



**Red Rocks Community College**

**Associate of Applied Science in Nursing Program**

**Nursing Student Handbook**



**Academic Year 2025-2026**

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# Section I: About the Red Rocks Community College Nursing Program

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## Welcome to the Associate of Applied Science Nursing Program

Welcome to the Red Rocks Nursing program! The three-year curriculum prepares students for entry-level professional nursing practice as a registered nurse. Registered nurses function in various roles such as providing and managing care in various healthcare settings, including acute care hospitals, long-term and/or rehabilitation care settings, and community settings such as clinics, home health, and health maintenance organizations.

This handbook focuses on policies, procedures, information and student resources to use as you journey through the nursing program. Nursing students are highly encouraged to read and become familiar with the program expectations outlined in the handbook. Please direct any questions about program expectations to faculty.

Again, welcome to the nursing program. We look forward to getting to know you and helping you meet your academic goals. Feel free to stop by and share your excitement and experiences as you begin your journey to becoming a nurse.

## Nurse Workforce Information

Graduates of the Associate in Applied Science (AAS) nursing program are eligible to apply for licensure as a registered nurse (RN). The RN is educated as an entry-into-practice nurse who delivers health care to clients and family groups. Graduates have completed competencies related to the art and science of nursing. The RN may be employed in various acute, long-term, and community-based healthcare settings in the areas of obstetric and pediatric, medical-surgical, and mental health nursing. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the lifespan. The AAS degree gives the graduates an educational foundation for articulation into the university setting for advancing college degrees.

## College Administration and Nursing Faculty

College President	Landon Pirius, PhD
Vice President of Academic Affairs and Workforce Innovation	Chris Juarez, EdD
Academic Dean Health Sciences	Jennifer Kroetch, MS
Director, Nursing Education Program	Susan Bonini, EdD, MSN, RN
Assistant Director, Nursing Education Program	Joy Miccio, MSN, FNP-BC, BSN
Nursing Faculty	Michelle Kinkel, MSN-Ed, RN, CNE Brooke Luedtke, MSN-Ed, RNC-OB, C- EFM, CCHC
Program Assistant	Suzanne Claussen, BA, CAPM

## Mission Statement of the Department of Nursing

The mission of the Red Rocks Community College (RRCC) Nursing Program is to provide a high-quality nursing education that prepares graduates to become members of the nursing profession and meet the needs of diverse populations through a combination of technical skills, critical thinking, and ethical practice, while also stressing commitment to patient-centered care, community health, and lifelong learning.

College Mission	Nursing Program Mission
The mission is to provide experiences and career-relevant education that empowers all learners.	The Nursing program mission is to provide a high-quality nursing education that prepares students with opportunities to become members of the nursing profession and meet the needs of diverse populations through a combination of technical skills, critical thinking, and ethical practice, while also stressing a commitment to patient-centered care, community health, and lifelong learning.

## Accreditation and Recognition

The Colorado State Board of Nursing has provided interim approval for the Red Rocks Community College Nursing Program. Interim approval is granted to new nursing programs for the purpose of admitting students and allowing graduates to take the licensing examination. Programs remain on interim approval until after the first class has graduated. Within one year after the first cohort of graduates, the program must request full nursing program approval. A program will be granted full approval when the Board determines that all requirements of Rule 1.2 Rules have been met.

The Red Rocks Community College Nursing program is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools and recognized by all major accrediting agencies.

The Red Rocks Community College Nursing Program does not hold an initial national accreditation for a nursing program. The lack of national accreditation may limit students' future educational and career options. The Red Rocks Community Nursing Program faculty and staff actively work toward national nursing program accreditation. The program seeks accreditation through the Accreditation Commission for Education in Nursing (ACEN). Upon successful accreditation, graduates are retroactively granted the status of graduation from an accredited nursing program.

### Accreditation Information

The Nursing Program will apply for Candidacy Eligibility from the Accreditation Commission for Education in Nursing (ACEN). Contact information for ACEN is 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326. The telephone number is 404.975.5000. The website can be found at <https://www.acenursing.org/>

The Nursing Program has been awarded Interim Approval by the Colorado State Board of Nursing (CSBON) located at 1560 Broadway, Suite 1350, Denver, CO 80202. The telephone number is 303.894.2430. The Board of Nursing's website <https://dpo.colorado.gov/Nursing>

The Higher Learning Commission accredits Red Rocks Community College. The Commission can be reached at 312.263.0456 or by accessing the website: <https://www.hlcommission.org/hlcommission.org>.

Red Rocks Community College can only guarantee that the requirements for practicing nursing in the state of Colorado are met with our program.

## Associate of Applied Science in Nursing Program Outcomes

The Nursing Program uses measurable indicators reflecting the program's effectiveness. The Program Outcomes provides usable data for determining if the Program is achieving its goal. The following indicators are measured at the end of each graduating semester. Licensure and job placement rates are obtained within six months of student program completion.

- **Program completion rates:** 80% of students will complete the program within 3 semesters of the projected completion date.
- **Licensure Pass Rates:** 80% or greater for all first-time test-takers and exam repeater
- **Job placement rates:** A minimum of 75% of graduates from the nursing program will be employed within the nursing practice within six to nine months of graduation.

## Nursing Student Learning Outcomes

The Nursing Program curriculum is designed to help students develop the skills needed to achieve student learning outcomes.

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



## Program Course Sequencing

The Nursing program courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level of courses. Course content builds upon prerequisite and co-requisite courses. Nursing program courses are intended to be taken to allow for knowledge acquisition and skill growth. Listed below is the nursing program sequencing of courses.

### **Semester 1**

BIO 1010-2 Biology Foundations OR  
BIO 1111- 5 General Biology I  
CHE 1011-5- Intro to Chemistry I  
ENG 1021- 3 English Composition  
PSY- 2440- 3 Human Growth and Development  
TOTAL Credits- 13

### **Semester 2**

BIO 2101-4 Human Anatomy and Physiology I  
PSY/SOC-3 Introduction to Psychology OR Introduction to Sociology  
BIO 2104- 4 Microbiology  
TOTAL Credits- 11

### **Semester 3**

BIO 2102-4 Human Anatomy and Physiology II  
NUR 1009-6 Fundamentals of Nursing  
NUR 1001-1 Dosage Calculation  
NUR 1012- Introduction to Pharmacology -2  
TOTAL Credits- 13

### **Semester 4**

NUR 1006 Medical/Surgical Nursing-7  
NUR 1050 Maternal Child Nursing-6  
TOTAL Credits- 13

### **Semester 5**

NUR 2006 Advanced Concepts of Medical-Surgical Nursing I- 6.5  
NUR 2011 Psychiatric-Mental Health Nursing- 4  
NUR 2012 Pharmacology II -2  
TOTAL Credits- 12.5

### **Semester 6**

NUR 2016 Advanced Concepts of Medical-Surgical Nursing I- 5  
NUR 2030 Transitional to Professional Nursing Practice- 4  
TOTAL Credits- 9  
TOTAL NURSING PROGRAM CREDITS- 71.5

## Section II: Admissions

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### Program Admission Requirements

To be considered for the nursing program, the minimum admission requirements for application review must be met in order to be considered. Students will not be allowed to progress into the nursing program with unfulfilled admission requirements. Exceptions to this requirement are at the discretion of the Nursing program Director. Failure to satisfy pre-enrollment requirements including, but not limited to background checks, drug testing, immunization, and other compliance requirements can result in administrative withdrawal from the program.

### Application Process

- 1) Apply to Red Rocks Community College. Your initial degree pathway will be the Associate of General Studies. Upon acceptance to the nursing program, the degree pathway will switch to Associate of Applied Science. Acceptance to the college does not guarantee admission to the nursing program.
- 2) Prerequisite courses for the Nursing Program may be completed at Red Rocks Community College OR any regionally accredited college or institution.
- 3) Any Colorado community colleges or accredited college transcripts must be transferred to Red Rocks Community College for evaluation. Please send transcripts to Red Rocks Community College Records at the address below. They can also be sent electronically but must come directly from your prior school/college.

Email - [student.records@rrcc.edu](mailto:student.records@rrcc.edu)

Red Rocks Community College

13300 W. 6th Ave.

Campus Box 8

Lakewood, CO 80228-1255

- 4) A minimum of the following (4) prerequisite courses must be completed with a minimum combined GPA of 3.0 for application to the nursing program. Each course must be completed with a grade of C or better. All science courses must be completed within ten (10) years at the time of application.
  - a. ENG 121 English Composition I- 3 credits
  - b. PSY 235 Human Growth & Development-3 credits
  - c. BIO 1010 Biology Foundations or BIO 1111 General Biology 2 -5 credits

d. CHE 1011 Introduction to Chemistry- 5 credits

- 5) Complete the nursing program application form. Application forms are available online at the nursing website. Application requirements generally include an online application and associated fees, submission of official post-secondary transcripts from all institutions attended, technical standards attestation, personal statement, resume, and reference letters.
- 6) TEAS Testing: Students will take the TEAS tests as part of the nursing program application. Applicants will submit a copy of the TEAS score with the nursing program application. A composite score of 60-70% is an average score for the nursing program.
- 7) Complete the nursing program application and upload all required documents before final submission. [Nursing Program Application - Formstack](#)
- 8) All applicants who submit a complete/verified application by the application deadline will be considered for admission to the program. Selected applicants will be invited for an interview, which is a required component of the process. Interview will be conducted on campus. The admission interview consists of program overview presentations, individual and group interview activities.

Healthcare experience is not an admissions requirement for the RRCC Nursing program. However, it is strongly recommended that applicants have exposure to the nursing field so that they better understand the expectations for this career path. Applicants are encouraged to include information about healthcare experience in their resume.

### **Foreign Transcripts and Study Abroad Credits**

Red Rocks community college is an affordable way to begin for International Students to study in the United States. If you are an International Student and are interested in the nursing program, please contact the International Student Services at [international@rrcc.edu](mailto:international@rrcc.edu) or 303-914-6416.

### **Admission Decisions**

#### **Admit**

A student accepted for admission with a complete application and no application materials or other items outstanding is considered a full admit.

## **Waitlist**

A student whose application is otherwise qualified, but space is not available may be issued placement on the program waitlist. Acceptance of a position on the waitlist is required. Students notified of admission will be required to respond by the dates listed in their notification. Students who are not ultimately selected into the program are required to reapply for future admission.

## **Deny**

Students who do not meet the admission criteria or are unsuccessful in the application review/interview process can be denied admission. Students who are denied admission can reapply for future consideration.

## **Admission Revocation**

The Red Rocks Community College Nursing Education Program reserves the right to revoke or rescind admission for any student who is determined to be in violation of college policy or procedures. Admission revocation can occur from the point of decision through the first day of classes.

## **Nursing Program Deferral**

Students may halt their progression in the nursing program by deferring entry into a specific course and/or into their next semester. To defer enrollment in the nursing program or enter the next course, students must complete all components of the course/courses they are currently enrolled in. In deferral cases, students must meet with the Program Director and follow exit interview guidelines. When students choose to defer, readmission guidelines will apply (e.g., may be dependent on the availability of clinical placement). The program reserves the right to limit the times a student may defer to two.

## **Pre-enrollment Requirements**

1. Acceptance into the RRCC nursing program is contingent upon successful completion of safety and health related requirements such as, immunization status clearance, Healthcare Provider Basic Life Support CPR certification, OSHA and HIPAA training, clearance of the mandatory drug screening test, and criminal background check. Students may be required to complete a physical exam in compliance with the clinical agency affiliation agreement. Students meet these requirements by providing a completed Nursing Program Immunization Form and Physical Assessment/Health Statement (including history and physical exam)

signed by a health care provider. All expenses incurred throughout the program clearance requirements are at the student expense.

2. Documentation of the following immunizations or laboratory verification of immunity:
  - MMR\*\* (Measles-Mumps-Rubella)
  - Hepatitis B (The student will be required to sign a waiver if the series is not completed)
  - Varicella
  - Tetanus/Diphtheria/acellular Pertussis (Adacel/Adult Tdap) once as adult, within the last 10 years.
  - Seasonal Influenza Vaccine every year
  - Covid 19
  - Tuberculosis (TB) screening must have been completed within the past year and remain current throughout the program. This must be initiated with a two-step PPD (if there has been more than a year between documented PPD tests). After the initial two-step process, a yearly PPD is required. A chest x-ray, T-SPOT or QuantiFERON test would be acceptable, according to the clinical agency requirements.
  - Any medical or religious exemptions from vaccinations are solely at the healthcare facility's discretion
3. Students unwilling or unable to provide documentation of compliance with the health and safety requirements will not be permitted to attend nursing courses. They will be asked to withdraw from the classes. A healthcare provider's note or other documentation will not negate the need to complete the requirements due to the need to protect client safety (for a temporary medical condition that inhibits or restricts activities).
4. Students must provide proof of current health insurance coverage.

## **Nursing Program Clinical Readiness Requirements**

1. Healthcare clinical facilities we contract with for student clinical experiences require current documentation of various items from each student and faculty practicing in their facility. This documentation must be submitted to the facilities prior to the clinical practicum so the student must submit the following items to the Nursing Program at the beginning of the semester (and must remain current for the entire semester).

- Current American Heart Association BLS/CPR Certification for Healthcare Providers. If the student does not have this, they must provide documentation that they are registered to take a CPR course prior to the start of the semester.
- Documentation of current health care policy coverage.
- Completed Criminal Background Check and Drug testing as required by the Colorado Community College System (CCCS) through the website:  
<http://cccs.castlebranch.com/>

2. Students are required to complete the following before attending clinical rotations.

- A drug screen to be completed during the first semester of the Nursing Program.
- A current American Heart Association CPR certification in Basic Life Support for Health Care providers is required.
- Meet the clinical facility requirements regarding Federal OSHA and HIPAA regulations, which include annual testing on the standards and achieving a score of 100%.
- Completion of facility requirements for attending clinical education (e.g., computer or equipment orientation, facility specific training) by specified dates or deadlines.
- After completing the NUR 1001 Dosage Calculations courses, a clinically oriented dosage calculation test will be administered before any clinical test associated with a nursing course.
  - Students are not permitted to pass medications in the clinical setting until they earn a score of 100%.
  - Students are permitted to re-take the exam 2 times before the clinical rotation.
  - If a student does not pass on the third attempt, a dosage calculation remediation will be completed, and the student will be placed on a remediation plan for the remainder of the nursing program. Medication administration will be determined in accordance with the remediation plan.
- Failure to maintain current compliance documentation will result in mandatory absence from clinical and may jeopardize the course grade. Depending on clinical agency requirements, health and safety requirements are subject to change without notice. Failure to remain in clinical compliance will result in the inability to complete clinical and, thus, impede any pathway to successful program completion.
- Certain chronic or recurrent illnesses that could interfere with patient care or safety may be incompatible with nursing education or practice; some illnesses may lead to a higher likelihood of student absence and should carefully considered;

deficiencies in knowledge, judgment, integrity or professional attitude may jeopardize patient care, and as a result, could be grounds for course failure and possible dismissal from the program.

## Technical Standards

Individuals enrolled in the Red Rocks Community College Nursing Program must be able to meet and perform the specific requirements listed below. The Examples of the Required Activities list can help students better understand the clinical learning environment. If students have concerns about meeting the requirements listed below, we encourage individuals to speak to the Program Director. Inquiries will be reviewed on a case-by-case basis and in collaboration with Accessibility Services to determine whether reasonable accommodation can be provided if needed. A student is not required to disclose the nature of any disability to the Program.

Essential Abilities	Standard	Examples of Required Activities
Observation/Sensory /Perceptual Ability	Observe and participate in nursing-centered lectures, demonstrations, and practice situations	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.
	Observe health assessments and interventions, diagnostic procedures, and waveform reading to determine a client's condition and the effect of therapy.	Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.).
	Demonstrate functional use of vision, hearing tactile and somatic senses.	Tactile ability to feel pulses, temperature, palpate veins, etc.  Olfactory ability to detect smoke or noxious odor, etc.
Communication	Communicate clearly and effectively in English with client, faculty, instructors and all members of the healthcare team in both clinical (on-site and off-site) and non-clinical settings; written and oral communications must use	

standard professional medical terminology.

Perceive nonverbal cues and communicate with clients clearly and effectively in English to elicit information regarding physical examination findings and symptoms, patient history, medication information, and emotional status and activity.

Demonstrate communicative ability through speech, hearing, reading, writing, and computers.

Report in English to member of the healthcare team; relay appropriate information to clients, as well as teach, explain, direct, and counsel a wide variety of individuals.

Provide clear, direct communication in English during high-stress crisis/critical situations; demonstrate prompt timely interpretation of pertinent patient data.

Communicate online in a timely, professional manner (e.g., enter an electronic medical record immediately after the patient visit).

#### Motor Abilities

Demonstrate sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out

Mobility is sufficient to carry out patient care procedures such as assisting clients' ambulation, obtainment of vital signs, performing a basic head-to-the-search assessment, performing



	nursing procedure and to operate equipment safely.	and assisting with activities of daily living, administering CPR, turning and lifting patients, and providing care in confined spaces such as treatment rooms or operating suites.
	Elicit information from patients via procedures including, but not limited to, the following: tactile palpation, auscultation using a stethoscope, direct hand percussion, indirect percussion using a percussion hammer and other diagnostic maneuvers.	
	Demonstrate fine motor skills sufficient to be able to perform basic laboratory tests (e.g. using a glucometer, slide preparation) and perform basic patient care procedures. for providing safe nursing care.	Motor skills are sufficient to handle small equipment such as insulin syringes, administer medications by all routes, perform tracheotomy suctioning, and insert a urinary catheter.
Behavioral/ Interpersonal/ Emotional	Demonstrate full use of intellectual abilities/ display emotional stability in a broad range of contexts exercise good judgement in both crisis and non-crisis situations; and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.	Establish rapport with patients/clients and colleagues.  Work with and in teams and workgroups.  Emotional skills are sufficient to remain calm in an emergency.
	Ability to relate to colleagues, staff, and patients with honesty, civility, integrity, and non-discriminatory manner.	Behavioral skills are sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attending to the diagnosis and care of clients.

Capacity for the development of mature, sensitive, and effective therapeutic relationships with clients in variety of settings and from different cultures; provide exemplary patient care irrespective of patient race, ethnic group, age, gender, religious/political preference, ability to pay, gender identity or sexual orientation.

Adapt rapidly to environmental changes and multiple tasks demands.

Maintain behavioral decorum in stressful situations.

Interpersonal abilities are sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.

Students are not required to be involved with medical procedures that disagree with individual attitudes and values. Nevertheless, students are required to learn about these procedures and participate in the professional care of the patient before and after such procedures.

Ability to work constructively in stressful and changing environments that are physically and mentally taxing and function effectively under stress and modify behavior in response to constructive feedback.

Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable disease using appropriate standard precautions and/or guidelines.

Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct.

Safe environment for patients, families and co-workers	Ability to accurately identify patients.	Prioritize tasks to ensure patient safety and standard of care.
	Ability to effectively communicate with other caregivers.	Maintains adequate concentration and attention in patient care settings.
	Ability to administer medications safely and accurately.	Seeks assistance when the clinical situation requires more expertise/experience.
	Ability to operate equipment safely in the clinical area.	Responds to monitor alarms, emergency signals, call bells from patients, and orders rapidly and effectively.
	Ability to recognize and minimize hazards that could increase healthcare-associated infections.	
	Ability to recognize and minimize accident hazards in the clinical setting, including hazards contributing to patient family and co-worker falls.	

### Student Insurance

1. Students are expected to carry their own health insurance. Each student is solely responsible for all costs related to purchasing health insurance and medical expenses associated with any personal illness or accident during or outside school activities.
2. Students are responsible for transportation to and from clinical. No vehicle insurance coverage is provided for any motorized vehicle not supervised or provided by the college.
3. Red Rocks Community College provides annual malpractice/liability insurance coverage for students enrolled in the Nursing Program as part of the registration fees, payable each semester.
4. Students are covered by Workers' Compensation while in the clinical setting.

### **Schedule and Work Recommendations**

A nursing education program is an intense learning environment with heavy academic demands. Students are encouraged to work no more than 20 hours a week. Clinical shifts are typically 8- 12 hours, including days, evenings, and weekends. Clinical shifts are subject to last-minute changes each semester. In addition, clinical shifts are scheduled at various clinical sites that may be 50 miles or more from campus. Students need to plan for reliable transportation to and from clinical sites. It is recommended that students make a personal commitment to remain flexible to accommodate program requirements and departmental changes in response to a dynamic and fluid healthcare environment.

## Section III: Registration and Finance

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### Registration

All newly admitted students to the nursing program are provided with a plan of study that outlines the courses required and the terms in which the courses must be taken. All students must follow their approved program plan, provided at the start of the program.

- Register with RRCC (noted in the application process)
- Upon acceptance to the nursing program, the degree pathway will switch to Associate of Applied Science
- Once you have been accepted into the program, you will then be able to register for nursing courses
- Do not register for nursing courses without being accepted into the program
- Follow the instructions in the [Red Rocks Community College website](#) to register for classes within the Apply heading under Admissions
- Refer to Red Rocks Community College's Cost & Aid webpage for information about tuition rates, financial aid, and scholarships.

### Course Withdrawal, Drop/Add Period

Students may drop any course up until 11:59 pm Mountain Time during the semester's designated drop/add period. Course withdrawal during this period does not require the instructor's signature and will not appear on the student's transcript. If the course withdrawal is within the add/drop period students will be issued a full refund for any tuition paid.

### Nursing Program Withdrawal

Following the drop/add period, if a nursing student is considering withdrawing from the nursing program for any reason, students are encouraged to discuss their class status with the course faculty or the Program Director before withdrawing from a nursing program or course.

Upon withdrawal, students must meet with the Program Director. Students withdrawing from the course should also complete the appropriate form in the Admissions and Records office. See the course syllabus/calendar for the last date to withdraw and receive

a refund. Students must return their picture ID to the Nursing Program Assistant or Director.

If the current course grade is below a “C” when the student withdraws, that withdrawal will be considered as one program failure in terms of readmission. Students who withdraw from more than one NUR course in the same semester with both course grades below a “C” at the time of withdrawal will be ineligible to re-enter the nursing program.

## **Leave of Absence**

A Leave of Absence (LOA) may be requested for up to one academic year (12 months) for any student who has experienced an urgent circumstance during their program of study that requires an interruption in their program plan. Students may request an LOA for military, financial, medical, or personal reasons. An LOA can be denied based on poor academic performance or poor academic standing. Students who request an LOA must plan to return to the program.

The LOA must be approved by the Director of the Nursing Education Program (DNEP). Students may request only one LOA during their academic program. Requests for additional LOAs will be approved on an individual basis by the DNEP.

## **Procedure for Requesting a LOA**

LOA forms are available upon request from [RRCCNursing@rrcc.edu](mailto:RRCCNursing@rrcc.edu).

- The LOA Request Form must be submitted to the Director of the Nursing Education Program (DNEP).
- It is the responsibility of the student to ensure that they are not registered for any courses during the terms for which a leave is being granted. The student needs to work with the Student Records office to ensure their record is correct prior to starting their LOA.
- Students with an approved LOA for greater than six months may be expected to successfully complete a refresher course prior to their re-entry into the Nursing Program. Following successful completion with a minimum passing grade of “C”, the student will be placed into the appropriate sequence of courses based on the initial completed coursework.

## **Military Leave of Absence**

The Red Rocks Community College Nursing Program supports students who are serving the country in this way. Military actions in other parts of the world and weather-related

disasters/other crisis both in the United States and in other parts of the world may result in the Department of Defense and/or the Governor calling Reserve and National Guard members to active duty. The Nursing Program is committed to providing service members with a high-quality education.

RRCC complies with the Department of Education regulations regarding readmission for Service members and reservists under 34 C.F.R. 668.18 and Title 38 U.S.C. 3691A regulations regarding withdrawal or leave of absence. Service members who believe they meet the criterion should contact the DNEP in conjunction with Military and Veteran Services (303-914-6127 or [veteran.services@rrcc.edu](mailto:veteran.services@rrcc.edu)).

## Section IV: Student Policies and Responsibilities

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### Accessibility

Red Rocks Community College is committed to providing equitable access to the nursing program for students with disabilities (e.g. learning, psychological, attentional, chronic health, sensory and physical). The nursing program complies with the Americans with Disabilities Act, wherein qualified students with disabilities are provided reasonable accommodations upon request to assist with their academic success.

To engage in a confidential conversation about the process for requesting reasonable accommodations in the classroom and clinical settings please contact Accessibility Services at: <https://www.rrcc.edu/accessibility-services> or begin the process via the Accessibility Services the website. Accommodations are not provided retroactively; therefore, students are encouraged to begin this process early.

### Reasonable Accommodations

Students are expected to participate fully in activities required by the program and will be expected to meet all program objectives/expectations/requirements.

Students experiencing a temporary medical condition, including pregnancy and related conditions, that inhibits or restricts their activities should connect with Accessibility Services. Documentation from the medical provider may be helpful or, in some cases, required. Accommodations will be arranged if reasonable and possible.

Should a student be unable to participate fully in the program's activities and meet the program's essential functions, the student's options may include an incomplete or an administrative withdrawal. Medical provider clearance may be required once a student can return to the course, program, or clinical assignment. Specific questions or concerns regarding returning to a program or course after medical-related extended absences or medical leave should be directed to Accessibility staff, who will work with the Nursing Program Director.

Reasonable accommodations afforded students in a classroom environment do not automatically transfer or apply to a clinical setting. An additional review is conducted if a student requests accommodations for the clinical setting. This additional review includes determining an appropriate, reasonable accommodation for the student to demonstrate



technical standards in the clinical setting. The review includes considerations of both patient and student safety.

## **Pregnancy**

Students may require accommodation during pregnancy as directed by a medical provider.

Accommodations for pregnancy and related conditions may include but are not limited to, allowance for makeup work, excused absences, extended deadlines, online learning options, and reasonable adjustments to a student's educational environment, even if they are outside of the instructor or faculty's typical practice, course syllabus or program handbook.

Students are protected from any unwanted attention or reveal of a student's pregnancy status without their consent.

When a pregnant student returns to school, the Nursing Program will take reasonable steps to ensure the student is returned to the same academic status as before the student's medical leave began to the extent possible.

Breast-feeding students will be allowed reasonable time and space to express breast milk in an appropriate location.

A student can seek accommodation from Disability Access Services, not through their instructor, faculty, or clinical site/supervisor. Students who are pregnant or have related conditions are encouraged to seek assistance for accommodation as quickly as possible.

## **Student Rights and Responsibilities**

Red Rocks Community College recognizes that students admitted to one or more of its degree programs have both rights and responsibilities. Students are encouraged to develop the capacity for critical judgement and engage in a sustained and independent search for the truth. The freedom of faculty members to teach and the freedom of students to learn are inseparable facets of academic freedom. Please see the Red Rocks Community College Student Handbook at the following link:

<https://www.rrcc.edu/sites/default/files/2025-09/Student-Handbook-2025-2026.pdf>

Students are encouraged to exercise their freedoms in a responsible manner. Students are encouraged to participate in the formulation and application of policy affecting academic and student affairs through the RRCC organizations such as Student Government. For more information; see [Student Affairs | Red Rocks Community College](#)

## **Advising**

Academic advising and general college information are available for both Red Rocks

Community College campuses. The advising teams provide students with comprehensive services to assist new and current students in developing plans to complete Nursing Program prerequisites, understand policies and procedures, and access campus resources to facilitate student success.

### **Student Advising Notice**

If a student's performance is not meeting program or course outcomes, the faculty, clinical instructor, and/or preceptor who observes the concerning behavior or performance is responsible for discussing it directly with the student in a timely manner. In the case of clinical performance, the specific behavior and action for required improvement will be clearly conveyed using the clinical evaluation tool. In some cases, this discussion will be accompanied by the completion of a Student Advising Notice (SAN). The student's understanding of the concern and commitment for improvement will be documented. A specific action plan will be outlined, including criteria and timeframes for improvement or continuation in the class or clinical agency, consequences for continued violation, and the potential for suspension from the program.

Meetings and discussions with students should be documented on a SAN. The SAN should be completed by the faculty and shared with the student and must include a plan for course success. Copies of the SAN will be sent electronically to the Director of the Nursing Education Program and program assistant. The program assistant will file the SAN in the student records system.

The SAN serves as a summative and formative tool to evaluate professional behavior as related to course and program outcomes. In addition, the SAN is used to determine appropriate recommended consequences of unprofessional conduct, including action plans for continuation in class, clinical, lab, and simulated learning experiences. The inability for a student to meet elements outlined in the SAN may result in Suspension or Dismissal from the program, course failure or recommendation for course withdrawal, required additional assignment, or consultation or referral as appropriate.

The process for using the SAN is as follows:

1. A SAN may be completed at any time in the course or program to alert a student who is not meeting the competencies of the course/program; the SAN represents an attempt to obviate further academic difficulty and provide additional advising/support if necessary.
2. The student and course faculty along with any additional appropriate clinical instructors or faculty as needed, will meet with the student to discuss concerns regarding academic or professional conduct.

3. An action plan will be completed using the SAN form, with follow-up after the course is completed.
4. Once the SAN is initiated, it will be distributed to the appropriate leadership member(s) as outlined on the SAN form.
5. Students may complete a written response to the concerns outlined in the SAN; the response will be attached to the original SAN form.
6. Should the student not meet course outcomes at any time after the SAN has been initiated, and should it then be determined that a student has experienced a course or program failure, a course failure form will be completed.
7. The completed SAN is placed in the student's file for 5 years in the Office of Academic Programs.

## **Completion of Course and Instructor Evaluations**

The Red Rocks Community College Nursing Program accrediting agencies require the program to conduct student evaluations of courses and instructors. Feedback from students is taken seriously at RRCC as we work to improve our courses, curriculum, and mentorship of our faculty. All RRCC nursing students are asked to complete an anonymous online evaluation of each course and instructor at the end of the instructional period. Students will receive instructions on accessing the evaluations through D2L.

## **Dress Code and Professional Appearance**

The Red Rock Community College Nursing Program is committed to ensuring all students promote an appearance that is professional to instill confidence, trust and respect in patients and their families. It is important that students dress in a professional and appropriate manner and are clearly identified as members of the healthcare profession. Clinical sites may have additional requirements that students must follow. If students are unsure about a clothing choice, they should seek the advice of their course faculty.

Students who fail to adhere to this policy may be asked to leave the clinical area. Making up time for missed clinical hours associated with leaving the clinical area may not be available. Two or more violations of this policy may result in a course failure.

## **Grooming**

Students should always exhibit good personal hygiene. This means clean nails, teeth, hair shoes, body and clothes. Students must remain free of odors or scents that might be offensive or unhealthy to others, including but not limited to cigarette smoke, body odor, bad breath, and excessive use of perfume or cologne.

- Fragrances are not permitted in patient care areas.

- Artificial nails, extenders, decals or wraps are not permitted. Fingernails should be kept clean and of an appropriate length to safely perform patient care.
- Hair must be clean, well-groomed, and controlled, 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. Hair should not fall over the eyes or on patients. Hair color or style must be professional and suitable for the clinical environment. Long hair must be secured off the shoulders and face.
- Heavy use of make-up is not acceptable.

### **Jewelry**

Jewelry must not interfere with job performance or safety. Jewelry in the clinical setting should not come in contact with patients, the work area or pose a danger of becoming caught in machinery or equipment. Modest nose studs are permitted; nose rings/hoops are not allowed.

- Ear piercings, including studded earrings and small hoops, must be discreet and not create a safety hazard. Gauged or plug earrings must be less than ¼ inch in diameter.
- No more than 3 items may be worn in an ear at any one time.
- Any other visible jewelry worn in piercings is prohibited, including the tongue.
- Accessories such as scarves, bandanas, hats, buttons, emblems, insignias and pins may be prohibited by agencies and therefore not allowed. Clinical Placement Coordinators should contact the clinical sites directly regarding exemptions for religious or cultural reasons.
- Medic alerts and wristwatches are not considered jewelry.

### **Smoking/Gum Chewing**

- Most clinical agencies are tobacco-free, including cigarettes, electronic cigarettes, and chewing tobacco. Agency policy regarding tobacco use must always be followed.
- 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.
- Undergarments should not be visible through clothing.
- Clothing must always be professional in appearance.

- Clothing should be neat, clean, pressed, and in good repair.
- Students are permitted to wear shirts underneath their scrub tops. These shirts must be black or white and free from any designs or writing.
- All students and instructors must wear picture school ID badges, which are always visible.
- Tattoos - visible tattoos must be covered to the extent possible.

### Footwear

- Socks or hosiery must be worn.
- Shoes should be clean, polished, in good condition and dedicated to the work setting.
- Good, comfortable, supporting, quiet, and professional style shoes must be worn in areas where patients are present.
- Shoes must be close-toe, flat or heels less than 2 inches, made of sturdy material that will not absorb body fluids or potentially hazardous materials, and be of a neutral color.
- Flip-flops, hiking boots, Crocs, beach sandals, and Five Finger (or similar footwear) are prohibited.
- Soles should be non-marking and should provide sure footing.

### Identification Badge

An RRCC identification badge must always be worn and remain visible to patients and staff while the student is in the facility.

- Badges should be unaltered, worn at the waist or above, and either clipped to clothing or around the neck with a break-away lanyard.
- Badges need to be easily read by patients and should not be covered by items that obstruct the legibility of names and photographs. Pins, buttons or stickers may not be directly attached to the identification badge.
- Off-site agencies may require students to obtain agency-specific ID badges to be worn. If required, the first agency issued-ID badge is free to the student. Lost, misplaced or stolen agency issued-ID badges must be reported to the agency and the student may incur a replacement cost. Agency-issued ID badges must be returned to the agency, as indicated by agency policy.

## **Personal Communication and Entertainment Equipment**

Personal electronic devices, including but not limited to cell phones and wearable tech such as smart watches, headphones, and tablets/laptops, are not permitted unless used for patient care.

Clinical sites are not liable for any personal items, including electronic devices, that are lost, misplaced, stolen, or damaged in the clinical setting. Any questions regarding appropriate dress codes, standards of conduct, and identification practices should be directed to the agency and school.

## **Program Expectations of Professional Conduct**

### **Social Media**

Social networks are not to be used for posting or communicating anything related to clinical agency patients, patient condition, patient care, or the activities of providers. Any posting or communication on social networks is a violation of the Health Insurance Portability and Accountability Act (HIPAA).

Additionally, students are expected to follow the guidelines for social media use as outlined in the American Nurses Association Social Media Principles and the National Council of State Boards of Nursing on the use of Social Media.

<https://www.ncsbn.org/video/social-media-guidelines-for-nurses>,  
[https://www.ncsbn.org/public-files/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf)

### **Student Email**

Email is an official means for communication within RRCC Nursing Program. The Nursing Program employs the practice of sending communications to students via email and expects that those communications will be received and read in a timely fashion. It is to this official address that RRCC will send email communications; this official address will be the address listed in Outlook.

RRCC email will not be electronically redirected to another email address. RRCC is responsible for the handling of emails by outside vendors.

Not reading an email does not absolve a student from the responsibilities associated with communication sent to their official email address. Students are expected to check their official email addresses on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time sensitive.

### **Educational uses of email**

Faculty will determine how email will be used in their classes. If faculty have email requirements/expectations, they will be specified in the course syllabi.

## Attendance

Attendance is an important element of the Red Rocks Community College Nursing program, professional behaviors policy. Students should reference that policy to determine course attendance requirements. Punctuality is expected professional behavior of all RRCC nursing students. The purpose of this policy is to describe what constitutes “attendance” in the onsite clinical setting and to advise student and faculty of the appropriate, consistent consequences of tardiness and absence.

For students working in area healthcare agencies, every effort will be made to not place them in the same physical location where they are or have been employed. This practice is in an effort to provide students with a more diverse experience. Clinical shifts may be subject to last-minute changes each semester. Clinical shifts may include day or night shifts. In addition, clinical shifts are scheduled at various clinical sites that may be 50 miles or more from campus. Students need to plan for reliable transportation to and from clinical sites. It is recommended that students make a personal commitment to remain flexible to accommodate program requirements and departmental changes in response to a dynamic and fluid healthcare environment.

Occasionally, students may be required to attend class or clinical rotation during academic break periods, weekends, intersession periods, or Spring Break as a result of clinical agency requirements. In general, students are not required to attend class or clinicals on official holidays or during intersession periods, but there may be situations in which students are required to attend clinicals on official holidays or intersession periods. This kind of scheduling may be present in circumstances when completion of clinical hours is necessary to prevent delays in student progression or graduation.

To the extent possible, childcare, other work schedules and commitments should be arranged around on-site and off-site clinical orientations and schedules. Pre-approved religious accommodations will be honored. Additional planning and flexibility may be required by students should a clinical schedule or agency orientation abruptly change.

Clinical placement decisions may be made anywhere along the “Front Range” and within the state of Colorado. Students must demonstrate flexibility to attend the clinical agency identified for the student placement and must have reliable transportation to travel to clinical sites. This may include traveling several hours from the Denver Metropolitan area. The RRCC nursing program recognizes clinical accommodations only when approved through Accessibility Services in collaboration with the RRCC nursing program.

### In-person and online Classroom Attendance Policy

At RRCC, our in-person and online learning environments are designed to cultivate key competencies for nurses, such as clinical reasoning, teamwork, collaboration, problem-

solving, and professional communication. Students are responsible for their learning and meeting the outcomes of the course and program of study. Attending online and in-person classes regularly is vital for acquiring the necessary knowledge and skills to practice safely and effectively. However, absences can happen for a variety of reasons. The following policy details the process for managing absences in both settings.

In addition to the RRCC Classroom Attendance Policy, faculty are responsible for clearly outlining course-specific attendance expectations in the syllabus, particularly as they relate to assignments and evaluations (e.g., exams, classroom assessments).

Faculty reserves the right to maintain specific attendance guidelines as part of the course grade. See individual course syllabi for specific policies.

It is the student's responsibility to access, read, and respond appropriately to all course announcements, handouts, and other material presented in class and to meet all course requirements.

### **Notification to Course Faculty**

Students are required to notify the course faculty prior to any absence. RRCC Nursing Program recognizes that in extreme circumstances, it may not be possible for the student to notify the faculty before the absence. In these circumstances, the case will be reviewed individually and in congruence with the course's policy. Students and faculty are expected to collaborate on a plan for missed assignments and exams, following Nursing Program policies. Certain absences may lead to interruptions in the student's program plan, and in these instances, students should consult with the Director or Assistant Director of the Nursing Education Program to create an individualized plan.

### **Punctuality and Defining Absences**

The professional expectation in the Nursing Program is to be prepared to engage at the start time of the course. Students may occasionally run late or need to leave class early. Due to the high degree of variability between courses, the definition of tardiness and when missing class becomes an absence may be further defined in the course syllabus. Students are encouraged to communicate with faculty to clarify course policy and its impact on their performance in the class.

### **Absences Protected by Law**

Certain absences are protected by law and therefore considered excused absences. The college is required to provide a make-up option for any missed class, provided it is reasonable to do so and does not fundamentally alter the curriculum. Extended absences in this category may result in a need to consult with the assistant dean or the specialty director of the student's specific program.



**The following are excused absences protected by law:**

- Absences that have been approved through the Office of Disability Access and Inclusion (ODAI) accommodation process.
- Absences related to military obligations.
- Absences due to required legal proceedings or jury appearances.
- Absences due to the observance of religious holidays or cultural observances.
- Medically related absences due to pregnancy accommodations.

**Absences Managed at the Course Level**

The Nursing Program recognizes the unique needs and structure of each course as it relates to absences. Students and faculty are encouraged to collaborate and develop a plan for success in conjunction with course requirements. Extended absences for any reason may be managed in conjunction with the faculty and the Director of the Nursing Education Program.

The following provides guidance for the types of absences managed at the course/class level:

- Absences due to Infectious illnesses.
- For students who are symptomatic, sick, or test positive for COVID-19: Follow the COVID-19 Campus Protocols.
- For students experiencing symptoms of an infectious illness (fever, chills, myalgia, headache, nausea/vomiting, diarrhea, cough, fatigue, etc.):
  - Students must self-monitor their symptoms and may return to the classroom setting when symptoms are improving with no vomiting or diarrhea, and afebrile without the use of fever-reducing medications for 24 hours.
- Infectious or non-infectious conditions, including COVID-19, do not require medical clearance or documentation for return to class unless extenuating circumstances arise or the illness becomes prolonged. In these situations, a medical clearance from the student's provider may be required and will be managed in conjunction with the Director or Assistant Director of the Nursing Education Program.
- Absences due to bereavement or caregiving (e.g., included but not limited to the death of a family member or significant other; ill child or ill family member).
- Absences due to professional activities (e.g., poster-presentation at professional conferences). The RRCC Nursing Program supports participation in professional organizations, at conferences and professional activities. This applies to students

actively participating in a professional organization or attending/presenting at a conference.

- Absences not covered by the previous categories. Students may occasionally choose to be absent for personal reasons or miss class for reasons that do not fall within the categories outlined above. In these cases, students are encouraged to first refer to the course syllabus and the College policy and communicate with their course faculty as early as possible to discuss the absence. The course faculty will help students understand the impact of the absence on their performance in the course.

**Clinical Absences:** For absences in the clinical setting, please refer to the appropriate Nursing Program policies and procedures. See Section V in the student handbook.

## Learning Environment

The workplace and classroom are typically not appropriate places for non-student, minor children. Children will not be allowed in the Nursing Program classrooms. This policy exists for the safety of the minor, as well as to foster respect for students in the classroom attempting to participate in class activities without disruption.

The faculty and staff of the nursing program understand that childcare problems sometimes occur. If childcare concerns you, speak with Student Affairs for information regarding childcare resources.

- If a student has an emergent circumstance (e.g., illness, school closing) that affects childcare, the student should notify the instructor by phone, email, and/or D2L messaging as soon as possible.
- The student should meet with course faculty regarding missed content, exams, or assignments, or obtain missing content from a classmate.

## Exam Environment Standards

Ensuring a predictable and consistent testing environment is necessary to support students on exam day. The following standards align with NCLEX testing process and rules and will be implemented in all courses with required proctored exams.

For the purposes of these exam standards, a 'proctored exam' is any exam that is monitored by approved faculty/staff or technology based on the assigned location and date.

These exam standards apply to exams that are incorporated into the required 77% cumulative exam average according to the RRCC Nursing Program.

**Prior to the exam:**

1. Testing begins at the time noted in D2L or on the syllabus. Early arrival minimizes disruption once testing has begun and maximizes adequate time to complete the test.
2. Students who arrive late for the exam will have only the remaining time in the allotted exam period to complete the exam unless otherwise noted in the course syllabus.
3. If a student anticipates being late or absent for the exam, course faculty notification is required prior to the start of the testing period. Information regarding the notification process is in the course syllabus. Please refer to the RRCC CU Nursing Program Attendance Policy regarding classroom attendance.
4. Notification of tardiness or absence does not guarantee the student will be eligible for a make-up exam and is subject to the policy listed in the course syllabus and faculty discretion.
5. Faculty and students are required to follow processes for approved accommodations as outlined by the Accessibility Office.
6. Faculty may randomly assign student seats for the exam.
7. Students are encouraged to visit the bathroom prior to the exam.

**During the exam:**

1. Technology is limited to the device required to complete the exam. No other forms of technology are allowed. Faculty may require cell phones, Smart watches and other Bluetooth capable devices to be stowed away during the exam.
2. For online in-person exams, students must complete the exam in their assigned location and date.
3. Students must be present in the approved RRCC location to access the exam (no remote access is allowed).
4. Earplugs are allowed. Non-Bluetooth capable noise-cancelling or noise-reducing headphones may be allowed with faculty pre-approval. Noise-cancelling headphones cannot be connected to wi-fi.
5. One drink per student is permitted. No food is allowed.
6. Faculty approved scratch paper will be provided to students once the exam starts. The scratch paper will be returned and destroyed by the faculty or proctor at the testing center when the student has completed the exam.
7. The student testing area is clear of all objects except those allowed for the test. All personal items are stowed away from the testing area.

**After the exam:**

1. Prior to the exam, further information will be available from faculty regarding the post-exam process.
2. A check out process will be determined by course faculty.
3. If students remain in the classroom, they must refrain from using electronic technology and class notes for the entire duration of the exam.
4. Faculty will post the exam results in a timely manner.
5. Information regarding exam review will be provided by course faculty.

## **Inclement Weather/College Closures**

Red Rocks Community College understands that certain extreme weather conditions may require leadership to delay or close the college periodically. If RRCC decides to close for inclement weather, students, faculty and staff will receive notification of any delays, closures by phone, text, and email messaging through AppArmour, the emergency notification system. In addition, delay/closure information will be posted on the RRCC homepage, RRCC Facebook and Instagram accounts, along with notification from local television stations or their websites.

### **When there is inclement weather:**

1. We ask that all students exercise individual judgement regarding their ability to travel safely to campus or clinical agencies when inclement weather is in the area.
2. Any delay (i.e., campus opens at 10am) or early closures (i.e., campus will close at 4pm) will be announced and specify which campus or both will be affected by the emergency.
3. If the decision is made to close the college, the message will clearly state that the college is closed, and the buildings are not open.
4. There may be times when leadership will consider whether a remote workday is appropriate.
5. Students are not expected to prioritize class attendance or clinical experience above personal safety.
6. Students must assume responsibility for deciding if weather conditions are too hazardous to permit safe driving.
7. Students must notify their appropriate course faculty member/clinical instructor or preceptor as soon as possible if not attending class or clinical.

### **If a faculty member needs to cancel a class or clinical session due to the inability to get to campus:**

1. Faculty will make every attempt to notify students in their course as early as possible via D2L or email.
2. Students are responsible for checking their email or D2L platform for information.

3. It is the faculty's responsibility to provide a reasonable opportunity for students to obtain the missed content, complete assignments, or examinations missed due to inclement weather.
4. Faculty members have discretion in determining whether additional classes will be added for the missed class or if additional work will be assigned due to a closure or delayed opening.

## **Student Volunteer Policy**

### **Volunteer Work**

Volunteer work allows students the opportunity to gain experience in the clinical and healthcare environment as well as contribute to the community. The RRCC Nursing program supports the participation of its students in approved community volunteer activities.

All clinical volunteer activities performed by students representing themselves as RRCC nursing students and are enrolled at RRCC Nursing Program must be approved in writing by the Director of the Nursing Education program or their designee prior to participating in the event. Students participating in approved volunteer activities may or may not be awarded course credit.

### **Process for approval**

The student will submit a request for approval of the event via email to the Director of the Nursing Education Program, or their designee 72 hours in advance of the event. The request must contain the following information:

- Name of Event
- Date of Event
- Location of the Event
- Activities performed at the event by the student(s)
- Supervision (if any) of the event
- If the event involves several students, provide the names of each student

In determining whether a non-approved volunteer activity will be approved, consideration will be given to such factors as: a) whether the volunteer activity incorporates aspects of the RRCC Nursing Program curriculum; b) the level of supervision provided to the student(s). Decisions regarding requests for non-approved volunteer activities will be communicated by the Director of the Nursing Education program or their designee, to the student via email within 24 hours of receiving the request for approval.

## **Conditions of Participating in Volunteer or Shadowing Activities**

Students must comply with the following criteria in order to participate in volunteer activities:

- Students must be in good academic standing. Students on suspension or probation are not eligible to participate.
- Students may only perform clinical activities that they are qualified to perform based on their progression in the nursing program, and within their scope of practice as a student.
- Students must identify themselves as a RRCC nursing student and must wear their RRCC name badge.
- Students must abide by the RRCC Nursing Program Professional Role Behaviors and all other RRCC policies and procedures.

Failure to comply with the above criteria may result in dismissal, suspension, or expulsion from the Nursing program.

## **Student Grievances and Appeal Process**

Students may file a grievance or request an appeal within one week from the incident date or by the last day of the semester, whichever comes first. The initial step for a grievance or appeal involves the student professionally discussing their concerns in person with that party directly involved. If unresolved, the student may consider reporting to the appropriate chain of command, including the lab/clinical instructor, course instructor, Program Director, Instructional Dean, and Human Resources/Student Services offices. The Instructional Dean retains the discretion to determine if further investigation is warranted or if the matter can be resolved based on the prior determination. Grievances and appeals made outside of the above time constraints may not be given consideration.

## Section V: Academic Standing and Progression

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A nursing education program combines classroom lectures, skills laboratory experience, clinical education hours, and patient care simulations in the lab or virtual settings. Nursing programs evaluate students in lecture, lab, and clinical settings using a combination of formative and summative assessments to ensure competency in knowledge, skills, and patient care.

- **Lecture Evaluation:** Students are assessed through exams, quizzes, case studies, written assignments and other methods to measure their understanding of theoretical concepts. Participation in discussions and evidence-based research projects may also contribute to their evaluation.
- **Lab Evaluation:** In skills labs, students are assessed on their ability to perform hands-on procedures such as medication administration, wound care, and IV insertion. Faculty use checklists, direct observation, return demonstrations, and simulation scenarios to evaluate technical skills, critical thinking, and adherence to safety protocols.
- **Clinical Evaluation:** In clinical settings, students are evaluated on their ability to apply knowledge and skills to real patient care. Faculty use clinical evaluation tools to document student progress in the clinical setting. Faculty work with students through direct observation and self-reflection to assess professionalism, communication, critical thinking, and clinical judgment. Preceptors and instructors provide feedback on patient interactions, decision-making, and adherence to ethical and legal nursing standards.
- **Simulation Evaluation:** Using the International Nursing Association for Clinical Simulation and Learning (INACSL) Best Practice Standards. Faculty use grading rubrics to measure student performance, critical thinking, and clinical judgment. Structured debriefing sessions allow for reflection and feedback, ensuring students develop competency in safe, patient-centered care.

By integrating assessments across these areas, nursing programs ensure that students develop the knowledge, skills, and competencies required for safe and effective nursing practice.

### Good Academic Standing

Good academic standing in the Nursing Program requires a minimum 2.0 cumulative GPA, no incomplete grades, and a minimum earned grade of 'C' in all courses. Graduate students are required to maintain a cumulative GPA of 3.0 or better, with no incomplete grades, and a course passing grade of "B-" or better in all courses. Students who fail to

meet these standards are subject to the academic probation and suspension policies. Students on probation or suspension are not considered to be in good academic standing.

Students who are not in Good Academic Standing may not (a) participate in clinical/internship experiences, healthcare-related volunteer activities as a RRCC nursing student, practicum experiences (affiliation agreements indicate a letter of good standing is required), (b) self-identify as students for any health care- related volunteer activities, or (c) represent themselves as active nursing students in public or clinical settings.

## **Program Progression**

To progress through the Nursing Program, a student must achieve a theory grade of “C” or better in every required nursing course, satisfactorily complete all on-campus labs, and maintain satisfactory clinical performance. Withdrawal from a nursing course with a grade less than a “C” or while on a clinical improvement plan constitutes a failure in re-admission. Students are eligible to be readmitted one time after a course failure.

If a clinical agency/facility requests that a student not return to their facility (to complete a current or future clinical), the student will be stopped from attending clinical and, therefore, unable to complete the course. The nursing program has the right to terminate the clinical experience and record this as a student failure (F) in the associated theory course. If the precluding event is severe and violates the College Student Code of Conduct or any circumstances outlined in the Nursing Program Handbook, this may result in disciplinary action, up to and including permanent dismissal from the program.

## **Course Grades and Program Progression**

Upon acceptance to the Red Rocks Community College Nursing Program, the student’s place is guaranteed if their progression continues. To progress through the Nursing Program, a student must continue to meet all the following criteria:

- achieve and maintain a theory grade of “C” or higher for all nursing courses
- satisfactorily complete all on-campus lab hours and assignments
- completes all required clinical hours and earns a summative rating of “satisfactory” for all clinical hours
- demonstrate professional behaviors for successfully meeting the nursing program student learning outcomes
- achieve a grade of “C” or above in all required co-requisites

## **Grading and Grading Scale**

Each course syllabus details the requirements for earning a course grade and grading parameters. An “Unsatisfactory” clinical performance evaluation score means the student



does not pass the nursing course associated with the nursing class regardless of the theory grade. Students are expected to speak directly with the theory faculty member(s) about any concerns, i.e., grading course materials or suggestions for success. It is the students' responsibility to monitor their course progress. Student are encouraged to make an appointment with their course faculty for an exam score grade of "C" or less.

Students who do not achieve a passing grade on the first exam of any nursing course are strongly encouraged to make an appointment with their faculty. If the student scores below 77% on a second exam, faculty will complete a Student Advising Notice (SAN) and review with the student. The SAN will identify strategies to improve the course grade.

Below is the nursing program grading scale. Exam grades are not rounded. Course grades are rounded to the nearest tenth for final grade submission.

#### Red Rocks Community College Nursing Program Grading Scale

Letter Grade	Range
A	90-100%
B	83-89%
C	77-82%
F	0-76%

#### Course Failure

If a student fails any portion of a nursing course's theory, laboratory, or clinical component, it constitutes a failure in the course. Any course failure requires that all course components (theory, lab, and/or clinical) are repeated when the student re-takes the course. As all nursing course content builds upon previous knowledge, student progression in the program will be stopped until the course is repeated to earn a passing course grade. The student will leave the nursing program until the class is offered again.

If a student receives a failing grade in one course or co-requisite course their progression in the nursing program will be stopped and the student may not be eligible to readmission to the Nursing Program.

Students who earn a course grade less than a "C" in a nursing program course a second time OR who have two concurrent (in the same semester) nursing program course grades of less than "C" will not be eligible for re-entry to the nursing program. Earning a grade below "C" in BIO 2102, Anatomy and Physiology II will prevent students from progressing in the nursing program.

## Offsite (Clinical Agency) and Onsite (Laboratory/Simulation/Clinical) Attendance

### Definitions:

- **Tardiness:** Tardiness is arriving at a scheduled On-site or Off-site clinical session one to ten (1-9) minutes after the scheduled start time. Students who arrive late (approved or unapproved, avoidable or unavoidable) will be considered tardy.
- **Absence:** An absence occurs when a student arrives more than ten (10) minutes after the start of the scheduled session.
- **Approved Off-site Clinical Absence:** Any verifiable illness, emergency (i.e., life-threatening personal or family emergency), legal proceeding or military duty requirement may be considered an approved absences in collaboration with course and clinical instructors. Work or other personal commitments (for example, planned vacations or recreational activities) are not valid reasons for absence. Documentation may be requested from course faculty to verify the reason for the absence.
- **Unapproved Off-site Clinical Absence:** (a) Any missed clinical for a reason other than reasons listed in approved clinical absence, (b) arriving at an off-site clinical one to nine (1-9) minutes late, or (b) lack of timely notification (one hour prior to scheduled off-site clinical time) to the clinical instructor AND agency preceptor, is considered an unapproved absence. For tardiness, refer to the tardiness protocol for Off-site agency clinical. **An unapproved absence may result in the initiation of a Student Advising Notice (SAN) or a failing grade for clinical. Clinical failure will result in failure of the course.**
- **Approved On-site Skills/Lab absence:** An absence is approved for a verifiable illness or emergency when a student initiates communication (via email or phone call) prior to a scheduled start time. Communication of absence through another student is not considered appropriate student-initiated communication.
- **Unapproved On-site Skills/Lab absence:** An absence is unapproved when there is no verifiable illness or emergency. Students who are tardy or absent will not be guaranteed makeup time or the ability to participate in lab/simulation.
- **On-site Tardiness protocol:** Occurrences are cumulative for on-site and clinical experiences.
- **On-site Absence protocol:** Occurrences are cumulative with all on-site clinical experiences. If the student is absent for the entire off or on-site clinical experience without any communication to faculty members for an unapproved reason, then consequences will start on the 2<sup>nd</sup> occurrence of record.

### **Offsite Clinical Agency Attendance Policy**

Red Rocks Community College has established collaborative relationships with a number of off-site clinical agencies for the purpose of securing appropriate clinical placements for its students. However, due to the limited availability and dynamic conditions related to student clinical placements, students must demonstrate flexibility to complete the clinical experience portion of the curriculum.

A student may not independently arrange an alternative clinical assignment with a clinical agency.

### **Offsite Clinical Agency Make-Up Policy**

Offsite make-up hours may be considered for missed clinical time (please refer to the Student Handbook for definitions of approved and unapproved absences). All clinical hours within each clinical course are required to be completed per the Colorado State Board of Nursing program requirements for clinical time.

Make-up of off-site clinical hours may be considered on an individual basis in conjunction with course and clinical faculty. In some cases, make-up time will not be available due to the nature and amount of missed clinical hours. Greater than 25% of the total clinical hours in a course may not be eligible for make-up. In this situation, options regarding program progression will be discussed with course and clinical faculty in conjunction with the Director and Assistant Director of the Nursing program.

As a first option, every effort will be made to reschedule off-site make-up time within the student's assigned clinical agency in collaboration with the clinical coordinator. Should clinical make-up time not be available within the student's assigned clinical agency, a plan for make-up time will be created based on a variety of elements including the clinical competencies for the specific clinical course. Make-up hours may include one or more virtual simulation (vSim), and/or focused time in the off-site. Off-site make-up hours are determined at the convenience and availability of the clinical agency and clinical instructors.

For the Transition course (NUR2030), clinical make-up time will be considered on a case-by-case basis in consultation with course faculty, clinical coordinator and the clinical preceptor.

Students are required to attend the clinical make-up time as scheduled in order to meet course and program outcomes. The use of an alternative offsite clinical site (i.e. a clinical site different from the students' original offsite clinical site), as a part of clinical make-up time may require students to travel outside of the Denver metro area. In addition, weekends and night shifts may also be used as make-up time.

### Onsite Clinical (Lab/Simulation) Attendance Policy

- **Tardiness protocol:** Occurrences are cumulative with all on-site clinical experiences
- **Absence protocol:** Occurrences are cumulative with all on-site clinical experiences. If the student is absent for the entire on-site clinical experience without any communication to faculty members for an unapproved reason, then consequences will start on the 2<sup>nd</sup> occurrence of record.

### Onsite Clinical Make-up Policy

Please refer to the algorithm below regarding consequences for tardiness and absences in the onsite lab and simulation setting.

### Use of VSim for Make-Up Policy

Virtual simulation (vSim) may be used for make-up of onsite or offsite clinical time. The maximum amount of simulation make-up time is 25% of total clinical hours per course, using the established ratio for onsite hours per course (2:1 or 1:1). VSim cannot be used for more than 2.5% of the total clinical hours in the nursing program; this equates to approximately 3 vSim assignments for the entire program (including those hours completed before an interruption in the original program plan).

Use of vSim for make-up time is cumulative throughout the program. For example, if a student uses vSim for make-up of onsite hours and later uses vSim for the make-up of offsite clinical time, the total of these two vSim assignments will count toward the maximum 2.5 % vSim utilization for make-up time for the total program clinical hours.

### Evaluation of Clinical Make-Up Time

Make up time in the offsite clinical setting will be evaluated using the course clinical evaluation tool. Make-up time in the lab setting will be evaluated using course outcomes. Successful completion of make-up hours and required competencies are determined in collaboration between course and clinical faculty. Failure to complete vSim assignment satisfactorily will result in the student needing to re-submit the assignment to complete clinical requirements for the course. Unsuccessful completion of offsite make-up hours may result in a clinical failure with subsequent course failure.

### Process for Offsite (Agency) Clinical Make-up Time

1. Clinical instructors will notify the course faculty in the event of missed clinical hours.

2. Following notification of clinical absence, the course faculty will contact the Director or Assistance Director of the nursing program for verification regarding the possibility of make-up time at the student's current clinical setting.
3. The Director or Assistant Director of the Nursing Education Program will notify the course faculty within 2 - 3 business days regarding the ability for the student to complete clinical absence time in the student's current clinical setting.
4. Based upon the availability of the current clinical site for clinical make up, the course and clinical instructor will create a plan for clinical absence time.
5. Evaluation of make-up assignments will be completed by the Course Faculty.

### **Process for On-site Clinical Make-up Time**

1. On-site Clinical Instructor will notify the course faculty in the event of missed on-site clinical hours. The On-site Clinical Policy for Tardiness and Absence will be initiated.
2. Every attempt will be made to reschedule the missed session. Rescheduling must maintain appropriate teacher/learner ratios for optimal learning for all students.
3. In the case that a simulation session cannot be rescheduled, then a vSim will be assigned that aligns with the learning outcomes of the missed onsite session.
4. In the case that a lab session cannot be rescheduled, then based on the complexity of the missed content, an independent or instructor lead make-up session may be offered. These sessions may be offered in combination with a vSim. They will be scheduled based on facility and instructor availability.
5. Evaluation of make-up assignments will be completed by the lab Faculty.

### **General Guidelines for Make-Up Time**

1. Clinical make-up time for onsite and offsite clinical hours will be monitored by the Onsite Clinical Simulation team throughout the program to ensure adequate completion of program outcomes and the State Board of Nursing requirements for licensure.
2. Students will be notified by the course faculty or Assistant Director of the Nursing Education program if they have maximized their vSim usage and are in jeopardy of not being able to make-up subsequent clinical time.

### **Offsite Clinical Policy for Tardiness**

Student arrives 1 minute or more late to the offsite clinical facility.

**1<sup>st</sup> Occurrence on record**

Verbal and/or email warning  
Email sent to student and course faculty.

**2<sup>nd</sup> Occurrence on record**

Student Advising Notice (SAN)  
Email sent to student and course faculty.

**3<sup>rd</sup> Occurrence on record**

Student Advising Notice (SAN)  
10-percent-point drop in final course grade warning  
Email sent to student and course faculty.

**4<sup>th</sup> Occurrence on record**

Course failure  
E-mail sent to student and course faculty

**Onsite Clinical Policy for Tardiness and Absence**

Student arrives 1 minute or more late to  
onsite skills lab/simulation.

**1<sup>st</sup> occurrence on record**

Verbal and/or email warning  
Email sent to student and course faculty.

**2<sup>nd</sup> occurrence on record**

Without any communication to faculty or any approved reason, student is considered absent for entire On-site clinical experience.

Student Advising Notice

Email including the Student Advising Notice sent to student and course faculty.

**3<sup>rd</sup> occurrence on record**

Course failure

Email including the Student Advising Notice and course failure form, sent to student and course faculty.

## **Clinical Site Injury and Prevention**

### **Exposure and Injury Process**

If a student has exposure to a contaminated or potentially contaminated instrument or is otherwise injured during clinical, a workman's compensation procedure must be initiated. Students are urged to complete this procedure for any injury, regardless of severity.

1. Notify your clinical instructor or clinical oversight immediately. Once the injury is addressed, students will email the Nursing Program Director to provide notification of the injury.
2. If the injury is severe or life-threatening, notify the clinical instructor of clinical oversight or clinical site staff and proceed to the nearest emergency department.
3. If the injury is not life-threatening, notify the clinical instructor of clinical oversight or clinical site staff, then proceed to a healthcare facility to be treated.
4. Notify the Red Rocks Community College Human Resources at 303-914-6297 to file an incident report. This should be done ASAP but no later than 4 days post-injury.
5. Students are not cleared to attend classes/clinical until injuries are assessed and a healthcare provider clears the student. Students may be asked to provide healthcare provider documentation verifying their ability to return to class/clinical.

## Needle Stick Injury

Students should take every precaution to prevent injuries caused by accidental needle sticks. Accidental needle sticks may cause the student or patient to be placed in potential danger of contracting infectious diseases, such as hepatitis or AIDS.

If a student experiences a needle stick injury during clinical education hours, follow these steps:

1. Ensure the patient is safe and the sharps are secured.
2. Wash punctures and small wounds with soap and water for 15 minutes.
3. Apply direct pressure to lacerations to control bleeding and seek medical attention. (CDC, 2024)
4. Notify the clinical instructor of clinical oversight or clinical site staff, then proceed to a healthcare facility to be treated.
5. Notify the Red Rocks Community College Human Resources at 303-914-6297 to file an incident report. This should be done ASAP but no later than 4 days post-injury.

## Safety in the Off-site Clinical Learning Environment

Nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. Therefore, students and faculty may not ethically refuse to care for clients solely because the client is at risk of contracting or has an infectious disease such as HIV, AIDS, HBV, or COVID-19.

The following information is provided to reduce student risks in the clinical learning environment.

1. Radiation Exposure: Students may be assigned clinical sites with the possibility of exposure to radiation during medical imaging procedures. When observing or working in areas near radiation exposure, take proper safety measures.
  - Leave the client as directed and stand behind a lead wall.
  - Students are never required to hold or steady a client during radiation exposure.
  - If a student chooses to hold a client, then wear a protective lead apron.
  - Follow all directions by the radiation department.
  - Students who are pregnant are not to observe or participate in radiation procedures.



2. Standard Precautions for Exposure to Body Fluids: All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
  - Contaminated sharps shall not be bent, recapped, or reopened.
  - Contaminated sharps must be placed in appropriate containers as soon as possible.
  - Eating, drinking, and using lip balm or cosmetics will occur only in designated breakrooms.
  - Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
  - When exposure is possible, personal protective equipment shall be used as follows:
    - Gloves shall be worn if the student anticipates contact with blood, mucous membranes, other potentially infectious materials, and non-intact skin when performing vascular access procedures and touching contaminated items or surfaces.
    - Masks, eye protection, and face shields are worn whenever splashing or spraying of potentially infectious materials occurs.
    - Gowns, aprons, and other protective clothing shall be worn in occupational exposure situations and will depend upon the task and the degree of exposure anticipated.
    - Surgical caps or shoe covers shall be worn when gross contamination occurs or during a surgical experience.
    - Students will wash their hands immediately after removing gloves or other personal protective equipment.
    - Any direct exposure to body fluids as a nursing student must be reported immediately to the clinical instructor.
    - Students exposed to body fluids shall follow hospital or clinical facility protocol.
3. While in the clinical setting, students are expected to:
  - Attend clinical pre-conference/pre-shift meetings with the instructor
  - Prepared an individualized plan of care for each patient.
  - Research all medications before medication administration. Review all new medication orders with the clinical instructor and/or the facility nurse.
  - Review performance criteria and anticipated nursing skills as needed before the clinical day. Review new care orders with the facility nurse and/or the clinical instructor.

- Explain the procedures for nursing skills required for patient care before performing assigned skills safely as needed.
- Report pertinent patient health status changes to the instructor and team leader immediately.
- Seek help from the instructor as needed. Do not perform skills without the consent or supervision of the instructor.
- Demonstrate accurate math/medication calculations. Calculations are verified by the instructor prior to administering any medications.
- Students will question any medication that is not within safe dosage ranges per drug information reference.
- If a medication error occurs, the student will, under the instructor's supervision, complete an occurrence report according to the facility policy. The student is responsible for reporting any error to the facility staff and complying with all policies and procedures for a medication error.

#### 4. Functions Students Cannot Perform in the Offsite Clinical Learning Environment

Students cannot perform the following functions in the Off-site Clinical Learning Environment. Students performing the following functions may be dismissed from the Nursing Program.

- Witness any consent forms.
- Perform any task that requires certification or advanced instruction. (i.e., arterial blood gas (ABG) puncture, chemotherapy, removal of PICC lines, telemetry).
- Take physician orders verbally or by phone. The student may not transcribe chart orders.
- Initiate invasive monitoring.
- Regulate or titrate epidural analgesia.
- Monitor a client during or following conscious or moderate sedation.
- Witness wastage or sign out of controlled substances in any medication delivery system.
- Perform end-of-shift-controlled substance count, if applicable. Have narcotic keys in their possession, if applicable.
- Verify blood administration and/or witness blood administration forms or hang blood or blood products.
- Perform any invasive procedure on each other, staff, or faculty (i.e., injections, catheterization, IV starts) in any setting.
- Any skill/procedure not covered in a nursing lab or by course content.

- Skills or tasks outside RN scope of practice as identified by facility.
- Any task or skills not allowed by students as identified by the facility.

## Section VI: Dismissal and Separation

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### Nursing Program Dismissal

Dismissal is an administrative withdrawal from the Nursing Program. A student may be dismissed from the Nursing Program should they meet any of the criteria for dismissal in the list below. Once the decision to dismiss the student is made by the Director of the Nursing Education program, the student will be informed of the dismissal in writing and the students' right to appeal the decision to the Dean of Academic Programs. Reasons for dismissal may include but are not limited to the following:

1. Failure of the same course for the second time
2. Students with a GPA below 2.0
3. If a clinical agency/facility requests that a student not return to their facility (to complete a current or future clinical), the student will be stopped from attending clinical and, therefore, unable to complete the course. The nursing program has the right to terminate the clinical experience and record this as a student failure (F) in the associated theory course. If the precluding event is severe and violates the College Student Code of Conduct or the Nursing Program Handbook, this may result in disciplinary action, up to and including permanent dismissal from the program.
4. Consumption of alcoholic beverages before or during laboratory, clinical experiences, voluntary Health Fairs (flu shot clinic, hearing and vision screening, etc.).
5. Use of drugs, except under a doctor's written permission, before or during laboratory or clinical experiences.
6. Diverting drugs in the clinical setting.
7. Positive drug or alcohol test.
8. Cheating, plagiarism, or any form of dishonesty.
9. Verbally or physically abusive behavior toward patients, faculty, staff, or students.
10. Unprofessional behavior in lecture, lab, or clinical setting.
11. Unexcused absence from lab or clinical.
12. Disruptive/ disrespectful/uncivil behavior in the classroom that impairs the learning of others.
13. Commission of a disqualifying offense after obtaining a clear background check.

## Readmission Policy

Due to the severity of some dismissal cases, a reapplication provision is not always provided.

Students who defer progression, withdraw failing, withdraw passing, or are dismissed from the nursing program may be eligible to return to the Red Rocks Community College nursing program on a one time only on a space-available basis.

Conditions/criteria for readmission will be communicated to the student in writing within two weeks of the end of the course. The conditions may be amended if prolonged re-admission time requires student skills and content remediation before readmission. If a decision is made for readmission, readmission placement should occur within one calendar year from when the last nursing course was taken and successfully completed.

### Student Requirements for Readmission

1. Create a list of success strategies for completing the nursing program in preparation for returning to the nursing program.
2. Schedule a meeting with the Program Director. The student and the Director will discuss what the student believes led to their failure/dismissal/withdrawal from the nursing program and strategies for a successful return to the nursing program.
3. The student will provide or update the information necessary for clinical placement, including but not limited to negative TB test, current immunizations, OSHA/HIPAA education, current BLS card, health insurance, background checks, drug tests, and fingerprinting as needed.
4. Students may be required to complete all required corequisite courses successfully prior to readmission.
5. The student will then send notification to the Director of the program, stating their intent regarding program re-entry. In addition, the student should state their plans for and/or progress toward meeting any re-entry requirements.
6. The Director of the Nursing Education program will meet to determine the student's eligibility to return to the program and any additional requirements that the student must fulfill when considering student readmission to the nursing program; these criteria include availability of clinical space, student performance as documented on the clinical evaluations of all nursing courses taken, physical exam as indicated, and demonstration of professional conduct.
7. The student will receive notification from the Program Director detailing their decision for readmission.

## **Suspension**

For information regarding student suspension please refer to the RRCC student handbook <https://www.rrcc.edu/sites/default/files/2025-09/Student-Handbook-2025-2026.pdf>

## **Expulsion**

For information regarding student expulsion, please refer to the RRCC student handbook. <https://www.rrcc.edu/sites/default/files/2025-09/Student-Handbook-2025-2026.pdf>

## **Academic Probation**

For information regarding academic probation, please refer to the RRCC student handbook. <https://www.rrcc.edu/sites/default/files/2025-09/Student-Handbook-2025-2026.pdf>

## Section VII: Conduct Focused Policies

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### Expectations of Professional Conduct

Standards of professional conduct are tangential to the nursing profession. Nursing students enrolled in the Nursing Program are expected to adhere to these standards. Students practice within the boundaries of the Colorado State Board of Nursing policies, the American Nursing Association (ANA) Code of Ethics for Nurses, and the Red Rocks Community College Nursing Program guidelines. Students will comply with the policies and regulations of the healthcare agencies where they are assigned clinical education hours. Students enrolled in the Nursing Program must also meet the expectations outlined in the Student Code of Conduct for Red Rocks Community College. Students may access this Handbook at [STUDENT HANDBOOK 2024 CE 2025](#)

Nursing Students are expected to maintain these standards of professional conduct. Failure to emulate professional behavior may result in a remediation plan, course failure, or nursing program dismissal.

- **Confidentiality:** Respects the privacy of clients and respects privileged information.
- **Communication:** Effectively uses various methods of communication to interact appropriately with various constituents.
- **Accountability:** Accepts responsibility and answers for one's actions and resulting outcomes; seeks constructive feedback to improve skills and interpersonal interactions.
- **Dependability:** Displays reliability and is trustworthy.
- **Responsibility:** Fulfills commitments and executes duties associated with the nurse practitioner's role.
- **Active Learner:** Identifies sources of learning to improve and grow knowledge, skills, and understanding.
- **Veracity:** Exhibits truthfulness; adheres to precision and honesty.
- **Critical Thinking and Problem-Solving:** Recognizes and defines problems logically and thoughtfully; develops fact-based solutions and effectively evaluates outcomes.
- **Respectfulness:** Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.

- **Punctuality and Promptness:** Attends class, lab and assigned clinical *experiences* and arrives on time and ready to begin at prescribed times.
- **Professional Appearance:** Adheres to established dress code in all clinical and professional settings.
- **Ethical and Legal:** Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of student nurse.
- **Safety:** Prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.
- **Civility:** Practice reflective, courteous, empathetic behaviors when interacting with classmates, instructors, college and clinical staff, clients, and their families.

## Drug Testing Policy and Guidelines

- All students must submit a drug test before clinical education hours.
- Students who fail the initial drug test are ineligible for the Nursing Program.
- Students may make an appointment with the Director of the program for questions regarding this process.
- Students may not use medical or recreational marijuana. Suspicion-based alcohol or drug testing will be performed if performance or behavior in the nursing program is suspected to be substance-related.

## Upon Acceptance to the Nursing Program

Enrollment in the Red Rocks Community College Nursing Program is contingent upon a negative drug test. RRCC is unable to accept any previous drug test. Some clinical agencies may require additional testing during the program. This may result in additional costs to the student.

All students enrolling in the Nursing Program will agree to present documentation of a current drug test. The drug test and/or any necessary transportation to a testing facility must be paid for at the student's expense. Students must use the designated lab and testing date identified by the RRCC Nursing Department for drug testing.

RRCC Nursing Program supports and enforces a zero (0) tolerance alcohol and drug policy. A student may request a retest (of the same sample) when test failure is presented. The student is fully responsible for the cost of this additional testing. If the results of the retest are still positive, the student will be unable to enter the Nursing Program, and tuition may be refunded in accordance with the College refund policy as stated in the catalog.



## “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 that impair judgment while on duty in any healthcare facility, school, institution, or other work location as a representative of the Nursing Program. The Nursing Faculty or Program Director may request that students submit to drug testing on a reasonable cause basis.

- If a faculty/clinical instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion or behaviors cause the faculty or clinical instructor to suspect the student is impaired by alcohol or drugs, the following actions will be taken:
  - The instructor will remove the student from the client care or assigned work area and notify the course faculty and/or Program Director. Depending on agency requirements, the instructor may need to notify the clinical agency immediately.
  - Drug screening will be required whether the student admits to drug or alcohol use.
  - The student must pay all costs associated with the “Reasonable Suspicion Based” drug testing.
  - If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or non-prescribed legal substances, the student must meet with the Nursing Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, the Nursing Program Director will decide whether a return to the clinical setting is allowed.
  - If the test results are positive for drugs, alcohol, and/or other illegal or non-prescribed legal substances, the student will be suspended from the Nursing Program and administratively withdrawn from all nursing courses for two consecutive semesters.
  - If a student refuses “Reasonable Suspicion Based” drug testing: a. The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
  - The instructor will arrange for transport from the clinical site. If the student refuses transportation, law enforcement will be contacted for assistance.
  - The student will not be allowed to participate in the Nursing Program until the investigation is completed.
  - A refusal to test will be considered a positive result and subject to appropriate disciplinary action, including possible dismissal from the nursing program.

## Readmission Guidelines Related to Substance Abuse Disorder

Students who are administratively withdrawn from Nursing courses for reasons related to substance abuse will:

1. Submit a letter requesting readmission to the Nursing Program.
  - a. Include documentation from a therapist specializing in addiction indicating the status of substance use, addiction, recovery, and/or documented rehabilitation related to the substance use.
  - b. Include documentation of compliance of a treatment program as identified by the therapist including a statement that the student can function effectively and provide safe therapeutic care for clients in a clinical setting.
2. Repeat drug screening for alcohol/drug use immediately prior to readmission. Random and/or reasonable suspicion testing may be required after readmission.
3. If a student, after being readmitted to the Nursing Program, has positive results on a drug/alcohol screening, the student will be permanently dismissed from the Nursing Program and may be subject to college disciplinary sanctions.

## Background Check

RRCC strives to maintain a safe and productive educational, clinical, research, and employment environment. All prospective students seeking clinical and/or internship opportunities must, therefore, consent to and pass a criminal background investigation prior to any final program acceptance. Background checks are also required for new employees, volunteers, and trainees who will have direct, ongoing contact with other students, patients, or visitors or who will have direct access to RRCC resources such as facilities, equipment, funds, or other property. Anyone subject to a criminal background check in accordance with this policy is referred to as an “applicant.” All appointments and promotions are contingent upon the applicant passing the necessary criminal background investigation. Students are responsible for the cost of the required background check.

### Standard Procedure:

- New applicants must be informed that they will be subject to a criminal background check and consent to the criminal background investigation as a condition of submitting such applications.
- New applicants must be informed that a positive background check may impact their ability to be placed in a clinical agency for required clinical experiences, thus resulting in a delay in program admission, progression, or graduation.
- An applicant who refuses to consent to any form of required background investigation, refuses to provide information necessary to conduct the background

investigation, or provides false or misleading information regarding the background investigation will not be considered further for acceptance into a program of study.

- Any applicant who has been matriculated and is subsequently found to have provided false or misleading information related to the background investigation is considered to be in violation of the RRCC Nursing Program policies and will be subject to disciplinary action, up to and including dismissal/termination, suspension or expulsion.
- Disagreements with information found in the background investigation and requests for reconsideration will be handled as follows:
- Applicants who disagree with the accuracy of the information found in the background investigation process may submit additional information in writing to the Director of Nursing Education Program. Additional information from the applicant must be received by email within five (5) business days after they have been notified of their status.
- Applicants who do not pass the background investigation and who believe there are extenuating circumstances about their criminal convictions or pending charges that should be considered by the Office of Admissions and Student Affairs may submit a written request for reconsideration.
- The criteria for assessing criminal background information are based on convictions as well as pending charges. A “conviction” means a verdict, a guilty plea, or a Nolo Contendere ("No Contest") plea. An applicant will be considered to have passed the criminal background investigation if the applicant meets all the criteria listed below:
- No felony convictions for drug use or distribution in the ten (10) years immediately preceding the submission of the student’s application to the CU Anschutz Campus.
- No felony convictions for serious or violent felonies, including, but not limited to, homicide or sexual assault (no time limit).
- In all other circumstances where convictions are found, the relatedness of the convictions will be determined by the Office of Admissions and Student Affairs. The criteria to be considered in this analysis include, but are not limited to, the following:
- Whether the convictions or pending charges were disclosed on the application form, and what the nature/gravity of the offense(s) is.
- The time that has elapsed since the conviction, pending charges, and/or the completion of the sentence and any other remediation.

## College Library

The library supports the educational goals of the students, faculty, and staff in the classroom and beyond the college walls. Comprehensive library services are available to

Lakewood and Arvada Health Sciences students. Students may schedule 20-minute sessions with a librarian for research assistance, help with paper formatting, selection of credible research sources, and inter-library loans. Overarching library services include course textbooks on reserve shelves, laptop checks, and collaborative or private study rooms. Faculty can schedule appointments with a librarian to improve research skills, information literacy, topic selection and refinement, search strategies, locating and evaluating sources of all types and citations, and help avoid copyright violations or plagiarism.

### **Library Hours:**

Main Library, Lakewood Campus

Arvada Campus

M-F 8 am-5 pm

Wed. & Thurs. 9 am-4 pm

Sat. & Sun. CLOSED OER resources: <https://library-cuanschutz.libguides.com/oer/nursing>  
Phone: 303.914.6740

## **Campus Safety**

RRCC's campus safety information can be found in the current RRCC Student Handbook. This handbook outlines the campus safety services provided by campus police, who can be reached at 303.914.6394 for non-emergencies. Campus police can provide many services, including vehicle battery jump-starts, personal safety escorts, etc.

## **Emergency Preparedness**

For information on emergency preparedness, visit the RRCC's current Emergency Operations Plan. This plan outlines organizational administration, coordination, communications, logistics, and procedures involved in emergencies such as bomb threats, active shooters, hazardous materials, severe weather, fires, etc.

## **Campus Closure**

You can learn when inclement weather or emergency conditions require Red Rocks campuses to be closed via the news media or campus telephone closure line (303.914.6600), or the college website: [www.rrcc.edu/closing](http://www.rrcc.edu/closing)

## **Artificial Intelligence Consensus Statement**

As members of the RRCC Nursing Program, we strive to be innovative and curious in our approach to the use of new technology. Artificial Intelligence (AI)/Machine Learning (ML) can be related but not limited to: text, video, audio, images, and analysis. With our

commitment to discovery and translation of new knowledge to improve health, we are responsible for approaching the use of these tools with integrity and professionalism.

#### **Guidelines for the use of AI/ML at the RRCC Nursing Program:**

- Never enter identifiable patient information, unpublished data, or unpublished manuscripts into AI/ML third party tools.
- Familiarize yourself with the shortcomings of various AI/ML tools such as bias or incorrect information.
- Critically evaluate any AI/ML generated responses with knowledge from course work and other creditable resources. Be vigilant about the presence of biases in work generated by AI/ML and work to prevent propagation of these biases.
- When allowed in your course, be transparent about the use of AI and ML tools when completing coursework, such as studying and assignments. Citation of use should include the name of the specific tool (and version) used and how it was used (e.g., outline generation, first draft, final draft).
- Failure to cite the use of AI/ML tools undermines the integrity of scholarly work and academic performance. Refer to each course syllabus regarding AI/ML requirements and consult with your course instructor as needed.
- Remember, students have ultimate accountability for the content of their writing and its accuracy, regardless of what tools are used in the writing process.
- Submitted assignments should represent student's individual knowledge, critical thinking, and align with the Professional Roles and Behaviors. Assignments measure student's knowledge of the material and ability to apply these concepts and competencies. Students are expected to retain professional integrity and authentic work on all submissions throughout the course, regardless of technology used (such as AI/ML).

## Section VIII: Graduation and Commencement

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### Graduation

Students must submit a Graduation Application to be awarded for any Certificate or Degree program you are finishing or have finished. Submit the forms near the beginning of the semester in which you want to graduate by the deadline date listed in the current semester schedule. Processing takes most of the semester and you will be sent an email status toward the end of the semester. Applications are not accepted after the deadline and will be processed the following semester. You do not need to be enrolled in classes the semester you apply. The application form is available at <https://www.rrcc.edu/graduation-application>.

### Honors List

The Honors List recognizes those who have achieved an outstanding level of academic success at RRCC. The Honors List designation is recorded on your official academic transcript and will be noted in the annual Commencement Program. This designation is based on the cumulative GPA for your graduating semester (summer/fall) and at the close of the preceding semester for spring graduates. The diploma and transcript Honors List designation is based on the cumulative GPA achieved after successful completion of all degree/certificate requirements. To receive this academic honor, you must be graduating and have:

- Must be graduating in the current spring semester or have graduated the previous summer or fall semester.
- Must have earned, for all credits, a cumulative grade point average (GPA) of 3.85 or higher by the graduating term to be recognized during the graduation ceremony.

### Licensure

AAS students who have completed program requirements must apply for the National Council Licensure Examination (NCLEX) and, upon successful NCLEX completion, for a Registered Nursing (RN) license in the state where they plan to work. The National Council of State Boards of Nursing outlines the policies and procedures for NCLEX registration. The student will find specific instructions and requirements at the websites of individual state boards of nursing, e.g., the Colorado State Board of Nursing.

## Section IX: Appendix

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### **Appendix A: Student Handbook Acknowledgment**

#### **Nursing Student Handbook Acknowledgment**

I have read the Nursing Program Student Handbook and acknowledge receipt of the nursing program guidelines. I understand that I will be subject to all guidelines in this handbook, the RRCC Handbook, and specific course syllabi.

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Printed Student Name

Student Signature

Date

## Appendix B: Student Advising Notice



### Student Advising Notice

**Purpose:** To alert a student who is not meeting the competencies of a course in the Associate of Applied Science in Nursing program to avoid further academic difficulty and provide additional advising and support if necessary.

Student's Last Name	Student's First Name	S#	Date

There is a concern about the student in the following course:

Course Number	Course Title	Faculty Name

A time-specific agreement needs to be drawn up and agreed upon by the course instructor and student. **To the student:** If you have not discussed the course concern with the instructor, it is recommended that you do so at once.

**Concern:**

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**Substantiating Documentation/Rationale of Concern** (add attachments, if needed):

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**Recommended Course of Action** (add attachments, if needed):

<b>Student Signature</b>	<b>Date</b>	<b>Course Week Number</b>
<b>Faculty Signature</b>	<b>Date</b>	<b>Course Week Number</b>

**End of Course Follow Up and Outcome:**

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<b>Student Signature</b>	<b>Date</b>
<b>Faculty Signature</b>	<b>Date</b>

CC: Student  
Student file

## Appendix C: Remediation/Probation Plan

### Nursing Student Remediation/Probation Plan for Student Success

Student: \_\_\_\_\_ Course/Semester: \_\_\_\_\_

1. Academic Progression.

Critical Program Requirements:

2. Lab or clinical objective/s are currently not being met (See clinical evaluation tool)

Critical Program Requirements:

3. Student Plan: Skills, knowledge, and/or attitude must be demonstrated to meet the Critical Program Requirements.

4. Specific student strategies recommended to attain the skills, knowledge, or attitude stated above to meet the Critical Program Requirements.

Time frame: By \_\_\_\_\_, the student must meet the Critical Program Requirements.

Failure to achieve the Critical Program Requirements in the timeframe allotted may result in course failure.

Student Signature

Director/Assist Director's Signature

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Follow-up conference to be held date \_\_\_\_\_

Student Signature

Director/Assist Director's Signature

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OUTCOME: Follow-up conference notation:

\_\_\_\_\_ Student now meets objective(s)

\_\_\_\_\_ Student does not meet objective(s).

Student Signature

Instructor's Signature

## Appendix D: Leave of Absence

Red Rocks Community College Nursing Program

### REQUEST FOR LEAVE OF ABSENCE (LOA)

Student Name: \_\_\_\_\_ Student ID (S#) \_\_\_\_\_

Address: \_\_\_\_\_

Program: Associate in Applied Science in Nursing

Semester Admitted: \_\_\_\_\_ Semester(s) of LOA Requested: \_\_\_\_\_

Semester Returning: \_\_\_\_\_

Deadline date to notify Red Rocks Community College of intent to return to the nursing program.

Date: \_\_\_\_\_

**NOTICE TO STUDENT:** Students requesting a leave of absence must be in good standing and have every intention of returning to the program within one/two semesters. Notification of intent to return to the Nursing program is a requirement to guarantee a student's spot in the program.

The leave of absence does not extend beyond one calendar year. It is recommended that the student who is in good standing and has every intention of returning to the program within a two-semester period request an LOA rather than formally withdrawing from the nursing program.

**Director or Assistant Director to Complete:** Please complete items 1 – 3 with the student. Once complete, please forward the completed form to the Director of Nursing Education Program.

1. Has the student been on an LOA any other term(s)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate term and year \_\_\_\_\_
2. Reason for LOA request (Medical, Military, Financial or Personal): \_\_\_\_\_
3. Is the student registered for any class(es) during the semester(s) for which you are requesting an LOA?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTICE TO STUDENTS:** If registered for classes, please officially drop these classes by completing the Administrative Withdrawal form online. I understand if I request an LOA after the designated drop/add period, I may be responsible for full payment of tuition.

I understand that after twelve (12) consecutive months away from college, I must submit a Re-admit Application form online for readmission.

I understand if I am receiving Student Financial Aid that I must contact the Financial Aid Office.

**NOTE: If a student petitions for an LOA after the designated drop/add period they will be subject to full payment of tuition.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

ACTION PLAN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director/Assistant Director of the Program Signature\_\_\_\_\_ Date\_\_\_\_\_

LOA APPROVED: \_\_\_\_\_ LOA NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
Director/Assistant Director of Nursing Education Program

\_\_\_\_\_  
Date

If Leave of Absence is not approved, please attach explanations.

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Red Rocks Community College Student file

Cc     Student  
       Dean, Academic Affairs

## Appendix E: Curriculum Plan



**Start Here**

### Associate of Applied Science in Nursing Curriculum Plan

Prerequisites*	Semester 1	Credits	Semester 2	Credits
	BIO 1010 Biology Foundations *OR*	2	BIO 2101 Human Anatomy & Physiology I	4
	BIO 1111 General Biology I	5		
	CHE 1011 Intro to Chemistry I	5	BIO 2104 Microbiology	4
	ENG 1021 English Composition	3	PSY/SOC 1001 Introduction to Psychology *OR*	3
	PSY 2440 Human Growth and Development	3	Introduction to Sociology	
	<b>Total Credits</b>	<b>13</b>	<b>Total Credits</b>	<b>11</b>

**Total Credit Hours of Prerequisites: 24**

**\*Note:** Grades for all prerequisites must be a C or higher. Prerequisite GPA must remain at a 3.0 or higher. Prerequisites may be taken in any order. Applicants may be enrolled in final prerequisites the Spring semester while applying to the Nursing Program. It is recommended that applicants consider taking a college Algebra course and BIO 2116 (pathophysiology).

**Continue Here**



**Apply to Nursing Program: February 1<sup>st</sup> - March 31<sup>st</sup>**  
(If accepted, you begin the program in Fall)

Associate of Nursing	Fall (RRCC) Semester 3	Credits	Spring (RRCC) Semester 4	Credits
	BIO 2102 Human Anatomy and Physiology II	4	NUR 1006 Medical-Surgical Nursing	7
	NUR 1009 Fundamentals of Nursing	6	NUR 1050 Maternal Child Nursing	6
	NUR 1001 Dosage Calculation	1		
	NUR 1002 Basic Concept of Pharmacology	2		
	<b>Total Credits</b>	<b>13</b>	<b>Total Credits</b>	<b>13</b>

Associate of Nursing	Fall (RRCC) Semester 5	Credits	Spring (RRCC) Semester 6	Credits
	NUR 2006 Advanced Medical-Surgical Nursing Concepts I	6.5	NUR 2016 Advanced Medical-Surgical Nursing Concepts II	5
	NUR 2011 Psychiatric-Mental Health Nursing	4	NUR 2030 Transitional to Professional Nursing Practice	4
	NUR 2012 Pharmacology II	2		
	<b>Total Credits</b>	<b>12.5</b>	<b>Total Credits</b>	<b>9</b>

**Total credits for Associate of Applied Science in Nursing including prerequisites: 71.5**



**Finish Here**

**Graduation from Red Rocks Community College with an  
Associate Degree of Applied Science in Nursing**