



## Student Handbook



Academic Year 2025-2026

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# University Policies

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The academic year for this catalog is Fall 2025 through August 21, 2026.

The policy and academic requirements information in this catalog are for the 2025-2026 Catalog/Handbook and are effective as of June 2, 2025. Students are governed by the catalog/handbook in effect at the time of their initial enrollment in their degree program, unless they elect to follow a subsequently published catalog/handbook.

This catalog/handbook is not a contract and is subject to change at any time by Rocky Vista University. The University reserves the right to modify policies, procedures, and requirements as necessary, with reasonable notice to affected students through official university communication channels. When individual program policies differ from University policies, the program-specific policies govern academic requirements for that program; for all other matters, University policies apply. Questions regarding policy applicability should be directed to the Registrar's Office.

Rocky Vista University has made every reasonable effort to ensure that all information in this catalog is accurate as of June 2, 2025. The University reserves the right to interpret all policies and procedures contained herein. In situations not specifically addressed, decisions will be made based on administrative discretion, applicable board policies, and state and federal law, consistent with the University's educational mission and student welfare.

## Introduction

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### A Message from the President

This year's Rocky Vista University Student Handbook and Catalog is published as we celebrate many successes as an institution. This past year, Master of Physician Assistant Studies (PA) program received a 10-year accreditation from ARC-PA, their programmatic accreditor. Additionally, the Montana College of Osteopathic Medicine went from a dream to a reality. The Master of Science in Biomedical Sciences (MSBS) program continues to be the largest feeder program to RVUCOM. Rocky Vista University College of Osteopathic Medicine achieved a record number of students (287) successfully entering residency programs. Finally, we added a new masters' program, the Master of Medical Science on our Montana campus. RVU students and faculty are helping us reach our vision of "Achieving New Heights in Medical Education"

By every measure, RVU faculty and students are delivering on the promises contained in our university Mission Statement: "Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity, and excellence". RVU students are leaders in national organizations, and in student outcomes: whether it is acceptance into and performance in medical school by our MSBS students, Physician Assistant National Certifying Exam pass rate and job placement by our PA students, or COMLEX pass rate and residency match success, our students are leading the way.

The administration and faculty of RVU remains dedicated to the students and student experience. We know that healthcare education is challenging and at times overwhelming and we are committed to providing the support services that students need.





At Rocky Vista University we embrace core values of integrity, collegiality, compassion, diversity, equity, excellence, inclusivity, service, and innovation. You will find these values every day during your time at RVU. That are meant to be inspirational, aspirational, and living declarations of who we are.

Please take the time to carefully review the material presented in this *RVU Student Handbook and Catalog*, as it includes information every student is expected to be familiar with, in addition to being an excellent resource.

Wishing each of you a successful year ahead.

Sincerely,

Warm regards,  
**David Forstein, DO, FACOOG**  
President and CEO  
Rocky Vista University

## About

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### Mission, Vision Statement and Core Values

#### Mission

Rocky Vista University provides quality healthcare education while inspiring students to serve with compassion, integrity and excellence.

#### Vision Statement

Achieving New Heights in Medical Education.

#### Core Values

##### **Collegiality**

Mutual respect, collaboration, and the open exchange of ideas advance mutual goals and facilitate individual growth.

##### **Compassion**

The willingness to be engaged with the needs of others.

##### **Diversity**

The recognition, reflection, and representation of individual differences within a community including, but not limited to culture, race, age, ethnicity or national origin, color, sex, gender, gender identity, sexual orientation, religious beliefs, spiritual practices, political beliefs, mental and physical ability, socioeconomic status, individual life experiences, or other ideologies.

##### **Equity**

The implementation of unbiased policies and practices to ensure everyone has access to opportunities along with needs-based distribution of resources to obtain positive outcomes so that all individuals and groups may attain their full potential and no one is deprived regardless of identity, abilities, background, or socially determined circumstances.

##### **Excellence**

The commitment to exceed expectations in education.

##### **Inclusivity**

The dynamic process of creating a welcoming environment that increases awareness, knowledge, and empathetic understanding to enable individuals with diverse backgrounds, abilities, insights, and experiences to interact in an open, fair, respectful, equitable, and collaborative fashion.

**Innovation**

Delivering new and creative ways to provide healthcare education while consistently demonstrating compassion, integrity, and excellence.

**Integrity**

The quality of living a unified life in which one's convictions are well-considered and match one's actions, demonstrating fairness, honesty, sincerity, professionalism, and a consistent commitment to our mission, vision, and values.

**Service**

Through active service, we support one another and seek to meet the needs of the larger community.

## University Administration

**David Forstein, DO, FACOOG**

President and Chief Executive Officer (CEO)

**Kat Abernathy, MSOL, GPHR, PHR, CPA**

Vice President of Human Resources

MSOL, Colorado State University Global

**Heather Ferrill, DO, MS, MEdL**

Vice President of Faculty Affairs and Dean of RVUCOM (Colorado and Utah)

DO, Michigan State University College of Osteopathic Medicine

MEdL, University of New England College of Osteopathic Medicine

**David Irons, CPA, MBA**

Vice President of Finance and Controller

CPA, State of Colorado

MBA, Colorado Technical University

**Kyle LaValley, MBA**

Vice President, Growth and Strategic Initiatives

MBA, Colorado State University, Pueblo

**Kayla Manning, MBA**

Vice President of Marketing and Enrollment Management

MBA, University of Florida

**Janna L. Oakes, PhD**

Vice President of Institutional Effectiveness

PhD, University of Denver

**Jesús Treviño, PhD**

Vice President of Diversity, Equity, and Inclusion

PhD, University of California Los Angeles

## Accreditations

### Institutional Accreditation

**Rocky Vista University (RVU) is accredited by the Higher Learning Commission (HLC).**

HLC accredits degree-granting post-secondary educational institutions in the United States. HLC is an institutional accreditor, accrediting the institution as a whole. At its meeting on May 1, 2018, the Institutional Actions Council (IAC) of the Higher Learning Commission voted to continue the accreditation of Rocky Vista University with the next comprehensive evaluation to be scheduled for 23-24. HLC is an independent corporation that was founded in 1895 as one of six regional accreditors in the United States. For further information please contact the Higher Learning Commission at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604; or (800) 621-7440.

## State Authorizations

Rocky Vista University has full authorization from the state agencies listed below to operate its campuses in Colorado, Utah, and Montana.

### **Colorado Department of Higher Education**

1560 Broadway, Suite 1600  
Denver, CO 80202  
303-862-3001

### **Montana University System**

560 N. Park  
Helena, MT 59620  
406-449-9124

### **Utah Department of Commerce**

160 East 300 South  
Salt Lake City, Utah 84114  
801-530-6601

## Specialized Program & Center Accreditations

Specialized program accreditation agencies accredit specific academic programs within an institution of higher learning. These program accreditations ensure that individuals who successfully complete an RVU degree program are eligible to sit for relevant licensure examinations. Rocky Vista University's programs and centers hold the specialized program accreditations listed below. Completion of

### **Doctor of Osteopathic Medicine**



AMERICAN  
OSTEOPATHIC ASSOCIATION

The Doctor of Osteopathic Medicine program offered at RVU's Colorado, Utah, and Montana campuses have been granted Accreditation - Continued status by the Commission on Osteopathic College Accreditation (COCA) of the

American Osteopathic Association (AOA). For further information please contact COCA at 142 E. Ontario St., Chicago, IL 60611; or (800) 621-1773; email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

### **Master of Physician Assistant Studies**



*Accreditation Review Commission on Education  
for the Physician Assistant, Inc.*

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Rocky Vista University Physician Assistant Program** sponsored by **Rocky Vista University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **March 2033**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the [ARC-PA website here](#).

### **Rocky Vista University Surgical Simulation Center**



RVU has the distinction of being recognized as a [Comprehensive Accredited Education Institute \(AEI\) by the American College of Surgeons](#) and is the only osteopathic medical school to receive this prestigious accreditation. This consortium of high-quality programs around the world sets the standard for excellence and innovation in

simulation-based education. Our designation includes both Colorado and Utah campuses. For further information please click on the link below or contact the ACS at 633 N. Saint Clair Street, Chicago, IL 60611; or (312) 202-5000.

## Self-Evaluation

As an institution committed to continuous quality improvement, RVU maintains active processes for assessment of student learning, student course evaluations, operational effectiveness evaluation, graduating student and alumni surveys, and engages actively with executive advisory councils comprised of external stakeholders in Colorado, Utah, and Montana.

## Institution Ownership

RVU is owned by RVU Holdings, Inc., an indirect subsidiary of Medforth Global Healthcare Education Group, LP and Bear Holdings, LP.

## Facilities

### Colorado

Rocky Vista University is located in the City of Parker, Colorado, just 20 minutes from downtown Denver. Our Parker campus encompasses a state-of-the-art facility spanning 153,000 square feet. Our campus features three large auditoriums, a fully equipped simulation lab, a comprehensive medical library, a self-serve cafeteria, an anatomy lab, an OPP lab, and a primary care health clinic. The health clinic is available to both students and the community, providing essential services and hands-on training opportunities to our students.

### Utah

The Utah campus is located in Southern Utah in a city named Ivins, Utah, overlooking the majestic Red Rock Mountains. The city of Ivins is in the southwest corner of the state, just outside of St. George. The two-story, 104,000 square foot building was designed to complement the natural scenery of the area. The facility includes two 200-seat lecture halls, three seminar rooms, 36 small-group study rooms, clinical skills and OPP lab, a full dissection gross anatomy lab, a multipurpose lab, a simulation center, standardized patient rooms, and a 9,000 square foot library. There is a 23,000 square foot medical office building across the street from the campus which house administrative offices, a mental health facility for students, a fitness center and a medical clinic that provides clinical training opportunities for students (as well as health services to RVU students, faculty and staff and the larger community).

### Montana

RVU-MCOM is Montana's first 4-year medical school. Our 138,000 square foot campus sits on 12.8 acres in beautiful Billings, MT. The University strives to recruit and educate individuals committed to becoming highly competent physicians who will assist in meeting the needs of the wide diversity of patients they will encounter during their careers, and who will be equipped to adapt to the demands of a changing health care system.

Key features of the RVU-MCOM campus facility include:

- Modern architecture capitalizing on natural light
- Innovative technology
- Immersion room simulations
- High-fidelity mannequins



- Hand-held ultrasound
- Group-based active learning spaces,
- Expansive anatomy lab for both cadavers and virtual reality

Emphasis on physical and mental wellbeing flows throughout the campus and includes a yoga studio and full fitness center. A full-time mental health counselor is located on site for students to readily access mental health services. Indoor and outdoor spaces are designed to build community by giving students places to gather.

## University Policies

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*Note: Individual program policies may differ from University policies. Please review policies listed under the specific programs.*

## Anatomy Laboratory Expectation for Participants

Cadaveric specimens that are used in Anatomy Labs are obtained from individuals who recognized the importance of human dissection in the training of future healthcare professionals. The donor bodies must always be treated with respect. Students are expected to follow all policies in the RVU Gross Anatomy Laboratory Policies and Procedures document. Students who break confidentiality of donor identity, disrespect donors, who purposefully destroy tissues in a manner inconsistent with the dissector, or who fail to maintain their donor by using wetting solution and maintenance procedures appropriately will lose their Gross Anatomy Laboratory privileges and may be referred to the Associate/Assistant Dean of Student Affairs for review and possible disciplinary action as indicated. If allowed to continue in the curriculum, these students may be required to complete the remainder of Gross Anatomy Laboratory coursework for the academic year using alternative but equivalent learning and assessment materials.

### Colorado Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors can donate through the [State Anatomical Board of Colorado](#).

State Anatomical Board

Phone: (8 am–4 pm): [303-724-2410](tel:303-724-2410)

[Website](#)

### Montana Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors can donate through the [State Anatomical Board of Colorado](#).

State Anatomical Board

Phone: (8 am–4 pm): [303-724-2410](tel:303-724-2410)

### Utah Campus

Rocky Vista does not currently operate its own body donation program. Those individuals interested in donating their bodies for the medical education of young doctors on our campus can donate through the [University of Utah's Body Donor Program](#) and request that your donation is sent to our campus.

For questions about body donation through the University of Utah please call, email, or write to:

Kerry Peterson

Body Donor Program

520 Wakara Way, SLC, Utah 84112

Phone: (8 am–4 pm): 801-581-6728

Phone: (after hours, weekends, & holidays): 801-581-2121

Email: [bodydonor@lists.utah.edu](mailto:bodydonor@lists.utah.edu)

[Website](#)

# Attendance Records

Attendance records are kept by and are the responsibility of the individual Course Directors.

## CLERY Act

Rocky Vista University shares many of the same interests and concerns as other colleges and communities, including a concern about crime. The University has been fortunate not to have experienced a significant number of crimes, but one should not be misled into thinking the campus is crime-free. There is always the possibility of a criminal act occurring against a member of the RVU community despite the best efforts of the Safety and Security Department and the administrative staff. A truly safe campus can only be achieved through the shared responsibility of all members of the RVU community.

The University is committed to maintaining a safe environment to support a healthy, learning-centered campus. This commitment includes making necessary physical improvements that promote safety and well-being; the revision and updating of policies, procedures, and rules; and an obligation to hold accountable those who choose to commit crimes or violate rules and regulations.

Every student, faculty, staff member, and visitor has an individual responsibility to be aware of their personal safety, to properly utilize college resources, to make positive choices, and to use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery through the appropriate channels as described in this Handbook. Please take the time to familiarize yourself with the emergency procedures and the important information on the website. Updates, timely warnings, and important information regarding safety on campus will be communicated by emails, fliers, TV monitors, and other presentations.

For more information, view the [RVU Annual Security Report](#).

To obtain a copy of the Daily Crime Log, please visit the Security Office on any of the campuses.

## Disabilities and Academic Accommodations

### Disabilities and Academic Accommodations

Rocky Vista University recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students are required to meet the technical standards set forth by the college/program in which they are enrolled, with or without reasonable accommodations. RVU complies with federal and state law prohibiting discrimination against any applicant or enrolled student on the basis of race, color, religion, sexual preference, age, disability, or other protected status. In accordance with its obligations under the Americans with Disabilities Act of 1990 and Section 5.04 of the Rehabilitation Act of 1973, RVU does not discriminate against qualified individuals with disabilities in admission or in access to programs and activities.

Students who may qualify for accommodations include those who have received accommodations previously or who have been diagnosed with a condition impacting one or more major life activities (such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working, etc.). Although students with temporary illness or injury are not considered disabled by law, every reasonable effort to accommodate their needs will be exercised. If you feel you meet these criteria or would like to discuss your eligibility for accommodations, you are encouraged to complete our registration [form](#).

Requests for accommodations and services are evaluated on an individual, case-by-case basis and are dependent on a student's functional limitations within a given environment. Through an interactive dialog facilitated by Disability Services, all relevant factors, including the impact of the disability on the student's access to a course or a program, supporting clinical or diagnostic documentation, and the relevant learning outcomes of the given program, will be considered. Requests for accommodations that would result in an alteration of the fundamental nature or learning outcome of a course or a program are not reasonable and will not be approved.

Clinical documentation or other diagnostic information submitted to Disability Services is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and accommodation request/s, however, may be shared with other RVU officials or, in limited circumstances, with third parties who have a legitimate educational need to know. The student's disabilities file is maintained by the RVU Disability Officer and is held separately from the student's official academic record.

Students requesting disability-related accommodations must follow the process outlined below.

### **Accommodations Request Process**

#### **Step 1: Complete the [Initial Accommodation Request Form](#)**

It is the student's responsibility to initiate the process with Disability Services as soon as possible after committing to attend RVU, or after diagnosis, to ensure timely approval and implementation of approved accommodations. While requests may be submitted at any point throughout the year, students should consider that the interactive process, including documentation review and eligibility notification, typically requires two (2) weeks. Incomplete documentation may delay the review process.

#### **Step 2: [Schedule an Appointment](#) with Disability Services**

After submitting the Initial Accommodation Request Form, students must schedule a Welcome Meeting with [Disability Services](#).

Meetings can be held virtually for students on all three campuses or in-person for students on the Utah campus.

Disability Services' priority is initiating the interactive process with students; therefore, students should not delay submitting a request due to a lack of documentation concerns. The Disability Officer will discuss [acceptable types of documentation](#) during the Welcome Meeting, and can answer specific documentation-related questions at that time.

#### **Step 3: Welcome Meeting**

The Welcome Meeting is the beginning of an interactive process in which the Disability Officer will talk with students about disability-related barriers they may be experiencing, any history of accommodations they may have, as well as possible accommodations that may be reasonable and appropriate in the various RVU learning environments within the program. Students will also have the opportunity to ask questions, provide information and otherwise engage with the Disability Officer to understand how accommodations work within a medical education setting and what to expect relative to next steps in the process of establishing eligibility.

#### **Step 4: Documentation Review and Notification of Eligibility Determination**

Upon receipt of the Initial Contact Form-Request for Accommodations and other supporting documentation, the student's eligibility for accommodations will be reviewed and the student will receive a Notification of Eligibility Determination. The eligibility notification will specify the accommodations for which the student has been approved, and copies will be sent to the Office of Testing and appropriate RVU officials. Once approved for accommodations, the Testing Center will send out instructions regarding the administration and location of exams with accommodations.

In some cases, a student may be asked to provide additional supporting documentation/information if the submitted documentation is outdated or does not include sufficient relevant information to determine the impact of the disability. Last-minute submission of documentation may result in unavoidable delays in consideration of requested services.

Please note that accommodations granted by the University are not applicable retroactively and will not affect past administrative or academic actions, or past performance evaluations and examinations.

Additionally, students are encouraged to meet with the Disability Officer prior to entering the clinical rotation portion of their program, if applicable, or at any time an adjustment to currently approved accommodations may be necessary.

### **National Board Accommodations**

Students seeking accommodations for licensure exams must directly petition the organization administering the exam to seek test accommodations. Please schedule a meeting with the Disability Officer to discuss this process in more detail and learn about additional support RVU may be able to provide.

### **ADA Accommodation Review Requests and Appeals**

Disability Services is committed to ensuring that Rocky Vista University is inclusive and accessible to all students. Several options are available to students who would like to address disability-related concerns, complaints, or issues.

If a student has concerns about the support provided by the [Disability Officer](#), or if they believe that they have been denied reasonable accommodations as requested, we recommend initiating a conversation with the Disability Officer to discuss those concerns. If the matter remains unresolved or if the student disagrees with the determination reached by the Disability Officer, the student may appeal the decision to the [Associate/Assistant Dean of Student Affairs](#) by submitting an [Accessibility Grievance Form](#). The student will be contacted within seven (7) days of submission and will be given an opportunity to share additional details regarding their specific situation and the reason for the appeal request.

If the student believes their complaint is a matter of discrimination, the student has the right to bypass the Associate/Assistant Dean of Student Affairs by submitting an EthicsPoint Complaint [online](#) or by calling (844) 936-2729.

If a satisfactory solution is still not offered, the student may choose to file a complaint with the U.S. Department of Education, [Office of Civil Rights](#).

## **Diversity Statement**

Rocky Vista University is committed to creating a diverse community: one that is inclusive and responsive, and is supportive of each and all of its faculty, students, and staff. The University seeks to promote diversity in its many manifestations. These include but are not limited to race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religion, disability, and place of origin.

Rocky Vista University (RVU) recognizes that we live in an increasingly interconnected, globalized world, and that students benefit from learning in educational and social contexts in which there are participants from all manner of backgrounds. The goal is to encourage students to consider diverse experiences and perspectives throughout their lives. All members of the University community share a responsibility for creating, maintaining, and developing a learning environment in which difference is valued, equity is sought, and inclusiveness is practiced.

### **Diversity and Non-Discrimination Policy**

It is RVU's policy to prohibit discrimination or harassment against any person because of race, color, religion, creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations. Moreover, the University complies with all federal and state nondiscrimination, equal opportunity and affirmative-action laws and regulations, among these the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972.

RVU's policy on non-discrimination can be found in its Student Handbook, in the [Policy Repository](#) as well as in its Employee Handbook and Faculty Manual. This policy applies not only to employment opportunities, but also to admissions, enrollment, scholarships, loan programs, participation in University activities, access to, participation in and treatment in all University centers, programs and activities.

RVU makes a concerted effort to recruit from diverse backgrounds for both enrollment and employment, not only in terms of ethnicity and gender, but also in terms of life experiences.

## **Dress Code**

RVU Students must follow the following dress code requirements while on campus during business hours (typically 8am – 5 pm).

The RVU dress code reflects the dignity of the health care profession and respect for other students, faculty, administration, staff, and particularly special visitors.

The dress code reflects a general minimum standard for the campus community. Students should refer to the course syllabi and program handbooks for further specific dress requirements (e.g., labs, lectures, rotation sites). The University has the right to require specific dress for specific occasions (e.g., special guests on campus, “casual Fridays”) and students will be notified of any adjustments. Questions regarding appropriate attire may be directed to the Office of Student Affairs and setting-/program-specific leadership.]

The different learning and teaching environments at RVU may require different dress styles and what is appropriate for one setting may be inappropriate for other settings. (e.g., lab, lectures, lab, recreational activity). Regardless of the setting, all clothing should be neat, clean, and respectful of others. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear beyond normal functionality. Students are allowed to dress the full day for the learning experience that they are engaged in; for example, if they are in lab they may wear lab attire for the entire day. However, lab attire that consists of shorts, sports bra, or bare chest should be covered by appropriate outerwear or clinically-appropriate scrubs while not in lab. Students practicing OMM skills outside of lab, may be permitted to wear lab appropriate clothing while practicing.

Appropriate attire *does not* include clothing with rips, tears or frays; or any extreme style or fashion in dress, footwear, accessories, or fragrances. Inappropriate attire also includes clothing having language or images that can be construed, based on societal norms, to be offensive or contribute to a hostile learning and working environment. Hats and headwear are not permitted other than for religious or cultural purposes.

All students are permitted to wear the clothing of their choice regardless of traditional gender norm conformity. Students may dress in accordance with their gender identity and gender expression, provided that such clothing does not violate other aspects of the university dress code.

Students should be open to feedback regarding their attire from peers, faculty, and staff, as the attire of any student can impact others and the RVU community. Questions or concerns regarding dress or dress-related feedback can be brought to the Assistant/Associate Deans of Student Affairs whose decision will be final in the event of an issue. Generally, students will be expected to self-monitor their own attire. However, egregious or repeated dress violations will be considered unprofessional behavior and may result in a disciplinary sanction. Students may be asked to leave campus to change if they are inappropriately dressed depending on the specific situation and case.

When uncertain, students should default to business casual attire or professional scrubs with a white coat on top. Business casual is generally characterized as: slacks/trousers, jeans, dresses, and skirts with modest lengths; collared shirts, sweaters, and blouses; clothing that covers the chest, back, torso, stomach, and lower extremities from armpit to mid-thigh when the body is standing straight and when bending over or reaching the hands above the head; tops that have shoulder straps; bottoms that fully cover an individual’s buttock. Business Casual attire is not required after 5pm, but appropriate clothing is still expected.

Cultural and religious attire is welcomed as long as it is safe and appropriate for the specific learning environment. Students must wear their RVU ID at all times unless outlined differently in course or clinical syllabus.

When on location at clinical training sites, students must adhere to the training site’s dress code. Students are required to reach out to each of their training sites one week prior to the beginning of each clerkship rotation to learn the appropriate attire.

## **Health Insurance Portability and Accountability Act (HIPAA)**

The HIPAA Privacy Rule (Public Law 104-191) regulates the use and disbursement of individually identifiable health information and gives individuals the right to determine and restrict access to their health information. It requires that reasonable and appropriate technical, physical, and administrative safeguards be taken with electronic, individually identifiable health information. Specifically, we must ensure the confidentiality, integrity, and availability of all electronic protected health information we create, receive, maintain, or transmit.

All students at Rocky Vista University must complete a training course over the privacy laws that apply to the Health Professions to meet requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Annual



refresher training is required as well. The HIPAA training is provided online, and information to access training will be provided at orientation. A score of 80% or better on the HIPAA training course is a requirement prior to entering RVU programs.

All RVU students are required to abide by all rules, regulations, and policies of HIPAA. RVU has a zero-tolerance policy for violation of patient privacy, and failure to adhere to the mandates of HIPAA is grounds for immediate dismissal from the program.

Students are further expressly prohibited from taking photographs or video of patients without proper preceptor and patient consent. Any and all photographs or videos properly obtained are to be used for educational purposes only and shall not be distributed in any fashion, including, but not limited to, email, hard copy, or social media. The improper acquisition, use, or dissemination of any patient photos or videos is considered a significant violation of both HIPAA and program policies and may result in immediate dismissal from the program.

## Non-Discrimination Statement

It is the policy of Rocky Vista University and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity and expression, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, parental status, genetic information, sexual orientation, veteran status, political beliefs or affiliations, and to act in conformity with all applicable federal and state laws, orders and regulations, including the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972. This policy on nondiscrimination applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to, participation in, and treatment in all University centers, programs, and activities.

Questions, comments, or complaints regarding discrimination or harassment may be directed to the Rocky Vista University Office of Compliance and/or the Title IX Coordinator (if discrimination is based on sex/gender-identity) at: [compliance@rvu.edu](mailto:compliance@rvu.edu) or by calling 720-874-2481. Another option is to file a complaint through the [RVU EthicsPoint system](#).

Complaints may also be filed with the U.S. Department of Education, [Office for Civil Rights \(here\)](#) or calling their Customer Service Hotline at (800) 421-3481.

## Needlestick and Bloodborne Pathogen Exposure

Students will potentially come into contact with, or be exposed to, blood and other infectious bodily fluids, whether by direct contact or respiration. Students are also at risk for clinical-related injuries, such as accidental needlesticks. Immediate attention and care of such exposures and injuries are vital to minimize any potential infection.

Upon matriculation and each year of program enrollment thereafter, all students are required to complete online training for prevention of exposures to infectious and environmental hazards. Additionally, prior to beginning clinical experiences, students are provided a quick-reference guide detailing appropriate procedures to follow in the event of an exposure or needlestick injury. Once a student has experienced an exposure or needlestick, the student shall seek immediate treatment in accordance with current and appropriate medical standards. The student shall immediately notify his/her preceptor and fill out any and all forms required by the clinical sites. Should an exposure incident occur, the student should contact RVU's Department of Human Resources, after following hospital or clinic protocol. Should students incur any costs related to evaluation and treatment of an exposure or needlestick injury, the student should submit all claims to the Human Resources Department for processing with Worker's Compensation.

The full policy on Needlesticks and Exposure Incidents can be found in the [RVU Institutional Repository](#).

# OSHA - Biosafety, Universal Precautions, and Bloodborne Pathogens

All students must complete a basic training course in biosafety, as required by the Occupational Safety and Health Administration (OSHA). Because patient contact and/or hands-on learning is a required part of the RVU curriculum, all RVU students must complete OSHA training annually. The avenue chosen for completion of this training is the Collaborative Institutional Training Initiative (CITI) online program.

Instructions for registering and logging onto the CITI website, and specific instructions on which courses are required, are provided annually by the Compliance Office: [compliance@rvu.edu](mailto:compliance@rvu.edu)

## Pregnant and Parenting Students Policy

In accordance with the Pregnant and Parenting Student Civil Rights outlined by the U.S. Department of Education's Office of Civil Rights (OCR), RVU must excuse a student's absence because of pregnancy or childbirth for as long as the student's physician deems the absences medically necessary. In addition, when a student returns to school, the student must be allowed to return to the same academic and extracurricular status as before the medical leave began. Students enrolled in courses, fellowship, or clinical rotation during or after pregnancy may face unique challenges regarding attendance and the ability to be absent from the site. Pregnant and parenting students who are in the midst of courses, clinical rotation or fellowship should work with the Student Affairs Disability Officer to address challenges unique to the students' situation. Students on or entering clinical rotation should also contact their Program Director (PA) or the Associate Dean of Clinical Education (COM), as schedules can be rearranged.

For the full policy and how to make requests for accommodations, please go to the [RVU Policy Repository](#) or contact your campus Associate/Assistant Dean of Student Affairs or the Title IX Coordinator.

## Professional Liability and Workers' Compensation Insurance

Students are covered by RVU's professional liability and workers' compensation insurance for all RVU-sponsored curricular and co-curricular activities, including rotations, shadowing, health fairs, medical mission trips, etc. Any student who is injured while on clinical rotation must notify the Associate Dean of Clinical Education for the College of Medicine or the Director of Clinical Education for the PA program and must contact **Human Resources** immediately for direction about workers' compensation. Students are not covered for non-RVU activities.

## Reservation of Power

The *RVU Student Handbooks and Catalogs* are reference guides to provide students with important information about policies, procedures, requirements, and services. The Handbook is available online at [studenthandbook.rvu.edu](http://studenthandbook.rvu.edu). This Handbook is not intended to be a contract nor part of a contractual agreement between the University and the student. Each edition of the *RVU Student Handbook and Catalog* supersedes all previous handbooks. Failure to read the Handbook and to be familiar with the rules, policies, and procedures contained in it does not excuse the student from being required to comply with the stated provisions.

Rocky Vista University reserves the rights to amend, modify, add to, or delete information contained within the *RVU Student Handbook and Catalog* at any time without notice. Such changes may include, but are not limited to, changes in tuition and/or fees, academic requirements, curriculum, policies, and responsibilities of the student.

Please note: at times, specific program policies will be more stringent than University policies. Students are required to follow program policies first. In the event the issue can't be resolved at the program level, it will be addressed at the University level by the Provost, whose decision is final.

## Disclaimer

This Handbook may not contain all policies applicable to RVU students. If you are searching for a policy that is not found in this Handbook, please contact the Compliance Office or Student Affairs for assistance or visit the [RVU Policy Repository](#) for a list of policies by category.

# Sexual Misconduct and NonDiscrimination Policy

Rocky Vista University (the “University”) is committed to the principles of academic and professional excellence and to fostering a positive learning and working environment for its students and employees. Accordingly, the University does not discriminate on the basis of sex in the administration of or in connection with its educational and admission policies, scholarship and loan programs, or employment practices, and it is required by Title IX of the Educational Amendments of 1972 to not discriminate in such a manner.

It is the intent of the University to provide its employees and students with an environment free of sexual discrimination, sexual harassment, and sexual violence (collectively “sexual misconduct”), and to respond appropriately to reports of sexual misconduct. The civil and respectful treatment of one another is a foundation of our principles, and the University will not tolerate any form of sexual misconduct. Persons found responsible for sexual misconduct are subject to disciplinary measures, up to and including dismissal or termination, consistent with this Sexual Misconduct Policy and Investigation Procedures (“Policy”) and any other applicable disciplinary procedures.

Compliance with this Policy is a term and condition of student enrollment and employment at the University. Questions about this policy or Title IX can be directed to Associate Dean of Students in Montana (406) 901-2708, or to the Title IX coordinator (720) 874-2481.

RVU’s Sexual Misconduct and NonDiscrimination Policy and Procedures document is a working document that invites participation and input from the entire RVU community. Revisions will be made on an ongoing basis that reflect community feedback and participation in Title IX educational and prevention activities.

## Sexual Misconduct and NonDiscrimination Reporting, Investigating, and Hearing Procedures

Any individual who believes that an employee or student of the University, including themselves, has been subjected to sexual misconduct is encouraged to immediately follow the applicable reporting and investigation procedures and may also pursue criminal, civil, and/or administrative remedies provided by federal and state law. The University encourages all individuals to report possible sexual misconduct that they suffer or observe, and requires responsible employees of the University to do so.

For a full account of the University’s reporting, investigation, and hearing procedures, please review the information on the RVU website at: <https://www.rvu.edu/about/title-ix/>. Questions about this policy or Title IX can be directed to the Title IX Coordinator at (720) 874-2481 or [compliance@rvu.edu](mailto:compliance@rvu.edu)

# Student Complaints

It is RVU campus policy that all students at all times have the right to lodge a complaint or grievance or appeal that they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.

RVU provides the opportunity for students to resolve conflicts and/or related complaints using two levels, informal or formal, or both. Students may elect the avenue that serves their specific needs most appropriately, although some matters may not be available via the informal process. The recommended general strategy is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so, such as issues related to alleged sexual misconduct. The Associate/Assistant Dean of Student Affairs can provide guidance on complaint protocol and potential resolution.

The **informal** resolution process is designed to resolve problems for students having difficulty with other students, staff, or campus procedures short of written complaints, investigation, and disciplinary action. This process may involve mediation or discussion with the respondent and does not involve a written, formal complaint. This process should not be used for complaints involving academic, disability, discrimination, and/or racial or sexual harassment issues.

The **formal** complaint procedure is designed to resolve problems for students who are having difficulty with other students, faculty, staff, or processes **that cannot be resolved through the informal resolution process**, or for students who choose to have an investigation and adjudication in a formal setting. This procedure entails a complaint filing through EthicsPoint online via the web at [rvu.ethicspoint.com](http://rvu.ethicspoint.com) or by calling 844-936-2729. Complaints may be filed anonymously, but remaining anonymous may impair a resolution if your identity is needed to resolve a complaint.

**Please note: If you have a complaint that qualifies under Title IX (Sexual Misconduct), it should be sent to the Title IX Coordinator at: [compliance@rvu.edu](mailto:compliance@rvu.edu)**

Details on the Student Complaints and Grievance Procedures, as well as the complaint form, are available on the website and the student portal (MyVista). Assistance is also available from the Associate/Assistant Dean of Student Affairs.

### **Student Complaints to Accrediting Bodies**

Students may file a complaint with the University's accrediting bodies by contacting the following agencies:

#### **Higher Learning Commission (HLC)**

230 S. LaSalle Street; Suite 7-500; Chicago, IL 60604  
Phone: (800) 621-7440

#### **Colorado Department of Regulatory Agencies**

1560 Broadway, Suite 110, Denver, CO 80202  
Phone: (800) 886-7675

#### **Utah Department of Commerce, Division of Consumer Protection**

P.O. Box 146704, Salt Lake City, UT 84114  
Phone: (801) 530-6601

#### **Commission on Osteopathic College Accreditation of the American Osteopathic Association**

142 East Ontario Street, Chicago, IL 60611-2864  
Phone: (312) 202-8048  
[predoc@osteopathic.org](mailto:predoc@osteopathic.org)

#### **ARC-PA**

3325 Paddocks Parkway, Suite 345  
Suwanee, Georgia 30024  
Phone: 770.476.1224  
Fax: 470.253.8271

#### **U.S. Department of Education**

##### **Office for Civil Rights**

<https://www2.ed.gov/about/offices/list/ocr/index.html>

## **Student Confidentiality and Conflict of Interest**

In compliance with the COCA, HLC, ARC-PA, and DNAP COA relevant accreditation regulations, RVU is committed to ensuring the prevention of potential conflicts of interest for student academic advancement and the protection of student confidentiality in the clinical setting. Students seeking healthcare will not be placed in a position in which they could potentially be treated by any faculty or staff that have authority over their educational pursuits. Authority over a student's educational pursuits at RVU is defined by those RVU personnel who, including but not limited to, determine grades, ongoing status of academic standing, and academic advancement within the Program, College, or University, such as Deans, Program Directors, Department Directors, Course Directors or any other faculty who may have grading authority. Medical providers in any of the aforementioned roles will be precluded from providing medical care for a student unless specifically requested by the student. Neither the principal faculty of the COM, MSBS, DNAP, or PA program, the PA or MSBS program directors, nor the COM, DNAP, or PA program medical

directors will serve as healthcare providers for students. In all cases of emergency, care is provided by another faculty member or medical personnel. Further, RVU students participating in clinical training will not be involved in the medical care of other students, unless expressed permission is individually obtained from the student patient. Patient confidentiality will be guaranteed for all RVU students in all clinical settings.

## **Tardiness Definition**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Students who are not in class for 50% or more of the class period will be counted absent.

## **The Family Educational Rights & Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) The policy in its entirety can be found within the university's [Policy Repository](#).

## **Title IX Policy**

All RVU employees and students are trained about Title IX Sexual Misconduct Laws on an annual basis. Students and employees are made aware of, and updated on, the Federal Title IX Act and RVU's policies throughout each year.

RVU's Title IX Coordinator manages the University's response to complaints of sex-based discrimination, including sexual harassment, stalking, sexual assault, relationship violence, and other forms of sexual misconduct, as well as retaliation.

If you believe you or someone you know has been the victim of sexual misconduct or are aware of sexual misconduct and would like to find out about how the University can help you, contact the Title IX Coordinator at (720) 874-2481 or [compliance@rvu.edu](mailto:compliance@rvu.edu).

You may also want to make an appointment to talk with one of RVU's Sexual Assault Advocate and Mental Health counselors. The counselor on the Colorado campus can be reached at (720) 875-2896, the counselor on the Utah campus can be reached at (435) 222-1270, and the counselor on the Montana campus can be reached at (406) 901-2752. Your conversation will remain confidential and will not be shared with the Title IX Coordinator, unless you waive your right to confidentiality.

You may seek the assistance of a trusted faculty member; if you do so, please keep in mind that all University employees (other than medical or counseling professionals) are mandatory reporters and must report all information to the Title IX Coordinator.

For direct access to the current Title IX policy, visit the website at: <https://www.rvu.edu/about/title-ix/>.

## **Student Financial Services**

### **Tuition Refund Policy**

#### **Purpose & Scope**

The purpose of this policy is to make clear what circumstances may warrant a tuition refund.

Tuition and applicable fees vary according to the degree program in which the student is enrolled. Please refer to the section for each individual degree program for more information.

#### **Policy Statement**



Students will be billed for tuition and fees approximately 30 days prior to the beginning of each semester. Tuition and fees must be paid in full by the first day of class. Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from class and/or clinical externships.

Students who withdraw (either voluntarily or involuntarily) before the first day of class of a semester for which they have already paid their tuition and fees will receive a 100% refund for that semester, with the exception of any non-refundable deposits, which will be retained by the University. Students who matriculate into the University, begin classes or externships, and withdraw (including leave of absence) within the first 30 calendar days of a semester will be refunded according to the following schedule: 1st week: 90%; 2nd week: 75%; 3rd week: 50%; 4th week: 25%; After 4th week: 0%.

There are occasions when a recommendation and decision for Dismissal or Leave of Absence from a program's Student Assessment or Performance Committee, or from an administrative entity, may occur within the first four weeks of a semester based on professionalism, performance, or other issues that occurred in the previous semester. These students are eligible for a 100% tuition refund for the current semester.

Exceptions to this policy due to extenuating circumstances must be first approved by the Assistant/Associate Dean of Student Affairs on the student's primary campus, via the Tuition Refund Form located on the iNet. If approved, the exception form will be forwarded to the Senior Director of Student Financial Services for review. If approved, the student's Dean or Program Director will review. If approved, the form will be forwarded to the Provost for final review and approval. If seeking an exception to this policy, complete the online "Tuition Refund Form" (located on the iNet), and provide a detailed explanation.

## Roles & Responsibilities

<b>VP of Finance</b>	Oversight of this policy
<b>Campus Student Affairs Deans Officers</b>	Works with the student for initial review and possible first level approval/rejection of the tuition exception request.
<b>Deans, Program Directors</b>	Receives approved forms from Student Financial Services and, review and 3rd level approval/rejection of the tuition exception form
<b>Provost</b>	Receives approved forms from the Dean or Program Director and provides, review and final approval/rejection of the tuition exception form.. The decision of the Provost is final and not appealable.

**For Iowa Residents Only:** The State of Iowa For-profit Tuition Refund Policy can be found at <https://iowacollegeaid.gov/ForProfitRefundPolicy>.\*

**\*For Iowa Residents Only:** The State of Iowa For-profit Tuition Refund Policy can be found at <https://catalog.rvu.edu/iowa-0>

\*Updated 1.28.25

## Voter Registration

### Colorado Voter Registration

RVU is required by the Higher Education Act of 1965 (HEA) to distribute voter registration forms to its students. You will find all the information you need to register to vote or make any changes to your registration information (address, name change, etc.) at the Colorado Secretary of State website.

- Colorado: <https://www.sos.state.co.us/voter/pages/pub/home.xhtml>

### Montana Voter Registration

To vote in Montana, you must

- Be registered to vote as required by law
- Be 18 years or older by the next election
- Be a citizen of the United States
- Have lived in Montana for 30 days

For more info, [How to Register to Vote - Montana Secretary of State - Christi Jacobsen \(sosmt.gov\)](https://sosmt.gov)

## Utah Voter Registration

RVU is required by the Higher Education Act of 1965 (HEA) to distribute voter registration forms to its students. You will find all the information you need to register to vote or make any changes to your registration information (address, name change, etc.) at the Utah Voter Registration website.

- Utah: <https://secure.utah.gov/voterreg/index.html>

## Enhancing Your RVU Learning Experience By Successfully Interacting Across Cultural Differences

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The curriculum at RVU is intended to expose students to cross-cultural and intergroup dynamics in the successful treatment of diverse patients or work contexts with people from many backgrounds. And while it is the responsibility of the faculty (not the students) to present material related to student's preparation for delivering services in diverse settings, the diversity present in the student body can also be a great source for acquiring cross-cultural information and learning about different groups.

Learning about your fellow Rocky Vista University (RVU) students who represent different group or social identities can add significantly and positively to your healthcare education experience. RVU is no different than many other educational institutions in that students encounter people from diverse backgrounds, including (but not limited to) race/ethnicity, sexual orientation, gender, gender identity, disability, veteran-status, nationality, religion, age, citizenship, and socio-economic status. Interacting with individuals who represent different cultural/social identity groups can be educationally beneficial, yet also challenging. That is, language, culture, worldviews, perspectives, customs, and traditions can be an asset in creating diverse learning environments and forming positive intercultural relationships, but can also become barriers that prevent students from creating conflict-free and productive learning and workplace climates.

The following are suggestions for enhancing your RVU intergroup learning experience via successfully interacting across cultural differences, easing the process of interacting across student individual and group differences, and maximizing the creation of positive and welcoming learning environments:

1. Go out of your way to interact with as many students as you can, in particular with those who are different than you. RVU presents a tremendous opportunity to accomplish this goal. These interactions and dialogues will expand your knowledge about different individuals, identity groups, cultures, and backgrounds.
2. Communication across diverse groups and individuals is a learned skill that will be helpful in your work as healthcare practitioners. Learning to effectively communicate in culturally diverse environments can be both extremely challenging and rewarding.
3. Attempt to avoid microaggressions and try to use micro-affirmations instead when communicating with individuals. Microaggressions are defined as everyday verbal or behavioral insults directed unintentionally or intentionally against people from diverse backgrounds. Examples of insensitive microaggressions are saying "That's so gay", or "You are so Ghetto". These also include behaviors such as "cat calls" directed at women or mocking Native Americans using the stereotypical "War Whooping". Micro-affirmations, on the other hand are subtle validating, uplifting positive comments or clear acknowledgements about a person's value and success. Examples include saying "Good morning", referring positively to the work of a person, showing genuine interest in someone's culture, or correctly remembering and pronouncing someone's name

Thus, when interacting:

1. Be patient with other students and ask that they be patient with you as you try to learn about each other's backgrounds.
2. In talking to someone who comes from a different background, try to ask questions in a respectful manner and at an appropriate time. Instead of asking, "Why don't all Latinos speak Spanish?" try "I don't know if you can answer a question for me. I'm not assuming that you can, but I was wondering if you could educate me a little bit on one aspect of Latino culture about which I have always been curious: Why do some Latinos speak Spanish and others do not?"
3. No matter how curious you are about someone's physical characteristics or personal appearance, such as hair texture, color of skin, jewelry, or clothing, do not touch any of those personal items or characteristics unless you are given permission.
4. Allow each other to make mistakes as you develop your cross-cultural communication skills. Grant each other "redos" and use mistakes and unintentional insensitivities as learning moments. If you make a mistake, apologize for the error and commit to learning from your mistake in order to avoid the faux pas in the future.
5. If you are the person being asked about your cultural background, be patient with the people who are doing the asking. In many cases, the other person does not know how or what to ask and is simply trying to learn.
6. Keep your assumptions and stereotypes in check. Don't assume. Ask questions. Often, these assumptions are based on damaging stereotypes and can inhibit people from forming trusting, effective, and authentic relationships. Practice using social justice education communication techniques, such as calling-in (i.e., respectfully correcting the person) vs calling-out (i.e., attacking and embarrassing the person), active listening, cognitive empathy (i.e., perspective-taking), non-personalizing of issues, and other techniques that support the learning process during difficult conversations.
7. It is also important to keep intersectionality in mind when interacting with fellow students. From the perspective of intersectionality, we are all both members of ingroups and outgroups, depending on which social identities are being discussed. Thus, the old maxim of "treat others the way you want to be treated" is appropriate when interacting across differences.
8. Do not rely on your fellow students as the single source of all your diversity questions and education. Take responsibility for your own education by reading, researching, and talking to experts in the field.

For additional information on or help and support in practicing the guidelines above, contact the RVU Office for Diversity, Equity, and Inclusion at 720-875-2825

## Student Educational Records

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### Academic Records

The Office of the Registrar is the steward of student academic records. Academic records are permanently stored electronically within the student information system and according to record retention guidelines set forth by AACRAO, AAMC, HLC, COCA, and the US Department of Education. Educational records include but are not limited to, admission application, course registration in attempted and completed courses, grades, academic standing, enrollment and graduation verification requests, name and address changes, diplomas, transcripts, and residency/licensure paperwork.

### Administrative Holds

A student who fails to meet obligations to the University may be placed on administrative hold, during which time he/she may not be allowed to register, receive a diploma, or receive a transcript. The student must settle financial accounts with the Office of Student Financial Services and determine with the Registrar which office placed the administrative hold in order to clear the obligation with that respective office.

# Background Check and Drug Screen

Upon acceptance of an offer of placement within any program within RVU, all RVU students are required to complete a criminal background check and a drug screen as outlined in their matriculation agreement. Information regarding this process is made available upon acceptance. Failure to comply with this requirement may result in the revocation of acceptance.

Students enrolled in the DO program will be required to complete an additional background check and 10-panel drug screen before they enter their third year and again before they enter their fourth year. PA students are required to submit to a criminal background check and drug screen prior to the start of the clinical rotation year. All students may be subject to additional background checks, drug screens, and security measures per clinical site requirements. In addition, the University reserves the right to require random and for-cause drug screenings at any time during a student's enrollment.

Admitted students charged with an offense prior to matriculation must notify the Director of Admissions and individual Program Directors immediately. Currently enrolled PA students charged with an offense must notify the the Program Director and the Associate/Assistant Dean of Student Affairs. Currently enrolled COM and MSBS students charged with an offense must notify the Associate/Assistant Dean of Student Affairs.

## Course Registration

The Office of the Registrar is responsible for managing all course registrations and open periods for enrollment. Students can view their course registrations via the MyVista Student Portal.

## Degree Audits

The Degree Audit is an advising tool to assist students in determining their individual progress toward completing degree requirements. While it might include evaluative measures and achievement milestones, it is intended to be a resource but does not serve as a transcript.

Students can obtain information regarding their general program progress and requirements toward graduation, as follows:

- Pre-Clinical Students (OMS I and OMS II): see the campus Director of Pre-Clinical Education
- Clinical Students (OMS III and OMS IV): refer to New Innovations
- MMS, MSBS and PA Students: see faculty advisor of the program

## Diplomas

Diplomas are issued to students once it has been determined the student has completed all program degree requirements and the degree has been conferred. The Office of the Registrar issues all diplomas and processes requests for replacement diplomas.

## Grades

Grades are available on the student's portal and LMS. Final grades are posted on the student's portal.

## Grade Point Average (GPA)

Please refer to the specific degree program's section of this catalog for information related to GPA calculation.

## Grade Reports

Students may view final course grades by logging into the MyVista Student Portal. Final grades are posted at the end of each semester.

# Grade Change Policy

Grades submitted by faculty and/or course or program directors at the end of a course or semester are final and not subject to change by reason of revision of judgment on the part of these individuals. A new exam or additional work undertaken or completed after the grade report has been recorded or retaking the course will not pose a basis for changing a grade. Faculty members are under no obligation to accept late or additional work - except for accommodations made for pregnant and parenting students or those with disabilities (temporary or permanent) as approved by the Student Affairs Disability Officer.

The grade change process may only be used to correct a grade due to:

- Correction of an error in grading;
- Grade appeal (please see individual program policies for grade appeals processes);
- An “incomplete” previously recorded for the course;
- Remediation of a course.

Students will have five (5) business days following the posting of final course grades, exclusive of institution-recognized holidays or breaks, to appeal a grade.

Grade changes may be submitted by the appropriate faculty member to the Office of the Registrar via the Grade Change Request form, found on the iNet under the Staff/Faculty Forms section. All fields must be completed correctly and the form submitted within thirty (30) business days following the event which necessitates the grade change (error found, appeal decision, resolution of an incomplete, or completion of a remediation). Upon receipt, the Registrar will review the request, consult with the requesting faculty member for any clarifications, as needed, and confirm once the change is made.

This policy is separate from grade appeal policies that are held at the program level. Please refer to the appropriate program handbook for guidance regarding grade appeals.

# Health Records and Immunizations

RVU follows the latest requirements set forth by the Centers for Disease Control and the Advisory Committee on Immunization Practice. Therefore, students must satisfy all requirements for immunizations at the time of admission and throughout their tenure, as compliance is required on a continuous basis.

Failure to provide all required documentation may prevent matriculation or, in the case of a matriculated student, lead to dismissal. In addition, non-compliant students will be immediately removed from clinical experience and direct patient care until compliance has been achieved. Students are responsible for the expenses of all tests and must meet the conditions listed below (note that some immunization requirements may vary by clinical sites):

- **Measles (Rubeola), Mumps, and Rubella (MMR):** Serologic proof of immunity by Surface Antibody IgG titers for Measles (Rubeola), Mumps, and Rubella. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Hepatitis B:** Serologic proof of immunity by Surface Antibody IgG titers for Hepatitis B. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Varicella:** Serologic proof of immunity by Surface Antibody IgG titers for Varicella. Quantitative lab report including numerical result values and numerical reference range required. Only quantitative (numerical) results accepted.
- **Tetanus Diphtheria, Pertussis (Tdap):** Tdap or TD booster required every ten years after initial Tdap on file.
- **Two Separate Tuberculosis Skin Tests (PPD/Mantoux):** Upon entry into the program you must provide one of the following options:
  - Blood Draw: T-Spot or QuantiFERON TB Gold Blood draw that is negative and within 12 months.
  - Skin Tests: TB Two-step (Two TB skin tests within 21 days of each other and no more than 12 months old).
  - If a TB skin test is positive: a chest x-ray must be completed every 2 years.**Annual update required.** If TB is updated prior to the past TB expiring only 1 TB is required. If the TB expires a full two-step or blood draw is required.



Additionally, in order to minimize the risk of an influenza outbreak on campus or in affiliated clinical facilities, all students are encouraged to receive the annual influenza vaccination (except when medically contraindicated) while enrolled at RVU.

Documents related to immunizations and screenings are maintained and monitored through the Office of the Registrar. For information regarding specific Health and Immunization Requirements, please visit the Office of the Registrar's webpage.

### **Requests for Exemptions**

Any student who requests an exemption to any immunization, screening, and titer requirement due to a medical contraindication or religious mandate must contact the University in writing immediately upon acceptance into the program or immediately upon learning of a new medical contraindication. The request for exemption must include the reason(s) for the request and any applicable supporting documentation. If the request is prior to matriculation, PA students should contact the Chair of the PA Admissions Committee and the Director of Admissions. Incoming students of the COM or MSBS Programs should contact the Director of Admissions. If the request is after matriculation, the request should be directed to the Associate/Assistant Dean of Student Affairs or individual Program Directors (MSBS or PA).

If the request for exemption is approved, the student will be permitted to matriculate; however, the student may not be able to participate in all required educational activities, and the student will be required to acknowledge that not all educational activities or clinical sites may be available to them. Clinical sites maintain their own regulations and policies regarding immunizations, screenings, and titers, as well as any potential exemptions; therefore, students are expected to comply with the clinical site requirements. If a student is unable to maintain compliance with site requirements due to medical contraindications or religious reasons, the student is responsible for notifying both the clinical site and the program immediately.

## **Student Contact Information**

Students must notify the Office of the Registrar of any changes in legal name, mailing address, phone number, or emergency contact via the Critical Student Information iNet form (accessible via the MyVista Student Portal). Students must complete this form upon matriculation and the start of each academic term throughout their career with RVU, as part of the process to be included in the roster count for each start of the term, as well as any time information has changed.

For the protection of the student's identity, the safekeeping of confidential records, and in case of emergencies, notification of change of information must be within thirty (30) days of the change. Non-compliance may result in disciplinary action.

## **Student Enrollment Status Changes**

For all changes in status (unless appealing the decision or otherwise directed by the Administration), the student is responsible to work with the Associate/Assistant Dean of Student Affairs to process the change and submit the Change of Status form to the Registrar's Office within five (5) business days of receipt of the letter. Failure to do so may have negative impacts on the student's financial aid, enrollment status, course registrations and/or academic transcripts.

### **Leave of Absence**

A Leave of Absence (LOA) is an intentional separation between the student and the University to enable the student to have the fullest opportunity to remedy whatever circumstances resulted in the leave of absence. An LOA suspends all student activities associated with the University and may be voluntary or non-voluntary directed as described below. A leave of absence may not exceed one year either cumulatively or within a single leave during the student's enrollment, unless this requirement is waived by the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs. If the student does not return within the timeframe approved, he/she will automatically be considered to have voluntarily withdrawn. The specific timeframe of the leave of absence is dependent on the ability of the student to return to classes within the curricular framework and to complete the required course work in the time and sequence dictated by the faculty and the curriculum.

Any student who is granted or placed on a leave of absence is responsible for his/her own financial obligations. Therefore, all students taking a leave of absence are required to contact the Office of Student Financial Services to determine their status, as they may not meet the federal requirements for a leave of absence for Title IV financial aid.

Students going on leave will be directed to return at a specific starting point but may not be allowed to return in the middle of a course or semester. While on a leave of absence, students are not eligible to make up incomplete class work, remediate any examinations, or take any portion of any licensing or certification examinations without express permission from the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs.

Students on a leave of absence are not allowed to come to campus (unless for specific business related to their return) or participate in university-related activities and course work, such as research, student organizations, or university events. However, some resources can be accessed on a limited basis, including use of Media Site, the MyVista platform, online library services, student RVU email, and student RVU health insurance (provided the insurance was already paid-in-full). Full use of RVU mental health and wellness services will be available for students on LOA for up to six weeks past the student's change-of-status date.

### **Voluntary Leave of Absence**

A voluntary leave of absence is one that is requested by a student to withdraw temporarily from classes for personal, financial, or medical reasons. The request for voluntary leave of absence must be submitted in writing to the Associate/Assistant Dean of Student Affairs. If approved and if the student is in good academic standing, the student may be allowed to re-enter the program at the end of the leave without any need for reapplication, remediation, or reevaluation; however, the student may be required to meet specific requirements in order to be allowed to return.

If a student is granted a leave of absence while current coursework is still in progress, he/she will discontinue further course work. In all such cases, an appropriate designation for each course in progress will be entered on the transcript. In the case of a withdrawal from a course, students will be required to meet the course requirements in entirety before being permitted to progress into the next academic year.

If a leave of absence is granted while the student is not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on them, then the student may not be reinstated to the University without a review by the program's student performance and/or progression committee. Upon completion of its review, the respective committee shall make a recommendation to the Dean or Program Director. If the student is denied reinstatement, their status will be changed to a withdrawal. If the student is granted reinstatement, special disciplinary action requirements may be imposed as a condition of their reinstatement, where appropriate.

Students granted a leave of absence for a medical reason must have a licensed physician certify in writing that their physical and/or mental health is sufficient to permit them to continue in their education. The physician providing the certification must either be designated by or approved by the Associate/Assistant Dean of Student Affairs or by the appropriate Program Director (MSBS or PA) for the certification to be accepted.

### **Non-Voluntary Leave of Absence**

A non-voluntary leave of absence is a mandatory, involuntary leave of absence imposed by the Dean (DO program) or Program Director (MSBS and PA programs) or Associate/Assistant Dean of Student Affairs that is related to academic matters. Please refer to the Academic Policies section of the corresponding program for further information.

A non-academic, non-voluntary LOA is a mandatory, involuntary leave of absence imposed by the Dean (DO program) or Program Director (MSBS and PA programs) or Associate/Assistant Dean of Student Affairs that is unrelated to academic matters. During the leave, the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs will provide the student with the opportunity to rectify or seek rehabilitation/treatment for the problem that precipitated the directed leave.

To be reinstated after a non-academic, non-voluntary leave of absence, the student must be able to demonstrate to the satisfaction of the Dean (DO program) or Program Director (MSBS and PA programs) and Associate/Assistant Dean of Student Affairs that the pre-established requirements have been met and that he/she shows a reasonable likelihood that previous problems will not recur.

## **Sabbatical**

A sabbatical is a one-year leave of absence to allow RVUCOM students to pursue extended full-time training or studies at another institution that will lead toward an additional certificate, degree, or scholarly publication. Students are not required to pay tuition or attend courses through RVUCOM during a sabbatical. Participating in this special program will delay graduation from RVUCOM by one year.

## **Withdrawal**

An involuntary withdrawal/dismissal is a University-initiated process that can occur for both academic (such as multiple course failures) and non-academic reasons (unprofessional conduct, violation of University policies, and/or violation of the Student Code of Conduct). In addition, students who fail to complete any academically related activity for ten (10) consecutive days without notifying the Associate/Assistant Dean of Student Affairs shall be considered withdrawn.

A voluntary withdrawal is a student-initiated resignation under which he/she surrenders all rights and privileges as a student of the University. Students must notify the Associate/Assistant Dean of Student Affairs of their request for a voluntary withdrawal verbally or in writing. To return to the University, students must initiate a new application through the Office of Admissions.

Students who voluntarily withdraw from the University are required to meet with or verbally notify their Dean or Program Director, the Associate/Assistant Dean of Student Affairs, and the Office of Student Financial Services.

## **Dismissal Policy and Right to Appeal**

Dismissal is the permanent termination (involuntary withdrawal) of a student's academic enrollment. The Program Director, Associate/Assistant Deans of Student Affairs, and/or the Dean are responsible for imposing this action. A student who chooses to appeal a dismissal must do so in writing to the Provost within five (5) business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations pending the results of the appeal. The reasons for which a student may be dismissed from the University include but are not limited to the following:

- Circumstances of an illegal, behavioral, ethical, or academic nature that warrant such action;
- Failure to meet the Academic Standards; and/or
- Determination of factors that would interfere with or prevent the student from practicing and meeting the professional and ethical standards expected of a healthcare professional.

## **Readmission**

If a student is dismissed or withdraws from any program within RVU, they may apply for readmission through each program's individual admissions process. In order to be considered for readmission, the student must provide adequate evidence that the conditions or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is a reasonable expectation that the student can perform satisfactorily if readmitted. If the student is readmitted, their prior academic record will remain part of their overall academic record and will be recorded on the permanent transcript.

# **Transcripts - Official and Unofficial**

Official transcripts are housed in the Office of the Registrar and students may request a copy of their official transcript at any time, free of charge. Official transcripts issued directly to the student will bear the marking Issued to Student at the top of each page.

Rocky Vista University fully complies with the AAMC guidelines for medical school transcripts. This includes an unabridged academic history of the student's enrollment.

Unofficial transcripts are not printed on security paper and are labeled Unofficial. Students can access unofficial transcripts via the MyVista Student Portal at any time during the student's enrollment.

## Transfer of Credit

Each degree program has specific requirements for the transfer of credit between another educational institution and the University. Please refer to the section on individual degree programs for more information.

## Verification of Enrollment

Students may request their enrollment verification at Rocky Vista University by submitting a request via the [iNet form](#).

# Doctor of Nurse Anesthesia Practice (DNAP)

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## Welcome to Rocky Vista University

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### Welcome from the Program Director

Welcome to Rocky Vista University's Doctor of Nurse Anesthesia Practice (DNAP) program. I am pleased that you have chosen to pursue your next academic and professional steps with us. At RVU, the success and well-being of our students, faculty, and staff has always been a top priority. The following pages describe our curriculum and the policies that will guide you on your path to receiving your DNAP degree.

The curriculum we have designed will give you a broad and deep exposure to scientific and anesthetic principles. It will require you to think critically about how science is applied to anesthesia practice. This includes learning about diversity, equity, and inclusion and preparing you for successfully working in diverse workplace settings with people from many backgrounds. Our dedicated and highly educated didactic and clinical faculty will challenge your ideas, inspire your curiosity, and develop your drive to enhance your learning. All of these aspects culminate in a DNAP program that will prepare you for successful entry into anesthesia practice.

We are committed to your education and aim to set a positive example for you, the student, by conducting ourselves with the utmost level of professionalism, compassion, and integrity. And we will expect you to do the same, as these are the most respected characteristics of healthcare professionals, researchers, and people.

I applaud you for embarking on this educational journey and I look forward to seeing what you will accomplish as part of RVU's first DNAP class.

Sincerely,

Craig S. Atkins DNP, CRNA  
Program Director, Doctor of Nurse Anesthesia Practice  
Rocky Vista University

### Welcome from the Dean of Student Affairs

## Academic Policies

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### Academic Grievances Policy (Grade Appeal)

Matters regarding grading disputes of assessments within a specific course or other requirement shall include all concerns related to specific grades received or the processes by which grades are determined.

Except under unusual circumstances, all grades (including the final grade for cumulative course performance) will be determined by the Course Director. When extraordinary circumstances bring a student to seek an appeal of a decision regarding a course grade, the student must seek solutions through the following administrative channels, entering at the appropriate level and proceeding in the order stated below. All appeals and decisions must be in writing.

1. Course Director(s);
2. DNAP Program Director (who can send appeal to the DNAP Student Performance Committee (DNAP-SPC) if deemed appropriate)
3. Provost

Students seeking to resolve a grading concern through the administrative channels above must initiate formal action in writing no later than five business days after the course has been finalized. The written appeal must state the circumstances surrounding the grade dispute, with specificity. Review of a student problem and complaint at each administrative level will be carried out as expediently as possible. If the student is not satisfied with the DNAP Program Director's decision, the student may appeal to the Provost. If the student chooses to continue the appeal, this must be done in writing within five business days of the date the decision was rendered at each level of the appeal, excluding weekends and official school holidays.

### **SATISFACTORY PROGRESS**

1. A cumulative passing score (grade) of B (80%/3.0) or better.
2. "Satisfactory" rating for each clinical practicum objective.
3. Each student is evaluated on clinical days and comprehensively at mid-term and upon completion of the semester.

## **Good Academic Standing**

A student is considered in good academic standing if the cumulative grade point average is 3.0 and above.

## **Grade Point Average**

RVU grade point averages (GPA) are based on a 100-point scale. The GPA is calculated by dividing quality points by GPA credit hours (pass/fail coursework is already excluded). The GPA will be a one-digit number with two decimal places and will not be rounded

## **Final Grades**

Grading for DNAP program students is based on a scale of 0 to 100.

The DNAP program requires a grade of 79.99 or above to pass all courses; any grade below 79.99 is considered unsatisfactory/fail.

90-100% = A = 4.0    Excellent

80 – 89.99 = B = 3.0    Satisfactory

<79.99% = F = 0.0    Unsatisfactory

## **Academic Probation**

A student is considered on academic probation if the cumulative grade point average is 2.99 and below (calculated at the end of each semester).

DNAP program students on academic probation are not eligible to hold an office in an RVU student club or organization. Mid-semester grades may also be monitored to identify students that may be struggling and need assistance.

## **Attendance**

Attendance at all classes is mandatory unless otherwise stated in the course syllabus.

Please refer to University policies on Pregnant and Parenting Students and Students with Learning Disabilities.



## Personal Days

Students are allotted a maximum of 20 personal days during the 20 months of Phase 2. Time off is arranged in advance by the student with the clinical site coordinators and reported by the student to the program administration each month (if applicable). Time off from Phase 2 cannot be divided across multiple days. Students may not request scheduled time off during periods of remediation or probation or during specialty rotations (e.g. pediatrics, cardiovascular/thoracic, neurosurgery). The Program Director may deny requested time off on a case-by-case basis due to program, student or clinical site needs.

## Employment During Enrollment

Employment of any kind during nurse anesthesia school is highly discouraged. The demands of DNAP program are so high as to preclude most employment opportunities. Students in the DNAP program are encouraged to contact the Office of Student Financial Services for help with budgeting if needed.

Nurse anesthesia students are prohibited from engaging in any activities (from the time of matriculation to the University until graduation or other termination of student status) that might be construed as the practice of anesthesia nursing without the proper supervision and direction of designated members of the faculty, clinical coordinators, or clinical preceptors, whether such activities are engaged in for compensation, done as a volunteer, or otherwise.

Any student who is a healthcare worker and wishes to be employed in the nursing or health-related field must contact the Office of Student Affairs and forward a request to the DNAP Program Director. All decisions of approval or disapproval will come from the DNAP Program Director. DNAP program students may not be employed as a nurse anesthetist/CRNA by title or function. In the event that a student is approved for employment during the program, no provisions will be offered related to the curriculum design (both didactic and clinical) or schedule.

## Absences

Should a medical or another emergency occur that prevents a student from reporting to a class, examination, clinical assignment or other required event on time, a student must notify the Course Director or Clinical Coordinator and then the Program Director as soon as possible and preferably before the beginning of the examination/event.

## DNAP Student Performance Committee

3.00 cumulative GPA, fail a course, or demonstrate other academic or non-academic unsatisfactory performance as defined and determined by the DNAP program administration may be required to meet with the DNAP Student Performance Committee (DNAP-SPC) to discuss options. In consultation with the Associate/Assistant Dean of Student Affairs, students may also be referred to the DNAP-SPC for violations of the RVU Code of Conduct.

### **DNAP Student Performance Committee (DNAP-SPC): Review of Professionalism, Behavioral Issues & Violations- Disciplinary Review by SPC**

Any member of the University community may notify the Associate/Assistant Dean of Student Affairs (or designee) of an incident and/or allegation of student violation of the RVU Code of Conduct, University policy, protocol, Student Manual, regulation, program or course requirement or professionalism by submitting a written statement or lodging an Ethics Point concern describing the alleged infraction to the Office of Student Affairs

Where appropriate, the Associate/Assistant Dean of Student Affairs, and/or their designee, will review, and investigate the allegations/incident and may collaborate with other Departments as appropriate when doing so. The Associate/Assistant Dean of Student Affairs, and/or their designee may, in their discretion, meet with the student informally to discuss the incident, relevant University rules or standards and possible courses of action. If it is determined that a violation may have occurred, at the discretion of the Associate/Assistant Dean of Students Affairs, and/or their designee, the matter may be handled informally or may involve more formal disciplinary measures.

Lower level formal measures may be adjudicated within the office of Student Affairs at the discretion of the Associate/ Assistant Dean of Student Affairs. In the event it is determined that formal higher-level disciplinary measures will be taken, the accused student will be notified in writing of the allegations against them and will be provided with an opportunity to be heard at a disciplinary meeting before the DNAP-SPC.

The DNAP-SPC has the authority preside over meetings involving any disciplinary matter involving student discipline, including but not limited to:

- Matters involving alleged violations of University Policy;
- Protocol;
- Regulation;
- DNAP Student Handbook;
- Honor Code;
- Code of Conduct;
- Professionalism;
- Clinical Education Training Manual.

The DNAP-SPC presiding over disciplinary matters may consist of no less than three (3) and up to eight (8) individuals, who will act as fact finders. The Chair presides over the meeting and is charged with conducting the meeting in an orderly fashion. The Chair has the authority to rule on questions of admissibility, adjournments, requests for breaks, relevance, and scope appropriateness of questions and evidence. Prior to the commencement the meeting, the student will be given an opportunity to challenge the participation of any DNAP-SPC member participating in the meeting on the grounds of conflict of interest. Any such challenge will be deliberated upon by the DNAP-SPC and a determination will be made as to whether that member should be excluded and/or replaced.

### **Disciplinary Meetings**

A disciplinary meeting with the DNAP-SPC is not intended to be criminal in nature and the proceeding and procedures are not intended to be that of a criminal court. The student does not have a right to be accompanied at the meetings leading up to or the meeting before the DNAP-SPC by an attorney.

The student will be provided with the opportunity to have a preliminary meeting to review the conduct and evidence and to submit additional evidence with 48 hours of the disciplinary meeting along with a written statement. On the day of the meeting, the student will be provided an opportunity to make any relevant statements they wish to make regarding the allegations/incident(s) and provide their side of the story; the DNAP-SPC will have the opportunity to ask questions of the student and any individuals appearing before the DNAP-SPC to provide testimony. The student will be allowed to be present when others give "testimony" and the student will be allowed to present questions to the DNAP-SPC, which can be asked of the witnesses.

The Associate/ Assistant Dean of Student Affairs will act as investigator and fact finder and will provide evidence to the DNAP-SPC will consider all of the information before it, along with the student's anecdotal file and history and the student's file, and provide its findings and recommendation to the Dean or Program Director. The DNAP Program Director may, but is not required to, follow the findings and recommendations of the DNAP-SPC and may accept, reject, or modify the recommendations and sanction(s). The Program Director shall inform the student of the decision in writing. This decision and all official disciplinary correspondence shall become part of the student's official record and could be noted in the student's Clinical Evaluations and/or as an addendum to the Clinical Evaluations as appropriate and could be reportable to licensing authorities to the extent questions regarding same are raised.

The standard to be employed for all disciplinary cases is a preponderance of the evidence standard (more likely than not, greater than 50%). Clear and convincing evidence is not required. In arriving at any decision, attention is paid to the history of the student, their growth as members of an academic community and graduates and professionals within their chosen profession and the expectations and responsibilities that accompany the privilege of becoming a practicing health care provider. Consideration will be given to the educational record, current status, student record, and any prior disciplinary history and/or prior formal or informal warnings, counseling, incidents, and professionalism concerns raised, which may be factored into the recommendation and decision.

### **Sanctions**

After a meeting, if the DNAP-SPC determines a violation has occurred, it may recommend a range of penalties, including but not limited to, one or a combination of the following:

**a. Disciplinary Warning** – A written reprimand putting the student on notice that they have violated the RVU Code of Conduct, Academic Integrity, and/or professionalism expectations, and indicating that further misconduct may result in a more severe disciplinary action. A copy of this warning will be placed in the student's file. The warning can be maintained in the student's file for a period of time and then expunged or permanently, with or without conditions attached.

**b. Disciplinary Probation with or without conditions**—A student may be placed on disciplinary probation for a definite period of time. While on probation, students may not hold office in Student Government Associations, Clubs or Organizations or represent the college in any capacity or serve in leadership positions on campus. Additional conditions may be attached, including but not limited to, prohibition against participation in co-curricular activities without permission, limitations on access to campus-related facilities/functions that are not necessary to attend class, mandated counseling, status updates and meetings and any other conditions found to be appropriate. Further violations while on probationary status will result in suspension or dismissal from the DNAP program. A copy of the probation notice becomes a part of the student's file unless expunged.

**c. Suspension** – A student may be suspended and may be barred from attending classes or participating in clinical activities at clinical sites for a definite period. A suspension will remain in the student's permanent file. A student will not be automatically re-enrolled at the end of their suspension, and they must apply to the Program Director for reenrollment. Conditions may be included in resumption of education such as any further incidents will result in dismissal.

**d. Disciplinary Dismissal** – This is termination of the student's enrolled status. A student who has been dismissed from the DNAP program is not permitted to complete their courses and may not re-register for a future semester. Notification of the dismissal will appear on the student's academic transcript and students will not be allowed to enroll in other RVU programs.

**e. Other Sanctions** – The DNAP-SPC may recommend other sanctions that it deems appropriate and fair.

### **Appeals of Disciplinary Sanctions Imposed for Code of Conduct Violations**

A student who disagrees with the decision of the Program Director may appeal the decision within five (5) business days of the date the decision is sent. Any such appeal must be made to the Provost. The Provost or their designee shall consider an appeal that is timely and properly filed and render a final determination. For an appeal to be properly filed, it must be sent to the Provost, with a copy to the Associate/Associate Dean of Student Affairs, and must be received within five (5) business days of the date the notice of the decision. An appeal may only be taken if based on one or more of the following grounds, which must be identified in the appeal submission:

1. Due process errors involving the student's rights that materially affected the outcome of the meeting and/or decision;
2. Demonstrated prejudice or bias against the student by any person presiding over the meeting or rendering the decision;
3. A sanction that is extraordinarily disproportionate to the offence committed under the totality of the circumstances;
4. New information material information that was not available at the time of the original meeting, which, if available, would have had a material impact on the findings and/or decision; and/or
5. The preponderance of the evidence presented does not support the findings and recommendation.

The Provost shall review the submission. If it does not meet one of the five criteria above, it will not be reviewed. If it does meet the criteria, the appeal will be reviewed, along with the underlying record, the student's educational record, information on the student's current status, and any other relevant information and documentation. A determination will be made after consideration of the issues raised. A written decision on the appeal will be rendered and shared with the student. The decision of the Provost is final and binding and not subject to further appeal.

Nothing in this policy shall be interpreted to otherwise prohibit the Provost or their designee from immediately suspending a student for an egregious violation of the honor code, code of conduct, professionalism, allegations

involving serious criminal behavior, or when the continued presence of the student raises serious concerns for the health, safety, and wellbeing for that student and/or others or where there is reason to believe that the continued presence or participation of the student will be disruptive to the educational process and/or the orderly administration of the University or University activities. In such case, the student will be provided with written notice of the suspension and after review, appropriate action will be taken pursuant to policy.

### **Protocols for Disciplinary Meetings**

Meetings conducted by the DNAP-SPC will be governed by the following protocols:

- a. All meetings are closed to the public.
  - a. Students are prohibited from having family members, a colleague, or attorneys or counsel, or personal physician or health care provider, be present representing them at any meetings.
- b. A quorum of the DNAP-SPC, defined as 51% of the total membership, must be present, via video conference call.
- c. Students have the right to bring witnesses on their behalf, to present any evidence they deem relevant, to make opening and closing statements and to ask questions during the proceedings.
- d. The preponderance of evidence rule will govern the decision-making process.
- e. Decisions will be made by the majority of participating members.
- f. The committee deliberations will be private.

### **DNAP-SPC Procedure**

If requested to appear before the DNAP-SPC, students must appear at the appointed time and place.

- The student shall receive notice of the time, place, and subject of the meeting and must confirm receipt of the notice. Such written notice may be in the form of an official University email, U.S. mail, or a hand-delivered written message.
- Appearance before the DNAP-SPC is mandatory. Lack of attendance at a required SPC meeting forfeits the student's opportunity to discuss circumstances with the Committee and may lead to dismissal from the program.
- Legal representation and/or other supporting persons is prohibited.
- The student will be given the opportunity to present a statement to the SPC in written and oral form and will answer questions posed by the DNAP-SPC.

Proceedings of the SPC are closed and confidential. Members of the SPC are not permitted to discuss issues brought before the SPC outside of a formal SPC meeting. SPC meeting minutes, recordings, and notes are not formally part of the student academic record and are, therefore, not accessible to students. The Program Director's decision is accessible to the student.

Where deemed appropriate, the DNAP-SPC may recommend any one of the following options:

- Non-academic probation;
- Academic probation
- Dismissal from the program or University; or,
- Other appropriate course of action.

The final decision will be made by the DNAP Program Director and may or may not align with the recommendation of the DNAP SPC. A student may appeal a Program Director's decision for dismissal as per the section 'Student Education Records; Dismissal Policy and Right to Appeal' in the

*RVU Student Handbook and Catalog*. Specific requirements regarding course(s) of action will be made on an individual basis after considering pertinent circumstances, which may include, but are not limited to, the student's academic record, consultation with the course director, and consultation with the student involved.

Lack of attendance at a required SPC meeting forfeits the student's opportunity to discuss circumstances with the Committee and may lead to dismissal from the program.

# Academic Discipline Process

## Academic Discipline Process

1. **Initial Resolution:**
  - When an academic concern arises, the student must first discuss it directly with the Course Director(s) for resolution.
2. **Formal Appeal:**
  - If unresolved, the student may submit a formal written appeal to the DNAP Program Director within **five business days** of the initial meeting with the Course Director(s).
3. **Response Timeframes:**
  - The Program Director will initiate an **investigation** within **ten business days** of receiving the formal appeal.
  - The Program Director will review and respond to the appeal within **ten business days** of completing the investigation or refer the case to the DNAP Student Performance Committee (DNAP-SPC).
  - The DNAP-SPC will forward its recommendations to the Program Director within **ten business days** of the committee meeting.
  - If the decision remains unsatisfactory, the student may submit a written appeal to the Provost within **five business days**.
  - The Provost will finalize the **decision** within **ten business days** of receiving the appeal.
  - The Provost's decision is **final**.
4. **Representation:**
  - Legal representation is **not permitted** during DNAP-SPC proceedings.

## Non-Academic Discipline Process

1. **Incident Notification:**
  - Students will receive written notification of any non-academic incidents as soon as possible after discovery.
2. **Hearing Scheduling:**
  - If a formal hearing with the DNAP-SPC is required, it will be scheduled within **ten business days** of committee notification.
3. **Appeal Timeline:**
  - Each level of appeal must be filed within **five business days** of receiving a decision.
  - Responses from relevant authorities (DNAP-SPC or Provost) will be issued within **ten business days** for each appeal.
4. **Implementation of Disciplinary Actions:**
  - Final disciplinary actions will be implemented following the decision and documented per university policy.

## DNAP Student Performance Committee (SPC) Protocols

1. **Scope of Review:**
  - The DNAP-SPC reviews cases related to academic and non-academic concerns, including probation, professionalism issues, and Code of Conduct violations.
2. **Deliberations:**
  - The committee deliberates privately and bases decisions on the **preponderance of evidence standard**.
3. **Sanctions:**
  - Sanctions may include, but are not limited to, written warnings, probation, suspension, or dismissal.
4. **Appeals:**
  - Appeals at any level must be filed within **five business days**, with responses issued within **ten business days** of submission.

## G.7 Complaints and Grievances

### Informal Process

1. **Purpose:**
  - This process allows students to resolve concerns through mediation or discussions without filing a formal written complaint.
2. **Timeframe:**

- Informal resolutions should be completed within **ten business days** of initiation to ensure timely resolution.

### **Formal Complaint Process**

1. **Submission:**
  - Students may file formal complaints via **EthicsPoint**, which permits anonymous submissions if desired.
2. **Investigation Timeline:**
  - Investigations will commence within **ten business days** of complaint submission.
  - A resolution will be reached within **30 days**. If the case complexity requires more time, the student will be informed.
3. **Escalation:**
  - Unresolved complaints may be escalated to the **Provost's Office** in writing or directed to relevant accrediting bodies listed in the student handbook.

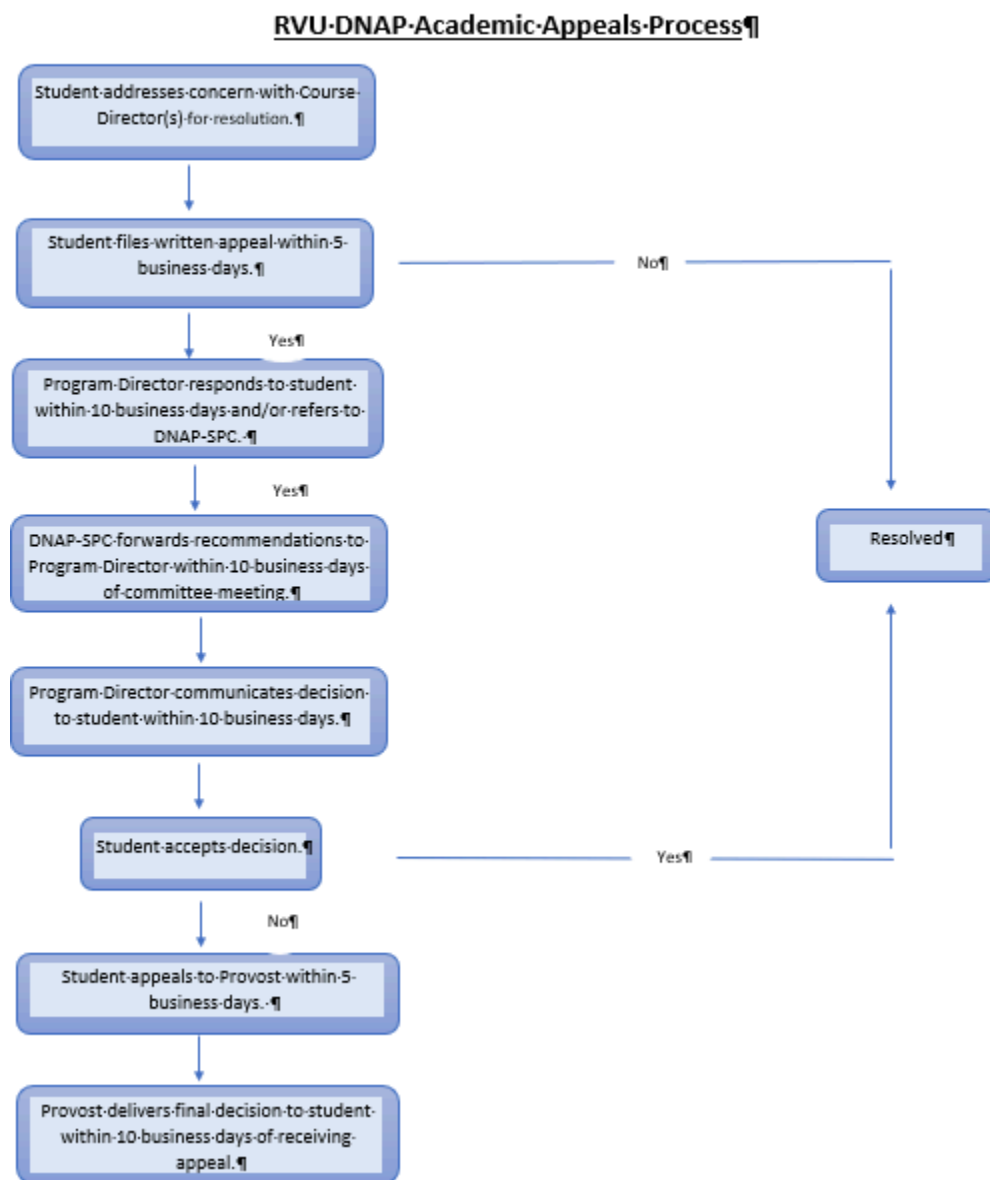
This document serves as an official **addendum** to the current university policy regarding student grievances and appeals processes. The procedures and guidelines outlined herein are specific to the Doctor of Nurse Anesthesia Practice (DNAP) program and supplement, rather than replace, the broader university policies already in effect.

In cases where discrepancies arise between this addendum and the university's general policies, the policies outlined in this addendum shall take precedence for matters concerning DNAP students. All other university policies remain fully applicable.

content added 12.5.2024



# DNAP Academic Appeals Process Flowchart



content added 12.6.24

## Ethics

DNAP program faculty, staff and students:

Shall have the responsibility to preserve human dignity, respect, and patient rights and to support the well-being of the patient under his or her care.

Shall demonstrate high competence (professional values, knowledge, judgments, and technical and interpersonal skills).

Shall adhere to the AANA (American Association of Nurse Anesthesiologists) Code of Ethics for the Certified Registered Nurse Anesthesiologist.

Shall adhere to the Family Educational Rights and Privacy Act (FERPA). More information can be found here, <http://registrar.rvu.edu/ferpa/>.

Shall be responsible and accountable for individual professional judgments and actions.

Shall be an advocate for the patient's rights and safety.

Shall protect the patient's right to privacy.

Shall maintain personal integrity and strive to establish an appropriate mechanism to protect his or her freedom of conscience as it pertains to patients and each healthcare team member.

Shall protect patients involved in research projects and conducts such projects according to accepted ethical research and reporting standards established by public law and Rocky Vista University.

Shall ***not*** repeat private information or secret knowledge that has been given ***unless*** the maintenance of confidentiality will cause harm to others or ***unless*** required by law to breach the confidence.

## Clinical Practice Policies

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### Affiliated Clinical Practicum Sites\*

1. [Parker Adventist Medical Center, Parker, CO](#)
2. Aurora Medical Center, Aurora, CO
3. Swedish Medical Center, Denver, Co
4. St Anthony, Lakewood, CO
5. St Anthony North, Westminster, CO
6. Northern Colorado Medical Center, Greeley, CO
7. Penrose Medical Center, Colorado Springs, CO
8. St Francis Medical Center, Colorado Springs, CO
9. Medical Center of the Rockies, Loveland, CO
10. Poudre Valley Hospital, Fort Collins, CO
11. Parkview Medical Center, Pueblo, CO
12. Evans Army Medical Center, Fort Carson, CO
13. Arrowhead Regional Medical Center, Colton, CA

*\*Clinical sites are subject to change.*

*\*COA-approved clinical sites may be either: active, inactive or discontinued.*

### Lines of Communication

- Should an issue arise concerning the care of a patient (in which a student is involved), the **employees** responsible for the patient's care during that time (e.g., the preoperative holding nurse, CRNA, physician anesthesiologist, and PACU nurse), should be the people queried by the overseeing management member. The student is under the direct supervision of the CRNA and/or the physician anesthesiologist assigned to the case, and they are responsible for the actions taken during the case.
- Should one need a report or statement of what the student saw or heard, **over and above** what the CRNA, Anesthesiologist, and other staff members have given, the Clinical Coordinator and the DNAP administration is to be **immediately** involved. This serves several purposes. It ensures that the program upholds its

responsibilities to the healthcare facility, risk management, and to the students in a timely, straightforward matter. It also allows the appropriate lines of authority to be informed from the student to the Program Director, should the need arise.

- To clarify, should one have an issue with a patient, relating to a student, first contact (in order):
- The CRNA and/or the physician anesthesiologist responsible for the case
- The DNAP Clinical Coordinator
- The DNAP Adjunct Faculty Member
- The Chief CRNA
- Should one need further information, the next points of contact are:
- The Assistant Program Director
- The Program Director

## **Student: Instructor Ratio**

- The clinical supervision of students to instructors must be coordinated to assure patient safety by taking into consideration
- Student knowledge and ability
- Physical status of the patient
- Complexity of the anesthetic and/or surgical procedure
- Experience of the instructor
- NO greater than 2:1 student-to-instructor ratio.
- A CRNA or Anesthesiologist must be immediately available to the student for consultation and/or assistance.
- Supervision at clinical sites is limited to CRNAs and anesthesiologists who are institutionally credentialed to practice. Clinical supervision in non-anesthetizing areas is restricted to credentialed experts authorized to assume student responsibility.

## **Student Preoperative Assessment of Patients**

- The Student should complete a preoperative assessment on every patient for whom he or she plans to participate in the anesthetic care.
- Preoperative assessment should, at a minimum, include a review of the patient's medications, previous procedures, laboratory studies and values, major organ systems (cardiovascular, pulmonary, neurological, renal, endocrine, gastrointestinal, etc.), current hemodynamic status, airway classification, allergies, and previous problems with anesthesia.
- Preoperative assessment should be completed on the appropriate form.
- Any questions or concerns arising during the preoperative assessment should be discussed with a CRNA or Anesthesiologist.
- Preoperative assessment should be discussed with the assigned CRNA or Anesthesiologist to formulate an anesthetic care plan.
- Time spent performing a preoperative assessment should be documented in the electronic case record.

## **Student Intraoperative Assessment of Patients**

- Students will be vigilant in their monitoring of their patients. This includes vital signs, fluid management, and level of consciousness.
- Vigilance implies that the student is not distracted or abandons patient care while monitoring the patient in any way and includes such things as texting, reading, emailing, and etc.

## **Student Postoperative Assessment of Patients**

- The Student should complete a postoperative assessment of patients for whom he or she participated in the anesthetic delivery.
- Postoperative assessment should, at a minimum, include a review of the patient's respiratory rate, percent oxygen saturation, airway patency, heart rate, blood pressure, temperature, level of consciousness, presence of pain, presence of nausea/vomiting, and the amount of postoperative hydration.

- Postoperative assessment should be completed on the appropriate form with the CRNA or Anesthesiologist. This requires his or her signature per CMS requirements. Trainees will remain with the patient until authorized to depart.
- Any questions or concerns arising from the postoperative assessment should be discussed with a CRNA or Anesthesiologist.
- The student's findings during the postoperative assessment should be discussed with the assigned CRNA or Anesthesiologist to tailor future anesthetics to evidence-based practice.
- Time spent performing a postoperative assessment should be documented in the electronic case record.

## Care Plans

The Anesthesia Care Plan is a tool to assist students in planning clinical experiences and to assist the student in learning good clinical anesthesia practice skills. It reflects the student's ability to synthesize adequately learned didactic knowledge base to the clinical environment. Further, it reflects the student's clinical decision-making and critical thinking development.

- Each Student **must prepare a written care plan for the first assigned case and any complex cases during semesters one and two** and present the care plan to the clinical instructor.
- After semester two, a written care plan must be prepared for all complex cases and cases new to the Student.
- Students should be prepared to present a verbal care plan for every assigned case.

## Student Evaluation

- Trainees will be evaluated daily using the Evaluation Tool for Anesthesia Clinical Practice.

## Clinical Case Records

- Must be completed by each student and submitted online via the electronic clinical case record system.
- Electronic case tracking
- Improves accuracy
- Improves accessibility
- Improves balance and fairness in assignments
- Should be updated weekly to facilitate clinical assignments based on minimum case requirements.
- Students must update case records at least every two weeks, or the second and fourth Fridays of the month.
- Failure to update case records (as stated above) may result in the student's removal from the clinical site for the student to update case data. The student will be required to make up this clinical day at the discretion of the DNAP program administrators.

## Clinical Enrichment Sites

- Students rotate through clinical enrichment sites as per the DNAP monthly clinical practicum schedule.
- Students will not be scheduled at primary clinical sites for call or weekend shift worker while assigned at an enrichment clinical site.
- Objectives/Outcomes for students:
  - Obtain anesthesia patient care experience in a facility outside of the designated primary clinical sites.
  - Opportunity for additional specialty experience (i.e., regional, obstetrics, pediatrics).
- Students are expected to utilize the DNAP care plan and evaluation forms.
- Students are expected to complete the electronic **Student Evaluation of the clinical site after completion of the rotation.**
- Students are expected to communicate all needs and concerns with the Program Directors, as needed, throughout the clinical rotation.
- The program has 2 approved, active enrichment clinical sites where students may be scheduled:
  - The Children's Hospital, Aurora, CO
  - Evans Army Medical Center, Ft. Carson, CO
  - Heart of the Rockies Medical Center, Salida CO

## Student Injury

- All injuries occurring at any clinical site in the performance of student protocol policies/procedures must immediately be reported to the program office.
- Any student experiencing an accident or injury must report to the appropriate Emergency Department, urgent care facility, or private Physician for evaluation and treatment. DNAP Administration should be notified.
- Any costs of medical care while enrolled in the DNAP are the Student's responsibility.

## Protective Equipment

- Clinical practicum students must wear appropriate protective equipment, including goggles, gloves, and masks. All appropriate precautions must be taken when involved with direct patient care.
- Students should adhere to individual clinical site policies concerning infection control, personal protective equipment, and precautions.

## Blood and Bodily Fluid Post-Exposure

- Wash infected area immediately.
- Treatment must begin within 2 hours of exposure.
- Notify the Program Director or Assistant Program Director and Clinical Coordinator and/or CRNA or physician anesthesiologist.
- Complete an injury report and immediately report to the Emergency Department for treatment.

## Fetal Protection

The operating room is a potentially hazardous environment for the fetus. As a result, pregnant students should consult with the DNAP Director of Clinical Education or program directors as soon as possible so that clinical assignments are adjusted as necessary.

## Morning Report

- Morning report will occur on designated mornings, per clinical site and semester schedule, except for holidays and special meetings, final exam weeks, and semester break weeks.
- Students assigned to the clinical practicum for the day must attend unless assigned to the heart room, other specialty rotations, early cases, or if they are sick or on vacation.
- All first-semester students are required to attend unless scheduled for a Saturday rotation.
- As with any scheduled program meeting or function, students with an unexcused absence will forfeit a vacation day.

## Daily Release of Students from Clinical Practicum

- No student is to assume automatic release from the clinical area. Students must obtain permission from the clinical coordinator or assigned clinical instructor.
- The clinical coordinator or assigned clinical instructor have the authority to hold the student beyond the specified release time for specific educational purposes unless the student has exceeded the daily and/or weekly maximum hour allowance per the COA policy.
- If a student feels he/she was unjustly held past the specified release time, the student is to follow the Grievance Procedure.
- Students are **encouraged** to stay voluntarily beyond their specified release time on a scheduled clinical day if they anticipate a specific educational experience would otherwise be missed (e.g., completion of the majority of an index case or other rare clinical experience).
- Students are encouraged to assist with other experiences contributing to educational enhancement when not performing their assigned cases (i.e. insert intravenous catheters, perform preoperative and postoperative assessments).

## STUDENT TIME COMMITMENT

Every effort will be made to keep a reasonable time commitment each week following the Council on Accreditation's Standards and Guidelines. A reasonable number of hours to ensure patient safety and promote effective student learning should not exceed 64 hours per week. This time commitment includes the hours spent in class and all clinical hours (including in-house call) averaged over four weeks. This **MUST** include a **10-hour rest period** between scheduled clinical shifts. A student may not provide direct patient care for longer than 16 continuous hours.

## Student Removal from Clinical Practicum

- A student may be removed from a clinical practicum area by the CRNA or DNAP faculty if it is determined that the student is:
  - Not appropriately prepared for a case and/or
  - Presents a patient safety threat and/or
  - Is judged to interfere with the normal operation of the clinical practicum site and/or
  - Is determined to be in violation of DNAP and/or clinical policy and/or procedure.
- The CRNA or physician anesthesiologist preceptor and student shall notify the DNAP program office as soon as possible.
- The circumstances shall be reviewed by the Program Director and/or Assistant Program Director.
- If appropriate (as determined by the Program Director or Assistant Program Director), the issue may be forwarded to the DNAP Student Performance Committee (DNAP-SPC).

## Clinical Rotations

The policies, procedures, and guidelines of the various specialty rotations are specific to each clinical site. All students go through facility-specific orientation at each clinical site. Please refer to each facility-specific orientation manual for details related to the following rotations.

Outpatient  
PACU  
Perfusion  
Pain Management  
Regional Anesthesia  
OB  
Critical Care Medicine  
Saturday/Sunday worker  
Night shift  
Call shift

## Evaluations

Daily Student Care Plans (Template)  
Daily Student Clinical Evaluation  
Student Self-Assessment  
Student Clinical Rotation Evaluation  
Student Clinical Site Evaluation  
Student Course Evaluation  
Student Evaluation of Clinical Staff/Instruction  
Student Evaluation of Didactic instruction  
Student Evaluation of the Program (includes student services, library, it, etc.)



First Year and Exit Program Evaluation  
Employer Program/Graduate Evaluation  
Alumni Program/Graduate Evaluation  
Faculty Program Evaluation

### **Doctoral Projects**

- A. All students will be required to complete a scholarly doctoral project with the guidance of an assigned advisor.
- B. The final component of the project will be a formal presentation to the RVU Community and an attempt to publish the project in a peer-reviewed journal.
- C. Human Subject Research must be approved by the RVU Institutional Review Board (IRB).

### **Self-Evaluation Exam (SEE)**

The SEE is administered by the National Board for Certification and Recertification for Nurse Anesthetists (NBCRNA). The SEE is a mandatory requirement for students during Year 2 of the program. It serves three primary functions:

1. To provide information to students about their progress in the nurse anesthesia program.
2. To prepare students for the certification examination experience.
3. To inform Program Directors about how well the programs prepare students with the knowledge and skills required for anesthesia clinical practice.

### **Graduation**

Students will be awarded their DNAP degree upon successfully completing all academic and clinical requirements. Students should apply for graduation by the third week of classes for the semester in which they will graduate.

## **Outside State-Specific Consumer Protections**

[California](#)

[Connecticut](#)

[Iowa](#)

[Kansas](#)

[Wisconsin](#)

## **DNAP State Licensure**

## **DNAP Professional Liability Insurance**

## **Program Policies and Procedures**

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**Additional Information:** Nothing in this Policy limits the authority of the university to issue, amend, or withdraw a policy.

Additional resources can be found at <https://institutionalrepository.rvu.edu/collection/RVUPolicyRepository>.

**Contact Information:** Compliance Department, (720) 874-2481; [ldement@rvu.edu](mailto:ldement@rvu.edu)

# Identification Badges

- Students are to wear their institution-issued ID badge while at the clinical practicum site.
- Enrichment clinical practicum sites may issue an ID badge specific to their facility. In the event an institution does not issue an ID badge, students MUST wear their RVU ID badge.

# Induction Authorization

- Students shall NOT begin an induction or anesthetic procedure without the physical presence and permission of the CRNA and/or Anesthesiologist
- Commencement of an anesthetic is defined as, but not limited to
  - Local/MAC
  - General Anesthetic: rendering a patient unconscious or unable to respond to stimuli via administration of inhalational or IV induction agent.
  - Initiation/administration of regional block.
- Any student who begins an induction or anesthetic procedure without the physical presence and permission of the CRNA or Anesthesiologist will be subject to disciplinary action that may include automatic dismissal from the NAP.

# Cellular Telephone and Camera Use

- All DNAP students are responsible for protecting all protected health information and personal identification information on personal portable data devices from improper use or disclosure. Devices include, but are not limited to, cellular phones, camera phones, digital cameras, video recorders, and similar devices.
- Patient-related telephone conversations in the presence of other patients and visitors shall be kept to a minimum.
- Cellular Telephone Use: Personal cellular telephones can be carried while on duty to access internet-based resources immediately. Any inattentive behavior unrelated to patient care, such as reading, texting, and gaming during patient procedures, is strictly prohibited.
- Camera Use: DNAP students are prohibited from taking photographs, using personal cell phones with photography features of patients and/or personal protected health information. No images taken by a DNAP student may be used, printed, copied, scanned, emailed, posted, shared, or distributed in any manner. This prohibition includes posting photos on personal websites like Facebook, Twitter, and Snapchat or emailing images to friends, family, and colleagues.

# DNAP Program Student Representatives

## Purpose

- To promote cooperation among all members of the student body and DNAP program administration.
- To plan and conduct student meetings each semester or as needed.
- To meet with DNAP program administration as needed to discuss issues and concerns regarding the student body.
- To present major student complaints, make suggestions, keep students informed of the results of meetings, and participate in the ongoing evaluation and improvement of the DNAP program.
- To assist with the annual interview process and graduation ceremony planning.
- Committee participation.

## Selection

- Elected by student peers during Semester 1 of Phase 1.
- Voluntary acceptance of student role.
- DNAP students on academic probation are not eligible to hold an office in an RVU student club or organization.

# Meals

- Facilities and the University
  - Students are responsible for their own meals.
  - Space will be provided to store meals brought from home.

# Student Time Commitment

## PHASE 1 ATTENDANCE WILL ADHERE TO THE FOLLOWING GUIDELINES:

- No personal days or planned absences are allotted during Phase 1.
- During Phase 1, the initial 16 months of school attendance, the student will follow the RVU academic calendar with slight modifications for summer class schedules. It is important to note that a leave of absence is not available due to the curriculum's sequential progression. The student must complete Phase I within 16 months before transitioning to Phase II. The student must attend the designated and required class meetings according to the provided course schedules. If you are unable to attend the lecture, notify the instructor as soon as possible.
- The attendance policy at RVU requires students to attend all scheduled classes promptly and consistently, whether online or in person.
- The policy allows for authorized absences with prior approval from the instructor. If an absence is necessary due to illness or emergency, the student should notify the instructor before the class or as soon as possible.
- In the case of illness, the Program Director may request a healthcare provider's excuse for sick days. It is important to note that this policy is strictly enforced during examinations and scheduled simulations. The student is responsible for any class materials or assignments missed due to absences.
- Students with excused absences from regular examinations or simulations may request a makeup examination or simulation, subject to the discretion of the respective instructor.
- The program reserves the right to monitor and evaluate unexcused absences that exhibit a pattern.

## PHASE 2 ATTENDANCE GUIDELINES:

### **SCHEDULED TIME OFF**

Students are allotted 20 personal days during the 20 months of Phase 2. Time off is arranged by the student with the clinical site coordinators and reported by the student to the program directors each month (if applicable).

- Students must attend at least one professional meeting, either a state or national association meeting. Additionally, students are encouraged to attend one state legislative day. Requests to attend state or national association education meetings must be submitted with complete meeting information, including details about the association, location, agenda, topics, and speakers.
- Attendance at additional state or national meetings will be subject to the discretion of the DNAP administration.
- The DNAP program will cover the financial expenses for the Colorado Association of Nurse Anesthetists (COANA) annual meeting during the student's third year.
- The administration encourages students to attend more professional meetings than the minimum requirement to support their professional socialization and development. Students may NOT request scheduled time off during periods of remediation or probation.

**\*No elective surgeries** may be scheduled during the 36-month program.

Students are required to maintain all necessary certifications for practice in the clinical setting, e.g., state appropriate RN Licensure, BLS, ACLS, and PALS. As such, students will be responsible for recertifying, before the certifications expire. Should the student's certification(s) or licensure lapse, the student will be removed from the clinical setting until the certificate (s) or licensure are brought current. Any clinical days missed due to lapses in certification or licensure will be docked from the student's allotted days off or the time will be made up on weekend days to be scheduled in collaboration with the clinical site coordinator.

# Holidays

Holidays recognized with no scheduled class meetings or clinical practicum are as follows:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Veteran's Day
- Martin Luther King Day

# Unexcused Absences

- An unexcused absence from clinical practicum, any course, or educational meeting endorsed by the DNAP program will generate a day removed from the student's bank of scheduled days. Unexcused absences from those areas are considered insubordinate. In this event, the student faces the possibility of further corrective action.
- Unexcused absence is defined as:
- The course instructor or DNAP program Administration has not given absence permission to the student prior to the absence.

**OR**

- The student has not presented an acceptable excuse to the course instructor or DNAP program administration after the absence.

# Leave of Absence

Any request for a Leave of Absence from the DNAP program must follow University policies and requires DNAP Program Director approval.

# Remediation/Probation

Remediation/Probation recommendations may originate:

- From the DNAP-SPC  
AND/OR
- From the DNAP Administration

Final Decisions/Accountability:

- The Program Director will make and be held accountable for all final decisions resulting from student remediation and/or probation.
- Any remediation/probation decision must include specific objectives and a time frame.

### Terms of Probation:

- Weekly mentoring sessions with Program Director or Assistant Program Director.
- Evaluations
  - The student must achieve a numeric value of 3 or greater on all daily evaluations.
    - 100% evaluation return required.

### Clinical Practicum

- Designated clinical instructors to be determined by the clinical coordinator.
- Clinical practicum will be conducted at local, primary clinical sites.

## Corrective Actions

Corrective action is how the DNAP program assesses the student's ability to provide efficient operations and quality customer service to all patients and other customers. Policies, procedures, standards, and protocols are the guidelines by which all students are expected to function. This method ensures a fair and impartial review of all incidents and situations that may warrant corrective action against a student. The primary intent of all action, short of termination, is to correct unusual or unsatisfactory behavior or performance on the part of the student and prevent similar or repetitive violations in the future.

The DNAP's policy is to respond to student reports of activities contrary to applicable laws, rules, regulations, standards, policies or procedures that govern Rocky Vista University or its business associates. This policy will be formally instituted and address inappropriate behavior or substandard performance. Formal corrective action (as defined below) will be issued when all management attempts to coach, set examples, and support the student have failed to produce necessary changes in student behavior. This policy aims to produce necessary changes in student behavior and performance, assure equity, and safeguard the clinical sites' patients and resources.

It is recognized that there will be occasions when corrective action will include student termination. Instances of inappropriate behavior on the part of any student may immediately lead to written counseling or suspension, depending on the severity of the circumstance. Strict adherence to sequential corrective action steps is neither required nor implied by this policy.

Nothing in this policy and procedure will be so construed as to create, imply, or affect any student contract, or define justifiable termination, or supersede the "at will" relationship between each student and the DNAP program.

## Student Deferral

A student may be recommended for deferral by the DNAP Program Director if any of the following criteria is met:

1. The student is on academic probation at the end of the ninth semester.
2. The student has not achieved minimum case requirements by the end of the seventh semester.
3. The student is required to meet outstanding coursework/clinical time for an approved Leave of Absence.
4. The student exceeds the allotted scheduled days off (personal time).

The Program Director will meet with the student. Written objectives will be presented to the student, and the student will sign a contract.

The student shall be advised of the Appeals Process. The student shall incur no additional tuition fee unless deferral goes more than three (3) weeks past the end of semester seven (7). After this three (3) week grace period, the student will be assessed the appropriate tuition fees per credit hour required to complete the program.

### **PROGRAM WITHDRAWAL**

A voluntary withdrawal is a student-initiated resignation under which he/she surrenders all rights and privileges as a student of the University. Students must notify the Associate/Assistant Dean of Student Affairs of their request for a voluntary withdrawal verbally or in writing. To return to the University, students must initiate a new application through the Office of Admissions.

Students who voluntarily withdraw from the University are required to meet with or verbally notify the DNAP Program Director, the Associate/Assistant Dean of Student Affairs, and the Office of Student Financial Services.

### **DISMISSAL POLICY AND RIGHT TO APPEAL**

Dismissal is the permanent termination (involuntary withdrawal) of a student's academic enrollment. The DNAP Program Director and Associate/Assistant Deans of Student Affairs are responsible for imposing this action. A student who chooses to appeal a dismissal must do so in writing to the Provost within five (5) business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations pending the results of the appeal. The reasons for which a student may be dismissed from the University or DNAP program include but are not limited to the following:

- Circumstances of an illegal, behavioral, ethical, or academic nature that warrant such action;
- Failure to meet the Academic Standards; and/or
- Determination of factors that would interfere with or prevent the student from practicing and meeting the professional and ethical standards expected of a healthcare professional.

### **WITHDRAWAL FROM PROGRAM**

Students who voluntarily withdraw from the University are required to meet with or verbally notify the DNAP Program Director, the Associate/Assistant Dean of Student Affairs, and the Office of Student Financial Services in accordance with university policies.

## **Nurse Anesthesia Care Plan**

[Nurse Anesthesia Care Plan \(PDF\)](#)

## **Student Evaluations**

[Timeline for Student Evaluations \(PDF\)](#)

[Student Evaluations \(PDF\)](#)

## **Annual Student Evaluation of the DNAP Program**

### **Policy Statement:**

This policy outlines the annual evaluation process that enables students to comment on the effectiveness of the Graduate Nurse Anesthesiology program, university support, and ancillary services. The policy ensures a student-centered approach in assessing the quality of resources, mentorship, student services, and the overall teaching/learning environment.

### **Scope:**

This policy applies to all students enrolled in the Graduate Nurse Anesthesiology program.



### Procedure:

1. **Annual Evaluation:** Students are invited to participate in the annual evaluation process using the "Student Evaluation of the Program Form". The survey aims to assess the students' perspectives about various aspects of the program, university support, and ancillary services.
2. **Rating System:** The students are instructed to use a 5-point Likert scale (1 = Strongly Disagree, 5 = Strongly Agree) to evaluate the effectiveness of program delivery, resources, support services, and more.
3. **Data Collection:** The completed evaluation forms from all participating students will be collected for analysis.
4. **Data Analysis:** The collected data will be systematically analyzed to identify areas of strength and those needing improvement, per the students' perspectives.
5. **Action Planning:** Based on the data analysis, an action plan addressing areas of improvement, as identified by the students, will be developed. The plan will outline specific actions, responsibilities, timelines, and resources required.
6. **Implementation and Monitoring:** The action plan will be implemented, and the progress will be regularly monitored and adjusted, if necessary, to ensure effectiveness.
7. **Transparency and Communication:** The results of the annual student evaluation and the subsequent action plans will be communicated appropriately to students, faculty, program administrators, and other relevant stakeholders.
8. **Continuous Improvement:** The annual evaluation process is integral to the program's commitment to continuous improvement and maintains its student-centered approach.

### Policy Review:

This policy will be reviewed annually to ensure its continued relevance and effectiveness in capturing the students' perspectives.

### Policy History:

This policy was implemented on 2023-08-01 Any significant changes made will be documented here.

## Professionalism

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### Academic Integrity

A. The Academic Honor Policy is integral to the RVU academic environment. The policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

B. Students are introduced to the Academic Honor Policy at New Student Orientation and pledge to uphold it at New Student Convocation. Students have indicated that the strength of an individual instructor's message about the importance of academic integrity is the strongest deterrent to violating the Academic Honor Policy. Thus, instructors should remind students of their obligations under the policy and fully communicate their expectations to students.

If an instructor encounters academic dishonesty, they should follow the procedures detailed to resolve the alleged violation promptly while protecting the personal and educational rights of the student.

The DNAP program holds its students to the highest standards of intellectual integrity. Therefore, any attempt by a student to pass any examination by improper means, present work that the student has not performed, aid and abet another student in any dishonest academic act, or failure to report direct knowledge of such, will subject the offending student

to a meeting before the appropriate body, (e.g., Student Performance Committee, Honor Code Committee, Program Leadership, and/or Student Affairs representatives) for possible disciplinary action, which may include probation, suspension, or even dismissal.

All students are expected to commit to academic integrity by observing the standards for academic honesty. The following acts violate the academic standards:

- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise; copying and/or distributing protected assessment material, including but not limited to written exam questions, quiz questions, and standardized patient case information, through written form, audio recording, or video recording
- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
- Facilitating academic dishonesty: intentionally helping or attempting to help another to violate any provision of this code;
- Plagiarism: the adoption or reproduction of ideas, words, or statements of another person or entity as one's own without proper acknowledgment;
- Misrepresentation;
- Bribery in an attempt to gain an academic advantage;
- Forging or altering documents or credentials;
- Utilization of position or power by a student for personal benefit or to the detriment of another student, faculty member, or member of the staff;
- Dishonesty in any form, including failure to report a violation of the code of conduct; and
- Behavior that does not meet the standards of the University, its affiliates, and the healthcare professions.

Students are expected to submit tests and assignments that they have completed without aid or assistance from nonpermitted sources. Students must avoid any impropriety or the appearance of impropriety in taking examinations or completing work in pursuance of their educational goals; failure to do so may subject students to an action by the Student Performance Committee or other appropriate body.

## Appeals Process for Code of Conduct Violations

Students found in violation of the Code of Conduct have the ability to appeal decisions within five business days in writing. Appeals decisions will be made within ten business days of receiving the request.

- If the Associate/Assistant Dean of Student Affairs made the conduct decision, the student can appeal to the Program Director.
- If the Program Director made the conduct decision, the student can appeal to the Provost.
- Honor Code Committee conduct decisions are sent as recommendations to the Associate/ Assistant Dean of Student Affairs and the Program Director to make the decision. Students who are appealing this decision should appeal to the Provost or their designee. Appeal decisions made by the Provost are final.

### Appeal Considerations

- Requests for appeals must be made in writing on the above guidelines. The appeal must come in writing within five business days of receipt of the initial decision.
- The appeal must be based on one or more of the following: 1) a significant error in fact that materially impacted the outcome; 2) evidence of demonstrated prejudice by the initial decision maker or the Honor Code Committee that affected the outcome; 3) new material information or evidence that was not available at the time of the consideration of the matter or was not available and could not be made available to the decision maker at the time of their decision; 4) the sanction imposed is extraordinarily disproportionate to the offense committed; and 5) errors of process under the Student Handbook involving your rights that materially affected the outcome of this matter. Any new material or evidence must be submitted with the appeal.

### Prohibition of Retaliation

The University prohibits retaliation against any employee or student who, in good faith, reports, rejects, protests, or complains about a Code of Conduct violation. Retaliation is a violation of University policy. The University will not tolerate discrimination, recrimination, or reprisal against any employee or student who reports or participates under this policy in good faith in a related investigation or hearing.

Complaints of retaliation should be reported to the Associate/Assistant Dean of Student Affairs or the Title IX Coordinator if related to sexual misconduct or Title IX. Such complaints will be investigated and handled in a prompt and equitable manner. Any individuals who are determined to have made knowingly false statements during the course of an investigation may be subject to discipline, which may include termination or dismissal.

## **Classroom Behavior**

The virtual and in-person classroom is a shared learning environment, and students in the classroom are required to conduct themselves in a professional manner. Any activities that distract from the learning environment may be considered disruptive activity.

A faculty member, instructor, or proctor may dismiss any student from class who is considered to be disruptive. Any student dismissed from class for disruptive or unprofessional behavior will be reported to the Program Director for appropriate disciplinary action and may be required to appear before the Honor Code Committee, Student Performance Committee, or other appropriate body.

## **Code of Student Conduct and Professional Responsibility**

The Code seeks to promote the highest standard of behavior and academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the Code ensures a climate wherein all members of the University community can exercise their rights of membership.

The University is a community of scholars in which the ideals of freedom of inquiry, thought, expression, and the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. Willful disruption of the educational process, destruction of property, interference with the rights of other members of the University community, and interference with the orderly process of the University as defined by the administration will not be tolerated. Students enrolled in the DNAP program assume an obligation to conduct themselves in a professional and ethical manner compatible with the expectations of their peers, administration, and future profession. The University retains the power to maintain order within the University and to exclude those who are disruptive to the educational process or the ethical standards of healthcare professionals.

Any violations of the Code of Student Conduct and Academic Responsibility or University policies and procedures may result in disciplinary action and/or criminal prosecution where applicable. These disciplinary actions may include a variety of administrative actions up to and including dismissal. Admission candidates found to have not met the Code of Student Conduct and Academic Responsibility as outlined may be subject to rescindment of the offer of admission.

### **Conduct Standards**

Students will not interfere with the rights, safety, or health of members of the University community, nor interfere with other students' rights and privileges in pursuit of their educational goals. Students are expected to abide by all University and Program rules and regulations, and all local, state, and federal laws and regulations affecting their education and profession.

Failure to abide by rules and regulations at the University, Program, local, state, and federal levels may lead to a meeting before the Honor Code Committee, Student Performance Committee, or appropriate body and disciplinary actions up to and including dismissal from the University. Markedly egregious violations of the Code of Conduct by a student, including violent acts, crimes, or behaviors such that there is a perceived real or potential threat to University personnel or property may be referred directly to the Program Director for investigation and action without Committee involvement.

Violations include but are not limited to:

- Theft, robbery, and related crimes;

- Vandalism or destruction of property;
- Disruptive behavior/disorderly conduct on the campus, at University-affiliated sites or at any University- or club-sponsored events, on- or off- campus;
- Physical or verbal altercation, assault, battery, domestic violence, or other related crimes;
- Possession, transfer, sale, or use of illicit and/or illegal drugs, or in the case of a minor, alcohol;
- Illegal possession of or use of a firearm, fireworks, weapons, explosives, or other dangerous substances or items on campus, at University- affiliated sites or at any University- or club- sponsored event, on- or off- campus;
- Impairment due to the use of drugs or alcohol in class or on campus, at University-affiliated sites, or at any University- or club-sponsored events;
- Any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy, including but not limited to sexual harassment; discrimination and abuse against members of any racial, ethnic, national origin, religious group, or on the basis of sex/gender, sexual orientation, marital status, or cultural group and/or any other protected group or as a result of an individual membership in any protected group;
- Sexual misconduct;
- Stalking;
- Unacceptable use of computing resources as defined by the University;
- Impeding or obstructing a University investigatory, administrative, or judicial proceeding;
- Threats of or actual physical harm to others, or damage or vandalism to property;
- Any activity that may be construed as hazing or engaging in, supporting, promoting, or sponsoring hazing of another student, faculty, or staff member;
- Embezzlement or misuse of University and/or student organizational monies or resources;
- Failure to comply with the directives of a University official;
- Violations of the terms or conditions of a disciplinary sanction imposed by the administration;
- Violation of state or federal law, rule, regulation, or ordinance;
- Violation of HIPAA privacy requirements; and
- Fraud, misrepresentation, forgery, alteration, or falsification of any records, information, data, or identity.

## Disciplinary Sanctions

Any violation of the conduct standards may result in a complaint being filed against the student. The Provost, Assistant/Associate Deans, or Program Director, may, at their discretion, immediately suspend a student pending a hearing on the charges. Violations are subject to disciplinary action, up to and including, suspension or dismissal from the University. Students found in violation of the codes of student conduct and/ or University policies and procedures may have one or more sanctions as described below. The list does not exclude other actions that may be directed by the decisional body.

Students may be asked to participate in a Conduct Investigation as the respondent or possible witnesses. Students who are asked to participate should keep all related matters and conversations confidential throughout the investigation. Violation of confidentiality is a breach of the student code of conduct and may result in disciplinary action.

### Reprimand

A reprimand is an oral or written notification to the student that continuation of wrongful conduct may result in more severe disciplinary penalties. Whether oral or written, the reprimand may be included in the student's official file with Student Affairs. The Student Non-Professional Conduct Report may be used to document violations of behavioral conduct and may impact Program Non-Academic Criteria and Tier Status. A reprimand may also include the following sanctions:

- **Verbal Warning:** A verbal admonition to the student by a University faculty, administration, or staff member that the student's behavior is inappropriate. A verbal warning may be noted in the student's official file with Student Affairs for a designated time period and expunged, at the discretion of the Associate/Assistant Dean of Student Affairs, if no further violations occur;
- **Disciplinary Warning:** Formal notice to a student that the action and/or behavior does not comply with Program standards. This sanction remains in effect for a designated time period and may be expunged from the official student file at the discretion of the Associate/Assistant Dean of Student Affairs;
- **Restitution:** Payment made for damages or losses to the University directed by an adjudicating body; or

- **Restriction or Revocation of Privileges:** The temporary or permanent loss of privileges, including, but not limited to, the use of a particular University facility, visitation privileges, and parking privileges.

### Disciplinary Probation

Disciplinary probation is a period of time during which a student has the opportunity to demonstrate that they can effectively cease behavioral misconduct. Probation can be for any period of time.

While on probation, the student is prohibited from:

- Holding office in any University organization, club, or student government;
- Attending international medical mission trips;
- Being elected to any honorary position.
- Participating in other activities as determined by the DNAP Program Director and/or Student Affairs
- Additionally, a student holding leadership office may be removed from the position.

During probation for disciplinary reasons, the student must show appropriate behavioral, professional, and personal conduct as defined in the conditions of his or her probation. The student may be required to seek professional behavior modification, education, or counseling. Additionally, the student is required to refrain from any further violation of the code and may be required to comply with any other requirements intended to rehabilitate the student. If, while on probation, the student violates the terms of their probation, actions may be taken up to and including dismissal from the University.

### Suspension

Suspension bars a student from attending school for a defined period of time with revocation of all other privileges or activities, including the privilege of entering the campus and University-affiliated sites without specific approval. Suspension is included in the calculation of the time limit for completing all graduation requirements.

Readmission will not be entertained until the suspension period is completed and is subject to approval of the Program Director or Provost.

### Other Appropriate Actions

Other disciplinary action not specifically outlined elsewhere in Program policies may be approved through the Program Director or the Associate/ Assistant Dean of Student Affairs or their designee.

Questions or concerns regarding dress or dress-related feedback can be brought to the DNAP Program Director whose decision will be final in the event of an issue.

**Additional Information:** Nothing in this policy limits the authority of the university to issue, amend, or withdraw a policy.

Additional resources can be found in the University Policy Repository, currently at: [RVU Policy Repository](#) .

**Contact Information:** Compliance Department, (720) 874-2481; [ldement@rvu.edu](mailto:ldement@rvu.edu)

## Ethics Point Complaint Reporting Hotline

EthicsPoint is an anonymous or confidential tool for reporting serious violations of law, regulation, code of conduct, or policies which may include compliance issues, discrimination, fraud, waste and abuse, or serious misconduct.

**Phone Reporting (844-936-2729):** EthicsPoint has a toll-free phone reporting system that is available 24- hours per day, seven days per week, every day of the year. It is available to all RVU students. Calling EthicsPoint connects the student with a third-party service provider that is completely independent of RVU. A specialist will answer the call and make a detailed summary of the question or concern raised. The caller's voice is never recorded, and the caller has the option to remain anonymous if they wish; however, it may be difficult to resolve an issue if the complainant does not provide their name. All calls are given a special reference number, and the complainant will be encouraged to call back within a specified time to check on the status of their case.

**Web Reporting (rvu.ethicspoint.com):** The web-based version of EthicsPoint is made available to students who are more comfortable asking questions or raising concerns through the web. When accessing the EthicsPoint website, RVU's network system is left entirely, and the case is recorded on an independent third party's system. As with the EthicsPoint phone line, the complainant can remain anonymous; however, it may be difficult to resolve an issue if the complainant does not provide their name. All reports entered through the EthicsPoint website are given a reference number, and the student is encouraged to follow up within a specified time to check on the status of their case.

## Failure to Report a Violation

Every member of the University community has the duty to file a complaint with the Office of Student Affairs if they feel a violation of the Honor Code has occurred. Failure to report a violation of the Honor Code or Code of Conduct is itself a violation. All members of the University community have an affirmative duty to participate in the inquiry or investigative process.

## Honor Code

RVU students follow this credo: "As a student of Rocky Vista University, I will be ever vigilant in aiding in the general welfare of the community, sustaining its rules and organizations, and will not engage in practices that will in any way bring shame or discredit upon myself, my school, or my profession."

## Honor Code Committee

The Honor Code Committee is composed of student representatives from the DO program (first year, second year, and clinical years), the MSBS program, the PA program, and the DNAP program.. All student representatives are elected by their respective classmates. The Associate/ Assistant Dean of Student Affairs chairs the Honor Code Committee and may ask any student to appear before the Honor Code Committee for cause. For more egregious violations, the student may be required to meet with the Student Performance Committee (SPC).

- The student shall receive adequate notice of the time, place, and subject of the meeting. Such written notice may be in the form of an official University email, U.S. mail, or hand delivery.
- Appearance before the Honor Code Committee is mandatory.
- In cases with alleged egregious actions, as determined at the sole discretion of the Chair, legal representation at the hearing may be allowed. This is not a formal legal hearing; thus, rules of civil procedure and evidence do not apply. Counsel may not proffer statements or questions, although notes to the client are permitted. The University reserves the right to have its own legal counsel present.
- The names of all witnesses must be provided to the Associate/Assistant Dean of Student Affairs in advance of the hearing. Any witnesses will be called to speak to the Committee individually. Witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses. The Chair of the Committee reserves the right to call additional witnesses.
- The student will be given the opportunity to present statements to the Committee and to respond to any questions. The student will only be present during their statement unless otherwise approved by the Chair.
- The Program Director shall review the Honor Code Committee's recommendations and may either accept, reject, or modify the recommendations. The student shall be notified of the Program Director's decision within ten business days.
- The student can appeal based on the process outlined under the section "Appeals Process."

## Impaired Student Policy

The safety and welfare of patients demands that all healthcare providers perform at the highest level of cognitive ability. The illegal use or abuse of drugs or alcohol impairs the ability of a healthcare professional to provide optimal care and may impact the student's future ability to be licensed as a healthcare provider, at a state's discretion.

Please check applicable state laws. Although recreational use of marijuana is legal in some states, it is listed as an illegal drug by the U.S. Federal Drug Enforcement Agency. As such, the use of marijuana in any form that has not been prescribed by a licensed provider for medical purposes is a violation of University policy.

All students, as a condition of enrollment at Rocky Vista University, must agree to abide by the University's Impaired Student Policy. Under this policy, students who are identified as suffering from substance abuse or addiction or who exhibit symptoms suggestive of impairment, either on campus or at one of its affiliates, are subject to immediate drug and alcohol screening and may be referred for further evaluation and treatment. Students undergoing further evaluation and treatment as indicated are protected by confidentiality of services. Refusal of a mandatory drug and alcohol screen will be grounds for immediate dismissal.

Any member of the University community who observes a student with symptoms suggestive of impairment, substance abuse, or addiction must report the matter to the Associate/Assistant Dean of Student Affairs or on EthicsPoint immediately.

### **DRUG-FREE ENVIRONMENT**

The DNAP program prohibits the illegal use, possession, sale, manufacture, distribution, or any misappropriation of drugs, alcohol, or other controlled substances. It is also against DNAP program policy to report for program activities (classroom, clinical or other) under the influence of drugs, alcohol, or other controlled substances. A violation of this policy is considered "unprofessional conduct" and is cause for dismissal from the DNAP program.

### **STUDENT DRUG TESTING**

All students enrolled in the DNAP program, may be required to submit to a urine and/or alcohol drug screening *before beginning clinical rotations*. All students must complete an initial drug screen before their first term of enrollment in the program. Whether or not a subsequent substance abuse screening will be required to confirm a clinical placement depends upon the policies and practices of each healthcare organization where the DNAP has confirmed placement for student clinical practice.

A student may be required to submit to urine and/or alcohol screening at any point in his or her training based on "reasonable suspicion" by the DNAP or clinical training site. **Submission must occur within three (3) hours** of any action that gives rise to reasonable suspicion, which includes but is not limited to behaviors listed below:

- Slurred speech
- Odor of alcohol on breath or person
- Unsteady gait
- Confused or disoriented behavior
- Significant change in work habits
- Unexplained injury or accident
- Excessive sick days without supporting documentation
- Excessive tardiness to clinical practicum or class
- Change in alertness, sleepy, and confused
- Change in personality, physically assaultive, violent, indifferent
- Change in physical appearance, inappropriate clothing/sloppy
- Discrepancy in the management of controlled substances
- Suspicious or peculiar behavior
- Incidents during class sessions or clinical practicums that bring into question breach of professional standards

Faculty must ensure that a responsible party is identified who can provide transportation for the individual to the testing lab when there is a concern of impairment related to drug and/or alcohol use.

All incidents involving students that raise "reasonable suspicion" concerns should be immediately reported to the Clinical Coordinator, Program Director, Assistant Program Director, and Medical Director.

Specimen collection for urine, drug, and alcohol screening for "reasonable suspicion" will be conducted at a testing facility associated with and approved by **Certified Background together with Certified Profile**.

- Individuals required to submit to screening will be asked to register for test. (TBD) Upon successful registration, a form will be returned via email to present at the testing facility along with a list of the nearest testing facilities based on the zip code provided in the registration.



- Students who neglect or refuse to submit to testing within three (3) hours of notification are at risk for failing the clinical course and being dismissed from the DNAP.

### **DNAP Students**

After acceptance into the DNAP, but prior to beginning clinical rotations, students are required to submit to a 10 Panel drug test that tests for marijuana, cocaine, amphetamines, opiates, phencyclidine, benzodiazepines, barbiturates, methadone, propoxyphene, and methaqualone. Urine drug screenings will be conducted and reported through (TBD). The date specified by the DNAP must complete all screenings. Failure to complete the drug screen by the specified deadline, or a drug screen report with positive results will result in dismissal from the program. If testing is required, the student will be suspended from clinical practicum until the test results have been obtained.

### **Cost**

- All associated costs for *routine* screening, including retesting for any reason, is at the expense of the student. Routine screenings cost approximately \$35.
- Screening requested because of reasonable suspicion of inappropriate behavior in the clinical setting will be at the expense of the DNAP.

### **Use and Care of Information**

Test results are confidential with a disclosure of results provided electronically only to persons approved to review and evaluate qualifications for clinical programs.

### **False or Misleading Statements**

Any false information contained on any forms on this policy will be grounds for the immediate rejection of the applicant or immediate disciplinary action per the Student Conduct Code of a current student.

The medical director of the collecting agency reviews all results. Negative urine and/or alcohol screening reports require no further action. Inconclusive urine drug screen results will require retesting at the student's expense and may require the individual to disclose any prescription medications they are taking. No additional actions will be required if further investigation proves a negative result. However, if further investigation proves the results are positive, the student will be notified, and appropriate actions will be taken.

Students with a positive screen will be dismissed from the DNAP program. Additionally, the DNAP will submit a report to the Colorado State Nursing Board. for further investigation and action. Information about rehabilitation, as appropriate, will be provided by the DNAP program, clinical training site or State Nursing Board. The student is responsible for all costs associated with rehabilitation.

## **Policies and Procedures for Alleged Code of Conduct Violations**

Any member of the University community may file a written complaint with the Office of Student Affairs.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with specific requirements including counseling, auditing one or more courses, medical treatment, preparing scheduled reports, or other requirements intended to rehabilitate the student and/or to ensure that the student is able to continue with their education without further monitoring.

Records of dismissal or leave of absence (administrative or voluntary) and the date of each determination shall be placed in the student's permanent records. The Honor Code Committee shall have non-exclusive authority to evaluate all alleged student violations of misconduct, whether academic, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the University or a University-affiliated institution to immediately remove a student who poses a threat, has been accused of a violent act or threat, appears impaired, or any act that constitutes a violation of state, local, or federal law. A student who has been removed from the University shall not return until given permission to do so by the Provost;

- Complaints of sexual misconduct or sexual discrimination must be handled by the University's Title IX Coordinator;
- The Provost is authorized to take whatever action is deemed necessary, including removing a matter from the Honor Code Committee's consideration, whenever in the judgment of the Provost such action may prevent harm to the health, safety, and welfare of any individual, to school property, or to the integrity of the educational process.

## Preponderance of Evidence in Investigations

As a general policy standard, a Preponderance of Evidence standard will be applied to all University investigations. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact-finder that there is a greater than 50% chance that the claim is true.

## Privacy of University Communications

There is no expectation of privacy of information stored on or sent through University-owned information services, resources, and communications infrastructure. FERPA regulations are followed in regard to student records.

The University reserves the right to preserve or inspect any information transmitted through or stored in its computers, including e-mail communications and individual login sessions without notice when:

- there is reasonable cause to believe the user has violated or is violating University guidelines or procedures;
- an account appears to be engaged in unusual or excessive activity;
- it is necessary to do so to protect the integrity, security, or functionality of the University's information technology resources or to protect the University from liability; and/or
- it is otherwise permitted or required by policy or law.

The University is not liable for the loss or misappropriation of any private or personal information that may be stored on University resources.

## Statement of Student Rights and Responsibilities

The University upholds the highest standards of academic excellence. Each student has certain rights and responsibilities, including the following:

- Personal and intellectual freedom;
- Respect for the equal rights and dignity of all University community members;
- Dedication to the scholarly and educational purposes of the University;
- Participation in promoting and ensuring the academic quality and credibility of the institution; and
- Responsibility to comply with the legal and ethical standards of the University, and the professional organizations and institutions with which it has partnered with the ethical standards of healthcare professions, as well as those of the local authorities, state and national laws, and applicable rules and regulations.
- As a general policy standard, a Preponderance of Evidence standard will be applied to all University investigations. Under the preponderance standard, the burden of proof is met when the party with the burden convinces the fact-finder that there is a greater than 50% chance that the claim is true.

# Student Rights

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## DNAP Rights for Appeals

### Appeal of a Decision made by the Program Director

A student who disagrees with the decision of the Program Director (Remediation without Progression, dismissal, disciplinary sanctions due to code of conduct violations) may appeal the decision within five (5) business days of the date the decision is sent. Any such appeal must be made to the Provost. The Provost, or their designee, shall consider an appeal that is timely and properly filed and render a final determination. For an appeal to be properly filed, it must be sent to the Provost, with a copy to the Program Director and must be received within five (5) business days of the date the notice of the decision of the Program Director was given. During the appeals process, the Provost will not reconsider the facts and statements upon which the original decision was based, but will consider only:

1. Whether new information not available at the time of the meeting, which, if available, would have impacted the decision or outcome.
2. Whether there is an allegation of discrimination as determined by the appropriate institution (allegations of discrimination will be forwarded to the appropriate University office for investigation).
3. Whether there is evidence of a procedural error that affected the decision.
4. Whether there is evidence that the decision was made arbitrarily or capriciously; or
5. The preponderance of the evidence presented does not support the findings and decisions.

The Provost, or designee, may affirm or reject the Program Director's decision or refer the matter back to the Program Director for further consideration. The Provost's decision is final.

### Appeal of a Decision made by the Student Assessment & Promotions Committee

A student who disagrees with the decision of the SAPC (of Remediation with Progression; disciplinary sanctions) may appeal the decision within five (5) business days of the date the decision is sent. Any such appeal must be made to the Program Director. The Program Director, or their designee, shall consider an appeal that is timely and properly filed and render a final determination. For an appeal to be properly filed, it must be sent to the Program Director, with a copy to the chair of the SAPC, and must be received within five (5) business days of the date the notice of the decision of the SAPC was given. During the appeals process, the Program Director will not reconsider the facts and statements upon which the original decision was based, but will consider only:

1. Whether new information not available at the time of the meeting, which, if available, would have impacted the decision or outcome;
2. Whether there is an allegation of discrimination as determined by the appropriate institution (allegations of discrimination will be forwarded to the appropriate University office for investigation);
3. Whether there is evidence of a procedural error that affected the decision;
4. Whether there is evidence that the decision was made arbitrarily or capriciously; or
5. The preponderance of the evidence presented does not support the findings and decisions.

The Program Director, or designee, may affirm or reject the SAPC's decision or refer the matter back to the SAPC for further consideration. The Program Director's decision is final.

### Appeal of a Failing Grade

Each Course Director has overall responsibility and authority for their course. Only the Course Director may assign a grade for the course.

A student may appeal a course grade only in the instance of a failing grade (F). The appeal may be submitted in writing to the Program Director within five (5) business days of notification of a failing grade (F). The Program Director, or their designee, shall consider an appeal that is timely and properly filed and render a final determination. For an appeal to be properly filed, it must be sent to the Program Director, with a copy to the appropriate Course Director, and must be received within five (5) business days of the date the final grade was issued. During the appeals process, the Program Director will not reconsider the facts and statements upon which the original decision was based, but will consider only:

1. Whether new information regarding the student's academic progress has been discovered, previously unknown to the student or Course Director;
2. Whether there is an allegation of discrimination as determined by the appropriate institution (allegations of discrimination will be forwarded to the appropriate University office for investigation);
3. Whether there is evidence of a procedural error in the Course Director's assignment of the final grade; or
4. Whether there is evidence that the Course Director acted arbitrarily or capriciously.
5. The preponderance of the evidence presented does not support the findings and decisions.

The Program Director may affirm or reject the Course Director's decision or refer the matter back to the Course Director for further consideration. The Program Director's decision is final.

Nothing in this policy shall be interpreted or otherwise prohibit the Program Director or their designee from immediately suspending a student for an egregious violation of the honor code, code of conduct, professionalism, allegations involving serious criminal behavior, or when the continued presence of the student raises serious concerns for the health, safety, and wellbeing for that student and/or others or where there is reason to believe that the continued presence or participation of the student will be disruptive to the educational process and/or the orderly administration of the University or University activities. In such case, the student will be provided with written notice of the suspension and after review, appropriate action will be taken pursuant to policy.

## **DNAP Rights of Reapplication**

### **Student Right to Review Academic File**

Any enrolled student may review their entire academic file. Inquiries to review personal academic files should be directed to the Program Director.

## **Other Policies**

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### **Student Affairs**

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#### **Career and Professional Development**

The Career and Professional Development team is dedicated to setting RVU students up for success during and after their time at RVU, however, Rocky Vista University does not guarantee employment. The Career and Professional Development team provides resources to guide students in making informed decisions and successfully planning their careers through professional development. The team encourages students to cultivate their professional skills including, but not limited to, resiliency, service, innovation, and collegiality. Information is provided on an individual or group basis, as well as through a variety of programs, workshops, and specialty interest groups. The team provides a variety of services including but not limited to:

- LinkedIn creation,
- Start-to-finish CV or resume support,
- Professional profile planning,
- Specialty exploration,
- Career information,

- Advice on specialty competitiveness
- Networking guidance

Students are encouraged to make an appointment with a team member once per throughout their entire educational career or more as needed to foster dialogue tailored to individual students' needs and goals.

## CARE Team

The Campus Advocacy, Response, and Education (CARE) Team is committed to a proactive and collaborative approach in supporting students who encounter challenges affecting their well-being and academic success. By engaging with the campus community, the CARE Team cultivates a culture of care that ensures the availability of appropriate resources and interventions, while prioritizing both individual well-being and community safety. The team is responsible for gathering and analyzing information regarding concerns related to student well-being and safety, aiming to minimize disruptions for both individuals and the University community. Furthermore, the CARE Team develops and recommends targeted, individualized interventions designed to foster a secure environment that promotes learning, personal growth, and professional development. Through ongoing follow-up, the team evaluates the effectiveness of intervention strategies and makes further recommendations as warranted.

## Disabilities and Academic Accommodations

### Disabilities and Academic Accommodations

Rocky Vista University recognizes disability as an integral part of diversity and is committed to creating an inclusive and equitable educational environment for students with disabilities. Students are required to meet the technical standards set forth by the college/program in which they are enrolled, with or without reasonable accommodations. RVU complies with federal and state law prohibiting discrimination against any applicant or enrolled student on the basis of race, color, religion, sexual preference, age, disability, or other protected status. In accordance with its obligations under the Americans with Disabilities Act of 1990 and Section 5.04 of the Rehabilitation Act of 1973, RVU does not discriminate against qualified individuals with disabilities in admission or in access to programs and activities.

Students who may qualify for accommodations include those who have received accommodations previously or who have been diagnosed with a condition impacting one or more major life activities (such as caring for oneself, performing manual tasks, learning, walking, seeing, hearing, breathing, and working, etc.). Although students with temporary illness or injury are not considered disabled by law, every reasonable effort to accommodate their needs will be exercised. If you feel you meet these criteria or would like to discuss your eligibility for accommodations, you are encouraged to complete our registration [form](#).

Requests for accommodations and services are evaluated on an individual, case-by-case basis and are dependent on a student's functional limitations within a given environment. Through an interactive dialog facilitated by Disability Services, all relevant factors, including the impact of the disability on the student's access to a course or a program, supporting clinical or diagnostic documentation, and the relevant learning outcomes of the given program, will be considered. Requests for accommodations that would result in an alteration of the fundamental nature or learning outcome of a course or a program are not reasonable and will not be approved.

Clinical documentation or other diagnostic information submitted to Disability Services is kept confidential and is released to a third party only with the student's written permission or as required by law. General information about a student's disability and accommodation request/s, however, may be shared with other RVU officials or, in limited circumstances, with third parties who have a legitimate educational need to know. The student's disabilities file is maintained by the RVU Disability Officer and is held separately from the student's official academic record.

Students requesting disability-related accommodations must follow the process outlined below.

### Accommodations Request Process

#### Step 1: Complete the [Initial Accommodation Request Form](#)

It is the student's responsibility to initiate the process with Disability Services as soon as possible after committing to attend RVU, or after diagnosis, to ensure timely approval and implementation of approved accommodations. While

requests may be submitted at any point throughout the year, students should consider that the interactive process, including documentation review and eligibility notification, typically requires two (2) weeks. Incomplete documentation may delay the review process.

## **Step 2: [Schedule an Appointment](#) with Disability Services**

After submitting the Initial Accommodation Request Form, students must schedule a Welcome Meeting with [Disability Services](#).

Meetings can be held virtually for students on all three campuses or in-person for students on the Utah campus.

Disability Services' priority is initiating the interactive process with students; therefore, students should not delay submitting a request due to a lack of documentation concerns. The Disability Officer will discuss [acceptable types of documentation](#) during the Welcome Meeting, and can answer specific documentation-related questions at that time.

## **Step 3: Welcome Meeting**

The Welcome Meeting is the beginning of an interactive process in which the Disability Officer will talk with students about disability-related barriers they may be experiencing, any history of accommodations they may have, as well as possible accommodations that may be reasonable and appropriate in the various RVU learning environments within the program. Students will also have the opportunity to ask questions, provide information and otherwise engage with the Disability Officer to understand how accommodations work within a medical education setting and what to expect relative to next steps in the process of establishing eligibility.

## **Step 4: Documentation Review and Notification of Eligibility Determination**

Upon receipt of the Initial Contact Form-Request for Accommodations and other supporting documentation, the student's eligibility for accommodations will be reviewed and the student will receive a Notification of Eligibility Determination. The eligibility notification will specify the accommodations for which the student has been approved, and copies will be sent to the Office of Testing and appropriate RVU officials. Once approved for accommodations, the Testing Center will send out instructions regarding the administration and location of exams with accommodations.

In some cases, a student may be asked to provide additional supporting documentation/information if the submitted documentation is outdated or does not include sufficient relevant information to determine the impact of the disability. Last-minute submission of documentation may result in unavoidable delays in consideration of requested services.

Please note that accommodations granted by the University are not applicable retroactively and will not affect past administrative or academic actions, or past performance evaluations and examinations.

Additionally, students are encouraged to meet with the Disability Officer prior to entering the clinical rotation portion of their program, if applicable, or at any time an adjustment to currently approved accommodations may be necessary.

## **National Board Accommodations**

Students seeking accommodations for licensure exams must directly petition the organization administering the exam to seek test accommodations. Please schedule a meeting with the Disability Officer to discuss this process in more detail and learn about additional support RVU may be able to provide.

## **ADA Accommodation Review Requests and Appeals**

Disability Services is committed to ensuring that Rocky Vista University is inclusive and accessible to all students. Several options are available to students who would like to address disability-related concerns, complaints, or issues.

If a student has concerns about the support provided by the [Disability Officer](#), or if they believe that they have been denied reasonable accommodations as requested, we recommend initiating a conversation with the Disability Officer to discuss those concerns. If the matter remains unresolved or if the student disagrees with the determination reached by the Disability Officer, the student may appeal the decision to the [Associate/Assistant Dean of Student](#)

[Affairs](#) by submitting an [Accessibility Grievance Form](#). The student will be contacted within seven (7) days of submission and will be given an opportunity to share additional details regarding their specific situation and the reason for the appeal request.

If the student believes their complaint is a matter of discrimination, the student has the right to bypass the Associate/ Assistant Dean of Student Affairs by submitting an EthicsPoint Complaint [online](#) or by calling (844) 936-2729.

If a satisfactory solution is still not offered, the student may choose to file a complaint with the U.S. Department of Education, [Office of Civil Rights](#).

## Educational Support

Educational support is available to all students. Services are provided to all students who may be experiencing academic difficulty and wish to enhance the efficiency and the effectiveness of their study and test-taking strategies. Support is offered through individual consultation tailored to identify potential problem areas and provide strategies and resources which meet each student's specific needs and are integrated with the course curricula.

### Individual Consultation

- Confidential, individualized consultation regarding learning styles, time management, test-taking strategies, and academic performance;
- Diagnostic evaluation of study practices and their effectiveness;
- Structured intervention strategies to increase learning productivity and efficiency;
- Individual preparation for courses, clerkships, and licensure examinations;
- Referrals to on- and off-campus professionals;
- Information about resources to enhance learning, and
- Learning disabilities and ADA Accommodations.

### Workshops and Group Sessions

- Effective study strategies, test taking, and time management; and
- Strategy and resource preparation strategies for comprehensive examinations (such as COMLEX and USMLE)
- Small and large group sessions available

### Tutoring

Tutors are a vital part of RVU and a valuable resource for all students. The tutoring program provides support for students in most courses. Student tutors have a strong level of understanding/ and competence of the course content and are available at no charge. Tutoring sessions are available in one on one, small group, and large group sessions. For questions about the tutoring program or assistance with scheduling, please contact the Office of Student Affairs.

Educational Support Services are free of charge for RVU students. Students may contact the Office of Student Affairs to request educational support services.

## Mental Health and Wellness Services

All students have access to a variety of mental health and wellness services, including:

- 24/7 access to a mental health clinician;
- Individual counseling/therapy;
- Couple counseling;
- Group counseling/therapy driven by need and interest;
- Legal consultation;
- Health coaching;
- Financial Coaching;
- Help finding resources such as housing, childcare, and health services; and



- Psychoeducational and mental health outreach programming to support mental health and wellness.

Information about mental health and wellness services is maintained on the RVU website [www.rvu.edu/mentalhealth](http://www.rvu.edu/mentalhealth). Some services are provided through a third-party vendor. All services provided by RVU Mental Health and Wellness are available at no cost, and all treatment services are confidential, in accordance with applicable law, and not part of the student's academic record. For concerns outside the scope of practice of RVU Mental Health and Wellness and/or the contracted third-party vendor, individuals can receive a referral to services in the community. When receiving community services or when receiving services from the third-party vendor outside of established session limits, individuals and their personal health insurance are responsible for all fees that are incurred through the utilization of such services.

### **Colorado Physician Health Program**

(303) 860-0122; [www.cphp.org](http://www.cphp.org)

950 S Cherry St, Suite 1222, Denver, CO

The Colorado Physician Health Program (CPHP) is a nonprofit organization, independent of other medical organizations and the government. CPHP provides peer assistance services for licensed physicians and physician assistants of Colorado as well as medical students and physician assistant students in Colorado. CPHP clients have assured confidentiality as required by law or regulation. Peer assistance services aid individuals who have any health problems such as emotional, psychological, or medical problems. For example, CPHP assists its clients with medical and/or psychiatric conditions (e.g. Alzheimer's disease, HIV infection, depression or substance abuse) as well as psychosocial conditions (e.g. family problems or stress related to work or professional liability difficulties). CPHP provides diagnostic evaluation, treatment referral, and treatment monitoring and support services. CPHP believes that early intervention and evaluation offer the best opportunity for a successful outcome and preventing the health condition from needlessly interfering with medical practice.

## **Office of Research and Scholarly Activity**

Rocky Vista University is committed to producing high-quality basic, clinical, and educational research and scholarly works to achieve new heights in medical education and be a thought-leader in healthcare research. As such, the institution supports research and scholarly activities both financially and with support services available through the Office of Research and Scholarly Activity.

In order to achieve this, all students participating in research or scholarly activity agree to follow all policies and procedures outlined by the Office of Research and Scholarly Activity as found in the [RVU Policy Repository](http://www.rvu.edu/academics/office-of-research-and-scholarly-activity/) and linked to the University's website (<https://www.rvu.edu/academics/office-of-research-and-scholarly-activity/>). Additionally, students will be able to find a quick-start guide on the website that will walk them through the steps of starting at research project at RVU.

RVU's Institutional Review Board (IRB) must review and approve all human subjects research. Information about the IRB can be found at: <https://www.rvu.edu/academics/office-of-research-and-scholarly-activity/irb-and-human-subjects-research/>.

## **Student Services**

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### **Administration/Faculty Office Hours**

The University administration endorses an open-door policy and encourages students to meet regularly with the administration and faculty. Regular office hours are established by the administration and faculty for student appointments.

# The Office of Inclusive Excellence

The Rocky Vista University Office of Inclusive Excellence is a resource for students, staff, and faculty regarding diversity, equity, and inclusion opportunities and challenges in healthcare education across the Colorado, Utah, and Montana campuses.

# The Frank Ritchel Ames Memorial Library

The Frank Ritchel Ames Memorial Library fosters information literacy by providing students with access and the skills necessary to use the most current and impactful medical information for the health of their future patients. Students, faculty, residents, and staff—in Colorado, Utah, Montana, or elsewhere—share access to the same digital collection, which contains books, journals, and databases necessary to learn and practice healthcare. All physical library locations provide access to print copies of required and recommended textbooks, as available. Library users can enjoy a warm and collegial space staffed by highly-trained information professionals who play a significant role in the development of future healthcare providers learning to practice medicine with compassion, integrity, and excellence.

# IT Support Services

The Office of Information Technology is available to assist students both on- and off-campus with technical issues they may encounter throughout enrollment. The support center, known as IT Support Services, is available Monday through Friday from 6:00 am until 6:00 pm MST.

Students can email [support@rvu.edu](mailto:support@rvu.edu) for assistance.

For general information regarding technology services, students can visit [support.rvu.edu](http://support.rvu.edu).

# Student Portal

Students are provided access to the University's Student Portal (MyUniversity) upon depositing with Rocky Vista University. The Student Portal provides students with access to the academic calendar, links to financial information, and Community Groups. Important news and alerts are also communicated through the Student Portal. After Matriculation, quick access to Grades for exams, quizzes, and other course assignments, as well as, final course grades are also available on the Student Portal, via the link to the Learning Management System (MyCourses - Canvas).

# Office of Testing

The Office of Testing (OOT) is in charge of preparing, administering, and processing scores for all written exams, quizzes, and rubrics-scored essay assignments, and providing score reports to faculty. The OOT is available to answer student questions about testing, provide technical assistance with testing software, arrange make-up exams and reviews for excused absences, and work with faculty, staff, and administration to ensure the quality and security of evaluation material.

The OOT designs the proctoring and administration of exams to meet the highest standards of academic integrity. With student cooperation, the Office of Testing seeks to provide the most secure, consistent, and low-distraction exam environment possible, modeled after the environment of NBME Board exams.

RVU uses ExamSoft™, a secure item banking and electronic testing software platform, to create and administer all written exams and quizzes. Students are required to own and maintain a laptop that meets the minimum requirements of Examplify™, the exam taker application of ExamSoft. Those requirements are here: [Exemplify MSRs](#)

Requirements are subject to frequent change, so the OOT recommends that students check them before purchasing or updating a laptop for use at RVU. If a student has a last-minute issue with their personal laptop, the OOT has loaner laptops available to borrow. The OOT asks that students limit use of this option to emergencies and to no more than five times per student, per semester.

Please contact [officeoftesting@rvu.edu](mailto:officeoftesting@rvu.edu) for the Colorado and Utah campuses, or [MTOOT@rvu.edu](mailto:MTOOT@rvu.edu) for the Montana campus, with any questions, testing concerns, or to notify OOT of unexpected absences from testing events.

Detailed exam day instructions, best practices, and testing protocol for each program can be found on the [Office of Testing tab](#) under Students on MyVista.

## Print Center

The Print Center streamlines the University's print needs. It reduces outsourcing and incorporates additional services, including business card production, poster printing, lamination, binding, and more. RVU departments and students are able to send their print jobs directly to the Print Center through an online system and can pick them up at their convenience.

The Print Center is located at the Colorado campus on the second floor inside the library and is open Monday through Friday from 8:00 am to 5:00 pm MST. RVU Utah and RVU Montana print jobs are ordered online, processed in Colorado, and then shipped to the appropriate campus for pick up. The Print Center may be contacted through email at [printcenter@rvu.edu](mailto:printcenter@rvu.edu) or by phone at (720) 874-2459.

## Writing Center

The Rocky Vista University Writing Center assists writers in the development of effective written communication, assignments, and professional documents, offering guidance from start to finish—from brainstorming and outlining to revising and editing. To schedule an appointment, please complete their form at <https://www.rvu.edu/writing-center/>.

Through audience- and genre-centered instruction, specific feedback, and access to resources, the RVU Writing supports faculty and students alike.

One-on-one and small-group sessions are tailored to support students and build more accomplished writers in any type of written work, including:

- Reflective writing;
- Proposals, reports, and reviews;
- Abstracts and manuscripts;
- Personal statements; and,
- CVs, resumes, and other professional writing documents.

Sessions are designed to help students:

- Understand assignment expectations;
- Generate, organize, and develop ideas;
- Analyze, synthesize, and argue;
- Summarize, paraphrase, and document sources; and,
- Recognize and revise issues with grammar and syntax.

## Campus Policies

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### Campus Safety and Security

The Campus Safety and Security has several ways to ensure that the campus community remains a safe and secure learning environment, including CCTV surveillance cameras, an access-controlled facility, advanced fire control system, RAVE Emergency Notification systems in Colorado and Utah, as well as officer patrols and escorts. The Campus Safety and Security team is committed to providing safety and security services in a professional and consistent manner. RVU strives to provide these services with integrity, timely communication, and problem-solving. The Campus Safety and Security Department serves 24 hours a day, 7 days a week. They provide patrols, escorts, investigations, crime prevention, and many other services. Students, staff, or faculty who witness a crime, accident,

emergency, or suspicious person should promptly call the Campus Safety and Security Department at (720) 875-2892 in Colorado or (435) 222-1300 in Utah or 911. The Campus Safety and Security Department should be informed of any 911 calls so assistance can be provided to the local law enforcement or fire personnel.

Students, staff, and faculty will receive emergency notifications, including campus closures and weather delays via SMS text messages and email notifications. In the event a Timely Warning Notice is issued, the campus community will be notified as soon as possible through our RAVE Emergency Notification Systems in the form of SMS text messages, email, audible announcement beacons, and/or bull horn/public address system. Students, staff, and faculty will receive a text message notification of RVU campus closures or emergencies.

## CLERY Act

Rocky Vista University shares many of the same interests and concerns as other colleges and communities, including a concern about crime. The University has been fortunate not to have experienced a significant number of crimes, but one should not be misled into thinking the campus is crime-free. There is always the possibility of a criminal act occurring against a member of the RVU community despite the best efforts of the Safety and Security Department and the administrative staff. A truly safe campus can only be achieved through the shared responsibility of all members of the RVU community.

The University is committed to maintaining a safe environment to support a healthy, learning-centered campus. This commitment includes making necessary physical improvements that promote safety and well-being; the revision and updating of policies, procedures, and rules; and an obligation to hold accountable those who choose to commit crimes or violate rules and regulations.

Every student, faculty, staff member, and visitor has an individual responsibility to be aware of their personal safety, to properly utilize college resources, to make positive choices, and to use common sense. Crimes, violations, hate crimes, suspicious persons or activity, and safety issues should be reported upon discovery through the appropriate channels as described in this Handbook. Please take the time to familiarize yourself with the emergency procedures and the important information on the website. Updates, timely warnings, and important information regarding safety on campus will be communicated by emails, fliers, TV monitors, and other presentations.

For more information, view the [RVU Annual Security Report](#).

To obtain a copy of the Daily Crime Log, please visit the Security Office on any of the campuses.

## Firearms, Weapons, and Other Prohibited Items Policy

This policy establishes restrictions regarding the possession, carry, transportation and storage of firearms and weapons and other dangerous items on Rocky Vista University properties or areas of responsibilities. This policy applies to all RVU students, faculty, staff, guests, visitors and contractors.

### **Policy Statement:**

Possession of firearms, ammunition, explosives, fireworks, and/or other dangerous weapons, which may cause fear, alarm, or threat to another person within or upon the grounds, buildings, or other facilities of RVU or at any RVU-sponsored or supervised functions or events is prohibited.

However, if the individual is legally permitted to transport, possess, purchase, receive, transfer, or store the firearm in the state of the RVU location where they are working, studying, or visiting, it is allowable for the firearm(s) to be stored in the individual's private vehicle in the University parking lot. The firearm must be locked securely in the motor vehicle or in a locked container attached to the motor vehicle while the motor vehicle is not occupied; and the firearm is not in plain view from the outside of the motor vehicle. Any employee or student who intends to have a permitted firearm in their vehicle while in the University parking lot must complete a disclosure form, available at the Department of Campus Safety and Security. If the weapon is a loaded handgun, employee or student must provide proof on the form that the employee or student has a concealed carry permit valid in the state of the RVU location where they are working or attending school. In no event may a person store or possess a loaded rifle, shotgun, or muzzle-loading rifle in a vehicle in the University parking lot.

Any person(s) in violation of this policy shall be subject to University disciplinary action and/or criminal charges.

*Exception to this policy would be granted to city, state, or federal law enforcement officers on RVU property for official business.*

**Other Prohibited Weapons or Dangerous Items:**

RVU disallows the following items within its facilities due to existing RVU policies, fire safety laws, as well as federal, state, and local laws. Possession of any of the following items may result in seizure and/or destruction of the items by an RVU representative and may result in disciplinary action:

- Rifles, weapons, ammunition and related paraphernalia, BB guns and air guns.
- Narcotics, recreational or illicit drugs and drug-related items.
- Explosive materials.
- Realistic replicas of firearms or other weapons.
- Gasoline, kerosene and other fuels.
- Firecrackers and fireworks.
- Combustible decorations.
- Candles, lanterns, incense, etc. (No open flames).
- Toxic and hazardous chemicals, except cleaning chemicals and approved lab chemicals.
- Unauthorized cooking equipment (i.e., grills, toaster ovens, hot pots, hot plates, fry pans, etc.).
- Immersion heaters.
- Any other items that may affect the safety or security of the University.

**Additional Information:**

Employees or students who are aware of violations of this policy are required to report such violations to the Department of Campus Safety and Security.

**Clinical Rotations:**

Students on Clinical Rotations must learn and adhere to the policy of the facility in which they are rotating, as RVU policy does not supersede any outside facility's policies in this regard.

## Lost and Found Policy

This policy is intended to ensure that items reported lost or found are properly accounted for and, in the case of items found, returned to their rightful owners, donated, recycled, or disposed of.

The Department of Campus Safety and Security (CSS) Colorado Campus will receive and collect lost and found items and store them in the property room until claimed by the owner or to the end of the school academic year. After the school ends, any unclaimed property will be donated, recycled, or destroyed.

All found Property must be logged into the Lost and Found property book. All items are tagged and stored in the Lost and Found Cabinet. When an item is claimed, a release of property waiver must be completed and signed before any item is returned to the owner. The waiver is to be filed in an appropriate folder, and the ARMS entry must be updated.

Items turned in will be held for 90 days from the date of intake. At the determination of the CSS Manager or designee, all remaining unclaimed items will be purged from the inventory by one of the following methods: donated, recycled, destroyed, or returned to the finder.

Cash money turned in to CSS will be turned over to finance immediately; CSS will not hold money.

Security will not hold the following items: Clothing, notes, notebooks, coffee mugs, thermoses, water bottles, plates, bowls, eating utensils, food, or drinks.

Any items collected as evidence will be given to the CSS Manager or designee, to be stored in a secure location until handed over to law enforcement for further investigation.

## Parking Permits

Parking permits are required to park on campus and must be properly displayed. They are issued on an individual basis and may not be transferred. Permits are only valid when obtained through the RVU Security Office and they remain the property of RVU. The owner of a permit is responsible for any/all citations issued to any vehicle displaying their permit. Students are to park in specified areas only.

## Personal Safety and Security

Rocky Vista University, together with the clinical site and the student, share the responsibility for ensuring that adequate policies and procedures are in place regarding the safety and security of the students and faculty in all locations where instruction occurs. This includes sites where clinical rotations occur, as well as off-site training locations for University-sponsored events.

Students will be encouraged to become familiar with all safety and security policies in effect at all sites and off-campus events. Finally, all preceptors will be expected to communicate their site-specific policies and safety considerations with students and faculty involved at their location.

RVU as an educational institute falls under the jurisdiction of the [Clergy Act](#). The annual security report can be found by taking the hyperlink.

## Student ID Badge Policy

University policy requires all students obtain and carry their RVU Student ID Badge while on campus. It is primarily used for identification, entry into the RVU buildings, for verification of RVU status, and for using University services, such as access to the building. The badge may be obtained at the Security Office on the Colorado campus and Security Front Desk on the Utah campus.

Completion of the Critical Student Information Survey is required to obtain the RVU Student ID Badge. Use of the badge by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. RVU Student ID Badges are the property of RVU and must be returned on request.

It is the responsibility of the University to ensure the safety and security of all its students and employees. All students are expected to wear their RVU ID Badge at all times in a visible location above the waist when in RVU buildings. Current students may request the replacement of ID badges according to the following information.

Campus Safety and Security will replace one (1) issued ID badge at no charge to current employees and students; however, subsequent requests to replace additional ID badges may result in a fee of \$10 each. Replacement for ID badges will be referred to the Safety and Security Department and payment will be made through the Finance Department prior to the creation of a new ID badge.

## Marketing and Communications

The RVU Marketing Department provides many services for members of the RVU community:

### RVU Branding Guidelines and Logo Files

At Rocky Vista University, maintaining a strong and unified brand identity across all communication channels is a top priority. Our [brand page](#) serves as a comprehensive resource, empowering every member of the RVU community to present a consistent and cohesive brand image in all marketing and communication endeavors.

We encourage you to frequent this hub to stay informed about the latest updates to our brand guidelines.

## Marketing Approvals

For all marketing materials, both internal and external, please adhere to the University's brand guidelines. Requests can be submitted to the marketing department at RVU via email at [marketing@rvu.edu](mailto:marketing@rvu.edu). Please provide a detailed description of the proposed material, along with relevant design files and mock-ups. Kindly allow 5 business days for feedback or approval.

All designs should incorporate an approved university logo. The RVU logo should be prominently displayed, unaltered, and unobstructed. Logo size should be appropriate and maintain its integrity across different formats and platforms. Designs should utilize the designated fonts and colors specified in the RVU branding guidelines.

## Press Releases

If students, faculty, or staff would like to have a press release created and distributed about an event or accomplishment (either individually or departmentally), please submit your request to [marketing@rvu.edu](mailto:marketing@rvu.edu).

## Peak to Peak Post

The Peak to Peak Post serves as a cross-campus, RVU-wide internal newsletter, delivering crucial updates, upcoming events, and Inclusive Excellence resources, all while highlighting and honoring the achievements of our faculty, staff, and administrators across all campuses and programs.

The editors of Peak to Peak welcome input and active engagement from the community to shape each unique issue. To contribute or be featured in future newsletters, please fill out our communication [request form](#).

## Event Marketing

When students or clubs are holding events, they can contact Marketing for assistance in planning, materials (such as fliers), and/or social media and regular media marketing. Requests can be made to [marketing@rvu.edu](mailto:marketing@rvu.edu).

## Apparel and Products

Marketing approval is required for any apparel or merchandise that students or employees would like to produce that uses the RVU logo, wordmark, mascot, or any other reference to the University or its programs. Approval requests can be made to [marketing@rvu.edu](mailto:marketing@rvu.edu). RVU branded merchandise can be purchased from [Shop.RVU.edu](http://Shop.RVU.edu).

## Website

The Marketing Department is responsible for maintaining and updating the RVU website. If a student or employee has suggestions or revisions for the website, they should contact [marketing@rvu.edu](mailto:marketing@rvu.edu).

# Email Signature Policy

RVU utilizes a standardized email signature for students and employees, in order to maintain consistent branding for the University, to exhibit professionalism, and to identify spam emails. The Marketing Department is responsible for ensuring the appropriate branding and representation of the University. Examples and instructions for setting it up are provided during orientation.

# Social Media Policy

The Rocky Vista University (RVU) social media policy is established to ensure that all social media activity representing the University is conducted in a manner that upholds RVU's mission, vision, and core values. This policy applies to all members of the RVU Community, including employees, students, alumni, and designated external representatives, who manage or contribute to social media accounts on behalf of the University. The policy is necessary to guide the professional and responsible use of social media, protect the University's brand and reputation, and ensure compliance with applicable laws and University policies.

For the purpose of this policy, "social media" refers to, but is not limited to, blogs (web-based journals) and microblogs (e.g., Tumblr); collaborative websites (e.g., Wikipedia, etc.); message boards; social networking sites (e.g., Facebook, Instagram, GroupMe, LinkedIn, X, Snapchat, Pinterest, WhatsApp); social networking features (University Portal); podcasts (multimedia distributed over the internet); video sharing (e.g., YouTube, TikTok); and photo sharing (e.g., Instagram, Facebook).



## Policy

RVU authorizes the creation and use of approved University social media accounts, provided such use is professional (i.e., HIPAA and FERPA compliant), protects the reputation and brand of the University, is owned and operated under RVU or approved by RVU Marketing, and complies with RVU policies, applicable laws, and regulations.

RVU encourages respectful and constructive interactions among users and with the institution on its social media channels and within comment threads of RVU content. Users are reminded that their posts and comments on RVU's platforms are publicly visible. As such, they should be appropriate for all audiences and reflective of RVU's values.

RVU is not responsible for content posted by visitors on its social media channels. RVU reserves the right to screen and remove any content deemed inappropriate, including but not limited to offensive language; political endorsements; content that harasses, abuses, threatens, or otherwise violates the rights of others; advertisements, promotions, or other commercial content that sells products or services; any outside links; or spam. RVU also reserves the right to block and/or remove users and any associated content who violate this policy.

## Requirements

The Marketing Department maintains, manages, and owns the official Rocky Vista University social media accounts. RVU is the exclusive owner of all RVU trademarks, branded merchandise, and related logos and imagery. Employees and students may not use the RVU logo without an approval ID from the Marketing Department. Visual identity standards must Page 2 OFFICIAL UNIVERSITY POLICY be properly adhered to by following RVU visual identity guidelines at <https://www.rvu.edu/brand/>. The RVU Marketing Department will oversee and monitor all RVU owned and approved accounts to ensure the following maintenance and updates are maintained.

## Account Maintenance and Updates

1. Regular Updates: Official RVU social media accounts will be updated regularly, outlined during the initial setup of the account. Accounts or pages that remain inactive for three months or more may be deactivated or deleted.
2. Administrator Changes: If there is a change in account or page administrators, the new administrator must notify the Marketing Department within one month. Failure to do so may result in account deactivation.
3. Content Responsibility: The account or page administrator is responsible for ensuring that posts accurately reflect RVU's core values. Social media communications must comply with all applicable University policies.
4. User Access: The account or page administrators are responsible for ensuring the proper review, maintenance, and establishment of user roles and responsibilities within the selected platform; and conducting regular audits that include but are not limited to: datetimestamps of access by user, datetimestamp of content accessed by user, datetimestamp of any data downloaded by user, and/or provisioning/deprovisioning of accounts.

## Approval and Branding Requirements

1. Merchandise Sales: Any merchandise sold via social media accounts or pages must be pre-approved by the RVU Marketing Department.
2. Naming Conventions: All social media accounts representing RVU must adhere to University naming conventions for consistent branding across platforms.
  1. Handles (Usernames): Accounts on platforms such as Twitter or Instagram should end with "RVU" (e.g., @LibraryRVU).
  2. Full Name Display: Accounts on platforms like Facebook or LinkedIn must start with "Rocky Vista University" (e.g., "Rocky Vista University Founders Library").

## Professional Conduct and Content Guidelines

1. Code of Conduct: Students should refer to the Code of Conduct in the Student Handbook, and employees should consult the Appropriate Conduct and Discipline section of the Employee Handbook to guide decisions about what is and isn't appropriate to post on social media. Negative or unprofessional behavior online may result in consequences like those for in-person behavior.
2. Content that violates RVU's conduct expectations includes but is not limited to:
  1. Evidence of drug use
  2. Evidence of criminal activity
  3. Evidence of medical malpractice
  4. Violation of patients' rights
  5. Evidence of workplace abuses (such as theft, harassment, or dishonesty)



6. Evidence of academic fraud or abuses (cheating or dishonesty)
7. In the interest of collegiality and inclusion, employees and students may not disparage other students, employees, or schools. RVU is a community and encourages everyone to act as such.
3. Content Focus: Posts must be service- or education-based, supporting the objectives of the student club, interest group, track, or department. Posts about student life or RVU culture are permitted if appropriate. Departments and tracks should avoid engaging in political or sensitive topics through affiliated user sites, as they represent RVU. Student clubs, interest groups, and fellows should exercise good judgment in determining appropriate and professional content and avoiding cultural appropriation.
4. Copyright: Respect copyright and fair use policies. When posting content, individuals must ensure they have the right to share it, especially if it involves third-party materials. If unsure about posts that may infringe on the copyright and intellectual property rights of others, contact the Marketing Department for further guidance.
  1. The following credits must be included when using photos or videos owned or provided by the Marketing Department: "Photos courtesy of Marketing Department at Rocky Vista University."

### **Media Inquiries and Confidentiality**

1. Media Requests: Requests for information or interviews by the media must be referred to the Vice President of Marketing and Enrollment Management. Individual employees or students may not speak to the press on behalf of RVU without prior authorization.
2. Confidential Information: Do not post proprietary or confidential information about RVU, including student, alumni, employee, contractor, or partner information or RVU proprietary information, including course content and test information. Be mindful of FERPA regulations and ensure that no personally identifiable student education records are disclosed through social media. Information collected in connection with research may be protected under a Nondisclosure Agreement, research protocol, or other applicable law or agreement.
  1. Any student in photographs that will be posted on social media sites must sign a photo release form before the photo may be posted. Copies of the photo release form can be requested from the Marketing Department.

### **Authorization and Oversight**

1. Posting Authority: Authorization is required to post on behalf of RVU or speak on behalf of the University in the social media space. This includes University departments, programs, and student organizations. An approval to post can be rescinded at any time.
  1. Personal testimonials and opinions should be presented in first-person, i.e., "My experience..." or "I think..." For further guidelines, see "Posting on Personal Sites" below.
2. RVU Marketing or IT Department Access: The RVU Marketing or Information Technology (IT) Department may request access to any official RVU social media site. Administrators must comply with such requests to ensure oversight and adherence to University policies.

### **Compliance with Platform Rules**

1. Platform-Specific Rules: Follow all rules and regulations specific to each social media platform used (e.g., Facebook (TM), X (formerly Twitter) (TM), LinkedIn (TM), etc.).
2. Compliance with University Policies: Communications on social media sites for University purposes must follow all applicable RVU policies.

### **Posting on Personal Sites**

1. Sharing University News: Employees are encouraged to share RVU news and events that are a matter of public record on their personal social media sites, preferably by linking directly to the source to avoid copyright infringement.
2. Personal Opinions: When sharing views about RVU, make it clear statements are personal views and not on behalf of the University. A disclaimer, such as "The views expressed on this [blog; website] are my own and do not reflect the views of my employer," may be appropriate.
3. University Logo Usage: Do not use the RVU logo on personal social media sites.

# Appendix: Student Resources

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## Student Services Quick-Reference Guide

Questions or concerns regarding...	Refer to...
Academic Standing/Class Rank/GPA	Director of Preclinical Education (DO); Program Director (MSBS and PA); Registrar (all programs)
ADA Accommodations	Educational Support/Student Affairs
Background Checks/Drug Screening/Health Records	Registrar
Career Advising	Advisor/Student Affairs/Clinical Education
Clinical Clerkships	Clinical Rotation Coordinator/Clinical Education
Coursework Grades	Course Director/Faculty
Enrollment Verification/Letter of Good Standing	Registrar
ExamSoft	Office of Testing
Financial Aid	Student Financial Services
Health Insurance (student)	Student Financial Services
Leave of Absence	Associate/Assistant Dean of Student Affairs (DO); Program Director (MSBS and PA)
Library Holdings/Databases/Collections	Library
Medical School Performance Evaluation (MSPE)	Registrar
Mental Health Counseling	Counselor/Student Affairs
MyVista Student Portal	IT Help Desk
Name Changes (legal)	Registrar
Organizing Events	Student Life/Student Affairs
Parking Pass	Security
Peer Mentors	Student Life/Student Affairs
Printing on Campus	Print Center
Scholarships	Student Financial Services
Student Clubs/Organizations	Student Life/Student Affairs
Student ID	Security
Transcripts	Registrar
Tuition and Fees	Student Financial Services
Tutoring/Study Resources	Educational Support/Student Affairs
VSLO/ERAS	Registrar/Faculty Advisor
Wireless Internet Access	IT Help Desk
Withdrawals	Associate/Assistant Dean of Student Affairs (DO); Program Director (MSBS or PA)
Sexual Misconduct	Title IX Coordinator

Complaints (of a Serious Nature) RVU Website Under Student Complaints

## Course Code Prefix Guide

Subject Area	Course Prefix
Academic Medicine and Leadership	AML
Anatomy	ANT
Anesthesiology	ANE
Biomedical Sciences	BMS
Critical Care	CRT
Dermatology	DRM
Emergency Medicine	EMR
Family Medicine	FAM
Global Health	GLB
Humanities	HUM
Integrative Medicine Training	IMT
Internal Medicine	INT
Interprofessional Education	IPE
Long Term Care	LTC
Medicine - General	MED
Military	MIL
Neurology	NEU
Ophthalmology	OPH
Orthopedics	ORT

Subject Area	Course Prefix
Osteopathic Medicine	OM
Osteopathic Manipulative Medicine	OMM
Osteopathic Principles and Practice	OST
Pathology	PTH
Pediatrics	PED
Physician Assistant	PAS
Physician Science	PHY
Psychiatry	BHM/PSY
Radiology	RAD
Research	RSH
Rural and Wilderness Medicine	RWM
Surgery	SRG
Trauma	TRM
Urban Underserved Medicine	URB
Urgent Care	URG
Urology	URO
Women's Health	WMN
Wound Care	WND

## Frequently Used Terms

Acronym or Term	Meaning
AAMC	Association of American Medical Colleges
ACLS	Advanced Cardiovascular Life Support (certification)
AACOM	American Association of Colleges of Osteopathic Medicine
AACOMAS	The centralized online application service for US colleges of osteopathic medicine
AOA	American Osteopathic Association
ARC-PA	Accreditation Review Commission on Education for the Physician Assistant
BLS	Basic Life Support (certification)
Basic Science Curriculum (BSC)	A required classroom session in which faculty stress application of previous basic science material to clinical case scenarios. The emphasis is on application, integration, and interaction between faculty and students versus passive learning.
Careers in Medicine	AAMC program that provides students with access to information about medical specialties, preparation for residency and practice options to maximize career potential.
Class Rank	A measure of how a student's performance compares to other students in the same class/program. Class rank is calculated based on total number of quality points earned.
Clinical Integration Session (CIS)	A required classroom session in which faculty stress application of previous material to clinical case scenarios. The emphasis is on application, integration, and interaction between faculty and students versus passive learning.
COCA	Commission on Osteopathic College Accreditation
COMLEX	Comprehensive Osteopathic Medical Licensing Examination
CV	Curriculum Vitae; a short account of one's career and qualifications
DEIB	Diversity, Equity, Inclusion, and Belonging
DSA	Designated Student Assignment; a "self-study" assignment created by an identified faculty member consisting of a specific reading assignment, learning objectives, and examination questions that will not be accompanied by a lecture or laboratory session. Students are held responsible for DSA assignments during a CIS, quizzes, and examinations.
ECE	Early Clinical Experience
ERAS	The Electronic Residency Application System is an AAMC application that offers a centralized online application service used to apply to residency programs.
Examination	A summative evaluation of student learning outcomes delivered via proctored written format, computerized format, or practical format.
ExamSoft/Exemplify	Exam software used to provide a secure and stable testing environment for students.
Exxat	New software portal used to manage clinical clerkship rotations throughout the PA program and clerkships through the third and fourth years of the DO program.
Fellowship	The fellowship program is a 12-month training program integrated within the DO student's third and fourth clinical clerkship years. An additional year is added to the student's osteopathic medical training to accommodate his/her clinical clerkship and fellowship obligations. The fellowship program affords students the opportunity to teach the science and art of osteopathic principles and practice, simulation or anatomy.
FERPA	Family Educational Rights and Privacy Act of 1974, which is a federal law that protects the privacy of and access to personal student educational information

Acronym or Term	Meaning
Global Block Schedule (GBS)	Basic schedule of when courses in the DO program run each semester. This schedule does not provide detailed information regarding start and end times or assigned classroom
GME	Graduate Medical Education
Grade Point Average (GPA)	An indication of a student's academic achievement while enrolled at RVU. GPA is calculated as the total number of quality points received over a given period divided by the total number of credits attempted
HIPAA	Health Insurance Portability and Accountability Act of 1996 is United States legislation that provides data privacy and security provisions for safeguarding medical information.
HLC	The Higher Learning Commission; RVU's current institutional accreditor
IPE	Interprofessional Education; occasions when two or more professions learn with, from and about each other to improve collaboration and the quality of care
IRB	Institutional Review Board for Human Subjects Research
Laboratory	A minimum 50-60-minute session in a laboratory or clinical setting that requires "hands on" instruction
Lecture	A standard didactic presentation involving direct faculty instruction in a classroom setting, lasting a minimum of 50 minutes. Each hour of lecture (50 minutes) assumes a minimum of two (2) hours of out-of-class student work.
LMS	Learning Management System; a software application for the administration, documentation, tracking, reporting and delivery of educational courses. RVU currently utilizes an integrated LMS that can be accessed directly through MyVista.
LOR	Letter of Recommendation, typically written by a faculty member or preceptor (author). Used when applying for clinical clerkship clerkships and/or residency applications.
Lottery	Managed by the Department of Clinical Education, the Lottery is the Distribution of Clerkship Assignments process in which current OMS II student doctors are assigned a geographical region to complete core clinical clerkships during OMS III and, if necessary, OMS IV.
MODS	The Medical Operational Data System used to complete the initial electronic portion of the Military GME application
MSPE	Medical School Performance Evaluation; can also be referred to as a Dean's Letter. Honest and objective document summarizes a student's personal attributes, experiences, academic accomplishments, and summative evaluation. All fourth-year medical students will have their MSPE composed and finalized before October 1st of each year and uploaded into ERAS by the Office of the Registrar.
MyVista	RVU's online portal where students, faculty, and staff can log into and access important program, financial, campus, and educational information, as needed.
NBME	National Board of Medical Examiners (administers the USMLE exams)
NBOME	National Board of Osteopathic Medical Examiners (administers the COMLEX exams)
New Innovations	System used to manage clinical clerkship clerkships throughout the third and fourth years of the DO program.
NMS	National Matching Services; service that manages the osteopathic match (among others)
NRMP	National Resident Matching Program; service that manages the allopathic match
OMM	Osteopathic Manipulative Medicine
OPP	Osteopathic Principles and Practice
OSCE	Objective Structured Clinical Examination
Post-Exam Review (PER)	Faculty-led review of examination questions and results following a major examination.
Preceptor	A practicing physician who gives personal instruction, training, and supervision to a medical student or young physician (assigned for each clinical clerkship clerkship).
Quality Points	The cumulative points earned in a given program for coursework completed and grade(s) earned. Points are calculated by multiplying the numeric grade (in the DO program) or the assigned quality points based on the letter grade (MSBS program) by the number of credit hours for the course.
Remediation	The opportunity to remedy a previously-failed attempt
Rocky the Fighting Prairie Dog	RVU's mascot for the Colorado campus
Rocky the Roadrunner	RVU's mascot for the Southern Utah campus
RVUCOM	Rocky Vista University College of Osteopathic Medicine
RVUCOM-SU	Rocky Vista University College of Osteopathic Medicine - Southern Utah
San Francisco Match	Residency and Fellowship matching service for select specialties.
Semester Credit Hour (SCH)	A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximate no less than 45 hours of instructional/non-instructional time for every one (1) credit.
Shadowing	Opportunity available to students to observe the daily life of a doctor and obtain insight from professionals about their experiences and how they view their field
Shelf Exam	Required exam administered by the Office of Clinical Education after the completion of each Core Clerkship.
SOAP Notes	An acronym for subjective, objective, assessment, and plan, a SOAP note is a method of documentation employed by healthcare providers to write out notes in a patient's chart
Standardized Patient (SP)	Someone who has been trained to portray, in a consistent, standardized manner, a patient in a medical situation

Acronym or Term	Meaning
Titer/Titer Lab Report	A titer (pronounced TIE-der) is a laboratory test that measures the presence and amount of antibodies in blood. If the test is positive (above a particular known value) the individual has immunity. If the test is negative (no immunity) or equivocal (not enough immunity) you need to be vaccinated. A Titer Lab Report is generated by the lab that tested the blood sample. The Titer Lab Report must include the test type, exact values (reference range), signature, and date to be acceptable.
Tracks	Extracurricular admission-based concentrations within the DO program that invite students to explore and experience a particular area of medicine closely.
Transcript	An official record of a student's work, showing courses taken and grades achieved
Urology Match	Residency match program for medical students seeking residency in Urology
USMLE	United States Medical Licensing Examination
Visiting Student Learning Opportunities (VSLO)	The AAMC VSLO program merged two existing visiting student programs: the Visiting Student Opportunities (VSLO) Application Service (VSAS®) program that focused exclusively on U.S. domestic (formerly VSAS) away electives and the Global Health Learning Opportunities (GHLO®) program that facilitated international mobility into the U.S., from the U.S. to electives abroad, and from one non-U.S. location to another.

## Outside State-Specific Consumer Protections

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California

Alaska

Connecticut

Iowa

Kansas

Wisconsin

Arkansas