Department of Nursing

Pueblo

Fremont

Southwest

RN-BSN

Handbook

2026-2027

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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 Bachelor of Science in Nursing Handbook outlines the policies, procedures, and expectations of the PCC Department of Bachelor of Science in 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 Bachelor of Science in 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

As the faculty and staff of the Nursing Department at Pueblo Community College, we would like to extend a warm welcome and congratulate you on taking the next step to furthering your nursing career. This next step will provide you with the theoretical knowledge necessary to further your role as a professional nurse and future leader in the nursing industry. 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 to further develop your knowledge and skillsets.

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 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,

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 and bachelor 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.

The baccalaureate degree nurse is distinguished from the associate degree nurse in the breadth and depth of knowledge regarding evidence-based practice and research critique. Baccalaureate degree nurses are poised to take on leadership roles both within the hospital setting and in the communities they serve. They will demonstrate excellent critical thinking and clinical reasoning skills to the patients and populations they provide care for.

2. General RN-BSN Program Information

2.1 Program Approval and Accreditation

Pueblo Community College's RN-BSN Program is fully accredited by:

Commission on Collegiate Nursing Education (CCNE)
Commission on Collegiate Nursing Education

655 K Street NW, Suite 750
Washington DC 20001
202-887-6791

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 RN-BSN 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 RN-BSN Program Organizing Framework

Program student learning outcomes along with their related competencies reflect the expected knowledge, skills, and attitudes of the graduates of Pueblo Community College's Baccalaureate degree program. The RN to BSN program builds on the knowledge gained in a two-year ADN program and provides the graduate with additional skills in leadership, quality management, technology and informatics, critical thinking/clinical reasoning, population-based health, and integration of evidence into nursing practice. The emphasis on liberal education provides the graduate with the knowledge and skills needed to practice in a holistic and inclusive manner across the continuum of healthcare settings and opens new avenues for career opportunities. The RN to BSN program addresses the local employer demands for Baccalaureate prepared RNs and gives RNs the means to advance their careers through ongoing post-graduate education.

In keeping with sound curriculum design principles, the program student learning outcomes are used to organize the course student learning outcomes. These student learning outcomes will be the basis for all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

2.5 End of Program Student Learning Outcomes

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

1. **Quality care:** Interpret research to promote best practice and use data to monitor the outcomes of care processes. Propose an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals and diverse populations. (QSEN, 2007/MA Nurse of the Future Competencies 2016).
2. **Professionalism:** Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development.
3. **Communication:** Evaluate effective communication and collaboration with colleagues, inter-professional groups, and members of the community to promote health, safety, and well-being across the lifespan and across the continuum of the healthcare environment.
4. **Leadership**: Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, and cost-effective person-centered care.

5. **Critical thinking/critical reasoning:** Integrate a systematic process of critical inquiry with nursing, natural and behavioral sciences, arts, and humanities to make evidence-based practice decisions to improve the nursing care of individuals, families, populations, and communities.

2.6 Definitions of Major Concepts Used in the Program

Below are the definitions of major concepts used in the program student learning outcomes. Each Program Learning Outcomes has a corresponding college learning outcomes (ISLO) and essential domains for nursing curriculum content for BSN education.

Quality care (D5)
Interpret research to promote best practice and use data to monitor the outcomes of care processes. Propose an evaluation process to continuously improve the quality and safety of health care systems and deliver quality care to individuals and diverse populations. (QSEN, 2007/MA Nurse of the Future Competencies 2016). (ISLO 1, 3, 4, 5), (D1, D2, D3, D4, D5, D7)

Professionalism (D9) policy (D7): Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, and professional development. (ISLO 2, 4, 5), (D1, D2, D3, D4, D6, D9, D10)

Communication (D6), Prevention (D7): Evaluate effective communication and collaboration with colleagues, inter-professional groups, and members of the community to promote health, safety, and well-being across the lifespan and across the continuum of the healthcare environment. (ISLO 2, 3, 5), (D1, D2, D3, D5, D6, D7, D8, D9)

Leadership (D10): Evaluate the contribution of leadership, quality improvement principles, and impact of organizational systems in transforming, managing, and coordinating safe, quality, and cost-effective person-centered care. (ISLO 1, 2, 3, 4, 5), (D1, D4, D5, D6, D7, D9, D10)

Critical thinking/clinical reasoning (D1): Integrate a systematic process of critical inquiry with nursing, natural and behavioral sciences, arts, and humanities to make evidence-based practice decisions to improve the nursing care of individuals, families, populations, and communities. (ISLO 1,3, 4, 5), (D1, D2, D3, D4, D5, D6, D7)

American Association of Colleges of Nursing. (2021). The essentials: Core competencies for professional nursing education. Retrieved from https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

2.7 RN-BSN Nursing Program Goals & Outcomes

Nursing Program Outcomes are developed as performance indicators that provide evidence that the PCC RN-BSN nursing program is meeting its mission and goals set by the faculty. Program Outcomes show the effectiveness of the educational program and serve as a mechanism to guide program

development and revisions. RN-BSN Program Outcomes have been developed using the Commission of Collegiate Nursing Education (CCNE) standards and guidelines. The following RN-BSN Nursing Program Goals & Outcomes are congruent with the mission and philosophy of PCC and the Nursing Program.

Goal 1: Students will understand data-driven decision-making using evidence-based practice and research.

Related Program Outcomes:

1. The BSN graduate will acquire professional knowledge to fulfill leadership roles in order to provide safe, quality, and effective healthcare.
2. Graduates will utilize evidence-based knowledge to inform their critical-thinking decisions.

Goal 2: Students will be prepared for a lifelong professional development and education journey.

Related Program Outcomes:

1. Students will obtain an educational background that allows them to explore professional values, ethics, nursing theory, and self-care.
2. Students will prepare a professional development plan which includes certifications, continued formal education, and other personal goals.

Goal 3: We will build on the PCC Nursing Program reputation of graduating highly sought after students.

Related Program Outcomes:

1. Align with community partners to recruit and enroll new RN-BSN students.
2. Provide accessible, high-quality, convenient online education for practicing RNs.

Goal 4: We will develop future leaders in nursing.

Related Program Outcomes:

1. The BSN graduate will acquire professional knowledge to fulfill leadership roles in order to provide safe, quality, and effective healthcare that is relevant to the dynamic needs of today's healthcare environments.
2. Graduates will collaborate with interdisciplinary teams to provide safe and patient-centered care.
3. Promote the practice of professional nursing through leadership activities and advocacy.

Goal 5: We will meet the needs of our diverse community of interest.

Related Program Outcomes:

1. Understand the community served in order to provide safe and compassionate care and teaching plans to diverse families, populations, and communities they serve.
2. Graduates will work to alleviate health disparities in the underrepresented members of our community.

3. Specific RN-BSN Program Information

3.1 Program Learning Environment and Course Length

The RN-BSN program is a fully remote program delivered in an asynchronous learning environment. The teaching environment and methods differ from a traditional in-person program and require students to take an active role in guiding their progress and learning. While the asynchronous format provides flexibility, students are expected to remain actively engaged and interactive with course content, assignments, discussions, faculty, and classmates throughout each course.

Students should expect greater emphasis on reading, writing, and application of nursing concepts to demonstrate knowledge and competencies rather than just traditional test-based assessments. This format requires students to manage their time effectively, meet established deadlines, and consistently participate in course activities.

In addition to online coursework, the RN-BSN program includes a practicum experience. Students are responsible for actively participating in and completing the required practicum activities as part of their progression through the program. The practicum provides students with the opportunity to apply knowledge and competencies from their coursework within a professional nursing setting.

The RN-BSN program offers flexibility by allowing students to determine their course load each term based on their individual schedules and goals. BSN courses are delivered online in 8-week sessions during the Fall and Spring terms and in 5-week sessions during the Summer term. Due to the accelerated format, students should be prepared for consistent weekly engagement and coursework throughout each session.

3.2 RN-BSN Program Curriculum Overview

RN-BSN Degree 120 credits total

- Up to 71.5 Credits awarded for ADN/AAS degree or Diploma and an active RN license
- 18 General Education Credits
  - English 1022-English Composition II:GT-CO2 (3 credits)
  - Math 1260- Introduction to Statistics: GT-MA1 (3 credits)
  - GT-HI1 History Course (3 credits)
  - GT-AH 1,2, 3, or 4 Arts & Humanities Courses (6 credits/two courses)
  - GT-SS1,2 or 3 Social Sciences (3 credits)
- 30.5 credits of baccalaureate nursing coursework (see below)

Link to CCCS Guaranteed Transfer (GT) Pathway Courses

Baccalaureate Nursing Coursework

- NUR 3001 Integration into BSN Practice (3 credits)[1]

- NUR 3002 Trends in Nursing Practice (3 credits)[1]
- NUR 3003 Nursing Research & EBP (3 credits)[3]
- NUR 4008 Legal & Ethical Issues (3 credits)
- NUR 4009 Leadership in the Nursing Profession (3.5 credits)[2]
- NUR 4010 Community Health Nursing & Practicum (6 credits)[2]
- NUR 4011 Senior Seminar (3 credits)[2]

Plus choose 2 of the following BSN electives (6 credits needed):

- NUR 3004 Informatics Healthcare Technology (3 credits)
- NUR 3005 Emergency Preparedness (3 credits)
- NUR 3006 Gerontology Nursing (3 credits)
- NUR 3007 Behavioral Health (3 credits)

[1] Prerequisites to all subsequent 3000 & 4000 level BSN courses.
[2] Unencumbered RN License required.
[3] Pre-requisite course MAT 1260 required

3.3 Baccalaureate Course Sequence and Progression

NUR 3001 Integration into Baccalaureate Nursing Practice and NUR 3002 Trends in Nursing Practice are the first two baccalaureate-level courses taken in the BSN program. They are prerequisites for all subsequent 3000- and 4000-level BSN courses. These courses are built upon each other, NUR 3001 is taken first, followed by NUR 3002. NUR 4011 Senior Seminar is the final course in the BSN program and is taken during the last term. NUR 4011, NUR 4010 and NUR 4009 requires RN licensure for enrollment eligibility.

All other Baccalaureate NUR 3000- and NUR 4000-level courses may be taken in any sequence, as long as students meet the eligibility and prerequisite requirements.

3.4 Sample Student Progression Plan through a 5-semester Program of Study

Semester	Course #	Course
1st Semester	3001	Integration into BSN Practice[1] 3 credit/45-hour theory course
	3002	Trends in Nursing Practice[1] 3 credit/45-hour theory course
		[1]Prerequisites to all subsequent 3000 & 4000 level BSN courses.

2nd Semester **Choose 1 elective**	3003 3004, 3005, 3006 OR 3007	Nursing Research / EBP[3] [3] Pre-requisite course MAT 1260 required 3 credit/45-hour theory course Informatics / Healthcare Technology 3 credit/45-hour theory course; Emergency Preparedness, 3 credit/45-hour theory course, Gerontology Nursing, 3 credit/45-hour theory course, Behavioral Health, 3 credit/45- hour theory course.
3rd Semester **Choose 1 Elective**	3004, 3005, 3006 OR 3007	Emergency Preparedness, 3 credit/45-hour theory course, Gerontology Nursing, 3 credit/45-hour theory course, Behavioral Health, 3 credit/45- hour theory course.
4th Semester	4008 4009	Legal & Ethical Issues 3 credit/45-hour theory course Leadership in the Nursing Profession[2] 3.5 Credits (41.25 theory hours and 22.5 practicum hours) [2] Unencumbered RN License required.
5th Semester	4010 4011	Community Health Nursing Practicum[2] 6 Credits (67.5 theory hours and 45 practicum hours) Senior Seminar[2] 3 credit/45-hour theory course [2]Unencumbered RN License required.

** **In addition, 18 credits of general education courses must be completed for graduation and degree award.**

4. Professional and Technical Standards

4.1 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
- Sensory Abilities
- 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 D for a detailed list of the minimum Essential Functions and Professional Standards.

4.2 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.

5. Communication and Technology

5.1 Audio or Video Recording

Students are expected to respect the privacy, confidentiality, and intellectual property of faculty, classmates, guest speakers, and practicum partners.

Students may not record virtual meetings, presentations, discussions, or other course activities without prior written permission from the course instructor. Students with an approved recording accommodation through the PCC Accessibility Services must provide the instructor with a current Letter of Accommodations. Recording will be permitted in accordance with the approved accommodation.

Audio, video, photography, or any other form of recording is prohibited during practicum experiences when patients, clients, staff, confidential information, or the practice environment could be captured.

Unauthorized recording or sharing of confidential information may result in disciplinary action, up to and including dismissal from the Nursing Program.

Faculty may provide recorded lectures, presentations, or other digital resources as part of an online course. These materials are intended only for students enrolled in the course and may not be copied, recorded, posted, shared, or distributed outside of the course without permission. Faculty are not required to provide or re-record content due to technical issues.

Course materials and content created or shared by faculty, students, classmates, and guest speakers remain the intellectual property of the individual who created them. Unauthorized recording, reproduction, or distribution of course content is prohibited and may result in disciplinary action.

5.2 Responsible Use of Technology and AI

Students are expected to use technology ethically, responsibly, and professionally throughout the Nursing Program. This includes the use of course materials, electronic resources, file-sharing platforms, communication tools, and artificial intelligence (AI).

Course materials, including assignments, quizzes, examinations, exam questions, presentations, recordings, study guides, and other instructional resources, may not be copied, photographed, uploaded, shared, distributed, or posted without authorization. Sharing or accessing course materials through unauthorized websites, social media, group chats, file-sharing services, or other platforms may constitute a violation of academic integrity, copyright, and/or Nursing Program policies.

The use of generative AI tools, including ChatGPT and similar technologies, is not permitted unless specifically authorized by the instructor for an assignment or activity. When AI use is permitted, students must follow the instructor's guidelines and disclose or cite its use as directed.

Students may not use AI or other technology to complete work intended to demonstrate their individual knowledge or skills, obtain unauthorized assistance on quizzes or examinations, or misrepresent AI-generated content as their own work. Patient information, clinical information, examination content, or other confidential or protected information may never be entered into an AI platform.

Violations may result in a zero on the assignment or examination, failure of the course, and/or additional disciplinary action in accordance with the Nursing Student Handbook and PCC Academic Integrity Policy.

Students are responsible for understanding the technology and AI expectations for each course and assignment. When expectations are unclear, students must obtain clarification from the instructor before using the technology.

5.3 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, and take exams.

Students are required to have access to the following:

• A computer (desktop or laptop) with:

  o Reliable internet connection

  o Updated web browser (Chrome, Firefox, or Safari recommended)

  o Functioning webcam and microphone

  o Capability to download and run specialized software (e.g., YuJa Verity)

  o Chromebooks are not supported for testing using Kaplan's lockdown browser

• Use of common platforms including:

  o D2L (Desire2Learn) – for accessing course materials, submitting assignments, and participating in discussions.

- 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.

5.4 Communication

Email is the preferred method of communication for the PCC BSN 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.

Grades are only to be communicated via posting through the College's Learning Management System, D2L/MyCourses.

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. All email communication will be through PCC Student and Faculty College email accounts. Faculty will not acknowledge students email messages via personal email accounts.

It is the responsibility of the college faculty, according to the Family Educational Rights and Privacy Act (FERPA) to maintain confidentiality by communicating only to the student enrolled in the class and not others who may have access to personal email accounts.

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 BSN Department office directly during business hours.

5.5 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.

6. Compliance Requirements

6.1 RN-BSN Practicum Compliance and Placement Requirements

Maintaining current practicum compliance is a mandatory requirement for all RN-BSN students and is required for enrollment and participation in practicum courses. Compliance requirements are established by Pueblo Community College (PCC), the Nursing Department, and affiliated practicum facilities. Failure to meet these requirements may affect course enrollment, practicum placement, academic progression, and PCC's continued partnership with clinical facilities.

Compliance Documentation and Deadlines
Students are responsible for completing and maintaining all required practicum compliance documentation.

All required compliance documentation must be:

- Uploaded into the designated compliance tracking system;
- Uploaded to the appropriate assignment dropbox in the RN-BSN Orientation and Updates course in D2L/MyCourses; and
- Submitted to the BSN Department as directed for review and approval.
-

All compliance documentation must be complete and submitted no later than four weeks before the start of the semester.

Students must submit all required preceptor and practicum facility information to the BSN Department at least three months before the start of the semester to allow sufficient time for review, facility approval, and completion of affiliation requirements.

Eligibility for Enrollment and Practicum
Students must have a complete and approved compliance file and an approved practicum placement before enrolling in a practicum course. Documentation must be complete, legible, and approved prior to the first day of class.

Compliance requirements must remain current throughout the entire semester, with the exception of the influenza vaccine when applicable. Any requirement scheduled to expire during the semester must be renewed before the semester begins. Otherwise, the requirement will be considered expired and the student will be considered noncompliant.

Students who have incomplete, expired, missing, or unapproved compliance requirements may not enroll in or participate in the practicum course.

Maintaining Compliance During the Semester
Students are responsible for monitoring their compliance tracking account, maintaining current documentation, and meeting all PCC, Nursing Department, and facility requirements throughout the semester.

If a student becomes noncompliant at any time, the student may not participate in practicum experiences until compliance has been restored and approval to return has been provided.

Practicum hours completed while a student is noncompliant are invalid and will not be counted toward course requirements.
Failure to maintain compliance may prevent the student from completing required practicum hours and may result in course failure and/or affect progression in the RN-BSN Program.

Student Responsibility
It is the student's responsibility to:

- Monitor and maintain practicum compliance;
- Submit required documentation by established deadlines;
- Ensure documentation remains current throughout the semester;
- Submit preceptor and facility information within required timelines;
- Complete all PCC and facility-specific requirements.

Failure to meet practicum compliance, preceptor, facility, or clinical affiliation requirements may result in delayed enrollment, inability to participate in practicum, loss of practicum hours, course failure, and/or interruption of progression in the RN-BSN Program.

6.2 Compliance Tracking Software

Pueblo Community College (PCC) utilizes compliance tracking software to support student screening, immunization documentation, and practicum readiness. These platforms are secure, web-based systems used to manage requirements such as criminal background checks, drug screenings, immunization records, certifications, and other practicum 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 practicum 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 practicum 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 practicum 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 practicum compliance requirements may result in removal from practicum rotations, and potential delay in program progression.

6.3 Background Checks

All students must complete and pay for a criminal background check as part of practicum compliance. A current background check is required for practicum course enrollment and must be renewed annually.

Students must submit the required documentation through the clinical compliance tracking software designated by the nursing department and the practicum facility.

A criminal background check revealing a criminal history may lead to denial of course and practicum enrollment, prevent progression in the nursing program, or result in dismissal. Please refer to appendix F 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 BSN Program Coordinator. Failure to disclose this information will result in dismissal from the program, and reapplication to the program.

If a student with a positive background check seeks placement at a practicum facility, the facility has the right to review the findings and determine whether the student may complete a practicum 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.

Certain practicum 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.

6.4 RN Licensure

RN-BSN Pathway

Students admitted to the RN-BSN Pathway must submit proof of a current, active, and unencumbered Registered Nurse (RN) license upon admission to the program.

Students must maintain an active, unencumbered RN license throughout enrollment in the RN-BSN Program and during all practicum experiences. The RN license must be valid for practice in the state where the practicum will occur and must meet the requirements of the practicum facility.

Upon renewal or any change in licensure status, students are responsible for submitting updated proof of licensure to the BSN Department as directed.

If an RN license is scheduled to expire during a semester in which the student is completing practicum hours, the license must be renewed before the semester begins. Students may not participate in practicum experiences with an expired, inactive, restricted, or otherwise encumbered license.

Students must immediately notify the BSN Department of any change in the status of their RN license, including restrictions, disciplinary actions, suspensions, or other actions that may affect their ability to practice nursing. A change in licensure status may result in denial or removal from a practicum placement, inability to enroll in or continue a course, interruption of program progression, course failure, and/or dismissal from the RN-BSN Program.

It is the student's responsibility to ensure that their RN license remains current, active, unencumbered, and valid for the state and facility in which the practicum experience occurs.

BSN Dual Enrollment Pathway

Students enrolled in the BSN Dual Enrollment Pathway may complete BSN coursework while concurrently enrolled in their Associate Degree Nursing (ADN) program, provided all course prerequisites and requirements are met.

An RN license is required prior to enrollment in NUR 4009, NUR 4010, and NUR 4011. Dual Enrollment Pathway students must successfully obtain an active, unencumbered RN license before they are eligible to enroll in these courses.

Proof of an active, unencumbered RN license must be submitted to the BSN Department as directed prior to enrollment. Students who have not obtained RN licensure are not eligible to enroll in NUR 4009, NUR 4010, or NUR 4011, even if all other program or course requirements have been completed.

Once licensed, Dual Enrollment Pathway students are subject to the same RN licensure requirements as RN-BSN Pathway students and must maintain an active, unencumbered RN license throughout all required practicum experiences.

6.5 Basic Life Support (CPR)

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

Proof of certification (front and back of the card) must be submitted to the practicum compliance documentation software. Certification must always remain active while participating in practicum rotations. If your BLS certification expires during a practicum rotation, you must renew it before the semester begins to prevent any disruptions in your practicum hours. Only American Heart Association (AHA) BLS certifications will be accepted. It is the student’s responsibility to keep their certification up to date.

6.6 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 two or three dose Hepatitis B vaccinations series, or
- 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, TSpot, 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.

6.7 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 or practicum setting and could face practicum 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 and practicum 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 and Practicum Sites Polices:

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

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

6.8 Drug Screening

Students enrolled in the PCC RN-BSN 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.

Policy Requirements:

- Drug screening must be completed through the vendor designated by the PCC RN-BSN 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 practicum site may require drug screening as part of the incident review process.
- If a clinical or practicum agency or faculty member has reason to believe a student is under the influence, an immediate drug screen may be required. All clinical and practicum sites 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 RN-BSN Program.

6.9 Liability Malpractice Insurance

Students are responsible for obtaining and maintaining current liability/malpractice insurance for the duration of their practicum experiences. Proof of coverage must be submitted to the BSN Department for review and documentation prior to course enrollment.

Students are required to pay the liability/malpractice insurance fee to PCC's Cashier's Office prior to enrolling in the practicum courses NUR 4009 and NUR 4010. Once payment is made, the receipt must be submitted to the BSN Department via email. Coverage is valid for one year from the date of payment.

Contact

Cashier's Office
Student Center, Room 231
719-549-3212

Hours
Mon-Fri: 8 a.m. to 5 p.m.

6.10 Preceptor and Practicum Setting Requirements

Students are responsible for identifying an appropriate preceptor and practicum setting that meet RN-BSN Program requirements. Whenever possible, students should select a facility that has an active clinical affiliation agreement with Pueblo Community College (PCC).

All proposed preceptors and practicum site rotation requests must be reviewed and approved by both the BSN Department and the practicum facility before any practicum hours may begin. Students must submit all required preceptor and facility information to the BSN Department at least three months before the start of the semester.

Approval of a preceptor or practicum site is not guaranteed. Students may not begin practicum hours while approval is pending. Hours completed with an unapproved preceptor, at an unapproved facility, or before required agreements and approvals are finalized will not be accepted toward course requirements.

Preceptor Eligibility Criteria

All preceptors must:

- Be a Registered Nurse (RN) with an active, unencumbered license appropriate to the practicum setting;
- Hold a BSN degree or higher;
- Have a minimum of two years of experience in their current role; and

- Have education, experience, and responsibilities appropriate to the objectives of the practicum course.

Requests to complete practicum experiences with a Nurse Practitioner (NP) may be considered on a case-by-case basis when the experience is appropriate to the course objectives and meets program and accreditation requirements. The NP must be functioning in a role and capacity appropriate to the RN-BSN practicum objectives. Final approval is determined by the BSN Department.

Course-Specific Preceptor Qualifications

NUR 4009 – Leadership in the Nursing Profession/Practicum

The preceptor must be an RN currently working in a leadership or management role that includes responsibility for the oversight of staff, nursing operations, and/or patient care.

Acceptable roles may include, but are not limited to:

- Charge Nurse
- Unit Manager
- Nurse Manager
- House Supervisor
- Nursing Director
- Chief Nursing Officer (CNO)

Other nursing leadership roles may be considered when the responsibilities and practicum experience align with course objectives and are approved by the BSN Department.

NUR 4010 – Community Health Nursing/Practicum

The preceptor must be an RN practicing in a community, outpatient, public health, preventive care, or population-focused setting. The preceptor's role must provide opportunities for the student to meet the objectives of the Community Health Nursing practicum.

Acceptable preceptors may include, but are not limited to:

- Community Health or Public Health RN
- Clinic or Outpatient RN
- Prevention or Health Education RN
- Case Manager RN
- Employee Health RN
- Infection Prevention/Infection Control RN
- School Nurse
- Diabetes Nurse Educator
- Home Health RN
- RN working in a group home or other setting serving vulnerable populations

Other RN roles may be approved when the position includes direct care, care coordination, health promotion, education, disease prevention, or population-focused nursing practice consistent with course objectives.

Facilities Without an Existing PCC Clinical Affiliation Agreement

If a student identifies a preceptor at a facility that does not have an active clinical affiliation agreement with PCC, a new agreement must be established and fully executed before any practicum hours may begin.

Establishing a new clinical affiliation agreement requires review and approval by both PCC and the practicum facility. This process may take months or up to a year to complete. Completion of an agreement is not guaranteed, and facilities retain the right to decline participation.

Students interested in using a facility without an existing PCC agreement must contact the BSN Department as early as possible and at least one semester before the planned practicum course to determine whether an agreement can be pursued.

Students should not make commitments with a preceptor or facility until the BSN Department has confirmed the status of the clinical affiliation agreement and provided appropriate approval.

If an agreement cannot be completed before the required practicum timeframe, the student will be responsible for identifying an alternate approved facility and preceptor in collaboration with the BSN Department. Delays in securing an approved facility or preceptor may affect the student's ability to enroll in or complete the practicum course as scheduled.

No practicum hours may be completed or counted until the facility, preceptor, clinical affiliation agreement, and practicum rotation have received all required approvals.

7. General Academic Information and Policies

7.1 Educational Approach

The Department of Nursing employs a comprehensive educational approach that combines interactive discussion boards, multimedia technology, and self-directed learning. Students actively engage in research, writing, and the creation of presentations. Students are expected to actively engage with additional resources outside of class, including assigned video content, textbooks and readings, and PCC Library and digital materials. All schedules are subject to change and may be altered for enhanced learning at the discretion of the faculty. Students will be notified verbally and/or in writing of these changes and are responsible for keeping informed and complying with program standards.

7.2 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 time 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.

7.3 Faculty Office Hours and Nursing Department Directory

Pueblo Community College's BSN Department is committed to supporting your success. The BSN Program Coordinator can be contacted during normal business hours via phone and email. The BSN Program Coordinator is 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 or virtual meeting.

Faculty members hold regular office hours to provide additional academic support, answer questions, and discuss course related concerns, clinical and practicum 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.

7.4 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 access through Student Support Services

7.5 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

7.6 Inclement Weather

In the event of inclement weather, students should use their best judgment to determine whether it is safe to travel to practicum. If you believe it is unsafe to drive, you must notify your preceptor as soon as possible so that the practicum experience can be rescheduled within the pre-approved rotation schedule. It is the student's responsibility to contact their preceptor to reschedule any practicum shifts.

7.7 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.

7.9 Consequences of Academic Dishonesty

If an instructor determines that academic or practicum dishonesty has occurred, the student will receive a zero for the assignment, quiz, exam or unsatisfactory for the practicum experience. This may result in failure of the lecture or practicum 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.

7.10 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. BSN Program Coordinator (Fremont, Pueblo, or Mancos)
3. Nursing Program Director
4. 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.

7.11 Pueblo Community College Student Standards of Conduct

Along with this Nursing Student Handbook, the PCC Nursing Program follows the policies and procedures listed under the PCC Student Code of Conduct and Colorado Community College System Board Policy (BP) 4-30 and System Procedure (SP) 4-30a, Student Behavioral Expectations and Responsibilities. Students are expected to adhere to both sets of policies and procedures at all times. Any student who does not follow these or any Program requirements shall be subject to disciplinary action, up to and including dismissal from the RN-BSN Nursing Program and expulsion from Pueblo Community College.

Complete information for the PCC Student Code of Conduct, BP 4-30, and SP 4-30a can be accessed at the websites list below. In addition, the Nursing Program has additional policies and expectations for nursing students. (See also Technical Standards/Essential Requirements Policy, and the Nursing Program Code of Conduct section [below]).

BP 4-30 can be accessed at:
https://www.cccs.edu/policies-and-procedures/board-policies/bp-4-30-student-behavior/ .

SP 4-30a can be accessed at: https://cccs.edu/about/governance/policies-procedures/sp-4-30a-student-behavioral-expectations-and-responsibilities-resolution-procedure/

7.12 Academic, Clinical, and Professional Development Policy

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

A student will receive a Development Notice if they:

- Struggle to meet clinical or practicum performance expectations as outlined in the course syllabus or practicum guideline, packet, and expectation documents.
- Demonstrate unprofessional or disruptive behavior that requires improvement
- Exhibit attendance or participation issues that may impact academic, clinical, or practicum performance.

Academic and Clinical Issues Progression:

- First Development Notice: When a student does not meet the academic, clinical, practicum 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.

7.13 Academic, Clinical, Practicum , 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 practicum 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.

7.14 Severe Violations & Dismissal for the Nursing Program

Certain behaviors or violations may be considered sufficiently serious to result in immediate probation or dismissal from the Nursing Program without prior or progressive warnings, depending on the nature and severity of the incident.

Examples of serious violations include, but are not limited to:

- Academic dishonesty or falsification of information or documentation;
- Actions or omissions that compromise client safety or place a client at risk;
- Breaches of confidentiality, privacy, or professional boundaries;
- Harassment, discrimination, threatening behavior, or other serious misconduct;
- Possession of prohibited or contraband items at CMHHIP or other clinical facilities;
- Being under the influence of, possessing, or improperly using drugs or alcohol in an academic, laboratory, simulation, or clinical setting;
- Violations of professional, ethical, legal, clinical facility, or Nursing Program standards; or
- Conduct that may jeopardize the safety of clients, students, faculty, staff, or others.

A student may also be dismissed from the Nursing Program for:

- Failure to successfully meet the conditions or requirements of probation.
- Receiving three failing grades in nursing curses, consistent with Nursing Program progression policies.
- A serious or repeated violation that demonstrates the student is unable to meet the safety, professional, ethical, or academic standards required for continued participation in the Nursing Program.

The Nursing Program may consider the severity of the behavior, potential or actual harm, previous concerns or corrective actions, clinical facility requirements, and applicable College and Nursing Program policies when determining the appropriate action.

Immediate Removal from the Learning Environment

When a student's behavior presents an actual or potential safety concern or involves a serious violation of professional, ethical, College, Nursing Program, or practicum facility standards, the student may be immediately removed for the education setting include the practicum site while the incident is reviewed.

Review and Decision

Serious incidents will be reviewed by the Nursing Program leadership and assigned nursing committee. The student will be provided with an opportunity to respond to the concern as part of the review process. Following the review, outcomes may include not further action, remediation, probation, additional conditions for continued enrollment, or dismissal from the nursing program, depending on the circumstances and severity of the violation.

8. Program Progression

The PCC BSN program offers two pathways for students to obtain their Bachelor of Science Nursing Degree:

1. RN-BSN Pathway and
2. Dual Enrollment 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.

General education credits required for the BSN degree may be completed at any point during the program, with the exception of MAT 1260, which is a prerequisite for NUR 3003. All general education requirements for the BSN Degree must be completed to meet degree requirements and receive degree award.

8.1 RN-BSN Pathway

The PCC RN to BSN Pathway is designed for licensed Registered Nurses who have completed an Associate Degree in Nursing (ADN) in a nationally accredited nursing program.

The BSN program provides a student-centered online learning environment meant to enhance career opportunities for RNs who wish to continue their education and obtain a Bachelor of Science Degree in Nursing (BSN).

8.2 Dual Enrollment Pathway for ADN Students

The RN-BSN Program offers a dual-enrollment pathway for students currently enrolled in an accredited Associate Degree in Nursing (ADN) program. This pathway allows eligible ADN students to begin BSN coursework while completing their associate degree, providing an opportunity to accelerate progress toward earning a Bachelor of Science in Nursing (BSN).

To be eligible to enroll in the RN-BSN Dual-Enrollment Pathway, students must have successfully completed the first semester of their ADN Program prior to beginning RN-BSN coursework.

Students participating in the Dual-Enrollment Pathway are responsible for successfully managing the academic requirements of both programs. Students experiencing academic difficulty due to the combined demands of ADN and BSN coursework are encouraged to prioritize successful completion of their ADN coursework and may consider reducing or withdrawing from BSN coursework as appropriate.

Dual-enrollment students may complete BSN courses for which they meet the established prerequisites. Courses requiring RN licensure, including NUR 4009, NUR 4010, and NUR 4011, may not be taken until the student has obtained an active, unencumbered RN license and has met all other course and program requirements.

ADN students interested in the RN-BSN Dual-Enrollment Pathway are encouraged to contact the BSN Program Coordinator for information regarding eligibility, course sequencing, application requirements, and next steps.

8.3 Conditional Enrollment for RN-BSN Pathway for ADN Students

Students who are in the final semester of an accredited Associate Degree in Nursing (ADN) program may apply to the RN-BSN Pathway before they graduate and obtain their RN license. This allows students who are nearing completion of their ADN program to plan for and begin RN-BSN coursework without waiting until after RN licensure to apply.

To qualify for conditional admission, the student must be expected to graduate from their ADN program before the semester in which they plan to begin the RN-BSN Pathway.

Because the student has not yet obtained an RN license, the following must be submitted with the RN-BSN application:

- A letter in place of proof of RN licensure stating that the student is currently in the final semester of an accredited ADN program and expects to graduate before beginning the RN-BSN Pathway. The letter must include the student's full name and student identification number;
- The student's anticipated ADN graduation date;
- The anticipated date or timeframe for taking the NCLEX-RN examination; and
- An agreement to submit proof of an active, unencumbered RN license to the BSN Department immediately after obtaining licensure.

Conditional admission does not waive course prerequisites or RN licensure requirements. Students may enroll in RN-BSN courses for which they meet the established prerequisites while completing the RN licensure process.

Students must obtain an active, unencumbered RN license before enrolling in NUR 4009, NUR 4010, or NUR 4011. Proof of RN licensure must be submitted to the BSN Department before enrollment in these courses.

Conditional admission is dependent upon the student successfully completing the ADN program. If the student does not graduate as expected, they must notify the BSN Department, and their RN-BSN enrollment and course eligibility will be reviewed.

Failure to obtain RN licensure will prevent enrollment in courses requiring an RN license and may delay progression through the RN-BSN Program.

8.4 RN-BSN Orientation and Updates Course

Upon admission into the RN-BSN program, students will be enrolled in the RN-BSN Orientation and Updates course in D2L. This course is an essential resource for all RN-BSN students and contains important program information, announcements, resources, updates, and required documents to support student success throughout the program.

The RN-BSN Orientation and Updates course includes important practicum resources and required documentation, including but not limited to the BSN Practicum Preparation & Compliance Packet and required Attestation Forms. Students are responsible for reviewing, completing, and submitting all required practicum and preceptor documentation by the established deadlines.

Students are responsible for reviewing all information provided in the RN-BSN Orientation and Updates course and checking the course regularly for updates. Students must remain informed of program requirements, deadlines, expectations, practicum and preceptor requirements, and any changes communicated through this course.

Failure to review or follow information provided in the RN-BSN Orientation and Updates course does not exempt students from meeting program requirements or deadlines. Students are responsible for accessing and maintaining awareness of all information provided through the course throughout their enrollment in the RN-BSN program.

8.5 Grading Policies

An overall GPA of 2.5 or higher must be maintained for the student to progress in the RN-BSN Nursing Program. The evaluation procedure for computing the theory grade and the general and specific performance criteria for each course are given to the student in writing in the syllabus and/or on the first day of class.

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
0-68%	F

A cumulative grade of 77% or above must be achieved to pass each NUR course.

Individual course grade requirements are specified in each course syllabi.

8.6 Late Assignment Policy

Late-assignment policies are outlined in each course syllabus and assignment rubric(s). Students must notify the instructor if they anticipate submitting an assignment late and may request a reasonable extension. Instructors may deny requests that are deemed unreasonable.

8.7 Repeating a NUR Course

Students are permitted to repeat a failed or withdrawn nursing course only up to three times. This allows for a maximum of three attempts per course. The initial enrollment and two repeats. If a student is unsuccessful or withdraws from the same course thrice (i.e., requires a third attempt), they may dismissed from the nursing program. Please note that to repeat a NUR course it is subject to space availability.

8.8 Withdrawal

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.

PCC acknowledges a “W” grade, indicating a student withdrawal. A student may withdraw from any or all of their courses during the first 80% of the course length and receive a transcript grade of “W”.

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.

If students stop attending classes and do not withdraw themselves, instructors will assign the students the grades they earned. If the grade is a failing grade, the instructor must report the last date of attendance. No academic credit is earned for a withdrawal; however, the course will count in Attempted Hours and may impact the student's financial aid eligibility.

Students may view their course census and withdrawal dates in their MyPCC Portal, Student Tab, Registration Tools channel under the "Detailed Student Schedule with drop & withdrawal dates" link. Course census and withdrawal dates for Full Term and First and Second Half Term classes are also listed on the Academic Calendar. It is the student's responsibility to be informed of dates and deadlines for withdrawal.

See link about withdrawal within Academic Regulations at PCC academic regulations

8.9 Enrollment Requirement for Admitted Students

Once admitted to the BSN program, all students are required to enroll in BSN degree-related coursework during the term for which they were admitted. Failure to enroll in courses after admission will result in the loss of program placement and will require reapplication. Please refer to section 8.14 Readmission Policy regarding the readmission process.

Students who are dual enrolled may defer enrollment for up to one full term after admission if their coursework load is too demanding. To request a deferral, students must notify the BSN Department by email. It is the student's responsibility to inform the department of their intent to defer. Following the one-term deferral, students must register for BSN degree-related coursework. Failure to enroll in BSN degree-related coursework following the one-term deferral will result in the loss of program placement and require the student to reapply for admission to the BSN program. Please refer to Section 8.14, Readmission Policy, for information regarding the readmission process.

8.10 Practicum Class Progression

To successfully complete a nursing course with practicum component, the student must earn a passing grade in both the practicum and didactic sections. If the student receives a grade below 77% in the didactic or a failing grade in practicum, the student must repeat both the practicum and didactic course.

Students enrolled in NUR 4009 and NUR 4010 are required to complete a minimum of 22.5 practicum hours for NUR 4009 and 45 practicum hours for NUR 4010. Completion of all required practicum hours is

mandatory regardless of the student's overall course grade. Failure to meet the practicum hour requirement will result in failure of the course.

Responsibility of the Student

It is the student's responsibility to:

- Track and document practicum hours accurately and
- Communicate promptly with faculty, instructors, and preceptors regarding any barriers to completing hours and
- Submit all required practicum and preceptor documentation by the established deadlines or, when applicable, within the timeframe approved under the Incomplete Grade Agreement.

8.12 Course Progression

NUR 3001 and NUR 3002 are prerequisites to all other 3000 & 4000 level nursing courses. An active, unencumbered RN license is a prerequisite for enrollment in NUR 4009, NUR 4010, and NUR 4011. Students must submit a copy of their current RN license to the BSN Department prior to enrollment. Students are responsible for maintaining an active, unencumbered RN license throughout the completion of these courses.

To progress through the Nursing Program, a student must achieve a grade of "C" or better in every required course. Students with grades lower than a "C" in an RN-BSN course will need to repeat it at their own expense. Students must also maintain the professional behaviors identified for the Nursing Program. A student who does not achieve these standards may be dismissed from the Nursing Program.

8.14 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

The following policy outlines procedures for RN-BSN students related to program readmission:

"Readmission" applies to students who have deferred, dropped, withdrawn, or stopped out of the program for greater than 3 semesters. A student needs to meet with the RN-BSN Coordinator to discuss readmission processes.

Readmission Process

Students seeking readmission must submit the following to the RN-BSN Program Coordinator:

Application: Students will need to reapply for the RN-BSN Program through the general application process and will be considered alongside new applicants using the current admission criteria.

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 RN-BSN Program Coordinator 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

Important: Exceptions to this policy may apply under Title IX Guidelines for pregnancy-related accommodations. See Appendix E 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 practicum requirements at the student's expense.

8.15 Academic Dismissal

Earning a grade below 77% (C) in any three nursing courses will lead to dismissal from PCC BSN 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 readmission.

8.16 Leave of Absence

A leave of absence is a temporary withdrawal from the RN-BSN 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 with PCC and the Nursing Programs.

- Submit a Leave of Absence form to the BSN Program Coordinator.

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 BSN Program Coordinator or designated representative.

8.17 Program Withdrawal

Students who wish to withdraw from the RN-BSN program must submit a written request to the BSN Program Coordinator. The request should include a brief explanation for the decision.

Acceptable reasons may include, but are not limited to:

- Family obligations
- Relocation
- Financial barriers
- Change of major (including withdrawal from the nursing program)
- Transfer to another institution of higher education
- Other (with explanation)

The written request becomes part of the student's academic record.

8.18 Due Process

The RN-BSN 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.

8.19 Transfer Policy

Students who have successfully completed nursing courses with a minimum grade of "C", a satisfactory in clinical/practicum, a cumulative GPA of 2.5 or higher, and completed the required prerequisites may be considered for transfer to Pueblo Community College BSN Program, provided they meet the following requirements:

- Students must meet with the RN-BSN Program Coordinator to gain approval to transfer in nursing courses from another BSN program.
- No transfers will be accepted in the last semester of the program.
- The student is responsible for providing the syllabus, course description, and copy of a transcript showing credit hours and grade earned for the course they are attempting to transfer in.
- The student is responsible for ensuring that all transfer courses are posted to their PCC transcript before acceptance.
- The student is responsible for requesting all Official Transcripts from any school besides PCC to be sent from the records office of that school directly to our PCC Records Office.
- Each transfer course must meet all PCC RN-BSN Nursing curriculum requirements, including course competencies, content, contact hour, and credit distribution for lecture, lab and clinical/practicum components.
- Transfer credit evaluations will be conducted on an individual basis and must be approved by the Director of Nursing Education Programs and BSN Program Coordinator before the student registers for courses.
- Additionally, students must have 30 credits (not counting the block credits) earned from PCC to be awarded a degree from PCC.
- NUR courses taken at another Colorado Community College will be allowed transfer if instructed to the current CCCS RN-BSN curriculum guidelines.
- 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.

8.20 Graduation

Graduation requirements are presented in the PCC College Catalog. It is the student's responsibility to follow and complete all required graduation processes and applications by the due dates. Requests for graduation must be processed as indicated in the Pueblo Community College catalog/semester bulletin/schedule. Students will be responsible for submitting forms with correct information to the Records Department as well as ensuring all transfer credits are correctly recorded.

See link for graduation application and deadlines: Commencement | Pueblo Community College (pueblocc.edu)

9. Practicum Policies

If at any time the student's clinical and practicum requirements are not up-to-date and complete, the student will not be permitted to attend practicum (see 6.1 compliance).

9.1 BSN Practicum Preparation & Compliance Packet

All RN-BSN students are responsible for reviewing the BSN Practicum Preparation and Compliance Packet, which is located in the RN-BSN Orientation and Updates D2L course. Students must complete all required items in this mandatory packet according to the provided instructions, as well as any additional onboarding or compliance requirements established by the facility where the practicum will be completed.

The BSN Practicum Preparation and Compliance Packet contains essential information, forms, deadlines, and instructions to help students prepare for their practicum experience and successfully meet all practicum and preceptor requirements.

Students may not begin practicum hours until all practicum and preceptor compliance requirements have been submitted and approved by both the BSN Nursing Department and the clinical facility, as applicable.

All practicum components, including the proposed preceptor, practicum site, and required compliance documentation, must be reviewed and approved by the BSN Nursing Department before the student may begin practicum hours.

9.2 Practicum Scheduling

The RN-BSN Program Coordinator is responsible for all practicum scheduling for the RN-BSN Program. The practicum request and range of proposed dates for the practicum rotation must be approved by the facility before the student can attend their rotations.

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

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

Once practicum rotation requests are approved by the facility, students must coordinate with their preceptor to schedule specific shadowing dates within the approved date range. Students are expected to follow the preceptor's schedule and availability.

9.3 Attendance/Tardiness Policies

Consistent and punctual attendance at practicum is essential to ensure safe practice, professional development, and successful progression through the nursing program. Due to the hands-on nature of practicum learning and regulatory requirements, practicum hours must be completed in full.

To comply with our Commission on Collegiate Nursing Education (CCNE) accreditation, students must complete a minimum of 22.5 clinical/practicum hours for NUR 4009 and 45 hours for NUR 4010. Failure to meet this requirement will result in ineligibility to pass the course.

Practicum Attendance

- Students must notify their preceptor in writing (e.g., email) at least one hour prior to the scheduled practicum start time if they will be absent or tardy.
- Students are responsible for contacting their preceptor to reschedule practicum day(s) within the approved date range.
- If a student misses practicum due to illness or injury, they may be required to provide documentation confirming their ability to safely return.
- If the illness or injury requires accommodations, the student must contact the PCC Accessibility Office.

Please refer to Section 8.9 Practicum Class Progression, for information regarding the completion of practicum hours after a course has ended.

9.4 Fitness for Duty and Work Restrictions Before Clinical, Practicum, 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 practicum 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 practicum shift 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 preceptor will dismiss the student, and any practicum hours worked will be considered invalid; such hours will not be accepted and will be voided by both the department and the facility.

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.

9.5 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 the practicum 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 plain Caribbean blue top (PCC nursing uniforms are 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 practicum:

- Stethoscope
- Penlight
- Bandage scissors
- Hemostat
- Black or blue ink pens
- Name badge/Student 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.

Out-of-state students are responsible for contacting the PCC Department of Public Safety to acquire their student identification badge.

PCC Department of Public Safety
Student Center, Room 103
Phone: (719) 549-3355
Cell: (719) 821-6563

Uniform Enforcement and Consequences

Students must arrive in full uniform and be prepared for practicum.

Students out of uniform will be given 10 minutes to correct the issue if possible.

If the infraction cannot be corrected, the student may be sent home by the facility and/or preceptor and will not be permitted to return for the remainder of the day. Practicum hours for that day will not be counted.

10. Clinical Incidents, Exposures, Injury and Errors

10.1 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 preceptor. 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 preceptor and BSN Program Coordinator.

Incident Review: Preceptor and BSN Program Coordinator will review the incident.

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

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

Program Notification: The preceptor will notify the BSN Program Coordinator.

Clinical Incident Reporting Form (Appendix B): Complete the clinical incident reporting form before leaving practicum for the day. This form needs to be completed with the preceptor.

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.

10.2 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 practicum setting, they must notify the preceptor immediately.

Incident Reporting: An incident report must be completed in accordance with the agency's policy, and a PCC Nursing Program Clinical Incident (Appendix B) 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 preceptor'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.

11. Professional Behavior and Course Expectations

Professionalism is a foundational expectation of all nursing students at Pueblo Community College. Whether in the classroom, lab, clinical or practicum 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.

11.1 Classroom Etiquette

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

- Participate in all classes and practicum activities as scheduled and required per course syllabus (see Attendance and Tardiness Policies).
- Display an inquiring attitude and a willingness to explore new or different concepts and ideas.
- Comply with Pueblo Community College policies and those specific to the Department of Nursing as stated in this Handbook.
- Achieve a minimum cumulative grade of 77% (C) in all Baccalaureate Nursing courses to pass.
- Accept personal responsibility for requesting extra help and tutoring assistance early when needed.
- Establish personal priorities that are realistic and a time management action plan for meeting curriculum requirements.
- Use the problem-solving process to resolve issues and complaints. Accept and benefit from constructive criticism.
- Demonstrate behaviors indicative of personal and professional integrity.
- Communicate respectfully with instructors, classmates, and staff at all times.
- Inform your BSN Program Coordinator and preceptor in a timely manner of any condition which would interfere with or impair your ability to care for an assigned patient.

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

11.2 Netiquette: Ground Rules for Online Discussion

The RN-BSN courses incorporate online discussions. Proper online etiquette helps ensure that postings are easy to follow, keeps the conversation focused, and maintains a productive, respectful discussion. Without clear guidelines, online discussions can quickly become disorganized, with off-topic comments, inappropriate language, and unprofessional behavior that disrupt the flow of conversation.

The etiquette expected in online discussions should mirror that of in-person classroom settings. However, online discussions lack the visual and auditory cues that help convey meaning in face-to-face conversations, which can lead to misunderstandings.

To address this and improve the learning experience, here are twelve rules for online discussions to adhere to throughout all RN-BSN courses. These guidelines are designed to foster a respectful and focused environment and are largely applicable in both online and in-person discussions.

12 Ground Rules for Online Discussions

Participate. There will be no lurking in the background. This is a shared learning environment, which means everyone will participate in the learning environment. It is not enough to log on and read the discussion posts of others. Everyone must contribute.

Report glitches. Discussion forms are electronic. They break. If for some reason you are experiencing difficulty with the discussion forum, contact me and let me know. Chances are you are not the only one. If you don't tell me, I don't know that you are having problems.

Help others. If you see one of your classmates struggling, be willing to help them. Sometimes hearing it from a fellow student helps a lot.

Be patient. Read everything in the discussion thread before replying. This will help you to not repeat what someone else has already contributed. Acknowledge the points that you agree with and suggest alternatives for points with which you don't.

Be brief. Be clear and articulate your point without being preachy or pompous. Be direct and stay on point. Don't lose yourself or your readers to overly wordy sentences or paragraphs.

Use proper writing style. This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction, and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

Cite your sources. Another big must! If your contribution to the conversation includes intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles- online or in print- they must be given proper attribution.

Emoticons and Texting. Social networking and text messaging have spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and **c u l8r's**.

Respect Diversity. It's an ethnically rich and diverse, multi-cultural world in which we live. Use no language that is – or could be construed to be – offensive towards others. Racists, sexist, and heterosexist comments and jokes are derogatory and/or sarcastic comments and jokes directed at religious beliefs, disabilities, and/or age.

No yelling. Step carefully. Beware the electronic footprint you leave behind. Using bold upper-case letters is bad form, like stomping around and yelling at somebody. **(NOT TO MENTION BEING HARD ON THE EYE).**

No Flaming. Criticism must be constructive, well-meaning, and well-articulated. Please, no tantrums. Rants directed at any other contributor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects a higher-order language.

You Can't Un-Ring the Bell. Language is your only tool in an online environment. Be mindful. How others perceive you will be largely- as always- up to you. Once you've hit the send button, you've rung the bell.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world for which you are now preparing.

Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

11.3 Signature Assignment Requirement for NUR 4011

Students enrolled in NUR 4011 Senior Seminar are required to complete a culminating project that draws upon knowledge and work completed throughout the RN-BSN program. To support successful completion of this final project, students must save all signature assignments from every BSN 3000- and 4000-level NUR course, including written papers, presentations, case studies, reflections, and any other major graded work.

These saved assignments will serve as essential evidence of learning, competency development, and achievement of course and program outcomes. Students will be expected to refer to, reflect on, and integrate components of these assignments into the NUR 4011 final project.

It is the student's responsibility to:

- Maintain organized copies of all signature assignments throughout the program.
- Store files in a reliable location (e.g., cloud storage, external drive, or student portfolio system).
- Ensure assignments are accessible for use during NUR 4011.

Failure to retain these materials may impact the student's ability to complete course requirements in NUR 4011.

11.4 Writing and Citation Expectations

APA 7th Edition Guidelines for Written Assignments:

All students are required to follow APA 7th edition guidelines for formatting, citations, and references in all written assignments, including papers, discussion posts, and other course-related work.

This requirement promotes consistency and academic rigor, demonstrates the use of research, gives proper credit to original authors, builds credibility, and prevents plagiarism. Adhering to APA guidelines also ensures that all work is grounded in credible research and evidence-based practice (EBP) which are key components for advancing nursing knowledge and providing safe, effective patient care.

Failure to adhere to APA standards will result in point deductions.

If you are unfamiliar with APA format or need assistance, resources are available through PCC's Library Center, and further guidance can be found in the APA Publication Manual (7th edition).

11.5 Incivility, Harassment, and Classroom Violence

In alignment with the ANA Position Statement on Incivility, Bullying, and Workplace Violence, the PCC RN-BSN 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 at 719.549.3220 or dana.moss@pueblocc.edu)

11.6 Behavioral Misconduct in Practicum

Students must demonstrate safe, professional, and ethical behavior in all practicum settings. Any action that compromises patient safety, violates professional standards, or disrupts the practicum environment will result in immediate dismissal from the practicum site, failure of the practicum 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.
- Practicing out of the scope of practice in the state where their practicum is located.
- Practicing outside of any relevant federal and facility regulations.
- Breaching confidentiality (HIPAA violations).
- Unsafe clinical 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 practicum site during scheduled hours without notifying their preceptor.

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

11.7 RN-BSN Scope of Practice

Students enrolled in practicum courses are Registered Nurses and must function within both the legal scope of practice as defined by the Nurse Practice Act and professional standards of care when caring for clients and families across the lifespan, as well as any applicable institutional guidelines.

Students are responsible for understanding and adhering to the Nurse Practice Act in the state where their practicum is located, as well as any relevant federal and facility regulations. Students are legally and professionally accountable for the quality of care they provide and are expected to demonstrate continuous commitment to maintaining patient safety.

Students are expected to recognize the limits of their knowledge and experience. Situations that exceed a student's competency must be immediately communicated to the preceptor.

Violations of the standards of practice or professional conduct, such as failure to adhere to ethical guidelines, engaging in unprofessional behavior, or compromising patient safety, may result in dismissal from the practicum and course, or leading up to dismissal from the program.

11.8 Dismissal from a Practicum Agency

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

If a practicum 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 practicum site. In such cases, the student may be unable to complete the required practicum hours and will be assigned a failing grade for the course.

Additionally, preceptors or the practicum facility, with or without consultation from lead faculty and course instructors, may dismiss a student from practicum if the student is unprepared, unsafe, or violates professional standards. Any hours worked will not be accepted by the BSN Department and will be voided.

12. Policy Changes

The policies and procedures contained in this Handbook are to be used in conjunction with the general requirements, policies, and procedures of Pueblo Community College.

The Director of Nursing or designated representative reserve the right to change Nursing Program policies. The nursing student will be informed in writing of policy changes in a timely manner. Any changes will also be posted on PCC's Learning Management System, D2L/MyCourses.

Appendix A

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, EdD-C	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
	PN			
Pueblo	RN-BSN	Shanna Ricker, MSN, RN	Alejandra.French@pueblocc.edu	719-549-3405
Nursing Faculty				
Campus	**Program**	**Name**	**Email Address**	**Phone Number**
	ADN, Bridge	Chrystal Everett, MSN, RN	Chrystal.Everett@Pueblocc.edu	719-296-6110
	ADN, Bridge	Olivia Hanson, MSN, RN	Olivia.Hanson@pueblocc.edu	719-549-3436
	ADN, Bridge	Mary Nicks MSN, RN	Mary.Nicks@pueblocc.edu	719-549-3169
	RN-BSN			
Fremont	ADN	Chrystal Stark, MSN, RN	Chrystal.Stark@Pueblocc.edu	719-296-6115
	ADN	Lori Steinback, 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.Larson@pueblocc.edu	719-549-3297
Fremont	Clinical	Melanie Larson-Keck, BA, BSN	Melanie.Larson-Keck@pueblocc.edu	719-549-3297
	Lab / Sim	Stephanie Martinez ADN, RN	Stephanie.Martinez@Pueblocc.edu	719-296-6113
Mancos	Clinical / Lab / Sim	Allyn Marzulla	Allyn.Marzulla@pueblocc.edu	970-564-6213
Administrative Support Staff				
Campus	**Program**	**Name**	**Email Address**	**Phone Number**

Pueblo	Nursing Admin.	Brooklynn Enriquez	Brooklynn.Enriquez@Pueblocc.edu	719-549-3488
	Academic Excellence Admin	Kevin Van Winkle	Kevin.VanWinkle@pueblocc.edu	719-549-3406
Fremont	Nursing Admin.	Whitney Donovan	Whitney.Donovan@Pueblocc.edu	719-296-6110
Mancos				

****APN**: Advancement Placement in Nursing (formerly known as Bridge)

Appendix B

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 practicum facility's policy. Submit copies to your course instructor and the BSN Program Coordinator within three (3) working days of the incident.

Section 1: Incident Information

Patient Initials:	
Facility Name and 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:
Preceptor Name & Signature:	Date:

KEPT INENTIONALLY BLANK.
Not sure if the algorithm should be included in this BSN HB

Appendix D

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 E

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 F

Colorado Community College System

Health & Public Safety

Disqualifying Criminal Offenses

Level I

Any clinical setting inside a hospital, clinic, facility, school, 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.

APPENDIX G: 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 719-5493446.**

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 F: Letter of Agreement

Attestation of Acknowledgement – RN-BSN Program Student Handbook

I, _____, acknowledge that I have been instructed on how to access the 2025–2026 PCC RN-BSN 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 RN-BSN Program.

Student Name (Print):

_____

Student Signature:

_____ **Date:**

_____

Faculty/Staff Witness:

_____ **Date:**

_____