

Integrated Nursing Pathway

Program Policies &

Guidelines

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Integrated Nursing Pathway Program Student Guidebook

Introduction

The Integrated Nursing Pathway (INP) program was initially established in 2010 in collaboration with the University of Colorado, College of Nursing (CU CON) and the Community College of Aurora, as a way to provide access to a Bachelor's of Science degree in Nursing to qualified community college students who might not otherwise have such access. In 2013, the Community College of Denver (CCD) also joined with CU CON in establishing the INP program on this campus.

Since this program is unique in many ways, guidelines and policies have been developed that are also unique and specific to this program. This guidebook is intended to serve as a resource to address any questions or concerns that may arise when searching for information or answers to questions regarding the INP program while at CCD.

Students who are accepted into the INP program are expected to adhere to the policies for the INP program both at CCD and the CU CON, as well as to other applicable general student policies for CCD. Visit [CCD's college catalog](#) for listing of all College policies that pertain to students.

See [CU Denver's Student Handbook](#) for a listing of the nursing professional behaviors and expectations.

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Mission – Values – Goals

INP Mission

The INP program's mission aligns with the overall mission of Community College of Denver (CCD provides our diverse community an opportunity to gain higher education and achieve personal success in a supportive and inclusive environment) and to provide excellent preparation for the pre-nursing student to integrate into the University of Colorado College of Nursing.

INP Values

The INP program values:

- Integrity
- Commitment
- Diversity
- Critical Thinking
- Social Awareness
- Cultural Sensitivity
- Teamwork

INP Goals

INP Program goals prepare students to move into more technical nursing courses at CU CON. Students should be able to:

- Think Critically
- Write Analytically
- Communicate Effectively
- Work Collaboratively
- Be Personally Responsible

[View CCD's Mission, Values and Strategic Plan.](#)

[View the CU College of Nursing's Mission, Vision and Values.](#)

INP Program Structure

Program Design

The Integrated Nursing Pathway program provides outstanding preparation for professional nursing practice. Designed to increase access for community college students to a bachelor's degree in nursing, it emphasizes the value of a diverse student population as a way of achieving excellence in practice.

The program is designed so that students start the cohort-based program at CCD and finish at CU CON. After graduating with their associate's degree (60 credit hours are applied from prerequisite classes and classes within the program), students transition and integrate into the University of Colorado College of Nursing to participate in nursing classes with the college's traditional nursing students.

Collaborative Advising Model

Unique to this program is the collaborative-advising model. Two advisors, one from CCD and one from CU CON, work collaboratively to support students from the start of the program through graduation from CU. Advising consists of, but is not limited to: individual meetings to assess academic or cohort issues, workshops on program specific topics, financial aid information, writing and study skills assistance and transition issues. Students have access to the advisors on either campus, often before and after their Health Professions (HPR) class.

Cohort-Based Learning

Another advantage of the INP program is the concept of cohort-based learning. In this style of learning all students accepted into the program take all courses together.

The cohort-based model of learning is advantageous to students by

- Improving academic performance
- Increasing exposure to diverse ideas and perspectives
- Providing an opportunity to learn from one another
- Creating professional ties that may benefit students after graduation

Within the HPR course, CCD students are socialized to the field of nursing, become familiar with the CU faculty and campus, and are prepared to

transition to CU in the summer semester. After graduation from CCD, students' progress to CU CON with their cohort, having had the benefit of two full semesters of integrated group work and the knowledge and camaraderie that comes from such a learning environment.

Curriculum Plan for INP

The INP Program Coordinator will send out the list of classes to the new INP students upon notification of acceptance to the program. Students must be able to attend the courses as they are listed and have options in place should unexpected events occur. This includes daycare issues, work schedules or any other courses that interfere with the set courses in the program.

INP Program Expectations & Policies

Academic Advising

Students will meet with the CCD INP program coordinator and the advisor from CU, at least once during each semester. These meetings are to assess the progress of the student, discuss any academic or personal concerns that are affecting their progression in the program, and for the advisors and students to become better acquainted. The first meeting will take place within the first two months of the program, and if necessary, another meeting will take place towards the end of the semester. Students will meet with the advisors again during the second semester. Students are always welcome to meet with their advisors at any time during the program, both while at CCD and at CU.

Academic Assistance

Students in the INP program will be able to take advantage of the tutors, workshops, and advising services while at CCD and at CU CON. Tutoring is offered at CCD through the following departments: The Tutoring Center – located in Confluence Building, Suite 401 (offering math tutoring, the Writing Center, ESL and reading and study strategies, and navigating D2L), the Science Resource Office (SRO), room SI-1019 in the Science building. "Brainfuse" Online Tutoring services are also available and access can be

made through D2L. For more information about the Tutoring Center see: CCD.edu/Tutoring.

Academic Integrity

Students are expected to be responsible, ethical and honest in their academic work. Guidelines for academic integrity, as described in the CCD catalog: Catalog.CCD.edu, will be enforced according to these policies, including the consequences of violation of these policies. Students will be responsible for reading the policy on Academic Integrity as well as the Student Code of Conduct at CCD.edu/StudentCode.

Academic Standing

Good academic standing is defined as obtaining a cumulative GPA of 3.0 or higher, based on all course attempts at all college-level classes. Students must maintain this level of GPA before they can transition to CU. Failure to remain in good academic standing may result in dismissal from the INP program.

Academic Success

The following are expectations of students in the INP program:

- A minimum cumulative Grade Point Average (GPA) of 3.0 must be obtained by the end of second semester in program;
- Final grades for any class within the program must be a C or above;
- Ability to use D2L;
- Use of student e-mail to correspond to program faculty and advisors;
- Effective communication skills;
- Proper writing skills and knowledge of or ability to learn APA style for papers; and
- Adherence to the guidelines of the syllabi of all classes.

APA Writing Style

Students are expected to know American Psychological Association (APA) formatting for all HPR class papers. The APA Manual is required for this class and must be followed. Assistance with this style can also be received at the Writing Center (CNF 401).

Attendance Policies

Class attendance requirements for all INP required classes are specific for each instructor (i.e. Microbiology, English Composition 2). The INP Coordinator will be alerted via STEAR (CCD's early alert system) if there are attendance issues in any of the INP courses.

If there is an emergency or illness that prevents attendance at the HPR class, it is the responsibility of the student to notify both HPR instructors. Teammates should be notified if they will miss a group project on the day of absence. This must be done in advance of the class through email and D2L. All non-urgent appointments are expected to be made outside of class time.

Civility

Students in the INP program represent Community College of Denver and are expected to treat instructors and fellow students with consideration and respect, and to be courteous and professional in all learning environments related to the program. Students must abide by program and classroom policies and procedures. Civility also dictates that individuals work together politely, calmly and reasonably to resolve any concerns or disputes using good faith effort. See CCD's Student Code of Conduct and related policies at [CCD.edu/StudentCode](https://ccd.edu/StudentCode).

Any kind of incivility, including, but not limited to, such things as speaking disrespectfully, contesting an instructor's policies or grading in a disrespectful manner, bullying, showing disrespect to an invited speaker, gossiping or sharing inappropriate information about fellow student or staff members on social media or in general, and failing to attempt to resolve concerns about the INP program through the appropriate processes will not be tolerated and could be grounds for dismissal from the program. All students are also expected to comply by this basic code of civility while engaged in program activities at the University of Colorado campus facilities as well.

Clinical Requirements for the University of Colorado College of Nursing

All admitted students must comply with the clinical education requirements established by the University of Colorado College of Nursing. Students must pass a drug screen, have any criminal activity cleared for admission (completed through a background check), submit proof of all necessary immunizations and complete CPR/Basic Life Support for Health Professionals Certification through the American Heart Association. Failure to complete the necessary paperwork and/or comply with established deadlines may result in the withdrawal of a student's admission to the program.

After the start of the INP spring (second) semester at CCD, students will be required to submit several payments in anticipation of transitioning over to CU CON. They are:

- \$200.00 – a non-refundable tuition deposit to reserve the student's place in the traditional nursing program at CU CON. This will be applied towards tuition, fees and/or any other student debt during the first term of attendance at CU CON.
- \$158.00 – a non-refundable fee required of each entering student, payable to Certified Background, which includes a background check, drug screen and processing and verifying immunization records and HIPAA/OSHA training, prior to matriculation to CU CON.

Email Policy

CCD policy states that all communication must be done through your CCD student email account. Any email communication other than your CCD email "@student.cccs.edu" will remain unanswered by CCD faculty, staff or administration. It is your responsibility to check your student email frequently and to address any information that is communicated through that medium.

Evaluation of Speakers

Evaluating the strength and effectiveness of guest speakers is a very important component of the INP HPR class. It is critical that instructors know that the speakers they have chosen are appropriate for the topic and convey information in an understandable manner. Completing an evaluation is required of all students and is a part of the overall grade. Please use these

evaluations to honestly, but respectfully, evaluate each speaker so the program can use this information for future guest speaker choice.

Graduation from CCD

Applications for graduation must be received by February 10th in the year that you are graduating from CCD. Forms must be filled out by the student and submitted to Admissions, Registration and Records by the published deadline (see: ccd.edu/Grad). Students are encouraged to meet with the Program Coordinator to ensure that all requirements for graduation have been met. Failure to apply for graduation may result in graduation being delayed for a full semester. An incomplete grade will result in a denied graduation. Commencement is held once a year at the end of the spring semester. Degrees will be mailed to students approximately eight weeks after grades have been posted for the final semester.

Instructional Issues

The first step in any grade dispute is for the student to discuss their concerns with the faculty member assigned to the course. Hopefully resolution can be achieved at this first step. If the student's concern cannot be resolved, the student needs to follow the CCD procedure on filing a complaint or grievance at: ccd.edu/Conflict.

Any student who is having difficulty in a class unrelated to coursework should discuss the issue with the INP Program Coordinator.

Leave of Absence

Continued registration is a requirement for active status in the INP Program. If a student needs to interrupt his/her progress in the program, not to exceed one calendar year, and she/he is in good academic standing, then a Leave of Absence (LOA) may be requested. To initiate the request, the student must complete the LOA form with the INP Program Coordinator at CCD. INP administrators will determine if the LOA is warranted. Students may not take an LOA for academic reasons.

A student may be granted the LOA for up to one academic year (fall, spring and summer semesters). If a student is granted the LOA, the student will halt the program until she/he can join the next cohort. The student will be expected to notify the Program Coordinator of their intent to return by June

1. Failure to do so warrants dismissal from the program. If a student petitions for the LOA after the designated drop/add period for a semester, then he/she will be subject to full payment of tuition for that semester. If the student is receiving financial aid, then she/he must also provide the Office of Financial Aid notice of the LOA. See the policy regarding the withdrawing of a class at: [CCD.edu/docs/withdrawing-classes-brochure](http://ccd.edu/docs/withdrawing-classes-brochure). Students wishing to take classes during the LOA must first discuss this with the INP Program Coordinator.

Orientation at CCD

There is a mandatory orientation for the INP program. This is typically the week before fall classes begin at CCD. Attendance is required and no exceptions will be made. If a student cannot attend the orientation, they will need to withdraw from the program and reapply the following spring, if desired. Students are expected to make arrangements to have the entire day free for orientation events. Once students are accepted, the orientation agenda and location will be sent. Orientation includes visiting the AMC campus.

Orientation at CU CON

After graduation from CCD and prior to starting classes at CU CON, students will be required to attend a CU CON orientation at the Anschutz campus. Details regarding the orientation will be sent to students during the second semester of the INP program at CCD.

Professional Behavior

It is expected that students in the INP program will dress professionally when performing service learning, giving presentations, or when otherwise representing the program outside in the community. Students will be learning about the professional nursing behaviors that will be expected of them while in the program and these behaviors can be found on the [CU CON website](#) (see approximately page 30 of the handbook.)

Service Learning

During the fall semester HPR class, students will be required to participate in a service learning project. Students are expected to represent CCD and the INP program by conducting themselves in a professional manner during all

of their volunteer experiences. See also the section on Professional Behavior (above).

Withdrawal from Program

If a student intends to withdraw from the program, then he/she must first meet with the CCD INP Program Coordinator and complete the Program Withdrawal Form. It is the responsibility of the student to drop courses, if he/she so chooses. No refund for any paid fees will be given. If a student is interested in returning to the INP program after withdrawing, he or she must reapply and be re-accepted into the program. If a student is accepted, he or she may be required to start the program over and retake some or all of the classes already taken. Students must also refer to CCD's withdrawal from class policy, if applicable (see: www.ccd.edu/docs/withdrawing-classes-brochure).

Working While in INP Program

The demands of the INP program are such that working full-time while meeting the requirements and rigor of the courses would be difficult. The INP program should be considered a full-time job – one which requires flexibility and availability. Much of the HPR course consists of group work, and students need to meet outside of class to work on projects and papers. A student's grade is determined, in part, on how well they perform in their group and their willingness to meet. Having a schedule that allows for this kind of interaction will best suit a student.

While students can and do work while in the program, the best circumstance to do both would be to have a flexible job or one where the student's supervisor is knowledgeable about the rigors of a nursing program. Reducing work hours as a student progresses throughout the program could also be of benefit. In either case, it is expected that a student enrolled in the INP program will prioritize school commitments.

Student Resources

Accessibility Services

Please visit the Accessibility Services at: [CCD.edu/Accessibility](https://ccd.edu/Accessibility).

Financial Aid & Scholarships

Please visit Financial Aid at: [CCD.edu/FinAid](https://ccd.edu/FinAid). INP students are expected to know the full extent of their financial obligation before entering the program. Scholarship information may be found on both the CCD and CU websites.

Tuition costs for the CCD portion of the program can be found at: [CCD.edu/Tuition](https://ccd.edu/Tuition)

Tuition for the CU portion of the program can be found at: www.UCDenver.edu/student-services/resources/CostsAndFinancing/tuition/undergrad/Pages/Nursing.aspx

Safety & Security

CCD strives to keep its students safe both in the classroom and on campus. Please make yourself aware of the safety and security policies in place on both CCD and Anschutz Medical Center campuses. To find out more about these policies, useful links and important contacts, visit: [CCD.edu/Safety](https://ccd.edu/Safety).

For information about safety and security while on the Anschutz Medical Center campus see: www.UCDenver.edu/life/pages/safety.aspx.

Sexual Misconduct, Discrimination & Harassment

In accordance with the policies of CCD, it is expected that INP students will not be subjected to unlawful discrimination and/or sexual misconduct on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation in educational programs or activities.

If you feel you have been subjected to discrimination and/or sexual misconduct based on federal or state civil rights laws, you must report the

complaint to CCD's Title IX Coordinator, Patty Davies, Department of Human Resources, 303.352.3310, Campus Box 240, P.O. Box 173363, Denver, CO 80217.

Visit the CCD website for more information and reporting procedures:
[CCD.edu/Conflict](https://ccd.edu/Conflict).

Student Privacy

To view student privacy rights, please visit: [CCD.edu/FERPA](https://ccd.edu/FERPA).