

# Platt College Catalog

2022 – 2024



3100 South Parker Road  
Aurora, Colorado 80014  
303-369-5151  
303-745-1433 (fax)

Visit us 24/7 on the Web at  
[www.plattcolorado.edu](http://www.plattcolorado.edu)

*Setting the Standard in Nursing Education!*

*Platt College does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body.*

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## President's Welcome

Thank you for your interest in Platt College. Whether you have come to our College website as a student, a prospective student, a graduate or a friend, we welcome you. Platt College has much to offer.

Platt College opened its doors almost 35 years ago. Since then, three generations of students have been given the opportunity to pursue their goals of higher education. In 1986, as is today, our top priority is meeting the needs of today's wonderfully diverse, talented student body.

We are a college dedicated above all else to your success. We recognize that gaining entrance to Platt College is just the beginning. At Platt College we believe that everyone who has a goal and is willing to work hard to achieve that goal should be given the opportunity to succeed through the availability of high quality, accessible education, as noted in our College Mission.

An integral part of our mission is to provide a vibrant environment that enhances student-centered learning opportunities in professional nursing. At the same time, we are thinking for the future: about our hopes for you, our commitment to our alumni and community, and our nursing curriculum and instruction.

Publicly, we acknowledge our role in the community as making sure we create prepared nursing generalists. It is this standard that makes Platt College a strong private institution of higher learning with a rich history. We are continually developing new and creative ways to help you succeed at any stage in your life. At Platt College, our faculty and staff have a continuous commitment to quality education, personal growth, and an endeavor to meet the diverse, professional employment and educational needs of our service area.

Platt College's Catalog provides a wealth of information about College life, student services, and our Bachelor of Science in Nursing program. Treat the Catalog as your academic "guide book" namely, an electronic book that you can always find answers to questions about courses, nursing program requirements, academic standards, financial information and more.

We invite you to peruse the Catalog by clicking on any of the maroon links on the right hand side of the page. The Catalog serves as your guide to student success! At Platt College, we believe student success is all about you-developing and being prepared with evidence-based practice skills, critical thinking skills, and collaborative team building. And it's all about you-valuing nursing education and becoming an effective citizen and life-long learner.

On behalf of the faculty and staff, thank you for choosing Platt College.

Sincerely,

**Dr. Julie Basler**

President of Platt College

## Accreditation & Approvals

*Platt College is located at 5660 Greenwood Plaza Blvd, Greenwood Village, Colorado 80011 (303)-369-5151. Student Rights Related to Accreditation include: (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's accreditation review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Platt College. Platt College is an accredited member of the Accrediting Commission of Career Schools and Colleges (ACCSC).*

ACCSC  
2101 Wilson Blvd., Suite 302  
Arlington, VA 22201  
703-247-4212  
[www.accsc.org](http://www.accsc.org)

### **ACCSC has recognized Platt College as a 2018 School of Excellence.**

The baccalaureate nursing program at Platt College located in Greenwood Village, Colorado is accredited by the:  
Accreditation Commission for Education in Nursing (ACEN). Continuing Accreditation granted August 2017. Next evaluation visit fall 2023.

ACEN 3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

Platt College is authorized by The Colorado Department of Higher Education.

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
303-862-3001  
<http://higher.ed.colorado.gov>

The baccalaureate nursing program at Platt College is approved by the Colorado State Board of Nursing.

Colorado State Board of Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
303-894-2430  
<http://www.dora.state.co.us/NURSING>

## College Calendar

<b>Start Dates/Beginning of Quarter</b>	<b>End of Quarter</b>
September 12, 2022	December 2, 2022
January 9, 2023	March 24, 2023
April 3, 2023	June 16, 2023
June 26, 2023,	September 8, 2023
September 18, 2023	December 8, 2023

All academic programs are offered on a twelve (12) week quarter system.

*This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the college, including severe weather, loss of utility services, or orders by federal or state agencies.*

Classes are scheduled between 7:30 am and 7:00 pm, Monday through Friday. Nursing clinical experiences may be scheduled at anytime Monday through Sunday, depending on the individual clinical availability. Online courses may be accessed 24/7 during the normal academic calendar dates.

## History of Platt College

Platt College located in Greenwood Village, Colorado, is nestled eight miles south of Denver. Greenwood Village is considered part of the Denver metropolitan area. The college is located on Exit 198 off of I-25 and is located (located should be changed to **situated** on the web and here) at the Triad at Orchard Station, with light rail access 500 feet from the campus. With 300 days of sunshine every year over a beautiful array of the Rocky Mountains, award-winning restaurants, art, world-class museums, and a large number of major health care systems, the Platt College area blends urban sophistication with outdoor adventure.

Platt College is often described as a higher education treasure that deeply cares about its students and employees. In fact, we are a nursing College dedicated above all else to student success. Platt College's primary mission is to offer a bachelor's degree in nursing that prepares students for professional nursing practice.

In 1980, the San Diego campus was founded, and enrollment of students began. Six years later, the Denver extension was founded (recommend a new word for founded here and on the web as it is redundant throughout this paragraph. by Jerald B. Sirbu, founding President/CEO. In 1986, the Denver extension became its own separate college, without affiliation to any other Platt Colleges in the United States. In September of 2019, Dr. Julie Basler was named the second President of Platt College.

Platt College offered diploma programs from 1986-1990, began associate of applied science degree programs in 1991, and added baccalaureate degrees in 1997. In 2005, the School of Nursing at Platt College admitted their first class. In 2013, online education was added to the nursing curriculum. Today, the College offers one degree-a Bachelor of Science in Nursing in 3 years.

In 2022, Platt College moved to their new campus in Greenwood Village, Colorado. (need a period here on the website.

- 1879** Platt College originates in Missouri
- 1980** The San Diego campus is founded, with emphasis in Drafting, Floral Design, Travel/Tourism and Production Art (*the Denver school was originally a branch campus of the San Diego school*)
- 1986** The Denver Extension is founded with the intent of emphasizing Business Technology in addition to Floral Design and Production Art
- 1987** Graphic Design is added
- 1989** Computer Graphics is added
- 1990** The American Education Development Corporation purchases the College
- 1991** Associate of Applied Science Degree programs are added
- 1992** Electronic Prepress Technology is introduced, followed by an Associate of Occupational Studies Degree in Advanced Computer Graphic Design
- 1996** Advanced programs are introduced emphasizing Interactive Multimedia Graphics and Webpage Design
- 1997** Bachelor of Arts Degree Programs with specialization in the Graphic Arts and Advertising are

- added
- 2000** Information Technology Networking and Website Design are added
- 2005** The Bachelor of Science in Nursing (BSN) Program is developed
- 2010** Media Arts is added with an emphasis in web technologies, advanced web design, and web programming
- 2012** Graphic Design is eliminated
- 2013** Online (blended) education is added at Platt College
- 2022** Platt College relocates their campus from Aurora to Greenwood Village, Colorado

**Legal Description**

The college is owned by the American Education Development Corporation doing business as Platt College and incorporated under the laws of the State of Colorado. American Education Development Corporation assumes full responsibility for the educational agreements between the College and the students.

**Certification**

*Certified as true and correct in context and policy.  
Dr. Julie Basler, President August 29, 2022.*



*2022-2024 Catalog: Volume 15  
Effective August 9, 2022.*

**Section 103 Veterans Compliance**

Here is what is on the web for Veterans: Platt College specifically has the following policies that are applicable for veteran students.

- [Policy 03:13:00](#) *Veterans Pending Payment Compliance*
- [Policy 03:30:00](#) *Yellow Ribbon Program*
- [Policy 03:32:00](#) *Adherence of DoD MOU Requirements*

The following documents are required to be disclosed for veteran students and applicants:

- FY19-Section 103 Compliance Form:**
- Platt College's Teacher to Student Ratio:** 1 to 25 for didactic and online courses, 1 to 15 for nursing labs, 1 to 25 for science labs
- Retention of Records:** is listed in [Policy](#)

[07:03:00](#) *Retention of College Records.* VA students' records must be kept for 3 years following the ending date of the last period certified to VA. Records need to be kept longer than 3 years only if a written request to keep records longer is received from the Department of Veterans Affairs or the General Accounting Office 30 or more days before the end of the 3-year period. This requirement is in the Code of Federal Regulations (38 CFR 21.4209 (f)).

**Transfer Credit:** [Policy 02:14:00](#) *Transfer Credit:* Platt College maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

The evaluation of previous postsecondary education and training is mandatory and

required for VA beneficiaries. For students utilizing Veterans benefits who are approved for transfer credit as a result of this evaluation, the institution will grant appropriate credit, reduce the program length proportionately, notify the student and Veterans Affairs in writing of this decision, and adjust invoicing of the VA accordingly.

Policy 03:13:00 *Veterans Pending Payment Compliance* demonstrates in accordance with Title 38 Us Code 3679 subsection (e), how Platt College adheres to pending payment for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (G.I. Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill> (Ch. 33) or Vocational Rehabilitation & Employment (ch. 31) benefits while payment to the College is pending from the VA. For more information, visit: <https://www.plattcolorado.edu/policy-031300-veterans-pending-payment-compliance>

VA students' records must be kept for 3 years following the end of each enrollment period. Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs or the General Accountability Office no later than 30 days before the end of the 3-year period. This requirement is in the Code of Federal Regulations (38 CFR 21.4209(f))

The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans

Affairs so notified.

[Policy 07:03:00 Retention of College Records \(https://www.plattcolorado.edu/policy-070300-retention-of-college-records\)](https://www.plattcolorado.edu/policy-070300-retention-of-college-records) outlines Platt College's policy and procedures for the retention and disposal of College Records and to outline the roles and responsibilities associated with this process. This policy and procedure provides for the systematic review, retention, and destruction of documents received or created in the transaction of Platt College business. The policy is designed to ensure compliance with federal and state laws and regulations, along with accreditation requirements, to eliminate accidental or innocent document destruction of records and to facilitate College operations by promoting efficiency and reducing unnecessary storage of documents. This policy is applicable to all College employees who create, maintain, and/or dispose of College records.

For more information regarding veterans' compliance, please contact Director of Financial Aid, Michael Vigil.

## General Information

### Vision

Platt College is dedicated to academic excellence, personal and professional ethics, integrity, and growth in an environment of mutual respect and diversity that meets the needs of a changing global environment.

### Statement of Mission

Platt College prepares students for professional nursing practice.

### Core Values

At Platt College, we place high value on:

### Diversity



- Platt College embraces diversity in cultural backgrounds, personal characteristics and recognizes the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff.

### **Excellence in the Learning Process**

- Platt College values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in establishing high academic instruction.

### **Ethics and Integrity**

- Platt College fosters a strong work ethic and places fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the College.

### **Personal Development**

Platt College is committed to intellectual and personal growth of students, faculty, and staff.

### **Community**

Platt College is committed to being a caring campus community of students, faculty, and staff to work collaboratively to foster leadership and development.

### **Limitations and Reservations**

Platt College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students. These changes will govern current and formerly enrolled students and will become effective whenever

determined by the College. Enrollment of all students is subject to these conditions.

The course offerings and requirements of the College are continually under examination and revision. This catalog presents course offerings and requirements in effect at the time of publication but does not guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the College.

Platt College provides the opportunity for students to earn a Bachelor of Science in Nursing from faculty who meet the academic and professional preparation criteria required by the Accrediting Commission of Career Schools and Colleges, the Accreditation Commission for Education in Nursing, and the Colorado Board of Nursing. The College does not warrant that any student who completes the nursing program will be able to successfully sit for, pass, or complete the NCLEX for licensure. While the program prepares students for a bachelor of science in nursing, the student has the responsibility of successfully passing the NCLEX in order to receive licensure.

In order to be current in nursing science, Platt College maintains the right to revise, at any time, and without prior notice, the programs of study, courses, hours, academic calendars, policies, faculty, regulations, or tuition and fees as circumstances may require. In no case will the tuition and fees be greater than the contract amount for the academic year.

Students will be notified in an addendum as changes, additions, or deletions occur to the current catalog, college policies, and curricula. Current information about offerings and requirements are available in the Admissions Office.

### **Diversity Mission Statement**

Our purpose at Platt College is to foster and promote an inclusive environment. We are committed to recruiting and retaining outstanding faculty, staff and students from varied backgrounds. We are committed to encouraging faculty, staff and students to cultivate an environment of diversity and inclusion, which are essential for strengthening our core values, our holistic awareness and our success in embracing everyone.

This section is not listed on the catalog website Platt College complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons, and the institution shall promote equal opportunity and treatment through a positive and continuing Affirmative Action Program.

*Platt College does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services in educational and employment opportunities, and is committed to the education of a non-racially identifiable student body.*

This section is not listed on the catalog website The Title IX Coordinator is responsible for assuring compliance with Platt College’s Policies 03:22:00 *Non Discrimination Policy for Students* and 05:16:00 *Non Discrimination Policy for Employees*.

## ADA Accommodations

This section is not listed on the catalog website Platt College recognizes and supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which are designed to prevent discrimination against qualified individuals with disabilities. In compliance with the American with Disabilities Act, students are encouraged to contact the designated Platt College ADA Coordinator located in the Academic Support and Career Services Department at the beginning of their program for possible assistance with accommodations. Individuals are responsible for voluntarily and confidentially disclosing a disability and providing appropriate documentation regarding the nature and extent of a disability and the individual’s functional limitations. Documentation need only discuss a disability or limitation that pertains to the reasonable modification(s) being requested. Platt College cannot make reasonable modifications that are unduly burdensome or that fundamentally alter the nature of the College’s programs. Medical documentation of disabilities and requested reasonable modifications must be presented in writing according to Policy 03:05:00 ADA.

This section is not listed on the catalog website Platt College is committed to equal access and participation for all persons, including those with disabilities, in employment, academics and other programs sponsored by Platt College. The Academic Support and Career Services Coordinator currently serves as the designated Platt College ADA Coordinator, and assists the College community to create and maintain a welcoming, accessible environment for perspective students, students and employees with disabilities.

*\*Accommodations that are deemed to be “unduly burdensome” are usually decided by policy, curriculum, or finances. However, Platt*

*College will work towards reasonably accommodating each individual.*

## Facilities

Platt College unveiled a new campus site in September 2022. The site offers students individual and group study rooms, a student retreat area allowing students an open concept location to relax, (the web version needs to change the comma at the end to a period. Classrooms are equipped with media equipment, presentation equipment, and overhead projectors. Video recording equipment is available upon request. Labs (simulation and science) include patient-centered care equipment, high and low fidelity mannequins, human simulators, health assessment technology, a simulation learning system (SLS), and science laboratory equipment. An eyewash station and first aid kits are located in the science lab.

This section is not listed on the catalog website. A student lounge is provided for use as a study center and a place for dining between classes. A refrigerator, two microwaves, and vending machines for snacks and drinks are available. Additional student services are located on the first floor of the building which includes a student study area and multi-purpose conference room and testing area.

The facility, located on the first and second floors, has elevator service and is fully accessible to the disabled. Ample complimentary parking is provided.

Individual class sizes fall within a range of 1 to 40 students, depending on the nature of the class and the subject being offered. Supervised laboratories operate with an approximate ratio of one instructor per 12 students. The

maximum number of students in a classroom or laboratory setting of instruction is 40.

### Knowledge Resource Library

#### Mission Statement, Resources and Services

The Knowledge Resource Library staff provides outstanding resources and professional technical skills to users, collaborates with faculty and students in individual and group settings, and assists with the instruction of evidence based practice and information literacy skills. The Knowledge Resource Library is staffed with one full time professional with a master's degree in library and information science and one part time library assistant. Adjacent to the library is the testing center that offers space for nine testers at one time

#### Library Resources

The library resources consist of print and online. The online databases enable users to access electronic resources 24 hours a day, 7 days a week. The databases are resources for the academic (liberal arts) and nursing faculty, students, staff, and administration. They cover a multitude of subjects which include nursing, business, online dictionaries & encyclopedias, drugs, general & interdisciplinary, humanities, psychology, science & technology, social sciences, and book reviews. The print books in the library use the Library of Congress classification system and consist of general education, nursing and medical. Books are available for check out which includes study books and a reference section for use in the library.

The database providers are well recognized in the library community and include EBSCO, Proquest and Gale library databases, Medcom Videos, Culturevision (culturally competent patient care resources), academic ebooks and the Micromedex drug database.

### Inter Library Loan

Books and journal articles can be borrowed from other Colorado libraries. Journal articles are loaned and borrowed from other medical libraries.

### Library/Database Training

Classroom training is conducted by the information specialist, and individual/reference assistance is available during library hours via phone, email and in person.

### Reference/Citation Support

The library provides support of American Psychological Association citation style. The latest edition is available in print in the library.

## Admissions Requirements

The Admissions Process at Platt College is simple and can be completed in 5 steps. We are here to guide you along every step of the way.

### Step 1

Attend a mandatory Information Session by scheduling a campus visit.

### Step 2

Complete online application and pay a non-refundable \$75.00 application charge online before taking a scheduled entrance test or submitting official SAT or ACT scores.

### Step 3

At Platt, we accepted scores from one of the three entrance test: ACT, SAT, or TEAS.

#### ACT/SAT Guidelines:

- Must be completed within 3 years of desired start date
- Scores must be sent directly to Platt College
  - ACT Code is 7037
  - SAT Code is 3012

#### TEAS test Guidelines:

- Must be completed within the last 18 months
- Is scheduled directly with ATI
  - [STEP 1 – Check Technical Requirements](#)
  - [STEP 2 – Install the Proctorio Chrome Extension](#)
  - [STEP 3 – Perform the Pre-test Checklist](#)
  - [STEP 4 – Log in to your ATI Student Account](#)
  - [STEP 5 – Perform your System Diagnostic Tests](#)
  - [STEP 6 – Take the ATI TEAS Assessment](#)
- Can be taken up 3 times a year
- There is a fee of \$115 for each attempt made payable directly to ATI

To learn more about the TEAS test and how it is scored, click the link below for more information. There is no link to click either here or on the web version.

SAT: The Platt College SAT Code is 3012.

ACT: The Platt College ACT Code is 7037.

**This section is not listed on the catalog website. If an applicant is a Non-Native English Speaker and has not graduated from an accredited US High School and/or received a GED the following admission requirements must also be met:**

- Submit English Proficiency Exam for Non-Native English Speakers who are U.S. citizens or nationals or a U.S. permanent resident or eligible noncitizen.
- A student must be one of the following to be eligible for admission: U.S. citizen or national or U.S. permanent resident or eligible noncitizen. A person is a United States citizen by birth or by naturalization. Persons (except for the children of foreign diplomatic staff) born in the 50 states, the District of Columbia, and in most cases, Puerto Rico, the U.S. Virgin Islands, Guam, and the Northern Mariana Islands are U.S. Citizens, as are most persons born abroad to parents (or a parent) who are citizens. All U.S. Citizens are considered to be U.S. nationals, but not all nationals are citizens. Persons whose only connection to the United States is through birth on American Samoa, Swain's Island, or the United States Minor Outlying Islands are not U.S. Citizens but are nationals and therefore may be eligible for admission.
- English Proficiency: If English is not an applicant's native/first language (including, but not limited to, Non-Native English speaker; English as a Second Language (ESL)) and the applicant has not graduated from an accredited US High School and/or

received a GED, the applicant is required to submit official Test of English as a Foreign Language (TOEFL) scores and meet Platt College's minimum requirement prior to taking the TEAS test. Platt College does not have English as a Second Language (ESL) programs available. Any fees related to this requirement are to be paid by the applicant.

*(To be deemed official, TOEFL test scores are to be submitted to Platt College directly from the testing agency and the official scores expire after two years from the test date.)*

**Platt College's TOEFL code is 8791.**

Acceptable English Proficiency Scores/TOEFL (minimum score):

- 80 internet-based (iBT)
- 550 paper-based (PBT)
- 213 computer-based

#### **Step 4**

Applicants are given approximately 45 minutes to complete the remote essay prompt. This step is to be completed on the same day as the ATI TEAS; however, it may be scheduled separately if ATI TEAS, ACT, or SAT scores have been officially submitted. **Step 5**

All potential applicants must also submit the following additional application items:

Official high school transcript from an accredited high school, official GED, and/or Home Study certificate or transcript.

*\*Potential applicants from foreign, non-English speaking countries must provide a*

*translated and certified document that is the equivalent of a U.S. high school diploma in order to satisfy this step (Please Eligible Non-US Citizen Application Process).\**

If you currently hold on the following healthcare certification, please submit an unofficial documentation to [admissions@plattcolorado.edu](mailto:admissions@plattcolorado.edu).

International high school transcripts must be evaluated and reviewed for eligibility as part of the admission process. The evaluation is not a guarantee of admission. Applicants must have high school transcripts evaluated and certified by [The National Association of Credential Evaluation Services](#) (NACES) member organization, which will assess for a fee. The certifying organization's report must be sent directly to Platt College at 5660 Greenwood Plaza Blvd. Greenwood Village, CO 80111 or [emailed](#) directly to the College. For applicants who are unable or unwilling to provide this translated and certified documentation, only an official copy of a GED will be used to satisfy the requirement for an official high school transcript. Any fees related to this requirement are to be paid by the applicant.

\*Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by your home state, and be beyond the age of compulsory attendance in that state

- This section is not listed on the web version. Applicants who are unable to

meet the requirement of having graduated from an accredited high school within the United States must provide a GED to satisfy this step. Potential applicants from foreign, non-English speaking countries must provide a translated and certified document that is the equivalent of a U.S. high school diploma in order to satisfy this step (*Please see Step 3*).

- Submit official transcripts from all other colleges and universities attended, if applicable\*\*.

This section is not listed on the web version. International high school transcripts must be evaluated and reviewed for eligibility as part of the admission process. The evaluation is not a guarantee of admission. Applicants must have high school transcripts evaluated and certified by The National Association of Credential Evaluation Services (NACES) member organization, which will assess for a fee. The certifying organization's report must be sent directly to Platt College at 3100 S. Parker Road, Suite 200, Aurora, CO 80014 or emailed directly to the College. For applicants who are unable or unwilling to provide this translated and certified documentation, only an official copy of a GED will be used to satisfy the requirement for an official high school transcript. Any fees related to this requirement are to be paid by the applicant.

\*\*According to Policy 02:14:00 *Transfer Credit*, students must be accepted into the BSN program at Platt College before transfer credit is evaluated. Official transcripts are evaluated and transfer credit is reviewed by the Registrar. Unofficial transcripts may be used for advising and course selection but are not acceptable for transfer of credit. As the Registrar reviews the official transcript, the student may be asked to



provide the course description(s) from the catalog under which he/she was enrolled.

After the student has completed all college and program admission requirements, the student's application file will be reviewed by the Admissions Committee for the Bachelor of Science in Nursing program. Acceptance is not automatic and continuation after admission is not guaranteed. Acceptance into the BSN program is contingent upon the completion and approval of a complete 7 year criminal background check (Please use *Policy 03:06:00 Background Checks for Students* for reference). Student progress is continually evaluated.



Start Date	Notified of Acceptance	Deadline to schedule Financial Planning and Enrollment Agreement meeting	*Deadline for Signed Financial Aid Documents and New Student Orientation online course completion	Deadline to make first payment, if using a payment plan
January 9, 2023				
April 3, 2023				
June 26, 2023				
September 18, 2023				
<b>All deadlines are in reference to 5:00PM Mountain Standard Time.</b>				
<b><i>*Attending Financial Planning meeting, Signing the Enrollment Agreement, Signing Retail Installment Agreement, if using a payment plan</i></b>				



This section is not listed on the website version. The applicant must contact Platt College after receiving notification of acceptance regarding his/her intent to attend the program. Any applicant, who fails to contact Platt College by the deadline, forfeits his/her acceptance to the program and an applicant on the alternate list will be immediately contacted.

It is extremely important that Platt College has accurate mailing, phone contact and email information for this process to be conducted accurately and timely.

The web version is simplified to these listed below. Here's what's on the web version:

#### Step 1: Review and Sign Enrollment Documents

Accepted applicants sign the following documents during their enrollment process:

- Catalog Attestation
- Authorization to Send Electronic Messages
- Distance Education Self-Evaluation
- Platt College Photo and Video Agreement

The Accepted Applicant will sign the Student Consent to Use of Electronic Signatures Form, the Pass to Progress Acknowledgement, the Clinical Compliance Attestation, and Attestation for Verification of Identity form. The Accepted Applicant will sign the Catalog Attestation and Authorization to Send Electronic Messages Form. The Accepted Applicant will complete and sign the Distance Education Self-Evaluation prior to his/her enrollment appointment.\*

*\*If applicant is unable to reach the threshold on the Distance Education Self-Evaluation form, the Coordinator of IT Services will provide the appropriate follow-up to ensure that the applicant has the skills, competencies, and*

*access to technology necessary to succeed in a distance education environment prior to enrollment in to the program.*

#### Step 2: Schedule and Attend a Financial Planning Meeting

An accepted applicant schedules an appointment with a Financial Aid representative by the required deadline (see below). Financial Aid representatives review the applicant's financial package as well as the Enrollment Agreement. An applicant reviews and signs the Enrollment Agreement and initials the items listed on the Enrollment Agreement Checklist. An applicant has three business days to notify an Admissions representative via email of cancellation.

The Accepted Applicant will schedule an appointment with a Financial Aid personnel by the required deadline (see above). Financial Aid personnel will review the applicant's financial package as well as the Enrollment Agreement. The Accepted Applicant will sign the Enrollment Agreement and initial the items listed on the Enrollment Agreement Checklist. The Accepted Applicant has three business days to notify Admissions personnel via email of cancellation. An Accepted Applicant that is cancelling will sign the Student Cancellation form sent from Admissions.

#### Step 3: Background Check, Vaccinations, Drug Screen

Applicants are required to submit their most current background check, vaccinations, including COVID-19 vaccinations, flu shot, a BLS/CPR for Healthcare Provider card, a 10-panel drug screen, and the *Platt College Performance Standards* to a cloud-based document management system which will provide compliance notifications and immunization tracking. Uploading and keeping

documents current in the management system is required for participation in clinical education and individual healthcare systems. Various healthcare systems may impose additional health, immunization, and performance standards which students may be required to upload additional documents prior to participation. Please reference [Policy 03:06:00 Background Checks for Students](#) and [Policy 02:21:00 Records Requirements for Clinical Placement](#) for further information on requirements.

Students are required to submit the most current background check, vaccinations, including flu shot, a BLS/CPR for Healthcare Provider card, a 10-panel drug screen, and the Platt College Performance Standards to a cloud-based document management system which will provide compliance notifications and immunization tracking. This is required for participation in clinical education and individual healthcare systems may impose additional health, immunization, and performance standards which may result in the requirement to provide additional student documents. Please reference Policy 03:06:00 Background Checks for Students and Policy 02:21:00 Records Requirements for Clinical Placement for further information on requirements.

#### Step 4: New Student Orientation

(should add Accepted here) Applicants are required to complete an online *New Student Orientation* course through Canvas by the deadline (see above) and prior to attending on-campus Orientation. An applicant who fails to complete the New Student Orientation course by the deadline, forfeits his/her acceptance to the program. Accepted Applicants will receive the on-campus New Student Orientation schedule from the Admissions Department and class schedule when it is finalized.

## Transfer and External Credit

Transfer credit may be granted for courses completed at accredited institutions of higher education approved by the US Department of Education\* and using the American Council on Education (ACE) Military Transcript Transfer Guide. For more information see [Policy 02:14:00 Transfer Credit](#). *Consider revising this sentence as it is confusing in structure. \*(The institutions that transfer credit is accepted from must hold accreditation from an accrediting body that is recognized by the US Department of Education). The college does not accept credit from other agencies in which we are not an official partner college.*

### A. Transfer Credit-All Students

Decisions concerning transfer credit are based on (1) equivalence of course content and credit hours and level of instruction to that provided by Platt College and (2) appropriateness and applicability of credit to the student's program at Platt College. Students must be accepted into the BSN program at Platt College before transfer credit is evaluated. Official transcripts are evaluated and transfer credit is reviewed by the Registrar. Unofficial transcripts may be used for advising and course selection but are not acceptable for transfer of credit. As the Registrar reviews the official transcript, the student may be asked to provide the course description(s) and/or class syllabus from the catalog under which he/she was enrolled.

This section is not on the web version All transfer credit must be submitted for review during the first two quarters of the program. Courses that are not offered as part of the program requirement will not be accepted as transfer credit. Transfer credit submitted after a student's completion of the first two quarters will not be reviewed nor will transfer credit be

awarded. The student will be contacted in regards to the outcome of the transcript evaluation. There is a \$50.00 transfer credit review submission fee and a \$75.00 transcription fee per credit hour awarded.

The maximum transfer credit awarded cannot exceed 50% of the quarter credit hours of the total program requirement. The Dean of Nursing and Faculty Chair over General Education have the final decision on issuance of all transfer credit. This section is not listed on the web version. Quarter hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. The College policy for the granting of credit for previous training shall not impact the refund policy.

### **Foundational Liberal Arts Courses (General Education)**

Only general education course grades of “C” or higher that are ten (10) years or less from the date of completion will be accepted for transfer credit from an accredited institution approved by the US Department of Education.

### **Foundational Science Courses (Cognates)**

Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with more diverse perspectives in interdisciplinary fields. Cognate classes at Platt College include:

- BIOL 112, BIOL 206, BIOL 223, BIOL 224, BIOL 300, CHEM 121

Only cognate course grades of “C” or higher that are ten (10) years or less from the date of completion will be accepted for transfer credit from an accredited institution approved by the US Department of Education.

This section is not listed on the web version. Per Policy 02:14:00 *Transfer Credit*, individuals receiving transfer credit for BIOL 112 Nutrition in Health and Illness must successfully pass the corresponding ATI assessment with a level 2 or higher during quarter three in the standard course sequencing guide. Students who successfully pass the ATI assessment will have credit for BIOL 112 Nutrition in Health and Illness held in their academic file and applied to their transcripts when the course is offered.

This section is not listed on the web version. As with Policy 02:15:00 *Pass to Progress*, individuals taking ATI assessments to secure transfer credit for BIOL 112 Nutrition in Health and Illness will have two attempts to meet program benchmarks. If the student fails to meet the program benchmark on the second attempt, the student will be required to enroll in for BIOL 112 Nutrition in Health and Illness at Platt College. Students who successfully pass the ATI assessment will have credit for BIOL 112 Nutrition in Health and Illness held in their academic file and applied to their transcripts when the course is offered.

### **Nursing Courses**

Only nursing course grades of “B” or higher that are five (5) years or less from the date of completion will be accepted for transfer credit from an accredited institution approved by the US Department of Education.

This section is not listed on the web version. Individuals receiving transfer credit for nursing (NSG) courses must successfully pass the corresponding ATI assessment(s) if applicable (see Policy 02:15:00 *Pass to Progress*). When applicable, the corresponding ATI must be taken prior to the quarter that course is offered in the standard course sequencing guide. ATI assessments are only available to enrolled students and will not be given during the nursing application process. The Registrar will notify the student regarding the ATI

assessments that the student will be required to take based on his/her transfer credit evaluation. The Administrative Assistant for the School of Nursing will work with individuals to secure ATI IDs and passwords and determine the dates and times for the proctored assessments. Individuals taking ATI assessments to secure transfer credit for nursing (NSG) courses will have two attempts to meet program benchmarks. If the student fails to meet the program benchmark on the second attempt, the student will be required to enroll in the respective nursing course(s) at Platt College. Students who successfully pass the ATI assessment will have credit for the corresponding course(s) held in their academic file and applied to their transcripts when the course is offered.

This section is not listed on the web version. Platt College uses quarter hours; however it is possible to convert quarter hours into semester hours. Multiply the quarter hour by .66 to equal the semester credit hour (ex: 4.5 quarter hours x .66 = 3 semester credit hours).

**This section is not listed on the web version.**  
**Pass/Fail Grades vs. Binary Grades During COVID-19**

Pass/Fail grades are not accepted for nursing course(s) transfer credits. Binary grades must meet the nursing courses transfer credit policy. Platt College will award transfer credit for a "pass" grade only for general education courses that meet policy guidelines (regarding time matriculation that grades may be accepted) as a result of COVID-19 grading changes at colleges and universities. Due to requirements for students who may seek a graduate degree after earning their BSN at Platt College, students are encouraged to make sure that their graduate school choice accepts pass/fail for general education courses instead of binary grades.

This section is not listed on the web version. B. General Transfer Pathways from Colorado Colleges and Universities

To help eliminate the guesswork of transferring general education course credits, Colorado has developed the statewide guaranteed transfer (gt) program (gtPATHWAYS Planning Guide) and the statewide transfer policy. Further information may be found at:  
<http://higher.ed.colorado.gov/academics/transfers/gtpathways/>

gtPATHWAYS applies to accredited Colorado public institutions of higher education, and there are more than 500 lower-division general education courses in 20 subject areas approved for guaranteed transfer. These courses will automatically transfer and continue to count toward meeting general education core or graduation requirements for any liberal arts or science associate or bachelor's degree program provided a student does not exceed the 50% maximum and receives a course grade of "C" or higher within the past ten years, that the course is equivalent to the curriculum at Platt, and the course has the equivalent number of credit hours.

This section is not listed on the web version. C. Transferability of Credit to Other Institutions

Because each degree program of study at a particular college or university has specific course requirements, transferring from one institution to another is difficult. Each and every individual college or university has its own transfer credit policy. Ultimately, it is the student's responsibility to ensure he or she is taking courses that will transfer. Platt College encourages students to become well informed about transferability of credit. Platt College

cannot guarantee transferability of credits to other institutions.

## External Credit Policy

### External Credit by Examination

CLEP: [www.collegeboard.com](http://www.collegeboard.com). Credit is awarded for acceptable scores received on subject examinations only. All fees associated with CLEP testing are the responsibility of the student.

### External Credit for Military Service/Schools

Credit may be awarded for attendance at military schools and job classifications based upon recommendations from the American Council on Education (ACE) Military Transcript Transfer Guide. Military service credit is awarded provided that proper documentation supporting service-related educational experiences is presented to the Registrar before the end of the second quarter from the start of the program. Students who receive military benefits must submit a Joint Services Transcript (JST) in addition to transcripts from any college(s) and/or universities.

his is what is listed on the web version:

This section is not listed on the web version: External credit can only be accepted from students in the BSN program.

I. Possible sources of external credit include (1) credit by examination, (2) military service/armed services schools, and (3) high school Tech Prep programs.

To receive external credit, the following conditions must be met:

- Applicants must not have attempted nor received college credit in similar titled courses for which credit is requested.
- Credit is awarded only in areas offered within the current curriculum of the College and related to the student's educational program.
- Credit is awarded only for those learning experiences in which it can be documented that the outcomes for specific courses in an approved degree program have been met.
- All external credit must be submitted for review during the first two quarters of the program. External credit submitted after a student's completion of the first two quarters will not be reviewed nor will external credit be awarded.
- All external credit must be at the college level.

Quarter hours of credit toward graduation are awarded on the basis of these conditions, but grades or quality points are not awarded. Transfer of external credit from Platt College to other institutions is at the discretion of the receiving institution.

### II. External Credit by Examination

This section is not listed on the web version: Students may earn college credit for College-Level Examination Program Subject Examinations (CLEP) taken after their admissions date to Platt College. Students may earn college credit by examination for acceptable (national benchmark) scores on the CLEP Examinations. CLEP tests taken must be in

a subject equivalent to the required curriculum at Platt. Official documentation must be received directly from the testing agency. Requests for credit by examination are submitted to the Registrar. Documentation of test scores must be received within the first two quarters of enrollment at Platt College. The test results are evaluated by the Registrar and, if credit is earned, recorded on the student's record. The Platt College of Aurora, Colorado CLEP code is 4460.

This section is not listed on the web version: CLEP: Applications and information on the CLEP are available by writing the College Level Examination Program, Box 6600, Princeton, New Jersey 08541-6600, by calling (609)-771-7865, or by accessing [www.collegeboard.com](http://www.collegeboard.com). Credit is awarded for acceptable scores received on subject examinations only. All fees associated with CLEP testing are the responsibility of the student.

### III. External Credit for Military Service/Schools

Credit may be awarded for attendance at military schools and job classifications based upon recommendations from the American Council on Education (ACE) Military Transcript Transfer Guide. Military service credit is awarded provided that proper documentation supporting service-related educational experiences is presented to the Registrar before the end of the second quarter from the start of the program. Students who receive military benefits must submit a DD 214 and a Joint Services Transcript (JST) in addition to transcripts from any college(s) and/or universities.

This section is not listed on the web version: IV. External Credit for Tech Prep Programs

A student, who has completed a secondary course of study and has received a high school diploma or general education diploma (GED), has enrolled in a college or university within two years of graduation, and who demonstrates attainment of equivalent learning outcomes for specific courses will receive credit for those courses.

This section is not listed on the web version: Students wishing to participate in receiving external credit must:

- Meet specific performance requirements.
- Enroll at Platt College within two (2) years of the date of graduation from high school or from the date of completing the general education diploma (GED).
- Provide proper documentation of courses.
- Make sure program and/or credits received are at the college level.

## Statement of Satisfactory Academic Progress

Satisfactory academic progress (SAP) is defined as progression through the academic program within a prescribed time frame while maintaining a sufficient grade point average to demonstrate growth in knowledge and skills. Lack of satisfactory progress may jeopardize the student's ability to complete their program of study. Platt College expects students to progress through the program based on satisfactory academic progression standards. The School of Nursing at Platt College individually determines the criteria requirement for SAP. All students will be considered to be in



a state of satisfactory progress at the time of initial enrollment.

Federal regulations require that a student receiving financial assistance from a state or federal aid program must make SAP as determined by the institution from which such aid is received. Platt College's standards for determining SAP are the same for all students enrolled in the same educational program, regardless of financial aid reciprocity. Platt College students, regardless if they are receiving financial assistance, will have their satisfactory progress measured by their cumulative grade point average and credit hours offered. Consistent application of standards exists to all students regardless of category (i.e., full time, part time, receiving financial aid, not receiving financial aid) and educational program.

## Step-by-Step Discipline (Warning/Probation/ Temporary Suspension/ Termination)

- **Step One:** The student is placed on academic warning the subsequent quarter after a student fails to meet satisfactory academic progress; time period is one quarter.
- **Step Two:** The student is placed on academic probation the subsequent quarter after a student fails to meet satisfactory academic progress and is already on academic warning for one quarter; time period is one quarter. Financial aid is not available for students during academic probation, unless a financial aid appeal has been granted and the student is eligible to

receive financial aid. For more information regarding financial aid appeals, see Policy 03:23:00 *Appeal for SAP for Loss of Financial Aid Eligibility*.

- **Step Three:** The student is placed on temporary suspension the subsequent quarter after a student fails to meet satisfactory academic progress and is already placed on academic warning for one quarter and academic probation for one quarter; time period is one quarter. After the student has been temporarily suspended for one quarter, he/she is eligible to return to Platt College. If a student continues to not meet satisfactory academic progress upon return, he/she will return to step two. Financial aid is not available for students during academic probation, unless a financial aid appeal has been granted and the student is eligible to receive financial aid. For more information regarding financial aid appeals, see Policy 03:23:00 *Appeal for SAP for Loss of Financial Aid Eligibility*.
- **Step Four:** Termination is issued when a student is placed on temporary suspension and fails to return to the College after the temporary suspension time period elapses. After a student is terminated from the College, the student must reapply for entry.

If a student takes a leave of absence (LOA) during steps one through four of the step-by-step discipline process, s/he will return in the same status upon return from the LOA.

Students' academic progress, both the qualitative (grade-based) and quantitative (time-based and credit-based) SAP measures, are reviewed quarterly. A student on academic warning or probation may continue to receive

financial assistance for one payment period despite a determination that the student is not making satisfactory academic progress. However, while a student is on academic warning or probation, Platt College may choose to require that the student repeat a failed course and/or take a reduced course load. Course repeats are included in a student's cumulative GPA, and count towards the pace of completion.

## Notification: Student Progress and Progress Reports

Student progress is evaluated through daily assignments, hands-on assessments, quizzes, written examinations, and other methods as determined by the course faculty. Student progress is measured by the use of a 4.0 grade scale.

Students are entitled to a regular accounting of their academic status. Students may monitor their SAP on My Platt College. Students placed on academic warning, probation, or temporary suspension are informed in writing at the time the action is taken. Students are strongly encouraged to receive advising from the appropriate faculty member or administrator in an effort to improve their academic performance. Further, students are informed by the Financial Aid Office in writing how their financial assistance may be affected by not meeting satisfactory academic progress.

### Maximum Time Frame

Students must complete their programs within a prescribed time frame. The maximum time frame is limited to 1.5 times the normal length

of the program in duration or credit hours required to complete the program. Students who fail to complete their programs within the maximum time frame will be dismissed.

The pace at which a student must progress through his or her education program to ensure he or she will complete the program within the maximum time frame is as follows:

Program Months to Complete = 36

Quarter Credit Hours to Complete = 184.5

Maximum Time Frame Limit for Months to Complete = 54

Maximum Time Frame Limit for Quarter Credit Hours to Complete = 267.75

Temporary suspensions, breaks, and leaves of absence (LOAs) are not factored into maximum time frame calculations.

The Office of the Registrar at Platt College calculates the pace by credit hour at which a student is progressing by dividing the cumulative number of credit hours the student has attempted. The Office of the Registrar at Platt College calculates the pace by duration at which a student is progressing by counting the number of months less LOAs, less temporary suspension, less breaks.

Course incompletions, withdrawals, and repetition of courses can affect a student's pace of completion. Credit hours from another institution (transfer credits) that are accepted toward a student's educational program count as both attempted and earned hours.

Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure.



Failure can be used to show both failure of course or unsatisfactory grade.

## Leave of Absence (LOA)

### Definition of a LOA

A student may find it necessary to leave Platt College for a period of time and then return to normal studies at a later date. After consultation with the Associate Dean of Nursing and College Registrar, a student may be approved for inactive status, commonly known as a leave of absence (LOA).

### Process to Have a LOA Approved

Students considering a LOA must contact the College Registrar via email, in person, or by phone. A request for a LOA must be signed and dated by the student via DocuSign sent by the College Registrar. A leave of absence may not begin until the student has submitted a request and Platt College has approved the request, except in cases where unforeseen circumstances would prevent the student from submitting a request in advance. In a case occurs where a student can not provide a request prior to an LOA due to unforeseen circumstances, Platt College must secure at a later date the request and the reason(s) for the LOA along with documentation to show that the LOA could not have been requested and approved in advance. In these cases, the beginning of the LOA period can be no earlier than the date that circumstances prevented the student from attending school.

### Reason(s) Why Students Request a LOA

Students take leaves of absence for various reasons, including but not limited to illness, active military service, or for purely personal

reasons. Students may not take an LOA as a means of withdrawing from courses to avoid a failing grade after week 8 of each quarter.

### Allowable LOA Period

The LOA for students may not exceed one hundred and eighty days (180) days (excluding holidays and breaks designated in the Academic Calendar) in any twelve (12) month period. Platt College may grant more than one LOA provided that the combined LOA do not exceed 180 days within a 12-month period and that each LOA is properly requested by the student in accordance with policy.

If a student does not return following the LOA, Platt College terminates the student and applies the College's refund policy.

A LOA will delay a student's graduation.

A student may not matriculate at another institution while on a LOA from Platt College. Students wishing to matriculate elsewhere must withdraw from Platt College, and should they wish to return to Platt College to complete their degree, must apply for readmission in accordance with Policy 02:23:00.

Students taking a LOA need to be aware that not all classes are offered each quarter. Students who do not return from an approved LOA to their program of study by registering and attending classes or by submitting another request for a LOA (when applicable) will be voluntarily terminated effective at the end of the first week of the quarter in which they were scheduled to return. A student should contact the Registrar to determine eligibility for a LOA.

For financial aid purposes, a student will be treated as withdrawn when s/he takes a LOA and any federal loans will be returned. For

more information regarding loan eligibility or deferments, students should make an appointment with the financial aid department. A student is not permitted to take an LOA in quarter one of the program unless s/he has matriculated in the program past the drop/add period.

### **Military Leave of Absence**

For those being placed into active military service, requests must be accompanied by a copy of military orders indicating the induction date. Requests should be submitted to the Registrar and a leave of up to one year may be granted. In the case students are called for active military service, the College will authorize withdrawals throughout the quarter. Students can register for subsequent quarters without proceeding through the normal admissions process. Under the 180-day LOA limitation (Subsection (a)(2)(B) of 484B, Higher Education Act of 1965 (20 U.S.C. 1091b)) the student shall not be treated as withdrawn unless the student fails to return upon the completion of the military leave of absence.

### **Termination before Completion**

A student who wishes to withdraw from Platt College during his/her program should meet with the Registrar. It is expected that students will complete a Request to Permanently Withdraw from Degree Program and a Student Exit Checklist. Students are also required to notify the Financial Aid Office when a change of status occurs (ex: change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education.)

## **Reestablishment of Eligibility Process**

A School of Nursing student must maintain a minimum cumulative grade point average of 2.75 ("C"). Students' academic progress will be reviewed quarterly. The student must achieve a cumulative 2.75 grade point average in order to attain Satisfactory Academic Progress and graduate with a Platt College degree.

A School of Nursing student whose cumulative grade point average drops below 2.75 at the end of the quarter will be placed on academic warning, probation, or temporary suspension. Students who are placed on academic warning, probation, or temporary suspension will be notified in writing by the Registrar. After notification, the student must make an appointment with the Associate Dean, School of Nursing for advisement.

## **Nursing Program Progression**

The maximum number of enrollments in any one course in the program is two regardless of the reason for enrollment/re-enrollment (failure, withdraw, and LOA).

*If a student must take an LOA due to documented COVID-19, s/he will not have the LOA count towards the maximum number of enrollments in any one course.*

The maximum number of failures across the program curriculum is four regardless of the category of failure (D in Nursing or Cognate classes/F in any class). Failure on the first course attempt of any four different courses at any point in the program will result in

permanent termination from the College. This policy applies to foundational liberal arts, foundational sciences, and nursing curriculum courses. All students must pass courses according to their applicable grading scales within Policy 02:06:00 *Uniform Grading*.

Example:

NSG 151-D

COM 210- F

NSG 385- D

STAT 250- F (student now terminated)

\*The courses listed in the table are examples, there can be any single or combination of courses occurring at any point in the curriculum. If terminated as a result of this policy, a student may not apply for re-admission unless the individual meets terms as described in the Policy 02:23:00 Reinstatement After Withdrawal or Termination. To initiate a review of any type of complaint regarding SAP, see Policy 02:16:00 *Informal Complaint and Grievance Policy*.

## Course Repeat, Course Drop, and Course Withdrawal

### Course Repeat

Students are permitted to repeat courses in which their final grades are "C" or lower. The maximum number of enrollments in any one course (this needs to be corrected on the web, too) in the program is two regardless of the reason for enrollment/re-enrollment (failure, withdraw, unofficial withdraw and LOA). If a student is required to take a course that is a

prerequisite to other courses, that course must be successfully completed before advancing to other courses. The student will be charged the full tuition rate at the time the course is repeated. The original failing grade will be calculated into the student's cumulative GPA until the repeat has been completed. At that time, the previous failing grade will still be shown on the student's transcript, however an indication that the course was repeated will be noted. Furthermore, the old grade will then not be used to calculate the GPA, only the new grade will be used to calculate the GPA. Students must complete their academic program within 1.5 times the total program length in duration or credit hours.

### Course Drop or Course Add

A student may add or drop a course during the first week of each quarter by notifying the Registrar via Platt College email, in person, or in writing. By definition, the first week of a course concludes on Sunday at 11:59 PM MST. Once a student has officially notified the Registrar (in writing or in person) of his/her intent to either drop a course or add a course prior to the end of week one of the quarter, the Registrar will send official documentation to the student that must be completed and signed by the student in order to officially make a course change.

If a student drops a course during week one of the quarter, the course (1) does not appear on the student's transcript, (2) the student is not charged for the course, and (3) that enrollment in the course does not factor into the maximum number of enrollments being two in any one course in the program

### Course Withdrawal

After the first week of the quarter has elapsed, a student must withdraw from the course by notifying the Registrar via Platt College email, in person, or in writing. Once a student has notified the Registrar of his/her intent to withdraw from a course, the Registrar will send official documentation to the student that must be completed and signed in order to withdraw from the course. A student's last opportunity to withdraw by email, in person, or in writing from a course is by Sunday 11:59 PM MST of week 10 of the quarter. Regardless of when a student withdraws from a course after the course drop and add period, the student will be charged on the entirety of the course.

When a student withdraws from a course on or before the end of week 10 of the quarter, the grade of "W" is assigned. For more information regarding grades, please see Policy 02:06:00 *Uniform Grading Policy*.

## Withdrawal from the College

### ***On the web version but not here:*** **Definitions of Terms Regarding Withdrawals at Platt College**

#### **Cancellation:**

- a student signs an enrollment agreement and is admitted to the program, but never attends class either online or face-to-face and does not establish attendance during week one of the program. A cancellation must be completed prior to the deadline of the student's first class, either face-to-face or online.

#### **Withdrawal from the College:**

- Voluntary Withdrawal: a student withdraws from the program in writing to the College Registrar
- Involuntary Withdrawal: a student's enrollment is ended by the College due to a policy violation.

### **How to Complete a Cancellation or Program Withdrawal**

#### **Cancellation**

To complete a cancellation, a student must notify the admissions department that they do not want to start the program. When a cancellation occurs, there are no charges to the student, less the application fee previously paid and any books/kits that have been purchased by the student. No course attempts are on the official College transcript.

#### **This isn't on the web version**

##### **A. Official Withdrawal from the College**

An official withdrawal is when the student notifies the Platt College Registrar in person or in writing that s/he will not be returning to the program. To complete the official withdrawal from the College, the student completes a Request to Permanently Withdraw from the Degree Program Form and withdraw forms for each class currently attending (if applicable). Forms are initiated by the College Registrar after written notification is received by the student. The effective date of withdrawal is when the College Registrar receives notification from the student that he/she is not returning to the degree program.

##### **B. Administrative Withdrawal/Termination from the College**

When a student does not notify Platt College of his or her withdrawal, it is classified as an administrative withdrawal. Examples of this would include but are not limited to (1) a student who fails to return from temporary suspension or leave of absence without notifying the college, (2) a student does not attend all enrolled classes for two consecutive weeks without notifying the Registrar, (3) a student is temporarily withdrawn from classes and/or is terminated from the college due to a college policy violation. When a student is terminated, the Registrar completes a Termination from Platt College including Documentation for Refund Calculation Form, issued electronically to applicable college offices. The date of termination for the student is the date Platt College terminates the student's enrollment.

### **C. Student's Withdrawal from the College and Refund**

Platt College, for refund purposes, defines one quarter by 11 weeks. Depending on which week of the quarter a student withdraws or is withdrawn from the program, the following chart outlines the amount of refund a student can expect less the application fee and any tuition and fees from any previous quarters.

Here's what is on the web version

#### **Voluntary and Involuntary Withdrawal from the College**

- **Voluntary Withdrawal**

To complete a voluntary withdrawal from the College, the student completes a *Request to Permanently Withdraw from the Degree Program Form*. Forms are initiated by the College Registrar after written notification is received by the student. The effective date of withdrawal is when the College Registrar

receives notification from the student that they are not returning to the degree program. Regardless of when a student withdraws from the program in the 11-week quarter, attendance is recorded, a \$150.00 withdrawal fee is accessed, a transcript is on file with courses on the transcript at the time of withdrawal recorded as a "W" and will count as attempts (see [Policy 02:24:00](#) Satisfactory Academic Progress (SAP) for additional information). A student who withdraws after the first week of the quarter (which ends on Sunday at 11:59 pm) is charged in accordance with *Chart One: Tuition and Fees Adjustments*. The date of withdrawal is determined by the date the College Registrar ends the student's enrollment, after official notification from the student.

- **Involuntary Withdrawal**

An involuntary withdrawal is completed when the College Registrar completes a *Termination from Platt College including Documentation for Refund Calculation Form*, issued electronically to applicable college offices. The date of termination for the student is the date Platt College terminates the student's enrollment in accordance with policy. Regardless of when a student is involuntarily withdrawn from the program during the 11-week quarter, attendance is recorded, a transcript is on file, a \$150.00 withdraw fee is accessed, and courses on the transcript during the withdrawal are recorded as a "W." A student who is involuntarily withdrawn (terminated) after the first week of the quarter (which ends on Sunday at 11:59 pm) is charged in accordance with *Chart One: Tuition and Fees Adjustments*.

#### **Withdrawal from the College: Tuition and Fees Adjustments**

Platt College, for tuition and fees adjustment purposes, defines one quarter by 11 weeks. Depending on which week of the quarter a student withdraws or is terminated from the program, the following chart outlines the percentage of tuition and fees adjustments a student can expect, less the application fee, any tuition and fees from any previous quarters and books.

*Chart One: Tuition and Fees Adjustment*

The calculation of weeks concludes each Sunday prior to 12 midnight MST. In other words, if a student withdraws from the program on or before 11:59 pm MST during week 1 of the quarter, then s/her will be considered withdrawn during week 1.

All students who withdraw from the college regardless of withdrawal type (*i.e. official, administrative, termination, and/or student withdrawal*) are assessed a \$150.00 withdrawal fee.

**D. Financial Aid**

Once a Request to Permanently Withdraw from the Degree Program Form or Termination from Platt College including Documentation for Refund Calculation Form has been issued, the Registrar finalizes the needed documentation (*i.e. last date of attendance, weeks completed, effective date*). This information is securely provided electronically to each applicable College departments.

The Financial Aid Department completes a Federal Return of Title IV Calculation and determines amount of a student’s earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. Though a student's aid is posted to his/her account at the start of each period, the student earns the funds as s/he completes the period. If a student withdraws during a payment period or period of enrollment, the amount of Title IV program assistance that is earned up to that point is determined by a specific formula. For example, if a student received (or the College or a parent received on

<b>Week of Quarter</b>	<b>Amount Refunded</b>
<b>Prior to the quarter beginning</b>	<b>100%</b>
<b>Within Week 1</b>	<b>100%</b>
<b>Within Week 2</b>	<b>75%</b>
<b>Within Week 3</b>	<b>50%</b>
<b>Within Week 4</b>	<b>25%</b>
<b>Within Week 5 through Week 11</b>	<b>0</b>

your behalf) less assistance than the amount that the student was awarded, s/he may be able to receive those additional funds as a Post Withdrawal Disbursement. If the student received more assistance than earned, the excess funds must be returned by the College and/or you. Refunds to the Department of Education for unearned Title IV funds are completed within 45 days from the date of determination, as confirmed by the College Registrar.

This section is not on the web version



The amount of assistance that you have earned is determined on a pro rata basis. For example, if a student completed 30% of the payment period or period of enrollment, s/he earns 30% of the assistance originally scheduled to be received. Once a student has completed more than 60% of the payment period or period of enrollment, s/he earns all the assistance that is scheduled to be received for that period.

There are some Title IV funds that students are scheduled to receive that cannot be disbursed to them once they withdraw because of other eligibility requirements. For example, if a student is a first-time, first-year undergraduate student and s/he has not completed the first 30 days of the program before withdrawing, s/he will not receive any Direct Loan funds that s/he would have received had the student remained enrolled past the 30th day.

This section is not on the web version

If a student receives (or the College or a parent receives on a student's behalf) excess Title IV program funds that must be returned, the College must return a portion of the excess equal to the lesser of:

1. institutional charges multiplied by the unearned percentage of the student's funds, or
2. the entire amount of excess funds.

Platt College must return this amount even if this amount of the Title IV program funds was not kept.

If the College is not required to return all of the excess funds, a student must return the remaining amount. For more information see *Volume 5—Withdrawals and the Return of Title*

### *IV Funds from the Federal Student Aid Handbook.*

Here's what is there:

There are some Title IV funds that students are scheduled to receive that cannot be disbursed to them once they withdraw because of other eligibility requirements. For example, if a student is a first-time borrower: first-year undergraduate student and they has not completed the first 30 days of the program before withdrawing, they will not receive any Direct Loan funds that s/he would have received had the student remained enrolled past the 30th day.

Any loan funds that a student must return, the student (or his/her parent for a Direct PLUS Loan) must repay in accordance with the terms of the promissory note. The student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds s/he received or were scheduled to receive. A student does not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. The student must make arrangements with Platt College or the Department of Education to return the unearned grant funds.

If a student does not receive all of the earned funds, they may be eligible for a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the College must get the student's permission before it can disburse funds. Students may choose to decline some or all of the loan funds so that additional debt is not incurred. The College may automatically use all or a portion of

the post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the College). If the post-withdrawal disbursement includes loan funds, the College must get the students' permission before it can disburse funds. Students may choose to decline some or all of the loan funds so that the additional debt is not incurred. The College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees (as contracted with the College). This section is not included on the web version Platt College must have a student's permission to use the post-withdrawal grant disbursement for all other College charges. If a student does not give permission, the student will be offered the funds. However, it may be in the student's best interest to allow the College to keep the funds to reduce the debt at the College.

The requirement for Title IV program funds when a student withdraws are separate from any refund policy that Platt College may have. Therefore, the student may still owe funds to Platt College to cover unpaid institutional charges. Platt College may also charge the student for any Title IV program funds that s/he is required to return.

#### **How does Platt College define readmission?**

Students who withdraw from the nursing program may reapply for admission. Reapplication does not guarantee acceptance. In order to apply for readmission, the student must be deemed eligible. If a student is accepted for readmission to the program, they count as if they are a new student regardless of where they continue study in terms of college headcount.

**Are you eligible to reapply to the nursing program?** Answer the following questions below to determine your eligibility.

#### **QUESTION 1: ARE YOU CURRENT IN YOUR FINANCIAL OBLIGATIONS TO PLATT COLLEGE?**

If you answer YES-you are not cleared to reapply.

A student who is in active collections (either by the College or with a third-party collections) is not eligible to reapply until the financial hold has been removed. Students must meet Geoff Craver, Accountant ([geoff.craver@plattcolorado.edu](mailto:geoff.craver@plattcolorado.edu)) to determine how to remove financial barriers regarding returning.

#### **QUESTION 2: ARE YOU CURRENTLY IN QUARTER 6 OR LESS?**

If you are currently in quarter 6 or less you may reapply. If you are in quarter 7 or above, then please see the [reinstatement policy](#).

#### **QUESTION 3: WERE YOU TERMINATED FROM PLATT COLLEGE?**

The following statements serve as a guide if you are eligible for readmission by the committee if you were terminated from Platt College:

#### **QUESTION 4: WHO DO I CONTACT TO LEARN MORE INFORMATION REGARDING MY ELIGIBILITY TO REAPPLY?**

Students who are interested in learning more regarding their eligibility to return should contact the college registrar, Antonia Dalpiaz at [registrar@plattcolorado.edu](mailto:registrar@plattcolorado.edu)

#### **QUESTION 5: IS THERE A LIMIT AS TO HOW MANY TIMES I CAN REAPPLY?**

Yes, a student may apply once and will be reconsidered by the committee one time.



**QUESTION 6: IS THERE A TIME LIMIT TO REAPPLY?**

Students have one year from their last date of attendance to seek reinstatement. Students who re-enter will be considered enrolled under the current catalog and policies and procedures in place upon return.

**Reinstatement After Withdrawal or Termination**

Students may voluntarily decide to leave the degree program to which they have been admitted and in which they are registered. In the event that they subsequently wish to return to registered and enrolled status, they may file a request for reinstatement. Approval to return will be contingent on a number of considerations detailed in this policy.

**I. Withdrawal from a Degree Program**

A student who wishes to withdraw his/her enrollment at Platt College for any reason during enrollment should meet with the Registrar. It is expected that students will complete a Request to Permanently Withdraw from Degree Program form and a Student Exit Checklist. Students are also required to notify the Financial Aid Office when a change of status occurs (i.e. change in name, address, phone number, attendance, tuition aid eligibility or any other item that may have an impact upon completion of the student's education). A student who withdraws from his/her enrollment is eligible to reapply to Platt College.

**II. Termination from a Degree Program**

Students may be terminated from the program by the college for a number of reasons including, but not limited to: attendance, not returning from LOA, not returning from Temporary Suspension. Students who were terminated from the nursing program for non-disciplinary reasons may file a request for reinstatement.

Students who did not return from an approved Leave of Absence (LOA) must apply for reinstatement.

**III. Reinstatement after Withdrawal or Termination**

To return to the nursing program after withdrawal or termination, the student must notify the Admissions Coordinator that he/she wants to apply for reinstatement and be cleared through the offices of the Registrar, Financial Aid, and Financial Services before consideration for readmission by the Admissions Committee. While a student's current financial standing with the College remains confidential, a student who is in active collections is not eligible for readmission until the financial holding has been removed. Former students who have been terminated from Platt College due to disciplinary action or academic policy violation are not eligible for reinstatement.

Students who are terminated from the nursing program for an academic policy violation due to exceeding the maximum allowed enrollments in a course are eligible to apply for reinstatement if they complete an LPN program from an programmatically accredited nursing program (i.e. ACEN) and become licensed as an LPN.

The Admissions Coordinator will inform the student about whether or not s/he is eligible for re-instatement after gathering information

from each of these departments. If it is determined that a student is eligible to apply for reinstatement, the student must then complete the Reinstatement Admissions Process by the cut-off date for the upcoming quarter. The application does not require payment of the application charge. The Admissions Committee will then review the completed application items along with new applicants' application items.

The applicant will then be reviewed and scored, according to the BSN Admissions Screening Tool. The committee is not obliged to approve reinstatements of students. Reinstatement decisions made by the Admissions Committee are based upon the BSN Admissions Screening Tool. Students will be notified of admissions status at the time new applicants are informed, in writing, by the Admissions Coordinator.

#### **IV. Approved Applications for Reinstatement**

Students approved for reinstatement will need to purchase and complete a criminal background check, drug screen, and compliance tracking package through Complio and My Clinical Exchange. The student is responsible for all costs related to clinical compliance. As stated in Policy 03:06:00 *Background Checks for Students*: Valid and cleared background checks that have been previously completed will only be accepted within six months of the student's returning quarter start date. All background checks must be completed through American DataBank and must be approved by the Dean of the Nursing Program. The student must complete and sign all documents and forms that are required of all new students. This includes but is not limited to the following forms:

- Pass to Progress Acknowledgement Form

- Student Informed Consent for Criminal Background Checks
- Distance Education Self Evaluation
- Authorization to Send Electronic Messages
- Platt College Catalog Attestation and Accepted Applicant Checklist
- Photography and Videography Agreement

The Reinstatement Requirements listed below must be submitted to the appropriate College departments. All items listed below must be received on or before the intended start date. After this date, the application will be processed for the subsequent term.

#### **Reinstatement Requirements:**

- If the student is granted re-admission to Platt College, the Registrar must re-review transfer credit from all institutions attended. As part of the steps for admissions, students who reapply should send all official transcripts from any institution attended since their last enrollment at Platt College to the Registrar. Students may also be required to resubmit transcripts from any schools attended prior to Platt College, even if they were previously awarded transfer credit from these schools during their initial enrollment. Because the student has a new start date, all transfer credit must be submitted for review during the first two quarters of the student's new enrollment date. Transfer credit courses must still meet all requirements of Policy 02:14:00 *Transfer Credit*, including transfer courses being no more than ten(10) years old from the date of course completion.
- Students must meet with a Financial Aid Officer for their Financial Planning and

Enrollment Agreement Appointment. The student is responsible for contacting the financial aid department to set this up.

- Students must meet with the College Registrar after signing the enrollment agreement, but prior to beginning classes, for Satisfactory Academic Progress advisement. It is the student's responsibility to schedule the appointment with the College Registrar. Students' academic records and grades from their previous enrollment at Platt College will be maintained and will factor into their advisement including any academic warnings, probation, multiple enrollments or failures within any one course and/or multiple course failures across the curriculum.
- Students must submit all required clinical compliance items, including updated vaccinations and flu shot. Students must also submit an updated BLS/CPR for Healthcare Provider card, current personal health insurance card, 10 panel drug screen, and completed Platt College School of Nursing Physical Form. All items must be uploaded and approved in Complio and My Clinical Exchange.
- Student must attend all or part of new student orientation.

### How does Platt College define reinstatement? Quarters 7-12

Students who withdraw or are withdrawn by the College are eligible for reinstatement. Platt College defines reinstatement as a return to the nursing program where the student left off in their nursing program. Students who return for reinstatement are not counted once again as a new student in

the program. Students who are eligible for reinstatement are not required to go back through a readmission committee or an orientation to return. While they may be required to meet with the Dean or Associate Dean of Nursing to create an academic plan of return to ensure success in the nursing program, they simply return to the program where they left off.

A student may only be reinstated once and may not be considered for additional reinstatements. In addition, if a former student is accepted for reinstatement and they do not progress in the program, they may not be considered for future reinstatement. If you are reinstated, you are only allowed one more failure. For the purpose of this policy, a "student" is defined as an individual that has progressed past the add/drop date of any quarter.

**Are you eligible for reinstatement?** Answer the following questions below to determine your eligibility.

#### QUESTION 1: ARE YOU CURRENT IN YOUR FINANCIAL OBLIGATIONS TO PLATT COLLEGE?

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If you answer YES-you are not cleared for reinstatement.

A student who is in active collections (either by the College or with a third-party collections) is not eligible for reinstatement consideration until the financial hold has been removed. Students must meet Geoff Craver, Accountant ([eoff.craver@plattcolorado.edu](mailto:eoff.craver@plattcolorado.edu)) to determine how to remove financial barriers regarding returning.

#### QUESTION 2: HAVE YOU COMPLETED QUARTERS 7 OR ABOVE?

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If you have completed quarters 7 or above you are eligible for reinstatement. If you have not yet completed quarter 7, please see the readmission policy.

**QUESTION 3: DID YOU WITHDRAW DURING A QUARTER?**

If you answer yes, you will need to wait until the following quarter to re-enter the college.

**QUESTION 4: WERE YOU TERMINATED FROM PLATT COLLEGE?**

The following statements serve as a guide if you are eligible for reinstatement If you were terminated from Platt College:

**Quarters and program progression are established by Platt College’s BSN program sequencing. Decisions (e.g. transfer credit brought into Platt College) regarding the students’ quarter statuses are verified by college administration.**

**QUESTION 5: WHO DO I CONTACT TO LEARN MORE INFORMATION REGARDING MY ELIGIBILITY TO RETURN?**

Students who are interested in learning more regarding their eligibility to return should contact the college registrar, Antonia Dalpiaz at registrar@plattcolorado.edu

**QUESTION 6: IS THERE A TIME LIMIT TO RETURN FOR REINSTATEMENT?**

There is a one-year time limitation from the last date of attendance to be considered for reinstatement. Students who re-enter will be considered enrolled under the current catalog and policies and procedures in place upon return.

**Attendance Requirements**

**Interim COVID Policy Regarding**

To protect the health and safety of everyone, Platt College has adopted a temporary attendance policy to accommodate students who are ill, are required to isolate, or are quarantined during the quarter at any point.

This policy relies on the honor and good faith (needs changing on the web)of all students. Regarding the new policy, when a student is unable to attend class due to health reasons (rather that be in person or online), the student is asked to report their absence to their instructor. By the same token, instructors are asked to keep track of students' attendance in their classes and trust their students who say they are ill.

Instructors will continue to track attendance for both in person and online courses using the normal attendance tracking in the portal. Students who miss a class or activity due to illness that is suspected (needs changing on web) to being COVID-19 symptoms (cough, fever, shortness of breath, muscle pain, headache, chills, sore throat, loss of taste or smell) will not be penalized for their absence and will not be asked to provide formal documentation from a healthcare provider to miss the class. The same policy holds true for those who need to self-quarantine due to suspected exposure. We expect students who are ill to protect themselves and others and we do not want the need for documentation to discourage students from staying home.

If you are ill, you must:

- notify your instructor of the absence and your ability to participate
- notify the Associate Dean of COVID diagnosis, COVID-19 symptoms, and/or if you are subject to quarantine based on an exposure
- keep up with the coursework as much as possible
- participate in class activities and submit assignments online as much as possible
- work with instructors to reschedule exams, labs, simulations, when necessary
- submit a COVID-19 Notifications of Student Learning Needs Form to your course faculty and the Associate Dean if you need additional support or

approved modifications in course requirements due to COVID illness or exposure. A COVID-19 Academic Learning Plan will be developed and shared with you via DocuSign

It is important to note, that students must still establish attendance during week one, and if students are unable to return to any class, the student must contact the College Registrar prior to the end of two weeks to avoid being administratively withdrawn. If remaining in a class and fulfilling the necessary requirements becomes impossible due to illness, students should discuss other options with the College Registrar and Associate Dean. The Registrar and financial aid office will work with students who might need to take a leave of absence. If a leave of absence is necessary due to COVID related illness, the student will NOT be penalized by counting the course as one course attempt.

### **Establishing Attendance Week One**

Students must establish attendance in all courses (online, hybrid, and face-to-face) each quarter during the first week of class in order to determine financial aid eligibility. While the attendance policy allows student absences totaling no more than 20% of the total contact hours for each course, students must attend the first course of each class (online, hybrid, and face-to-face) during week one of each quarter.

If a student cannot be in attendance during the first class in a course to establish attendance, s/he must have a documented notice in writing to the College Registrar prior to the course beginning. Even if a student notifies a faculty member, s/he must also notify the College Registrar in writing. Funding for a student will not occur for a course until attendance has been established.

For students who do not attend the first class of each course and establish attendance and no documented prior exception has been granted (i.e. Title IX related absence), then financial aid disbursements will not be made for that course and students will be dropped from the course during the add/drop period.

### **Online Learning Courses (eCourses)**

Online Learning Courses are presented in weekly module units. The weekly attendance period begins Mondays at 12:00 am and ends on Sundays at 11:59 am Mountain Standard Time (MST). Absences must be reported and submitted at the end of every module to the Registrar.

Beginning with the first course module, faculty are required to keep complete and accurate records of student attendance for all classes taught. One module is equal to one week. Students are allowed absences totaling no more than 20% of the total contact hours for each course.

Online courses will, at minimum, have weekly requirements for student participation. Online attendance activity within the online (virtual) classroom, which usually includes but is not limited to, posting in a graded discussion forum, or submitting a written assignment. Faculty must include at least one weekly participation requirement per module per course in order to track and define attendance. Students should refer to individual course syllabi for specific attendance requirements.

Students who do not officially withdraw after the add/drop period or who are not automatically dropped at the end of the first week of the course are responsible for full tuition of the course regardless of their

participation in the course. Students who stop attending the course without appropriate notification to the College about withdrawing will receive a final grade of "WA" for administrative withdraw for the course.

### **Blended Learning Courses (eCombination)**

Attendance is taken in every face-to-face class or weekly online module session. Faculty are required to keep complete and accurate records of student attendance for all classes taught.

One blended learning (hybrid) experience or module is equal to one week. Students are allowed absences totaling no more than 20% of the total contact hours for each course.

Absences must be reported and submitted at the end of every face-to-face class or weekly online module session to the Registrar. Blended courses will, at minimum, have weekly requirements for student participation. Faculty must include at least one weekly participation requirement per module per course in order to track and define attendance within the different learning environments. Students should refer to individual course syllabi for specific attendance and tardiness requirements.

### **Web-Enhanced Courses (eCompanion)**

Attendance, defined as the student being physically present in the classroom, is taken in every web-enhanced (face-to-face) class session. Faculty are required to keep complete and accurate records of student attendance for all classes taught. Students are allowed absences totaling no more than 20% of the total contact hours for each course. In the event of an absence or tardy, the ability to make up missed work will be in accordance with faculty syllabi requirements. Minutes tardy and the amount of time missed for partial attendance will be recorded by faculty. Absences must be

reported and submitted at the end of every class to the Registrar. Beginning with the first class period, faculty are required to keep complete and accurate records of student attendance for all classes taught. Absences must be reported and submitted at the end of every class and at the end of every quarter to the Registrar via *My Platt College*.

### **Attendance Discipline for eCourse, eCombination, and eCompanion Classes**

Step-by-Step Discipline  
(Warning/Probation/Temporary  
Suspension/Termination)

- Step One: The student is placed on attendance warning the subsequent quarter after a student fails to meet the attendance requirements; time period is one quarter.
- Step Two: The student is placed on attendance probation the subsequent quarter after a student fails to meet the attendance requirements and is already on attendance warning; time period is one quarter.
- Step Three: The student is placed on temporary suspension the subsequent quarter after a student fails to meet the attendance requirements and is already placed on attendance warning for one quarter and attendance probation for one quarter; time period is one quarter. After the student has been temporarily suspended for one quarter, he/she is eligible to return to Platt College. If a student continues to not meet the attendance requirements upon return, he/she will return to step one.
- Step Four: Termination is issued when a student is placed on temporary suspension and fails to return to the



College after the temporary suspension time period elapses. After a student is terminated from the College, the student must reapply for entry.

If a student misses two consecutive weeks of all classes enrolled in at Platt during the quarter:

The Registrar will notify the financial aid and the appropriate administrator. The student will be contacted by the Registrar. An absence of two weeks' worth of all courses during a single quarter will cause the student to be terminated from his/her enrollment at Platt College. After a student is terminated from the College, the student must reapply for entry. Students placed on attendance warning, probation, temporary suspension, or termination will be notified by the Registrar via the approved method for official communications according to Policy 07:11:00 *College Communication*.

B. Bachelor of Science in Nursing (BSN) Program  
Clinical Learning Experiences:

### **Clinical Experience Absence**

Attendance for clinical orientation(s), and all clinical rotations, is mandatory. Inability to attend required clinical orientation will result in a failure for the entire clinical course. Students that are more than 10 minutes late to their clinical orientation, will be dismissed from the clinical learning environment, resulting in clinical course failure. A failed clinical course will constitute a course failure and the student will be required to repeat the course in its entirety (didactic, laboratory, and clinical) to achieve a passing grade. Students that are more than 10 minutes late to their clinical rotation, will be dismissed from the clinical learning environment, resulting in a daily clinical failure. Clinical start times will be designated by the

clinical instructor and/or clinical site. Students who receive a daily clinical failure will be charged to make up the missed clinical experience. A failed clinical day will result in a charge of \$600 per clinical experience.

Students who receive one daily clinical failure will have the opportunity to remediate their failure with a make-up. However, if the student receives a second daily clinical failure within the same quarter, the student will receive a failing grade for the clinical component of the course, resulting in a failing grade for the course in its entirety. This is necessary because clinical evaluation and progress is dependent on the student attending the entire allotted clinical time. See Policy 02:06:00 *Uniform Grading Policy*.

A student may be excused from a clinical learning experience for the following two reasons:

- Acute illness (fever of 101°F or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as conjunctivitis)
- Attendance at the funeral of an immediate family member

In the event of illness or an unusual circumstance, students are required to notify the clinical instructor, clinical placement coordinator, simulation lab coordinator (if applicable), and clinical agency (if applicable) of an absence or tardy at least 30 minutes prior to the start of the clinical day. Failure to notify the applicable individuals will result in a daily clinical failure, failing grade for the day, and a charge of \$600 will be assessed to make up the missed clinical experience. Documentation from a medical provider stating the date and time you were seen must be provided to the CPC

and/or SLC by fax or in person within 72 hours of the missed clinical experience. In the case of a funeral, the funeral program must be provided to the CPC and/or SLC within 72 hours of the missed clinical experience clinical.

If the student has an excused absence(s) totaling more than two (2) days of the assigned clinical or simulated clinical, the student will be removed from all components (didactic, laboratory, and practicum) of the nursing course, per Policy 02:24:00 *Satisfactory Academic Progress*, and retake the course components the next time the course is available. This is necessary because clinical evaluation and progress is dependent on the student attending the entire allotted clinical time. See Policy 02:06:00 *Uniform Grading Policy*. Exceptions include documented active military orders, reviewed and approved title IX accommodations and/or documented required court service for students.

### **Clinical Experience Make-up**

Make-up hours are scheduled and assigned by the CPC and/or SLC. Make-up hours are assigned when the earliest appropriate placement slot is available. This may mean that these hours extend into successive quarters of the program. The student will receive the letter grade of F on their transcript until the required clinical hours are successfully completed. The clinical hours must successfully be completed with a passing grade before progressing forward in nursing courses. Students may not take two clinical courses in the same quarter except for Quarter 11.

Please be advised that missing (excused or unexcused) clinicals could mean that graduation dates will be delayed until the required make-

up clinical learning experience is successfully completed.

### **Returning to Clinical/Simulated Clinical After Illness or Injury**

Major illness, injury, surgery, communicable diseases, and pregnancy require a physician or mid-level provider's documented medical clearance using the Physical Exam Attestation form in the appendix of this policy.

In order to attend clinical, the student must attest to his/her ability to meet the Technical Standards with or without reasonable accommodation.

Students with casts, splints, or a condition that inhibits movement also need a physician or mid-level provider's clearance. Individual clinical agencies may not allow the student to provide direct patient care in certain instances necessitating a course withdrawal. Students not meeting the physical and/or emotional requirements of agencies may request a leave of absence.

Students with a fever of 101°F or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as conjunctivitis (pinkeye), may not attend clinical. The excused absence policy will apply and will require medical documentation.

Illnesses occurring at the College or clinical site may require transport by emergency medical services (EMS). Students are financially responsible for their own medical care, including emergency transportation from the College or clinical site.

Any behaviors that place a student, patient/client, or others at risk for injury because of failure to follow safety regulations,



or that jeopardize the present and continued use of a clinical facility may result in dismissal from the program.

## Grading System

The following are guidelines used by faculty members to establish course grading criteria.

### Grade A – Superior Work

- The student masters the objectives of the course, is able to apply the learning, and is able to integrate learning with other knowledge.
- The student consistently distinguishes himself/herself in assignments, examinations, laboratory and participation. The student demonstrates independent thinking in class assignments and discussions.
- Work is consistently submitted on time and in the expected form and format.
- The student consistently displays superior skills, ability, and performance in his/her development of required hand and/or motor skills.
- The student complies with school attendance requirements.

### Grade B – Above Average Work

- The student shows consistent mastery of the course content and objectives and is usually able to apply learning to new situations and integrate with other knowledge.
- Work is consistently submitted on time and in the expected form and format.
- The student consistently displays above average skills, ability, and performance in his/her development of required hand and/or motor skills.

- The student complies with school attendance requirements.

### Grade C – Average Work Allowing Progress

- The student shows reasonable comprehension of the course material and has an average mastery of the content which would indicate the student is capable of progressing to other coursework.
- The student consistently earns average scores in tests, homework, projects, and class participation.
- Work is consistently submitted on time and adequately meets expectations of form and format.
- The student consistently displays average skills, ability, and performance in his/her development of required hand and/or motor skills.
- The student complies with school attendance requirements.

### Grade D – Less than Acceptable

- The student demonstrates minimally acceptable comprehension of the course material and the competence demonstrated is insufficient to indicate the student is capable of progressing to other coursework.
- Work is of inconsistent quality, often fails to meet expected form and format and is frequently late.
- The student consistently displays below average skills, ability, and performance in his/her development of required hand and/or motor skills.
- The student complies with school attendance requirements.

### Grade F – Failing Grade

- The student demonstrates an unacceptable low or no mastery of the course objectives or content.
- The student earns failing scores on tests, homework, projects, and class participation.
- Work is of inconsistent quality, often fails to meet expected form and format and is frequently late or not submitted.
- The student fails to display minimally acceptable skills, ability, and performance in his/her development of required hand and/or motor skills.
- The student fails to comply with the school attendance requirements.

### **Academic Assistance**

Any student who wishes to have extra academic assistance is encouraged to make an appointment with his/her faculty member(s) or the Academic Support and Career Support Services Coordinator.

### Summary of Letter Grade System

Explanation of grading system used at Platt College:

Letter Grade	Rating Description	Quality Points Per Credit
A	Superior	4.0
B	Above Average	3.0
C	Average	2.0
D	*Minimally Acceptable	1.0
F	*Failure	0
P	Pass	4.0
R	Withdraw (only issued if the student withdrawals from the course on or before Sunday 11:59 PM MST during the 8th week of the quarter)	0
R	Retake	0
TC	Transfer Credit	0
ES	Transfer Credit Held in Escrow	0

*\*Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure.*

*\*\*If a student is temporarily suspended from the program, regardless of the reason, s/he will receive a grade of "W" in the courses s/he is currently enrolled regardless of week.*

## Grading System

Reporting quality of student performance in any academic course is the responsibility of the faculty member. Each faculty member shall specify his/her grading process – the basis for achieving specified letter grades for the course –and distribute and explain these bases in writing to each student at the beginning of the quarter. The Platt College cumulative GPA calculation is taken to three decimal places.

The following grading system is used at Platt College:

For general education and cognate classes, the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Cognate courses at Platt College are defined as courses offered in the science discipline. The purpose of cognate courses is to provide a student with foundational knowledge required for healthcare degrees. Cognate classes at Platt College include:

BIOL 112, BIOL 206, BIOL 223, BIOL 224, BIOL 300, and CHEM 121

For nursing classes (only classes with a NSG prefix), the course evaluation is based on the following grade scale:

A	90-100
B	80-89
C	75-79
D	68-74
F	67 and below

## Clinical Practicum Experiences

P	Pass
F	Fail

A grade of 75 or above must be achieved in every nursing course in order to progress in the nursing program. Any grade below 75 will not be rounded up. For specific information about the grading system, please refer to the College catalog. Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure and the student will be required to repeat the course to achieve a passing grade at his/her own expense.

A grade of "W" withdraw is issued if the student withdrawals from the course on or before Sunday 11:59 PM MST during the 8th week of the quarter. If a student is temporarily suspended from the program, regardless of the reason, s/he will receive a grade of "W" in the courses s/he is currently enrolled regardless of the week.

## Make-up Work

Students may be allowed to make-up missed class and lab work because of an illness or an emergency depending upon the course syllabus. Proof of these circumstances may be required. If students know ahead of time they will have to miss a class, then it is extremely important they notify faculty in order to receive assignments in advance so as not to waste valuable learning opportunities.

## Definition of a Unit of Credit

Platt College measures student progress in quarter credit hours. Credit hours are comprised of contact hours. Each contact hour

is 50 minutes of instruction in a 60 minute period of time. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and/or out-of-class work/preparation. The following are the measures of these units for establishing credit hour awards:

One quarter credit hour equals 30 units comprised of the following academic activities:

- one clock hour in a didactic learning environment = 2 units
- one clock hour in a supervised laboratory setting of instruction = 1.5 units
- one hour of externship = 1 unit
- one hour of out-of-class and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

### Glossary of Credit Hour Terms

- A didactic learning environment is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.
- A supervised laboratory setting of instruction is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through the out-of-class work/preparation under the

supervision of a qualified faculty member.

- Out-of-class work/preparation is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus.
- An externship is a component of a program that is offered in a bona fide occupational setting for which education is provided, the externship component may occur throughout the course of a program or as a capstone requirement.

## Student Standards of Conduct

To ensure a dynamic and respectful learning environment in the School of Nursing, Platt College has (needs changing on the web, too) adopted these Standards of Conduct which outlines student expectations. This code is in accordance with federal and state law, professional nursing, and academic parameters that include:

- Colorado State Board of Nursing Regulations
- American Nurses Association Code of Ethics and Interpretive Statements
- American Nurses Association Scope and Standards of Practice
- Accreditation Commission for Education in Nursing (ACEN) and Accrediting Commission of Career Schools and Colleges (ACCSC) accreditation Standards
- Platt College Student Policies and Procedures

It is expected that every student adheres to these guidelines and maintains professional conduct in all academic and clinical settings. Specific behaviors include but are not limited to:

**General:**

- **Professional Language/Respectful Communication:** It is important to use respectful and professional language when interacting with faculty, staff, peers, patients, and others. Profanity and other disrespectful language will not be tolerated in the professional environment or via electronic communication medium including social media. All students are expected to comply with the verbal or written directions of any college employee acting in the performance of his/her duties and in the scope of his/her employment or resisting a security officer who is acting in the performance of his/her duties.
- **Academic Integrity:** All students are expected to adhere to the Platt College academic integrity policy. All work is expected to be original or properly attributed. Forgery, alteration, misuse or mutilation of college documents, records, identifications, education materials or property not be tolerated. Cheating or sharing of any information appearing on assignment, quiz and or exam is a violation of Policy 02:17:00 *Academic Integrity*.
- **Civility in Professional Relationships:** Civility is to be exercised in all professional, academic, and therapeutic relationships. Any form of incivility is unacceptable. Incivility is defined as disruptive, ill-mannered or offensive behavior contrary to the well-being of faculty, staff, peers, patients, and other individual. This includes all forms of sexual or racial discrimination or harassment of any kind, disrespect or disregard for instruction, the instructor or a fellowstudent. (not a hyphenated word)
- **Utilization of Electronic Devices:** Use of electronic devices should not be disruptive to others. Electronic devices include, but are not limited to mobile phones, smart watches, laptop computers, tablets, laser pointers, Bluetooth devices, and music players.
- **Substance Abuse:** The possession, production, distribution, and/or use of illegal substances is prohibited at Platt College and within the nursing profession. The misuse of controlled substances will not be tolerated.
- **Professional Attire:** Students are expected to apply a certain amount of professional judgment in selecting clothing and to wear attire that best reflects the image of Platt College and the nursing profession. Dress and skirt length should be at a length in which you can sit comfortably in public and not be revealing. Any clothing that is short, tight, and overly revealing is inappropriate.
- **Time and Attendance:** Students are expected to be on time and to attend all Platt College functions: class, clinical, and other agreed upon commitments.
- **Safe Learning Environment:** Students are expected to provide a safe, healthy, and secure learning environment. Acts of violence and threats of violence include but are not limited to: verbal (such as threats, harassment, abuse, or intimidation), nonverbal (such as

gestures and intimidation), written communication (such as notes, e-mail, text messages and social media content), physical (such as hitting, pushing, shoving, kicking, touching and assault), and other (such as arson, sabotage, vandalism and stalking). Students are not allowed to have a firearm or other weapon in their possession. A weapon includes a device, instrument, material, or substance used for, or can cause death or bodily injury, or damage to property. Possession includes, but is not limited to, the presence of a weapon on the student, in his/her motor vehicle, desk, lunch box, locker, a tool kit, bag, purse, cabinets, office, etc.

- **Reporting Conviction for a Crime:** Students are expected to report the filing of charges in civil or criminal courts involving an offense which is a misdemeanor and or felony. If it is administratively determined that the continued presence of the student would constitute a threat or danger to the college and clinical community, such student may be temporarily suspended pending the trial outcome.
- **Treatment of Facilities and Equipment:** Students are expected to be respectful of all Platt College facilities and property. It is the responsibility of all in the community to ensure that facilities are well-maintained, and that property is not abused or stolen.

#### In Class:

- **Utilization of Electronic Devices:** If allowed while in class, electronic devices should only be used for academic purposes. Electronic devices are prohibited during a quiz and or exam including but not limited to

cellular phones, all smart watches, iPods, iPads, notebooks, tablet computers and headphones of any kind.

- **In-Class Behavior:** While in class, students are expected to be respectful of the faculty and fellow students. Distractions caused by private conversations, electronic devices, etc. take away from the learning experience of others. Faculty may order the immediate and temporary removal or exclusion from the classroom of any student engaged in academic misconduct or academic dishonesty per Policy 05:09:00 *Student Conduct in the Class*.

#### Clinicals:

- **Confidentiality and Patient Privacy:** Patient privacy is governed by HIPAA. Information about patients and/or their circumstances will not be shared with others or appear on social media sites.
- **Substance Abuse:** Students are expected to maintain a safe practice environment for patients, colleagues, faculty, and staff. Attending class or clinical under the influence of controlled substances is a violation of Policy 03:07:00 *Drug-Free Campus*.
- **Professional Attire:** When participating in clinical, the Platt College uniform should be clean, pressed, and well-maintained. Students are expected to wear the uniform in its entirety unless otherwise directed.
- **Time and Attendance:** Punctuality is essential in the clinical environment. Missing a clinical is not acceptable – Emergencies must be reported to clinical faculty immediately.
- **Patient Safety:** A student who recognizes that s/he has made a clinical



error is obligated to report the situation to their instructor immediately and to take necessary measures to ensure subsequent patient safety.

### Procedure

The Associate Dean will informally investigate policy violation allegations. During the investigation phase all parties under investigation may be placed on temporary suspension. The student(s) is required to meet with the Associate Dean and provide a written statement of the situation under investigation. The student(s) will be notified of the investigation findings and discipline action if applicable through a Student Advising Record within 3 business days from the reported policy violation allegation.

### Discipline

Violation of any of the expectations of the Student Standards of Conduct set forth may result in any of the following consequences:

- Disciplinary Warning
- Disciplinary Suspension
- Termination

This policy allows for the consideration of infractions on a case-by-case basis. Final actions depend on the seriousness of the infraction, the circumstances surrounding the case, and any prior policy violations. In accordance with Policy 02:16:00 *Informal Complaint and Grievance*, students may not submit an informal or formal grievance to reverse a course failure and/or termination due to violating student standards of conduct in accordance with Policy 02:26:00 and/or academic integrity in accordance with Policy 02:17:00.

### Conditions for Readmission After Termination

Students who voluntarily withdraw may apply for readmission to the College. A student who has been permanently terminated from Platt College due to direct violation of college policies and procedures is not eligible to reapply for admissions entrance.

## Student Services

### This section is not listed on the web version

#### Student Identification

Each student will be issued a picture identification card on the first day of their Study Success course. This identification may be used for student discounts as appropriate, access to areas within the college, and for identification purposes during clinical practicums taking place outside of Platt College. Each student must present this identification card to purchase textbooks at Platt College. A \$5.00 (cash only) fee will be charged for the replacement of lost, stolen, or damaged student ID cards.

### This section is not listed on the web version

#### ADA (American with Disabilities Act)

The Academic Support and Career Services Coordinator is the point of contact for arranging ADA accommodations. For more information regarding ADA, visit Disability Services.

### This section is not listed on the web version

#### Housing/Transportation/Daycare/ Counseling Referrals/Voter Registration

The Academic Support and Career Services Coordinator is the point of contact for various information in the area of housing, transportation, daycare, counseling referrals, and voter registration. Platt College maintains a list of housing facilities within commuting distance of the college. This list is available on

the College's website. Platt College does not supervise any student housing unit.

**This section is not listed on the web version  
Student Activities**

A variety of student organizations and activities are available for Platt College students. Some of these activities are offered through student professional organizations which are discussed in more detail in program-specific student handbooks. Other activities are offered through the Office of Academic Support and Career Services for the enjoyment of student, faculty, staff and, whenever possible, student family members.

**This section is not listed on the web version  
Tutoring Services**

Online student tutoring is available for all Platt College subjects via the Smarthinking service. Students may visit the Smarthinking website for sample tutorials that demonstrate how the online tutoring platform works, and how students and tutors interact in the process of addressing writing techniques and questions about content. The Academic and Career Services Coordinator orients students about Smarthinking services during study success. Students must utilize Smarthinking before requesting a face-to-face tutor (if applicable). Students will use Smarthinking during the period a face-to-face tutor is located. Finding a face-to-face tutor can take upwards of 2 weeks to secure.

**Life Coaching Services**

The Academic Support and Career Services Coordinator is the point of contact for Life Coaching services. Life Coaching addresses specific personal needs and transitions in a person's life, relationships or profession by examining what is going on right now,

discovering what the obstacles or challenges might be, and choosing a course of action through goal setting, creating outcomes and managing personal change.

**Career Coaching Services**

This section is VERY different from the web version. Here's what's on the web:

Career Services Office is available for all students to assist them in writing or rewriting resumes; preparing for interviews; and/or looking for occupations that matches their interests, skills and experience, this website provides a wealth of information to achieve career and educational goals.

Securing meaningful career opportunities for graduates is one of Platt College's top priorities. Platt College makes no promises or guarantees of employment. Due to unique factors and attributes of each student it is possible that even after successfully completing a Platt College program, a student may not find employment. Students should consider their own unique employability prior to enrolling in any Platt College program.

While Platt College makes every effort to assist each student in finding employment in his/her field of study within 6-12 months of graduation, the College does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to: inability to meet licensure requirements as outlined by the regulatory governing bodies, conviction of a felony or serious misdemeanor, physical condition or health issues that prevent or hinder employment, geographic limitations and inability to relocate, poor work history, poor language skills or communication barriers, unique personality traits such as fear of heights

or working in small work places, history of/or contemporary substance abuse, personal bankruptcy, lack of efforts on a graduate's part to pursue employment opportunities, other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee.

Platt College has a long and proud tradition of helping students enter and succeed in careers. Your unique situation may aid or hinder your career.

#### Academic Support

Platt College provides a variety of services to help you succeed. The Academic Support and Career Services Center is designed for all College students both on campus and online. This is not on the web version:

Platt College's Academic Support and Career Services Coordinator offers all Platt students and graduates employment placement assistance. These graduate employment services include, but are not limited to the following:

- Career coaching at least four to eight weeks prior to graduation. This service will provide the student with essential information related to interviews and appointments for potential job opportunities.
- Assistance in the preparation of employment applications and resumes.
- Assistance in the preparation of employment cover letters as well as requests for letters of recommendation.
- Ongoing communication with employers regarding employment opportunities within their organizations.
- The Academic Support and Career Services Coordinator will work with the student to locate employment

positions. The student is ultimately responsible for arranging and attending employment interviews.

#### Employment While Attending College

Platt College's Academic Support and Career Services Coordinator also offers Platt students assistance locating employment while attending college. These jobs are typically evaluated for their ability to assist the student with living expenses and are not always related to the student's program of enrollment.

**This is not on the web version**

#### Preparing for Graduation and Beyond

Platt College's Academic Support and Career Services Coordinator welcomes the opportunity to help prepare students for interviews, resume submissions, and career etiquette.

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## Student Complaints & Grievances

Platt College prides itself on maintaining a relationship with students based on mutual respect. Every attempt is made to deal with student complaints and grievances in a fair and consistent manner. Policy 02:16:00 *Informal Complaint and Grievance Policy* provides detailed information about eligibility, definitions, informal complaints and formal grievance procedures as well as the application process using the College Grievance Form. Informal complaint and formal grievance procedures are used internally at Platt College.

#### Informal Complaint Steps:

Students who wish to initiate a review of an informal complaint shall use the following process before initiating the College's grievance procedure:

Step One: The student should determine the type of issue, concern, or complaint he/she wishes to have reviewed. Types of issues include but are not limited to: (a) concerns about grades or other learning activities, (b) concerns about behaviors perceived by the student from other students, faculty or staff, and (c) any other concerns directly relating to the academic or operational processes that are under the purview of the College.

Step Two: Attempts to resolve complaints must first begin with an informal process. Informal complaints must be made within 15 business days of the decision, determination or incident that gives rise to the complaint. The student should expect a response using College e-mail (or other College approved preferred contact method) as appropriate within 5 business days.

**Steps in the informal process include:**

Discussing the matter with the staff or faculty member in which the issue originated. A complaint should initially be addressed to the faculty member, student peer or member of staff who is most directly concerned with the issue. In order to ensure that the complaint is raised at a mutually convenient time, the student should try to arrange an appointment with this person.

If the issue is not resolved after the discussion, the next contact is the Associate Dean of Nursing. The Associate Dean will informally investigate the issue and allegations. During the meeting with the Associate Dean of Nursing,

students will need to present in writing (either electronically or written) (a) a clear, concise factual account of the incident, (b) any correspondence related to the incident, and (c) any additional material the student deems necessary for resolution of the informal complaint.

If the issue is resolved informally, no more steps are needed.

If the issue being raised in the complaint has been reviewed by the Associate Dean of Nursing and the student believes a satisfactory resolution has still not been reached, the student may elect to progress to the last course of action, initiation of a formal grievance.

**Grievance Steps:**

Step Three: In order to file a formal grievance, the grievant must submit a College Grievance Form and the signed copy of the Student Action Report (SAR) from the Associate Dean of Nursing, outlining the attempts to resolve the matter informally through the complaint procedures.

A Grievance Form, in addition to the SAR, must be filed with the Vice President of Academic Affairs is this still accurate? Who is this? or his/her designee within three weeks from the time of the decision, determination, or incident leading to the Grievance, or from the time when the Grievant should reasonably have been able to determine that the decision, determination, or incident might have affected his/her status whichever is later.

All grievances must be filed in writing and signed by the Grievant, and must include:

- a concise statement of the allegations that form the basis for the student's

complaint, including a careful statement of the facts, the rule, regulation, policy or practice that was violated, a summary of the informal attempts at resolution, and a suggested remedy.

No formal grievance will be considered to be filed until the written grievance is actually received by the Vice President of Academic Affairs or his/her designee.

Any administrator, faculty member, staff member or student serving in any review capacity at any stage in a grievance process will consider all available relevant facts relating to the grievance.

Step Four: A date for the Grievant to meet with the Grievance Committee and present his or her Grievance will be set within one week of the date the Grievance is filed. The decision of the Grievance Committee is final.

If a committee is needed for resolution of a grievance, the Grievance Committee will be composed of two (2) students, two (2) Platt College employees (staff member(s)/discipline related faculty member(s), and one (1) discipline related Platt College Administrator as determined by Platt College who are not directly involved in the incident or disciplinary action. In the event that a tie-breaking vote is needed the College Administrator who is not directly involved in the incident or disciplinary action serves as the tie breaking vote.

If the Grievant chooses to be represented by an attorney, the Grievant or the Grievant's attorney must so notify the appropriate Platt College Administrator at least 24 hours prior to the date of any meeting where the Grievant's attorney will be present. If a Grievant chooses

to involve legal counsel, the Grievant will be responsible for all of his/her own incurred legal fees.

All references in these procedures to time periods are to business days.

In the unfortunate event that a student or graduate of Platt College feels that his/her complaint or grievance has not been satisfactorily resolved, the individual has the option of submitting a written complaint to the following agencies:

This information is not listed on the web version

**Contact Information:**

The Accrediting Commission of Career Schools and Colleges (ACCSC)

2101 Wilson Blvd., Suite 302

Arlington, VA 22201

703-247-4212

[www.accsc.org](http://www.accsc.org)

*Schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.*

**Contact information:**

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, CO 80202  
(303)-866-2723  
<http://higherred.colorado.gov>  
<https://higherred.colorado.gov/filing-student-complaint>

*There is a two year limitation on the department taking action on student complaints.*

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

Colorado State Board of Nursing  
1560 Broadway, Suite 1350  
Denver, CO 80202  
303-894-2430  
<http://www.dora.state.co.us/NURSING>

The Veteran's section is on the web but not listed here.

## Financial Information

Tuition is due and payable on or before the first day of the class start. Arrangements for special financing may be made in cases of extreme necessity. Such financing will be determined on an individual basis by college administration.

The College reserves the right to add, delete, or change fees for admission to the College or for services rendered by the College at any time without prior notice to the public.

Tuition is subject to change on term basis (quarterly). Notification is provided to students forty-five days (45) prior to the effective date. Rate changes may apply at the beginning of a student's new term. If rates change, a College Catalog Addendum may be issued.

**Tuition & Fees**

One of the factors students need to consider when preparing for college attendance is the cost. While private schools may be considered costly, the cost of attending Platt College is much more manageable. The current tuition breakdown for Platt College is \$388.50 per quarter credit hour (*beginning January 2020*).

**Special Fees**

Fees are charged for special services as follows:

- **Repeat of Course Fee**  
This fee will be assessed for repeating any education. The student will be charged full tuition for any and all courses that are repeated.
- **Replacement of Diploma Fee**  
Students will be charged a \$25.00 fee to replace a diploma.
- **Replacement of Student ID**  
Students will be charged a \$5.00 fee to replace an ID card.
- **Course Drop Fee**  
Students will be charged the full tuition amount for the course drop fee, after the 10% of contact hours for that course has elapsed.
- **Miscellaneous Fees**  
Students will be charged for repair or replacement of any equipment lost or



damaged through negligence or willful misconduct. This includes damage to any part of the building or its immediate surroundings.

- **Academic Transcript Fee**  
Official transcripts are free of charge to currently enrolled students. Alumni must pay \$5.00 per official transcript. The official transcript request form must be completely filled out and signed. Upon receipt, transcript requests take 5-7 business days to complete. Should there be an outstanding balance at the time of completion of a student's program at Platt College, the College will withhold issuance of a student's official transcript until the balance is reconciled.
- **Program Withdraw Fee**  
All students who withdraw from the college regardless of withdrawal type (i.e. official, administrative, termination, and/or student withdrawal) are assessed a \$150.00 withdrawal fee.

## Financial Aid

Platt College has loan and grant opportunities available for eligible students requiring financial assistance to meet educational costs. Platt College is committed to assisting students in their efforts to secure information about available financial assistance. For further questions, please make an appointment with the Financial Aid Office or visit the Financial Aid section of the website.

## Student Cancellation and Refund Policy

### Student's Right to Cancel

A student, beginning quarter one of the nursing program, has the right to cancel his/her program enrollment at Platt College in writing to the Registrar on or before the end of the first week of classes of each quarter (defined as Sunday at 11:59 pm) to receive a refund of all money paid less the application charge of \$75. Refunds are made to the student on or before 30 calendar days from the student's date of determination of cancellation with the Registrar.

### Veterans Refund Policy

The College has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person using VA benefits fails to enter the course or withdraws or is discontinued there from at any time prior to completion. Such policy provides that the amount charged to the veteran or eligible person for tuition, fees and other charges for a portion of the course is ascertained in [Policy 03:11:00 \*Withdrawal from the College\*](#). Any change in enrollment that results in an overpayment of tuition and fees and or Yellow Ribbon program payments under the Post-9/11 GI Bill® (including under the Edith Nourse Rogers STEM Scholarship) and to advance payments of benefits under the various GI Bill® programs, will be collected from the school by the VA. In turn, Platt College may require the student Veteran, service member and or their qualified family members to pay any outstanding balance for tuition and fees and may contact you regarding this debt.



### Return of Title IV Funds

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, Platt College must still determine whether the student is eligible for a post-withdrawal disbursement (PWD). Platt College must return unearned funds for which it is responsible as soon as possible but no later than 45 days from the determination of a student's withdrawal.

## Scholarship Opportunities

Platt College has partnered with the Colorado Nurses Foundation (CNF) who will facilitate the applications and awarding of the Joe Lee Memorial scholarship. The scholarship is awarded annually to one Platt College nursing student.

In order to be eligible for the scholarship, applicants must:

- Be accepted into the School of Nursing at Platt College
- Be a Colorado resident committed to practicing nursing in Colorado
- Be a minimum of one quarter of study remaining prior to completing their degree
- Have a 3.25 minimum grade point average

- Be classified as a junior or senior level BSN student
- Have a documented financial need
- Upon award of scholarship, provide written attestation of continued enrollment in the January quarter by the Platt College Registrar

### Additional Requirements

Applicants must:

- Submit a current transcript
- Submit a personal essay explaining the details of the financial hardship
- Written attestation from Platt College Financial Aid office verifying financial need
- Two letters of reference: one from employer/supervisor (if not employed, then from another individual)

Time Period:

Applications open September 1 each year and close around the 3rd to 4th week of October. Award is made January 1 of each year.

### Recipient Selection

An application review committee has been established by CNF to make the scholarship selection. Eligible students may apply for this scholarship by going to the Colorado Nurses Foundation (CNF) website at <http://www.coloradonursesfoundation.com/>

## Online Learning

Flexibility without giving up quality-as a Platt College student, you can access web-based courses using any Internet connection, anytime, anywhere. 24/7 access allows you to complete

assignments, interact with other students in the class through discussions, and communicate with your instructor at your convenience. *My Platt College* simply put is learning at your fingertips.

Online learning at Platt College is a formal educational process in which instruction (interaction between students and faculty and among students) in a course occurs when students and faculty are not in the same place. Instruction may be synchronous or asynchronous. Online learning may employ correspondence study, audio, video, and/or computer technologies.

Platt College has computer software and hardware requirements that must be met in order to enroll as a student. Students are required to have a laptop that meets [the College's requirements](#).

#### Online Learning Mission Statement

The primary purpose of online learning at Platt College is to maximize student access to courses through the use of web-based delivery systems. Online Learning at Platt College integrates the assets of the college to provide a teaching and learning environment for online learners comparable to that provided to on-campus students. Support services are available to both online learners and faculty that help to provide quality education that is conveniently accessed. Online learning at Platt College is consistent with and supports the college's strategic plan and the college's mission of offering quality undergraduate education while providing graduates with competencies, skills and levels of education for employment and continued success in higher education. The types of online learning defined at Platt College:

- **Online Learning Course Using Internet (eCourse)** is a fully distance education course that is offered over the Internet using asynchronous and/or synchronous pedagogies. In this type of class, there is no face-to-face meeting between instructor and students.
- **Blended Course (eCombination)** is a course in which some traditional face-to-face "seat time" has been replaced by online learning activities. A blended (hybrid) course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another.
- **Web-Enhanced Course (eCompanion)** is a Web-enhanced (traditional (face-to-face) class that uses a course management platform (My Platt College) to accompany the class. The eCompanion can function in a variety of ways, depending on the goals of the course and the desire of the faculty member to enrich his or her course. Assigned activities will vary, depending on the faculty member and the discipline. The time spent using the eCompanion does not replace any of the face-to-face teaching-learning process but (change on web, too) serves to augment it.
- **Evaluation (eComment)** is an electronic version of Platt College's student evaluation of faculty and of classes, clinical experiences, and/or lab classes. Additionally, (change on web) eComment includes a section that measures students' comfort and experience with technology, and a section that measures the mechanics of course delivery (i.e., was the system

frequently down, was the system easy to use, etc.)

### **Online Learning Statement of Mission:**

The primary purpose of online learning at Platt College is to maximize student access to courses through the use of web-based delivery systems.

Online learning at Platt College integrates the assets of the college to provide a teaching and learning environment for distance learners comparable to that provided to on-campus (face-to-face) students. Support services are available to both distance learners and faculty that help to provide quality education that is conveniently accessible.

Online learning at Platt College is consistent with and supports the college's strategic plan and mission of offering quality undergraduate education while providing graduates with competencies, skills and levels of education for employment and continued success in higher education.

### **Goals of Online Learning at Platt College**

- Enhance student accessibility and participation in online learning initiatives
- Create an environment which facilitates the development of online learning instruction in response to student and community needs
- Encourage faculty participation in online learning initiatives and provide assistance and support in the development of courses, course materials, and use of instructional technology
- Help support faculty to use alternate means of instruction that are suited for online learning

- Promote the availability and utilization of online learning courses as a viable option for pursuing education goals and for promoting life-long learning
- Ensure quality instruction in all online learning classes through continuous assessment
- Embrace diversity in cultural backgrounds and personal characteristics; recognizes the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff
- Foster a strong work ethic and place fairness, objectivity, honesty, and accountability at the forefront of its policies and procedures in all aspects of the college

### **Delivery Media**

Platt College's online courses run on a quarter system schedule, the same as the on ground courses. Students are able to log into courses on a regular basis, at their convenience. Students are assigned a home page to access courses, find lecturers and assignments, and participate in class discussions and real-time course chat rooms.

Each course is developed to offer everything students would expect from Platt College on ground. Faculty members deliver course content and lectures through technology, such as streaming audio, video and multimedia slide shows. Faculty members offer weekly assignments to help ensure students are on track with the materials being taught and that attendance is being taken. Quizzes and tests can be timed to help affirm student mastery of the material. In addition, assignments may be uploaded to the site, which is much like creating an attachment in email.

Platt College uses *My Platt College*, a comprehensive academic management system. From first contact with a prospective student through graduation and alumni relations, *My Platt College* efficiently manages the full student lifecycle by combining activities into one electronic solution.

Platt College SMS is the student management system that facilitates all daily functions of the College operations. Platt College LMS is the learning management system that serves as the Internet based course management system for delivery of eCombination and eCompanion classes.

The Accrediting Commission of Career Schools and Colleges approved Platt College to utilize online learning on November 9, 2011. Approval for expansion of online learning was granted by the Commission on December 18, 2012.

#### Student Service for Online Learning

Being a Platt College student is more than simply taking courses. Whether you're located in one of our classrooms or in your living room, you will have the opportunity to participate in a variety of different student services.

#### Virtual Library

- The Qualified Knowledge Resource Library staff provides resources that meet the educational objectives and scope of the program, collaborates with faculty and students in individual, classroom and online settings, and assists Faculty with the instruction of information literacy standards to students. The Virtual Library was established to provide online search capabilities, reference materials, databases, journals and other research

services to students and faculty This student service is accessible through the My Platt College NSGKRALL course.

#### Virtual Career Center

- Platt College's Virtual Career Center is designed for all College students both online and on ground. The Academic Support and Career Services Office is available for all students to assist them in writing or rewriting resumes; preparing for interviews; and/or looking for occupations that matches their interests, skills and experience, this website provides a wealth of information to achieve career and educational goals. The website is customized for students, recent graduates, working adults and non-working adults. It provides students and graduates with a career database, education options, and a list of "Hot Jobs."

#### Copyright Clearance

- Copyright Clearance's licensing and permissions services enable businesses/colleges of all sizes to use and share information with colleagues, partners, clients and others-around the corner or around the world. Academic faculty and staff at more than a thousand institutions license content through Copyright Clearance for coursepacks, e-reserves, course management systems, interlibrary loan and other classroom and educational uses.

#### Turnitin

- Turnitin is utilized at Platt College for written papers to ensure compliance

with such requirements as APA, copyright, avoidance of plagiarism, etc. In order to assist students in the avoidance of plagiarism, Platt College uses a process whereby students are expected to submit their papers to the Turnitin plagiarism software.

how students and tutors interact in the process of addressing a question.

**Online NCLEX Review**

- The Online NCLEX Review provides students with online ancillaries to compliment online practice NCLEX assessments.

**Simulation Electronic Health Record and Learning Sets**

- A simulation electronic health record and learning set allows students to learn all aspects of an EHR and work with patient data within the College's Simulation Lab. The system allows students the ability to uniquely interact with patients' records in a simulated learning experience.

**SoftChalk**

- SoftChalk (LMS Platform) is an award-winning e-learning authoring solution that allows faculty members to easily create and share engaging, interactive content. SoftChalk is used in all eCombination courses and may be used in some face-to-face courses.

**Virtual Tutoring - Smarthinking**

- Online student tutoring is available in numerous subjects via the Smarthinking service. Students may visit the Smarthinking website for sample tutorials that demonstrate how the online tutoring platform works, and

**Computer Software/Hardware Requirements**

Platt College requires students to have laptop computers upon enrolling into the BSN program. Platt College has established minimum standards for student laptops. We recognize that many students begin their academic programs with very serviceable laptops and/or desk computers. If students wish to purchase a laptop prior to coming to Platt College, or use their existing laptop computer, it should at least meet the following requirements that are outlined:

<https://www.plattcolorado.edu/computer-hardware-software-requirements-for-a-personal-computer-pc>

<https://www.plattcolorado.edu/computer-hardware-software-requirements-for-a-mac>

**The following courses are implemented into the curriculum as eCombination courses.**

Blended Course (eCombination) is a course, accessible through the My Platt College course management platform, in which some traditional face-to-face "seat time" has been replaced by online learning activities. A blended (hybrid) course is designed to integrate face-to-face (60%) and online activities (40%) so that they reinforce, complement, and elaborate one another.

- NSG 151 Introduction to Nursing Informatics
- ENG 121 Reading and Writing in College I

This section is not on the web version

**The following courses are implemented into the curriculum as eCourse courses.**

Online Learning Course Using Internet (eCourse) is a fully distance education course that is offered over the Internet using asynchronous and/or synchronous pedagogies. In this type of class, there is no face-to-face meeting between instructor and students.

- NSG 233 Nursing Care of the Aging Adult
- NSG 249 Legal and Ethical Concerns Impacting Nursing Practice
- NSG 348 Critical Thinking and the Nursing Process
- BIOL 112 Nutrition in Health and Illness
- PSY 101 Introduction to Psychology
- PSY 151 Human Growth and Development
- PHIL 112 Critical Thinking
- SOC 101 Introduction to Sociology
- HUM 101 Arts and Culture: An Introduction to Humanities
- HS 150 U.S. History and Government

## Nursing Program

### The Bachelor of Science in Nursing Program

The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the Accreditation Commission for Education in Nursing (ACEN).

ACEN  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

The Bachelor of Science in Nursing is approved by the Colorado State Board of Nursing (June 22, 2005) and is included within the scope of institutional accreditation by the Accrediting

Commission of Career Schools and Colleges (August 30, 2005).

### Competencies

Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using the following five competencies based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN), 2008) and the Pre-Licensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN).

1. Nursing Process
2. Nursing Informatics
3. Professional Standards
4. Evidence-Based Practice
5. Interprofessional Communication & Collaboration

**Consumer indices are also tracked as outcomes for the BSN program and include:**

First-time NCLEX pass rates  
Program completion rates  
Graduate Satisfaction  
Graduate Employment Rates

### Simulation

#### Mission Statement for Simulation

Platt College offers simulated clinical experiences to nursing students who will assume accountability for safe, holistic, and patient-centered care as professional nurses. Within our Simulation Lab, the simulation team creates immersive patient care environments and utilizes high fidelity simulators and a



Simulation Learning System that support student-centered learning.

### **Vision Statement for Simulation**

Provide a high- quality student-centered learning experience utilizing human simulation experience to create realistic, life-like scenarios where students engage in the practice of nursing skills and theory for the purpose of facilitating competence in provision of care, evidence-based practice, informatics, professional standards, and interprofessional communication and collaboration.

The Simulation Lab at Platt College provides life-like learning environments for students to practice safety while delivering patient care, develop hands-on nursing skills, to increase their levels of confidence and to develop critical thinking. A family of high-fidelity patient simulators awaits the delivery of safe care by the nursing students of Platt College. Nursing students who experience simulated clinical education using high fidelity simulation had significantly increased scores in patient safety, communication, self-confidence, and critical thinking.

Students participate in simulation clinical experiences in the following areas of nursing study:

- Health Assessment and Health Promotion
- Nursing Care of Adults and Older Adults
- Nursing Care of Pediatric Patients
- Nursing Care of Persons with Mental Health Impairments
- Nursing Care of the Childbearing Family
- Community and Population-Based Nursing
- High Acuity Nursing Care
- Nursing Leadership

The patient care simulators “come to life” through a simulation learning system programmed into each computerized simulator. The simulation learning system provides decision-making algorithms and their resultant physiological alterations within the patient simulator. Students providing care to a simulated patient will cause the simulator to alter its physiology as the students make decisions. Students practice their nursing skills, including medication administration, IV therapy, and wound care. The simulation lab provides the environment to deliver care in an emergency room, birthing suite, intensive care, pediatric unit, acute and long term care. Following a simulated clinical experience, students participate in a debriefing and self reflection session with their faculty.

### **Clinical Experiences**

At Platt College, students are exposed to a wide variety of clinical settings—including hospitals, outpatient and community clinics, treatment centers, and long-term care facilities—as well as patient populations diverse in age, gender, health status, socioeconomic background, and geographic distribution. Nursing students participate in approximately 930 hours of diverse and educationally rewarding clinical experiences. Most clinical facilities are located within a 70 mile radius of the College. Travel to and from clinical facilities is the student's responsibility so the use of a vehicle is expected.

Students have the opportunity to participate in clinical courses including the following areas of nursing study:

- Patient Centered Care



- Health Assessment and Health Promotion
- Nursing Care of Adults and Older Adults
- Nursing Care of Pediatric Patients
- Nursing Care of Persons with Mental Health Impairments
- Nursing Care of the Childbearing Family
- Community and Population-Based Nursing
- High Acuity Nursing Care
- Nursing Leadership
- Capstone: Transition to Professional Nursing
- Complete a minimum of 184.5 quarter credit hours of approved course work for the Bachelor of Science in Nursing Degree. Applicable transfer credit will be included in the calculation.
- Pass all nursing and cognate courses with a minimum GPA of "C" and maintain a 2.75 GPA.

*A grade of 2.75 "C" or above must be achieved in every nursing course in order to progress in the nursing program. Any grade below 75 will not be rounded up. For specific information about the grading system, please refer to Policy 02:06:00 Uniform Grading. Letter grades of "D" or "F" in any nursing or cognate courses will constitute a course failure and the student will be required to repeat the course to achieve a passing grade at his/her own expense.*

In addition, students have opportunities to work independently with a nurse preceptor. The Senior Capstone occurs over a 90 hour period and provides a one on one educational learning experience with a professional nurse to develop competencies in a variety of specialties. Clinical experiences begin during the second quarter of study.

The office of the Clinical Placement Coordinator is responsible for ensuring that students meet the health care and clinical site requirements for their clinical experiences. This office is also responsible for securing the appropriate off-campus clinical learning sites and faculty who teach in both on and off-campus clinical. Meeting these health care requirements is critical to progression through the nursing curriculum.

There is a link to the Course Sequencing Guide here prior to the Graduation Requirements. Not sure if the order matters on this document.

## Graduation Requirements

In order to graduate from the School of Nursing at Platt College, students must:

- Complete an Exit Interview with all designated administrators and staff prior to the last scheduled day of class (i.e. Student Exit Checklist).
- Be enrolled in Platt College courses during the term in which he/she intends to graduate. Complete a minimum of 50% of the credits required for the program of enrollment at Platt College.
- Complete the nursing program within 1.5 times the total program length in duration or credit hours.
- Students must complete a Student Exit Checklist and submit to the Registrar after all signatures have been completed during the final quarter.

Students are provided with information about the process and procedures for registering to take the NCLEX examination as a Professional Nurse before graduating. Successful completion

of the NCLEX is required for licensure prior to employment as a professional nurse.

*Platt College reserves the right to substitute or delete courses based on the most current approved curriculum. Graduation requirements*

## General Education Course Descriptions

*\*Classes marked as eCombination with an \* are courses in which some traditional face-to-face "Seat time" has been replaced by online learning activities. A blended (hybrid) course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another. Platt College currently uses a 60/40 split, meaning that 60% of the course is taught face-to-face, and 40% of the course is taught online.*

*\*\*Classes marked as eCourse with two \*\* are courses offered 100% online.*

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### Biology

#### **BIOL 112 \*\* (eCourse) 4.5 Credits** **Nutrition in Health and Illness**

This course introduces the student to the fundamental principles of nutrition in health and illness through the lifespan. Analysis of personal dietary habits and behavior in relation to basic human nutritional needs and food composition as well as health promotion strategies will be explored.

#### **BIOL 206 6.0 Credits** **Introduction to Microbiology (with lab)**

An introductory course related to biology and classification of microorganisms, their interrelationship with other bacteria, animals,

*and/or graduation policies may change during the course of a student's consecutive enrollments.*

and humans. Content includes viruses, rickettsia, protozoans, and parasites. Students apply learned concepts and principles in a laboratory environment. Prerequisites: BIOL 223; BIOL 224. Corequisites: NSG 282/282L/282P.

#### **BIOL 223 6.0 Credits** **Human Anatomy and Physiology I (with lab)**

Study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the lifespan. The student will study cellular, tissue, organ, and organ systems that comprise the human being. The content has been divided into BIOL 223 and BIOL 224. Students apply learned concepts and principles in a laboratory environment.

#### **BIOL 224 6.0 Credits** **Human Anatomy and Physiology II (with lab)**

A continued study of human anatomy and physiology designed for students who require a thorough understanding of the structural and functional aspects of the human body across the life span. The student will study cellular, tissue, organ, and organ systems that comprise the human being. The content has been divided in to BIOL 223 and BIOL 224. Students apply learned concepts and principles in a laboratory environment. Prerequisite: BIOL 223.

#### **BIOL 300 6.0 Credits** **Pathophysiology (with lab)**

This course will provide the student with conceptual and theoretical information applicable to pathological conditions resultant in alterations across the lifespan. Mechanisms of production of signs and symptoms of different disease syndromes will be discussed. A body systems approach will allow the student to understand the mechanisms underlying the disease and the clinical manifestations exhibited. Students apply learned concepts and principles within a laboratory environment with an emphasis on the use of critical thinking skills. Prerequisites: BIOL 206; BIOL 223; BIOL 224, NSG 282/282L/282P. Corequisites: NSG 250/250L/250P; NSG 290.

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## Chemistry

**CHEM 121** **6.0 Credits**  
**General Chemistry (with lab)**

This course will provide the student with a general overview of chemistry concepts and theories. The student will study matter, atoms, elements, compounds, and reactions. Students apply learned concepts and principles within a laboratory environment. Prerequisites: BIOL 223; BIOL 224.

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## Communications

Communications

**COM 125 (4.5 Credits) Interpersonal**

**Communications:** Examines the communication involved in interpersonal relationships occurring in family, social, and career situations. Relevant concepts include self-concept, perception, listening, nonverbal communication, and conflict.

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## English

**ENG 121\*** (*eCombination*) **4.5 Credits**  
**Reading and Writing in College I**

A course designed to help students analyze a variety of academic texts and complete a series of writing assignments designed to teach them how to interpret arguments, identify constraints and bias, conduct, organize and present research.

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## History

**HS 150\*\*** (*eCourse*) **4.5 Credits**  
**U.S. History and Government**

This course is a review in U.S. history and an examination of how events have shaped our present government. Emphasis will be placed on governmental organization and how each student fits into their process to become a responsible citizen and voter.

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## Humanities

**HUM 101\*\*** (*eCourse*) **4.5 Credits**  
**Arts and Culture: An Introduction to Humanities**

A survey course on Art and Culture from ancient civilizations to the present with emphasis on the interaction of architecture, art, culture, literature, and daily life.

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## Mathematics

**MAT 107 (4.5 Credits) Foundational Math:** This course covers material designed for students to

study general mathematical topics which include measurement, algebra, geometry, probability, graphs, problem-solving skills, and/or finance. These are presented at an introductory level and the emphasis is on applications.

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## Philosophy

**PHIL 112\*\*** (eCourse) **4.5 Credits**

### Critical Thinking

This course will explore and develop each student's critical thinking skills through classroom discussions and written arguments. Topics will include: mastering the fundamentals of critical thinking, evaluation arguments, recognizing errors in thinking, and characteristics of critical thinkers.

## Psychology

**PSY 101\*\*** (eCourse) **4.5 Credits**

### Introduction to Psychology

This course provides a general understanding of psychology as a behavioral science, psychological concepts and principles. Topics covered include biological bases of behavior, learning, thinking, motivations, sensation, and perception.

**PSY 151\*\*** (eCourse) **4.5**

### Credits

### Human Growth and Development

Survey of human growth and development from conception through senescence. A multi-disciplinary approach to the study of both change and stability in physical, cognitive, social and personality development. Review of relevant developmental theory and research.

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## Sociology

**SOC 101\*\*** (eCourse) **4.5 Credits**

### Introduction to Sociology

This course provides a general understanding of the basic concepts and principles of sociology that affect the individual in society.

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## Statistics

**STAT 250** **4.5 Credits**

### Introduction to Applied Statistics

This course focuses on an introduction to applied statistics, including such topics as univariate and multivariate analyses, histograms, linear correlations, analysis of variance, and hypothesis testing. Stratification, intergroup relations and inequalities are covered. Corequisites: NSG 388/388P.

## Nursing Course Descriptions

*\*Classes marked as eCombination with an \* are courses in which some traditional face-to-face "Seat time" has been replaced by online learning activities. A blended (hybrid) course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another. Platt College currently uses a 60/40 split, meaning that 60% of the course is taught face-to-face, and 40% of the course is taught online.*

*\*\*Classes marked as eCourse with two \*\* are courses offered 100% online.*

**NSG 151\*** (eCombination) **3.0 credits**

### Introduction to Nursing Informatics

Nursing informatics is a nursing specialty that draws from computer science, information science, cognitive and decision sciences, and nursing science. Students will gain knowledge and skills to enhance patient-care delivery, promote consumer health, utilize nursing research, and provide education through information technology. This course focuses on content that provides the learner with the basic tools in the areas of computer literacy, information literacy, and health literacy. Prerequisite: Admission to BSN program.

**NSG 231** **3.0 Credits**  
**Nursing Process and Contemporary Nursing Practice**

This course establishes the basic foundation for nursing as an art and a science. The course assists students to understand what it means to be a professional nurse; to appreciate the history of nursing; to understand and prize nursing's values, standards, and ethics; to learn the significance of the nursing process; to recognize and deal effectively with social and economic factors that influence how the profession is practiced; and to appreciate the need to be lifelong learners and contributing members of the nursing profession.

**NSG 232** **4.0 Credits**  
**Basic Principles of Patient Centered Care**

This fundamental nursing skills course introduces the student to the relationship between evidence-based nursing practice (science) and caring (art) while performing patient-centered care tasks including meeting the basic needs of oxygenation, nutrition, elimination, activity and rest, protection, and psychosocial integrity. Prerequisite: NSG 231. Corequisites: NSG 232L/232P.

**NSG 232L** **2.0 Credits**

**Laboratory, Basic Principles of Patient Centered Care**

This fundamental nursing skills laboratory allows the student to apply the NSG 232 concepts and principles learned in a controlled classroom environment. Prerequisite: NSG 231. Corequisites: NSG 232/232P.

**NSG 232P** **1.0 Credit**  
**Practicum, Basic Principles of Patient Centered Care**

This fundamental nursing skills practicum allows the student to apply the NSG 232 & NSG 232L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a long term care or skilled nursing unit. Prerequisite: NSG 231. Corequisites: NSG 232/232L.

**NSG 233\*\*** (*eCourse*) **1.0 Credit**  
**Nursing Care of the Aging Adult**

An introduction to concepts of aging with a focus on health promotion, maintenance of functional capacity, normal physiologic changes, and improvement of quality of life through interdisciplinary collaboration. Prerequisite: NSG 231.

**NSG 249\*\*** (*eCourse*) **2.0 Credit**  
**Legal and Ethical Issues Impacting Nursing Practice**

This course is designed to prepare the student for legal and ethical issues facing today's practicing nurse. The student will study the basics of the legal system, current legal responsibilities, licensure standards, patient consents, HIPAA, and other legally pertinent concerns. The elements of ethical decision making will be addressed as well as advanced directives, end-of-life care, and organ donation. Prerequisite: NSG 231.

**NSG 250** **3.0 Credits**





**NSG 312** **3.5 Credits**

**Nursing Care of the Childbearing Family**

This course is designed to prepare the student for providing patient centered care during the childbearing and menopausal years. The student will study both normal and complicated pregnancies; well and high-risk newborns; family influences; family planning; childbearing alternatives and women's healthcare needs. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312L/312P.

**NSG 312L** **1.0 Credit**

**Laboratory, Nursing Care of the Childbearing Family**

This laboratory allows the student to apply NSG 312 concepts and principles learned in a controlled classroom environment. Topics include cervical dilation, fetal monitoring, assessing for toxicity, fetal heart tones, pap smears, and emergency childbirth skills. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223, BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312/312P.

**NSG 312P** **2.0 Credits**

**Practicum, Nursing Care of the Childbearing Family**

This practicum allows the student to apply NSG 312 and NSG 312L concepts, principles and skills learned in the classroom and laboratory to a real patient care situation in a hospital, clinic or private physician's office. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 345; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL

206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 312/312L.

**NSG 345** **2.0 Credits**

**Nursing Care of Families and Cultures**

This course is designed to prepare the student for the unique health influences the family and culture have upon the individual. Topics will include family dynamics, cultural beliefs and values, and impact upon the individual's health practices. Prerequisites: NSG 231.

**NSG 348\*\* (eCourse)** **2.0 Credits**

**Critical Thinking and the Nursing Process**

Students are challenged to apply critical thinking skills in various healthcare situations. The course is designed to encourage the student to use cognitive skills purposefully to deliver safe and effective patient centered care. Prerequisites: NSG 231; PHIL 112.

**NSG 380** **4.0 Credits**

**Community and Population-Based Nursing**

In this course the student will learn to use knowledge from social science, public health science, and nursing science to promote and protect the health of diverse populations. In this course, students will learn how to apply the nursing process to address the health risks and needs of populations, groups, families, and individuals in selected communities, with an emphasis on caring for vulnerable and underserved clients in a just and ethical manner. Students will also learn how to use previously gained nursing knowledge and newly acquired social, public health, and nursing information to collaborate with populations and communities in order to help them thrive. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL

300; PSY 101; PSY 151; SOC 101. Corequisites: NSG 380P.

**NSG 380P** **3.0 Credits**  
**Practicum, Community and Population-Based Nursing**

This practicum allows the student to apply NSG 380 concepts, principles, and skills learned in the classroom to a real patient care situation in a clinic, home health, school, or residential facility. Students will conduct a community survey of health needs. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 101; PSY 151; SOC 101. Corequisites: NSG 380.

**NSG 385** **4.0 Credits**  
**Nursing Care of Adults and Older Adults I** This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of adult and older adult's response to alterations in health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include fluid and electrolytes, acid-base balance/imbalance, and alterations in the functions of the immune, respiratory, cardiovascular, hematologic, urinary, and nervous systems. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 385P.

**NSG 385P** **3.0 Credits**  
**Practicum, Nursing Care of Adults and Older Adults I**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 385 in the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 385.

**NSG 386** **4.0 Credits**  
**Nursing Care of Adults and Older Adults II**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of adult and older adult's response to alterations in health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include the integumentary, musculoskeletal, gastrointestinal, sensory, endocrine, and reproductive systems. Prerequisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 386P.

**NSG 386P** **3.0 Credits**  
**Practicum, Nursing Care of Adults and Older Adults II**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 386 to the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; BIOL 206; BIOL 223; BIOL 224; BIOL 300; COM 210. Corequisite: NSG 386.

**NSG 387** **3.5 Credits**  
**Nursing Care of the Pediatric Patient/Client**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of the pediatric patient/client and family response to alterations in health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the context of the patient/client, their families, and environments. Topic areas include both normal growth development and health promotion along with alterations along the health continuum. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 151. Corequisites: NSG 387P.

**NSG 387P** **2.0 Credits**  
**Practicum, Nursing Care of the Pediatric Patient/Client**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 387 to the patient/client healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; BIOL 206; BIOL 223; BIOL 224; BIOL 300, PSY 151. Corequisites: NSG 387.

**NSG 388** **3.5 Credits**  
**Nursing Care of Persons with Mental Health Impairments**

This course presents the roles of the nurse in relation to assessment, diagnosis, outcomes identification, planning, intervention, and evaluation of patient/client responses across the lifespan to alterations in mental health. Includes the etiology, epidemiology, pathophysiology, appropriate medical management, diagnostics, and related therapeutic nursing interventions within the

context of the patient/client, their families, and environments. The student will study therapeutic approaches as well as psychosocial adaptation alterations. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223, BIOL 224, BIOL 300; PSY 101; PSY 151. Corequisites: NSG 388P; SOC 101.

**NSG 388P** **2.0 Credits**  
**Practicum, Nursing Care of Persons with Mental Health Impairments**

This practicum enables the student to apply concepts, principles, and skills learned in NSG 388 to a patient/client care in an inpatient or residential healthcare facility, or outpatient healthcare environments. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300; PSY 101; PSY 151. Corequisites: NSG 388; SOC 101.

**NSG 410** **4.0 Credits**  
**High Acuity Principles of Patient Centered Care**

Preparatory course for NSG 420. This course prepares the student to perform skills unique to the critical and emergent healthcare environments. Advanced cardiac life support (ACLS) concepts will be emphasized and skills will be demonstrated within a simulation environment. Critical care medications, advanced medication calculation, ECG interpretation, an introduction to hemodynamic monitoring, and the roles of the high acuity nurse will be emphasized. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 385/385P; NSG 386/386P; NSG 387/387P; BIOL 206; BIOL 223; BIOL 224; BIOL 300.

**NSG 420** **4.0 Credits**

### **High Acuity Nursing Care**

This course prepares the student to administer evidence-based nursing care to patients across the lifespan in critical, operative, or emergent healthcare environments. Rapid critical thinking skill development is essential for performing this type of nursing care.

Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 223; BIOL 224; BIOL 300. Corequisites: NSG 420P; NSG 451/451P.

### **NSG 420P 3.0 Credits**

#### **Practicum, High Acuity Nursing Care**

This practicum allows the student to apply NSG 410 and NSG 420 concepts, principles and skills learned to a real patient care situation in a critical care, emergent care, operative care, or diagnostic care unit. Prerequisite: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 223, BIOL 224, BIOL 300. Corequisites: NSG 420; NSG 451/451P.

### **NSG 451 3.0 Credits**

#### **Nurses as Leaders**

This course is designed to prepare the student for management and leadership roles assigned to the BSN. The student will study developing leadership skills, performing evaluations, preparing job descriptions, mentoring, coaching, counseling, budget concepts, staffing issues and leadership characteristics.

Prerequisites: NSG 231; NSG 232/232L/232P; NSG 282/282L/282P; NSG 250/250L/250P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 206;

BIOL 223; BIOL 224; BIOL 300; PHIL 112.

Corequisites: NSG 420/420P; NSG 451P.

### **NSG 451P 3.0 Credits**

#### **Practicum, Nurses as Leaders**

This practicum allows the student to apply NSG 451 concepts, principles and skills learned while functioning in a leadership position in a healthcare environment. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; BIOL 206, BIOL 223, BIOL 224, BIOL 300; PHIL 112. Corequisites: NSG 420/420P; NSG 451.

### **NSG 452\* 3.0 Credits**

#### **Capstone: Transition to Professional Nursing**

This course is designed to prepare the student for role changes. It promotes the student's transition from student to licensed professional nurse. Focus is on licensure preparation, completion of a self-assessment of student progress in the attainment of the nursing program outcomes in the roles of provider of care, leader/manager, and member of the profession, and completion of a professional resume. The student will be given a capstone project that entails research, presentation, writing, and critical reflection of the evolution of their clinical practice. Prerequisites: NSG 231; NSG 232/232L/232P; NSG 233; NSG 247; NSG 248; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 345; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; NSG 420/420P; NSG 451/451P; BIOL 112; BIOL 206; BIOL 223; BIOL 224; BIOL 300; CHEM 121. Corequisites: NSG 452L/452P.

### **NSG 452P 6.0 Credits**

### **Practicum, Capstone: Transition to Professional Nursing**

This practicum requires a signed agreement between the student and a qualified nursing preceptor. The student will work the same schedule as the nursing preceptor. The preceptor will supervise and evaluate the student's readiness for work transition in collaboration with the nursing faculty.

Prerequisites: NSG 231; NSG 232/232L/232P; NSG 233; NSG 247; NSG 248; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 312/312L/312P; NSG 345; NSG 348; NSG 380/380P; NSG 385/385P; NSG 386/386P; NSG 387/387P; NSG 388/388P; NSG 410; NSG 420/420P; NSG 451/451P; BIOL 112; BIOL 206; BIOL 223; BIOL 224; BIOL 300; CHEM 121.

Corequisites: NSG 452/452L.

### **NSG 460 4.5 Credits Research Methods for Evidence-Based Nursing Practice**

Focuses on the role of the professional nurse as an informed consumer of evidence-based research. Explores quantitative and qualitative approaches to the study of health and illness, as well as the relationship of theory to practice.

Topics include literature reviews, research designs, methods of data collection, and analytical procedures. Explores the ethics for research with human subjects. The student will prepare a research proposal. Prerequisites:

NSG 231; NSG 232/232L/232P; NSG 250/250L/250P; NSG 282/282L/282P; NSG 290; NSG 385/385P; NSG 386/386P; NSG 387/387P; COM 210; MAT 121; STAT 250

Corequisites: NSG 380/380P

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## **Employee Directory**

### **Faculty**

*(Denotes full-time faculty members)*

### **ALVAREZ, JONATHAN**

B.S., Western Kentucky University-Exercise Science and Physical Education (2001)

Doctorate, Life Chiropractic College West-PT/Chiropractic (2006)

### **ARI, OMISOLA**

B.S.N., University of Pennsylvania – Nursing (2003)

M.S., Southern New Hampshire University – Public Health (2020)

### **DETHMAN, REBECCA**

B.S.N., Chamberlain University – Nursing (2013)

M.S.N., Chamberlain College of Nursing – Nursing: Educator (2017)

### **DICKERSON, STACY**

B.S.N., Shenandoah University – Nursing (2012)

M.S.N., Western Governors University – Education (2017)

### **GRIFFY, KALIE**

B.S.N., Platt College School of Nursing-Nursing (2015)

M.S.N., Grand Canyon University-Leadership in Health Care Systems (2017)

D.N.P., Grand Canyon University- Nursing (2020)

### **KARY, LYNETTE**

B.S.N., Western Governors University-Nursing (2013)

M.S.N., Western Governors University-Nursing Concentration: Education (2014)

D.N.P., Post University-Nursing Educational Leadership (2022)

### **KEISER, STEVE**

A.A.S., Arapahoe Community College-Nursing (1987)

B.S.N., University of Phoenix – Nursing (1996)

M.S.N., University of Phoenix – Nursing (1998)

CNE – Certified Nurse Educator

### **LEISTIKOW, RACHEL**

B.A., Reed College-Biology (2001)  
Ph.D., University of Colorado-Microbiology (2012)

**THOMAS, SETH**

B.A., Regis University – Liberal Arts/English (2007)  
M.A, Regis University – Creative Writing (2010)

**WATSON, ASHLEY**

B.S.N., Arkansas State University-Nursing (2009)  
M.S.N., Walden University-Family Nurse Practitioner (2017)

**WHITE, BRITTANY**

B.S.N., Platt College – Nursing (2019)  
M.S.N., Grand Canyon University – Leadership in Healthcare Systems (2021)

**Professional Staff**

*(Denotes full-time professional staff)*

**BASLER, JULIE**

President

**BRADSHAW, LORI**

Simulation Laboratory Technician

**BROWN, JESSICA**

Admissions Representative

**CALDERON, ALLEN**

Simulation Laboratory Coordinator

**CRAVER, GEOFF**

Accountant II

**CRAVER, ROBERT**

Chief Financial Officer

**CULLERTON, LAURA**

Information Specialist- Librarian

**DALPIAZ, TONI**

College Registrar

**DETHMAN, REBECCA**

Associate Dean of Nursing

**DOLPH, DARLA**

Student Services Coordinator

**FINKEN, MARK**

Coordinator of IT Services

**HETTICH, BRAD**

Financial Aid Officer

**OLSON, ASHLEY**

Admissions and Marketing Coordinator

**JONES, BARB**

Executive Administrative Assistant

**KANAS, DEBORAH**

Testing Support Staff

**LITTLE, SABER MICHAEL**

Simulation Laboratory Technician

**PORTER, SHIRLEY**

College Administrative Assistant

**RICKER, FRAN**

Dean of Nursing

**SAVAGE, VICTORIA**

Clinical Placement Assistant

**TUGUME, SHARON**

Clinical Placement Coordinator

**VIGIL, MICHAEL**

Director of Financial Aid

## Board of Directors

### Mission

Platt College offers quality undergraduate education and provides graduates with competencies, skills and levels of education for

employment and continued success in higher education. The Platt College Board of Directors fosters personal growth by providing strategic perspective and definitive leadership in determining the programs to be provided by the College and by specifying the guiding policies and principles the President/CEO uses in operating the College.

### **Values**

- Accessibility
- Community
- Diversity
- Excellence
- Integrity
- Learning
- Respect
- Success
- Leadership

### **Board of Directors**

Mr. Scott Orcutt (*chair*), Public Representative

Dr. Dan Lucero, Education Representative

Mr. James R. Sutherland, Education  
Representative

Mr. Thomas J. Twardowski, Education  
Representative

Ms. Linda Savage, MSN RN, Public, Nurse  
Representative

Mr. Jerald B. Sirbu, *ex-officio*