



FRONT RANGE
COMMUNITY COLLEGE

RN to BSN
Completion Program

Student Handbook
2021-2022

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Please note that this handbook and agreements within are subject to change and revision during the course of instruction. This Student Handbook (Handbook) contains pertinent information affecting students, current through the date of its issuance.

To the extent that any provision of this Handbook is inconsistent with State or Federal law, State Board for Community Colleges and Occupational Education Policies (BPs) or Colorado Community College System (CCCS) President’s Procedures (SP’s), the law, BPs and SPs shall supersede and control. BPs and SPs are subject to change throughout the year and are effective immediately upon adoption by the Board or System President, respectively. Students are expected to be familiar with and adhere to the BPs, SPs as well as College directives, including but not limited to the contents of this document.

To access BPs and SPs, see <https://www.cccs.edu/about-cccs/state-board/policies-procedures/>
Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contact or to guarantee for any term or to promise that any specific processes, procedures, 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. Students will be notified of changes through their student email address and the updated Handbook will be posted to www.frontrange.edu/rntobsn.

Section I: About the RN-to-BSN Completion Program

College Information

General information about Front Range Community College (FRCC), including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through www.frontrange.edu.

Non-Discrimination Statement

Front Range 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 or 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Front Range 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.

Under Title IX of the Education Amendments of 1972, “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, faculty, and staff from discrimination and harassment based upon sex, gender identity, and sexual orientation, Title IX of the Education Amendments of 1972 also prohibits any form of discrimination based upon pregnancy or related conditions.

The College has a designated JoAnne Wilkinson, Executive Director, Organizational Development and Human Resources with the responsibility to coordinate the college’s civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. If you have any questions, please contact (303) 678-3707, or joanne.wilkinson@frontrange.edu or mail to 2190 Miller Drive, Longmont, CO, 80503.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Front Range Community College Mission

At Front Range Community College, we enrich lives through learning.

RN-to-BSN Completion Program Mission

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

Mission Congruency

The Front Range Community College Mission states, “**At Front Range Community College, we enrich lives through learning.**” This mission develops and supports learning over the course of a lifetime and promotes positive change in the lives of individuals, families, and communities. The mission also empowers the institution to deliver quality instructional programs that are consistent with current and

emerging trends in education. Thus, the college mission is congruent with the RN-to-BSN program's mission which is, **"The mission of the Front Range Community College RN-to-BSN completion program is to embrace diversity and provide a quality, accessible, enriching educational experience that allows the student to continue lifelong learning utilizing evidence based practice in the profession of nursing."**

FRCC Teaching Excellence Statement

At FRCC, we transform lives through excellence in teaching and learning. Pillars of our approach include:

- Inclusive learning environments that are student-focused and support equity in achieving learning outcomes;
- Active student engagement that empowers learners to think critically and achieve academic, professional, and personal goals;
- Robust instructional content that is thought-provoking, current and relevant;
- Meaningful assessment and timely feedback related to student progress in achieving learning outcomes;
- Continuous improvement of teaching and learning through evidence-based practices, reflection, innovation, and collaboration.

Department of Nursing Philosophy

FRCC nursing faculty members believe that nursing is an art and science that promotes optimal functioning of the individual, family, group or community by maintaining, improving, or recovering physical, mental, socio-cultural and spiritual health across the life span. Changing needs of society require varying patterns of practice and delivery of health services occurring in a variety of settings.

The Bachelor of Science in Nursing degree is a step towards innovative nursing roles in healthcare leadership, advance practice nursing (Nurse Anesthetist, Nurse Practitioner, Midwife, Clinical Nurse Specialist, etc.), or nurse educator positions. Integrating professional standards, guidelines, and competencies is the basis for the nursing curriculum, which reflects current nursing practice.

We, the nursing faculty, plan and implement a program of study grounded in professional evidence of The American Association of Colleges of Nursing (2008), The American Nursing Association standards (2015), guidelines (2010), and Code of Ethics (2015). Our philosophy includes the practices of patient-centered care through collaboration, evidence-based practice (EBP) for quality improvement and safety using informatics to support EBP in healthcare settings founded on the Quality and Safety Education for Nurses (QSEN), recommendations (Cronenwett et al. 2007).

The faculty believes in the value of high quality evidence-based nursing education and promoting educational mobility through online learning to accommodate a diverse student population. To support student success in the online environment, FRCC has developed the following Online Course Quality Guidelines based on best practices adapted from nationally recognized sources such as Quality Matters (2014), as well as the experience of our own faculty and staff.

Front Range Community College Strategic Plan Goals (2020)

Goal 1: Create a Superior Student Experience

Student success requires a superior student experience in every step of each student's journey. Building on clear and well-defined pathways for students to achieve a degree or transfer, we will infuse the whole college experience with an inclusive and robust support system. We will reduce barriers to success by expanding our support for students from diverse backgrounds throughout their journey with FRCC, from connection through completion. We will promote superior instruction in the classroom and online that is built on best practices and rigorous assessment and that actively engages students in rigorous yet flexible learning opportunities. We will benefit from the creativity, expertise, and innovation of our employees, and we will promote collaboration among instruction, student services, and other departments.

Goal 2: Embrace Organizational Excellence

Student success grows from a culture that fosters inclusivity, innovation, collaboration, and excellence. In all of our activities and dialog, we will strive to include and respect the diverse experiences, values and perspectives of our students and employees, and we will actively work to ensure that FRCC is a welcoming and inclusive environment. Because an investment in our employees is an investment in our students, we will recognize employee contributions and support training and professional development that help our employees, both full-time and part-time, grow. We will focus on agility and efficiency in our organizational processes since they ultimately affect our students' ability to navigate the college experience smoothly. We will invest in safe, accessible, and appealing facilities on all campuses that meet student and staff needs. We will also commit to fiscal responsibility and efficiency in all operations so that our resources can be focused on best assisting students, and we will invest in successful grant development and fundraising to broaden our funding sources. Finally, we will continue to assess our work and use data to make informed decisions.

Goal 3: Provide Dynamic Programming through Community Partnerships

Student success requires dynamic, current, and relevant programs that lead to sustainable employment at a living wage. We will work closely with our business and community partners to educate and train highly qualified employees, develop a strong regional workforce, and identify opportunities for appropriate and responsible program development. We will develop and maintain relevant programs and partnerships that educate students for viable careers, promote life-long learning, and improve the communities we serve. We will continue to strengthen our partnerships by effectively communicating our mission, values, and contributions to our stakeholders.

Program Goals

Consistent with the college goals, the RN-to-BSN Completion Program creates a superior student experience through best practices in evidence-based online teaching, including rigorous active-learning assignments with corresponding rubrics. Our faculty are experts in their nursing specialty and provide innovative online teaching to our students. The program embraces organizational excellence by fostering inclusivity, innovation, and diverse student experiences throughout the courses. Discussion board questions and group assignments engage students to share and learn from one another's diverse experiences. Lastly, the FRCC organizational goal to provide dynamic programming through community partnerships is embedded in the program through the advisory board relationships. The purpose of the advisory board is to ensure that the needs and expectations of this community of interest are reflected in the mission, goals, and expected program outcomes.

Ultimately these goals are set to produce the following professional outcomes. The RN-to-BSN graduate will acquire professional knowledge to fulfill the role of healthcare leader to provide safe, quality, and effective healthcare. This is accomplished through meeting the organizational and program learning outcomes, mission, and college goals of superior student experience, organizational excellence and dynamic program through community partnerships. These goals are based on professional nursing philosophy, theories, standards and guidelines.

Specifically, the RN-to-BSN Completion Program prepares the graduate with an educational background that explores professional values, ethics, and nursing theory to develop a professional philosophy. The graduate will utilize evidence-based knowledge to inform critical-thinking decisions for improved quality and patient safety outcomes in a variety of healthcare settings.

Therefore, the graduate will provide patient-centered collaborative care within inter-professional teams. The graduate will have a working knowledge of information management and patient care technology. Additionally, BSN graduates will be knowledgeable in health care policy, finance, and regulation as they advance their careers to influence the future of population healthcare management systems.

- American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice*. Washington, DC: Author. Retrieved from <http://www.aacnnursing.org/Education-Resources/AACN-Essentials>
- American Nurses Association. (2010). *Nursing's policy statement: The essence of the profession* (2010 ed.). Silver Spring, MD: Nursesbooks.org.
- American Nurses Association. (2015a). *Code of ethics for nurses with interpretative statements*. Silver Spring, MD: Nursebooks.org.
- American Nurses Association. (2015b). *Nursing: Scope and standards of practice* (3rd ed.). Silver Spring, MD: Nursesbooks.org.
- Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.
- Quality Matters (2014). Retrieved from <https://www.qualitymatters.org/>

Congruent to the FRCC strategic plan goals are the RN-to-BSN program goals:

Front Range Community College Strategic Plan Goals (2020)	Front Range Community College RN-to-BSN Program Goals (2020)
<p>Goal 1: Create a Superior Student Experience</p> <p>Student success requires a superior student experience in every step of each student’s journey. Building on clear and well-defined pathways for students to achieve a degree or transfer, we will infuse the whole college experience with an inclusive and robust support system. We will reduce barriers to success by expanding our support for students from diverse backgrounds throughout their journey with FRCC, from connection through completion. We will</p>	<p>Goal 1: Create a Superior Student Experience</p> <p>Consistent with the college goals, the RN-to-BSN Completion Program creates a superior student experience through best practices in evidence- based online teaching, including rigorous active- learning assignments with corresponding rubrics. Our faculty are experts in their nursing specialty and provide innovative online teaching to our students as measured by faculty and student surveys.</p>

<p>promote superior instruction in the classroom and online that is built on best practices and rigorous assessment and that actively engages students in rigorous yet flexible learning opportunities. We will benefit from the creativity, expertise, and innovation of our employees, and we will promote collaboration among instruction, student services, and other departments</p>	
<p>Goal 2: Embrace Organizational Excellence</p> <p>Student success grows from a culture that fosters inclusivity, innovation, collaboration, and excellence. In all of our activities and dialog, we will strive to include and respect the diverse experiences, values and perspectives of our students and employees, and we will actively work to ensure that FRCC is a welcoming and inclusive environment. Because an investment in our employees is an investment in our students, we will recognize employee contributions and support training and professional development that help our employees, both full-time and part-time, grow. We will focus on agility and efficiency in our organizational processes since they ultimately affect our students’ ability to navigate the college experience smoothly. We will invest in safe, accessible, and appealing facilities on all campuses that meet student and staff needs. We will also commit to fiscal responsibility and efficiency in all operations so that our resources can be focused on best assisting students, and we will invest in successful grant development and fundraising to broaden our funding sources. Finally, we will continue to assess our work and use data to make informed decisions.</p>	<p>Goal 2: Embrace Organizational Excellence</p> <p>The program embraces organizational excellence by achieving the program learning outcomes based on American Association of Colleges of Nursing Essentials of Baccalaureate Education for Professional Nursing Practice (2008). Faculty foster inclusivity, innovation, and diverse student experiences throughout the courses, measured by student and faculty survey scores. Discussion board questions and group assignments engage students to share and learn from one another’s diverse experiences. Each course will include a group project with peer review among group members and presenting groups. This activity fosters student’s success to respect diverse experiences and values through collaboration to develop excellence in professional evidence based knowledge presentation.</p>
<p>Goal 3: Provide Dynamic Programming through Community Partnerships</p> <p>Student success requires dynamic, current, and relevant programs that lead to sustainable employment at a living wage. We will work closely with our business and community partners to educate and train highly qualified employees, develop a strong regional workforce, and identify opportunities for appropriate and responsible program development. We will develop and maintain relevant programs and</p>	<p>Goal 3: Provide Dynamic Programming through Community Partnerships</p> <p>Lastly, the FRCC organizational goal to provide dynamic programming through community partnerships is embedded in the program through the advisory board relationships. The purpose of the advisory board is to ensure that the needs and expectations of this community of interest are reflected in the mission, goals, and expected program outcomes. Regional healthcare community relationship promote life-long</p>

<p>partnerships that educate students for viable careers, promote life-long learning, and improve the communities we serve. We will continue to strengthen our partnerships by effectively communicating our mission, values, and contributions to our stakeholders.</p>	<p>learning, and improve the communities we serve. Measured by student, faculty, advisory committee and clinical facility survey scores.</p>
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Nursing Department – Health Sciences Academic Program

The Registered Nurse-to-Bachelor of Science in Nursing (RN-to-BSN) Completion Program is one of the health sciences programs offered at Front Range Community College (FRCC). The interim program director is Mark Longshore. The Dean of Instruction on the Larimer Campus, Dr. Shashi Unnithan, oversees the RN-to-BSN Completion Program.

The program is a college-wide online program. The president’s college-wide leadership team is composed of the president, the vice president of finance and administration, the vice president of academic and student affairs, and three campus vice presidents. The college-wide leadership team is supported by the executive director of organizational development, human resources, and other key personnel.

Advisory Committee and Shared Governance

The Advisory Committee for the RN-to-BSN Completion Program is composed of individuals who represent groups that have an interest in the goals and outcomes of the program. This includes respected nursing administrators and staff from institutions, faculty members, alumni, and students. The purpose of the committee is to review curriculum, policies, and procedures, and to make recommendations to the faculty regarding their appropriateness to the current practice of nursing. The committee also provides accurate occupational information including trends in employment.

Student representation in the RN-to-BSN Completion Program’s governance activities is achieved by student volunteers who serve on the advisory committee. Current students attend committee meetings and offer input to committee members about issues that impact student success and life within the program.

Faculty

The FRCC nursing faculty hold Doctorate of Nursing Practice (DNP) or Doctor of Philosophy (PhD) and Master of Science Nursing (MSN) degrees. All have had experience as nurses and educators prior to coming to FRCC. For specific information about individual faculty, please see the [Front Range Community College RN-to-BSN Completion Program website](#) or course syllabus for specifics of the faculty member.

FRCC’s RN-to-BSN Completion Program builds on a two-year associates nursing degree, as well as for students dually enrolled in an Associate Degree in Nursing program to complete their BSN.

RN-to-BSN Completion Program Contact Information

Title	Name	Phone	Email
Interim Program Director	Mark Longshore	970-204-8240	Mark.Longshore@frontrange.edu
Faculty	Dr. Nicole Thede	303-910-2616	Nicole.Thede@frontrange.edu
Faculty	Dr. Brenda Tousley	970-302-2409	Brenda.Tousley@frontrange.edu
Faculty	Juli Guenther	970-204-8224	Juli.Guenther@frontrange.edu
Faculty	Nancy Reno	970-420-1315	Nancy.Reno@frontrange.edu
BSN Pathways Advisor	Bianca Sanchez	303-678-3773	Bianca.Sanchez@frontrange.edu
Dean of Instruction	Dr. Shashi Unnithan	970-204-8607	Shashi.Unnithan@frontrange.edu
Administrative Assistant	Laura O'Leary	970-204-8221	Laura.Oleary@frontrange.edu

Program Outcomes

By the end of the program:

1. $\geq 70\%$ of the students will complete their program within 150% of the length of the program from the start of the first nursing course.
2. $\geq 80\%$ of graduates who respond to the survey will have employment as an RN-to-BSN within nine months of graduation.
3. $\geq 80\%$ of graduates will rate average or above average 9 months after graduation their preparation to carry out the role of the Baccalaureate Nurse on their graduate/alumni survey.

RN-to-BSN Completion Program Student Learning Outcomes:

Quality Care

Apply research to promote best practice and use data to monitor the outcomes of care processes while using improvement methods to design and test changes to continuously improve the quality and safety of health care systems and deliver quality care to individuals, and diverse populations. (American Association of Colleges (ANCC) 2008,-EII, III)

Professionalism

Demonstrate an enhanced commitment to professionalism that embraces excellence, caring, legal and ethical practice, civility, accountability, and life-long learning. (AACN, 2008,-EVI)

Communication

Model effective communication and collaboration with colleagues/interdisciplinary groups and members of the community to promote health, safety and well-being. (AACN, 2008,-EVI)

Leadership

Apply principles of leadership, and knowledge of quality improvement and organizational systems in designing, managing and coordinating safe, quality, and cost effective patient-centered care. (AACN, 2008,-EII)

Critical Thinking/Clinical Reasoning

Utilize a systematic process of critical inquiry using nursing, natural and behavioral sciences, humanities and arts to make evidence-based practice decisions that improve the nursing care of individuals, families, groups, and communities. (AACN-2008, EI, III, VII)

Student Learning Outcomes for College and RN-to-BSN Completion Program

The Student Learning Outcomes for the college and the RN-BSN Program are mutually supportive. We are able to achieve the Student Learning Outcomes for Front Range Community College (FRCC) and the RN-BSN Program, thus meeting our Program purposes. The table below illustrates the congruency between the college and program learning outcomes.

FRCC's College-Wide Student Learning Outcomes	RN-to-BSN Program Student Learning Outcomes
<p>Quantitative Reasoning</p> <p>Students calculate, represent, interpret, analyze, apply, evaluate, and communicate numerical information.</p>	<p>Quality Care</p> <p>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.</p>
<p>Critical Thinking</p> <p>Students interpret, analyze, and infer from their own thinking and that of others in order to form well-reasoned and informed conclusions.</p>	<p>Critical Thinking/Clinical Reasoning</p> <p>Integrate a systematic process of critical inquiry with nursing science, natural and behavioral sciences, arts and humanities to make evidence-based practice decisions to improve the nursing care of individuals, families, populations, and communities.</p>
<p>Effective Communication</p> <p>Students construct clear written and spoken messages demonstrating understanding of audience and context, including response to verbal and nonverbal feedback.</p>	<p>Communication</p> <p>Evaluate communication and collaboration with colleagues, interprofessional groups and members of the community to promote health, safety and well-being across the lifespan and across the continuum of healthcare environments.</p> <p>Leadership</p> <p>Evaluate the contribution of leadership, and knowledge of quality improvement principles, and impact of organizational systems in transforming, managing and coordinating safe, quality, cost effective, person-centered care.</p>
<p>Information and Technology Literacy</p> <p>Students reflectively locate, organize, analyze, evaluate, and apply information across multiple forms of media to a defined question or problem.</p>	<p>Quality Care</p> <p>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.</p>

FRCC's College-Wide Student Learning Outcomes	RN-to-BSN Program Student Learning Outcomes
<p style="text-align: center;">Professionalism</p> <p>Students demonstrate appropriate workethic traits through personal conduct and effective teamwork.</p>	<p style="text-align: center;">Professionalism</p> <p>Formulate a plan that demonstrates an enhanced commitment to professionalism embracing excellence, caring, legal and ethical practice, civility, accountability, andprofessional development.</p> <p style="text-align: center;">Leadership</p> <p>Evaluate the contribution of leadership, and knowledge ofquality improvement principles, and impact of organizational systems in transforming, managing and coordinating safe, quality, cost effective, person-centered care.</p>

My Academic Plan (MAP)
RN-to-BSN Map Option 1: ADN/RN Graduate

If a student has their ADN, the following courses and credits are likely to transfer into the RN-to-BSN Completion Program.

ADN Courses	Credits
ENG 121 English Composition I	3
PSY 235 Human Growth and Development	3
HPR 108 Dietary Nutrition	1
GT Elective	3
Block transfer for ADN	61.5
Total for ADN	71.5

The following courses are required to complete the RN-to-BSN Completion Program. If a student has completed a previous bachelor's degree, it is likely they have completed many of the required BSN general education courses.

BSN General Education Courses	Credits
ENG 122 English Composition II	3
MAT 135 Introduction to Statistics	3
GT Electives* (History, Social Science, Arts & Humanities)	12
BSN Nursing Courses	Credits
NUR 301** Integration into Baccalaureate Nursing Practice	3
NUR 302 Trends in Nursing Practice	3
NUR 303*** Nursing Research/Evidence Based Practice	3
NUR 304 Informatics/Healthcare Technology, NUR 305 Emergency Preparedness, NUR 306 Gerontology Nursing, NUR 307 Behavioral Health (choose two)	6
NUR 408 Legal & Ethical Issues Related to Professional Nursing Practice	3
NUR 409**** Leadership in the Nursing Profession 63.75 hours (41.25 lecture/22.5 practicum)	3.5
NUR 410**** Community Health Nursing Practicum 112.5 hours (67.5 lecture/45 practicum)	6
NUR 411***** Senior Seminar	3
SUB-TOTAL	48.5
Total for BSN	120

* When students enroll in NUR 301, they must be enrolled in their second BSN general education course.

** NUR 301 has a prerequisite of ENG 122 (grade of C or higher). NUR 301 is a prerequisite for all nursing classes and is a prerequisite/co-requisite with NUR 302.

*** NUR 303 has a prerequisite of MAT 135 (grade of C or higher).

**** NUR 409 and NUR 410 require a current unencumbered RN license to practice in Colorado. NUR 410 is offered summers only.

***** NUR 411 must be taken last.

RN-to-BSN Map Option 2: Dually Enrolled

Once admitted to the RN-to-BSN Completion Program, ADN students may enroll in the following BSN courses: ENG 122, MAT 135, and 4 general education classes (12 Credits). When students enroll in NUR 301, they must be enrolled in their second BSN general education course. All 300 level NUR courses must be completed prior to taking NUR 409, NUR 410, and NUR 411.

As a current student in a CCCS ADN program, the student will need to complete the following courses to earn a Bachelor of Science in Nursing (BSN):

ADN Courses	Credits
<i>These courses must be taken prior to entering the RN-to-BSN Completion Program</i>	
ENG 121 English Composition I	3
PSY 235 Human Growth and Development	3
HPR 108 Dietary Nutrition	1
BIO 201 Human Anatomy & Physiology I with Lab	4
BIO 202 Human Anatomy & Physiology II with Lab	4
BIO 204 Microbiology with Lab	4
MAT 103 Math for Clinical Calculations	3
NUR 109 Fundamentals of Nursing	6
NUR 112 Basic Concepts of Pharmacology	2
<i>If you want to be dually enrolled in the RN-to-BSN completion program, you may apply at this point</i>	
BIO 216 Human Pathophysiology	4
NUR 106 Medical & Surgical Nursing Concepts	7
NUR 150 Maternal-Child Nursing	6
NUR 206 Advanced Concepts of Medical & Surgical Nursing I	6.5
NUR 211 Psychiatric-Mental Health Nursing	4
NUR 212 Pharmacology	2
NUR 216 Advanced Concepts of Medical & Surgical Nursing II	5
NUR 230 Transition to Professional Nursing Practice	4
Elective	3
Total for ADN	71.5
BSN General Education Courses	Credits
ENG 122 English Composition II	3
MAT 135 Introduction to Statistics	3
GT Electives* (History, Social Science, Arts and Humanities)	12
BSN Nursing Courses	Credits
NUR 301** Integration into Baccalaureate Nursing Practice	3
NUR 302 Trends in Nursing Practice	3
NUR 303*** Nursing Research/Evidence Based Practice	3
NUR 304 Informatics/Healthcare Technology, NUR 305 Emergency Preparedness, NUR 306 Gerontology Nursing, NUR 307 Behavioral Health (choose two)	6
NUR 408 Legal & Ethical Issues Related to Professional Nursing Practice	3
NUR 409**** Leadership in the Nursing Profession 63.75 hours (41.25 lecture/22.5 practicum)	3.5
NUR 410**** Community Health Nursing Practicum 112.5 hours (67.5 lecture/45 practicum)	6
NUR 411***** Senior Seminar	3
SUB-TOTAL	48.5
TOTAL for BSN	120

* When students enroll in NUR 301, they must be enrolled in their second BSN general education course.

** NUR 301 has a prerequisite of ENG122 (grade of C or higher). NUR 301 is a prerequisite for all nursing classes and is a prerequisite/co-requisite with NUR 302.

*** NUR 303 has a prerequisite of MAT 135 (grade of C or higher).

**** NUR 409 and NUR 410 require a current unencumbered RN license to practice in Colorado. NUR 410 is offered summers only.

***** NUR 411 must be taken last.

Course Format

The RN-to-BSN Completion Program is an online program with practicum coursework.

All BSN nursing courses are offered online and are delivered in the Desire to Learn (D2L) learning management system. Students are required to complete 68 hours of practicum work as part of FRCC's courses in leadership and community health nursing.

Students have the opportunity to attend weekly virtual online meetings to review concepts and to foster collaborations with BSN students.

To learn more about online courses, online learning services, and learning resources, visit our [Online Learning](#) website and the [Online Academic Success Center](#).

Course Sequencing

- When students enroll in NUR 301, they must be enrolled in their second BSN general education course.
- ENG 122 is a prerequisite for NUR 301.
- NUR 301 is a prerequisite for all BSN nursing courses and a prerequisite/co-requisite with NUR 302.
- MAT 135 is a prerequisite for NUR 303.
- All 300 level NUR courses must be completed prior to taking NUR 409, NUR 410, and NUR 411.
- NUR 409, NUR 410, and NUR 411 require a current unencumbered RN license to practice in Colorado.
- NUR 411 must be taken last.

Required General Education Coursework

The following general education courses are required to complete the RN-to-BSN Completion Program. A minimum grade of "C" is required in all general education courses.

- ENG 122 English Composition II (3 credits)
 - ENG 122 must be completed with a grade of C or higher prior to starting NUR 301.
- MAT 135 Introduction to Statistics (3 credits)
 - MAT 135 must be completed with a grade of C or higher prior to starting NUR 303.
- BSN general education courses
 - History, Social Sciences, Arts & Humanities (12 credits)

Practicum Requirements

Once a student registers for practicum coursework (NUR 409 & NUR 410), they are prompted to submit the following documents:

- New background check
- New drug screen
- Immunizations
 - Current vaccinations or titers for Tdap (within 10 years), MMR (two doses or positive titer), Varicella (two doses or positive titer; documentation of having the disease does not qualify), Hepatitis B (three doses or titer), Influenza, and a TB Skin Test, QuantiFERON, T-Spot, or chest x-ray
- Current AHA BLS Provider CPR Certification or Red Cross CPR for Healthcare Providers
- Current unencumbered RN license to practice in Colorado
- BSN Student ID Badge

Student ID Badge

A BSN student ID badge is required for NUR 409 and NUR 410. Students must determine an expiration date for their badge based on the semester they intend to complete the courses. It is recommended that students meet with their BSN Pathways Advisor for assistance creating an academic plan. Students are required to pay for their student ID badge (currently \$8).

Mandatory Orientation

Students enrolled in NUR 301 (first nursing course of the program) must attend a mandatory in-person orientation the week before the class starts. Students will learn about course structure, online learning expectations, library resources, and group projects.

Advising

The FRCC BSN Pathways Advisor will support RN-to-BSN Completion Program students by providing them with accurate and timely information about the application process and by creating academic plans, if needed, for optimal preparation and successful transition into the program. The BSN Pathways Advisor will also work closely with the Nursing Department and will share program changes and provide feedback that can enhance the overall student experience.

Financial Aid

Financial Aid staff are required to monitor and complete an assessment on the number of credit hours a student attempts (and earns) each term under Financial Aid Satisfactory Academic Progress. The assessment is for all enrolled students, even if a student is not a financial aid recipient. The goal is to ensure students are completing their program of study within 150% of the credit hours required for the degree.

Prior and all transfer credit hours on record at FRCC will count toward the overall credit hours attempted, including those transferred from another school or a previous earned degree. Once a student has attempted 150% of the credit hours, they become ineligible for financial aid.

There are yearly limits for federal student loans (and Pell grants) that can impact how much a student may be able to receive. Additionally, there are also lifetime limits on these funding sources. Once a student has hit these limits, those funding sources are no longer accessible to a student. If a student has questions about past federal student loan and/or Pell grant usage and the impact on the additional funding to support their program, please contact the financial aid team to discuss:

finaid@frontrange.edu.

Many students who attend FRCC are offered financial aid for the year, which is split between the Fall and Spring semester. However, if a student uses all of their eligibility between Fall and Spring semester, there is a possibility of limited or no funding during Summer term. Since the BSN program encourages Summer enrollment, it is important to plan ahead with your coursework (and financial aid) for the entire academic year.

RN-to-BSN Completion Program Accreditation

The baccalaureate degree program in nursing at Front Range Community College is pursuing initial accreditation by the [Commission on Collegiate Nursing Education](#). Applying for accreditation does not guarantee that accreditation will be granted.

Higher Learning Commission Accreditation

Front Range Community College is a member of the Colorado Community College System (CCCS) and is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440; <http://www.hlcommission.org/>

Section II: Admission Policies

Admission Process

The RN-to-BSN Completion Program is designed for two types of students:

1. A student who has earned an Associate Degree Nursing program (ADN) from a [regionally accredited](#) college, has a current unencumbered RN license to practice in Colorado, and has a minimum 2.0 GPA in nursing courses.
 - CCCS policy (BP 9-71 Transfer Credit) Credit can only be transferred from [regional accrediting associations](#). We are unable to make exceptions to this rule.
 - The sending institution must have been regionally accredited for the entire time the student was earning the applicable credits.
 - Contact [Laura O'Leary](#) with further questions.
2. A student who has completed their first semester of a nationally accredited ADN program at a [regionally accredited](#) college, continues to be enrolled in that ADN program, and has a minimum 2.0 GPA in nursing courses.

Steps to Apply

1. Submit online [FRCC admission application](#)
 - Select **Health Sciences and Wellness** for Area of Interest
 - Select **Nursing: RN-to-BSN Program** for degree or certificate
2. Attach supplemental documents to your submitted admission application:
 - Unofficial college transcript
 - [Verification of Enrollment](#) from ADN Program Director (current ADN students only)
 - Valid RN Colorado or compact state license from a regionally accredited program (ADN graduates only)
3. If applying in the last semester of an ADN program, students must apply and obtain an unencumbered Colorado RN license within 6 months of graduation.

How to Upload Supplemental Documents:

1. After completing the online application, click **Submit Application**.
2. Click on the **My Account** link in the menu.
3. Click on **Step 4. Submit Supplemental Items**
4. Click the **Choose File** button next to each item and upload the relevant document.
5. When you have successfully uploaded a document, the submission status will show as **Received**.

Acceptance Process

- Applications are not considered complete until all supplemental items have been submitted and the college has verified the uploaded documents.
- Space in the program is limited. Applications are reviewed in the order in which they are received. Acceptances are given on a first-come, first-served basis. Once the class is full, eligible students who are not admitted due to space limitations will be offered a seat in a future semester.

Additional Tasks

Once admitted, students will receive an email through their student email address prompting them to complete the following:

1. RN-to-BSN Acceptance Form
2. RN-to-BSN Transcript Evaluation

- This step only needs to be completed if you have unmet General Education requirements and completed them at another institution.
 - Courses will be evaluated on an individual basis (course-by-course) basis.
 - General Education requirements will not automatically be waived if bachelor (or higher) degrees have already been earned.
3. Meet with our BSN Pathways Advisor for academic planning.
 4. Meet with Financial Aid for financial planning.

Transfer Credit Process for RN-to-BSN Completion Program Students

For all FRCC degrees, students must complete at least 25% of their degree requirements by taking FRCC courses. The remaining 75% could be completed using transfer credit. (Implicit in the term “transfer credit” is that the credit was taken at a regionally-accredited college or university, and that at least a “C” grade was earned in each transferred course.)

General Education Transfer Credit Process

Students who have attended regionally accredited colleges and universities who wish to have credit earned at those institutions considered for transfer to requirements of the RN-to-BSN Completion Program follow these steps:

1. Complete the online RN-to-BSN Completion Program Transfer Credit Evaluation Request Form, a link to which they receive once they have been admitted to the program.
2. Arrange with colleges and universities they previously attended to have official copies of their transcripts sent directly from the issuing institutions to the Front Range Community College Registrar’s Office for evaluation.
3. Once both the completed RN-to-BSN Completion Program Transfer Credit Evaluation Request form and all official transcripts to be evaluated have been received by the FRCC Registrar’s Office, all credit applicable to RN-to-BSN Completion Program requirements is transferred and posted to the student’s FRCC student academic record by FRCC transcript evaluators.
4. The student is notified by the FRCC transcript evaluators that the transcript evaluation has been completed and where in the student’s online student eWolf account the transferred credit can be viewed. That completes the transfer credit process.

NUR 300/400 Level Course Transfer Credit Process:

In order to complete the FRCC residence requirement for the BSN degree (at least 25% of degree requirements), students must complete a minimum of 30 BSN-applicable credits at FRCC, including no fewer than 23.5 credits of 300-400 level Nursing courses. If 75% transfer credit was accepted and 7 credits transferred for NUR 300/400, these total credit hours must meet the 25% residency requirement for graduation.

Nursing courses 300/400 level completed satisfactorily (minimum grade of C and an overall cumulative 2.5 GPA (or higher) may be considered for transfer to the FRCC RN-to-BSN Completion Program if the following criteria are met:

- a. Course was eligible for graduation requirements from the transferring BSN program.
- b. The last nursing course completed should not be more than 1 year prior to the time of enrollment to the FRCC RN-to-BSN Completion Program.
- c. If the criteria above on “b” is not met, the course must be taken at FRCC.
- d. Meets all requirements (course competencies, contact hours, credits) based on the FRCC RN-to-BSN Completion Program curriculum.
- e. The student must write the letter of intent to the RN-to-BSN Completion Program Director, stating the reason for transfer and include unofficial transcript and course syllabus. If the Program Director approves the transfer, the Program Director so notifies the Registrar’s Office. The student is responsible for having an official transcript showing the credit sent directly from the issuing institution to the Registrar’s Office (if the official transcript is not already on file there) so that the transfer credit process can be completed.
- f. Students are not eligible to transfer if they have failed and/or withdrawn from two nursing courses in another nursing program or twice from the same course.
- g. Any recorded academic dishonesty will prevent admission to FRCC’s RN-to-BSN Completion Program.

Drug Testing Policy

Students will receive instructions on how to complete and pass a ten-panel drug screen prior to starting their practicum requirement through their student email address. Students are responsible for the cost of the drug screen. Practicum sites may also request drug screening.

Section III: Progression and Retention

Grading Scale

A 90-100%

B 83-89%

C 77-82%

D 70-76%

F 69% and lower

Rounding Policy on Cumulative Exam Average and Final Course Grades

Grades are rounded to the nearest whole number after all coursework is completed (0.1-0.4 is rounded down and 0.5-0.9 is rounded up).

- A minimum grade of “C” or above must be maintained in all required courses.
- A grade of “C” or above is required to pass a nursing course and progress through the curriculum on schedule.
- Dual enrolled students who have failed a course with 76% or below within the A.A.S. Nursing program will not be allowed to continue taking courses in the RN-to-BSN completion program until the student has successfully completed and passed the failed course.
- A student can repeat a NUR 300/400 level course one time. If the student is unsuccessful on the second attempt, the student will not be able to continue in the program. Students have the option to submit an [academic appeal](#). Students who are failing to progress or are considering withdraw from the program should meet with the Program Director to address success strategies.

Code of Conduct

Academic Honesty

Students are expected to uphold FRCC’s [Student Code of Conduct](#) and [Student Rights & Responsibilities](#), relating to academic honesty and assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity will be that a student's submitted work, examinations, reports, discussions, and projects must be that of the student's own work and unique to the course. Students are guilty of violating the honor code if they:

- Represent the work of others as their own (this includes copying material from the Internet for discussion postings or other assignments without proper citation)
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.
- The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should contact the instructor to discuss the situation.

Collaboration

Unless otherwise instructed, all work submitted is to be done individually by the student. This means

you should not be working in pairs or in a group to write discussion posts, complete assignments or take quizzes and other assessments unless specifically asked to do so by your instructor.

Plagiarism/Dual Submission

Plagiarism, whether intentional or accidental, is academic dishonesty and may incur disciplinary action ranging from receiving a zero on an assignment or failing a course to more severe consequences.

Plagiarism means:

- Using someone else's ideas and not correctly citing that use. This means that if you put someone else's work into your own words, put it in your work, and do not correctly document it, the idea is plagiarized.
- Using someone else's words without quotation marks and not correctly citing that use.
- Using someone else's images or other works (such as from the Internet) without correctly citing that use.
- Submitting one's own work previously submitted to another class or institution unless specifically permitted by your instructor.
- Student work may be submitted to Turnit.com, a plagiarism detection software program that checks for certain forms of plagiarism.

Online Learning Expectations

FRCC is committed to helping you succeed in your online courses. Please read the following section for a better understanding of expectations specific to online courses. If you have questions or concerns about course content and activities, contact your instructor right away. If you have questions or concerns related to support services or the student code of conduct, contact your Pathways Advisor or a member of the Online Learning team at 970-204-8250 or 303-404-5513. You can also [email us](mailto:ol@frontrange.edu) (ol@frontrange.edu).

Required Introduction to Online Learning

All students who are taking their first online course at FRCC are required to complete the "Introduction to Online Learning." You will learn strategies for succeeding in online courses at FRCC, including how to use the online learning management system (D2L). Look for the "Introduction to Online Learning" under the "My Courses" heading on the home page when you [login to D2L](https://frcc.desire2learn.com) (https://frcc.desire2learn.com).

Interacting in Online Courses

Online classes provide opportunities for you to interact with your instructor and peers in a variety of online formats. Despite what is often modeled in public forums and social networks, civility and etiquette are important aspects in creating deep and meaningful learning. Personal attacks, monopolization, and bullying can stop valuable discussion and are harmful to academic discourse. For this reason, it is important that interaction in an online class is civil, respectful, and focused on the topic presented. If you notice behavior that violates this conduct, be sure to contact your instructor.

FRCC Online Attendance and Participation Policy

Students establish attendance in online courses by completing an academic activity based on course content. As defined by the Federal Department of Education, merely logging into the course site or introducing oneself to the class does not count as attendance. Some examples of successfully attending class include participation in a content-related discussion, quiz, assignment, or contacting your instructor. Students who have not participated by 11:59 PM on the deadline date will be dropped. Similarly, the last date of academic attendance must be reported to Financial Aid for students

who do not earn a D or better; students who have not been in regular attendance may experience financial aid ramifications.

Practicum Experience Dress Code

- Course faculty and facility determine the appropriate professional attire for their practicum experience.
- Photo Name Badges: FRCC student photo badge must be worn whenever the student is in the practicum facility as a student. It must be visible above the waist at ALL times.
- Students are expected to follow the practicum sites policies in regards to nails and nail polish.
- Failure to abide by the dress code may result in being sent home from the experience.

Practicum Experience Attendance Policy

In courses with a practicum experience, participation and attendance are mandatory. If a student is unable to complete the practicum experience, course failure may result. Behaviors leading to course failure will include:

- Failure to notify faculty of an absence or tardiness (no call/no show) during practicum experience.
- Incomplete practicum experience hours, reports or reasonable evidence of noncompliance with dress code, alleged violations of the Student Code of Conduct, or established expectations.
- If a student misses practicum hours, it is the student's responsibility to notify the faculty (email or voicemail) and the facility of the absence the morning of the experience, unless otherwise directed by the faculty. A reason must be given to the faculty member. Reason for missing scheduled practicum hours must be valid.
- If a student has been injured, hospitalized, or has an illness that required physician treatment, and CANNOT complete practicum hours, a signed release from the attending physician is to be submitted to the BSN Program Director. There must be no limitations or restrictions of any type on performance and the student may not be taking narcotics. The release form must clearly state the student is allowed to return to the practicum experience with no restrictions.
- Students are required to arrive on time to all practicum experiences. Students are required to stay the entire scheduled time.

Malpractice/Liability Insurance

NUR 409 & 410 Courses

1. FRCC provides malpractice/liability insurance coverage for nursing students in off- campus practicum settings as part of the registration fees.
2. Students are covered by Workers' Compensation for injury and exposure to infectious disease while in the off-campus practicum settings. In the event of an injury or exposure, the student must do the following:

If a Student is injured at a Practicum Site:

1. Report incident to course instructor.
2. Follow through with agency requirements for on-site treatment and documentation. Provide a copy of agency documentation to FRCC Human Resources. Follow-up care needs to be provided by FRCC Workers' Compensation providers listed on the FRCC Designated Medical Provision for Work-Related Injuries and Illnesses.

3. If treatment is not available at the facility and injury is an emergency, use the nearest emergency room. If not an emergency, use one of the facilities listed on the FRCC Designated Medical Provision for Work-Related Injuries and Illnesses.

If a Student is injured at an FRCC Campus:

1. Campus Security and Preparedness must be notified of the injury.

“Reasonable Suspicion Based” Testing

This procedure refers to the use/misuse of, or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution, or other work location as a representative of the RN-to-BSN Completion Program. The Nursing Department may test students on a reasonable cause basis.

1. “For Cause” Testing. If there is reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to provide urine and/or blood samples for alcohol and illegal drug screening:
 - The instructor will remove the student from the assigned work area and notify the clinical agency supervising personnel.
 - Upon receipt of student’s oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility.
 - The student will be required to present identification at the facility and will be tested for alcohol or drug use. The student will need to arrange transport home.
 - Drug screening will be required whether or not the student admits to drug or alcohol use.
 - The Student will be required to pay all costs associated with the “Reasonable Suspicion Based” drug testing and related transportation.
2. If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the RN-to-BSN Completion Program Director within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the RN-to-BSN Completion Program Director will make a decision regarding a return to the clinical setting.
3. If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the RN-to-BSN Completion Program and administratively withdrawn from all nursing courses. See Readmission Guidelines Related to Substance Abuse.
4. The results of the positive drug screening will be reported to the State Board of Nursing if the student has a current RN license.
5. If a student refuses “Reasonable Suspicion Based” drug testing:
 - The instructor will remove the student from the clinical setting pending a full investigation through established college procedures and system policies.
 - The instructor will arrange for transport from the clinical site.
 - The student will not be allowed to participate in the RN-to-BSN Completion Program until the investigation is completed.
6. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action.

Readmission Guidelines Related to Substance Abuse

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

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

Auditing/Testing Out of Courses

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

Communication and Conflict Resolution- Grievance and Investigation Process

There is an expectation of mutual respect and civility between faculty and students. If an issue should arise, the student should schedule a meeting with the faculty member to discuss the issue. Quite often, issues can be resolved through direct communication between the faculty member and the student.

Should a student feel that he or she has been treated unfairly or unjustly and is unable to resolve the matter informally, the student may elect to file a complaint by following the process established through the Student Grievance Procedure available [Student Complaint/Grievance Procedure](#). Please note grades and other academic decisions are not grievable unless there is an allegation that the decision was motivated by discrimination and/or harassment which should be filed under the college's Civil Rights.

Withdrawal

Students **MUST** discuss their grade and class status with faculty before withdrawing from a course. Students are required to withdraw from the course themselves through approved college processes.

Graduation Requirements

- A minimum of 120 credit hours with 25% residency credit hours at FRCC
- Complete all courses required for the RN-to-BSN Completion Program
- Achieve a "C" or better in all required courses

Student Leave of Absence

A student may choose to take a leave of absence from the RN-to-BSN Completion Program for a variety of reasons. Provided the student is in good academic standing, they will be allowed to return to the program at the point where they left off within three consecutive semesters of taking their leave. If a

student chooses not to return within three consecutive semesters of taking leave of absence, they will be required to apply for readmission to the program.

Readmission Guidelines

FRCC is committed to helping students who meet the published readmission criteria below and follow the readmission procedure be readmitted on a space-available basis. Space is dependent upon attrition, faculty staffing, and legislative budgetary appropriations. Readmission cannot be guaranteed to every student who applies.

Readmission decisions are made at the discretion of the RN-to-BSN Completion Program Director in consultation with the faculty. Students will be notified of their status by letter and email to the student's CCCS system email address and personal email if provided on their student record prior to the semester in which readmission is requested.

Eligibility for Readmission

1. A student who drops or academically withdraws from the program may be allowed readmission without reapplying if they are:
 - in good academic standing before dropping or withdrawing,
 - the student commits to returning within three consecutive semesters of dropping or academically withdrawing,
 - and there is space available in the courses.

Students who have withdrawn or dropped from the first semester courses for longer than three consecutive semesters or students who have stopped out of the program for longer than three consecutive semesters, must re-apply to the RN-to-BSN Completion Program.

If a student defers initial admission (delays start of nursing classes), and it has been less than three consecutive semesters since the initial application (including the semester the student applied), students must notify the department that they wish to begin coursework and ensure all requirements (see RN-to-BSN admittance email) is up to date.

If the student stops out for less than three consecutive semesters since the last course, they may continue in the program.

2. If a student was dismissed from the program for failure of (earning a D or F) any three nursing courses, they cannot apply for readmission.
3. The RN-to-BSN Completion Program Director or designee reserves the right to deny a request for readmission if the student was dismissed for issues of academic integrity, unsafe client care, inappropriate conduct, and more than one course failure in the RN-to-BSN Completion Program.
4. The student must supply accurate and verified information to support readmission eligibility according to the criteria outlined above.
5. Students dismissed from the program as a result of disciplinary sanctions will be considered ineligible for readmission. (See FRCC Community College Student Handbook, Student Code of Conduct: Responsibilities and Rights: AP 4-30a and CCCS System Presidents Procedures, Student Disciplinary Procedures, SP 4-30.)

Process for Readmission

1. The student must provide a written letter or email of intent to the RN-to-BSN Completion Program Director and must have met the criteria listed above in the Eligibility for Readmission section.
2. The RN-to-BSN Completion Program Director and faculty will consider the following for readmission:
 - a. Good academic standing before dropping or withdrawing
 - b. Met eligibility for readmission criteria and status
 - c. There is space available in the courses
3. The deadline for readmission is one month prior to the start of the requested readmission semester.

Glossary of Registration Terminology

- [W-Withdrawal:](#) The “W” or withdrawal grade is assigned when a student officially withdraws from a course. A grade of withdrawal may only be processed during the first 80% of the course. No academic credit is awarded. The course will count in attempted credits.
- **Dropping a Course:** Each course had a drop deadline associated with it. Students may receive a refund of tuition and fees for any course dropped by the drop deadline or for any course the college cancels.

Section IV: Program Polices

Front Range Community College has adopted the following technical standards for admission, progression, and graduation from the RN-to-BSN Completion Program. In order to enter and progress in the RN-to-BSN Completion Program, students must be able to meet these minimum standards. Any student requesting reasonable accommodations must follow the ADA policy.

General Expectations

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

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

Communication

- Students are required to use professional communication skills.
- Students are required to accept constructive feedback without becoming defensive and disrespectful.
- Students are required to directly discuss any concerns or problems with the appropriate instructor before approaching the Director.
- Students must have a working email at all times. The program uses FRCC student emails for communication. Personal email will not be used. Students should plan to check their student emails frequently throughout the week. FRCC email can be forwarded to personal email.
- Students are required to use professional email etiquette. Professional email etiquette includes never using all capital letters as it is considered a form of “yelling”. Repeated unprofessional emails will be considered a violation of the Code of Conduct.

- Student are responsible for having knowledge of any emails from the instructor – in other words, check email and D2L frequently.
- Social Media – students are reminded to use professional judgment in the information that is posted through social media. Professional conduct is expected at all times. Students are reminded that absolutely no Practicum information is to be posted – this will result in immediate dismissal from the program.
- Students should keep in mind that faculty must abide by FERPA regulations at all times. Therefore, will not discuss student progress/behavior/grades with family members or outside entities.

Late Assignments

- Students are expected to turn in all assignments on time.
- It is the student's responsibility to be sure the instructor received it on time in a format that can be opened by the instructor.
- Due dates are listed on the course schedule. A penalty of 5% of the total points will be assessed for each calendar day. Faculty retain the right to consider emergency, extenuating circumstances. Assignments will not be accepted after one week following the due date unless previous arrangements have been made with the faculty. Assignments will not be accepted after the last day of the course.
- The faculty will post grades within one week of the assignment due date. Rubrics will be provided for assignments.

Standards for Written Work

- The RN-to-BSN Completion Program requires all research papers to follow current APA format. The library website has resources for APA format. Visit [Library Basics for Online Nursing](#) Students for an APA Guide and sample paper.
- **It is the student's responsibility to understand APA format.** If it is not understood, the student is to seek further references available in the library or on the internet.

Practicum Standards:

Communication

The student must be able to communicate effectively with clients, teachers and all members of the health care team. Communication includes nonverbal, speech, hearing, reading, writing, language skills and computer literacy. A student must be able to report to members of the health care team, express appropriate information to clients, and teach, explain, direct and counsel people. Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.

Motor

Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to complete required practicum experiences.

A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out professional nursing observations.

Intellectual, Conceptual, Integrative, and Quantitative Abilities

A student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis, and synthesis. Student must be able to adequately write with proper structure, grammar and clearly express thoughts through the written English language. He/she must be able to synthesize knowledge and integrate the relevant aspects of a community assessment and leadership practicum. The student must be able to use this information to develop improvement plans.

Behavioral and Social Attributes

A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment and promptly complete all responsibilities attendant to the course and practicum requirements. As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the professional nursing standards of care, essentials of baccalaureate education, public trust and student honor codes.

Get Books

To find the required books for your course, first know your course and section number. Online classes will have section numbers in the 500's (e.g. ENG 121 501). Required books for online courses are not always identical to required books for classroom courses. Some courses also require software, lab kits, tools, or other equipment.

You can buy or rent your books in-person from [any campus bookstore](#) or [order them online](#) for later pick-up or delivery.

Video / Live Presentations

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

Live presentations will be conducted through a virtual live classroom. The virtual live classroom allows for sharing of your computer screen and video feed. Participants are required to share their video feed during the presentation session. The schedule for these presentations will be released at the start of the class to allow time for the student to schedule around the allotted times.

Computer Competency and Use

- Students need to be able to use a computer to send and receive email. All nursing courses are formatted for online offering in the college learning management system- D2L.
- The learning management system-D2L needs to be checked a minimum of 3 times each week.
- The student must be able to send attachments in the proper format. Students are advised to save and submit assignments as .doc or .docx file to ensure that the instructor can open the file. It is the student's responsibility to submit assignments in a format that the instructor can open. Submitting in a format that cannot be opened may result in a late assignment or a zero on the assignment.
- Students are required to review all course requirements during the first week, and complete assignments, discussions and activities as required.

Browser Support

Access to computer with webcam capable of providing audio and video, Internet access and must adhere to all [Front Range Community College Internet browser requirements](#).

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact the [24x7 Help Desk](#), who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

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

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser can become officially unsupported after one year. All end of support dates will be clearly communicated in our release notes.

Microsoft® Internet Explorer® is no longer supported for D2L access.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	N/A
Mozilla® Firefox®	Latest ESR - current version (including a 12-week overlap with the previous version)	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 5.0 +	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

Section V: Resources

Online Resources

Online resources to orient to the FRCC platform can be found on:

<https://www.frontrange.edu/programs-and-courses/online-learning/how-online-classes-work>

Reminder: All students who are taking their first online course at FRCC are required to complete the “Introduction to Online Learning.” You will learn strategies for succeeding in online courses at FRCC, including how to use the online learning management system D2L. Look for the “Introduction to Online Learning” under the “My Courses” heading on the home page when you [login to D2L](#) (<https://frcc.desire2learn.com>).

Writing Labs

Online Writing Lab (OWL)

The Online Writing Lab (OWL) is a service available to all FRCC students, providing advice within 24-48 hours. <https://www.frontrange.edu/being-a-student/academic-assistance/online-writing-lab>

Westminster Campus Writing Lab

<https://www.frontrange.edu/being-a-student/academic-assistance/westminster-academic-labs/writing-center-at-westminster-campus>

Larimer Campus Writing Lab

<https://www.frontrange.edu/being-a-student/academic-assistance/larimer-academic-labs>

Boulder County Campus Writing Lab

<https://www.frontrange.edu/being-a-student/academic-assistance/boulder-county-campus-student-success-center/boulder-writing-help>

Dental Clinic

The Front Range Community College Dental Clinic, staffed by licensed dentists and dental assisting students, offers dental services to students on a sliding scale fee. Hours are limited, for more information contact 970-226-8205 or 970-204-8205.

Counseling

Stress Management & Personal Counseling Services at Front Range Community College are committed to help students achieve more balance, learn the tools to more effectively manage their lives, and build lasting relationships that provide love and support. Services are FREE for FRCC students. This resource offers short-term counseling for all Front Range Community College students. The services include:

- Individual counseling
- Group counseling
- Learning disability screening
- Referrals to other community resources
- Mental health screenings
- Visit <https://www.frontrange.edu/being-a-student/advising-and-counseling/crisis-counseling-stress-management> for a list of counseling contacts by campus.

Office of Financial Aid

Financial Aid is available to students who are in approved degree or certificate programs. For more information on types of aid, eligibility requirements and how to apply; please visit <https://www.frontrange.edu/paying-for-college/financial-aid>. You may also contact the Financial Aid Office at 970-204-8376 or askfa@frontrange.edu.

Library

An online library book catalog and specialized nursing databases, including Cumulative Index to Nursing and Allied Health Literature (CINAHL), make it easy to find materials for your research. You will need to obtain a Wolf Card or a library card to check materials out and to use the reserves. The databases and library catalog can also be accessed from anywhere - just enter your S# when prompted. Contact your [campus librarian](#) to receive help with using the Library resources.

A nursing specific library resource guide has been developed, use it for the required quiz week 1 NUR 301 course: [Library Basics for Online Nursing Students](#).

Referral Resources

	Boulder County Campus	Larimer Campus	Westminster Campus
Academic Advising & Career Counseling	303-678-3722 bcadvising@frontrange.edu	970.204.8332 LC.Advising@frontrange.edu	303-404-5000 WCAdvising@frontrange.edu Career.success@frontrange.edu
Academic Success Center	C Building Room C1550 303-678-3900	Mount Antero Building Room 350 970-204-8112	College Hill Library, 2 nd Floor 303-404-5372
Admissions & Outreach	303-678-3722 bccadmissions@frontrange.edu	970-226-2500	303-404-5000 wcadmissions@frontrange.edu
Career Services	Danielle Brooke 303-678-3641 Danielle.brook@frontrange.edu	Amanda Chenkin 970-204-8332 Amanda.chenkin@frontrange.edu	303-404-5000
Disability Support Services	Director Peggy Copeland 303-678-3643 peggy.copeland@frontrange.edu	Director Megan Wolff 970-204-8657 Megan.wolff@frontrange.edu	Director Raymond Carleton 303-404-5302 Raymond.Carleton@frontrange.edu
International Students	Mary James 303-678-3633 international@frontrange.edu	Mary James 303-678-3633 international@frontrange.edu	Mary James 303-678-3633 international@frontrange.edu
Mental Health Counseling	Paul Darby 303-678-3610 Paul.darby@frontrange.edu Ashley Connolly 303-678-3689 Ashley.connolly@frontrange.edu	Patty Pearson 970-204-8210 Patricia.pearson@frontrange.edu Kathleen Strong 970-204-8210 Kathleen.strong@frontrange.edu	John Cayer 303-404-5163 john.cayer@frontrange.edu Becky Lane-Ramsey 303-404-5289 becky.lane-ramsey@frontrange.edu
Student Life & Student Organizations	C Building 970-204-8243	Longs Peak Student Center 970-204-8243	C0560 303-404-5314
Veteran's Services	Randy Rayback 303-678-3654 James.rayback@frontrange.edu	Chuck (Charles) Crew 970-204-8332 Charles.crew@frontrange.edu	Jeramey Reamer 303-404-5249 Jeramey.reamer@frontrange.edu

Section VI: Administrative Policies

Mandated Reporters

Regarding Mandatory Reporting

Our College is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate College officials any allegation of discrimination or harassment, sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a College official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator at 303-678-3707, email: JoAnne.Wilkinson@frontrange.edu.

We encourage students to report matters regarding discrimination, concerning student behavior, concerns about student well-being, sexual misconduct, student grievance and complaints and any other concerns. To report a concern or an incident or for further information, please visit the following link: <https://www.frontrange.edu/being-a-student/campus-safety/report-a-concern-or-incident>

You may also reach out directly to the Title IX/EO Coordinators at 303-678-3707; JoAnne.Wilkinson@frontrange.edu. Another resource to report any criminal acts, medical situations or security concerns and safety hazards is our Department of Campus Security and Preparedness. You are welcome to contact them via phone, email or in person at the Campus Security Office:

Boulder County Campus
303-678-3911
BCC.CampusSecurity@frontrange.edu

Larimer Campus
970-204-8124
LC.CampusSecurity@frontrange.edu

Westminster Campus
303-404-5411
WC.CampusSecurity@frontrange.edu

In the event of an emergency, call 911 first and then contact Campus Security.

If you would like a confidential resource, please visit Community Resources here: <https://www.frontrange.edu/being-a-student/community-resources>



Front Range Community College
RN-to-BSN Completion Program
Guidelines and Procedures

Guidelines & Expectations

I understand while I am enrolled in the Front Range Community College (FRCC) RN-BSN Completion Program, I will be subject to the current RN-to-BSN Completion Program Student Handbook, FRCC Student Handbook, and FRCC Student Code of Conduct. I understand violations will result in disciplinary action.

Disability Support Services

I have been notified of my responsibility to self-identify to the institution as a person with a disability or special need. I will contact The Disability Support Services located in Mount Antero 350, or call 970-204-8112 to self-identify and seek accommodations if desired.

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

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

Audio/Video Recording

I give my permission for audio/video recording during the RN-to-BSN Completion Program. All other students and guest speakers will be notified that the recording is taking place.

Permission for Assignment Use

I give permission for the FRCC RN-to-BSN Completion Program to keep any of my written assignments/projects for use in their Program Portfolio. Names and identifying information will be removed.

Disqualifying Offenses

I understand the Colorado Community College System (CCCS) Disqualifying Offenses for Nursing Programs may be different than Disqualifying Offenses for some health care facilities and/or hospitals.

As a student, I understand I may be assigned to a practicum with stricter disqualifying offenses than those required by the CCCS for admission; and could impact my progress in the Nursing Program.

Confidentiality Agreement

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

reporting, strategic planning, communications, computer systems and management information, collectively, with client identifiable health information.

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

Designated Medical Provision for Work-Related Injuries and Illnesses

All FRCC employees (including Work Study Students, Student Hourly, Off-Site Clinical Students and Practicum Students) must obtain treatment of work-related injuries and illness from one of our designated medical providers ONLY.

Except for life-or-limb threatening emergencies, all work related injuries and illness must be treated by a designated medical provider. Emergencies and/or serious injuries occurring after-hours (when the designated medical provider nearest you is closed) should be treated at the nearest emergency medical facility. Follow-up care MUST be provided by a designated medical provider.

If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

By law, all work related injuries and illness must be reported to the Human Resources Office within four (4) working days of the occurrence. You can reach the HR Representative at your campus by calling:
Larimer Campus: 970-204-8106.

Larimer Campus	Boulder County Campus	Westminster Campus
Concentra Medical Center 620 S. Lemay Ave Fort Collins, CO 80524 970-221-5811	US HealthWorks Medical Group 1860 Industrial Circle Longmont, CO 80501	US HealthWorks Medical Group 290 Nickel Street, #200 Broomfield, CO 80020 303-460-9339
Banner Occupational Health SVCs 1703 E. 18th Street #4 Loveland, CO 80538 970-278-4580	Careplus Medical Center 1551 Professional Lane, #140 Longmont, CO 80501 303-776-2001	CCOM 8510 Bryant Street Westminster, CO 80031 303-650-7973
UC Health Occupational Medicine 2315 E. Harmony Road, Suite 170 Fort Collins, CO 80528 970-495-8450 Or 151 W. Lake Fort Collins, CO 80524 970-237-8250	Longmont Clinic 1925 W. Mountain View Ave Longmont, CO 80501 303-776-1234	Concentra Medical Center 500 E 84th Ave, Ste B-14 Thornton, CO 80229 303-287-4040
Workwell Occupational Medicine 1600 Specht Pt Rd #115 Fort Collins, CO	Workwell Occupational Medicine 205 S. Main St, Unit C Longmont, CO 80501	HealthOne 9195 Grant St, Ste 100 Thornton, CO 80229 303-650-0445

Employee Procedures for Work-Related Injuries

1. I have reported a work-related injury to my supervisor and Human Resources within four (4) working days of the occurrence.
2. I have completed a Worker’s Comp First Report of Injury form and have returned it to Human Resources.
3. Please read all options and then check one of the four boxes below:
 - I have reported a work-related injury and am not requiring immediate attention (medical services can be provided at a later time). I will schedule an appointment with a designated medical provider within 24 hours.
 - I have reported a work-related injury and am requiring immediate attention. I will go to one of the providers listed above and the injury will be treated immediately. (Note: Employee is responsible to transport him/herself or contact 911).
 - I have reported a work-related injury, which required immediate medical attention outside of business hours and went to an emergency room. I will schedule a follow-up with one of the providers listed above the following day. Note: (Employee is responsible to transport him/herself or contact 911).
 - I have reported a work-related injury and was offered medical treatment from my employer but am declining medical attention for this injury.

I have read the above documentation and am fully aware of the company policy regarding work related injuries and illness. In addition I am fully aware that I must notify my supervisor and Human Resources within 4 days when an injury occurs, regardless of how minor the injury may be. I also understand that if I am treated by an unauthorized medical provider, I may be responsible for payment of said treatment.

Broadspire is Front Range Community College’s workers’ compensation carrier and can be contacted at 1.800.321.9515. Should I have any questions about any of the above information I will contact my HR Representative as indicated above.

I have read and fully understand the Guidelines and Procedures in the Front Range Community College (FRCC) RN-to-BSN Completion Program Student Handbook.

I agree to comply with all FRCC RN-to-BSN Completion Program Guidelines and Procedures.

Print Name: _____

Signature: _____

Student ID #: _____

Date: _____