Department of Nursing

Pueblo

Fremont

Southwest

ADN, Paramedic - ADN, and LPN – ADN

Handbook

2026-2027

Revised

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Table of Contents

1. Program Overview 6
1.1 Introduction 6
1.2 Welcome 6
1.3 About Pueblo Community College 7
1.4 Nursing History at PCC 7
1.5 Nursing Department Vision Statement 8
1.6 Nursing Department Mission Statement 8
1.7 Nursing Department Educational Philosophy 8
2. General Nursing Program Information 8
2.1 Program Approval and Accreditation 8
2.2 Higher Learning Commission Accreditation 9
2.3 Statement of Non-Discrimination 9
2.4 ADN End of Program Student Learning Outcomes 10
2.5 PN End of Program Student Learning Outcomes 11
2.6 Professional and Technical Standards 11
2.7 ADA Notice: Accommodation Process 12
3. Communication and Technology 12
3.1 Audio or Video Recording 12
3.2 Responsible Use of Technology and AI 13
3.3 Responsible Use of Technology and AI 13
3.4 Minimum Technology Requirements 14
3.5 Communication 15
3.6 Social Media Policy 15
4.Compliance Requirements 15
4.1 Compliance 15
4.2 Compliance Tracking Software 16
4.3 Background Checks 17

4.4 Basic Life Support (CPR) 17
4.5 Immunizations 18
4.6 Substance Use Policy (Drugs/Alcohol/Tobacco/Marijuana) 19
4.7 Drug Screening 20
5. General Academic Information and Policies 21
5.1 Educational Approach 21
5.2 Scheduling and Study Time Management 21
5.3 Faculty Office Hours and Nursing Department Directory 21
5.4 Student Support Services 22
5.5 Safety Emergency Protocols 22
5.6 Inclement Weather 22
5.7 Pueblo Community College Code of Conduct 23
5.8 Academic Integrity and Use of Artificial Intelligence 23
5.9 Consequences of Academic Dishonesty 24
5.10 Grievance Procedures and Chain of Command 24
5.11 Academic, Clinical, and Professional Development Policy 24
5.12 Academic, Clinical, or Professional Probation/Dismissal 25
5.13 Severe Violations & Dismissal for the Nursing Program 26
6. Program Progression 27
6.1 Nursing Course Progression Policy 27
6.2 Grading Policy 28
6.3 Late Assignment Policy 28
6.4 Repeating a NUR Course 29
6.5 Withdrawing from a Nursing Course 29
6.6 Clinical Class Progression 29
6.7 Academic Dismissal 30
6.8 Readmission Policy 30
6.9 Leave Absence 31
6.10 Due Process 32

6.11 Transfer Policy 33
7. Assessments and NCLEX Prep 34
7.1 Standardized Testing and NCLEX Prep 34
7.2 Testing Guidelines 36
7.3 Clinical Calculations 37
7.4 Testing Accommodations 38
7.5 Missed Examination Policy 38
7.5 Exam Review 38
7.6 Skills Competency Evaluation 39
8. Clinical/Lab/Simulation Policies 39
8.1 Clinical Scheduling 39
8.2 Clinical Placement Locations 40
8.3 Attendance/Tardiness Policies 40
8.4 Fitness for Duty and Work Restrictions Before Clinical or Simulation 42
8.5 Appearance, Dress Code and Required Equipment 43
9. Clinical Incidents, Exposures, Injury and Errors 45
9.1 Clinical incident 45
9.2 Injury and Accidental Exposure 46
9.3 Medication Errors 47
10. Professional Behavior Expectations 47
10.1 Classroom Etiquette 47
10.2 Incivility, Harassment, and Classroom Violence 48
10.3 Behavioral Misconduct in Clinical/Simulation 48
10.4 Dismissal from a Clinical Agency 49
11.1 Alpha Delta Nu Honor Society 49
11.2 Student Nurses' Association (SNA) 50
11.3 Pinning Ceremony ..... **Error! Bookmark not defined.**
12. PCC NURSING DEPARTMENT DIRECTORY 51
Appendix 52

Appendix A – Clinical Incident/Unusual Occurrence Reporting 52
Appendix B – Clinical Safety & Remediation Pathway 54
Appendix C – Professional and Technical Standards 58
APPENDIX D: TITLE IX 60
Appendix E – Disqualifying Criminal Offenses 62
APPENDIX F: ESSENTIAL FUNCTIONS 64
Appendix G – Attestation 65

Please note that this Student Handbook (Handbook) and the agreements within are subject to change and revision during the course of instruction. This Handbook contains pertinent information affecting students, current through the date of issuance. To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education policies (BP's) or Colorado Community College System President's Procedures (SP's), then the law, BP's and SP's shall supersede and control. BP's and SP's are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BP's, SP's as well as College directives, including but not limited to the contents of this Handbook.

Access and read more about BP's and SP's.

This Handbook is not intended to create (nor shall be construed as creating) an express or implied contract nor to guarantee for any term or to promise that any specific process, procedure or practice will be followed or benefit provided by the College. The College reserves the right to modify, change, delete or add to the information in this Handbook as it deems appropriate.

1. Program Overview

1.1 Introduction

The Pueblo Community College Nursing Handbook outlines the policies, procedures, and expectations of the PCC Department of Nursing. These guidelines are essential to the operation of our program, and it is your responsibility as a nursing student to understand and follow them. If you have questions about any of the information in this handbook, please contact a nursing faculty or staff member for clarification.

At the beginning of your nursing program and annually thereafter, you will be required to sign a Student Handbook Attestation. This form confirms that you have received, responsible for reading, and understand the contents of the handbook, including any updates that may occur during your time in the program.

This handbook should be used alongside the Pueblo Community College Catalog and the Pueblo Community College Student Handbook, both of which contain additional policies and expectations that apply to all PCC students. You are responsible for reviewing and adhering to the information in these documents as well.

From time to time, updates or additions to the Nursing Handbook may be necessary. When changes occur, you will be notified via your PCC email. The revised or new policy will be published as an addendum and considered part of the current handbook.

1.2 Welcome

We're so glad you're here. At PCC, you'll discover a community of supportive faculty, staff, and fellow students who share your passion for nursing. Our dedicated nurse educators bring years of real-world experience and are genuinely committed to walking alongside you, offering guidance, encouragement, and mentorship every step of the way.

We believe in celebrating diversity, fostering curiosity, and creating a learning environment where you feel empowered to grow, not just as a student, but as a future nurse and compassionate leader. As you begin your journey, embrace each opportunity to learn, ask questions, and stretch beyond your comfort zone. Nursing is more than a profession, it's a calling that requires heart, grit, and a deep dedication to caring for others.

Know that we are here to support you through the challenges and cheer for you on your successes. You are joining a legacy of nurses who make a difference in their communities, and we can't wait to see how you'll leave your mark.

Welcome to the PCC Nursing family. We're excited to grow, learn, and thrive together.

With warm regards,
The Faculty & Staff of the PCC Nursing Program

1.3 About Pueblo Community College

Pueblo Community College (PCC) is a public two-year institution dedicated to providing accessible, high-quality education to students across Southern Colorado. With campuses in Pueblo, Fremont, and Southwest Colorado (Durango and Mancos), PCC serves a diverse student population through a wide range of academic and career-focused programs.

Established in 1933, PCC is part of the Colorado Community College System and is accredited by the Higher Learning Commission. The college offers associate degrees, certificates, and transfer pathways designed to support student success in both the workforce and continued education.

At PCC, students benefit from small class sizes, dedicated faculty, hands-on learning opportunities, and strong community partnerships. Whether students are beginning their college journey, returning to pursue a new career, or seeking personal enrichment, PCC provides the support and resources needed to achieve their goals.

1.4 Nursing History at PCC

Pueblo Community College (PCC) has a long-standing tradition of nursing education. Pre-nursing courses were first introduced in 1947. In 1957, PCC welcomed is first Practical Nursing (PN) class of 16 students, with clinical training being held at the newly built St. Mary-Corwin Hospital.

In 1978, the PN program expanded to Canon City, and by 1980 both Pueblo and Fremont campuses were unified under one shared nursing curriculum. To address the growing need for registered nurses, PCC introduced the second year of its Associate Degree in Nursing (ADN) program in Canon City in 2004.

Nursing expanded to the Southwest region in 1988, with students earning a PN certificate through San Jaun Vocational College before completing the ADN portion at PCC. In 2009, PCC began offering the full first-year ADN curriculum in Durango, ensuring continued access to nursing education in rural communities.

PCC's nursing program received its first national accreditation in 1990, becoming the first in Colorado to do so. Accreditation for the ADN program has been continuously maintained through ACEN, with reviews every 5 to 7 years.

In 2019, PCC launched an online RN-BSN program following State of Colorado legislation allowing community colleges to offer bachelor's degrees nursing. The program earned accreditation from CCNE in 2023.

Today, PCC offers multiple nursing pathways, including AND, PN, RN-BSN, LPN-ADN and

Paramedic-to-AND, across its Pueblo, Canon City, and Mancos Campuses. These programs are approved by the Colorado State Board of Nursing and continue to meet the evolving needs of the healthcare workforce across our region.

1.5 Nursing Department Vision Statement

PCC Nursing is the preferred choice for community based higher education in a state-of-the-art learning environment.

1.6 Nursing Department Mission Statement

To provide exceptional education that transforms the lives of our diverse student population, the patients and families they care for and meets the needs of our community partners and regional economies. The Nursing Department values excellence, integrity and accountability in pursuit of this mission.

1.7 Nursing Department Educational Philosophy

The PCC Nursing faculty believe nursing plays a vital role in promoting health, preventing illness, alleviating suffering, and providing culturally inclusive care to diverse patient populations. Nurses use the nursing process, critical thinking, and evidence-based practice to deliver safe, patient-centered care while upholding integrity, ethics, and professional standards.

Nursing education is grounded in individualized collaboration between students and faculty, integrating academic knowledge with hands-on experience using relevant technology. The curriculum builds from simple to complex concepts, emphasizing clinical judgment, ethical and compassionate care. Our philosophy aligns with the Colorado Nurse Practice Act, ACEN standards. We develop graduates who demonstrate competence, compassion, nursing judgment, critical thinking, and leadership within the evolving healthcare environment.

2. General Nursing Program Information

2.1 Program Approval and Accreditation

Pueblo Community College's Associate Degree Nursing Program is fully accredited by:

Accreditation Commission for Education in Nursing (ACEN)

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The Associate Degree Nursing Program at Pueblo Community College is fully approved by:

Colorado State Board of Nursing (BON)
Colorado State Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
303-894-7800

2.2 Higher Learning Commission Accreditation

Pueblo Community College is accredited by The Higher Learning Commission and is a member of the North Central Association (NCA), 30 North LaSalle Street, Suite 2400, Chicago, IL 60602; Telephone: (312) 263-0456; Higher Learning Commission Accreditation. In addition, several programs hold approval or accreditation from national and state level associations and agencies.

2.3 Statement of Non-Discrimination

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, marital status, gender identity, or sexual orientation, or other protected category in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Vice President of Human Resources as its AA/EEO and Title IX Coordinator, with the responsibility to coordinate the college's Civil Rights Compliance Activities and Grievance Procedures. If you have any questions, please contact:

Vice President of Human Resources,

900 W. Orman Avenue, Central Administration Building, Room

111, Telephone 719.549.3220,

Email pcchr@pueblocc.edu.

You may also contact:

The Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310,

Denver, CO 80204

Telephone: 303.844.3417

2.4 ADN End of Program Student Learning Outcomes

End of Program Student Learning Outcomes (EPSLOs) are clear, measurable goals that outline what you should know and be able to do by the time you complete the nursing program. These outcomes reflect national nursing standards and help ensure that all graduates are competent, compassionate, and practice ready. Each course you take is intentionally designed to support these outcomes, building your skills step by step until you're ready for the next stage of your nursing career.

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

1. Analyze the provision of safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patient populations across the lifespan (Nursing process, safety and patient-centered care).
2. Integrate critical thinking and clinical reasoning skills to make patient-centered care decisions (Critical thinking, clinical decision-making and nursing judgment).
3. Apply quality measures to improve patient care (Quality improvement and safety).
4. Establish collaborative relationships with members of the interdisciplinary team, the patient, and the patient's support persons (Teamwork and collaboration).
5. Apply information management principles, techniques, systems, and patient care technology to communicate, manage knowledge, mitigate errors and support decision making (Informatics).
6. Provide leadership in a variety of healthcare settings for diverse patient populations (Leadership, management of care, delegation, and advocacy).
7. Utilize professional, legal, and ethical guidelines in practice as a professional nurse (Professionalism, ethical behavior, legal principles, and standards of practice).
8. Create a culture of caring to provide holistic, compassionate, and culturally-competent care (Caring, holistic care, and cultural competency).

2.5 PN End of Program Student Learning Outcomes

Upon satisfactory completion of the Practical Nursing program, the graduate will:

1. Provide safe, quality, patient-centered nursing care in a variety of healthcare settings considering basic research, evidence, and patient preferences as the basis for care. (nursing process, safety and patient-centered care)
2. Engage in critical thinking and clinical judgment to make patient-centered care decisions in collaboration with members of the healthcare team. (critical thinking, clinical decision making)
3. Participate in performance improvement/quality improvement activities to improve patient care. (quality improvement and safety)
4. Collaborate with healthcare team members, the patient, and the patient's support persons to facilitate effective patient care. (teamwork and collaboration)
5. Use information technology to support and communicate the planning and provision of patient care. (informatics)
6. Manage care in a variety of healthcare settings for diverse patient populations through the process of planning, organizing, and directing. (leadership, advocacy)
7. Function within the scope of practice of the Practical Nurse incorporating professional, legal, and ethical guidelines. (professionalism, ethical behavior, legal principles, standards of practice)
8. Promote a culture of caring to provide support, compassion and culturally-competent, holistic care. (caring, holistic care, cultural competency).

2.6 Professional and Technical Standards

Nursing is a dynamic and demanding profession that requires a combination of knowledge, essential functions, and professional behaviors to provide safe and effective client care. To ensure success in both nursing education and clinical practice, students must meet minimum Essential Functions and Professional Standards in the following areas:

- Psychomotor Skills
- Cognitive and Emotional Skills
- Interpersonal and Communication Skills

Students must be able to meet the Professional Standards and Essential Functions with or without reasonable accommodation. Students who determine that they require accommodation to meet the Essential Functions and Professional Standards should contact the Accessibility Center as soon as possible to discuss their needs confidentially. Due to the clinical requirements for the nursing program, additional time may be necessary to arrange and implement accommodation.

Students will be required to sign an attestation each academic year stating they meet the minimum Essential Functions and Professional Standards. See appendix C for a detailed list of the minimum Essential Functions and Professional Standards.

2.7 ADA Notice: Accommodation Process

Students who require accommodations in the classroom, clinical setting, or during testing must register with the PCC Accessibility Resources Team. To begin the process, click here to Register for Accommodations or contact the team directly at 719-549-3449 or Disability.Resources@pueblocc.edu.

Once approved, students will receive an official Letter of Accommodations outlining the specific supports they are eligible to receive. Faculty are required to implement these accommodations unless they are determined to be inappropriate or unsafe within the unique clinical and lab environments of the nursing program. Please note: Accommodations cannot be provided without a current Letter of Accommodations issued by the college.

3. Communication and Technology

3.1 Audio or Video Recording

If a student wishes to record a lecture for study purposes, they must request and receive written permission from the course instructor in advance. Permission is granted at the discretion of the instructor and may be revoked at any time.

Audio and video recording are strictly prohibited in the clinical setting. Recording patients, staff, or any part of the clinical environment, whether intentional or accidental, is a serious violation of privacy and confidentiality and may result in immediate dismissal from the Nursing Program.

Students who have an approved accommodation for recording through the PCC Disability Resources Team must provide the instructor with a current Letter of Accommodations. Only then may recording be permitted in accordance with the specified accommodation.

Lecture recordings, when provided by the instructor, are intended as a supplemental resource and are not guaranteed. Technical issues may result in failed recordings, and faculty are not expected to re-record lectures.

Respect for intellectual property is required. Faculty, students, and guest speakers retain the rights to their presentations and materials, and recording or distributing them without permission is prohibited.

3.2 Responsible Use of Technology and AI

Students are expected to use technology ethically and responsibly in all aspects of their nursing education. This includes the appropriate use of course materials, file sharing, and artificial intelligence (AI) tools.

Sharing course content, such as assignments, quizzes, exams, or instructional materials without written permission from the instructor is strictly prohibited. Uploading, distributing, or accessing such materials through unauthorized websites, group chats, or platforms may violate academic integrity and copyright policies.

The use of AI tools (e.g., ChatGPT, GrammarlyGO, etc.) is not permitted unless explicitly allowed in writing within the instructions for a specific assignment. If AI is approved for use, students must follow all guidelines and properly disclose and cite its use.

Failure to follow these expectations may result in a zero on the assignment, failure of the course, and/or disciplinary action as outlined in the PCC Academic Integrity Policy.

If you are unsure whether a technology-related action is appropriate, it is your responsibility to ask the instructor before proceeding.

3.3 Responsible Use of Technology and AI

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Sharing course content, such as assignments, quizzes, exams, or instructional materials without written permission from the instructor is strictly prohibited. Uploading, distributing, or accessing such materials through unauthorized websites, group chats, or platforms may violate academic integrity and copyright policies.

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If you are unsure whether a technology-related action is appropriate, it is your responsibility to ask the instructor before proceeding.

3.4 Minimum Technology Requirements

To be successful in the nursing program, students must have regular access to a reliable computer that meets minimum technical requirements. This includes the ability to access web-based platforms, complete assignments, take exams, and engage in required NCLEX preparation activities.

Students are required to have access to the following:

- A computer (desktop or laptop) with:
    - Reliable internet connection
    - Updated web browser (Chrome, Firefox, or Safari recommended)
    - Functioning webcam and microphone
    - Capability to download and run specialized software (e.g., YuJa Verity)
    - Chromebooks are not supported for testing using Kaplan's lockdown browser
- Use of common platforms including:
    - D2L (Desire2Learn) – for accessing course materials, submitting assignments, and participating in discussions.
    - Kaplan – for NCLEX preparation, proctored assessments, remediation activities, and testing.
    - LockDown Browsers: Some exams will require the use of YuJa Verity, a secure application that prevents students from printing, copying, accessing other websites or applications, or closing the test window until the assessment is submitted. This ensures academic integrity during testing. A webcam may also be required for remote proctoring.

While the PCC Library may have a limited number of computers available for student checkout, availability is not guaranteed and should not be relied upon as a long-term solution.

It is the student's responsibility to ensure they have ongoing access to the necessary technology to complete all course requirements.

If you have questions about whether your device meets the requirements or need help accessing resources, please contact the nursing department or PCC IT support for assistance.

3.5 Communication

Email is the preferred method of communication for the PCC Nursing Department. Students are expected to check their college-issued and D2L email accounts daily to stay informed about important updates, assignments, clinical information, and program announcements.

Faculty will make every effort to respond to student emails within 24 hours on weekdays and within 48 hours on weekends or holidays. Please note that during official college breaks, faculty may have limited availability and may not respond to emails until the college reopens.

Students are responsible for ensuring their email communication is professional, clear, and includes their full name, student ID, course, and section when applicable.

Timely communication is essential to student success. If you have an urgent concern, please contact the Nursing Department office directly during business hours.

3.6 Social Media Policy

Students are expected to follow the ANA's Principles for Social Networking, as well as PCC policies related to confidentiality and professionalism. Key rules include:

- Never post or share patient information.
- Never post anything critical or inappropriate about PCC, instructors, peers, or clinical sites.
- Do not "check in" or tag others at clinical sites while in student roles.
- Refrain from sending connection requests to faculty, staff, patients, or clinical personnel.
- Recording lectures or labs requires prior written permission; clinical settings are strictly off-limits for any recording or photography.

Violations of this policy will result in immediate disciplinary action, up to and including dismissal from the program.

4.Compliance Requirements

4.1 Compliance

Maintaining up-to-date clinical compliance is a mandatory requirement for all nursing students and is essential for participation in clinical experiences. These requirements are part of the formal agreements Pueblo Community College holds

with clinical facilities. Noncompliance may jeopardize student placement and the program's continued partnership with clinical sites.

All required documentation must be uploaded into the designated compliance tracking system no later than three weeks before the semester begins. Submissions must be complete, legible, and approved prior to the first day of class, and all items must remain valid for the entire semester (with the exception of the influenza vaccine). Any item set to expire during the semester must be renewed before the semester begins; otherwise, it will be considered past due.

If a student's compliance file is incomplete, expired, or unapproved, they will be prohibited from attending clinical until the issue is resolved. This may result in the student violating the clinical attendance policy, which could impact their ability to meet course requirements and lead to dismissal from the clinical course.

It is the student's responsibility to monitor their clinical compliance tracking account, keep documentation current and meet all deadlines. Failure to comply with compliance requirements at any time during the program may negatively affect academic progression and could result in course failure or dismissal.

4.2 Compliance Tracking Software

Pueblo Community College (PCC) utilizes compliance tracking software to support student screening, immunization documentation, and clinical readiness. These platforms are secure, web-based systems used to manage requirements such as criminal background checks, drug screenings, immunization records, certifications, and other clinical compliance documentation.

These systems are designed with industry-standard security measures to protect all personal and medical information. Communication within the platform is structured to ensure sensitive data is safeguarded and not inadvertently disclosed.

PCC's nursing program uses this software to track and verify that students meet clinical site requirements as outlined in our affiliation agreements. This includes monitoring compliance with immunizations, CPR certification, health insurance, liability coverage, and other documentation necessary for participation in clinical experiences.

In accordance with our contractual obligations, PCC may be required to share compliance reports generated from this software with affiliated clinical sites, regulatory agencies, or partner institutions. These reports will only be shared for legitimate, permissible purposes and in accordance with privacy and FERPA regulations.

If a student is denied admission to a clinical site or educational program, and that decision is based in whole or in part on the information from these reports, the student will be informed of the basis for the decision and provided with appropriate support or guidance.

Students are responsible for ensuring their compliance information is uploaded and maintained accurately and on time. Failure to meet clinical compliance requirements may result in removal from clinical rotations and potential delay in program progression.

4.3 Background Checks

All students must complete and pay for a criminal background check upon entry into the nursing program and annually thereafter. Students must submit the required documentation through the clinical compliance tracking software designated by the nursing department.

A criminal background check that reveals a criminal history may result in denial of admission, prevent progression in the nursing program, or lead to dismissal. Please refer to appendix E for a list of disqualifying events.

Students who are arrested or convicted of a crime after enrollment must report the incident to the Nursing Program Director or designated personnel. Failure to disclose this information may result in dismissal from the program.

If a student with a positive background check seeks placement at a clinical facility, the facility has the right to review the findings and determine whether the student may complete a clinical experience at their location. While the nursing department will make reasonable efforts to secure alternative placement, the inability to place a student due to a criminal background check may prevent them from meeting course requirements.

Additionally, students should be aware that a criminal record may impact eligibility for licensure. It is the student's responsibility to consult the appropriate state licensing board to understand how criminal history may affect their ability to obtain a nursing license. Completion of the nursing program does not guarantee licensure or employment.

Certain clinical facilities may require additional background screening and/or drug testing in addition to those required by the nursing program. Students are expected to complete these tests at their own expense.

4.4 Basic Life Support (CPR)

All students must maintain a current Basic Life Support (BLS) certification for Healthcare Providers throughout their clinical rotations.

Proof of certification (front and back of the card) must be submitted to the clinical documentation

software. Certification must always remain active while participating in clinical rotations

If your BLS certification expires during a clinical rotation, you must renew it before the semester begins to prevent any disruptions in your clinical hours.

Only American Heart Association (AHA) BLS certifications will be accepted. It is the student's responsibility to keep their certification up to date.

4.5 Immunizations

All students must provide verification of the following

immunizations: Measles, Mumps & Rubella (MMR) – One of

the following is required

- Documentation of two MMR vaccinations or
- A positive antibody titer

Varicella – One of the following is required:

- Documentation of two Varicella vaccinations or
- A positive antibody titer

If the antibody titer is negative or equivocal, documentation of the first repeat vaccination must be submitted, follow by completion of the second repeat vaccination

Hepatitis B – One of the following is required

- Documentation of completed Hepatitis B vaccination series, including either a three-dose or two dose series, as applicable to the vaccine received
- A positive antibody titer for Hepatitis B, or
- A signed declination waiver

If you are in the process of completing the vaccination series, submit documentation of completed doses and provide additional document as you get complete the series

Tetanus, Diphtheria & Pertussis (Tdap) – One of the following is required

- A Tdap vaccination with the last 10 years, or
- A pervious Tdap vaccination with a Td booster administered within the last 10 years

Influenza – One of the following is required

- Documentation of an influenza vaccination during the current flu season (September-March)
- A wavier (If a student is not vaccinated against influenza clinical facilities may require the student to wear a mask or take other protective actions)

COVID – One of the following is required

- Documentation of the COVID vaccination, or
- A signed waiver form

Tuberculosis (TB) Screening – One of the following must be completed within the past 12 months:

- Two-step Mantoux test (TB skin test). A two-step test is administered 1-2 weeks apart, or IGRA, T-Spot, or QuantiFERON Gold blood test

If TB results are positive the following is required

- A clear chest x-ray

Yearly renewal requirement for TB Screening

- Submit a one-step TB skin test annually – DO NOT let your current TB test expire before you get the yearly renewal done. If it expires you will be required to complete a 2-step test.
- If a QuantiFERON Gold blood test was previously submitted, a new one must be provided upon renewal.

4.6 Substance Use Policy (Drugs/Alcohol/Tobacco/Marijuana)

The use of substances, whether legal or not, can impact a student's physical and mental well-being and may interfere with their ability to learn, provide safe client care and succeed in the nursing profession. The following policy outlines the expectations regarding substance use.

Prohibited Substance Use:

The use of controlled substances or dangerous substances is strictly prohibited unless prescribed by a licensed healthcare provider for a specific medical purpose.

If a student is suspected of being under the influence of drugs or alcohol in a classroom, lab, clinical, or simulation setting, they will be removed immediately and required to undergo a drug screening and/or blood testing at their own expense.

If the student exhibits physical or mental impairment due to prescription or OTC medication, they may be removed from the classroom, lab, clinical/simulation setting and could face clinical failure or dismissal from the program.

Marijuana and Drug Screening:

Marijuana (THC) is included in our drug screening that all students in Health Professions and Public Safety programs must take.

Although Colorado law permits recreational and medicinal marijuana use, federal law classifies TCH as an illegal substance.

A positive THC test result, including for medical marijuana, will prevent admission or reentry into any Health or Public Safety program.

A current student testing positive for THC will result in dismissal for the nursing program.

Alcohol and Drug use in Learning Environments:

The use of alcohol is strictly prohibited in classrooms, labs, simulation centers and clinical settings.

If there is suspicion that a student is under the influence, they will be removed and required to undergo testing at their own expense.

Tobacco-Free Campus Policy:

All PCC campuses are tobacco free, this includes:

- Traditional tobacco products (cigarettes, cigars, chewing tobacco
- Vaporized/electronic cigarettes (vapes)

Students who wish to quit using tobacco can access support through the PCC Health Clinic, which offers Smoking cessation programs, Pharmacological aids, Educational resources and referrals to the Colorado Quit Line.

Compliance with Clinical Site Polices:

Students must refrain from drug, alcohol and tobacco use while participating in all learning environments, including campuses, classrooms, labs, simulation centers, and clinical sites.

Additional restrictions may apply at clinical sites and off campus experiences based on the facility's policies.

4.7 Drug Screening

Students enrolled in the PCC Nursing Program are required to undergo drug screening as a condition of enrollment and to participate in clinical experiences. A urine drug screen must be completed upon entry into the program and annually thereafter. Students are responsible for all costs associated with drug screening.

- Drug screening must be completed through the vendor designated by the PCC Nursing Program.
- A positive drug screen will not be accepted. If a student receives a positive result, they are required to complete a confirmation test within 24 hours at their own expense. If the confirmation test also returns a positive result, the student will be denied admission or

dismissed from the program.

- If a drug screen is reported as dilute, the student must repeat the test within 24 hours. A second dilute result will be treated as a positive drug screen.
- Prescription medications must be reported at the time of testing. Failure to report medications may result in a positive screen. In addition, any injury occurring on campus or at a clinical site may require drug screening as part of the incident review process.
- If a clinical agency or faculty member has reason to believe a student is under the influence, an immediate drug screen may be required. All clinical site and college policies regarding drug testing will be followed.

Noncompliance with this policy, including refusal to test, failure to retest as required, or failure to provide accurate information, may result in dismissal from the PCC Nursing Program.

5. General Academic Information and Policies

5.1 Educational Approach

The Department of Nursing utilizes a variety of educational approaches including discussion, lecture, self-directed learning computer adaptive testing, simulation and other technologies. Due to time constraints, not all course content can be covered within a scheduled class period. Therefore, students are expected to engage in independent learning outside the classroom by utilizing the nursing lab, designated audio-visual resources, study guides, textbook and other materials.

5.2 Scheduling and Study Time Management

As a general guideline, for every credit hour a student is enrolled, they should anticipate 2-3 hours of study time per week. For example, a 3 credit-hour course would require approximately 6-9 hours of independent work or study per week.

Course schedules and instructional methods are subject to change at the discretion of the faculty. Student will be notified of any changes verbally and/or in writing and are responsible for staying informed and adhering to the program requirements.

5.3 Faculty Office Hours and Nursing Department Directory

Pueblo Community College's Nursing Department is committed to supporting your success. Our full-time faculty and staff are available during normal business hours and can be contacted via phone or email. To ensure adequate time to meet your unique needs, students are strongly encouraged to schedule an appointment for an in-person meeting.

Faculty members hold regular office hours to provide additional academic support, answer questions, and discuss course related concerns, clinical experiences, or program requirements. Students are encouraged to take advantage of these opportunities to seek clarification, receive guidance, and ask questions.

Faculty and staff make every effort to respond to student messages as quickly as possible. However, please allow up to 24 hours for response to emails or phone calls during the business week and up to 48 hours over the weekend.

For Faculty and Staff contact information please see appendix A.

5.4 Student Support Services

Here at PCC, we understand that success in your academic journey is built on a foundation of comprehensive support. Our student support Services are here to assist you during your academic journey. We encourage you to take full advantage of these services and reach out whenever you need assistance.

- Learning Center for access to computers, learning resources, workshops, tutoring
- Library – access to books, journals, study rooms
- Academic Advisement and Career Guidance
- Financial Aid Support
- Support for Veterans
- Disability Resources and Accommodations Assessment
- Success Coaches and Academic Advising

These resources can be accessed through Student Support Services.

5.5 Safety Emergency Protocols

All nursing students are required to review safety and emergency procedures as part of their program orientation. Safety training videos are provided during orientation and remain accessible on the PCC Portal throughout the program for continued reference.

For more information regarding campus safety, emergency protocols, or crime reporting, students should contact the PCC Department of Public Safety (DPS). The DPS is responsible for ensuring a safe learning environment and can provide guidance on reporting incidents or concerns.

Pueblo Campus	**Fremont Campus**	**Southwest Campus**
Student Center, Rm 152	Learning Resource Center, L104	Montezuma Sherriff's Dept
Phone: (719) 549-3355	Phone: (719) 296-6130	Phone: (970) 565-8452

5.6 Inclement Weather

In the event of inclement weather classes, simulation sessions, labs, clinical experiences, and

office operations may be canceled or moved to remote learning. It is the student's responsibility to check local new stations and email regularly for the latest updates.

If you are concerned about commuting in inclement weather, please use your best judgment on whether it is safe to travel to class or clinical. If you feel unsafe driving, please notify your instructors as soon as possible to arrange for makeup work or clinical.

5.7 Pueblo Community College Code of Conduct

Pueblo Community College students are expected to adhere to the PCC Student Code of Conduct found in the PCC Student Handbook which defines unacceptable behaviors.

Problematic behaviors are further described in this Program Handbook in order to clearly define specific behaviors to students and expectations. Students will be held accountable for all behaviors. All violations of behavior will be documented after discussing with the student by faculty and a written summary will be forwarded to Student Services for further investigation and action.

5.8 Academic Integrity and Use of Artificial Intelligence

Academic dishonesty refers to any form of cheating, plagiarism, or unauthorized use of artificial intelligence (AI) technologies that results in a student receiving credit for work that is not their own or providing/receiving unauthorized assistance. As outlined in the *PCC Student Handbook*, such actions are a violation of Pueblo Community College's standards for academic integrity.

According to PCC's Student Code of Conduct, acts of academic dishonesty include, but are not limited to:

- Cheating
- Fabrication
- Facilitating academic dishonesty
- Plagiarism
- Unauthorized collaboration
- Accessing online test banks
- Any unauthorized use of artificial intelligence

Misuse of generative AI tools (e.g., ChatGPT or other AI language models) including submitting AI generated content as original work or copying internet sourced material for academic credits are considered academic dishonesty. Students are encouraged to consult their instructor before using AI in any assignment to ensure compliance with course-specific expectations.

5.9 Consequences of Academic Dishonesty

If an instructor determines that academic or clinical dishonesty has occurred, the student will receive a zero for the assignment, quiz, exam or unsatisfactory for the clinical experience. This may result in failure of the lecture, lab, or clinical course and could lead to dismissal from the nursing program.

All reported cases of academic dishonesty will be handled in accordance with the procedure outlined in the *PCC Student Handbook*. Conditions for readmission, if applicable, will be determined by the Program Director and/or Campus Coordinator.

5.10 Grievance Procedures and Chain of Command

The Nursing Program follows the official grievance procedures outlined in the *Pueblo Community College Student Handbook*.

Students need to attempt to resolve concerns informally by first speaking directly with the individual(s) involved. If the issue is not resolved, students should follow the appropriate chain of command to escalate the concern. It is important to keep documentation of any incidents and show that informal steps were taken before moving forward with a formal grievance.

The chain of command is as follows:

1. Faculty/Instructor (clinical or course)
2. Course Lead Faculty
3. Campus Coordinator (Fremont, Pueblo, or Mancos)
4. Nursing Program Director
5. Dean of the Medical and Behavioral Health Division

If informal efforts do not resolve the issue, students may file a formal grievance by submitting their concern and supporting documents through the Reporting a Concern link on the PCC website. Once submitted, the Dean of Students will review the complaint to determine whether it qualifies as a formal grievance. If it does, the student will be contacted to begin the formal investigation process.

5.11 Academic, Clinical, and Professional Development Policy

The nursing department is committed to fostering student success while maintaining high academic, clinical, and professional standards. This provides a structured yet supportive approach to addressing areas for improvement in academic, clinical performance, and professional behavior. It ensures students receive necessary guidance to meet program

expectations.

A student will receive a Development Notice if they:

- Earn a course grade below a “C”
- Struggle to meet clinical performance expectations as outlined in the course syllabus.
- Demonstrate unprofessional or disruptive behavior that requires improvement.
- Exhibit attendance or participation issues that may impact academic or clinical

performance. Academic and Clinical Issues Progression:

- First Development Notice: When a student does not meet the academic, clinical or attendance standards of the nursing program.
- Second Development Notice: If no improvement is demonstrated within the designated timeframe, a second notice will be issued with a more structured remediation plan.
- Probation: If the student continues to underperform after two notices, they are placed on probation with a formal performance improvement plan.

Behavioral Issues Progression:

- First Development Notice: For minor unprofessional behavior or policy violations, the student receives a verbal/written warning.
- Second Development Notice: If inappropriate behavior continues, a second written notice is issued, requiring a corrective action plan.
- Probation: If behavioral issues persist after two notices or if a serious violation occurs, the student will be placed on probation.

5.12 Academic, Clinical, or Professional Probation/Dismissal

A student will be placed on probation if the Nursing Progression Committee determines that:

- The students have not met the conditions outlined in prior Development Notices.
- The students have failed a nursing course but are eligible for continuation per program guidelines.
- The student continues to exhibit clinical deficiencies despite remediations efforts.
- The student has demonstrated repeated or more serious professional concerns, including breaches of confidentiality, failure to follow ethical guidelines, and inappropriate communication.

Process:

- The student will receive formal written notification of probation status, outlining the specific concerns and requiring a corrective action.
- A performance improvement plan will be developed, including defined goals and a timeline for completion.
- The student must meet all conditions of the improvement plan and probation to be

removed from probationary status.

Appeals Process

- Students have the right to appeal probation or dismissal decisions following the college's due process procedures.

5.13 Severe Violations & Dismissal for the Nursing Program

Some behaviors such as dishonesty, breaches of client safety, harassment, possession of contraband items at CMHHIP, or substance abuse may result in immediate probation or dismissal without multiple warnings, depending on the severity of the incident.

A student may also be dismissed if they:

- Fail to meet the conditions of probation
- Receive two failing grades in a nursing course.
- Engage in serious violations that compromise client safety or violate ethical and professional standards.

Appeals Process

Students have the right to appeal probation or dismissal decisions following the college's due process procedures.

Process:

- The student will receive formal written notification of probation status, outlining the specific concerns and requiring a corrective action.
- A performance improvement plan will be developed, including defined goals and a timeline for completion.
- The student must meet all conditions of the improvement plan and probation to be removed from probationary status.

Appeals Process:

Students have the right to appeal probation or dismissal decisions following the college's due process procedures.

6. Program Progression

The PCC program offers three options for students to obtain their Associate Degree in Nursing:

- Associate Degree in Nursing pathway
- Paramedic to Associate Degree in Nursing pathway, and
- Licensed Practical Nurse to Associate Degree in Nursing pathway

The most current course maps outlining the required courses and graduation requirements for each pathway can be located on the PCC Nursing website at PCC Nursing Programs

Students should work with their advisement team to track progression in the program to ensure all requirements are met to be eligible for graduation. Academic Advising is available at Academic Advising and offers in-person, virtual, email, phone and chat options to discuss your academic advising needs.

6.1 Nursing Course Progression Policy

Nursing courses are identified by the NUR course prefix. To successfully pass a nursing course, students must meet both of the following minimum requirements:

- Exam average of 77% (C)
- Overall course average of 77% (C)

The exam average is calculated first. If the exam average is below 77%, it becomes the final course grade, even if the overall course average is 77% or higher.

> Example:
> If a student earns an exam average of 67**%**, but their overall coursework average is above 77**%**, the final recorded course grade will be 67**%**, and the course will be considered a failed nursing course.

Students must achieve a minimum score of 77% or satisfactory on all care plans, and when applicable, teaching plans. Students will be allowed two attempts to meet this benchmark. Failure to do so within two attempts result in course failure.

Any nursing course in which a student earns below 77% or receives an unsatisfactory must be repeated. If a student is unsuccessful in the lab or clinical component of a course, they will be required to retake the entire course, not just the specific section in which they did not meet the requirements.

6.2 Grading Policy

Pueblo Community College Nursing Program uses the following grading scale for all NUR courses:

Percent	Grade
90-100%	A
83-89%	B
77-82%	C
69-76%	D
68-0%	F

Final exam average and overall course average will be rounded to the nearest whole number. For example, a score of 76.5% will be rounded to 77%. A score of 76.4% will be rounded to 76%.

If offered, extra credit will only be applied after a student has earned a passing grade (77%) on required exams and coursework. Students who do not meet the minimum passing criteria will not have extra credit calculated into their final course/exam grade.

If a student scores below 77% on any exam, they are strongly encouraged to meet with their course faculty within one week of the exam to review the exam and create an academic success plan. An academic development plan will be issued for each exam score below 77%. Additional remediation and follow-up meetings may be required to support student success.

All assignments must be completed to demonstrate mastery of course objectives. Instructors may assign additional tasks to reinforce learning. Completion of all required and supplemental assignments is essential for accurately evaluating student progress and success in the course.

6.3 Late Assignment Policy

It is the student's responsibility to submit all assignments by the posted due date. Assignments submitted after the due date will receive the following deductions:

- 1 day late = 10% deduction
- 2 days late = 20% deduction
- 3 days late = 30% deduction
- After 3 days, the assignment will receive a grade of zero

No late work will be accepted beyond three days past the original due date or in the last week of class.

6.4 Repeating a NUR Course

Students are permitted a maximum of three total attempts for any nursing (NUR) course, regardless of whether previous attempts resulted in a withdrawal or a failure. If a student requires a fourth attempt, they will be dismissed from the nursing program.

- The first enrollment in a NUR course counts as the initial attempt.
- If a student has a combination of withdrawals and/or fails, they may repeat the course up to two additional times after the first attempt.
- Retaking a NUR course is subject to space availability.
- Two course failures or three withdrawals from any course or combination of courses within the nursing program will result in dismissal from the program.

Please note that to repeat a NUR course it is subject to space availability.

6.5 Withdrawing from a Nursing Course

Students may withdraw from up to two nursing courses during their time in the program. If a third withdrawal is needed, the student will be dismissed from the nursing program.

If a student withdraws from an entire semester that includes two or more nursing courses, it will only count as one course withdrawal. This provides some flexibility during catastrophic events or significant life challenges that may require you to pause your studies.

It is the student's responsibility to complete the withdraw process before the college's official withdraw deadline. Students will not be permitted to withdraw after the deadline. Students will receive a grade of "W" on their transcript. While a "W" does not affect your GPA, it may impact academic standing or financial aid eligibility.

Before deciding to withdraw, students should talk with their instructor, academic advisor, and the financial aid office to understand how the withdraw could affect their progress in the program and their financial aid eligibility.

6.6 Clinical Class Progression

To successfully complete a nursing course with a clinical or lab component, the student must earn a passing grade or satisfactory in both the clinical/lab and didactic sections. If the student receives a grade below 77% in the didactic or an unsatisfactory in clinical/lab, the student must repeat both the clinical/lab and didactic course.

Students are not allowed to enroll in more than two clinical courses at a time.

6.7 Academic Dismissal

Earning a grade below 77% (C) in any two nursing courses will lead to dismissal from PCC Nursing program. Following an academic dismissal the student will be ineligible for re-admission to the nursing program for a period of three years.

If less than three years from dismissal, the student may petition the admissions committee in writing for re-admission.

If the student is dismissed for not meeting academic standards and the student has successfully completed the first year of the ADN program, they may come back to take NUR1069 Transitions into Practical Nursing within a year of being dismissed.

6.8 Readmission Policy

Students who leave the nursing program either due to course failure, withdraw, or personal circumstances may be eligible for readmission or may be required to reapply depending on their specific situation.

Readmission Process

Students seeking readmission must submit the following to the Director of Nursing Education Programs within one year of their last nursing course:

Letter of Intent: A written request expressing the desire to re-enter the program.

Success Plan: A student-developed plan that identifies the factors that affected prior academic performance and outlines specific strategies to overcome those challenges. This may include resolving personal issues, improving study habits, or utilizing academic resources.

The Admissions Committee and Program Director will review the letter and success plan to determine the student's readiness for re-entry and identify the next steps. Readmission is based on:

- Evidence of remediation
- Strength of the success plan
- Space availability

Additional Requirements for Readmission
If approved, students must successfully complete (at their own expense):

- Clinical skills check-offs
- Math competency exam
- Any additional assessments required by the Director or Admissions Committee

A new criminal background check, drug screening, and all current clinical compliance

requirements Students who have failed or withdrawn from the same course twice or from two different nursing courses will not be eligible for reapply for a period of three years.

When Reapplication is Required
The reapplication process is different from readmission and is required in the following

situations: The student has been out of the program for more than one year.

The student withdrew from all NUR courses during the first semester of the program.
In these cases, the student must reapply through the general application process and will be considered alongside new applicants using the current admission criteria.

Special Consideration: Partial Completion of First Semester

If a student successfully completes at least one NUR course during the first semester but withdraws from others, they may request readmission rather than reapplying if it has been less than a year. Course repetition will be allowed based on space availability.

Important: Exceptions to this policy may apply under Title IX Guidelines for pregnancy-related accommodations. See Appendix B for more information.

Re-entering students will also be required to repeat and pass a criminal background investigation and Drug test and all the other clinical requirements at the student's expense.

6.9 Leave Absence

A leave of absence is a temporary withdrawal from the nursing program due to extreme circumstances that prevent a student from continuing such as:

- Medical conditions
- Personal loss
- Family emergency
- Financial difficulties
- Other significant life events

To be eligible for a leave of absence, students must meet the following requirements:

- Be in good academic standing
- Submit a written request for the leave of absence with a brief explanation of why you are requesting a leave of absence.

The maximum duration for a leave of absence is one year, starting from the semester in which the leave was requested.

All leave of absence requests must be sent to and approved by the Nursing Program Director.

6.10 Due Process

The nursing program at PCC is committed to upholding fairness, transparency, and accountability in all academic and disciplinary matters. Due process ensures that students have the right to be informed of concerns, present their perspectives, and receive impartial review of decisions affecting their progression in the nursing program. This process promotes equity while maintaining the integrity and professional standards of the nursing profession.

Notice of Allegations:

- The faculty will provide written notice to the student, detailing the allegations.
- Notice should be provided within 5 business days of the incident and the decision to consider potential academic disciplinary action.
- At the discretion of the Dean, arrangements may be made for the student to continue some or all educational aspects of the program while the appeal process is pending.

Opportunity to Respond:

- The student will have the opportunity to respond to the allegations in writing to the Department Chair within 10 business days of receiving the notice of allegations. The student may also be given the opportunity to meet with the Department Chair regarding the allegations.
- Any meeting between the Department Chair and the student should be scheduled within 15 business days of the student's written response.

Review by Decision-Maker:

- The Department Chair will review all relevant information and evidence provided by the student and gathered from other sources, if applicable, and will evaluate the case.

Decision Notification:

- Within 5 business days the student's response and any applicable hearing/meeting with the student, the Department Chair will send written notification of the decision to the student.
- The decision will be based on all evidence collected and evaluated.
- Preponderance of the evidence will be standard used during this evaluation of the evidence. This standard of proof shows more likely than not that a violation occurred, based on what a reasonable person would consider. This standard is utilized by the Department Chair during this process.
- The notification will include the rationale for the decision and any consequences.

Right to Appeal:

The student has the right to appeal the decision if it results in a dismissal or suspension from the program and only if there is:

- A procedural error occurred that significantly impacted the outcome of the decision (e.g., substantiated bias, conflict of interest, or material deviation from established procedures). The written appeal shall specify the procedural error and how it impacted the outcome of the decision.
- The findings are not supported by substantial evidence in the investigation report or the report does not articulate a rational connection between the facts found and the decision made. The written appeal shall specify the finding(s) not supported by substantial evidence or for which the report does not articulate a rational connection between the facts found and the decision made; or
- To consider new evidence, unavailable during the opportunity to respond, that could substantially impact on the original finding(s). Any new evidence and its impact must be included in the written appeal.

- An appeal must be submitted through the Academic Appeal document, found within the Decision Notification sent by the Department Chair, within 10 business days from the date of the decision notification.

6.11 Transfer Policy

Students who have successfully completed nursing courses with a minimum grade of "C", a satisfactory in clinical, a cumulative GPA of 2.8 or higher, and completed the required prerequisites may be considered for transfer to Pueblo Community College Nursing Program, provided they meet the following requirements:

- The student must complete at least 25% of the required degree credits at Pueblo Community College to be eligible for graduation.
- The last nursing course completed should not be more than one year prior to the time of enrollment to the PCC Nursing Program.
- No transfers will be accepted in the last semester of the program.
- Each transfer course must meet all PCC Nursing curriculum requirements, including course competencies, content, contact hour, and credit distribution for lecture, lab and clinical components.
- Complete competency testing as requested by Admission Committee/Program Director. This may include content, math or skills testing. Testing will be at student expense.
- Students seeking to transfer courses that require a math competency exam (NUR 1012

and NUR 2012) must pass a PCC administered math competency exam before the course can be accepted for transfer. This ensures all students entering the program have the essential math skills needed for safe clinical practice.

- A letter of intent stating the reason for transfer must be submitted to the Director of Nursing Education Programs and Admissions Committee.
- A transferred nursing course failure is defined as any nursing course from a previous institution in which the student earned a grade below a “C” 77% (including C-, D, or F). This includes theory-based, clinical, and lab courses required for nursing progression.
- Students are not eligible for transfer if they have failed and/or withdrawn from two (2) nursing courses in another Nursing program or twice from the same course.
- Any recorded academic dishonesty will result in ineligibility for admission to PCC Nursing Programs.
- The student is responsible for ensuring that all transfer courses are posted to their PCC transcript before acceptance.
- Transfer credit evaluations will be conducted on an individual basis and must be approved by the Director of Nursing Education Programs before the student registers for courses.
- Transfer credit acceptance is contingent upon the student’s successful completion of skills checkoffs, math competency test, and other assessments as determined by the Director of Nursing Education Programs (at the student’s expense).

7. Assessments and NCLEX Prep

7.1 Standardized Testing and NCLEX Prep

For cohorts starting before Fall 2026

The nursing program integrates Kaplan resources throughout the curriculum to enhance student learning and support preparation for the NCLEX exam. Kaplan provides a variety of tools, including practice quizzes, subject-specific competency exams, interactive videos, case studies, simulated patient scenarios, remediation resources, and NCLEX review sessions.

At a minimum, students are required to complete integrated exams at the conclusion of most nursing courses. These exams assess readiness in specific content areas and help predict performance on the NCLEX. In addition, students will take a comprehensive Kaplan exam at the end of the program to evaluate overall knowledge across all nursing subjects.

Students are responsible for maintaining their Kaplan login credentials and having them readily available on testing days. Testing must be completed during the designated time frame. For issues with registration, access, or account resets, students should contact Kaplan support directly.

All standardized testing requirements are outlined in each course syllabus. These assessments are incorporated into the overall course grade as specified by the course faculty. Completion of all assigned Kaplan testing is mandatory for successful course completion.

Kaplan integrated testing can be no more than 10% of the overall course grade. For cohorts starting Fall of 2026 and beyond:

ATI Assessment and Remediation Policy

Assessment Technologies Institute (ATI) is an integral component of the Pueblo Community College Nursing Program curriculum. ATI assessments and learning resources are used to evaluate student achievement, identify areas requiring additional study, and prepare students for success on the NCLEX licensure examination.

Participation in ATI activities is required in designated nursing courses.

ATI Proficiency Levels

ATI proctored Content Mastery Series (CMS) assessments provide nationally normed proficiency levels that measure a student's likelihood of meeting NCLEX standards.

- **Level 3** – Performance exceeds the expected level of nursing knowledge. Students demonstrating Level 3 are considered highly likely to meet NCLEX standards in the content area.
- **Level 2** – Performance meets the expected level of nursing knowledge. Students demonstrating Level 2 are considered likely to meet NCLEX standards.
- **Level 1** – Performance indicates achievement of many, but not all, expected nursing knowledge competencies. Additional review and remediation are recommended to strengthen understanding.
- **Below Level 1** – Performance indicates that the expected level of nursing knowledge has not been achieved. Significant review and remediation are necessary to improve competency in the content area.

ATI proficiency levels are used as one measure of student performance and to guide individualized remediation throughout the nursing curriculum.

Grading Limitations

When ATI Content Mastery Series (CMS) assessments are used for grading purposes, the total value of all ATI CMS assessments will not exceed 10% of the student's final course grade.

The 10% limitation applies only to ATI CMS assessments and the Comprehensive Predictor. Instructor-developed examinations, quizzes, homework assignments, projects, and other course assignments are excluded from the 10% limitation associated with ATI CMS assessments and the Comprehensive Predictor.

Required Remediation

Students who do not achieve the ATI proficiency level or benchmark established by the course faculty are required to complete assigned remediation and retest after the completion of the remediation.

Failure to complete required remediation may result in consequences including but not limited to:

- Loss of assignment or remediation points, when applicable.
- Ineligibility to receive credit for ATI-related activities.
- Additional remediation requirements.
- Other course-specific consequences.

ATI Comprehensive Predictor

Students enrolled in the final nursing course are required to complete the ATI Comprehensive Predictor examination.

The Comprehensive Predictor is used to:

- Evaluate overall readiness for the NCLEX licensure examination.
- Identify individual strengths and areas requiring additional review.
- Guide the development of an individualized NCLEX preparation plan.

Students who do not meet the program benchmark established by the Nursing Program will be required to complete individualized remediation as assigned by faculty and will be required to retest. Completion of all required ATI remediation is required before program completion or retesting.

7.2 Testing Guidelines

All course and standardized exams must be taken with a proctor during designated times set by the course faculty or instructor. At-home testing is not permitted for any proctored or computerized exams. All computerized exams must be completed in an approved, designated testing area.

Students must arrive on time for exams. Once the exam has started students will not be allowed to enter the room.

Only the examinee is allowed in the testing area. Children or other visitors are not

permitted. Seating may be assigned at the discretion of the instructor or proctor.

Students will be provided with a whiteboard or scratch paper for notes or calculations at the start of the exam. All scratch paper and whiteboards must be returned to the proctor before leaving the testing area.

Students will be provided with a basic calculator or granted the use of the exams built in calculator. Personal calculators are not permitted.

Students may only communicate with the proctor during the exam. Proctors will not answer content-

related questions. They may assist only with technical or procedural issues.

If assistance is needed during the exam, students should raise their hand to alert the proctor.

Opening any window or browser outside the designated exam will be considered academic dishonesty and may result in dismissal from the nursing program.

Personal Electronic devices including cell phones, smartwatches, tablets, smart glasses, or any internet capable or Bluetooth devices are not allowed in the testing area.

Students are not permitted to wear hats, jackets, hoodies, or other bulky outerwear during the exam.

Food and beverages are not permitted.

Bathroom breaks are not allowed after the exam has started for test integrity issues.
Upon completion of the exam, students must exit the exam room quietly and are not permitted to loiter outside the testing area. Students are also not allowed to reenter the examination room.

Exams may take up to seven business days to be posted in the course.

7.3 Clinical Calculations

To ensure safe and accurate medication administration, all nursing students must demonstrate proficiency in clinical calculations through designated math competency examinations and integrated course assessments.

Math Competency Exams

- Students are required to pass a Math Competency Exam in NUR 1012 and NUR 2012 with a score of 90% or higher.
- The Math Competency Exam must be passed no later than one (1) week before the end of the semester in which the course is taken.
- Failure to achieve a passing grade on the Math Competency Exam will result in failure of the course.

Retake Eligibility and Remediation

- Students who do not achieve a passing score on the first attempt may be granted additional attempts only after completing assigned math remediation.
- Failure to complete remediation will result in the student receiving their original, non-passing score for the exam.

Exam Administration

- Math Competency Exams will be administered at set times designated by the course instructor.

- In all nursing courses other than NUR 1012 and NUR 2012, math questions will be included as part of all exams.
- Math-related questions will comprise no more than 10% of the total points on any individual exam.

7.4 Testing Accommodations

All testing accommodations must be approved in advance through Accessibility Services. It is the student's
responsibility to request and coordinate approved accommodations prior to the scheduled exam or education experience.

All approved testing accommodations must be scheduled to take place in the PCC Testing Center. Accommodations cannot be applied retroactively, and instructors are not permitted to provide accommodations unless they are officially documented and arranged through Accessibility Services.

For more information, please contact Accessibility Services directly.

7.5 Missed Examination Policy

Students are expected to take exams as scheduled. However, if an unforeseen circumstance arises, a makeup exam may be offered at the instructor's discretion.

If a student is unable to take a scheduled exam an esses or alternate format may be offered. Alternate format exams are built upon the same blueprint as the original exam.

A student may make up only one exam per nursing course. Missing more than one exam may result in a zero on the second missed exam.

Students requesting additional makeup exams must submit a written request to the instructor, along with verifiable documentation supporting their absence. Approval will be at the discretion of the instructor.

A 10% deduction may be applied to the final exam score for late testing.

7.5 Exam Review

An exam review is a valuable learning opportunity to identify areas for improvement and enhance understanding of test taking strategies. Reviewing your exam performances will help you clarify misconceptions, strengthen critical thinking skills, and develop effective test taking strategies for further exams.

- Students have one week from the date exam grades are posted to schedule an in-person exam review with the course instructor

- After this time frame exam reviews may not be accommodated.

7.6 Skills Competency Evaluation

All skills competency evaluations (checkoffs must) must be complete by the deadlines outlined in the course schedule. These checkoffs are required to demonstrate safe, effective nursing care and competency in essential clinical skills.

Students are allowed up to three attempts to pass a skills check-off. Remediation is required after any failed attempt and must be completed before the student may proceed to the next attempt. If a student fails to complete remediation, the grade from the most recent attempt will stand, and they will not be granted an additional attempt.

Repeat skills check-off attempts must take place on different days from the previous unsuccessful attempt. This allows for adequate remediation.

Two separate failed attempts on two different skills checkoffs within the same course will result in a course failure.

Students are strongly encouraged to attend open-lab sessions to practice skills in preparation for checkoffs.

Lab remediation may be required if a student is not demonstrating basic competency in the lab, simulation or the clinical setting.

It is the student's responsibility to complete assigned remediation and schedule repeat attempts in a timely manner and demonstrate preparedness for each evaluation. Failure to schedule repeat attempts may delay progression in the course.

8. Clinical/Lab/Simulation Policies

If at any time the student's clinical requirements are not up-to-date and complete, the student will not be permitted to attend clinical (see 5.1 compliance).

8.1 Clinical Scheduling

The Clinical Coordinator is responsible for all clinical and simulation scheduling for the Nursing Program. Due to the complexity of coordinating multiple cohorts across various nursing programs and clinical sites, the Nursing Department will make reasonable efforts to accommodate student scheduling needs but cannot guarantee request will be granted due to scheduling constraints.

Prior to each semester, the Clinical Coordinator will send an email with detailed instructions for submitting schedule requests. This email will include a submission deadline. Failure to submit the required form by the stated deadline will result in the request not being considered.

While schedule accommodation is not guaranteed, the Clinical Coordinator will make every reasonable effort to support students' needs. Once clinical schedules are finalized and posted, no further changes will be made.

To be eligible for scheduling consideration, students must be 100% compliant with all clinical requirements. It is the student's responsibility to ensure their personal and work schedules are adjusted to meet the demands of the clinical schedule. Once clinical schedules are finalized and posted, no further changes will be made.

Students are strictly prohibited from contacting clinical sites directly to request scheduling changes, accommodations, or placements. Doing so may result in disciplinary action or removal from the program.

Clinical schedules will be posted in the *Nursing Department Clinical Forms and Notification* (in D2L), specific to each cohort.

8.2 Clinical Placement Locations

The Nursing Program makes every reasonable effort to assign students to clinical locations within approximately one hour of the campus where they are enrolled. However, clinical placement depends on facility availability, course requirements, faculty availability, and the ability of a clinical site to provide the experiences needed to meet course and program outcomes.

Clinical placements within one hour of the student's registered campus cannot be guaranteed. Students may be required to travel more than one hour to attend an assigned clinical experience. Travel time, transportation, lodging, meals, and any other expenses related to clinical attendance are the responsibility of the student.

Students are expected to attend the clinical site assigned by the Nursing Program. Personal preference, employment schedules, transportation concerns, or distance from the student's home are not guaranteed reasons for reassignment. Requests for a placement change will be considered only when space and course requirements allow and must be approved by the Nursing Program.

8.3 Attendance/Tardiness Policies

Consistent and punctual attendance at clinical and lab is essential to ensure safe practice, professional development, and successful progression through the nursing program. Due to the hands-on nature of clinical/lab learning and regulatory requirements, clinical and lab

hours must be completed in full.

To comply with Colorado State Bord of Nursing education regulations, students must complete a minimum of 750 clinical/simulation hours to qualify for NCLEX testing. Failure to meet this requirement will result in the student being ineligible to sit for the NCLEX, regardless of academic performance.

Definition of Clinical

Clinical includes both traditional in-person clinical experiences and simulation activities conducted virtually with faculty lead pre- and debriefing or in the lab setting. Simulation hours are counted toward the required 750 hours of clinical experience as permitted by the Colorado State Board of Nursing

Clinical Attendance

Students must notify the Clinical and Didactic instructor in writing (e.g., email) at least one hour prior to the scheduled clinical start time if they are unable to attend.

Failure to provide timely notification will result in a “no call–no show”, A second “no call-no show” may result in a dismissal from the nursing program.

In the event of an emergency or extenuating circumstance, the student must: Notify their didactic faculty within 12 hours of the missed clinical day. Submit appropriate documentation for review.

Documentation does not guarantee the absence will be exempt from a “no call–no show” classification.

If a student misses clinical due to illness or injury, they may be required to provide documentation confirming their ability to safely return to clinical or lab. If the illness or injury requires accommodations, the student must contact the PCC Accessibility Office.

Only one clinical absence may be made up per clinical course. A second clinical absence may result in clinical failure and loss of progression in the program.

Clinical makeup time is not guaranteed. It is offered only on a space-available basis.

Clinical makeup experiences may be scheduled outside of the student’s regular clinical schedule, including evening, night or weekend shifts, and may be conducted at a different clinical site or with a different clinical instructor.

Students may be required to complete additional compliance modules or paperwork based on the requirements of the clinical makeup facility.

Clinical experiences missed due to inclement weather or administrative closure will be rescheduled at the discretion of the didactic faculty and/or Director of Nursing.

If a student is absent during the last two weeks of the semester, it may result in an incomplete grade and may delay progression in the nursing program

Lab Attendance

Participation in lab sessions is essential for developing hands-on clinical skills and meeting course objectives. Due to the importance of lab-based learning, students are expected to attend 100% of all scheduled lab hours.

The maximum number of lab sessions a student may miss is based on the total number of scheduled lab hours for the course:

- Lab courses totaling 90 hours or more: Students may miss no more than two (2) scheduled lab sessions.
- Lab courses totaling 89 hours or less: Students may miss no more than one (1) scheduled lab session

Exceeding the maximum allowable number of lab absences may result in course failure. Make-up opportunities for missed lab sessions are limited, are not guaranteed, and are subject to instructor and lab availability.

All lab absences must be:

- Reported to the course faculty at least one hour prior to the scheduled lab session by email or phone.
- Followed up with the instructor to determine whether a make-up lab opportunity is available.
- Made up as directed by faculty, including completion of any required remediation or assigned activities.

Students who exceed the allowable number of lab absences may not be eligible for additional make-up opportunities and may receive a failing grade for the course.

It is the student's responsibility to track their attendance and communicate proactively with course faculty regarding any absence.

Failure to attend scheduled lab sessions may jeopardize academic success, clinical readiness, and progression within the nursing program.

Tardy (Clinical and Lab)

A student is considered tardy if they arrive more than five (15) minutes late to a scheduled clinical/lab experience.

8.4 Fitness for Duty and Work Restrictions Before Clinical or Simulation

The PCC Nursing Program, approved by the Colorado State Board of Nursing, upholds its

mission to ensure public safety by certifying competent nurses and protecting patients and families from unsafe practices and unprofessional conduct. To support this mission, all nursing students are expected to be mentally, emotionally, and physically fit for duty during all clinical and simulation experiences.

Students must arrive alert, coherent, and well-rested to provide safe patient care. Students are not permitted to work within eight (8) hours prior to any clinical or simulation assignment to ensure they are prepared to perform safely.

If a student arrives overly fatigued, appears unfit for duty, or is suspected of being under the influence of any substance, the clinical instructor will dismiss the student, and the day will be recorded as a clinical absence.

Adherence to this policy is essential for patient safety, professional accountability, and student success. Repeated violations may result in disciplinary action and can affect the student's progression in the program.

8.5 Appearance, Dress Code and Required Equipment

Students in the Pueblo Community College Nursing Program are expected to maintain a clean, professional appearance at all times while in lab, simulation, and clinical settings. The official uniform and grooming standards reflect the professionalism of nursing and ensure compliance with healthcare agency expectations.

Uniform Guidelines

The approved uniform includes a Caribbean blue top embroidered with the PCC logo (available in the bookstore for purchase) and black scrub pants, all of which must be clean, and well-pressed.

- Scrub pants must be ankle-length and must not drag on the floor. Dresses or skirts must extend to the middle of the knee.

At Colorado Mental Health Hospital Institute – Pueblo, students are required to wear the approved dark maroon nursing polo shirt with black pants.

A plain white or black short- or long-sleeved T-shirt or turtleneck may be worn under the uniform top. Long sleeves must be able to be pushed up during handwashing and sterile procedures.

Scrub tops and bottoms must be loose-fitting, allowing a full range of motion and preventing exposure of cleavage or midriff.

Footwear and Socks

Shoes must be professional, soft rubber-soled, low-top leather athletic shoes in solid black or white. Sandals, clogs, Crocs, open-toed, and open-heeled shoes are not permitted.

Shoes and laces must be clean.

Plain white or black socks must match the color of the shoes.

When wearing a dress or skirt, crew-length white socks or hose (neutral or white, clean, and without runs) must be worn.

Tattoos and Body Modifications

Visible tattoos are permitted based on clinical site policies. However, any tattoo deemed inappropriate or offensive by the clinical instructor or agency must be fully covered.

Facial piercings must be removed in the clinical setting.

Gauge piercings must be covered with flesh-colored or clear plugs.

Jewelry

Only engagement/wedding rings and one small post earring per ear are allowed No visible necklaces, facial piercings (e.g., tongue, nose), or excessive jewelry is permitted. Students may be asked to remove or cover jewelry per clinical site policies.

PCC is not responsible for lost or damaged personal items.

Grooming Standards

Maintaining personal hygiene and a neat appearance is mandatory. Daily bathing, unscented deodorant, and oral hygiene are expected.

Perfumed products (lotions, deodorants, sprays, cosmetics) are not permitted. Minimal, tasteful makeup may be worn.

Hair must be clean, neat, and pulled back off the face. “Messy buns” are not permitted. Hair must be secured prior to entering the facility. Acceptable hair accessories include small, solid-colored (white, black, or maroon) headbands.

Hair color and style should remain conservative and professional.

Male students must be clean-shaven or have a well-trimmed beard and mustache. If needed, a clean white undershirt must be worn beneath the uniform.

Nails must be clean, trimmed, and unpolished. Artificial nails are strictly prohibited.

Required Equipment

Students must bring the following items to each lab, simulation, or clinical experience:

- Stethoscope
- Penlight
- Bandage scissors
- Hemostat
- Black or blue ink pens
- Name badge/ID
- Watch with a second hand (no smart watches allowed)

It is the student's responsibility to be aware of which electronic devices are prohibited at certain clinical sites.

Uniform Enforcement and Consequences

Students must arrive in full uniform and be prepared for lab, simulation, or clinical. Students out of uniform will be given 10 minutes to correct the issue if possible.

If the infraction cannot be corrected, the student will be sent home and not permitted to return for the remainder of the day. This will count as a lab or clinical absence.

9. Clinical Incidents, Exposures, Injury and Errors

9.1 Clinical incident

A clinical incident is defined as any occurrence requiring completion of an Unusual Occurrence summary form, as outlined by the facility, or as otherwise defined by that facility's policies. This includes any actual or potential injury to a patient resulting from student care or lack of care.

In the event of a clinical incident, the hospital or facility policy must be followed. The Unusual

Occurrence report must be completed jointly by the student and the clinical faculty member. A copy of the completed report must be provided to the person in charge of the unit.

Clinical Incident Reporting Procedure

Immediate Notification: The student must immediately report the incident to the clinical

instructor. Incident Review: The clinical instructor will investigate the incident.

Facility Notification: The clinical instructor will advise the student on how to report the incident to the appropriate facility staff.

Documentation: The student and clinical instructor will complete all required facility paperwork related to the incident.

Program Notification: The clinical instructor will notify the lead faculty and/or Clinical Coordinator.

Clinical Incident Reporting Form (appendix A): Complete the clinical incident reporting form before leaving clinical for the day. This form needs to be completed with the clinical instructor.

Follow-Up: Action and follow-up will be determined based on the severity of the incident or concern.

This process ensures that all clinical incidents are handled promptly, professionally, and in accordance with both facility and PCC Nursing Program standards.

9.2 Injury and Accidental Exposure

Immediate Notification: If a student sustains an injury or is accidentally exposed (or potentially exposed) to an infectious disease in the clinical setting, they must notify the clinical instructor immediately.

Incident Reporting: An incident report must be completed in accordance with the agency's policy, and a PCC Nursing Program *Clinical Incident* (appendix A) form must also be completed.

Workers' Compensation Coverage – Students are covered under PCC Workers' Compensation for clinical injuries or exposures to infectious diseases. The student must complete a Workers' Compensation form in the PCC Human Resources office (not at the clinical facility) within 24 hours of the incident.

After-Hours or Weekend Incidents: If the incident occurs outside PCC business hours or on a weekend, the
student must follow the clinical instructor's directions for reporting and follow-up.

Exposure Investigation: Any exposure or potential exposure to an infectious disease must be investigated within 24 hours.

Health Insurance Recommendation: Students are strongly encouraged to maintain their own health insurance. Workers' Compensation does not cover injuries or exposures that occur in the nursing lab or classroom.

9.3 Medication Errors

Written Summary – If a medication error occurs, the student must immediately complete a written summary of the incident. This summary should include a factual account of the event and strategies for preventing similar errors in the future. One copy must be submitted to the clinical instructor and one copy to the course lead faculty.

Remediation Meeting – The student will be required to meet with the clinical instructor, course faculty, and/or the Program Director for remediation, as outlined in *Appendix B – Clinical Retention Algorithm*.

Failure to Report – Failure to report a medication error, or failure to follow medication administration guidelines established by the PCC Nursing Program or the healthcare agency, may result in a clinical failure.

10. Professional Behavior Expectations

Professionalism is a foundational expectation of all nursing students at Pueblo Community College. Whether in the classroom, lab, clinical settings, or while representing PCC in any capacity, students are expected to demonstrate behaviors that reflect the values, ethics, and responsibilities of the nursing profession.

PCC Nursing adheres to the ANA Code of Ethics for Nurses and expects students to exhibit conduct aligned with these standards throughout the program.

10.1 Classroom Etiquette

To maintain a respectful and productive learning environment, students are expected to:

- Arrive on time and be seated, quiet, and prepared when class begins.
- Doors will be locked 10 minutes after the scheduled start; late arrivals must wait until the next break.
- Remain in class unless it is an emergency or scheduled break. Students leaving during instruction may not re-enter until the next break.
- Silence and store all electronic devices unless explicitly approved for use. Unauthorized use (e.g., texting, checking messages, using social media) may result in disciplinary action, even on the first offense.

- Refrain from side conversations, unprofessional non-verbal behaviors (e.g., eye-rolling, head shaking), and disruptions of any kind.
- Dress professionally and according to PCC uniform policy.
- Communicate respectfully with instructors, classmates, and staff at all times.

Failure to follow classroom etiquette may result in dismissal from class for the day and/or issuance of a behavioral warning. Repeated infractions may lead to further disciplinary action.

10.2 Incivility, Harassment, and Classroom Violence

In alignment with the ANA Position Statement on Incivility, Bullying, and Workplace Violence, the PCC Nursing Program maintains a zero-tolerance policy for any behavior that undermines the safety, dignity, or effectiveness of the learning environment.

If a student feels that they have been harassed or retaliated against please contact

Dana Moss, Vice President of Human Resources
719.549.3220 or dana.moss@pueblocc.edu

10.3 Behavioral Misconduct in Clinical/Simulation

Students must demonstrate safe, professional, and ethical behavior in all clinical and simulation settings. Any action that compromises patient safety, violates professional standards, or disrupts the clinical environment may result in immediate dismissal from the clinical site, failure of the clinical course, and/or disciplinary action.

Examples of unsafe or unprofessional behaviors include but are not limited to:

- Falsifying documentation or reporting interventions not performed.
- Failing to report errors or changes in patient condition.
- Incomplete or negligent patient care.
- Performing skills without demonstrated competency.
- Practicing outside the scope of the Colorado Nurse Practice Act.
- Breaching confidentiality (HIPAA violations).
- Unsafe clinical/simulation performance (refer to clinical evaluation form).
- Emotional, physical, or mental impairment impacting performance.
- Abandonment of patient care or leaving the assigned unit without permission.
- Noncompliance with facility requirements (e.g., CPR, immunizations, drug screen).
- Violating patient rights or displaying incivility toward patients, staff, or peers.

- Inappropriate use of social media or personal electronic devices.
- Substance use or suspicion of impairment (subject to for-cause drug screening).
- Overriding medication alerts without approval.
- Failure to comply with facility policies or PCC Nursing Department expectations.
- Leaving the clinical site during scheduled hours without instructor approval.

Any student found in violation of these expectations may be subject to disciplinary action or dismissal from the program depending on the severity of the incident.

10.4 Dismissal from a Clinical Agency

Students dismissed from a clinical agency due to inappropriate, unsafe, or unprofessional behavior may receive a failing grade for the clinical course and may be dismissed from the Nursing Program. Such incidents may also be referred to PCC Student Services for disciplinary action.

If a clinical site requests that a student not return, whether for the current rotation or future placements, due to concerns involving conduct, professionalism, or substance use, the Nursing Department cannot guarantee reassignment to another clinical site. In such cases, the student may be unable to complete the required clinical hours and will be assigned a failing grade for the course.

Additionally, clinical instructors, with or without consultation from lead faculty, may dismiss a student from clinical and record the day as an unexcused absence if the student is unprepared, unsafe, or violates professional standards. 11. Student Activities/Clubs

11.1 Alpha Delta Nu Honor Society

Pueblo Community College is proud to support the OADN Alpha Delta Nu Nursing Honor Society, established to recognize academic excellence and professionalism in Associate Degree Nursing students.

Alpha Delta Nu honors students who have demonstrated outstanding academic achievement, integrity, and dedication to the nursing profession. Membership in this prestigious society not only acknowledges academic success but also encourages lifelong learning, advanced nursing education, and leadership in the field.

Eligibility Criteria:

- Earned a grade of B or higher in all nursing courses

- No previous nursing course failures
- Demonstrated professional conduct in both academic and clinical settings

Students who meet these requirements after completing at least one semester of nursing coursework may be invited to provisional membership. Full membership is granted in the final semester upon continued academic and professional excellence.

Honor Society Activities:

Provisional members must collaboratively complete an educational or recruitment project, approved and supported by a faculty advisor. Full participation is required for induction.

11.2 Student Nurses' Association (SNA)

The Student Nurses' Association (SNA) at Pueblo Community College provides nursing students with opportunities for leadership, professional growth, and community involvement.

All nursing students are encouraged to join and participate in activities such as community service projects, educational events, fundraising, and peer support. Students may also hold officer roles and represent the program at the state and national levels.

SNA promotes professional development and prepares students for future involvement in nursing organizations such as the Colorado Student Nurses' Association (CSNA) and the National Student Nurses' Association (NSNA).

11.3 Pinning Ceremony

The Pinning Ceremony for our ADN students is one of the most cherished traditions in nursing symbolic and heartfelt celebration that marks your transition from student to nurse. This special event dates back to Florence Nightingale and is held to honor and welcome nursing graduates into the profession. It is a moment to pause, reflect, and celebrate the journey that brought you to this milestone.

At Pueblo Community College, we take great pride in this tradition and the opportunity it offers to celebrate your hard work, resilience, and the deep bonds you've formed along the way.

12. PCC NURSING DEPARTMENT DIRECTORY

Director of Nursing Education Programs				
Campus	**Program**	**Name**	**Email Address**	**Phone Number**
Pueblo Fremont Mancos Durango	ADN, Bridge, PN, RN-BSN, PT	Shanna Ricker MSN, RN	Shanna.Ricker@pueblocc.edu	719-549-3405
Campus Coordinators				
Campus	**Program**	**Name**	**Email Address**	**Phone Number**
Pueblo	ADN, Bridge	Chrystal Everett, MSN, RN	Chrystal.Everett@Pueblocc.edu	719-296-6110
Fremont	ADN	Joan Pope MSN, RN	Joan.Pope@Pueblocc.edu	719-296-6114
Mancos	ADN, Bridge	Leigh Sand MSN, RN	Leigh.Sand@Pueblocc.edu	970-564-6232
Pueblo	RN-BSN	Shanna Ricker MSN, RN	Shanna.Ricker@pueblocc.edu	719-549-3405
Nursing Faculty				
Campus	***Program***	***Name***	***Email Address***	***Phone Number***
Pueblo	ADN, Bridge	Olivia Hanson, MSN, RN	Olivia.Hanson@pueblocc.edu	719-549-3436
	ADN, Bridge	Amy McCoy, MSN, RN	Amy.Mccoy@pueblocc.edu	719-549-3298
	ADN, Bridge	Mary Nicks MSN, RN	Mary.Nicks@Pueblocc.edu	719-549-3169
Fremont	ADN	Chrystal Stark MSN, RN	Chrystal.Stark@Pueblocc.edu	719-296-6115
		Lori Steinbeck, MSN, RN	Lori.Steinbeck@Pueblocc.edu	719-296-6131
Mancos	ADN, Bridge	Edwilyn O'Brien MSN, RN	Edwilyn.Obrien@Pueblocc.edu	970-564-6212
	ADN	Serra Meyer BSN, RN	Serra.Meyer@Pueblocc.edu	970-564-6232
Clinical, Lab and Simulation Coordinators				
Campus	***Program***	***Name***	***Email Address***	***Phone Number***
Pueblo	Lab	Nazalee Workman BSN, RN	Nazalee.Workman@Pueblocc.edu	719-549-3469
	Sim	Dr. Maryrose Channell, MD	Maryrose.Channell@Pueblocc.edu	719-549-3483
	Clinical	Melanie Larson-Keck BS, BSN	Melanie.LarsonKeck@Pueblocc.edu	719-549-3297
Fremont	Lab/Sim	Stephanie Martinez ADN, RN	Stephanie.Martinez@Pueblocc.edu	719-296-6113
	Clinical	Melanie Larson-Keck BS, BSN	Melanie.LarsonKeck@Pueblocc.edu	719-549-3297
Mancos	Lab/Sim/Clinical	Allyn Marzulla	Allyn.Marzulla@Pueblocc.edu	970-564-6232
Administrative Support				
Campus	***Program***	***Name***	***Email Address***	***Phone Number***
Pueblo	Nursing Admin.	Brooklynn Enriquez	Brooklynn.Enriquez@pueblocc.edu	719-549-3488
	Academic Excellence Administrator	Kevin Van Winkle	Kevin.VanWinkle@pueblocc.edu	719-549-3406
Fremont		Whitney Donovan	Whitney.Donovan@Pueblocc.edu	719-296-6110

Appendix

Appendix A – Clinical Incident/Unusual Occurrence Reporting

Pueblo Community College - Nursing Program

Clinical Incident / Unusual Occurrence Reporting Form

This form must be completed whenever an actual or potential injury occurs to a patient as a result of student care or lack thereof, or as otherwise defined by the clinical facility's policy. Submit copies to your Clinical Instructor and Lead Faculty within three (3) working days of the incident.

Section 1: Incident Information

Patient Initials:	
Nursing Unit:	
Date of Incident:	
Time of Incident:	
Date/Time Reported:	
Person Notified (Name & Role):	

Section 2: Description of Incident

Provide an objective summary of the incident, including events leading up to it, actions taken, and immediate outcomes:

Section 3: Follow-Up Actions

Describe any follow-up actions taken or recommended:

Section 4: Signatures

Student Name & Signature:	Date:
Clinical Instructor Name & Signature:	Date:

Appendix B – Clinical Safety & Remediation Pathway

PCC Nursing Program
Clinical Safety & Remediation Pathway

Step 1: Identify the Concern

The clinical instructor observes a behavior or performance issue.

Examples include:

- Difficulty performing a nursing skill
- Poor clinical judgment or reasoning
- Communication concerns
- Unsafe practice or a potential safety issue

Document only objective facts.
Describe what you observed, not opinions or assumptions.

Decision Point 1

Did the behavior cause patient harm or place the patient at immediate risk of harm?

- **Yes** → Go to **Step 2A: Immediate Safety Concern**
- **No** → Go to **Step 2B: Developmental or Performance Concern**

Step 2A: Immediate Safety Concern (High Risk)

Examples include:

- Medication error
- Failure to follow instructor direction that creates an unsafe situation
- Infection control breach
- Performing care outside the student's scope
- Dishonesty or falsifying documentation
- HIPAA violation

Required Actions

1. Ensure the patient is safe.
2. Remove the student from direct patient care.
3. Notify the unit staff as appropriate.
4. Notify the course didactic faculty and program coordinator.

5. Complete a Clinical Incident Report.
6. Meet with the student within 24–48 hours (course lead).

Decision Point 2

Can the concern be safely remediated (contact Clinical Lead for discussion**)?**

- **Yes** → Develop a Clinical Support/Remediation Plan (Step 3).
- **No** → Begin the Clinical Failure Review process. The Program Coordinator will notify the Director.

Step 2B: Developmental or Performance Concern (Low to Moderate Risk)

These concerns do not place the patient at immediate risk but require coaching.

Examples include:

- Slow patient assessment
- Difficulty performing a skill
- Needing frequent verbal cues
- Technique corrected before patient harm occurred
- Organization or time management difficulties

Required Actions

1. Provide immediate coaching and feedback.
2. Document the behavior using objective language.
3. Confirm the student understands the feedback.

Decision Point 3

Did the same behavior continue after feedback was provided?

- **No** → Continue with routine clinical instruction.
- **Yes** → Begin a Clinical Support/Remediation Plan (Step 3).

Step 3: Clinical Support/Remediation Plan

The student, clinical instructor, and didactic faculty meet to develop a remediation plan. The Program Coordinator should be notified.

The remediation plan should include:

- A clear, objective description of the behavior
- The expected safe performance
- Measurable goals

- A timeline (typically 1–2 weeks)
- Required remediation activities (skills lab, simulation, practice, assignments, etc.)
- A follow-up plan

Examples of Measurable Goals

The student will:

- Verbalize safe transfer steps before moving a patient.
- Demonstrate safe patient repositioning on three consecutive attempts.
- Complete accurate focused assessment documentation.
- Use SBAR communication without prompting.

Step 4: Evaluate Progress

Review the student's progress on the scheduled evaluation date.

Decision Point 4

Has the student met the remediation goals?

- **Yes** → Return to the normal clinical evaluation process.
- **Partially** → Continue remediation with revised goals.
- **No** → Begin the Clinical Failure Review process.

Step 5: Clinical Failure Review

A clinical failure may be appropriate when a student demonstrates one or more of the following (this list is not all-inclusive):

- Repeated unsafe behaviors
- Failure to improve despite remediation
- Dishonesty
- Practicing outside the student scope
- Continued risk to patient safety
- HIPAA or patient privacy violation
- Failure to meet course or clinical objectives

Required Documentation

Include:

- Documentation of feedback provided
- Documentation of remediation efforts
- Evidence of repeated behaviors or ongoing concerns
- Director review and approval

- Final evaluation completed by the full-time didactic faculty member

Appendix C – Professional and Technical Standards

Professional and Technical Standards

Category	Skill Area	Examples
Psychomotor Skills	Gross Motor Skills	Move within confined space; Sit and maintain balance; Stand and maintain balance; Reach above shoulders (e.g., IV poles); Reach below waist (e.g., plug appliance)
	Fine Motor Skills	Pick up objects; Grasp small objects (e.g., IV tubing); Write with pen; Key/type (computer); Pinch/pick/manipulate syringe; Twist (e.g., turn knobs); Squeeze with fingers (e.g., eye dropper)
	Physical Endurance	Stand for extended periods (e.g., during procedures); Sustain repetitive movements (e.g., CPR); Maintain stamina for full shift
	Physical Strength	Push/pull 25 lbs; Support 25 lbs; Lift 25 lbs; Move light objects (up to 10 lbs); Move heavier objects (11–50 lbs); Defend self; Carry supplies; Use upper body strength (e.g., CPR); Squeeze with hands (e.g., fire extinguisher)
	Mobility	Twist; Bend; Stoop/squat; Move quickly (emergencies); Climb (ladders/stairs); Walk
Sensory Abilities	Hearing	Hear normal speech; Hear faint voices/body sounds; Hear when lip reading not possible; Hear alarms (monitors, call bells)
	Visual	See at 20 inches (e.g., screen); See at 20 feet; See >20 feet; Use depth perception; Use peripheral

		vision; Distinguish colors and intensity
	Tactile	Feel vibrations (e.g., pulses); Detect temperature; Feel surface differences; Feel size/shape differences; Detect environmental temperature; Detect odors; Detect smoke/gases; Read documents
Cognitive & Emotional Skills	Emotional Stability	Establish boundaries; Provide emotional support; Adapt to stress/change; Respond to crises; Focus on tasks; Monitor emotions; Manage multiple tasks; Handle grief
	Analytical Thinking	Transfer knowledge; Process information; Evaluate outcomes; Problem-solve; Prioritize; Use short- and long-term memory
	Critical Thinking	Identify cause-effect; Plan/control for others; Synthesize knowledge/skills; Sequence information
	Math Competence	Read charts/graphs; Calibrate equipment; Convert metrics; Measure/count; Add/subtract/multiply/divide; Compute fractions; Use calculator; Record numbers
Interpersonal & Communication Skills	Interpersonal	Resolve conflict; Respect diversity; Build rapport with clients and coworkers
	Communication	Teach clients/families; Explain procedures; Give oral reports; Interact with healthcare team; Speak on the phone

APPENDIX D: TITLE IX

Title IX and Pregnancy Fact Sheet for Instructors – Colorado Community College System

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

In addition to protecting students, instructors, and staff from discrimination and harassment based upon sex, gender, and sexual orientation, Title IX of the Education Amendments of 1972 also prohibits any form of discrimination based upon pregnancy and parental status, including any and all related conditions, such as abortion.

Therefore, it is important for instructors to be aware of their responsibilities should they be notified by a student that she is pregnant:

Pregnant students must be granted the same accommodations and consideration given to any other student with a temporary medical condition.

- Colleges are obligated to excuse absences and allow for the makeup of work missed due to pregnancy and related conditions, whether or not school policy allows for this in other cases.
- Students cannot be prevented from participating in classroom or extracurricular activities, nor from returning to class for a predetermined time period following childbirth.
- Colleges must provide reasonable adjustments to a student's educational environment, such as a larger desk, or allowing her to take longer/more frequent restroom breaks.
- Instructors may not call unwanted attention to or reveal a student's pregnancy without her consent.

If you are informed that a student is pregnant, contact your Title IX Coordinator immediately.

Pregnant students have the responsibility to notify the college of their status, and may only be granted certain accommodations (such as excused absences) for as long as they are medically necessary. However, instructors should not request documentation directly from the student. Maintaining appropriate records is the responsibility of the Title IX Coordinator.

Appendix E – Disqualifying Criminal Offenses

Colorado Community College System Health & Public Safety Disqualifying Criminal Offenses Level I

Any clinical setting inside a hospital, nursing home or a patient's home.

The following criminal offenses appearing on a criminal background check will disqualify an applicant for admission to CCCS Nursing and/or Allied Health Programs.

List of Disqualifying Offenses

- Any violent felony convictions of homicide (no time limit).
- Crimes of violence (1st or 2nd degree assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 183-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

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

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

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

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

T:\Health Professions\Background and drug screen\Disqualifying offenses\Background check Level I ADA.docx
12/4/2018

APPENDIX F: ESSENTIAL FUNCTIONS

Health Professions Division

_____I have read and I understand the Essential Functions Form specific to the Occupation of **Nursing**.

_____I understand that if anything prevents me from performing these functions throughout the duration of the program, I am to notify the Director of Nursing Education.

_____I have the ability to meet the Essential Functions as specified.

_____

Please Print Name

_____

(Signed)

_____

(Date)

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, PCC makes every effort to ensure quality education for all students. It is our obligation to inform students of the essential functions demanded by this program and occupation. **Students requiring accommodations or special services to meet Essential Functions of the Nursing Program should contact the Accessibility Resource office at 719- 549-3446.**

PCC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act.
Accommodations for students with disabilities are made through the Accessibility Resource office. This department works with the program faculty to provide appropriate accommodations for students with disabilities.

Appendix G – Attestation

Letter of Agreement Attestation of Acknowledgement
2026-2027 Nursing Program Student Handbook

I, _____, acknowledge that I have been instructed on how to access the 2025–2026 PCC Nursing Program Student Handbook through the Nursing Program D2L shell and Pueblo Community College Nursing webpage. I understand that I am responsible for reading, understanding, and abiding by all policies, procedures, and standards outlined in the Handbook.

I further acknowledge:

- I have been informed that updates or changes to policies may occur as a result of developments in clinical or academic settings.
- Whenever possible, changes will be implemented prior to the start of a new academic term.
- I will comply with and abide by any changes once I have been notified verbally and/or in writing.

My signature below indicates that I have reviewed the Handbook, understand its contents, and agree to comply with and abide by all policies and requirements of the PCC Nursing Program.

Student Name (Print):

_____

Student Signature:

_____**Date:**

_____

Faculty/Staff Witness:

_____**Date:**

_____