessary waste.
4. Always use gloves from the boxes on the walls for any procedure requiring gloves. Do not simulate glove usage.
5. Dispose of used needles in the designated sharps containers. Needles, syringes, or IV start kits, etc. are not to be taken out of the lab.
6. If you have not been taught how to use the safety mechanism on any needle, IV start kits, etc., please inform the faculty or instructor before use.
7. Immediately report any incidents or equipment malfunctions to the faculty or instructor.
8. It is the responsibility of all students to keep the lab in order and clean. Please ensure that equipment is returned to the appropriate storage areas.
9. Before leaving the skills lab, students along with faculty and instructors must complete the Skills Lab and Simulation Equipment Supplies General Maintenance Checklist on the I-Pad in the Nurse Skills Lab (224) on top of the Workvalet Locker.

Clinical and Simulation Scheduling Guidelines and Procedures

1. The nursing program coordinator handles the clinical and simulation scheduling in collaboration with nursing faculty and the Interim DNEP.
2. Students are prohibited from independently contacting healthcare facilities for schedule changes or accommodations. Violating this may lead to dismissal from the program.
3. Students must adjust work and personal schedules to fit clinical assignments, as make-up sessions are limited and not guaranteed.
4. Students are strongly discouraged from working a night shift (11 pm – 7 am or similar before a scheduled classroom, skills lab, and clinical day. Students should not work more than 16 hours in a 24-hour period before their clinical rotation. Students must be alert, well-rested and prepared to provide safe patient care. Fatigue can impair judgment, decrease reaction time, and increase the risk of errors which may compromise patient safety.
5. Assignments may include day, evening, or weekend shifts and 8, 10, or 12-hour shifts.
6. Students must provide their own transportation to clinical sites.
7. Students may have to drive moderate to high mileage, with the potential of up to 150 miles.

8. Clinical assignments may change at any time due to student needs, administrative reasons, or clinical site availability.
9. Clinical sites may require personal data (e.g., name, contact info, immunization records) to access client records, which will be handled through the My Clinical Exchange (myCE) platform to ensure privacy.
10. Changes will not be made once schedules are posted.
11. Students may not swap clinical days with others. Unauthorized arrivals at non-scheduled sites will result in dismissals from clinicals and an unexcused absence.
12. Clinical schedules are posted on the Course D2L and Nursing Education Program cohort D2L shell. Students must monitor the D2L shells daily for updates and deadlines.

Clinical and Simulation Preparation

Students must be mentally and physically prepared to provide safe client care by reviewing client information and completing all required prep work before each clinical day. Students may only be in the hospital as "nursing student" during their designated clinical rotation and preparation times. Any additional time spent on the nursing unit must be approved by the clinical instructor. When not acting as a "nursing student," students are considered visitors and must follow hospital regulations. Students should not wear uniforms, lab coats, or name tags while in the role of a visitor.

- Submit all clinical prep work and assignments on time.
- Provide total client care, including vital signs, assessments, hygiene, medication administration, and nursing interventions.
- Perform only skills checked off in the nursing lab under instructor or nurse (preceptor) supervision. Do not perform prohibited procedures.
- Document client information accurately and report to the assigned (preceptor) RN.
- Report any abnormal findings to the RN and clinical instructor.
- Maintain confidentiality and avoid gossip or sharing client/staff information.
- Actively participate in post-conferences, balancing comments appropriately.
- Take responsibility for your learning and seek new learning opportunities.
- Maintain a positive attitude, take accountability, work as a team, and focus on professional development.
- Treat all individuals with respect, dignity, and professionalism.

Medication Administration

Students are allowed to administer medications to assigned patients ONLY under the direct supervision of the clinical faculty, instructor, or their designee (preceptor), that is in the room with the student and the patient. Any failure to comply with this rule may result in a Student Success Plan, academic warning, clinical probation, or potential dismissal from the Nursing Education Program, depending on the severity of the medication error. Refer to the clinical faculty or instructor for unit-specific or faculty or instructor-specific procedures. Students are not permitted to witness or be involved in the disposal of controlled substances, including handling or witnessing the disposal of medications in PCA devices.

Medication Administration Guidelines
- Student MUST adhere to the seven (7) rights of Medication Administration.

- Students may only administer medications (including oxygen) under the direct supervision of the clinical instructor or nurse (preceptor).
- Students must adhere to safe medication administration principles.
- Students mut follow clinical site policies and procedures for medication administration.
- Students must demonstrate competency in medication calculations before administering.
- Medication administration for pediatric patients (infants and children) must be approved by the clinical faculty or instructor.
- Clinical faculty or instructors may limit a student's medication administration experience.
- Student nurses may never administer medications with a QMAP (Qualified Medication Administration Personnel).
- Students must notify the clinical faculty or instructor immediately if a medication error is made, or if the student believes that they may have made a medication error.

Medication Errors

A medication error is defined as any violation or potential violation of one or more of the "rights" of medication administration, whether actual or potential, without faculty or staff intervention. This includes failure to understand the purpose of the medication (why it is being given, its action, and nursing implications).

Students must be able to identify not only how to administer medications, but also why they are doing so. Clinical faculty and instructors will intervene to prevent an actual error. The seven (7) rights of medication administration are:

1. Right patient – Use two approved identifiers (e.g., patient name, medical record number).
2. Right drug
3. Right dosage
4. Right route
5. Right time
6. Right documentation
7. Right reason/rational

Any student who commits an actual or potential medication error is required to complete an Incident Report, describing the error and measures to prevent future errors. The Incident Report must be submitted to the clinical faculty or instructor and the Interim DNEP. In addition to the Incident Report, the student will,

- Meet with the clinical instructor and/or Interim DNEP in conference,
- Placed on a Student Success Plan
- Given an academic warning or placed on clinical probation
- Be dismissed from the Nursing Education Program

Student Limitations and what they may NOT Perform at Clinical

The Nursing Education Program follows the Colorado Center for Nursing Excellence Alliance for Clinical Education (ACE) guidelines and standards. "The following parameters are based upon state and federal guidelines for clinical learning. During clinical rotations students may NOT participate in the following clinical responsibilities (ACE, 2019). See Appendix L.

1. Witness any consent forms.
2. Delegate tasks independently to facility personnel.

3. Give any intravenous medications (IV push) without direct supervision by a registered nurse.
4. Perform any task that requires certification or advanced instruction. Examples of this are ACLS or PALS interventions, arterial blood gas puncture (ABGs), chemotherapy, central line removal (including PICC lines), participation in seclusion and restraint episodes and the intubation/extubating of patients.
5. Take, transcribe, or verify physician orders either verbal or by phone.
6. Access medications (including controlled medications) independently from the medication dispensing system unless otherwise authorized by the clinical site.
7. Administer any drugs to patients without appropriate supervision.
8. Be responsible to count end of shift-controlled drug count or carry controlled drug keys in their possession.
9. Verify or hang blood administration or witness blood administration forms.
10. Perform any invasive procedure that is restricted by the facility.
11. Perform any skill or procedure that the student has not been instructed and evaluated in doing by the school or agency. It is the students' responsibility to communicate their clinical readiness to clinical faculty, instructor, or preceptor.
12. Perform any task outside the nursing scope of practice or participate in any action that the facility restricts in their policies or procedures.
13. Provide care for patients that require specialized PPE.
14. Recommend OTC drugs, treatments or therapies not prescribed or ordered by someone with prescriptive authority to patients.
15. Verify settings or work with PCAs, epidural pumps or other intravenous drips independently.
16. Care for or make decisions independently concerning decompensating or critically ill patients.
17. Package or label drug supplies for any individual.
18. Chart independently of facility RN or Clinical Instructor/Scholar

Clinical Incidents

A clinical incident refers to any event or situation that occurs during the student's clinical practice, which results in, or has the potential for, harm to a patient, or involves an error, deviation, or breach of clinical protocols or standards of care. If an incident occurs, students are required to complete an Incident Report when an actual or potential injury occurs to a client as a result of student care or lack thereof. The student must also follow any clinical site policies and/or reporting procedures. The following individuals must receive a copy of the Incident Report; the clinical faculty or instructor, course faculty, Interim DNEP and person in charge (manager, director, etc.) of the unit where the incident occurred.

Examples of clinical incidents may include but are not limited to.

- Medication errors (wrong dose, wrong patient, wrong drug, etc.).
- Injury to a patient due to improper technique or equipment usage.
- Failure to follow safety protocols (e.g., infection control measures).
- Breach of confidentiality or patient privacy.
- Accidental harm to the patient due to lack of supervision or inadequate knowledge.
- Failure to properly document patient care.
- Unresolved clinical errors that could lead to patient harm.

Clinical or Simulation Unprofessional Behavior or Conduct Guidelines

1. Use of offensive language.
2. Physical, verbal, or sexual abuse of a student peer, patient, patient's family member, bystanders, or other healthcare professional involved in care.
3. Leaving the clinical site at any time during the assigned scheduled time. Abandonment of the clinical site or patient care.
4. Disruptive behavior that negatively impacts or impedes teaching or learning; or disrupts the general operation of the College.
5. Incivility, bullying, and/or harassing student peers, faculty, instructors, and/or any member of the healthcare team.
6. Demonstrated or observed physical, mental, and/or emotional impairment.
7. Knowingly engaging in falsification, alteration, forgery, misrepresentation, and/or misuses of documents, records, and/or identification.
8. Failure to adhere to the Colorado Nurse Practice Act.
9. Violation of the Center of Medicaid and Medicare Client Rights.
10. Failure to perform assigned patient care.
11. Failure to report an error.
12. Performing a skill or task at a clinical site that the student has not received training on or found to be proficient by the faculty or instructor.
13. No call/no show to a clinical site.
14. Any unprofessional behavior that may adversely affect future use of a clinical site.
15. Any violation of HIPAA or patient confidentiality. Use of social media to share any part of your clinical experience is a HIPAA violation.
16. Incomplete health and safety requirements (e.g., immunization requirements, TB testing, BLS, etc.)
17. Social media and/or electronic device policy violations.
18. Drug and/or alcohol abuse.
19. Drug diversion. Unlawful or unauthorized use, transfer, or theft of medications, including controlled substances.
20. Medication misappropriation. Improper handling of medication, such as unauthorized administration or improper disposal.

Simulation and/or Clinical Dismissal

Simulation and clinical experiences are critical components of nursing education, providing students with hands-on learning opportunities in a controlled environment. However, failure to meet the required standards of preparation, behavior, or performance during these experiences may result in dismissal from the simulation or clinical setting, affecting the student's progress in the program.

- A student who arrives late (10 or more minutes) or unprepared for simulation or clinical will be asked to leave, resulting in an unexcused absence for the day. The student must meet with the course faculty and the Interim DNEP before the next clinical and will receive an academic (clinical) warning and possible clinical probation.
- Inappropriate behavior or conduct leading to dismissal from a clinical site may result in course failure and/or dismissal from the Nursing Program. Students dismissed from a clinical site will be referred to the Student Advocacy Services off and a Student Code of Conduct Referral will be completed for possible disciplinary action. If a clinical site requests a student not return due to behavior or substance issues, the Nursing Education Program may terminate the clinical experience and assign a failing grade.

Clinical faculty and/or instructors have the right to send a student home if unprepared or demonstrating unprofessional behavior.

Simulation and Clinical Grading

The Community College of Aurora's Nursing Education Program uses the following grading scale for simulation and clinical competencies.

Grading Key

S=Satisfactory	Meets competency at expected level.
NI=Needs Improvement	Remediation may be recommended.
U=Unsatisfactory	Does not meet competency at expected level.
N=Not Observed	n/a

Final Clinical Grade
P=Pass
F=Fail

Simulation and Clinical Grading Procedure

1. Receiving one (1) U=Unsatisfactory on any final course clinical competency will result in course failure.
2. Students are evaluated on clinical course competencies and professional behaviors and conduct. Students who receive one U=Unsatisfactory for an unprofessional behavior or conduct during a clinical rotation will result in course failure, dismissal from the clinical setting, and clinical probation.
3. If a student receives more than 5 NI=Needs Improvement evaluations during one clinical rotation, the student will meet with the course faculty and Interim DNEP to develop a Student Success Plan to develop a remediation course of action.

Clinical Failure Procedures

If clinical failure occurs, the student will meet with course faculty, Lead faculty and the Interim DNEP within 48 hours (about 4 days) from the day of clinical failure. The Interim DNEP will meet with the Admission and Readmission Committee within three (3) business days after meeting with the student. The decision of the Admission and Readmission Committee will be communicated to the student within three (3) business days. The student may request an appeal in writing following the clinical failure appeal process.

Clinical Failure Appeal Process

To ensure students receive timely responses and resolutions to their appeals, the Nursing Education Program uses the following CCA student appeal process.

1. Students may appeal the findings and outcome(s) by submitting a writing notice within seven (7) days of the decision by filling out the student conduct appeal form.
2. In the appeal, the student must specifically share how their appeal meets the appeal criteria of a procedural or substantive error or new evidence.
3. Upon receipt of the appeal, the student will receive a written notice via their CCA college issued student email that their appeal is in process of review.
4. The Interim DNEP and Dean of O&B, Nursing, and Behavioral Health will complete an initial review of the written notice to identify if the appeal meets the criteria and (7) day appeal window.
5. If the appeal meets the criteria, the Dean will conduct further analysis. This may warrant a new review of the case and/or student conduct meeting.

6. The student will receive notification via their CCA college issued student email withing seven (7) business days about the appeal decision.
7. The appeal decision will be final.

SECTION IX:
STUDENT PROGRESSION AND RETENTION

ATI Assessment Testing

The Nursing Education program uses the ATI The Content Mastery Series (CMS), group of proctored and online practice assessments. The Content Mastery Series Assessments provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical tests that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. Content-specific assessments provide proficiency levels that measure a student's level of knowledge acquisition. NCLEX- readiness is measured with the RN Comprehensive Predictor.

1. At the minimum, students are required to complete ATI RN Content Mastery Series Online Practice exams at the conclusion of each course in the Nursing Education Program. These exams predict students' preparedness and ability to pass the NCLEX-RN exam in the specific subject area.
2. Students will complete a comprehensive exam at the end of the Nursing Education Program that tests students' knowledge in all nursing subjects that simulates the NCSBN Next Generation NCLEX-RN Test Plan.

Student Progression

1. To progress through the Nursing Education Program, students must achieve a nursing course (theory) grade of "C" (77%) or higher.
2. Complete all skills lab and simulation with a satisfactory ("S") grade.
3. Maintain satisfactory ("S") clinical performance.
4. Adhere to the guidelines and procedures of the Nursing Education Program Student Handbook.
5. Students are eligible to be readmitted to the Nursing Education Program one (1) time after a nursing course failure. Withdrawing from a nursing course with a grade lower than a "C" (77%) or while on a clinical improvement plan will be considered a failure for readmission purposes.

Grading

1. Individual nursing course syllabi identify grading parameters.
2. An Unsatisfactory ("U") clinical evaluation means the student fails the nursing course, regardless of the theory grade.

Student Success Plan

The Department of Nursing uses a Student Success Plan, an academic support tool that provides a clear framework for addressing student challenges and improving performance. The Student Success Plan is done in collaboration with the students and faculty, providing specific strategies, resources and goals to help students stay on track and meet program requirements. For students, it offers personalized guidance and actionable steps to enhance their success, while for faculty, it serves as a progress-tracking tool, ensuring consistent support and fostering collaboration to help students reach their academic and clinical goals.

Student Success Plans are implemented for the following, but not limited to:

- Students who make below a "C" (77%) on any nursing course 1st exam.
- Subsequent exams, students with an overall average below a "C" (77%).
- One tardy, one absence, and/or one unexcused absence.
- Failure to complete one or more health and safety requirements for skills lab, simulation, or clinical.
- Skills-lab check-off for skill remediation.
- Violation of electronic device guidelines.
- Unprofessional behavior or conduct 1st violation.
- Unprepared for skills lab, simulation, or clinical.

Withdrawal Procedures

1. Students must consult with faculty about their grade and class status before withdrawing from a course.
2. Students must withdraw from the course through the approved college processes.
3. Withdrawing from a nursing course with a grade lower than a "C" (77%) or while on a clinical improvement plan will be considered a failure for readmission purposes.
4. Students who withdraw from more than one nursing course in the same semester, with both grades below a "C" (77%) at the time of withdrawal, will be ineligible for readmission unless extenuating circumstances are reviewed by the Admission and Readmission Committee.
5. The student is required to schedule and complete an exit interview with the Interim DNEP, which may include nursing faculty. The interview will address the reasons(s) for withdrawal, incorporating input from the students, faculty, and other relevant sources.
6. Extenuating circumstances may impact the number of times a student can re-enter the Nursing Education Program. The Nursing Education Program reserves the right to determine where the withdrawal conditions are considered extenuating.

Transfer Guidelines

Transfers from Nursing Education Programs will be considered on an individual case-by-case basis, subject to space availability. Transfer requests are not guaranteed and will be reviewed by the Interim DNEP and the Admissions and Readmission Committee following the Nursing Education Program readmission procedures.

Graduation Requirements Nursing AAS (Registered Nurse)

Students who successfully complete the requirements for a Nursing Associate of Applied Science (AAS) degree according to the standards and provisions specific in State Board for Community Colleges and Occupational Education Policy BP 9-40 may apply to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN).

To be able to take the NCLEX-RN students need to do the following.

Complete a CCA Degree Check.

1. Agree to the "I have accessed my Degree Check evaluation" statement and apply for graduation with an Associate of Applied Science degree from CCA by the deadlines in the college catalog.

Graduating Semester	Final Application Deadline
Spring	March TBD Date

2. Request an official transcript from CCA Records, including the graduation date, and provide it to the Colorado State Board of Nursing
3. Visit the Colorado State Board of Nursing: Applications and Forms for the full application process and required forms.
4. Complete the application forms for the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-RN exam. See NCLEX Fees & Payment for current licensure and registration costs.

All degree requirements must be verified by the College to confirm graduation eligibility. While efforts are made to expedite this, the process may take two to three weeks after the final course in the Nursing Education Program.

Students will continue to have access to all health documents uploaded to their CastleBranch account after graduation.

SECTION X:
READMISSION GUIDELINES

Students must meet the criteria below to be readmitted into the Nursing Education Program. Readmission cannot be guaranteed, and space is dependent upon the availability of clinical sites, attrition, and staffing. Students approved for readmission to the Nursing Education Program will be subject to the most current Nursing Education Program Student Handbook.

Procedures for Readmission

The student must provide a Formal Letter requesting readmission via email to the Interim DNEP. The Formal Letter must include the student's current contact information (email, cell phone, mailing address & CCA/CCCS student email address).

The Formal Letter must be provided to the Interim DNEP one (1) month prior to the start of the semester that the student wants to enroll in.

1. The decision for readmission is made at the discretion of the Admissions and Readmissions Committee and the Interim DNEP to determine eligibility.
2. Readmission must occur within six (6) months of successfully completing the last nursing course. After six (6) months a review of readiness and a Student Success Plan will be required, with the student providing verified information to support eligibility.
3. Students whose nursing education has lapsed for more than six (6) months between the completion of the last clinical course and the start of the next clinical course must attend a clinical skills remediation session as outlined in the Nursing Education Program Student Success Plan.

All students who are eligible for readmission will be ranked by the following guidelines:

- Completion of prerequisites, corequisites and nursing courses.
- Cumulative grade average, including nursing course grades completed.
- Input from the Admissions and Readmissions Committee and nursing faculty/instructors.

Readmission Disclosure

Students dismissed from the Nursing Education Program due to disciplinary sanctions are considered ineligible for readmission. Please refer to Section VI Criteria for Dismissal of the Nursing Education Program Student Handbook, CCA Student Code of Conduct and BP4-30 Student Disciplinary Procedure.

Notification of Readmission

1. Students will be notified of their readmission status via their CCA/CCCS student email account from the Interim DNEP two weeks prior to the semester the readmission is requested.
2. Readmission is conditional based on completion of all readmission procedures and eligibility requirements.

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SECTION XI:
CRITERIA FOR DISMISSAL

The following outlines the reasons and circumstances for dismissal from the Nursing Education Program. Please initial each reason/circumstance and sign to acknowledge your understanding of and the reasons and circumstances for dismissal from the Nursing Education Program.

_____ 1. Unprofessional conduct in any setting including, but not limited to, violating the Nursing Code of Ethics, dishonesty, fraud, or falsification of documents.

_____2. Unprofessional behavior in any setting including, but not limited to; disrespectful, unethical, or unprofessional behavior towards faculty, staff, patients, or student peers.

_____3. Any student involved in incivility, bullying, or workplace violence, as defined in the ANA's Position Statement on Incivility, Bullying, and Workplace Violence.

_____4. Failure to follow faculty instructions and the Nursing Education Program Student Handbook policies and procedures.

_____5. Failure to follow HIPAA regulations or institutional privacy policies.

_____6. Excessive tardiness in any course setting (e.g., classroom, skills lab, simulation, clinical).

_____7. One (1) no call/no show to a clinical site. Two (2) unexcused absences within the length of the Nursing Education Program.

_____8. Academic integrity violation (e.g., cheating, plagiarism).

_____10. Committing an offense that disqualifies the student after a clear background check. Failure to self-disclose/self-report offense.

_____11. Positive drug or alcohol test.

_____12. Under the influence and/or impaired by the consumption of alcohol, marijuana, and/or illicit drugs prior to class, skills lab, clinical experiences, community activities, such as flu shot clinic, hearing/vision screenings, volunteer opportunities, etc.

_____13. Use of controlled substances (e.g., narcotics, opioids, benzodiazepines, etc.) except under a doctor's written permission, prior to or during skills lab, simulation, or clinical experiences.

_____14. Diverting or misappropriating drugs in the clinical setting.

_____15. Physical, verbal, or sexual abuse of a client, client's family member, bystanders, or other health professionals involved in client care.

By signing below, you are acknowledging you understand the information covered and the items initialed above.

_____   _____
 Signature   Date

SECTION XII:
NURSING EDUCATION PROGRAM STUDENT ACKNOWLEDGEMENT AND AGREEMENT

I, _____ (student's first/last name), have been provided a paper copy of the Nursing Education Program Student Handbook and have read the electronic version of the Nursing Education Program Student Handbook in the Nursing Education Program Cohort D2L shell. I agree to comply with the published guidelines procedures and requirements of the Nursing Education Program in all academic settings (theory, skills lab, simulation, clinical).

All Nursing Education Program students must agree to the following for program participation. Please initial each after reading.

_____ I have reviewed the Nursing Education Program approval and accreditation disclosure. I understand the Community College of Aurora does not have national nursing accreditation which may limit future education and career options for students.

_____ I have reviewed the Community College of Aurora legal notices.

_____ I understand the Essential Functions for the Associate Degree Nursing Education Program.

_____ I have reviewed and understand the Nursing Education Program Overview, including the Student Learning Program Outcomes and the Nursing Education Program Outcomes.

_____ I have reviewed the role of the Student Support Services and agree to communicating the need for resources to support my successful progression through the Nursing Education Program.

_____ I agree to the Exam and Standardized Testing Guidelines and Policies.

_____ I understand that a minimum grade of "C" (77%) AND a 77% exam average must be attained to pass each nursing course. I understand that grades are not rounded up, for example 76.5% will not be rounded up to 77%.

_____ I agree to the CCA and Nursing Education Program Academic Integrity guidelines and procedures.

_____ I understand that my student account via MYCCA is where I can find information regarding course grades, billing, financial aid, transcripts and more. I understand that I MUST check my CCA student email and/or D2L student email daily.

_____ I agree to the Nursing Education Program Attendance Guidelines for ALL Nursing Courses (theory, skills lab, simulation, clinical). I understand that I will record my attendance in Course Key.

_____ I agree to adhere to the Nursing Education Program Student Code of Conduct.

☐ Professional Standards

☐ Communication and Grievance Guidelines

☐ Drug, Random and Reasonable Suspicion-Based Screening

☐ Electronic Communication and Device Guidelines

☐ HIPAA and Confidentiality Guidelines

☐ Social Media Principles

☐ Standards of Professional Conduct

☐ Professional Boundaries

☐ Smoking, Tobacco, Vaping Procedure

_____ I understand that I must submit to a background check(s) in order to progress through the Nursing Education Program. I understand that a felony and some misdemeanor convictions may prevent my participation in this program.

_____ I understand that clinical experiences are considered non-paid cooperative education for Worker's Compensation purposes. I have been informed of the process to follow in the event I incur a work-related injury or illness in a non-paid cooperative education or clinical internship while attending the College.

_____ I agree to the Nursing Student Safety Practices and Safety Procedures.

_____ I agree to follow the exposure procedures should I have any direct exposure to body fluids during clinical practice. I understand that I am required to complete an Incident Report for any accident, injury, and/or exposure to a potential pathogen.

_____ I agree to the Nursing Education Program Skills Lab, Simulation and Clinical Dress Code. I understand that I will be sent home if it cannot be corrected within 10 minutes. I understand that it will count as an unexcused absence if I am not in the required dress code.

_____ I understand that I must adhere to all skills lab guidelines and procedures.

_____ I agree to the Clinical and Simulation Scheduling guidelines and Procedures.

_____ I understand that to participate in simulation and clinical experiences, I must have all coursework prepared.

_____ I agree to adhere to the Medication Administration Guidelines and that I MUST report any medication error.

_____ I agree to adhere to the ACE student limitations and what may NOT be performed at clinical.

_____ I understand that I MUST report any clinical incident which results in, or has the potential for, harm to a patient, or involves an error, deviation, or breach of clinical protocols or standards of care.

_____ I agree to adhere to the professional standards for simulation and clinical experiences.

_____ I understand the reasons for simulation and/or clinical dismissal and the Clinical Failure guidelines and procedure.

_____ I understand the Student Progression and Retention guidelines and procedures.

_____ I understand the Student Success Plan process.

_____ I understand the graduation requirements for the Nursing AAS program.

_____ I agree to adhere to the Drug/Alcohol/Tobacco Use guidelines and procedures.

_____I understand that I will be required to wear my CCA Student ID in all nursing program course settings (theory, skills lab, simulation, clinical).

_____I understand that I am responsible for understanding the contents outlined in the Nursing Education Program Student Handbook once received.

By signing below, you are acknowledging you understand the information covered and the items initialed above.

_____ _____   _____ _____
Print First and Last Name   CCA Student Number

_____ _____   _____ _____
Signature   Date

APPENDIX

Appendix A

NURSING AAS
COURSES THAT FULFILL GENERAL EDUCATION REQUIREMENTS
(All Courses listed are required prior to admission into the program

CONTENT AREA	COURSE NUMBER AND COURSE TITLE	TOTAL CRED
ENGLISH	**ENG 1021 ENGLISH COMPOSITION I**	3
BIOLOGY	**BIO 1010* BIOLOGY FOUNDATIONS**	2
BIOLOGY	**BIO 2101 HUMAN ANATOMY AND PHYSIOLOGY I WITH LAB**	4
BIOLOGY	**BIO 2102 HUMAN ANTAOMY AND PHYSIOLOGY II WITH LAB**	4
BIOLOGY	**BIO 2104 MICROBIOLOGY WITH LAB**	4
HEALTH SCIENCES	**HPR 1010* DIETARY NUTRITION or HWE 1050 Human Nutrition**	1/3
PSYCHOLOGY	**PSY 1001* GENERAL PSYCHOLOGY I**	3
PSYCHOLOGY	**PSY 2440 HUMAN GROWTH AND DEVELOPMENT**	3
	TOTAL CREDITS	24/26

REQUIRED NURSING COURSES

CONTENT AREA	COURSE NUMBER AND COURSE TITLE	TOTAL CREDITS
BIOLOGY	**BIO 2116 HUMAN PATHOPHYSIOLOGY**	4
MATH	**MAT 1120 MATH FOR CLINICAL CALCULATIONS**	3
NURSING	**NUR 1009 FUNDAMENTALS OF NURSING**	6
NURSING	**NUR 1012 BASIC CONCEPTS OF PHARMACOLOGY**	2
NURSING	**NUR 1006 MED SURG NURSING CONCEPTS**	7
NURSING	**NUR 1050 MATERNAL CHILD NURSING**	6
NURISNG	**NUR 2006 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING 1**	6.5
NURSING	**NUR 2011 PSYCHICATRIC MENTAL HEALTH NURSING**	4
NURSING	**NUR 2012 PHARMACOLOGY II**	2
NURSING	**NUR 2016 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING II**	5
NURSING	**NUR 2030 TRANSITION TO PROFESSIONAL NURSING PRACTICE**	4
	PROGRAM CREDITS	49.5
	TOTAL PROGRAM CREDIT HOURS	73.5

Recommended General Education and Program Prerequisites Schedule: 6 SEMESTERS
(The department recommends taking the courses in this order to complete the degree.)

SEMESTER 1		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
ENGLISH	**ENG 1021 ENGLISH COMPOSITION I**	3
PSYCHOLOGY	**PSY 1001* GENERAL PSYCHOLOGY I**	3
BIOLOGY	**BIO 1010* BIOLOGY FOUNDATIONS**	2
BIOLOGY	**BIO 2101 HUMAN ANATOMY AND PHYSIOLOGY I WITH LAB**	4
	SEMESTER CREDITS	12

Semester Note: First Semester courses are **required to be successfully completed and must be taken prior to applying to the Nursing Education Program.** The following courses, BIO 2101 and ENG 1021, must be taken prior to the Nursing Education Program application submittal. They must be completed with a cumulative GPA of 3.0 with no grade less than a "C"

*Any Arts & Humanities or Social & Behavioral Science may be substituted for PSY 1001.

*BIO 1111 General College Biology may be substituted for BIO 1010.

SEMESTER 2		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
HEALTH SCIENCES	**HPR 1010* Nutrition or HWE 1050**	1/3
BIOLOGY	**BIO 2102 HUMAN ANATOMY AND PHYSIOLOGY II WITH LAB**	4
BIOLOGY	**BIO 2104 MICROBIOLOGY WITH LAB**	4
PSYCHOLOGY	**PSY 2440 HUMAN GROWTH AND DEVELOPMENT**	3
	SEMESTER CREDITS	12/15

Semester Note: The following courses, BIO 2102, BIO 2104, PSY 2440, and HPR 1010 or HWE 1050 (or an equivalent transfer course) **must be in progress with a passing grade** at time of application to the Nursing Education Program. Final acceptance to the program is **contingent on the successful completion of Prerequisites** with a letter grade of "C" or higher and a minimum cumulative 3.0 GPA prior to final admittance to the program and registration for courses. You should **complete the Nursing program application process** prior to declaring as a nursing student and **take Semester 3 through Semester 6 as a full-time nursing student**.

*Select either HPR 1010 Dietary Nutrition or HWE 1050 Human Nutrition. The Nursing Faculty recommend HWE 1050 if pursuing a BSN.

*HWE 1050 Human Nutrition may be substituted for HPR 1010.

SEMESTER 3		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
BIOLOGY	**BIO 2116 HUMAN PATHOPHYSCIOLOGY**	4
MATH	**MAT 112O MATH FOR CLINICAL CALCULATIONS**	3
NURSING	**NUR 1009 FUNDAMENTALS OF NURSING**	6
NURSING	**NUR 1012 BASIC CONCEPTS OF PHARMACOLOGY**	2
	SEMESTER CREDITS	15

SEMESTER 4		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
NURSING	**NUR 1006 MED-SURG NURSING CONCEPTS**	7
NURSING	**NUR 1050 MATERNAL CHILD NURSING**	6
	SEMESTER CREDITS	13

SEMESTER 5		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
NURSING	**NUR 2006 ADVANCED CONCEPTS OF MEDICAL SURGICAL NURSING 1**	6.5
NURSING	**NUR 2011 PSYCHIATRIC MENTAL HEALTH NURSING**	4
NURSING	**NUR 2012 PHARMACOLOGY II**	2
	SEMESTER CREDITS	12.5

SEMESTER 6		
CONTENT AREA	COURSE NUMBER and COURSE TITLE	TOTAL CREDITS
NURSING	**NUR 2016 ADVANCED CONCEPTS OF MED-SURG NURSING II**	5
NURSING	**NUR 2030 TRANSITION TO PROFESSIONAL NURSING**	4
	SEMESTER CREDITS	9
	TOTAL DEGREE CREDITS	73.5

NOTES
Admissions to the Nursing, AAS Education Program
• This program requires college level readiness as measured by Accuplacer, ACT, or SAT scores; approved High School course work that is less than five years old; or successful completion of appropriate college readiness course.
• The Nursing, AAS Education Program is a selective admission program. Please visit (insert website link once live April 2025) for detailed information about application deadlines and requirements.
• The Nursing, AAS Education Program at CCA is a full-time program not including summer semesters.
• All students applying to the Nursing, AAS Education Program are required to attend an information session offered by the nursing department.
• All students applying to the Nursing, AAS Education Program must undergo a background check and drug screen before official admittance into the program.
• Students must complete a minimum of 73.5 credits and be enrolled as a full-time nursing student in Semester 3 to fulfill the requirements of the degree.
• All required science prerequisites must have been completed no more than 7 years prior to admission into the program. We will review the first two attempts of science courses within the previous 7 years and will take the higher grade.

STUDENT GUIDE TO COURSEKEY

CREATED FOR

COMMUNITY
COLLEGE
of AURORA

WELCOME TO THE COURSEKEY STUDENT APPLICATION

In order to help you prepare for a career in the workforce, your school wants to ensure that you maintain a good training schedule. Tardiness, absences and any other interruptions in training will have a significant impact on your achievement and success.

Your school has implemented CourseKey attendance to allow you to check in/out of instruction using the latest in attendance tracking technology. To get started, please complete the following steps:

STEP 1: Download the CourseKey Student app

For iPhone: Search "CourseKey Student" in the App Store. Click "Install"

For Android: Search for "CourseKey Student" in the Google Play Store. Click "Get."

STEP 2: Log in to the CourseKey app. Below is your temporary password that can be changed once you log in

Your Username: Enter the email used when you enrolled
Your Password: Welcome123

Once you login you will be prompted to set a new password and security questions.

As a best practice, to ensure your CourseKey account is secure, we advise using a strong, unique password with a mix of letters, numbers, and symbols. Additionally, never reuse passwords across different sites or platforms

STEP 3: Select "Allow" to receive notifications from CourseKey about checking out and new classes
STEP 4: When checking in for the first time, you'll be asked to allow either Face ID, Camera, Microphone, or Location or a combination depending on which attendance technology your instructor chooses. Make sure these are all enabled, you will not be able to check into class otherwise

NOTE: If you selected "Don't Allow" you can go to the settings on your device and find the CourseKey app and update what CouseKey is allowed to access

CONFIRMING YOUR SCHEDULE

When you enter the app, select the three lines in the upper left hand corner to view your class schedule.

Your campus leadership has loaded your course information into your account. Confirm that your courses are all correct.

If you do not see your course information, check to make sure that you are using the same email address that you used when you signed up with your school. If you are, then you can proceed to add your courses manually.
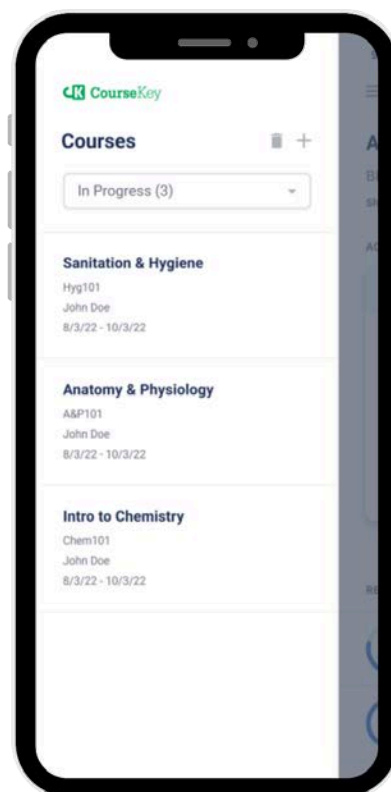
KEEP COURSEKEY APP AND MOBILE DEVICE OS UPDATED!

Keeping your CourseKey App and the operating system (OS) on your mobile device current can solve problems you may be experiencing and allow your mobile device and all your apps to run more smoothly. Updates often include bug fixes or additional features that affect the performance of your device, so stay updated!

If you don't like the hassle of manually updating your CourseKey app, you can change the settings in your phone to allow automatic downloads of app updates.

HOW TO CHECK IN AND OUT OF A SESSION

STEP 1: Each time you meet with your instructor, you must check in and check out or you will not receive credit for your hours.

STEP 2: Click on the three lines in the upper left-hand corner and select the course that you want to check in to.

STEP 3: Click on the Check In button on the attendance tile.

STEP 4: Depending on the technology your instructor has chosen, follow the instructions below:

For GPS technology, make sure you are on the campus and geofence.
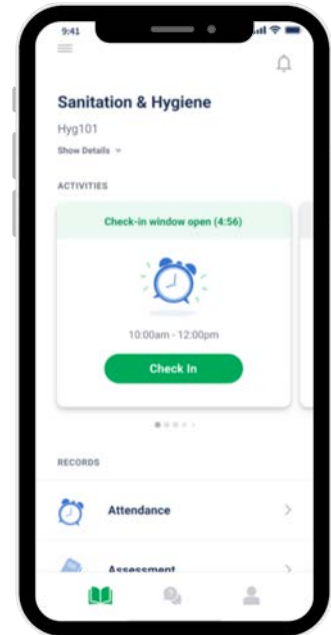
STEP 5: Confirm that you have been checked in. A "Success" message will briefly appear, and a "You're checked in!" tag at the top of the attendance tile will indicate you have been checked in.

For troubleshooting tips, please click on the Support icon at the bottom of the CourseKey app and select Help Articles to find more detailed information about checking in and checking out using different technologies.

STEP 6: To check out - simply repeat the process. Make sure that the status is indicating your status as "Class Ended - You're Checked Out" if you have a scheduled class or "Check In Available" if you have a flex or open schedule before you leave.

NOTE: if you forget to check out, you will not receive time. Please contact your instructor immediately.

POLICY QUESTIONS

What do I do if I need to leave early?

If the technology is GPS or biometrics, you will be able to check out on your own. If the technology is QR or Sound, inform the instructor so they can display the QR code or play the sound for you to check out.

What if my phone is dead?

Each student will be required to make sure their phones or devices are fully charged. If you need assistance with checking in or out, please alert your instructor.

What if I forgot to check out?

Inform your instructor immediately, otherwise you will not receive any time for the session.

What do I do if I need to make up for a session that I missed?

Check with your instructor for their make-up policy.

I NEED HELP! WHERE DO I GO?

If you ever have any issues or need help, the CourseKey team offers the following resources:

Chat with a live agent by selecting "Support" in the bottom right corner of the app and clicking "Live Chat".

For FAQs, troubleshooting, and more visit our help center by clicking "Help Articles".

For more complicated issues, message us by clicking "Message CourseKey" or email us at support@thecoursekey.com.
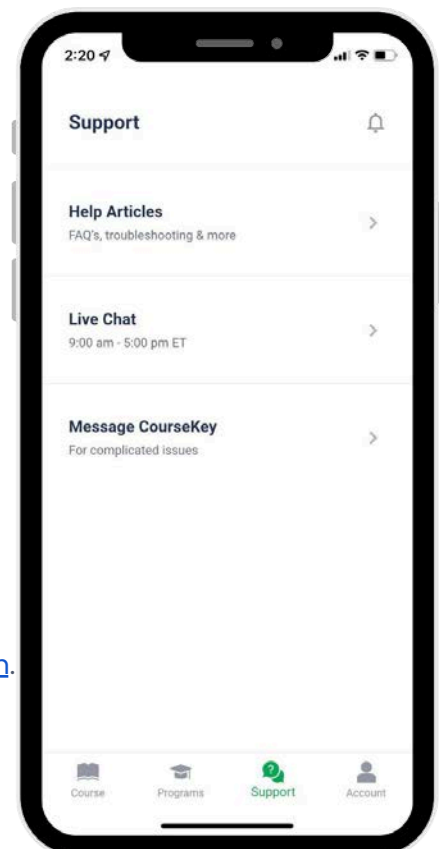
CHECK IN TECHNOLOGY

GPS TECHNOLOGY

There will be a geofence placed around the campus and once you are within the geofence and inside the classroom your mobile device's location services will pick up the GPS and allow you to check in for class. Before you check in to class for the first time, you will be asked to allow CourseKey to access location tracking.

If you are having issues, ensure you have turned on your location services to check in with GPS technology.

For iOS

1. Open your device's settings app.
2. Select CourseKey Student > Location > While Using the app.
3. Turn precise location on.
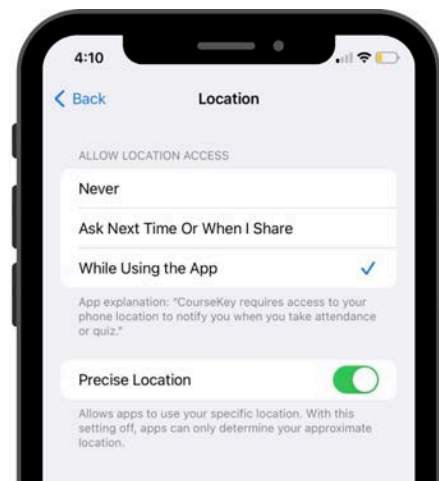
For Android

1. Open your device's settings app.
2. Select CourseKey Student > Permissions > Location Allow only while using the app.
3. Turn on precise location.

FAQ

What if I get an error telling me to "Enable Settings" or "Turn on Location Settings"?

Follow the instructions above to ensure your location services are turned on.

What if my course has multiple locations?

In some courses, such as externships, you may be prompted to select from a list of locations. Each location will be displayed with the site name and address. Select the location you are at to continue.
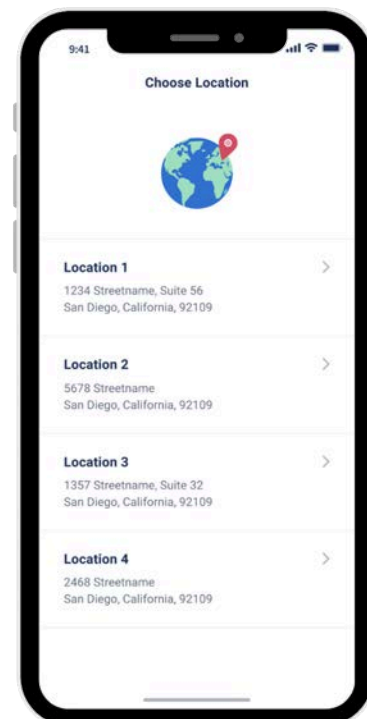
FAQ CONT...

What if I get an error that says "Wrong Location"?

If you selected the wrong location, select "try again" and select the correct location. If the GPS location of your blue pin on the map is inaccurate or the blue pin is not showing up, here are some thing you can do to fix the problem:

1. Open Google Maps and see if the GPS location matches your location in CourseKey. If not, then that's where the problem is coming from.
2. Try checking in a few more times, after a few failed attempts the system will request an updated coordinate.

What if I tried everything and I'm still not able to check in?

- Check to make sure you have a strong internet connection.
- Restart your device.
- Uninstall and reinstall the CourseKey app.
- Contact support by submitting a ticket through the mobile app, or email support@thecoursekey.com.
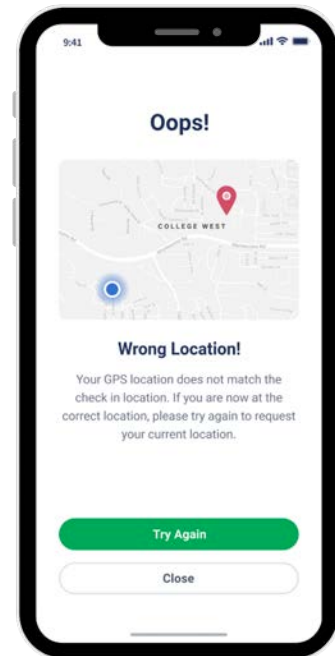
EXTERNSHIP ATTENDANCE

Each time you go to your externship site, you must check in and check out, or you will not receive credit for your hours.

CourseKey uses GPS technology to verify whether you are checked in at your externship site. Check out the GPS check-in page for more information.

Checking Out Attestation

When it is time to check out from your externship site, you must complete an attestation that your time stamps are correct or you will not receive credit for your hours.

STEP 1: Make sure you're still at the correct site and within the geofence.

STEP 2: Open the CourseKey app, click the three lines in the upper left-hand corner and select the course you want to check out from.
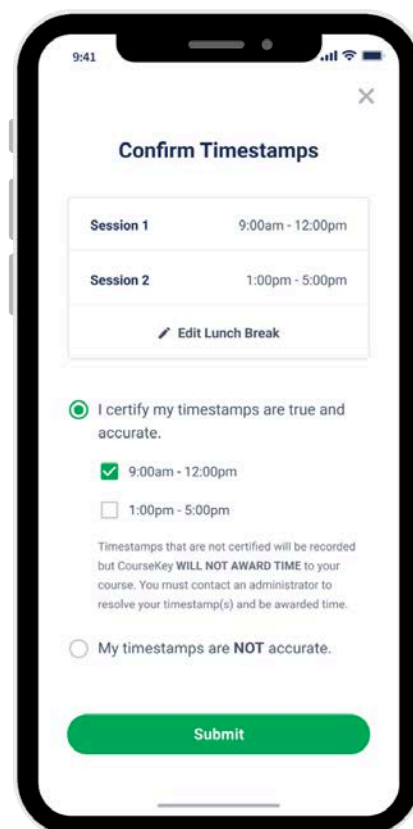
STEP 3: Click on the Check Out button.

STEP 4: Select your externship site from the list of available sites.

STEP 5: To confirm timestamps, click the check box "I certify my timestamps are true and accurate."

STEP 6: Click Submit.

STEP 7: Confirm that you have been checked out. A "Success" icon will briefly appear, and a "You're not checked in!" tag at the top of the attendance tile will indicate that you have been checked out

FAQ

What if I'm required to submit a break?

You will have the ability to add any missing lunch breaks during the attestation check out process. If you did not include your lunch break, please contact your instructor immediately.

What if my time is incorrect?

If your time is incorrect you'll be able to certify that your time is not accurate and your school administration will be able to fix your attendance record for you.
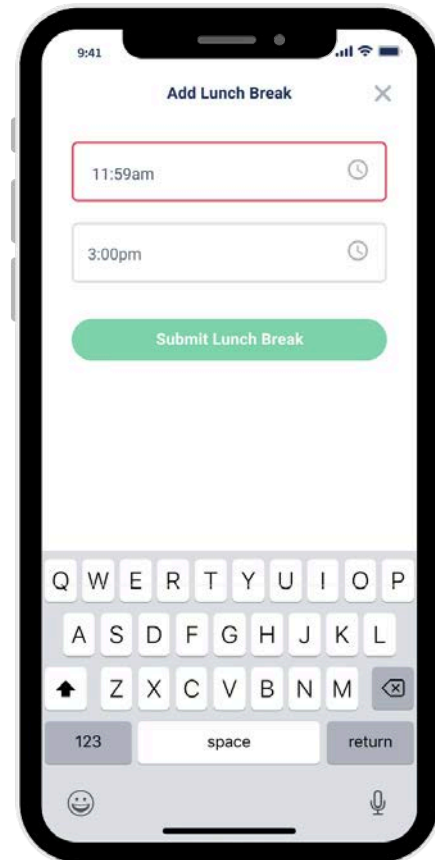
OTHER PRODUCTS AND TOOLS

COURSEKEY TOOLS

How To Message Instructor

You can communicate directly with your instructor through the CourseKey app.

STEP 1: Open the CourseKey app and select which course   you would like to message the instructor in.

STEP 2: Click 'Message Instructor'.

STEP 3: Click the green + icon in the bottom right-hand corner of the screen

STEP 4: Select a subject from the drop-down menu, type your message, and upload a photo (if necessary).

STEP 5: Tap the green Sent To: _ _ _ _ _ button

To View Responses and Reply

You will receive a notification when an instructor responds to your message. Follow the instructions below to view the message:

STEP 1: Tap 'Message Instructor', and next to your message there will be a green dot.

STEP 2: Tap your message to see the response.

STEP 3: Tap in the message field to Reply.

STEP 4: Enter your message or select the paperclip to attach a photo.

STEP 5: Tap the green paper airplane to send the message.
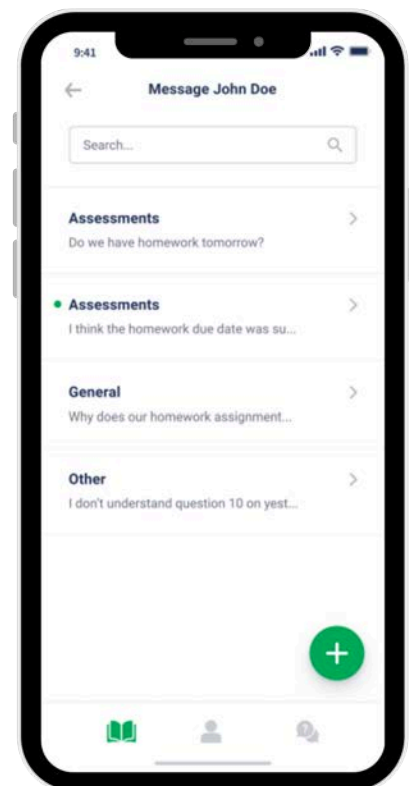
COURSEKEY TOOLS

Class Discussion

CourseKey's class discussion can be used by students and instructors to communicate with the whole class both inside and outside the classroom.

It is often used by students to ask questions to their peers or to form study groups, and by instructors to share supplemental course materials.

Some of your courses may have class discussion disabled.

To send and receive messages

STEP 1: Open the CourseKey app, select a specific course, and scroll to the bottom

STEP 2: Tap the 'Class Discussion' tile

STEP 3: Enter a message and press 'Send'. If you want to attach a file to share in the chatroom, tap the paperclip icon and follow the prompts to select your file. When finished, select Upload.

You will receive a notification when instructors send a message in a class discussion. You will not receive a notification when another student sends a message.

NOTE: The messages in the chatroom are visible to the instructor and all students in the course. Only instructors have the ability to delete messages.
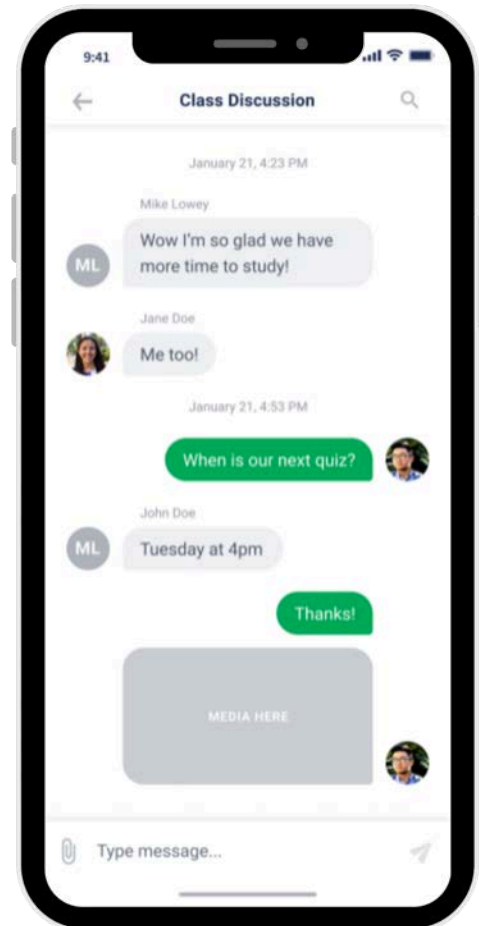
QUESTIONS?

**Visit support.coursekeyeducation.com
or email support@thecoursekey.com**

Appendix C

DEPARTMENT OF NURSING STUDENT SUCCESS PLAN

Student Name:		Student ID#:	Advising Date:
CCA E-mail Address:		Faculty/Instructor Name:	
Course:	Course Time/Days:		Attendance %:
Current Course Grade:	Reason for Academic Advising: ☐ Attendance ☐ Exam Grade ☐ Tardiness/Leaving Early ☐ Program Code of Conduct ☐ Health and Safety ☐ Professional Behavior ☐ Clinical Incident ☐ Remediation		

Student Accountability Plan:

Faculty/Instructor Support Plan:

Student Referrals:

☐ Care Team   ☐ ODE Office   ☐ Student Support Services   ☐ The HUB   ☐ TRIO   ☐ Career Services

☐ Academic Advising

Student Signature: _____Date: _____

Faculty/Instructor Signature: _____Date: _____

Interim DNEP Signature: _____Date: _____

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Appendix D

NURSING EDUCATION PROGRAM INCIDENT REPORT

Student Name: _____ Date: _____

Clinical Site:

_____

Description of the Incident:

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Student Signature:

_____

Faculty/Instructor Follow-up:

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Referral(s):

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Faculty/Instructor Signature: _____ Date: _____

Interim DNEP Signature: _____ Date: _____

Appendix E

STUDENT CONFIDENTIALITY AGREEMENT (HIPAA)

I understand that in the course of my assignment as a nursing student, I may come into the possession of health information. I have a legal and ethical responsibility to safeguard the privacy of all clients and to protect the confidentiality of the clients' health information. I understand the facilities in which I may be placed must assure the confidentiality of human resources, payroll, fiscal, research, internal reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

In the course of my assignments, I understand I may come into the possession of this type of confidential information. I will access and use this information only when it is necessary to perform my job-related duties in accordance with the Community College of Aurora and the health care facility privacy and security policies. I understand that by signing this Agreement, I will comply with the Nursing Education Program Student Confidentiality Agreement and the Health Insurance Portability and Accountability Act (HIPAA).

Student Name _____ CCA Student S#_____

Student Signature _____ Date _____

Faculty Name _____

Faculty Signature _____ Date _____

Appendix F

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

Provision 1	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2	The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
Provision 3	The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
Provision 4	The nurse has authority, accountability and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
Provision 5	The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
Provision 6	The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
Provision 7	The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
Provision 8	The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
Provision 9	The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association. (2015). *Code of ethics with interpretative statements.* Silver Spring, MD: Author. Retrieved from http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html

NURSING PROGRAMS

Disqualifying Criminal Offenses

The Colorado Community College System ("CCCS") and the State Board for Community Colleges and Occupational Education authorize the nursing programs to conduct a background investigation of all student applicants. The clinical sites used in the nursing programs require background checks of all potential interns. The purpose is to maintain a safe and productive educational and clinical environment. New students who refuse to comply with the background investigation will not be allowed to enter a CCCS Nursing Program.

An Applicant will be disqualified from a CCCS 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, the underlying basis of which has been found by the court on the record to include an act 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)

- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

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. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.

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Appendix H
PHYSICIAN'S CLEARANCE
For the Community College of Aurora's
Nursing Education Program

Student's Name: _____ Date of Birth: _____ In order for this student to participate in the Community College of Aurora's Nursing Education Program it is necessary that we have a complete record of health status. Please complete the following information and sign where indicated. I hereby certify that I have examined the above named student, have reviewed his/her medical history and make the following recommendations for his/her participation in the program's didactic, psycho-motor skill labs, clinical.

_____ **CLEARED WITHOUT RESTRICTIONS**

_____ **Cleared with LIMITED PARTICIPATION**
        Reason for limited participation: _____
        _____
        _____

_____ **Follow-Up Needed:** _____
        Date to Return: _____

_____ **NOT CLEARED FOR PARTICIPATON**
        Reason for non-participation: _____
        _____
        _____

Date of Physical: _____ (Valid for 365 days unless rescinded)

Signed By: _____
(Must be signed by a MD, PA, or NP) (Type/Print Name and Degree)

Address: _____

City/State/Zip: _____

Phone #: _____

Physician's Stamp Must Appear Here

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of AURORA

Appendix I

NURSING EDUCATION PROGRAM ESSENTIALS FUNCTION FOR NURSING

Essential Function Criteria	Definition of Essential Function
Auditory	Detect high and low frequency sounds (e.g., alarms, bells, and emergency signals). Demonstrate the ability to hear blood pressure, heart and lung sounds with or without corrective devices.
Arithmetic Competence	Addition, subtraction, multiplication, & division with or without the use of a calculator. Measure length by reading a tape measure or ruler. The ability to tell time on an Analog Clock. Compute fractions, read graphs, convert numbers to/from the Metric System.
Behavioral Attributes	Ability to show respect for diversity in culture, relations, sexual orientation, marital status, socioeconomic status, & abilities/disabilities.
Critical Thinking	Solving problems using critical thinking strategies, measurements, calculations, memory, and reason. Collect data related to a patient's health history or current health concern and prioritize tasks by importance. Problem solve and make decisions. Recognizes the need to consult with healthcare professionals and when to seek help.
Communication	Communicate effectively, safely, and efficiently in the English language (e.g., verbal and written) by explaining procedures, receiving information from others, receiving information from written documents and analyzing and documentation assessment findings and interventions. Ability to understand text, charts, graphs, & digital & computer displays.
Emotional Regulation	Able to show emotional stability, maturity, sound judgement, clear & logical thinking. Develop and sustain a therapeutic relationship with patients while maintaining professional boundaries. Function effectively under stress while having potentially physically and mentally challenging workloads.
Fine Motor Skills	Ability to grasp, twist, squeeze, pinch, and manipulate equipment (e.g., medication ampules, blood pressure cuff). Fine motor ability for data collection/assessment & documentation.
Gross Motor Skills	Demonstrate the ability to safely move a client from one surface to another using the appropriate level of help. Demonstrate safe body mechanics in the process of all client treatments, including lifting, carrying small equipment, & moving large equipment. Bending, twisting, reaching below the waist & above the top of the head.
Interpersonal Skills	Establish effective relationships with others. Ability to interact as a member of the health team. Ability to interact with and support clients during times of stress and emotional upset. Ability to cope with strong emotions of clients while remaining in a reasonable state of calm.
Observation	Observe all areas of instruction, including classroom lectures, skills demonstrations, & lab simulation practice. Observe and report on changes in skin conditions. Observe and document measurements: e.g., pulse, respiration, intake and output, & weight.
Physical Endurance	Endurance and stamina are sufficient to maintain physical activity for a period of a typical clinical shift (e.g., 8 to 12 hours). There must be physical strength and endurance to perform routine care and emergency treatment such as cardiopulmonary resuscitation.
Professionalism	Maintain confidentiality (e.g., HIPAA laws). Ability to interact as a member of the health team. Adhere to attendance, dress code, and personally hygiene policies. Ability to accept constructive feedback.
Safety	Adhere to safety guidelines and regulations. Recognize potentially hazardous conditions. Utilize personal protective equipment (e.g., gloves, masks, eyewear, gown) as necessary.
Smell/Olfactory	Ability to detect differences in body and environmental odors (e.g., alcohol breath, infection, gases, burning).
Tactile	Palpate pulse, veins, detect temperature (skin), and feel differences in surfaces (e.g., skin turgor, rash). Identify body landmarks.
Visual	Distinguish color changes. Spatial awareness.

A disability is defined as a mental or physical condition that substantially limits one or more major life activities. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Accommodations are always individually determined and based on the individual need(s) of the student. If you have, or think you have, a disability in any area such as, mental health, attention, learning, chronic health, sensory, or physical, please contact the Office of Disability and Equity to arrange a confidential discussion regarding equitable access and reasonable accommodations. The Nursing AAS Program at the Community College of Aurora has identified and adopted these essential functional abilities to provide safe patient care. They may be performed with or without reasonable accommodation. Reasonable accommodation will be collaboratively determined in collaboration with the students, the Nursing Department, and the Office of Disability and Equity. Students with disabilities who think they may need accommodations should contact the Office of Disability and Equity early in the program to explore possible accommodations and to facilitate effective support throughout the Nursing Education Program. We recognize that each student's needs are unique. Accommodation is designed on a case-by-case basis to ensure access to the program while maintaining essential program requirements. When determining accommodation, we engage with the interactive process.

The interactive process is a recognized legal obligation for educational institutions under the Americans with Disabilities Act (ADA). This process requires an open dialogue between the institution and the student to determine reasonable accommodation. For further information regarding the ADA, visit: https://www.ada.gov/

The Community College is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act. To make an appointment or to request additional information, email us at ode@ccaurora.edu or call 303-340-754. We are currently located on the CentreTech Campus, S202, just inside the Library and the Centennial Campus on the 2nd floor, Office 242.

Please initial the following two statements:

☐   I have read, and I understand the Essential Function Standards specific to the occupation of nursing.

☐   I have the ability to meet the Essential Function Standards as specified.

Print Name: _____

Signature: _____

Date: _____

The Community College of Aurora does not have national nursing accreditation which may limit future educational and career options for students. The Nursing, AAS Nursing Education Program at the Community College of Aurora is pursuing eligibility for initial accreditation by the Accreditation Commission for Education in Nursing (ACEN). Applying for accreditation does not guarantee that accreditation will be granted.

DRESS CODE FOR STUDENTS IN THE CLINICAL SETTING
ALLIANCE FOR CLINICAL EDUCATION RECOMMENDATIONS
OCTOBER 2022

A standard of personal grooming, dress, and hygiene is important to ensure a safe environment conducive to the delivery of health care services. The appearance of students can affect the confidence that patients have about the care students provide.

ACE recommends the following guidelines for students in the clinical setting:

Hair
- Clean, well-groomed, and controlled so as not to compromise patient care.
- Beards, mustaches, and sideburns must be short, neat, well-trimmed, and follow the contours of the face for sanitary and safety purposes.
- Hairstyles should be neat and styled appropriately for a professional setting. Hair color must be a natural color.

Jewelry
- Jewelry should be professional in appearance.
- No jewelry should be worn on cheek, eyelid, eyebrow, lips, tongue or chin.
- Modest nose studs are permitted; nose rings/hoops are not allowed.
- Earrings can be worn in ears only and cannot exceed two earrings per ear.
- Jewelry such as chains and necklaces should not come into contact with patients, the work area, or be such that it may cause a safety issue.
- Gages in ears must be plugged, flesh-colored only.
- Accessories such as scarves, bandanas, hats, buttons and pins should not be worn. Clinical Placement Coordinators should contact the clinical sites directly regarding exemptions for religious or cultural reasons.

Please Note: Medic alerts and wristwatches are not considered jewelry.

Cosmetics and Fragrances
- Makeup should be appropriate for a professional setting.
- Heavy scented lotions, perfumes, colognes, essential oils and after shaves is not permitted.
- The heavy scent of tobacco, food, and other products is not permitted.

Smoking/Gum Chewing
- Most clinical agencies are tobacco free, including cigarettes, electronic cigarettes and chewing tobacco.
- Agency policy regarding tobacco use must be followed at all times.
- Chewing gum is not permissible when interacting with patients.

Clothing
- Students are required to wear their school scrubs/uniforms in accordance with agency/school guidelines at all times.
- Clothing must be professional in appearance at all times.
- Clothing should be neat, clean, pressed, and in good repair.
- All students and instructors must wear picture school ID badges, which are clearly visible at all times.

Tattoos
- Visible tattoos must be covered to the extent possible.

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

Nails
- Artificial nails, gels or overlays are not allowed in patient care areas for infection control purposes.
- Nails must be kept short and clean.
- Nail color, if worn, should not be an extreme color. Nail art is not permitted.
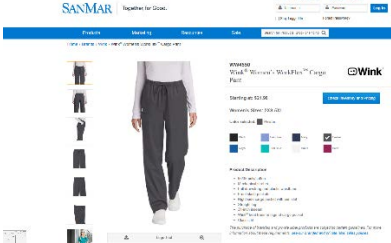
Personal Communication and Entertainment Equipment
- Personal electronic devices, including but not limited to, cell phones, wearable tech such as smart watches headphones and tablets/laptops, are not permitted unless used as a part of patient care. Students must follow the policies of the agency at all times.
- Clinical sites are not liable for any personal items, including electronic devices, that are lost, misplaced, stolen or damaged in the clinical setting. Any specific questions regarding appropriate dress code, standards of conduct and identification practices should be directed to the agency and school.

Appendix K

NURSING EDUCATION PROGRAM UNIFORMS AND EQUIPMENT

Uniform and Equipment Requirements	Information and Links
	Students are required to order their uniform and scrubs from Wink/Brands/SanMar. This link will take you directly to the ordering site. Students MUST purchase scrubs in the color **PEWTER (dark gray)** as displayed in the picture. While white lab coats are in this link, students are NOT ALLOWED to purchase white lab coats. Students may purchase long sleeve "Work Flex Snap-Front Scrub jackets." We highly encourage students to order a minimum of two sets of scrubs.
	All students must have ALL scrub tops and work flex snap-front scrub jackets embroidered. The embroidery must be on the right side of the scrub top and jacket.
	All students are required to wear their CCA student ID with the CCA retractable badge in all classroom environments. The CCA retractable badge will be provided to students on the first day of orientation.
	Stethoscopes can be ordered online and at many uniform and scrub stores. The nursing faculty recommended a dual-head stethoscope. Below are some stethoscope brands. • 3M Littman Classic III • Prestige Medical Clinical Lite Students are not allowed to use an acoustic and/or electronic or digital stethoscope.

	Students are required to have a pen light. Nursing faculty encourage students to have more than one in case of loss/displacement and/or the battery dies. Pen lights usually come in one or two packs and prices range from $3.99 to $10.00. Pen lights can be purchased on multiple websites, including Amazon. Pen lights can also be purchased at a uniform and scrub store.
	Bandage scissors can be purchased on multiple websites. Bandage scissors prices range from $5.99 to $10.99.
	Hemostats can be purchased on multiple websites. Hemostat prices range from %5.99 to $11.99.
	Small black sharpie. All students will be provided with a small black sharpie at orientation. The small black sharpie will be utilized for labeling where necessary.

Community College of Aurora

Appendix L

ACE RECOMMENDATION FOR
LIMITATIONS TO CLINICAL PRACTICE FOR NURSING STUDENTS

The following parameters are based upon state and federal guidelines for clinical learning. During clinical rotations students may NOT participate in the following clinical responsibilities:

1. Witness any consent forms.
2. Delegate tasks independently to facility personnel.
3. Give any intravenous medications (IV push) without direct supervision by a registered nurse.*
4. Perform any task that requires certification or advanced instruction. Examples of this are ACLS or PALS interventions, arterial blood gas puncture (ABGs), chemotherapy, central line removal (including PICC lines), participation in seclusion and restraint episodes and the intubation/extubation of patients.
5. Take, transcribe or verify physician orders either verbal or by phone.
6. Access medications (including controlled medications) independently from the medication dispensing system unless otherwise authorized by the clinical site.
7. Administer any drugs to patients without appropriate supervision. **
8. Be responsible to count end of shift controlled drug count or carry controlled drug keys in their possession.
9. Verify or hang blood administration or witness blood administration forms.
10. Perform any invasive procedure that is restricted by the facility.
11. Perform any skill or procedure that the student has not been instructed and evaluated in doing by the school or agency. It is the students' responsibility to communicate their clinical readiness to their Clinical Instructor or Preceptor.
12. Perform any task outside the nursing scope of practice or participate in any action that the facility restricts in their policies or procedures.
13. Provide care for patients that require specialized PPE.
14. Recommend OTC drugs, treatments or therapies not prescribed or ordered by someone with prescriptive authority to patients.
15. Verify settings or work with PCAs, epidural pumps or other intravenous drips independently.
16. Care for or make decisions independently concerning decompensating or critically ill patients.
17. Package or label drug supplies for any individual.
18. Chart independently of facility RN or Clinical Instructor/Scholar.

*Direct Supervision – The skill or procedure is visually witnessed by facility RN, Preceptor or Clinical Instructor/Scholar.

**Appropriate supervision is defined by the level of student, the policies/guidelines of the clinical site and Colorado State Board of Nursing Chapter 2 rules.

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