



**RN to BSN Program Student Handbook
2024-2025**

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This document contains pertinent information affecting students current through the date of its issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System President’s Procedures (SP’s), the law, BPs and SPs shall supersede and control. 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 BPs, SPs as well as College directives, including but not limited to the contents of this document.

View the [Board Policies and System Procedures](https://cccs.edu/about/governance/policies-procedures/) (https://cccs.edu/about/governance/policies-procedures/)

Section I: About the RN to BSN Program

Program Contact Information

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Director of Nursing Education	Dr. Jennifer Thistle	Jennifer.Thistle@Morgancc.edu 970-542-3242
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Morgan Community College Mission, Vision, and Values

Morgan Community College Mission

To empower students and enrich communities.

Morgan Community College Vision

To develop learners and responsive leaders who inspire innovation and passion in future generations.

Morgan Community College Guiding Principles

Integrity, respect, open and honest communication, collaboration

Morgan Community College Values

The individual, integrity, diversity, equity, excellence

Morgan Community College RN to BSN Program Mission

The mission of the RN to BSN program is to embrace diversity and provide a quality, accessible, enriching educational experience that allows the student to continue lifelong learning utilizing evidence-based practice in the profession of nursing.

Program Outcomes

By the end of the program, the students will achieve the following:

- >80% or higher of the students will complete their program within 150% of the length of the program from the start of the first nursing course.
- >80% of graduates will rate average or above average 9 months after graduation for their preparation to carry out the role of the Baccalaureate Nurse on their graduate/alumni survey.
- >80% of graduates surveyed will have employment as an RN within nine months of graduation.

Nursing Program Student Learning Outcomes (PSLO)

The five program student learning outcomes are:

Quality care

Interpret research to employ best practice and use data to monitor the outcomes of care processes. Propose an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals, and diverse populations.

Professionalism

Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development.

Communication

Evaluate communication and collaboration with colleagues, interprofessional groups and members of the community to promote health, safety, and well-being across the lifespan and across the continuum of healthcare environment.

Leadership

Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, cost effective, person-centered care.

Critical thinking/Clinical reasoning

Integrate a systematic process of critical inquiry with nursing science, natural and behavioral sciences, arts and humanities to make evidence-based practice decisions to improve the care of individuals, families, populations, and communities.

Nursing Program Philosophy

The Philosophy of the Nursing Program states the belief that the teaching and learning of nursing is both an individual and community enterprise. The teaching-learning process requires an individual to be self-directive and an active participant. A self-directed learner may be defined as a person who identifies their own learning goals, plans their own learning experiences and evaluates their own progress toward achievement of their goals. The Nursing Program faculty members act as consultants, resource or reference persons, and teachers or students. This philosophy allows the student some freedom and flexibility in the teaching-learning process and assists the student in reaching their highest potential. It benefits a student in preparing or a role in nursing for future years regardless of what that role may be.

Nursing Program Goals

- Ensure adequate student access through financial support, inclusion, retention, and articulation efforts.
- Promote diversity and wellness among nursing students, faculty and staff.
- Support the workforce and communities of Eastern Colorado through dynamic engaging partnerships.
- Foster inclusive pedagogy through the promotion of innovation and professional development among faculty
- Offer a dynamic curriculum that incorporates evidence-based practice, excellence, and currency in practice.

RN to BSN Plan of Study

General Education Coursework

Course	Credits	Category
ENG 1021 English Composition I	3	ADN GT Pathway
ENG 1022 English Composition II	3	GT Pathway
PSY 2440 Human Growth & Development	3	ADN GT Pathway
BIO 2101 Anatomy & Physiology I	4	ADN GT Pathway
BIO 2102 Anatomy & Physiology II	4	ADN GT Pathway
BIO 2116 Pathophysiology	4	ADN Pathway
MAT 1260 Introduction to Statistics	3	GT Pathway
HWE 1050 Human Nutrition	3	GT Pathway
PSY 1001 General Psychology <i>or other GT SS3</i>	3	ADN GT Pathway
SOC 1001 Introduction to Sociology <i>or other GT SS3</i>	3	GT Pathway
HIS 1310 Western Civilization: Antiquity <i>or other GT HI1</i>	3	GT Pathway
ART 1110 Art Appreciation <i>or other GT AH1or AH2 or AH3</i>	3	GT Pathway
General Education Electives from GT Pathway	4	GT Pathway
		21 ADN / 22 BSN
		43 Total General Education Credits

Associate Degree Nursing Coursework

Course	Credits	Course Notes
NUR 1009 Fundamentals of Nursing	6	n/a
NUR 1012 Basic Pharmacology	2	n/a
NUR 1006 Medical Surgical Nursing Concepts	7	n/a
NUR 1050 Care of the Obstetric & Pediatric Clients	6	n/a
NUR 2006 Advanced Concepts of Medical Surgical Nursing	6.5	n/a
NUR 2012 Pharmacology II	2	n/a
NUR 2011 Nursing Care of the Psychiatric Clients	4	n/a
NUR 2016 Advanced Concepts of Medical Surgical Nursing II	5	n/a
NUR 2030 Leadership, Management & Trends	4	n/a
		42.5 Total Associate Degree Credits

RN to BSN Coursework

Course	Credits	Course Notes
NUR 3001 Integration to BSN	3	Must be taken as first RN to BSN Nursing Course
NUR 3002 Trends in Nursing Practice	3	n/a
NUR 3003 Research/Evidenced Based Practice	3	Pre-Requisite MAT 1260
Electives: Choose 2 courses from: <ul style="list-style-type: none"> • NUR 3004 Informatics 	6	n/a

• NUR 3005 Emergency Preparedness		
NUR 4008 Legal/Ethical	3	Pre-requisite: all 3000 level core nursing courses (3001, 3002, 3003)
NUR 4009 Leadership in Nursing Practice <i>*Requires Current Unencumbered RN Licensure</i>	3.5	Pre-requisite: all 3000 level core nursing courses (3001, 3002, 3003)
NUR 4010 Community Health <i>*Requires Current Unencumbered RN Licensure</i>	6	Pre-requisite: all 3000 level core nursing courses (3001, 3002, 3003)
NUR 4011 Seminar	3	Requires Successful completion of all RN to BSN NUR courses
		30.5 Total RN to BSN Nursing Credits

Total BSN Nursing Credits

Course	Credits	Course Notes
Transfer from ADN	67.5	n/a
General Education Courses	22	n/a
RN to BSN Nursing Courses	30.5	n/a
Total BSN Credits	120	30 Credits Must Be Taken at MCC

**Requires current unencumbered RN Licensure in CO or compact state*

RN to BSN Program Accreditation Statement

The baccalaureate degree program in nursing at Morgan Community College is accredited by the [Commission on Collegiate Nursing Education](https://www.aacnnursing.org/ccne-accreditation) (<https://www.aacnnursing.org/ccne-accreditation>).



Technology Resources & Use

- MCC is committed to support students in every way we can. The college has a limited number of laptops and mobile hotspots for students to check-out. If students need a computer and/or are unable to connect to the internet to access courses, students should visit the [MCC Student Help](https://www.morgancc.edu/current-students/student-help/) (<https://www.morgancc.edu/current-students/student-help/>) website.
- Students need to be able to use a computer to send and receive email. All nursing courses have an online component in a learning management system.
- The online learning management system needs to be checked frequently each week.
- Students should refer to the [MCC Student Help](https://www.morgancc.edu/current-students/student-help/) (<https://www.morgancc.edu/current-students/student-help/>) website for technology tutorials and any technology needs.
- The student must be able to send attachments in the proper format – this is described during computer orientation the first week of classes. Students are advised to save and submit assignments as .doc or .docx file to ensure that the instructor can open the file. It is the student's responsibility to submit assignments in a format that the instructor can open. Submitting in a format that cannot be opened may result in a late assignment or a zero on the assignment.

Community & Mental Health Resources

View a list of [community and mental health resources](https://www.morgancc.edu/resources/) (<https://www.morgancc.edu/resources/>)

Section II: Admission Policies

Eligibility Criteria

- Accepted admission to Morgan Community College
- Satisfactorily pass a 10- panel Drug Screen*, Motor Vehicle Record Review and Criminal Background check within 30 days of program start (must be repeated if greater than 3 years old at the start of NUR 4009 and NUR 4010 or if required by a practicum site).
- Graduate of a regionally accredited associate degree RN program**.
- Maintain general education requirements with a minimum grade of “C” or higher (official transcript required; see required general education course requirements)
- Must possess an active unencumbered Registered Nurse license in “good standing” in Colorado or a compact state.

* Although possession and use of marijuana is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or enrolled in a health program at Morgan Community College. Therefore, a student with a drug screening showing positive for use of marijuana is ineligible for admission and/or continuance in program.

** Applicants with degrees for non-accredited nursing programs will be evaluated on a case-by-case basis.

State/International Student Eligibility

Out-of-state students should be aware of restrictions that may exist for MCC to provide education for them. Morgan Community College is currently working cooperatively with higher education authorities in all states and other U.S. jurisdictions to ensure compliance with state authorization requirements that govern the offering of courses in those states, including complaint processes. Morgan Community College is a participating SARA institution; for more information visit the [National Council for State Authorization Reciprocity Agreements \(NC-SARA\)](https://www.nc-sara.org/) website (<https://www.nc-sara.org/>).

If you are not an in-state student at Morgan Community College and plan to enroll in distance classes, please check the information provided above to verify that your state has either authorized or exempted our college to offer such classes or programs to you as a resident of that state.

If you reside in an “unauthorized” state and plan to take distance education classes, please note that we are not authorized or exempted to offer distance education classes or programs to you as a resident of an “unauthorized” state.

Out-of-state students should familiarize themselves with MCC’s tuition rate for their residency.

At this time, MCC is not licensed by the federal government to accept international students and therefore accepts no international student applications.

Admission Process

Apply for admission to Morgan Community College

(<https://www.morgancc.edu/get-started/apply/>)

If you already have an application showing complete for MCC, “Create a New Application” at the bottom of your student My Account homepage.

1. Follow the steps to create a profile and start an application
2. Under the Academic Information Section
 - a) Academic Plans > What is your current goal for community college > Select “**Earn a degree to enter the workforce**”
 - b) Academic Plans > Select a degree or Certificate > Select “**Nursing: RN to BSN Program**”
 - c) Under Academic Plans > Which Campus do you want to attend > Select “**MCC Online Campus**”
3. Continue the application with your information and “Submit Application” when complete
4. Once the application is submitted, select “**4. Supplemental items**” on your account home page.
 - a) Upload the required supplemental documents.

Official college transcripts are also to be sent directly from each institution attended since high school to Morgan Community College Registrar Office.

Correspondence related to the application such as application received, application incomplete and/or decisions notifications will come in email format to your MCC student email address. Please **check your MCC student and personal email** frequently to ensure your application is successful received.

Criteria for selection (competitive, point-based)

A maximum of 25 eligible students will be admitted into the RN to BSN program each semester (Fall, Spring and Summer). In the event that there are more than 25 eligible applicants, the following point-based competitive criteria will be utilized for student selection. The highest 25 applicant scores will be admitted into the cohort. In the event of equal admission scores for one or more applicants, overall GPA will be used as the tie breaking method to determine which student is placed higher on the admissions list. Eligible students not admitted may reapply for future start dates.

Criteria	Applicant Score
Cumulative Grade Point Average for RN nursing course work <ul style="list-style-type: none">• 2.5-2.9 (1 point)• 3.0-3.4 (2 points)• 3.5 and up (3 points) * Grade point averages will not be rounded	
Residence in MCC, CNCC, NJC, OC, or LCC service area for minimum of 6 months (1 point)	
Graduate of MCC, CNCC, NJC, OC, or LCC AAS nursing program (1 point)	
Previously qualified applicant not admitted (1 point)	
Total applicant score	

Students must certify that, to the best of their knowledge, the information furnished with the application is true and complete without evasion, misrepresentation, or evidence of academic

dishonesty. If it is found to be otherwise during the application process or while enrolled in the program, it is sufficient cause for rejection or dismissal. Students denied admission or dismissed from the program due to evasion or misrepresentation will be barred from reapplying for admission for a period of three years.

Further, if selected for admission, students must accept full academic and financial responsibility for enrollment within the program.

Admission Notification

The Division of Nursing will notify applicants of their admission status to the nursing program via email.

View the list of [Healthcare Programs Disqualifying Criminal Offences](https://www.morgancc.edu/download/disqualifying-offenses-health-programs-updated-june-2015-pdf/?wpdmdl=2341&masterkey=5fd7cfbc0fd29)

(<https://www.morgancc.edu/download/disqualifying-offenses-health-programs-updated-june-2015-pdf/?wpdmdl=2341&masterkey=5fd7cfbc0fd29>)

Additional Requirements (upon admission and for the duration of the program)

Program recruitments must be maintained via the online platform Castle Branch. It is the student's responsibility to ensure compliance of all requirements maintained at all times while in the program.

- Complete Health form/Current Immunization Record including
- Documentation Influenza Vaccination and TB screening annually
- Student Liability Insurance* (purchased through MCC College Store, 970-542-3143)
- Signed workers compensation form
- Purchase Clinical ID badge through CastleBranch
- Current Basic Life Support (BLS) CPR card (certification may be subject to practicum site requirements, (i.e., American Heart Association, Red Cross, etc.)
- Access to computer with webcam capable of providing audio and video, Internet access and must adhere to all Morgan Community College Internet browser requirements by performing a [systems check](https://mycourses.cccs.edu/d2l/systemCheck) (<https://mycourses.cccs.edu/d2l/systemCheck>).
- View the RN to BSN Getting Started Orientation Checklist

*Student liability insurance must be purchased through the MCC College Store annually, and only covers student in the BSN student role. Coverage does not apply to RN employment outside of RN to BSN program.

Transfer Credit

Up to 89.5 credits may be transferred to MCC towards the BSN. Transfer credit must be equivalent to courses within the MCC RN to BSN plan of study. A transfer grade must be "C" or higher from a regionally accredited institution to be eligible for transfer.

- A minimum of 30 credits of the program must be earned at MCC.

Auditing/Testing Out of Courses

Students are not allowed to Audit or Test Out of courses in the RN-BSN Nursing program.

Progression and Graduation

- A minimum grade of "C" or above must be maintained in all required courses.

- A grade of “C” or above is required to pass a nursing course and progress through the curriculum on schedule. Students are strongly urged to contact their assigned advisor before dropping a course.
- Students who achieve two Ds or Fs in the 300-400 level NUR courses will be required to meet with and be approved by the Student Success Advisor for Health Occupations and Director of Nursing Education prior to enrolling in future courses. If a student receives a non-passing grade in a third 300-400 level course, the student must submit in **writing, within six months of** their last nursing course taken, a success plan to continue in their coursework. The plan must detail how they plan to correct any deficiencies and successfully complete the program. The plan must outline any required or suggested activities to help them succeed. This may include, but is not limited to, identifying areas that impact student success. A written plan of problem-solving personal issues interfering with student success, and/or a study plan for improving academic performance. This document should be submitted to the Health Occupation and Student Success Advisor for review by the Admission Team and Nursing Program Director.
- Success plans will be considered based upon the submittances and content of the success plan and seat availability.
- To maintain a progressive status in the RN to BSN program, students must take a course once every third offering. Student who fails to maintain progression must reapply to the program on return. Acceptance is based on availability.

Required Transcripts

Applicants must provide official transcripts to Morgan Community College.

General Education

The following General Education courses are required to complete the RN-BSN program. A minimum grade of “C” is required in all general education course.

- ENG 1022 English Composition II (3 credits)
- MAT 1260 Introduction to Statistics (3 credits) *Must be completed prior to taking NUR 3003*
- HWE 1050 Human Nutrition (3 credits)
- SOC 1001 Introduction to Sociology or other GT SS3 (3 credits)
- HIS 1310 Western Civilization: Antiquity or other GT HI1 (3 credits)
- ART 1110 Art Appreciation or other GT AH1or AH2 or AH3 (3 credits)
- General Education Electives from GT pathway (4 credits)

Section III: Technical/Functional Standards

Morgan Community College has adopted the following technical standards for admission, progression, and graduation from the nursing program. In order to enter and progress in the nursing program, students must be able to meet these minimum standards. Any student requesting reasonable accommodations must follow the ADA policy.

Standards

Observation

The student must be able to observe lectures, demonstrations, research, and practice situations in nursing. He/she must be able to observe health assessments and interventions, diagnostic specimens and digital and waveform readings to determine a client’s condition and the effect of therapy. This

includes observing and responding to monitor alarms. Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

Communication

The student must be able to communicate effectively with clients, teachers and all members of the health care team. He/she must communicate with client to elicit information regarding history, mood and activity, and to perceive nonverbal communication. Communication includes speech, hearing, reading, writing and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. A student must be able to communicate with others who are wearing a mask and be able to communicate while wearing a mask.

Motor

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures. He/she must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. A student should be able to do basic laboratory tests (e.g. slide preparation) and perform patient care procedures (e.g. injections, venipuncture, tracheostomy care, urinary catheterization, use of oxygen oximetry and glucometer). He/she must be able to reasonably execute motor movements required to provide routine and emergency care and treatment including cardiopulmonary resuscitation; administration of intravenous medication; application of pressure to stop bleeding and opening of obstructed airways. He/she must be able to reach above shoulders and below waist. He/she must be able to stand for long periods of time. He/she must demonstrate physical strength such as push and pull at least 25 pounds and be capable of supporting 25 pounds of weight. He/she must lift 25 pounds of weight and move heavy objects weighing 50 pounds. He/she must be able to defend against combative patients.

Intellectual, conceptual, integrative, and quantitative abilities

A student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Student must be able to adequately write with proper structure, grammar and clearly express thoughts through the written English language. He/she must be able to synthesize knowledge and integrate the relevant aspects of a client's history, physical findings and diagnostic studies. The student must be able to use this information to develop a diagnosis, establish priorities and monitor treatment plans and modalities. In addition, he/she must be able to comprehend three-dimensional and spatial relationships.

Behavioral and social attributes

A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities attendant to the diagnosis and care of clients. Students must be able to complete care and make decisions in a timely safe manner. A student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients. He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Browser Requirements

Access to computer with webcam capable of providing audio and video, Internet access and must adhere to all Morgan Community College Internet browser requirements by performing a [systems check](https://mycourses.ccs.edu/d2l/systemCheck) (<https://mycourses.ccs.edu/d2l/systemCheck>).

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Section VIII: Program Policies

Drug Testing Policy

Morgan Community College Nursing Program requires all students to complete and pass a ten-panel drug screen for upon admission and every three years or per practicum site requirements. Students are responsible for the cost of any drug screen.

In order to be fully admitted, the student will be required to complete a drug screen at a designated time. Any student who refuses to have the screen done as scheduled will be ineligible for admission. Any student who fails the drug screen will be ineligible for admission at that time. Any drug screen results that show as dilute are considered positive. In the case of a dilute result, the student will be required to immediately repeat the screen at their cost. If the repeat screen shows dilute again, it is considered positive, and the student is ineligible for admission.

After admission, the drug screens are required every three years at a randomly scheduled time. The students are responsible for the cost of drug screens. At any time, the school or practicum sites may also request drug screening be done. All students and instructors must abide by this request.

Reasonable Suspicion Testing

The nursing program can test students on a reasonable cause basis in addition to the required testing. If a student is having performance problems or if a faculty member/facility staff member directly observes behavior that may be indicative of alcohol or drug use, the student will be requested to submit immediately to a drug and/or alcohol test at the student's expense. If this must be performed at an alternate site, transportation must be arranged via taxi and the student is responsible for paying for the cost of transportation. Continuation in the nursing program is contingent upon the student consenting to and passing the test. Refusal to consent will result in dismissal from the program. A positive test will result in immediate dismissal from the program. The above policy regarding dilute results will be followed. The program has the right to access and review the results of any testing. If the test is positive and/or the student has alcohol and/or drugs present, the student will be sent home via alternative transportation at the student's expense.

Although possession and use of marijuana for recreation and certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act, the use and/or possession of marijuana continues to be prohibited for students seeking admission or who are enrolled in a health program at Morgan Community College.

Therefore, a student with a drug screen showing positive marijuana is ineligible for admission and/or continuation in the program. A prescription for medical marijuana is not accepted under this policy.

General Expectations

As a selected student for the RN to BSN Program, there are specific expectations of your performance and behavior. This is a list of general expectations, which you must agree to in addition to all policies in this handbook.

- Demonstrate an attitude of willingness to explore new or different concepts and ideas. New methods of studying may be offered to you in order to facilitate success. Be open to these new ideas.
- Demonstrate behaviors indicative of professional integrity.
- Establish realistic priorities and methods of accomplishments.
- Check MCC student email regularly at least 2-3 times a week. Also, check email during breaks.
- Use the problem-solving process to resolve issues and complaints concerning the program.
- Complete all reading assignments.
- Complete assignments on time and turn in as directed.
- Follow the policies set forth by the faculty and college. The policies may change, and you must abide by any changes. You will be notified of any changes.
- Abide by the MCC Nursing Student Code of Conduct as well as the MCC Catalog and Student Handbook.
- Commit to accepting constructive feedback in a professional manner. You may not always agree with the feedback given to you, but you should reflect on the feedback and resolve to learn from it. The faculty are professional nurses qualified to provide you with instruction and evaluate your performance.
- If you feel you have been treated unfairly, please talk directly to your instructor. If you are not satisfied with the discussion with your instructor, please talk to the Director of Nursing Education. If the instructor was a Practicum instructor, and you are not satisfied with the discussion, before going to the Director of Nursing Education, see the lead faculty for the course.
- Use available resources to facilitate your success.
- Demonstrate respect for all faculty, instructors, peers, and staff at practicum facilities
- Learning is self-directed, and students are expected to take initiative for their own learning.

Grading Scale

The grading scale for the nursing program is:

- 100% - 90% = A Superior mastery of course objectives
- 89.99% - 85% = B Above average mastery of course objectives
- 84.99% - 77% = C Average mastery of course objectives
- 76.99% - 70% = D No credit given towards progression in program
- Below 70% = F No credit given towards progression in program

Attendance, participation, and preparation

Students must be registered for a class in order to participate in the class online. Nursing courses prepare students for safe client care and faculty expect students to participate in each course and

practicum experience to develop the theoretical and practical components of the baccalaureate professional nursing role.

- Students are expected to participate in all courses for which they are registered, except in cases of illness or other emergencies. It is expected that students will log into the course a minimum of three times per week to participate in discussion boards (refer to discussion board grading rubric located in D2L for details), assignments, and check for new announcements.
- The week begins on Monday at 12:00am and ends on Sunday at 11:59pm.
- Students must log in and participate the first week of class in order to maintain enrollment in the course. Students failing to log in during the first week may be dropped from the course.
- Students must participate in course discussions a minimum of two days per week.

Distance Learning Environment Expectations

- Do not use nicknames or abbreviations as your name in the virtual classroom.
- Ensure your video and audio are working properly prior to the scheduled meeting time.
- Ensure you are in an appropriate environment for the class (do not lay in bed, be in the restroom, driving, ext.). You should be in a position that is appropriate for peer interaction and foster learning.
- Mute your microphone when not speaking.
- Be able to respond if called upon.
- You must be fully clothed and dressed appropriately.
- You should be appropriately engaged and attempt to minimize outside distractions prior to the meeting time.
- Make efforts to allow all peers to participate in class while trying not to speak over each other. Use the raise hand/ chat functions as necessary.
- Students should be active in their learning and communicate with faculty early if having any concerns or problems.
- The attendance and tardiness policies of the program apply the same in the virtual classroom environment.

Failure to abide by the above policies will result in a verbal or written warning. Repeated offenses will result in failure of course activity/ and potentially failure of the course.

Netiquette Discussion Board Guidelines

- Respect the privacy of your peers and what is shared online.
- Respect diversity in the online environment. Cultural differences and educational backgrounds vary in the online classroom just as they do in the face-to-face classroom.
- Before posting a question to a discussion forum, check to see if one of your classmates already asked to avoid repetition.
- In discussion boards, it is important to stay focused on the topic. Post relevant information to the topic being discussed.
- Never type in ALL CAPS- it is considered a “yelling” voice.
- Be aware of your tone when writing to avoid sounding rude or angry.
- Avoid jokes and sarcasm, as they are easily misunderstood in electronic communications.
- Respect the opinions of others even when you disagree. Acknowledge valid points and know that everyone has their own view on issues. Disagreements are part of the learning process.

- Politely seek clarification from your classmates when needed.
- Support information provided in your communications with reliable references. Information must be accurate.
- If your discussion thread is lengthy with many responses, provide a summary of findings for your peers.
- Make sure your posts are succinct in nature. Stay on point without making the post too long or too short.
- When referring to a peer's post, use a brief quote to explain what you are referring too.
- Sometimes we make mistakes, be forgiving of your peers.
- Edit spelling and grammar prior to submitting your posts. College-level writing is expected.
- Avoid excessive use of acronyms and emoticons in discussion board posts. Avoid slang and "texting" language. Never use profanity.
- Once a post is submitted, it cannot be taken back.
- Private communications are best handled via email rather than posted in discussion boards.

Communication

- Students are required to use professional communication skills.
- Students are never to use foul language while in class or during practicum experiences. Students who violate this policy will be given one warning. If an additional violation occurs, the students may receive a failing grade and be subject to failing and /or dismissal from the program.
- Students are required to accept constructive feedback without becoming defensive and disrespectful.
- Students are required to directly discuss any concerns or problems with the appropriate instructor before approaching the Director.
- Students must have a working email at all times. The program uses MCC student emails for communication. Personal email will not be used. Students should plan to check their student emails frequently throughout the week. MCC email can be forwarded to personal email.
- Students are required to use professional email etiquette. Professional email etiquette includes never using all capital letters as it is considered a form of "yelling". Repeated unprofessional emails will be considered a violation of the Code of Conduct.
- Students are responsible for having knowledge of any emails from the instructor – in other words, check email and D2L frequently.
- Social Media – students are reminded to use professional judgment in the information that is posted through social media. Professional conduct is expected at all times. Students are reminded that absolutely no Practicum information is to be posted – this will result in immediate dismissal from the program.
- Students should keep in mind that faculty must abide by FERPA regulations at all times. Therefore, will not discuss student progress/behavior/grades with family members or outside entities.

Computer Competency and Use

- Students need to be able to use a computer to send and receive email. All nursing courses formatted online in a learning management system.
- The online learning management system needs to be checked a minimum of 3 times each week
- The student must be able to send attachments in the proper format. Students are advised to save and submit assignments as .doc or .docx file to ensure that the instructor can open the file.

It is the student's responsibility to submit assignments in a format that the instructor can open. Submitting in a format that cannot be opened may result in a late assignment or a zero on the assignment.

- Students are required to review all course requirements during the first week, and complete assignments, discussions and activities as required.

Behaviors

- Students are expected to be respectful to other classmates, instructors and staff.
- No student shall infringe upon another's spiritual, emotional, or sexual rights. There will be no sexual overtones, jokes, implications or inferences tolerated.
- Professional demeanor is required at all times.
- Inappropriate comments and/or behaviors as deemed by the instructor may result in expulsion from the course.
- Students are to abide by the Code of Conduct at all times. Any violation of the Code of Conduct will result in remediation and depending on the severity, failure of the course, with dismissal from the program.

Late Assignments

- Students are expected to turn in all assignments on time.
- It is the student's responsibility to be sure the instructor received it on time in a format that can be opened by the instructor.
- The instructor retains the right to refuse any late assignment.
- Instructors retain the right to consider emergency and extenuating circumstances.
- A late penalty of 2% of the total assignment points will be assessed for each calendar day past the due date. **Late assignments will only be accepted up to 2 weeks past the due date.**
- Assignments will not be accepted after the last day of the course.

Standards for Written Work

- The RN to BSN program requires all research papers to follow current (7th edition) APA format. The library website has resources for APA format. View an [APA Guide and sample paper](https://cccs.libguides.com/c.php?g=1312933&p=9651775) (<https://cccs.libguides.com/c.php?g=1312933&p=9651775>)
- **It is the student's responsibility to understand APA format.** If it is not understood, the student is to seek further references available in the library or on the internet.
- All work must be typed and legible. If it is not legible, it will not be accepted and will be subject to the late policy.
- Scholarly writing is expected. Written communication must be clear, concise, and presented in a logically organized manner. Use of APA style headings in alignment with assignment rubric criteria is strongly suggested.
- References must be properly cited in APA style for all written work.
- All written work must be edited and revised for proper grammar, spelling, and punctuation prior to submission.
- Students must abide by MCC, and the BSN program codes of conduct related to plagiarism.
- Support is available for students desiring to polish their writing skills. Students are encouraged to access writing resources through MCC including the tutoring center, learning resource center,

Tutor Me, the APA handbook, links to helpful internet sites available in D2L, and program faculty.

- Faculty have the right to refuse acceptance of work failing to meet these expectations and recommend use of campus resources for assistance.
- Student work that does not meet these standards are subject to the late and/or missing coursework policies as stated in course syllabi.
- Students are encouraged to submit work early in the work week with ample time prior to due date to review the Turn it in score and make necessary adjustments if needed.

Plagiarism/Academic Misconduct

Plagiarism

Plagiarism as defined in the 1995 *Random House Compact Unabridged Dictionary*, is the “use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” Within academia, plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud and offenders are subject to academic censure, up to and including expulsion.

Plagiarism, simply stated, is the practice of taking someone else’s work or ideas and passing them off as one’s own. You are guilty of plagiarism if you:

- Work without acknowledging and documenting your source.
- Use exactly the same sequence of ideas and organization of argument as your source.
- Fail to cite a source of summarized or paraphrased information.
- Use in your paper sections that have been written or rewritten by a friend, classmate or tutor.
- Use a paper you submitted for a previous class.
- Buy, find, or receive a paper that you turn in as your own work.
- Keep in mind, changing a word or two does not change your obligation to cite.
- Plagiarism and/or any form of academic dishonesty is not tolerated. Consequences will include receiving a zero on the assignment/exam.

Academic Misconduct

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. The use of written work that does not belong to the student in any form, including the purchase of assignments or sharing of written work with others violates the academic misconduct policy of the program.

The expectations of the nursing students are of the highest level. Any behaviors that deviate from those expressed in Student Code of Conduct will result in a zero grade for the written work and possible failure of course and/or dismissal from the nursing program. This dismissal will mean that the student will not be allowed to continue in the remaining nursing courses or clinical experiences, and they will be ineligible to apply for re-admission.

The field of AI is rapidly growing and is being utilized in ways that make access to information quick and convenient. Discussion boards, written assignments, and quizzes are designed for students to utilize critical thinking skills that are scholarly, evidence-based, and applicable to the professional setting. Students must be able to conduct research from scholarly sources and determine the quality of that research. AI does not support the morals, pedagogical values, or learning outcomes of nursing students.

AI detection software will be utilized to detect the use of AI in all written assignments. Any use of AI will be considered a form of academic dishonesty and plagiarism and treated according to the RN to BSN program academic integrity policy. The instructor may identify assignments where the use of such technology is appropriate. In those rare instances, you will be permitted to use AI engines, software, or artwork-generating programs with clear instructions.

MCC Writing Center and Library Resources

In addition to nursing faculty, students may access the [Tutoring Center](https://www.morgancc.edu/current-students/tutoring-center/) (https://www.morgancc.edu/current-students/tutoring-center/) and the [Library](https://www.morgancc.edu/current-students/library/) (https://www.morgancc.edu/current-students/library/) for writing and research support.

Video/Live Presentations

Video presentations may also be used as a form of evaluation. Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. Posting of presentations for review will also be covered in the directions of the course syllabi.

Live presentations will be conducted through the WebEx classroom. The student will be able to share their screen with everyone in the class. The schedule for these presentations will be released with the course syllabi at the beginning of class to allow time for the student to schedule around the allotted times.

Practicum Experience

- Patient safety is a priority concern for all Practicum experiences. Any student who fails to successfully meet critical behaviors as identified in the clinical performance tools will fail the clinical and therefore the course.
- While preceptors are not employed by the college, they do contribute information to the instructor that will be used to determine whether or not the student has met outcomes. Preceptors do not determine grades or whether students meet objectives. There are many factors that contribute to determining whether or not students meet objectives, and this is the responsibility of a master's prepared faculty.
- Students must submit a Student Practicum Request Form before the completion of their first course, NUR 3001.
- Students **may not schedule or attend** any practicum hours without approval from the course faculty.

Practicum Experience Attendance/Punctuality

- If a student misses practicum hours, it is the student's responsibility to notify the faculty (email or voicemail) and the facility of the absence the morning of the experience, unless otherwise directed by the faculty. A reason must be given to the faculty member. Reason for missing scheduled practicum hours must be valid.
- If a student has been injured, hospitalized, or has an illness that required physician treatment, **cannot** complete practicum hours until a signed release from the attending physician is submitted to the Director of Nursing Education. There must be no limitations or restrictions of any type on performance and the student may not be taking narcotics. The release form must clearly state the student is allowed to return to the practicum experience with no restrictions.

- Some practicum hours may occur on the weekends – this can be Saturday and/or Sunday. Student may be required to work any or all shifts – including night shifts.
- Students are required to arrive on time to all practicum experiences. Students are required to stay the entire scheduled time.

Practicum Experience Dress Code

Failure to abide by the dress code may result in being sent home from the experience.

- Students will work with course faculty to determine the appropriate attire for their practicum experience.
- Attire should be wrinkle and stain free.
- At no time when representing MCC is there to be midriffs or cleavage showing.
- Tobacco smoke and secondhand smoke are physiologically dangerous to some clients and are unacceptable in the clinical area.
- While in designated practicum attire, there will be no smoking. There are no smoking breaks during clinical experiences. Most facilities are smoke free campuses.
- The use of e-cigarettes is prohibited.
- Photo Name Badges: MCC student photo badge must be worn whenever the student is in the clinical facility as a student. It must be visible at ALL times. Lanyards are not allowed for personal safety reasons.
- Students are expected to follow the practicum sites policies in regard to nails and nail polish.

Transportation

- Students are responsible for their own transportation to and from clinical sites. Similarly, if a clinical experience involves transportation as part of the rotation (e.g., home health visits), students are responsible for providing or arranging their own transportation.
- The clinical site may offer transportation options for the student, such as riding with a clinical site employee. If a student voluntarily elects to participate in such transportation, that is their choice and is not being required nor endorsed by MCC.
- students have the option to ride with clinical partner employees only if they have been approved by the clinical coordinator.
- MCC does not oversee or manage clinical site employees who may be offering transportation to students.
- Students who are riding with clinical site employees may be asked to sign paperwork, such as waivers, or provide proof of insurance. Those requirements are solely between the student and clinical site, and MCC is not a party to those documents.
- MCC is not liable or responsible for any injuries or damages that may occur while the student is transporting themselves or riding along with clinical site employees as part of clinical rotations. Students are liable for their own injuries or damages and are encouraged to purchase their own insurance to provide adequate coverage.

SARS-CoV-2 (COVID-19) Return to Practicum/ Clinical Experience

- The safety of all students, staff, patients, and clinical sites is the highest priority of our nursing program. Students who have concerns related to SARS-CoV-2 should speak with the course faculty lead or Director of Nursing Education. Students with possible exposure, or symptoms of

any illness should not attend any school activity and should notify their course faculty about the potential absence as quickly as possible.

- Students must follow the MCC COVID guidance and abide by all MCC policies.
- Students should communicate with course faculty and the program coordinator as early as possible should they suspect any illness that would inhibit their attendance to school or clinical.
- Many of our clinical site partners require the COVID-19 vaccine. As such, **if you are unable to get a COVID-19 vaccine you may have difficulty completing required clinical rotations for this program.** In addition, clinical sites may change their requirements at any time, and so it is impossible to guarantee or predict whether there will be any clinical sites available to students who don't have the vaccine. In the event you are unable to continue on in the program due to inability to complete required clinical rotations, you may be financially responsible for tuition and fees in accordance with normal policies and procedures.

Evaluation

- Throughout this program, students are provided with constructive feedback to facilitate their development and socialization into a professional role. Students are expected to accept feedback in an open, accepting manner. Students are reminded that while they may not agree with the feedback, the faculty are experts in their field. Students are encouraged to learn from the feedback given to them.
- If a student feels they have had unjust or unfair treatment, they are to first talk directly to the instructor about the situation. If the student is not satisfied with that discussion, then the student may talk to the Clinical Coordinator if it is related to clinical. The next step is to discuss the situation with the Director of Nursing Education. If the student still feels that treatment was unfair, then the grievance policy should be followed. **The grievance policy can be found in the College Catalog as well as the College Student Handbook.**
- If a student is prohibited for any reason from using a certain clinical site and an equivalent and appropriate clinical site/experience cannot be found by the Director of Nursing the student will fail the course and be ineligible to progress in the program.
- Formative (daily and periodic) and Summative (final) evaluations are used for clinical experiences. Formative evaluations are used to identify areas for improvement as well as strengths. Formative evaluations lead to problem solving and help students gain insight into their strengths as well as areas for improvement. Information from formative evaluations is gathered from clinical preceptors. Due to the nature of clinical experiences, there are times when additional information is provided to the instructor that requires further analysis. In this situation, additional documentation will be provided after the clinical experience. This means the student may receive a satisfactory rating on the observation note but after the additional documentation will be reviewed, that rating may change to unsatisfactory. This can affect the overall clinical evaluation.
- Summative evaluation measures the final outcome and emphasizes the total experience and progress made. Pattern of behavior; progress and consistency in performance are considered for summative evaluations.
- Standards must be met within the designated timeframe – no extra clinical experiences are provided to allow the student to meet standards.
- In order to pass clinical, a student must earn a minimum of 77% as well as satisfactorily meet all critical behaviors. Failure to meet critical behaviors results in failure of the course.

Morgan Alert/AppArmor

Students are encouraged to subscribe to Morgan Alert/AppArmor. This application allows MCC to communicate any emergent or urgent campus needs to students.

Section V: Code of Conduct

Morgan Community College RN to BSN Program Code of Conduct

Students in the RN to BSN Program are expected to maintain professional behavior at all times. Students are to always keep in mind that they are representing Morgan Community College. The behaviors and attitudes displayed by students have a direct impact on the reputation of the RN to BSN Program at Morgan Community College, its faculty, as well as the reputation of the students themselves. It is an expectation that all behaviors listed below are followed at all times by the students. Failure to abide by this Code of Conduct will result in notification of inadequate performance and will be considered for dismissal from the program. This Code of Conduct also outlines behaviors the students can expect from faculty members.

Student Expectations

- Students are to treat faculty, staff, clients and other students with respect at all times.
- Disruptive behavior of any type will not be tolerated.
- If a student has a concern, the student is to request a time to talk with the appropriate instructor. The student may then voice his/her concern in a private format (phone, video conferencing or in person) in a respectful manner. At all times, the student shall display appropriate behavior and use appropriate language. Loud voices, foul language, or any type of negative behavior will not be tolerated.
- If a student has a concern and has spoken with the appropriate instructor, and still has a concern, then the student may address the Director of Nursing Education. The student may after this point, request to see the Dean of General Education and Health Sciences. The RN to BSN program has a Student Success Advisor as well. Students are expected to understand that not all concerns will be resolved to meet their needs, however, students can expect to be listened to and action to be taken when appropriate. Students are reminded that faculty and staff must abide by FERPA and are not to discuss student performance/academic standing with family members or outside entities.
- Students are expected to maintain client confidentiality for all practicum experiences.
- Students are not to discuss clinical facilities and/or activities in a negative manner in a public arena. For example, with family, friends, and on social media. Situations that arise in the clinical facilities can be discussed appropriately in a post-conference setting where confidentiality will be maintained.
- Students are not to criticize, faculty, staff or Morgan Community College in a negative manner in a public arena. For example, with family, friends, and on social media. This is considered an unprofessional act.
- Students will not discuss other students' performances. Students will not ask instructors about other students' progress or performance. Students will not talk negatively about another student's progress or performance at any time.
- Students will adhere to dress policies as explained in the handbook.
- Students will behave professionally during all practicum experiences and class activities.

- Students will maintain open communication with instructors at all times to enhance their learning experience. Students are to communicate in an effective manner and express themselves professionally.
- Students will abide by all rules and policies set forth in the nursing student handbook.

The expectations of the nursing student are of the highest level. Any behaviors that deviate from those expressed in Student Code of Conduct will result in dismissal from the Nursing Program.

Instructor Expectations

- All instructors are to treat all students, other faculty, clients and staff with respect at all times.
- Instructors are expected to listen to student concerns when expressed in an appropriate manner. Student must be provided with an opportunity to express any concerns they have to the instructor and the instructor is expected to take any appropriate action he/she deems necessary and appropriate to resolve the concern. Not all concerns will be resolved. All instructors have the right to request the Director of Nursing Education to be in attendance for meetings with students, as well as the Student Success Advisor. The Dean of General Education and Health Sciences will be consulted as deemed necessary by the instructors.
- All instructors are expected to give students feedback on their performance and progress. This feedback is to be given in a professional manner. All instructors are expected to give constructive feedback and praise as appropriate. Negative disrespectful feedback will not be used by any instructor. At all times professional behavior will be maintained.
- Instructors are expected to maintain student confidentiality. At no time will instructors discuss student performance and progress with another student. Instructors must abide by FERPA and not discuss performance/academic standing with family members or outside entities.
- Instructors are expected to maintain open communication with students to enhance their learning experience.
- Instructors are expected to notify students in a timely manner when they fail to meet set standard or requirements.
- Instructors may not accept personal gifts from students or students' family members
- Instructors must maintain professional boundaries at all times, which include social media. For example, instructors will not give gifts to students or "friend" students on social media.

Section VI: Legal Statements

MCC Policy Health and Safety Precautions

Students, faculty, and staff are encouraged to take personal responsibility for implementing necessary voluntary health precautions, including maintaining vaccination status, wearing an appropriate facial covering, maintaining social distance, or staying home to prevent the spread of communicable diseases, including COVID-19, influenza, and colds. In the event community conditions require MCC to take additional steps to prevent the spread of disease, individuals may be required to take specific steps, including mandatory use of facial covering, increase social distancing, and remote learning. The college's primary goal is to protect the health of students and employees. If you have questions about this practice, please contact Dean Christiane Olivo at Christiane.Olivo@MorganCC.edu or (970) 542-3191.

Legal Notices

Prohibition of Discrimination, Harassment, or Retaliation

Morgan Community College (MCC) and the Colorado Community College (CCCS) [Prohibition of Discrimination, Harassment or Retaliation, BP 19-60](https://cccs.edu/about/governance/policies-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) (https://cccs.edu/about/governance/policies-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) provides that individuals affiliated with MCC shall not discriminate or harass on the basis of sex, gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, familial status, veteran or military status, pregnancy status, religion, genetic information, gender identity, sexual orientation, or any other protected class or category under applicable local, state or federal law (also known as “civil rights laws”), in connection with employment practices or educational programs and activities (including admissions).

[BP 19-60](https://cccs.edu/about/governance/policies-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) (https://cccs.edu/about/governance/policies-procedures/bp-19-60-prohibition-of-discrimination-harassment-or-retaliation/) further provides that individuals affiliated with MCC shall not retaliate against any person who opposes discrimination, harassment, or retaliation, or participates in any complaint or investigation process.

For information regarding civil rights compliance or grievance procedures contact:

Title IX Coordinator:

Gary Dukes
Vice President of Student Services
920 Barlow Road-Cottonwood 102a
Fort Morgan, CO 80701
(970) 542-3111
Gary.Dukes@MorganCC.edu

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.

Civil Rights and Sexual Misconduct Resolution Process

Morgan Community College (MCC) and [CCCS System Procedures \(SP\) 19-60](https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/) (https://cccs.edu/about/governance/policies-procedures/sp-19-60a-civil-rights-and-sexual-misconduct-resolution-process/) details the reporting requirements, process by which investigations are conducted depending on the type of case, definitions of discrimination, harassment, retaliation, and sexual misconduct, MCC's responsibility in the processes, the rights of involved parties, and procedures for live hearings in cases involving sexual misconduct allegations arising from conduct within the United States.

To report an incident of sexual misconduct, please contact one of the people listed above or electronically via the [MCC Incident Report](https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0) (https://cm.maxient.com/reportingform.php?MorganCC&layout_id=0).

In case of an emergency please call 911.

MCC's Title IX Responsibilities

Morgan Community College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty or staff member, he or she must notify Gary Dukes, our College's Title IX Coordinator about the basic facts of the incident (you may choose whether you or

anyone involved is identified by name). For more information about your options at Morgan Community College please visit [Title IX](https://www.morgancc.edu/titleix/) (https://www.morgancc.edu/titleix/).

Mandated Reporters

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, all employees have an obligation to report any allegation of discrimination or acts of sexual misconduct. MCC strongly encourages students to report any discrimination or acts of sexual misconduct.

Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at (970) 542-3111, email: Gary.Dukes@morgancc.edu. Reports to law enforcement can be made at the Fort Morgan Police Department or your local police department, Dispatch Phone number: (970) 867-5678 or if an emergency, dial 911.

If you would like a confidential resource, please contact S.A.R.A. (Sexual Assault Response Advocates) at (970) 867-2121.

For more information please visit [Title IX](https://www.morgancc.edu/titleix/) (https://www.morgancc.edu/titleix/).

Title IX Coordinator:

Gary Dukes
Vice President of Student Services
920 Barlow Road-Cottonwood 102a
Fort Morgan, CO 80701
(970) 542-3111
Gary.Dukes@MorganCC.edu

Accreditation Statement

Morgan Community College is accredited by The Higher Learning Commission

ADA Statement

Morgan Community College complies with and fully supports Section 504 of the vocational rehabilitation act of 1973 with amendments of 1974 as well as the Americans with Disabilities Act (ADA) of 1990. "No qualified individual with a disability shall, by reason of such disability, be subjected to discrimination." Students have the responsibility to self-identify to the institution as a person with a disability or special need. Appropriate documentation must be provided to the ADA coordinator. Students of special populations may be eligible for "reasonable accommodations" so long as they meet and follow MCC policy and procedure. Go to [Disability Services](https://www.morgancc.edu/current-students/disability-services/) (https://www.morgancc.edu/current-students/disability-services/) for more information. Those wishing to seek accommodations must contact the ADA Coordinator at (970) 542-3111.

Students with a disability are encouraged to contact the learning resources and support programs on each campus to arrange for accommodations and support services. Please visit our [Disability Services](https://www.morgancc.edu/current-students/disability-services/) (https://www.morgancc.edu/current-students/disability-services/) page for more information.

Video or Audio Recording of Lectures

Except where a student is entitled to make an audio or video recording of class lectures and discussions as an educational accommodation determined through the student's interactive process with college disability services, a student may not record lectures or classroom discussions unless written permission

from the class instructor has been obtained and all students in the class as well as guest speakers have been informed that audio/video recording may occur.

A student granted permission to record may use the recording only for his or her own study and may not publish or post the recording on YouTube or any other medium or venue without the instructor's explicit written authorization.

Section VII: Administrative Policies

Records

Records for each student are kept in a cumulative file for a period of one year after graduation. Compliance records are kept electronically by an online records management system. One year after program completion, there will be only permanent records kept in Student Services.

Health Policies

A student is required to have up to date immunizations. Proof of immunizations must be kept on file for clinical. The files will be kept electronically through the electronic records management platform CastleBranch. This includes an annual PPD or Interferon-Gamma (IGRA/TSpot) (Students with documentation of having a PPD/IGRA within the last year will only need a single PPD), documentation of hepatitis B series, Tdap (dTdap and/or Dtap with tetanus booster as needed), MMR, Varicella, annual influenza immunizations, and potentially COVID-19. For students, who have never had a PPD test or if it has been greater than one year, a two-step PPD is required. Also, some clinical facilities require a PPD within 12 weeks of the experience, so repeat PPDs may be required. If an immunization record is not available, students are required to have their physician draw and interpret titers. Immunity must be proven. History of chickenpox disease does not replace the need for a titer or immunization. The required form for immunizations MUST be used and submitted to the online records management system. Other forms of proof of immunizations will not be accepted. If a student has a history of a positive TB test or IGRA/TSpot, a Chest Xray report must be submitted with a signed statement from a physician stating that the individual is symptom free and safe for clinical experiences. The Chest Xray must have been done within the last year or a signed statement from a physician recommending that one not be done and verification that the individual is symptom free and safe for clinical experiences must be submitted yearly.

Immunizations must be current without exception. Any student who is unable or chooses not to obtain immunizations or provide proof of immunity is ineligible for admittance to the program. All proof of immunizations must be submitted and kept up to date for the duration of the RN to BSN program. Failure to do so will result in being withdrawn from the course and removed from the program

Proof of current certification in CPR for the Professional is required in order to attend Practicum Experience. Failure to submit proof and maintain certification will result in dismissal from program.

Health services are not provided at Morgan Community College.

All nursing students must carry malpractice insurance which is provided through group coverage and is purchased in the bookstore. The insurance is valid for one year. The student must show proof (receipt) of carrying this insurance prior to the start of NUR 4010 and NUR 4011.

Morgan Community College provides Workman's Compensation coverage for students during practicum experiences assigned by the faculty. Please refer to Worker's Compensation Coverage & Designated Medical Provider memo in the back of this handbook. The student must report any injury or exposure to infectious disease immediately to the Instructor and complete appropriate paperwork at the facility and with MCC Human Resources Dept. within 72 hours of the incident. Immediate emergency treatment will be at the facility, if available, or at the nearest emergency room.

It is the student's responsibility to report any significant health condition to the Director of Nursing. This includes pregnancy, as this is pertinent information for clinical experiences. Students who receive medical interventions during a practicum course must submit a medical release that states they have "no restrictions" to the Director of Nursing Education prior to community any further practicum hours.

Infectious Disease Policy

Students will be administering care to patients with infectious diseases using the Center for Disease Control (CDC) guidelines for blood and body fluid precautions.

- Students who know they are HIV infected are ethically and legally obligated to conduct themselves responsibly in accordance with the following behaviors.
 - Seek medical care.
 - Follow agency and CDC guidelines when involved in direct patient care.
 - Be knowledgeable about and practice measures to prevent transmission of HIV.
 - Any student who has an open lesion will be restricted from direct patient contact.
- All students will have current immunizations as outlined previously in this handbook.
- All students will complete and sign the statement of OSHA regulations and Hepatitis vaccine statement before admittance into a practicum experience.

Section VIII: Print Forms

The following forms should be printed, filled out, and scanned. Forms should be submitted to student CastleBranch accounts.

As these forms are required to be printed, they are not fully accessible. Please contact monica.castro@morgancc.edu if you need assistance with filling out these forms.

Clinical Experiences Assumption of Risk Disclosure

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of Morgan Community College Nursing programs. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the clinical instructor or preceptor at their site as well as their MCC course faculty.

However, even with such measures, there are risks inherent to clinical experiences. These risks can lead to serious complications, trauma, bodily injury or death.

Special Notice Regarding COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include, chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose or eyes.

Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it. Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

Acknowledgement of Risk

In consideration of accessing and using clinical experience Sites the student acknowledges, understands, and agrees that while Morgan Community College (MCC) has taken steps to implement the State of Colorado lawful orders and guidance for institutions of higher education that:

1. Use of clinical experiences could include possible exposure to an illness from infectious diseases including but not limited to MRSA, influenza, and COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist; and,
2. THE STUDENT KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF Morgan Community College, the State Board for

Community Colleges and Occupational Education (“SBCCOE”), and the State of Colorado and assume full responsibility for my participation at and use of clinical experiences; and

3. The student willingly agrees to comply with the State health guidelines and requirements in regard to protection against infectious diseases. If, however, the student observes any unusual or significant hazard during participation at or use of clinical experiences, the student will leave the clinical experience and immediately bring such to the attention of the clinical instructor or preceptor and the course faculty; and
4. The student, for the student and on behalf of the student’s heirs, assigns, personal representatives and next of kin, HEREBY INDEMNIFIES, RELEASES, AND HOLDS HARMLESS CCCS, THE STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION (“SBCCOE”), AND THE STATE OF COLORADO (“RELEASEES”) WITH RESPECT TO ANY AND ALL ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF RELEASEES OR OTHERWISE, to the fullest extent permitted by law.



Hepatitis Declaration Form

I, _____ have been informed of OSHA regulations regarding Hepatitis B (HBV) and Human Immunodeficiency Virus (HIV), HCV and potential risks to health care workers.

I understand the following protective measures are essential to protect me and to protect other patients against transmission to these diseases and other diseases:

- Use of gloves, masks, and protective eye wear (glasses).
- Thorough hand washing and use of hand sanitizer.
- Use of rubber gloves during procedures and clean up.
- Disposal of needles, scalpel blades, and suture needs in sharps container.
- Thorough instrument sterilization procedures.

I also have been informed that vaccination against Hepatitis B virus has been recommended.

_____ I decline vaccination

_____ I have had the vaccination

_____ I intend to have the vaccination

Signature of the student

Date



Reference Request Form

Student Name (please print): _____
Last First

_____ I give permission for Morgan Community College Nursing Faculty and Staff serve as a reference for me. **Refences will only be generated when requested by the student.*

The purpose(s) of the reference(s) are (check all that apply):

- _____ Application for employment
_____ Scholarship or honorary award
_____ Admission to another education institution

The reference may be given in the following form(s) (check all that apply):

- _____ Written _____ Oral _____ Electronically

I authorize the above-named faculty member to release information and provide an evaluation about any and all information from my education records at Morgan Community College deemed necessary by said person to provide the above reference. This release pertains to (check all that apply):

- _____ All perspective employers and/or
_____ All educational institutions and/or
_____ All organizations considering me for a scholarship or award and/or
_____ The following employers, educational institutions and/or organizations considering me for an award or scholarship: _____

I understand further that: (1) I have the right not to consent to the release of my education records; (2) I have a right to receive a copy of any written reference upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the above named faculty member, but that any such revocation shall not affect disclosures previously made by said faculty prior to the Morgan Community College's receipt of an such written revocation.

Signature of the student

Date



Handbook and ADA Form

I have read and fully understand the rules and regulations in the Morgan Community College (MCC) Registered Nurse to Bachelor of Science (RN to BSN) Program student handbook.

I agree to comply with all RN to BSN program rules and regulations.

I have been notified of my responsibility to self-identify to the institution as a person with a disability or special need. I must contact the ADA Coordinator at (970-542-3111) to self-identify and seek accommodations if desired.

I understand professional conduct and agree to conduct myself professionally at all times when in the student role and understand the consequences of my behavior as stated in this handbook.

"As a representative of the School of Nursing, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty."

Print Name

Signature of the student

Date



Worker's Compensation Coverage & Designated Medical Provider

TO: All MCC Clinical and Practicum Student Interns
FROM: Human Resources Department
SUBJECT: Worker's Compensation Coverage & Designated Medical Provider

MCC provides Worker's Compensation coverage to student interns under the following conditions:

- Student association with the "employer" is placed by MCC;
- Student does not receive remuneration from "employer"; and
- On-the-job training is not performed on any MCC campus

If medical attention is needed, work-related injuries and illnesses must be treated by one of MCC's designated medical providers. Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility, with follow-up care provided by a designated medical provider. If an unauthorized medical provider is used, the student may be financially responsible for that care.

PLEASE SEE HR FOR A LIST OF AUTHORIZED MEDICAL PROVIDERS.

Pursuant to section 8-43-102 (1, CRS), all work-related injuries and illnesses must be reported to the Human Resources Office within four (4) working days of the occurrence.

Acknowledgement

I have read and am fully aware of the above stated College procedure regarding medical treatment for work-related injuries and illnesses.

Print Name of Student Intern

Signature of Student Intern

Date

S#

Cooperative Education Program (Course)

Semester/Year

Keep one copy for Department records, provide a copy for student intern, and one for "employer".



Authorization to Collect and Release Information

Student Name: _____

SS# (last 4 only): _____

I give permission for the Morgan Community College Nursing Program to share my Date of Birth, Driver's License Number, Telephone Number, and Immunization Information with Clinical Sites. This authorization will be in effect until June 30, 2028, or until I submit an additional form rescinding this authorization. I understand I have a right to a copy of this authorization. I also agree that a photocopy, electronic scan, or fax transmission of this authorization will be accepted as original if necessary.

Signature of Student

Date