South Central College

Nursing Program

Student Handbook

2016-2017

August 2016
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Forward

This South Central College Nursing Program Student Handbook has been prepared for use by the students enrolled and the faculty teaching in the Associate of Science Nursing (ASN) Degree and Practical Nursing (PN) Diploma programs at South Central College. It addresses the general information, policies, and standards necessary to maintain an effective and efficient nursing education program. Students are held responsible for being informed on all nursing policies, procedures, and regulations as published in this handbook. Nursing students are also responsible for the information published in the College Catalog and College e-Handbook. The listing of general South Central College policies may be found using the following link: STUDENT POLICIES. http://www.southcentral.edu/Student-Academic-Policies/academic-dishonesty-policy.html

Students are held responsible for any new nursing related policies or changes in existing policies announced via South Central email.
Message to Students from the Director

Congratulations and Welcome to the South Central College (SCC) Nursing Program! We are excited to work with you on your educational journey into nursing.

The Nursing programs at SCC are filled with faculty excitement and student effort. The faculty, staff, and administration are constantly collaborating to strengthen our programs, partner with other departments in our College, work with our clinical and community partners, meet national nursing educational standards, increase the use of technology, and move our vision forward into the future. It is our wish as a Nursing Department to make your learning stimulating and rewarding. We look forward to supporting your professional goal as your dedication and drive grow throughout the program.

We encourage you to use the Nursing Program Student Handbook as you progress through our Nursing program. It is your guide to program and faculty expectations.

Best wishes to you in your educational endeavors!

Sincerely,

Michele D. Brielmaier, MSN, RN
Dean of Allied Health and Nursing
Organizational Chart for South Central College and the Nursing Division

President of College
Dr. Annette Parker, EdD

Vice President of Academic Affairs
Dr. Susan Tarnowski, PhD

Dean of Allied Health and Nursing
Michele Brielmaier, MSN, RN

Nursing Faculty - Unlimited
Annette Benson, Margaret Brewer, Sandy Bosch, Cheryl Clendenin,
Candy Mortenson-Klimpel, Jennifer Ongie-Jindra, David Pletke,
Jennifer Prochaska, Liz Thompson

Nursing Assistant Faculty
Sharon Derouin, Laurie Kodet, Sue Zielske

Nursing Administrative Assistant
Heather Milton

Nursing Advisory Board
Marta Arch (Ecumen-Pathstone), Margaret Brewer, (Nursing Faculty-SCC), Michele Brielmaier (Dean-SCC), Lynette Dickson (Allina-Faribault), Sabrina Ehmke (MCHS), Anglina May (Monarch Healthcare), Paula Meskan (River’s Edge Hospital), Candence Mortenson-Klimpel (Nursing Faculty-SCC and Dept. Chair-SCC), Paula Plank (Three Links Care Center), Laurie Swehla (Mapleton Community Home), Dr. Susan Tarnowski (VP SAA-SCC), Shelly Thompson (Mankato Clinic), Eric Weller (EMS-SCC), and Student Representatives from both campuses

(Updated 8/2016)
Disclaimer

Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, the college administration, the Dean of Allied Health and Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, or the Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student, the college, or the Nursing program.

Students will be responsible for and held to changes in the Nursing Program Student Handbook. Core Nursing students will be notified of handbook changes.

Upon printing of this handbook, all previous issues are revoked.
**Vision Statement**

The South Central College (SCC) Nursing Programs will provide a supportive environment for learning which prepares students for licensure and entry into the workforce. The SCC Nursing Program is committed to collaborative partnerships with healthcare agencies to support the nursing workforce trends and interests in our communities. *(Updated 6/2016)*

**Nursing Program Mission Statement**

The SCC Nursing Programs support an environment for learning which prepares competent, compassionate entry-level healthcare professionals.

The SCC Nursing Programs have common beliefs and values concerning human beings, health, nursing, society and nursing education. These beliefs have a high priority for the faculty and will, therefore, have a strong influence on the Nursing Program and the manner in which it is implemented. *(Updated 6/2016)*

**Nursing Program Philosophy**

We believe each student is a unique individual, shaped by culture, ethnicity, sexual identity, socioeconomic status, and environment. Faculty respect and support this diverse student population, enabling students to **flourish** as they work within our communities and beyond to achieve their academic and professional goals.

We believe all nurses are life-long learners, continuously developing their **professional identity**, knowledge, skills, and attitudes with a **spirit of inquiry**, and improving upon **nursing judgment**. Employing student-centered learning strategies holds students responsible and accountable for their learning. Students take an active role in their own learning in partnership with faculty facilitating the assimilation of concepts and knowledge of practical nursing (PN) and professional nursing (RN).

We believe “nurses must show sound nursing judgment, continually develop their professional identity, and maintain a spirit of inquiry as they move into the world of nursing practice and beyond” *(NLN, p. 32)*.

We support the belief of the National League for Nursing (NLN) Outcomes for both practical and professional nursing. We endorse the seven core values of the NLN Outcomes and Competency Framework Model: caring, diversity, ethics, excellence, holism, integrity and patient centeredness.

The six integrating concepts of the NLN Framework Model are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. These integrating concepts provide the supporting structure that leads from core values to program outcomes. Together, we believe they capture the essence of nursing we wish to instill in our students and have incorporated these core values into our Student Learning Outcomes and Curriculum.

*New Nursing program Philosophy approved by faculty: June 23, 2016*
**Honor Code**

Every student entering the Nursing program reads, writes, and signs the Honor Code. It is included in the Nursing Mandatory Meeting for first semester ASN and PN students and carried through every semester in both programs.

"I pledge to maintain a high level of professionalism, integrity and respect (PIR) as a student representing the Nursing Division at South Central College. I understand and will uphold the Honor Code in words, actions, attitude, and accountability.

“I will not lie, cheat, plagiarize, deceive or be involved with those who do. I will do my own work. I will neither give nor receive help on a test or a graded assignment (before, during, or after) unless given permission by my instructor. I will cite any outside source and receive credit only for my own work.

“I will encourage fellow students who commit honor offenses to acknowledge such offenses to their instructor or to the Dean of Allied Health and Nursing. I will inform the Dean of Allied Health and Nursing of my own and other’s infractions. I make this pledge in the spirit of honor and trust."

**Ethics**

Nursing is a human service profession, and as a human service professional, the nurse has ethical and moral responsibilities. Ethical behavior is expected of nursing students. Students are encouraged to visit [http://nursingworld.org](http://nursingworld.org) to view the Code of Ethics for nurses. This code should guide nursing actions and to provide standards of ethical behavior.

Pre-Nursing and Nursing students must follow ethical and professional standards of nursing practice as a student at SCC. Behaviors which endanger, intimidate, or are disrespectful to patients, family, clinical site staff, college staff & administrators, other students, or faculty are not professional behaviors. A student who conducts themselves in an unprofessional manner with verbal, non-verbal or written communication, either at the clinical site, on the college campus, or related to college enrollment will be subject to the complaint procedure as outlined in the SCC Programs of Study and Handbook and may be failed from the clinical course or Nursing program. Students who have a complaint filed against them with a college Dean regarding a code of student conduct violation, which is supported by the Dean by SCC Student Code of Conduct policy, will be immediately exited from the Nursing program. If appeals are exhausted through SCC policy, and the violation is supported, students in the pre-nursing or nursing majors will be denied from any future eligibility for progression or admission to the Nursing program.

*(Clarified 8/2015)*
Approvals

The SCC Professional Nursing Associate of Science Nursing (ASN) Degree Program and Practical Nursing (PN) Diploma Program are approved by the Minnesota Board of Nursing (MBON). The state board sets and regulates standards and provides approval of nursing schools curriculum designed to train nursing students to be eligible to sit for the National Council of Licensure Examination (NCLEX) examination.

Regional Accreditation

SCC is approved for accreditation by the Commission on Institutions of Higher Education of the North Central. Association of Colleges and Schools.
    Higher Learning Commission
    30 North LaSalle Street, Suite 2400
    Chicago, IL  60602
    Phone: 800-621-7440

Nursing Accreditation

The Nursing Division of SCC is in the process of preparing their Nursing programs for initial accreditation approval under the standards of the Accreditation Commission for Education in Nursing (ACEN). The goal is to be scheduled for an ACEN site visit for spring of 2017.
    Accreditation Commission for Education in Nursing
    3343 Peachtree Road NE, Suite 850
    Atlanta, Georgia  30326
    Phone: 404-975-5000
The NLN Education Competencies Model

The NLN Education Competencies Model is an academic, multilayered framework designed to engage nursing students and nursing faculty in transformative, proactive, and collaborative learning with real-world practice (NLN, 2010). The entire curriculum of the ASN and PN programs are driven by the four NLN competencies, human flourishing, nursing judgment, professional identity, and spirit of inquiry, which are referenced by SCC as Student Learning Outcomes. The compliment of these Student Learning Outcomes allows SCC to meet the challenge of preparing student nurses for the future with the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare system in which they will work. These concepts are threaded throughout the Nursing programs.

Student Learning Outcomes

The SCC Student Learning Outcomes are broad performance indicators of successful nursing education. Nurses must use their skills and knowledge to enhance human flourishing for their patients, their communities, and themselves. They should demonstrate sound nursing judgment, and continually develop their professional identity. Nurses must also approach all responsibilities and concerns in a spirit of inquiry. All of these are essential program specific nursing practice competencies included throughout the program and measured at the completion of both Nursing programs.
The following are the SCC Student Learning Outcomes:

ASSOCIATE OF SCIENCE NURSING PROGRAM (updated 1/2016)

- **Human Flourishing:** Demonstrate nursing care that is client-centered, culturally sensitive, and based on the holistic needs of clients and families.

- **Nursing Judgment:** Use sound nursing judgment in the provision of safe, quality care.

- **Professional Identity:** Practice professional nursing in an ethical and legal manner that integrates integrity, accountability, leadership, teamwork, and collaboration.

- **Spirit of Inquiry:** Contribute to the management of healthcare and continued quality improvement by incorporating evidence-based practice, cost containment, and current technology.

PRACTICAL NURSING DIPLOMA PROGRAM

- **Human Flourishing:** Provide age appropriate patient-centered care while working with the interdisciplinary health care team.

- **Nursing Judgment:** Prioritize and practice safe nursing judgment.

- **Professional Identity:** Practice professionally following legal and ethical nursing standards within the healthcare team.

- **Spirit of Inquiry:** Utilize best practice standards and information technology to enhance patient care outcomes.

**Guiding principles**

Guiding principles of the NLN Educational Competencies model include Core Values, found at the base of the NLN model, and Integrating Concepts, structurally embracing the student learning outcomes. The aspects of these two principles are also incorporated into the curriculum of both Nursing programs.

1. **Core Values:** The core values are foundational to all nursing practice and include caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. The core values are found in our Nursing Philosophy Statement and throughout our curriculum.
2. **Integrating Concepts:** The six integrating concepts are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. These integrating concepts provide the supporting structure that leads from the core values to the program outcomes. They are cross-walked and used as channels throughout the programs to allow communication, demonstrate leveling and support ongoing learning and feedback on current nursing knowledge. Within each integrating concept are three components (also referred to as “apprenticeships”) — knowledge, practice and ethical comportment.

**Quality and Safety Education for Nurses (QSEN)**

The Quality and Safety Education for Nurses (QSEN) competencies support the Student Learning Outcomes outlined above. QSEN supports student learning by providing the knowledge, skills, and attitudes necessary for practice. At SCC, nursing students will be introduced to the QSEN competencies at the beginning of the Nursing program and achieve mastery at the completion of the program.

The ASN program at SCC uses the definitions for the QSEN competencies and knowledge, skills, and attitudes as outlined on the QSEN website located at [www.qsen.org/comptencies/pre-licensure-ksas/](http://www.qsen.org/comptencies/pre-licensure-ksas/)

In the ASN program, each NLN competency is supported by and partnered with specific Quality and Safety Education for Nurses (QSEN) competencies.

<table>
<thead>
<tr>
<th>Associate of Science Nursing Program Partnership with NLN and QSEN Competencies</th>
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<td><strong>NLN – Human Flourishing</strong></td>
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<tr>
<td>Supported by QSEN Competencies (2)</td>
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<tr>
<td><strong>Patient-Centered Care</strong></td>
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<tr>
<td><strong>NLN – Nursing Judgment</strong></td>
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<tr>
<td>Supported by QSEN Competencies (2)</td>
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<tr>
<td><strong>Safety</strong></td>
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<td><strong>NLN – Professional Identity</strong></td>
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<tr>
<td>Supported by QSEN Competency (1)</td>
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<tr>
<td>Teamwork and Collaboration</td>
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<td>NLN – Spirit of Inquiry</td>
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<tr>
<th>Supported by QSEN Competency (3)</th>
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<tr>
<td>Evidence-Based Practice</td>
<td>Nursing Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.</td>
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<tr>
<td>Quality Improvement</td>
<td>Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.</td>
</tr>
<tr>
<td>Informatics</td>
<td>Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.</td>
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Diagram of Student Learning Outcomes:
Associate of Science Degree
SCC Institutional Core Competencies

The ASN program and the PN program graduates will learn of the SCC Institutional Core Competencies (ICC) throughout the program. The SCC ICCs are met through the achievement of the Student Learning Outcomes. These are demonstrated in the program crosswalk available in WIDS – the Worldwide Instructional Design System used by SCC to help create and manage curriculum.

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<th>SCC Institutional Core Competencies</th>
<th>Definition</th>
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<td>Written and Oral Communication</td>
<td>Students will communicate effectively in a range of social, academic, and professional contexts using a variety of means, including written, oral, numeric/quantitative, graphic, and visual modes of communication.</td>
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<td>Teamwork and Problem-Solving</td>
<td>Students will demonstrate the ability to work together cohesively with diverse groups of persons, including working as a group to resolve any issues that arise.</td>
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<tr>
<td>Analysis and Inquiry</td>
<td>Students will demonstrate an ability to analyze information from multiple sources to raise pertinent questions regarding that information.</td>
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<tr>
<td>Critical and Creative Thinking</td>
<td>Students will develop the disposition and skills to strategize, gather, organize, create, refine, analyze, and evaluate the credibility of relevant information and ideas.</td>
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<td>Civil Knowledge and Engagement (local and global)</td>
<td>Students will understand the richness and challenge of local and world cultures and the effects of globalization, and will develop the skills and attitudes to function as “global citizens”.</td>
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<tr>
<td>Intercultural Knowledge and Competence</td>
<td>Students will recognize and understand the rich and complex ways that group and individual inequalities and interactions impact self and society.</td>
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<tr>
<td>Ethical Reasoning and Action</td>
<td>Students will develop ethical and social responsibility to self and others, and will collaborate with others to address ethical and social issues in a sustainable manner.</td>
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<td>Foundations and Skills for Lifelong Learning</td>
<td>Students will display an understanding of learning as a lifelong process through demonstration of a desire to learn, the willingness to apply learning to their areas of their lives, the ability to think and act independently, be willing to take the initiative to get projects done, and demonstrate the ability to reflect upon what has occurred and how it impacts the student and others.</td>
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Overview of Nursing Programs

SCC’s Nursing programs are committed to excellence and provide invaluable educational preparation through classroom, lab, simulation, and clinical experiences.

Practical Nursing Diploma

The 40-credit Practical Nursing Diploma Program is for those students who are interested in becoming LPNs. This program teaches students to conduct a focused assessment on an individual patient through the collection and comparison of data related to a client’s physical and mental functioning; report changes and responses to interventions to a registered nurse or appropriately licensed health care provider; administer prescribed medications; demonstrate effective therapeutic communication; provide thorough reporting and recording; prioritize and care for multiple clients with a variety of disorders; perform technical nursing skills; and understand the importance of maintaining confidentiality. (Updated 9/2015)

A student who completes the PN program is awarded a diploma and is eligible to take the National Council Licensure Examination (N.C.L.E.X.) for licensure as a Practical Nursing.

Associate of Science in Nursing Degree

The 64 credit ASN Nursing degree prepares students for the role of a professional nurse, which includes providing safe and culturally competent care in a variety of settings. Students will learn to advocate for patients and families in ways that promote their self-determination, make judgments in practice substantiated with evidence, and understand the role and scope of practice which reflects integrity, responsibility, and ethical practices. Students demonstrate a commitment to evidence–based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. A spirit of inquiry allows students to learn to examine the evidence of clinical nursing practice. (Updated 9/2015)

A student who completes the 64 credit program is awarded an ASN Degree and is eligible to take the National Council Licensure Examination (N.C.L.E.X.) for licensure as a Registered Nurse.

Qualified licensed practical nurses admitted into the Associate of Science Nursing Program will be granted 4 credits of advanced standing credits for graduation before taking their first nursing class. A qualified LPN is one who has met the admission criteria for the SCC Nursing program. Admitted LPN’s will be required to complete a 4-credit “Nursing Transitions” course (NURS 2200) rather than the four NURS courses listed below in Semester 1. The rest of the Transition plan follows the ASN program plan.

Students earning an AS Degree in Nursing may transfer credits to a four-year institution to work towards a Bachelor’s Degree in Nursing. Students will be required to take additional liberal arts and science courses, and should visit with whichever institution they wish to transfer to for further information. Advising students in pursuit of this additional academic pathway is supported by nursing faculty and Student Affairs staff.
General Policies

General Policies are program policies which apply to a student at all times. Students will be held
to these policies during pre-nursing, application, upon acceptance to the program, and during the
core Nursing program. Unless specific to nursing, general SCC policies are found on the SCC
website. Further details for the Nursing Department are found on the SCC Nursing Major
website. (Clarified 8/2015)

Appeal to the Nursing Program: Course Repeat Violation Policy

1. The only policy in the handbook that can be appealed is the Course Repeat Violation Policy.
   South Central College students may make one appeal to each of the Nursing programs for
course repeat violation. The courses to which the Course Repeat Violation Policy applies are
those required for the Nursing program (preparatory and general education). An appeal is
needed under the following two circumstances:
   a. The same preparatory or general education course is failed twice* or
   b. Three difference preparatory or general education courses are failed*.
   *A course grade of C-, D, F, or withdrawal is considered failed.

This applies to Nursing program required preparatory or general education courses taken at SCC
or at any other college. This does not apply to the six (6) credits selected from MTC Goal Areas
2, 4, 6, 9, or 10 in the ASN degree.

NOTE: A student may have an appeal in both the Practical Nursing (PN) Program and the
Associate of Science Nursing (ASN) Program. (Added 12/2015) Three examples:
   • A student has an approved appeal while in the PN Program, completes the PN program,
     is accepted in the ASN Program and again, experiences an appeal situation. This would
     be permitted.
   • A student has a denied appeal while in the ASN Program, is accepted in the PN Program
     and again, needs to appeal. This would be permitted.
   • A student has a denied appeal while in the PN Program, is accepted in the ASN Program
     and again, needs to appeal. This would be permitted.

2. Students in violation of repeat policies must complete and submit the following information
to the Nursing Office:
   a. Student Appeal to the Nursing program form
   b. Student Appeal Learning Plan signed by assigned advisor (Added 8/2015)
   c. Copy of Student Transcripts (Added 8/2015)

3. A Nursing faculty group will evaluate the appeal by submitted information. During the
   school year, the Nursing faculty group will meet as the Appeals Committee once a month
with notifications of appeal decisions being sent within 30 days. Nursing faculty do not work scheduled hours during the summer months; decisions made on appeals received over the summer break may exceed 30 days. If all required documentation is not submitted, the appeal request will be not be read. The student will be notified of missing paperwork one time. The second submission without all documentation will be considered a denial. (Clarified 8/2015)

4. Students will be notified by letter from the Dean of Allied Health and Nursing of their academic appeal acceptance or denial. Students who make a successful appeal are responsible for clarifying appeal conditions outlined in their letter to the Dean. Students are required to meet the conditions outlined in the letter from the Dean regarding their appeal approval. Students who fail to meet the conditions of their appeal will be prevented from entering or continuing in the Nursing program.

5. Student appeal denials will prevent student entry in the Nursing program. As a result of a denied appeal, students may pursue another major at SCC or may pursue nursing at another college institution.

6. Student appeals made before curriculum, program, or degree changes will be upheld and will not be reconsidered.

**Clinical Registration and Clinical Site Requirements**

Clinical site registration will be based on the lottery system. ASN and PN Semester 1 lotteries will be held during the mandatory meeting or during week one of the new semester. Clinical lotteries for all other semesters will be completed at mid-term before registration window opens. (Clarified 5/2016) Students will be assigned a different randomized number each semester and in the order of their assigned number will be able to register for their choice of clinical site. Communication to the students with their number and available clinical sites, dates, and times will be coordinated by the Nursing faculty approximately one month after the registration window opens. Students will choose their clinical site each semester in the classroom in the presence of their instructor and classmates. No adjustments to clinical choice will be made at the time of classroom signup. For one week following the lottery, trading of clinical sites will be accepted. All parties must be in agreement, and an email by each party must be sent to the Dean to explain the change. No changes will be accepted following the trading window. (Added 9/2015)
**Limits on Successful Attempts at Courses**

Applicable general education and pre-requisite courses taken at SCC may only be repeated one time following a successful attempt, which is receiving a grade of “C” or higher. The grade of “C-” is not considered a passing grade. Where there is more than one attempt at a course, the higher grade will be utilized in the nursing application processing.

**Time Limit on Science Credits**

1. CHEM 108, CHEM 110, BIOL 220, BIOL 225, BIOL 230, BIOL 235, BIOL 240, and BIOL 270 (or their equivalent), which have been completed within five years and successfully completed with a grade of “C” or higher, will be considered for application and transfer. *(Clarified 8/2015)*

   NOTE: All science courses being considered for transfer must be equivalent. It is the student’s responsibility to be aware of course equivalence. *(Added 1/2016)*

2. At the time of application to the core Nursing program, science credits, including transfer and SCC credits, cannot be older than five years. Students with science credits older than five years will need to retake applicable science credits. An appeal is not needed if courses are being retaken due to 5-year limit. The five-year rule applies to science courses taken before an application approval. *(Clarified 8/2015)*

   NOTE: The exception to this rule are prerequisite science courses. *(Added 1/2016)*

   Three examples:
   - CHEM 108/ CHEM 110 (or their equivalent) is a prerequisite to BIOL 220 Human Anatomy, BIOL 225 Anatomy and Physiology I, and BIOL 230 Human Physiology. A student would not have to repeat the chemistry prerequisite if older than five years as long as the BIOL 220, BIOL 225, or BIOL 230 were passed successfully.
   - BIOL 225 is a prerequisite to BIOL 235. A student would not have to repeat the BIOL 225 prerequisite of this class if older than five years as long as the BIOL 235 were passed successfully.
   - BIOL 230 or BIOL 235 is a prerequisite to BIOL 240. A student would not have to repeat the BIOL 230 or BIOL 235 prerequisite of this class if older than five years as long as the BIOL 240 were passed successfully.
   - BIOL 225 or BIOL 230 is a prerequisite to BIOL 270. A student would not have to repeat the BIOL 225 or BIOL 230 prerequisite of this class if older than five years as long as the BIOL 270 were passed successfully.

3. Students enrolled in the dated science course may apply to the Nursing program during the semester of application. If an application to the Nursing program is approved, the acceptance will be conditional upon the successful completion of the dated science course. *(Added 12/2015)*
**English Skills**

Students must have the ability to read, write, comprehend, speak and be understood in English. The Nursing program recommends students pursuing nursing, if needed, take English developmental courses to strengthen English language skills in preparation for the rigors of the Nursing program and their future success in the health care environment. *(Clarified 8/2016)*

**Promotion and Progression Policies**

Program Documentation:

Students enrolled in the Nursing program will be required to provide initial program documentation as outlined in their acceptance letter. Contractually with Minnesota State, SCC must keep student documentation on file during their time as a student and for one year following graduation. It is the student’s responsibility to track expiration dates and submit items as required.

For ASN and PN program Semester One students, required program documentation is due at the Documentation Meeting (outlined in the acceptance letter) unless otherwise arranged.

For ASN and PN program returning students in Semesters Two, Three, or Four, required program documentation is due the first FRIDAY of the semester. Program documentation is to be submitted via the dropboxes provided in the D2L Brightspace course: Nursing – DID U? site. No paper documentation will be accepted (with outlined exceptions for first semester students and background studies). No late documentation will be accepted in the D2L dropboxes. Students will need to withdraw from their courses or receive an “F” for the course due to not meeting the deadline.

Students are required to make copies before submitting their documentation. The Nursing program does not release or make copies of program documentation for students.

For current core nursing students who have program documentation expiring during the semester, students will not be allowed to attend clinical if their program documentation has expired. Students may be allowed to return to clinical when program documentation is updated and complete. If the failure to turn in required program documentation results in a student missing multiple clinical days, the instructor will need to evaluate if the student can meet the course objectives in the time remaining. If not, the student will need to withdraw from the course or receive an “F” for the clinical course and request resequencing.
Required PROGRAM DOCUMENTATION:

- **Background Study.**
  With the entry into the Nursing program, new requirements and guidelines come too. Admission to the Nursing program is contingent upon completion of a successful background study. Minnesota law requires background studies on all persons who provide services involving direct contact with patients and residents in facilities and programs approved by the Minnesota Department of Human Services (DHS) or the Minnesota Department of Health (MDH). These studies are conducted each year by the DHS or similar agency approved to perform the study for practice in Minnesota. These studies are paid for by student fees attached to first and third semester clinical.
  
  o A student who is disqualified as a result of the study and whose qualifications are not set aside by the Commission of Health will not be permitted to start the program. If already in the program, a student who is disqualified will not be eligible to attend clinical, progress in the course, and potentially in the program. NOTE: A background study can be conducted or requested by a clinical site at any time.
  
  o Background study documentation not submitted by due date will cause the student to forfeit their place in the program.

- **Completion of a “Student Health Record” and health policies at clinical facilities.**
  Students must be compliant with the health policies of SCC and clinical facilities. Students are required to complete the “Student Health Record”, which includes a short medical history and immunization status.
  
  o A 2-step Mantoux is required on admission to the Nursing program with a 1-step required for returning students. Students entering the Nursing program for the first time must have documentation of a 2-step Mantoux with the only exception being a positive Mantoux in the past. A student returning to the Nursing program after a break in studies (i.e. LPN returning to advance degree) is considered to be entering the program and must have documentation of a negative 2-step Mantoux. One to two weeks is required between steps. *(Added 8/2015)*
  
  o The student must include evidence of a negative Mantoux (yearly) OR a negative chest X-Ray. Students who are either allergic to PPD or have had a positive Tuberculin Skin Test (TST), should provide a baseline chest x-ray and only have a repeat chest x-ray should they develop symptoms of tuberculosis or know of recent exposure to TB.
  
  o QuantiFERON-TB Gold (QFT-G) as an alternative to PPD is accepted only on physician’s recommendation. A note from the physician is required, provided documenting allergy or reaction. QFT-G would be required one time for the Nursing program unless student becomes symptomatic. *(Added 8/2015)*
  
  o Students are required to provide evidence of immunity against rubella, rubeola, and mumps, history of chicken pox (family account acceptable) or titer, evidence of Hepatitis B, flu, and last tetanus vaccinations. *(Clarified 8/2015)*
Hepatitis B vaccine is the only vaccination allowed declination.  (Clarified 8/2015) Students who decline the Hepatitis B vaccine series need to sign the declination form on the Student Health Record. Some clinical sites may not allow participation in clinical experiences at their site without the Hepatitis B vaccination. The Nursing program does not guarantee an alternative facility placement. If no facility placement is available, you may be exited from the Nursing program.

The student must provide evidence of a flu vaccination every fall. November 1 is the deadline for completion based on the availability of the vaccine. Documentation from a physician or provider, stating that the student is medically contraindicated from receiving such vaccine, is the only exception. A note from a medical doctor, chiropractor, nurse practitioner or physician assistant will not be acceptable simply because the individual is against having the vaccine.

Students are required to disclose limitations that may affect the care of a patient at the clinical site with their clinical instructor. These may include, but are not limited to, lifting restrictions, hearing or vision impairments, etc. Clinical faculty may need to discuss these limitations with the Dean and possibly the clinical site.

Immunization information may be obtained from Minnesota Immunization Information Connection (MIIC), the Minnesota registry database. Immtrack is the local MIIC administrator, and students can request immunization information by calling 1-800-658-2877 or 1-507-304-4458.

- Evidence of current “Professional” Training in Cardiopulmonary Resuscitation (CPR) for all ages (infant through adult).
  It is the student’s responsibility to obtain and maintain current CPR certification which includes 2-rescuer scenarios, foreign-body airway obstruction and the use of automated external defibrillator. Students will not be allowed to participate in clinical activities without current certification in CPR. All updates to program documentation must be submitted via D2L Dropbox in the Nursing DID U? site. Contact faculty to notify of update for the appropriate dropbox to be opened. Both American Heart Association and American Red Cross are acceptable providers.

- Nursing malpractice liability insurance.
  Liability insurance is required for all nursing students and is paid through student fees attached to NURS clinical courses and covers the academic school year.

- Authorization for the release of student information.
  Clinical sites require SCC to release student information which is classified as private under Minnesota Statute 13.32 & the Federal Family Educational Rights & Privacy Act (FERPA). By signing the authorization, SCC can release student information to the clinical site. Students are not legally obligated to provide this information. However, a clinical site may
prohibit the student from participating in clinical training without the information. The Nursing program does not guarantee an alternative facility placement. If no facility placement is available, the student may be exited from the Nursing program.

- **Evidence of passing the on-line course completion of Health Information Portability and Accountability Act (HIPAA) training.**
  Students are required to submit evidence of successful completion of the on-line HIPAA training at mandatory meeting and in RN Semester 3 to the D2L Did U? site. (Clarity 7/2016)
  - HIPAA training access: [https://data-securitytraining.dhs.mn.gov](https://data-securitytraining.dhs.mn.gov)
  - Three required training modules: Data Security and Privacy, How to Protect Individuals, and Managing Information Security Problems

- **Reasonable Accommodations Form.**
  Students are required to read, date, print name, and sign form. Forms may be found on the SCC Nursing Department website.

- **Health Insurance Coverage.**
  SCC Nursing programs do not require health insurance coverage. Students are strongly encouraged to maintain health insurance during their college experience. Any health care costs incurred during the period a student is in the Nursing program is the responsibility of the student. Student insurance is available for purchase through Minnesota State. Applications are available in the Student Affairs Center.

- **ATI Resource Bundle.**
  Students are required at the beginning of their chosen program to purchase their ATI Resource Bundle through the bookstore. Proof of payment allows receipt of product code for resource access. The purchase of the ATI Resource Bundle is not refundable. (Added 8/2015)

- **Handbook Acknowledgment.**
  Each student must acknowledge they have received access and reviewed the handbook following the announcement of availability. The SCC Nursing program website and the DID U site in D2L will be the access locations. (Updated 8/2015)

- **Orientation requirements.**
  Each student must attend clinical orientation and must complete the orientation packet required for their clinical assignment.

**Progression between Semesters**

1. The core nursing courses and general education courses are divided into semesters. Courses are sequentially arranged in the curriculum and the student must successfully complete the required nursing and general education courses of each semester as listed on the program
guide before progressing to the next semester’s core nursing classes. See Associate of Science Nursing Program Guide (Appendix A) and Practical Nursing Program Guide (Appendix B)

2. To continue progression in either of the Nursing programs, a grade of “C” or higher is required in each nursing and general education course required by the Nursing program.

- Unsatisfactory completion of any NURSING course in a semester requires the student to request to be resequenced. (Clarified 8/2015) It is the student’s responsibility to initiate the resequencing process. No student is allowed to progress or register for a failed nursing course without going through the resequencing process.

- Students are allowed to be resequenced once while in either Nursing program. A student may apply to the other Nursing program if resequencing is denied. (Clarified 1/2016) See Appeal to the Nursing Program content. (added 07/2016)

- The student must complete and review the Resequencing Application Form and Resequencing Learning Plan with their advisor and then submit the required documentation to the Nursing office by the end of the semester deadline. These forms can be found on the SCC Nursing website under Nursing Documentation (Updated 8/2015).

- As a committee, the Dean and Nursing program faculty will decide if resequencing is approved to continue progression. Space must be available to allow resequencing, whether it be a classroom, lab, or clinical.

- Unsuccessful completion of a lab course (including the failure of medication math competency tests) will stop a student from progressing into the clinical rotation of the same semester. Re-sequencing of students into a lab course and clinical following an unsuccessful attempt in the lab course is contingent on resequencing approval and available space both in the lab course and the clinical section. (Clarified 8/2015)

- Re-sequencing of students into a clinical course following an unsuccessful attempt in the clinical course is contingent on resequencing approval and available space both in the clinical section. (Clarified 8/2015)

- Documentation deadline for resequencing requests is Tuesday at 5 pm during finals week of the current semester and are considered in the order in which they are received. Failure of all documentation submission will forfeit consideration for resequencing for the present semester. (Clarified 8/2015)

- Students will be notified by letter from the Dean of their resequencing acceptance or denial. The goal is for the student to be notified within two weeks of resequencing deadline. (Added 8/2015)

- Resequencing will be based on the following order:
  - Withdrawal by mid-semester (Friday at noon of week 8) with C average or above. (If more than one student with this same criteria, the student with the higher grade in the class will be resequenced first).
  - Withdrawal by mid-semester (Friday at noon of week 8) with a failing grade.
Withdrawal before last drop date with failing grade.
- Any failing student wishing resequencing.

- If a required Nursing program general education course is not successfully completed before the assigned semester in the program plan, a student does not need to request resequencing. If a required Nursing program general education course is not successfully completed during the assigned semester of the program plan, a student will need to request resequencing, taking the next semester off from the Nursing program to stay in compliance with the program plan. NOTE: The one exception is if the course can be repeated and passed successfully during the summer semester. (Clarified 12/2015)

Due Process

The Nursing program follows the academic policies as outlined in the SCC Complaint Grievance Policy [http://www.southcentral.edu/Student-Academic-Policies/complaintgrievance-policy.html](http://www.southcentral.edu/Student-Academic-Policies/complaintgrievance-policy.html) and believes that student issues or concerns should be heard. Students must first talk with their instructor to resolve any classroom or specific course issues. If the student does not feel as though the concern has been heard or acknowledged and additional follow-up is desired, the student must complete the Situation/Solution form. (Clarified 8/2015) The form must be submitted to the Office of the Dean and an appointment made with the Dean for further discussion. The form is included in the handbook and can be found in Nursing Documents/Nursing Forms in the SCC Nursing website and under Content in the SCC D2L Nursing Advising Lounge.

Program & End of Program Testing

Students are required to participate in program and end-of-program standardized testing. These tests are valuable as they provide students with information on the mastery of information required for practice. These proctored tests will be scheduled by faculty and are administered on campus via computer to the entire group. Points may be assigned to these tests as well might remediation be required. (Clarified 8/2015) For the computerized program tests, if a student is unable to attend the scheduled testing date, for whatever reason, the testing opportunity will be forfeited. If a student is resequenced, the student will incur all costs affiliated with program resources and/or end of program testing for the returning semester. (Updated 8/2015)

ATI Resources and Agreements

The supportive learning system of ATI is part of the curriculum of both Nursing programs. It is a supplement to the learnings of the classroom and to strengthen student’s individual learning needs. Assignments and tests are incorporated into every class with grading levels being determined by the faculty. ATI Assessments will be completed every semester of the Nursing program, fall and spring semesters. It will be part of every student’s grade for each class. Instructors will include a rubric which will determine the number of points for each test. (Added 8/2015)
End of Program Reviews

Attendance of a review course is required of both the ASN and PN Nursing program students. This three day (ASN) course and two days (PN) course will be offered on the SCC campus and scheduled toward the end or right after the close of fall and spring semester classes. Live course presentation is preferred and will be mandatory for all graduating nursing students if cohort numbers are large enough. Virtual ATI Review is scheduled in the last semester of both the ASN and PN program. *(Updated 8/2016)*

Green Light requirement with Virtual ATI Review

Virtual ATI is a 12-week, personalized online partnerships to prepare every student for NCLEX success. Every student is assigned an ATI personal coach who works with the student one-on-one to achieve the Green Light that they are ready to pass the NCLEX. Every student, in both the PN and ASN program, must achieve Green Light status for program conferring to the Minnesota Board of Nursing. *(Tested 12/15 and 5/16. Added for both programs 8/2016)*

Program Exit and Re-Entry Policies

Student Withdrawal from Nursing Program

1. Students withdrawing from all nursing courses before the end of the semester must withdraw online through their personal E-services account or in person in Student Affairs. If not, an “F” will be recorded for each course in which the student is enrolled. It is the student’s responsibility to be aware of the last day to withdraw from a course. Add/Drop/Withdraw information is provided in each course within Course Search.

2. Students who withdraw from a core nursing course in the first semester of the Nursing program may be required to reapply to the program and may not eligible for resequencing. *(Clarified 1/2016)*

3. Students withdrawing from all nursing courses must complete the following:
   - Inform all their faculty of their withdrawal
   - Meet with their advisor to discuss their plan
   - Notify the Dean about withdrawing from the program via the submission of a dated, signed withdrawal form stating their intent to withdraw from the Nursing program. This document must be dropped off in the Nursing Office, mailed or emailed. This documentation will be placed in the student’s nursing file. *(Clarified 8/2015)*

4. Students who withdraw from the program have up to one year from the date of their withdrawal letter to submit a written request for resequencing into the Nursing program. An exception may be first semester withdrawals. *(Clarified 8/2015)* Students must submit all
resequencing documentation and meet the resequencing deadlines to be considered for resequencing (see Progress between Semesters). Students who do not make a request for resequencing within one year will need to make reapplication to the Nursing program (see Re-Application to the Nursing Program, found below).

5. The Nursing program will attempt to re-sequence student the next semester or within one year (two semesters), without guarantee. If the program is unable to re-sequence the student into a clinical group in one year, the student will be exited from the program and will need to make re-application to the program.

6. Students who are successfully re-sequence with a clinical group must demonstrate full program completion in three years from the initial withdraw date.

Core Nursing Standards

Core Nursing Standards are guidelines for the entire Nursing program. These standards include Attendance, Guidelines for Written Work, Substance Use and Abuse, Unsafe Student Conduct, Confidentiality and Patient Privacy, and Social Media.

Attendance
Regular attendance and punctuality in the classroom, skills/simulation laboratory, and clinical setting are expected. For additional information, see Clinical Absences, found below.

Guidelines for Written Work
Care, precision, and skill in written documentation are important to nursing. Therefore, penalties may be imposed subject to faculty discretion for inaccuracies in spelling, punctuation, grammar, sentence structure, poor logic, lack of clarity, citation/referencing and incorrect information on written assignments and tests. Plagiarism is considered Academic Dishonesty. See SCC Policy.

Certain assignments may be completed on forms provided by faculty as part of a course (i.e. clinical paperwork). When an assignment is completed on a form, it must be legible, neat, and easy to read by the instructor.

Students are advised to make copies of their work before submitting the work to the instructor. The faculty takes precautions to guard against possible loss or misplacement of student assignments. However, the Nursing program cannot absolutely guarantee against the possibility of loss. In the event of loss, the burden of proof is on the student, and the student should supply a copy of the missing assignment without delay. If the student fails to produce a copy, the assignment is judged as “late”. It is an expectation that assignments will be turned in at a time designated by the faculty. Assignments submitted late are subject to penalty as outlined in the course syllabus.
Substance Use and Abuse
The Nursing program has zero-tolerance for the use, possession, manufacture, or distribution of alcoholic beverages, narcotics or other controlled substances while the student is on college property, at a college sponsored or supervised activity, or in any site utilized for academic learning (except as expressly permitted by law). If a nursing faculty member or administrator has reasonable suspicion of such use, the faculty or administrator may request or require the student to undergo immediate drug and alcohol testing. Such testing will be at the expense of the student and will carry no liability for the faculty member, administrator or college. In the instance of reasonable suspicion, the student will be immediately dismissed from the college activity. See SCC Programs of Study & Handbook, Student Code of Conduct for further information.

At times, students may be taking prescription drugs that may impair the ability to provide safe patient care during clinical experiences. The zero-tolerance policy of substance use and abuse remains the rule, without exception. Faculty can require that a student leaves clinical if the student’s performance is impaired in any way. Should a student be asked to leave clinical, this would be considered an absence for the day and additional consequences could apply if patient safety were jeopardized.

Unsafe Student Conduct
Faculty members and administration at SCC have a responsibility to patients, the public, and the staff of clinical sites to protect them from unnecessary exposure to dangerous situations. The right of patients and the public to safety is paramount and supersedes students’ learning and skill acquisition needs. The NLN Education Competencies (2013) lists quality and safety as an integrating concept in nursing. This concept requires that there be “accountability for patient safety across all health settings”.

Unsatisfactory clinical performance by students is not necessarily dangerous and may not require immediate faculty intervention to protect patients or others. Unsafe behavior, however, is always unsatisfactory and requires immediate intervention to protect patients and the public from unnecessary exposure to dangerous or potentially dangerous, situations. Examples of unsafe behavior, but not limited to, include:

- Medication errors (dose calculation, administering, ordering, or patient identification) that could result in serious injury or death.
- Performing any procedure or administering any medication without direct faculty supervision after specific instruction by the clinical faculty member.
- Exhibited breach of integrity and honesty (for example, any evidence of false documentation, lying, student behavior that jeopardizes patient safety).
- Clinical performance that requires an excessive amount of supervision which interferes with the instructor’s ability to adequately supervise other students in the clinical group.
- Failure to anticipate or provide for patient safety.
• Failure or omission of the end of shift report and leaving the unit during a shift without providing a patient report.

Confidentiality & Patient Privacy
Students are required to protect the confidentiality and privacy of any information related to the provision of care that can be linked to a patient. Nurses, and thus students, have an ethical responsibility to strive to protect the rights of patients, with the right to privacy and confidentiality for patient specific information being essential.

In addition to professional standards, each health care facility will have policies in place to protect and respect patient privacy and confidentiality. The Health Insurance Portability and Accountability Act (HIPAA) rule protects individually identifiable health information at a clinical site, in any form. The HIPAA privacy rule is not intended to impede work, and the rule does permit certain incidental uses and disclosures of protected health information to occur when reasonable safeguards and the minimum necessary policies and procedures are in place. Students are considered “workforce members” and must be trained on HIPAA rules, which includes maintaining patient privacy and confidentiality. Also, the Minnesota Nurse Practice Act (148.261), states “Revealing a privileged communication from or relating to a patient except when otherwise required or permitted by law” as grounds for disciplinary action. Students are only allowed to access the medical records of the patients for which they are providing care.

SCC nursing students have access to a great deal of private and confidential medical information at clinical sites, both in electronic form and on paper. Students are expected to protect confidential, private, and protected patient information related to the provision of care. Students who violate patient privacy and confidentiality, with or without a HIPAA violation, will be exited from the program and will not be allowed to pursue nursing at SCC. (Clarified 6/2014)

Social Media
Students are responsible for the content placed on blogs, wikis, social networks, forum boards, or any other user-generated media. Social media platforms are defined as technology tools and online spaces for sharing and integrating user-generated content to engage in conversations and allow students to participate in content and community creation. Examples include, but are not limited to, Facebook, Twitter, LinkedIn and YouTube.

The use of social media platforms has created emerging issues for nursing. While these are popular and have many benefits for nursing, there are potential issues for patient confidentiality and professional boundaries that could jeopardize a student’s future career in nursing, including employment opportunities, if not used with thoughtful care.

Below are suggestions to help guide the use of social media platforms:

• Be aware of patient confidentiality and HIPAA rules when posting comments.
• Respect your audience, your fellow students or work colleagues. SCC is a college with students and faculty having a diverse set of customs, values, and views. Be yourself, yet
be respectful of others and their views. Avoid topics that are private or which may be objectionable or inflammatory.

- Be thoughtful about how you present yourself. Students are preparing for a career which serves the public good. Future employers will hold students to a high standard of behavior. Be sure that the content posted is connected to your name and is consistent with your professional goals.

**Grading Guidelines**

**Grading Scale for Nursing Courses**
Students must have a grade of “C” or better in their nursing courses. See *Promotion and Progression Policies*. Each course syllabus outlines requirements for successful completion of the course. The grading scale for nursing courses is as follows:

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100%</td>
<td>A</td>
</tr>
<tr>
<td>87-93%</td>
<td>B</td>
</tr>
<tr>
<td>80-86%</td>
<td>C</td>
</tr>
</tbody>
</table>

**Grading Expectations for Theory/Lab/Simulated Courses**

1. Grades for the assessment of Nursing course work, throughout the program, will be broken down by exams/quizzes and assignments.
   - Exams and quizzes will be emphasized at approximately 80%.
   - Course assignments will be emphasized at approximately 20%.

2. Total scores with a decimal or fractioned number will not result in a “rounded up” grade.

3. To receive any extra and bonus points offered in class, 80% of the total course points must be earned. The addition of the extra points will not be included if 80% has not been obtained. This applies to all nursing courses. *(clarified 07/2016)*

4. Performance Evaluation in a Skills/Lab Course:
   - Achievement of 80% or more for each performance evaluation is required to pass the course and advance in the Nursing program. Additionally, all critical steps must be safely and effectively demonstrated. If a student fails the first skill attempt, a Student Learning Contract will be developed collaboratively between the faculty and student. This plan must be completed before retesting.
   - Retests may be scheduled outside of regular class time. The lower of the two scores will be recorded for the student’s grade with comments of the two achieved scores in the grade book comment section along with a learning plan that requires remediation. Only (1) retest will be allowed per skill performance.

5. When a classroom absence occurs, the student is held responsible for the content addressed. It is the student’s responsibility to contact the instructor for any special make-up or assignments.

6. Late Papers/Assignments:
   - Points on all assignments may be deducted for each calendar day the paper/assignment is late (weekends included). See course syllabus for details.
   - For classroom and course expectations, students should refer to the course syllabus for specific instructions.

7. Late Exam Policy:
Students are expected to take exams at the scheduled time.

- If unable to take the test at the scheduled time, students must call or e-mail their instructor before the exam to report their absence. If using e-mail, the e-mail should be sent at least 1 hour before the start of class to allow for faculty viewing/receiving information.

- An alternative version make-up exam may be given at the discretion of the faculty. Refer to the course syllabus for specific instructions.

- If a make-up exam is given, five percent (5%) of the total possible exam points will automatically be deducted from all make-up exams.

- Makeup exams will be given on dates determined by the faculty.

- Failure to take the exam at the next scheduled make-up time may result in a zero (0) for the exam.

Grading Expectations for Clinical Courses
The clinical grade is a combination of actual performance in the clinical setting, assignments, and professionalism demonstrated while associated with the clinical experience. (Clarified 8/2015)

1. Clinical Performance:
   - Clinical course criteria are established by faculty and are in the course syllabus.
   - Students must meet or exceed the minimum performance standards established in the evaluation tool to achieve a passing grade in the clinical course.
   - A satisfactory performance must be attained at the end of each clinical rotation to enable the student to progress in the Nursing program.

2. Clinical Absences
   - Attendance to clinical orientation is required. If a student is absent from clinical orientation, the student may be required to withdraw from the course. If a student withdraws from the clinical due to missing clinical orientation, this is not considered a fail. A student in this situation is advised to drop the class before the end of the first week to avoid financial aid issues. A student in this situation must submit a resequencing request if interested in returning. (Clarified 8/2015)
   - Students are expected to attend all scheduled clinical hours.
   - Students are expected to notify the responsible faculty member in case of absence. If a clinical absence is necessary, the clinical instructor is to be notified in advance of the scheduled clinical experience. Students are to contact their clinical faculty member as outlined in the course syllabus. A student may not leave a clinical unit/facility without contacting their instructor and informing them of the need to leave and obtaining their consent. This includes any reason for leaving the floor/site. (added 07/2016)
   - If a student is unable to be at an assigned clinical unit, the instructor must be notified of the absence at least one hour in advance. If no call to the instructor is received, the student will lose weekly assignment points. (Updated 9/2015)
• Absence from a scheduled clinical experience results in loss of points for the weekly assignment connected to the clinical course unless an alternative assignment is made available to the student. Clinical instructors will outline absences. *(Clarified 9/2015)*
• A substitute project may be assigned as a required clinical make-up due to weather or unavailability of instructor. *(Clarified 9/2015)* The alternate assignment will be determined by the instructor and will meet specific objectives, required critical thinking, and have an assigned rubric for grading consistency.

3. Clinical Injury
• Per Minnesota State Memorandum of Agreement between South Central College and each clinical facility, any emergency medical care available at the Facility will be available to College/University faculty and students. College/University faculty and students will be responsible for payment of charges attributable to their individual emergency medical care at either the Facility or the College.
• Per the same agreement, any College/University faculty member or student who is injured or becomes ill while at the Facility shall immediately report the injury or illness during the period of time they are assigned to or participating in the clinical experience and program must report the fact to their College/University and to the Facility.
• It is the expectation for faculty and student to report and fill out an incident form at the facility in which an incident or illness occurred and make a copy to include in the student’s file. *(Added 7/2016)*

Medication Math Competency:
Medication math competency and the ability to apply mathematical concepts appropriately and consistently in the patient setting is of vital importance in nursing. The primary purpose of administering medications is to improve therapeutic outcomes and quality of life for patients. Failure to accurately calculate and administer the right dose of a patient’s medication may lead to serious and life-threatening consequences, not to mention potential disciplinary and legal ramifications for the nurse.

To ensure that students are adequately prepared to administer medication safely, math content will be incorporated throughout the curriculum, including the use of ATI tutorials and support related to Pharmacology Made Easy and Dosage Calculations. Faculty will work with students each semester on math concepts, providing opportunities for instruction and learning. In the first and second semester of both nursing programs, students will be required to take a Medication Math Competency Test. For a student to go to clinical in ASN and PN Semester 1, continue with clinical in ASN and PN Semester 2, and received a passing grade in the ASN or PN lab course assigned to the Math Test, the student must be successful on the Math Test.
A student may continue attending the lab course until the formal date of withdrawal to avoid the course grade of “F”. See the expectations outlined below. (Clarified 8/2016) Students who do not withdraw from the courses will receive a course grade of “F”. All students failing the Medication Math Competency Test are subject to the repeat policy of the Nursing Program and must request resequencing by the outlined due date. (See Progression Between Semesters).

Expectations in MEDICATION MATH COMPETENCY TESTING: (Updated 12/2015)

Semester 1 for PN program NURS 1275 and ASN Program NURS 2275:

1. Course content includes medication administration and dosage calculations.
2. Students must achieve a score of 90% on the medication math competency test, which will be given 2-3 weeks before the clinical start.
3. Students who do not achieve a score of 90% on the first math test will have two weeks to remediate before taking the second and final test.
4. A score of 90% must be achieved, or the student will fail the course (with students having the option to withdraw). The student must withdraw from NURS 1150 or NURS 2250. Students who do not withdraw from the courses will receive a course grade of “F” and will be subject to the repeat policy of the Nursing Program. (Clarified 8/2016)
5. Students must request program resequencing. (Clarified 8/2016)

Semester 2 PN Program NURS 1375 and ASN Program 2375:

1. Course content includes math competence and safe medication administration in the clinical setting, intervention, and critical thinking.
2. Students will be given a medication math competency test for comprehension & retention during week 2 to identify knowledge gaps at beginning the clinical.
3. Students who do not achieve a score of 90% on the assessment will be required to have a remediation plan in place and re-take the second assessment during week 4.
4. A score of 90% must be achieved on the second assessment or the student will fail the course (with students having the option to withdraw). The student must withdraw from NURS 1350 or NURS 2350. Students will no longer be able to continue on in clinical. Students who do not withdraw from the courses will receive a course grade of “F” and will be subject to the repeat policy of the Nursing Program. (Clarified 8/2016)
5. Student must request resequencing. (Clarified 8/2016)
ASN Program Semester 3 and 4 NURS 2450 and 2550:

1. Math content will be evaluated as part of the course grade, as determined appropriate by the faculty.
2. No course specific medication math competency tests will be given.
3. Students who demonstrate a persistent inability to correctly calculate medication dosages in the clinical setting may be placed on a student learning contract with individualized learning objectives to ensure safe practice.

Retests
Retests may be scheduled outside of regular class. The lower of the two scores will be recorded for the student’s grade with comments of the two achieved scores in the grade book comment section, along with a learning plan that includes required remediation and a strong recommendation of utilizing the math tutoring services. Students may be required to show proof of math tutoring as part of the remediation if deemed necessary by the individual instructor.
Student Clinical Responsibilities & Requirements

1. Participate in the clinical lottery, register for the chosen clinical section, and attend the chosen section. (Clarified 8/2015) All students are requested to avoid choosing their place of employment as a clinical site. Notify the clinical instructor if employed at the clinical site.

2. Provide up to date program documentation, as outlined in *Promotion and Progression Policies* of the Nursing Student Handbook.

3. Maintain confidentiality of patient information. See *Confidentiality and Patient Privacy* under Core Nursing Courses for more information.

4. Arrive on time, in appropriate uniform, and ready for the clinical experience.

5. Arrive at clinical “professionally ready”, in a state of psychological and physical health, which is non-threatening to the clients and/or others. Students must be in a state of alertness throughout all clinical experiences.

6. Notify the instructor when ill, late, or unable to come in for a clinical experience by outlined process. (Clarified 8/2015) See *Clinical Absences* under Core Nursing Courses.

7. Assume legal responsibilities for providing safe care (i.e. maintains asepsis, administers medications safely, uses side rails and restraints appropriately, reports medication errors).

8. Use effective communication in all interactions, including verbal, written and non-verbal, accurately and appropriately interacts with peers, nursing staff, support staff and instructor. Uses therapeutic communication skills when communicating with clients and families.

9. Inform the instructor if there are potential conflicts with a clinical assignment such as being assigned to care for a friend or family member while in the role of a student nurse.

10. Adhere to the *Dress & Grooming Code* found in the Nursing Handbook.

11. Store books or personal items in lockers provided or designated areas by the clinical instructor if available or in the student’s vehicle. Students are advised not to leave any values unattended or unsecured. Clinical sites do not claim responsibility for student’s belongings. (Clarified 9/2015)

12. Coordinate own transportation to assigned clinical sites and adhere to the parking guidelines of the clinical site.
13. Recognize no personal calls are to be taken at the clinical facility, except in the case of an emergency.

14. Respect the clinical rule of no cell phones being allowed to be carried during the clinical experience. If allowed on site, they must be placed in a backpack or purse and left in a designated area determined by the clinical site.

15. Remember, students may not make personal visits to hospitalized friends, relatives, etc. during the clinical experience.

16. Remain at the clinical facility during the clinical hours. Students are not allowed to leave the clinical site without the specific knowledge and consent of the instructor. Students are to inform their clinical instructor when leaving the assigned clinical area/floor. (Clarified 9/2015)

17. Schedule RN preceptorship experiences around required and scheduled class time for other courses. This includes arranging hours around scheduled course testing. (Added 8/2015) RN preceptorship hours are not be scheduled before week 8 of the 4th semester.

18. Recognize simulation requirements:
   - Know date, time, and location of simulation and be early
   - Experience loss of professional points if not on time
   - Complete prep-package before simulation starts
   - Participate in simulation, observation, debriefing, evaluation, and reflection

Dress & Grooming Code
1. For simulation experiences and clinical, a complete uniform must be worn which consists of a navy colored scrub top with charcoal (medium) gray straight legged, cotton/polyester pants or skirt, and appropriate footwear. A plain white, crew-necked or turtle-necked shirt may be worn under the scrub top. Uniforms must be modest, neat, clean and professional looking. See D2L DID U? site for approved manufacturers and names of gray colors.

2. Shoes for clinical must be clean, standard white nursing shoes or leather athletic shoes with clean laces. No canvas or webbed shoes, sandals, or open back shoes. Color trim on shoes worn for clinical must be minimal.

3. White socks/hose must be worn with shoes (no ruffles, lace or other decorations are allowed on stockings).
4. A white or navy blue lab coat/jacket with an SCC nursing patch on the left sleeve may be worn with the uniform while giving direct patient care.

5. Uniform pants need to be hemmed a minimum of one inch off the floor to stay compliant with infection prevention.

6. Alterations to the basic student uniform may be permitted, allowing students to comply with cultural and religious dress codes. A request to alter the dress and grooming code must be done two weeks before the clinical start date. The request must meet infection prevention standards and be acceptable to the assigned clinical site. If the clinical site objects to the student’s uniform request, SCC’s Nursing program cannot guarantee an alternative clinical placement.
   a. The Hijab headdress is the most commonly asked about an alteration in uniform. Acceptable details include black, white, gray or navy for color, the shorter version without adornments or tassels.
   b. Skirts are allowed for clinical. Knee to ankle length is permitted. Charcoal (medium) gray is the only acceptable color. (Clarified 8/2015)

7. An approved SCC nursing patch (purchased at the bookstore) must be sewn or fabric glued on the left sleeve of the scrub top and lab coat/jacket at the time of clinical orientation. (Clarified 8/2015)

8. The SCC student photo name badge must be worn for every day of clinical, simulation, and lab test outs.

9. Hair must be clean and styled neatly off the collar to give a professional appearance. Hair of chin length or longer must be secured behind the head. Long hair must be styled in a controlled fashion. Bangs longer than the eyebrows must be secured. No un-natural hair color is allowed (i.e. blue, pink, etc.). Facial hair (mustaches and beards) must be clean and neatly trimmed to no more than one inch in length.

10. Fingernails are to be short (less than ¼ inch in length) and neatly filed. No acrylic, gel, or false fingernails and/or nail polish may be worn.

11. Jewelry should be limited to the following:
   • A watch which records seconds must be worn.
   • Wedding/engagement rings may be worn, although it is recommended that no rings be worn.
   • One set of pierced earrings, no larger than the size of a dime, may be worn while giving direct patient care. No loops or dangle earrings are permitted. All other
earring piercings are to be moved. *(Clarified 12/2015)* Flesh colored ear gauges may be worn. *(Added 8/2016)*

- No visible body piercings allowed. This includes brow, cheek, ear, lip, nose, septum, surface, and tongue. *(Clarified 12/2015)* Students who are unable to comply with clinical site-specific body piercing policies are not guaranteed an alternative clinical placement and progression in the Nursing program may be affected.

12. Tattoos:
   - Students will be asked to cover tattoos before arriving at the clinical site.
   - Clinical sites have differing policies; some allow part of tattoos to be exposed, and others allow none of the tattoo to be exposed. Students who are unable to comply with clinical site-specific tattoo policies are not guaranteed an alternative clinical placement and progression in the Nursing Program may be affected.

13. Good personal hygiene is essential. Bathe frequently, use antiperspirant/deodorant. Avoid extreme make-up and smoking. *(Clarified 8/2015)*

14. No perfume, lotion, cologne or aftershave is permitted.

15. Chewing gum, drinking beverages, or eating in the clinical area is inappropriate. Students should not eat food that has been provided to the clinical staff unless otherwise directed.

16. No exposed cleavage, skin on the back or abdomen at the clinical sites. *(Clarified 8/2015)*

17. Dress codes for specialty areas will be addressed before assignments.

18. It is required that students purchase their own stethoscope and bandage scissors by the start of week 2. *(Clarified 8/2015)*

19. Uniforms must be worn for clinical and simulation activities only. For cleanliness reasons and infection prevention purposes, uniforms are not to be worn at SCC for classes unless required for presentations or simulations.

20. Always carry paper and a black pen in your pocket.
Lab Safety Rules: Health Simulation Center and Basic Lab

The Health Simulation Center and Basic Lab are environments that offer authentic learning activities to mimic real life. These experiences require the level of professionalism expected in the clinical setting. The expectation is to be prepared for simulation and lab days as you would be for any off-site clinical day. For example, arrive on time, dress appropriately based on the activities, have your ‘tools’ at hand (watch, stethoscope, nametag, etc.) and a positive, interactive attitude.

Purpose:
1. Provide efficient, safe, clean and well-maintained lab environments to promote optimal learning opportunities for all lab users.
2. Protect and maintain lab equipment for optimal use by faculty/staff/students/community users.

Policy:
1. Students will participate in a lab/Health Simulation Center orientation.
2. No eating or drinking is permitted in the lab except screw top containers in the classroom section of the lab only or by permission of the faculty. Students should use waste containers outside of the simulation/lab area.
3. Wash your hands upon entering and leaving the lab.
4. No felt-tipped markers, ink pens, acetone, iodine, or other staining medications should be placed near the manikins. No newsprint or inked lines of any kind will be placed on or near the manikins.
5. Chairs should be placed under the tables when leaving the area.
6. Pick up any waste materials observed on the floor and place in trash/recycle containers.
7. No recapping of any simulated practice safety needles. Used needles and syringes must be placed in sharp containers and are not to be discarded in trash containers.
8. If you accidently are stuck by a non-sterile needle (non-blood borne exposure) or your skin comes in contact with contaminated material, follow the ANA guidelines:
   a. Provide care to exposure site by washing wound and skin with soap and water.
   b. Immediately seek evaluation and treatment for the injury as advised by the instructor.
   c. Report the incident to your instructor and document it according to institutional policy, including the type and brand of device causing injury, the department where the injury occurred, and explanation of the incident.
9. Wipe up all spills on the floor.
10. Return equipment to designated locations; for example, needle & syringes to syringe box in designated areas. Syringe boxes, syringes, and needles must remain in the lab.
11. Return beds to appropriate position with linens straightened and over bed tables in place before leaving.
12. Return manikins to bed and neatly make up bed (if applicable).
13. Report any incidents or malfunctions to your instructor, who will notify the Health Simulation Specialist.
14. Attend to own personal and valuable items. Keep valuable items locked in locker or car. Do not leave personal items in the classroom. SCC is not responsible for lost or stolen student items from the lab. (*Clarified 9/2015*)
15. When engaging in simulation, students should dress in appropriate clinical uniform or as directed by your faculty member including, shoes, name tag, and tools.
16. Treat the manikins with respect. Treat the simulation scenario as a real patient interaction. Follow quality of life, confidentiality, and infection control standards.

**Students with a latex or Betadine/iodine allergy should notify their faculty instructor and lab personnel.**

**Simulation Expectations and Grading:** *Added 10/2015*

1. Every student is expected to arrive on time, be dressed appropriately, and accept the role assigned to them.
2. Every student is expected to be totally prepared for the simulation experience. This includes the simulation packet to be completed by the start of simulation.
3. Simulation is graded like a clinical day and follows the same no-show make up policy.
4. Grading will follow the simulation rubric. If a student arrives at the simulation lab with the packet partially completed or not completed, or if the packet is not available at the beginning of the simulation, zero points will be earned for preparation and simulation. Post simulation and/or debriefing points may be possibly earned if expected participation is demonstrated. In the case of the student not being prepared, they will be assigned no role in the simulation. The student, in this case, will be expected to observe the simulation to allow as much learning as possible.
Graduation, Pinning, and Licensure

College Graduation Requirements
Students are eligible for graduation when they have successfully fulfilled the requirements of the diploma or degree in the Nursing program. See SCC Graduation for further information.

Nursing Pinning
At the completion of either of the Nursing programs, students will have an opportunity to participate in the SCC Nursing Pinning Ceremony. There will be one pinning ceremony, combining campuses and programs, at the end of each semester. Both the December and May pinning ceremonies will be held on the North Mankato campus in the Conference Center. Unless unforeseen schedule issues arise, the pinning ceremony will be the Thursday day or evening of finals week for the fall semester and the day or evening before graduation for the spring semester. (Added 6/2014).

South Central College has its own designated Nursing Pin design, one for both PN and RN programs. Students are expected to order the SCC Nursing Pin. No substitutions are accepted. (Added 07/2016)

Guidelines for Pinning

1. The pinning ceremony is an SCC event, driven by students with faculty support. As an SCC event, the ceremony should be respectful, demonstrating the utmost professional behavior which represents positive student successes.

2. Students from the PN and the ASN Nursing programs, across the campuses, will establish a joint Pinning Planning Committee, facilitated by the assigned nursing faculty. The planning committee will have student representation from both programs and both campuses. The student planning committee will work with a faculty representative in planning the pinning ceremony. The committee responsibilities include (but are not limited to): (Clarified 8/2015)
   - Communicate with classmates on progress, speakers, date/time and costs, etc.
   - Plan reception
   - Plan decorations
   - Plan a clean-up committee
   - By Week 2 of the semester the following should have been done:
     - Assigned Pinning Ceremony Nursing Faculty Advisor will contact PN Semester 2 students and ASN Semester 4 student about joining Pinning Planning Committee and suggest the first planning meeting date
   - By Week 4 of the semester the following should have been done:
     - The first planning meeting should be held; students confirm commitment to committee
Pinning Ceremony Nursing Faculty Advisor will inform planning committee student(s) need to attend Student Life Committee to request monies
Faculty Advisor should meet with Nursing Administrative Assistant about the ordering website for the nursing pins and inform planning committee to share information with graduating students

- **By Week 6** of the semester the following should have been done:
  - Faculty Advisor should meet with Nursing Administrative Assistant about the ordering website for the nursing pins and inform planning committee to share information with graduating students
  - Verify reservation of Conference Center/setup room with Nursing Administrative Assistant
  - Notify Maintenance Department of upcoming event and needs
  - Request assistance of Audio Visual Technician from IT department
  - Extend request to PN Semester 1 students and RN Semester 3 students to assist with decorations and clean up

- **By Week 9** of the semester the following should have been done:
  - Determine a current nursing faculty speaker for each program and personally, ask chosen faculty member
  - Vote on student speakers, one from PN and one from ASN program
  - Identify areas in ceremony for rest of faculty to be utilized/recognized

- **By Week 13** of the semester the following should have been done:
  - Work with Nursing Program Faculty Advisory to determine program, using provided program guides, and submit to the SCC Graphics Department
  - Extend invitations to academic leaders at SCC, including, College President, Vice President of Student and Academic Affairs, Dean of Allied Health and Nursing. Also extend an invitation to all nursing faculty and other college faculty and support staff (for example, Liberal Arts and Science Faculty, academic advisors, and nursing administrative assistant). Invitations may be sent by mail, hand delivered or sent electronically. Invitations do not need approval from Dean.
  - Order food/cake/beverage and serving supplies
  - Nursing Faculty will determine student awards

- **By Week 15** of the semester:
  - Have Nursing office provide proof of the last draft of programs
  - Request printing of programs
  - Have Dean of Allied Health and Nursing give approval of student speeches

3. All costs are covered by students. Students are encouraged to utilize college student resources to help off-set costs. The Pinning Planning Committee should send a representative and an alternate to Student Life Committee at the beginning of the year to help
decide the funding allocations for the year. Contact the Director of Student Life with questions. The actual pins MUST be paid for by the students themselves or through fund raising, NOT with Student Life monies.

4. The final draft of the pinning program must have the Dean approval before printing. Current Nursing faculty and Nursing Assistant faculty should be listed in the program (i.e. not former faculty, etc.).

5. The Dean has the final approval of student’s speeches. Speeches should be sent as an electronic attachment to the Dean by Week 15.

6. The Dean will provide program opening, and Dean will pin the students. Program closing may be modified upon agreement with Pinning Committee and Dean. (Updated 8/2016)

7. Nursing pins will be placed on a ribbon which will be placed over the head of the student. Every student will have a ribbon placed over their head as they are announced at the ceremony, no matter if they have ordered a pin or not.

8. The pinning ceremony should be kept to approximately one hour in length; no longer than an hour and a half.

9. In the event of any conflict with the planning committee, class, or faculty mentor, these issues should be brought to the Dean.
Licensure Information

Graduates of the Nursing program will be eligible to make application for the licensing examination.

REGISTRATION LINKS:
Licensure by Exam Application
https://www.hlb.state.mn.us/mbn/Portal/DesktopModules/ServiceForm.aspx?svid=6&mid=78

National Council Licensure Exam (register with Pearson Vue to take NCLEX) https://portal.ncsbn.org/

REGISTRATION DIRECTIONS:

1. Submit an application for licensure/registration to the board of nursing/regulatory body where you wish to be licensed/registered
2. Apply online or mail a paper application (download form from website)
3. Meet all of the board of nursing’s/regulatory body’s eligibility requirements to take the NCLEX Examination
4. Register and pay http://www.pearsonvue.com/nclex/capva/ for the NCLEX examination with Pearson VUE
   Minnesota: Apply on-line, by telephone, or by mail.
   Out state: Contact that state for their application packet.
5. Receive eligibility from your Board of Nursing/Regulatory Body
6. Visit ncsbn.org for a complete overview of the NCLEX® examination process.

Attention: Check your spam and junk folders as it is possible that candidate correspondence from Pearson VUE could automatically go to one of these folders. All correspondence from Pearson VUE will end with “@pearson.com”.

Program codes: U10402200S (RN) and US10105300 (PN)

Contact information:
Minnesota Board of Nursing
2829 University Avenue SE #200, Minneapolis, MN 55414-3253
Main Telephone: 612-617-3000
E-Mail: nursing.board@state.mn.us
Web site: www.nursingboard.state.mn.us

Pearson Vue website: www.pearsonvue.com

National Council of State Boards of Nursing, Inc. (NCSBN)
111 E. Wacker Drive, Suite 2900, Chicago, IL 60601-4277
Phone: 312-525-3600

NCLEX Examination Information:
E-Mail: info@ncsbn.org and nlexinfo@ncsbn.org
Web site: www.ncsbn.org
Definition of Terms

The following terms are used in the Nursing Handbook:

A.A.S.: Associate in Applied Science

ACEN: Accreditation Commission for Education in Nursing. ACEN is the accrediting body chosen by SCC Nursing Advisory Board and nursing faculty. ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation.

A.D. or A.S.: Associate of Science Degree

ASN: Associate of Science in Nursing Degree

Accreditation: A voluntary, peer-review, self-regulatory process by which a non-governmental association recognizes educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the improvement of the institution or program related to resources invested, processes followed, and results achieved. (Added 8/2016)

Advanced Standing: academic credit granted to a licensed practical nurse in recognition of prior nursing education and experience

Appeal: A process to follow by a student wanting to apply to the Nursing program following the violation of the course repeat policy. The process is outlined in the Course Repeat Violation Policy. (Clarified 8/2015)

Associate of Science in Nursing Program: 64 credit program to earn a degree

Core Nursing Classes: Classes with the prefix “NURS” and are taken by students admitted to the Nursing program

Competencies: Learning goals within a course

Exited: Required to leave the program.

Learning Objectives: Identifies how to meet specific competencies.

LPN: Licensed Practical Nurse

NCLEX: National Council Licensure Examination

Nursing Program Withdrawal Form: Form to be used when a nursing student withdraws from a core Nursing course in the first semester or withdraws from all Nursing courses in any semester

Objectives (see learning objectives)
PN: Practical Nursing or Practical Nurse

**Practical Nursing program:** 40 credit program to earn a diploma

RN: Registered Nurse

**Remediate:** The process of correcting weak areas of content knowledge after taking standardized exams.

**Resequence:** Process of placing a student back into a semester clinical rotation or class based on a prioritized basis with space availability used as a consideration. The student must request resequencing with identified forms. *(Clarified 8/2015)*

**Standardized Testing:** Standardized program testing used in the PN and ASN programs

**Student Learning Contract:** An individual contract between student and instructor created because of concern noted by faculty about student behavior(s) in the clinical setting, lab, classroom or simulation. Expectations of the student are outlined by the faculty and an action plan to improve performance is developed by the student. Failure to meet expectations and actions will result in a failing grade and possible risk of eligibility to progress in the program.

**Student Learning Outcomes:** a) Behaviors identified in the syllabus as evidence that the student has achieved the general objective and b) NLN Educational Competencies

**Student Situation/Solution Form:** This form may be used when a student has a concern or complaint about his/her education or experience at South Central College.

**Unsuccessful Attempt at a Course:** Grades of C-, D, F, or W are considered unsuccessful attempts at a course

**Wait-List:** Qualified applicants who are not accepted into the Nursing program, due to available space; applicant may be accepted should an opening occur

**Withdrawal:**

A) Withdrawal from the Nursing program is departing from a particular course or courses by the student due to personal reasons or failure of assessment. Every course has a designated withdrawal date outlined in course registration under “course details”. The electronic withdraw must be completed before the deadline.

B) Withdrawal for the college is departing from all college classes on or before the drop/withdrawal period
References


University of Massachusetts Lowell, School of Health and Environment, Department of Nursing. (2009). *Basic Math Competency Policy*.


Nursing Program Withdrawal Form

1. Students who withdraw from a core nursing course in the first semester of the Nursing program may be required to reapply to the program and may not eligible for resequencing. (Clarified 1/2016)

2. Students withdrawing from all nursing courses must complete the following:
   - Inform all their faculty of their withdrawal
   - Meet with their advisor to discuss their plan
   - Notify the Dean about withdrawing from the program via the submission of a dated, signed withdrawal form stating their intent to withdraw from the Nursing program. This document must be dropped off in the Nursing Office, mailed or emailed. This documentation will be placed in the student’s nursing file. (Clarified 8/2015)

Student Name (please print) ___________________________________________________________

Student ID # ______________________________________________________________________

Program you are withdrawing from ____________________________________________________

Please give a reason why you have chosen to withdraw from the program.
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Student Signature ___________________________ Date __________

Advisor Signature ___________________________ Date __________

Dean of Allied Health and Nursing Signature ___________________________ Date __________
This form may be used when a student has a concern or complaint about his/her education or experience at South Central College. Include Student ID. If this is a whole class bringing forward a concern, then all students must sign the form or their signatures should be attached.

This form should be turned into the Dean of Allied Health of Nursing prior to a scheduled meeting.

Printed Name

Signature

Street Address

City State Zip

Daytime phone

Email address

Program/Major/Area

Date form submitted

Student ID

Course ID and Instructor Name

Please respond to the following. Use a separate sheet if needed.

1. Describe your concern or complaint.

2. Describe any steps you have taken to correct the situation.

3. Describe the action(s) you are seeking to resolve this issue
# Program Plans 2016-2017

## Nursing

### Associate of Science in Nursing (ASN) and LPN to RN Transition Program Plan

All General Education courses must be successfully completed by the end of the semester as outlined in the program plan.

#### Pre-Nursing Courses

At time of application, successful completion or enrollment followed by successful completion of Pre-Nursing Courses is required for formal acceptance into the Nursing Program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCTC 1886</td>
<td>Nursing Assistant (or on the Nursing Assistant Registry)</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 100</td>
<td>English Composition</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 220</td>
<td>Human Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>CHIN 110</td>
<td>Chemistry for the Health Sciences (or CHIM 108, Introduction to Chemistry)</td>
<td>4</td>
</tr>
</tbody>
</table>

All Pre-Nursing courses must be successfully completed before formal acceptance into the Nursing Program.

#### Nursing Courses

Acceptance into Nursing Program is required in order to register for Nursing Courses.

<table>
<thead>
<tr>
<th>Semester One Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2220 RN Only</td>
<td>Semester 1 Fundamentals</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2230 RN Only</td>
<td>Semester 1 Pharmacology</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2275 RN Only</td>
<td>Semester 1 Skills Lab</td>
<td>11 week</td>
</tr>
<tr>
<td>NURS 2250 RN Only</td>
<td>Semester 1 Clinical Practice</td>
<td>5 week</td>
</tr>
<tr>
<td>BIOL 270</td>
<td>Human Physiology</td>
<td></td>
</tr>
<tr>
<td>PSYC 140</td>
<td>RN &amp; Transition</td>
<td></td>
</tr>
<tr>
<td>NURS 2200 Transition Only</td>
<td>Nursing Role Transition</td>
<td>16 week</td>
</tr>
</tbody>
</table>

Total Semester Credits: **14 RN**

After the first semester, the coursework for the LPN to RN Transition Program is the same as the ASN (RN) **11 Transition**

#### Successfully complete all Semester One Courses in order to advance to Semester Two Courses.

<table>
<thead>
<tr>
<th>Semester Two Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2275</td>
<td>Semester 2 Med Surg Basic</td>
<td>10 week</td>
</tr>
<tr>
<td>NURS 2250</td>
<td>Semester 2 Clinical Practice</td>
<td>16 week</td>
</tr>
<tr>
<td>BIOL 240</td>
<td>Pathophysiology</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Credits: **12**

#### Successfully complete all Semester Two Courses in order to advance to Semester Three Courses.

<table>
<thead>
<tr>
<th>Semester Three Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2420</td>
<td>Semester 3 Maternal Child Theory</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2430</td>
<td>Semester 3 Mental Health Theory</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2450</td>
<td>Semester 3 Clinical Practice</td>
<td>16 week</td>
</tr>
<tr>
<td>COMM 130</td>
<td>Intercultural Communication</td>
<td></td>
</tr>
<tr>
<td>BIOL 270</td>
<td>Microbiology</td>
<td></td>
</tr>
</tbody>
</table>

Total Semester Credits: **15**

#### Successfully complete all Semester Three Courses in order to advance to Semester Four Courses.

<table>
<thead>
<tr>
<th>Semester Four Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2520</td>
<td>Semester 4 Leadership</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2550</td>
<td>Semester 4 Med Surg Acute</td>
<td>16 week</td>
</tr>
<tr>
<td>NURS 2550</td>
<td>Semester 4 Clinical Practice</td>
<td>16 week</td>
</tr>
</tbody>
</table>

2 Liberal Arts and Sciences Courses

Select 2 courses total from MNTC Goal Areas 2, 4, 5, 6, 7, or 10.
(The courses must be selected from different goal areas—see advisor for assistance)

Total Semester Credits: **15**

### Program Notes:

Upon successful completion of the ASN or LPN to RN Transition Program Curriculum, students will earn an Associate in Science Degree and are eligible to take the NCLEX-RN examination.
## Practical Nursing Diploma
### Program Plan

### Pre-Nursing Courses
At time of application, successful completion or enrollment followed by successful completion of Pre-Nursing Courses is required for formal acceptance into the Nursing Program.

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<td>Human Anatomy</td>
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</table>

### Nursing Courses
Acceptance into Nursing Program is required in order to register for Nursing Courses.

<table>
<thead>
<tr>
<th>First Semester Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1110</td>
<td>Foundation of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1150</td>
<td>Clinical Foundation</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1175</td>
<td>Nursing Interventions</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1275</td>
<td>Medication Administration</td>
<td>1</td>
</tr>
<tr>
<td>NURS 1220</td>
<td>Pharmacology for Practical Nurses</td>
<td>2</td>
</tr>
<tr>
<td>PSYC 1110</td>
<td><em>Lifespan Psychology</em></td>
<td>3</td>
</tr>
</tbody>
</table>

Total Semester Credits: 14

Successfully complete all Semester One Courses in order to advance to Second Semester Courses.

<table>
<thead>
<tr>
<th>Second Semester Courses</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1310</td>
<td>Application of Nursing</td>
<td>4</td>
</tr>
<tr>
<td>NURS 1350</td>
<td>Clinical Application</td>
<td>4</td>
</tr>
<tr>
<td>NURS 1375</td>
<td>Lab Application</td>
<td>2</td>
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<tr>
<td>NURS 1410</td>
<td>Maternal Child Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1610</td>
<td>Psychosocial Nursing</td>
<td>2</td>
</tr>
</tbody>
</table>

Total Semester Credits: 14

All Pre-Nursing, General Education, and Nursing Courses must be successfully completed with a “C” grade or better.

### Program Notes:
Following successful completion of pre-requisite requirements, general education and NURS courses, students will have completed the 40 credit Practical Nursing Program, will have earned the Practical Nursing Diploma, and are eligible to take the NCLEX-PN exam.

Please visit the Nursing Website at [http://www.southcentral.edu/Nursing/nursing-program-description.html](http://www.southcentral.edu/Nursing/nursing-program-description.html) for more information.