



NURSING STUDENT HANDBOOK

Policies & Procedures

2021-2022 Academic Year

BAKER-GAINES CENTRAL CAMPUS

1365 Dr. Martin Luther King Jr. Avenue
Mobile, AL 36603
nursing@bishop.edu
(251) 405-4495 - Office

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Dear Nursing Student:

Congratulations and welcome to the Nursing Program at Bishop State Community College! You have been selected and granted the opportunity to prepare for a professional career as a nurse. We hope that you will enjoy the journey as you learn the duties and responsibilities of the elite group of men and women who strive to be change agents and impact the lives of others.

Bishop State is a great place to start. The faculty and staff are dedicated to assisting you in accomplishing your goals. We know that many sacrifices will be made, but the reward is worth every effort that you put forth. We ask that you stay focused and always be reminded of why you came to Bishop State. You will spend many hours studying and preparing for clinical, lab, and theory. Your hard work and determination will provide additional support to keep you moving forward.

We value your input, therefore, after reading this handbook, please let us know if there are additional questions or concerns. We are ready to be of service to you and to make your stay pleasant and memorable.

Again, congratulations and warmest regards as you embark on this phase of your life.

Dr. Jacqueline C. Smith, Division Chair Nursing

Faculty and Staff of Bishop State Nursing Department

PROGRAM PURPOSE of the NURSING STUDENT HANDBOOK

The purpose of the Nursing Student Handbook is to provide the student with essential guidelines needed to participate responsibly in both the Nursing Program and the College. Once a student is accepted into the Nursing Program, the handbook serves as the source of information regarding the policies and procedures of the Nursing Program. Detailed course requirements are listed in the course syllabus provided at the beginning of each semester. Nursing students must read the Nursing Student Handbook and return the acknowledgment form signed to course instructor or department secretary.

The Nursing Student Handbook is to be used in conjunction with the Bishop State College Catalog and the Bishop State Student Handbook. Students will be responsible for information within these resources according to the date of enrollment in the College and the Nursing Department. Each resource contains valuable information and should be referred to frequently as a student progresses through the curriculum.

Policies contained in the Nursing Student Handbook take precedence over policies in other College publications, i.e. Bishop State Student Handbook and Bishop State College Catalog. For example, the grading policy in the Nursing Program is different from the College's grading policy.

Students within the Nursing Program have the same rights, privileges and responsibilities afforded other students at Bishop State.

*****The nursing faculty reserves the right to make changes or adaptations in the curriculum. If changes occur, every effort will be made to inform students of these changes and assist them in proceeding through the required nursing courses as scheduled. Any changes in the curriculum or program procedures will be applicable if a student's progress is interrupted for any reason.**

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the Department of Nursing. The Department of Nursing at Bishop State Community College reserves the right to change any provision or requirement at any time within the student's term of attendance.

The contents of this Handbook represent the most current information at the time of publication. Addendums may be added with respect to the information contained herein without prior notice.

Reviewed – 8/21

ACCREDITATIONS/APPROVAL

The Bishop State Community College is accredited by the following organization to award degrees and certificates at the Community College level:

Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
(404) 679-4501
Web address: www.sacscoc.org

The Bishop State Community College's Associate Degree and Practical Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing, Inc. (ACEN)
3390 Peachtree Road, NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
Web address: www.acenursing.org

The Bishop State Community College's Associate Degree and Practical Nursing Programs are approved by:

The Alabama Board of Nursing
P. O. Box 303900
Montgomery, AL 36130
(800) 656-5318
Web address: www.abn.alabama.gov

***Upon successful completion of the third semester of the program of studies, the student may apply to take the Practical Nursing licensure examination. After completion of the program, the student may apply to take the Registered Nurse examination. Eligibility is determined by the Board of Nursing in the state where application is made

Reviewed – 8/21

Alabama Community College System

Mission – The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Philosophy - We believe that nursing is a dynamic profession, blending science with the use of evidence based practice, clinical reasoning, and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies - NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care - Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN def)

Nursing Judgment- Make judgments in practice, substantiated with evidence, which integrates nursing science in the provision of safe quality care that promotes the health of patients within a family and community context. (NLN def)

Safety- Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)

Informatics - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration - Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care. (QSEN def)

Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

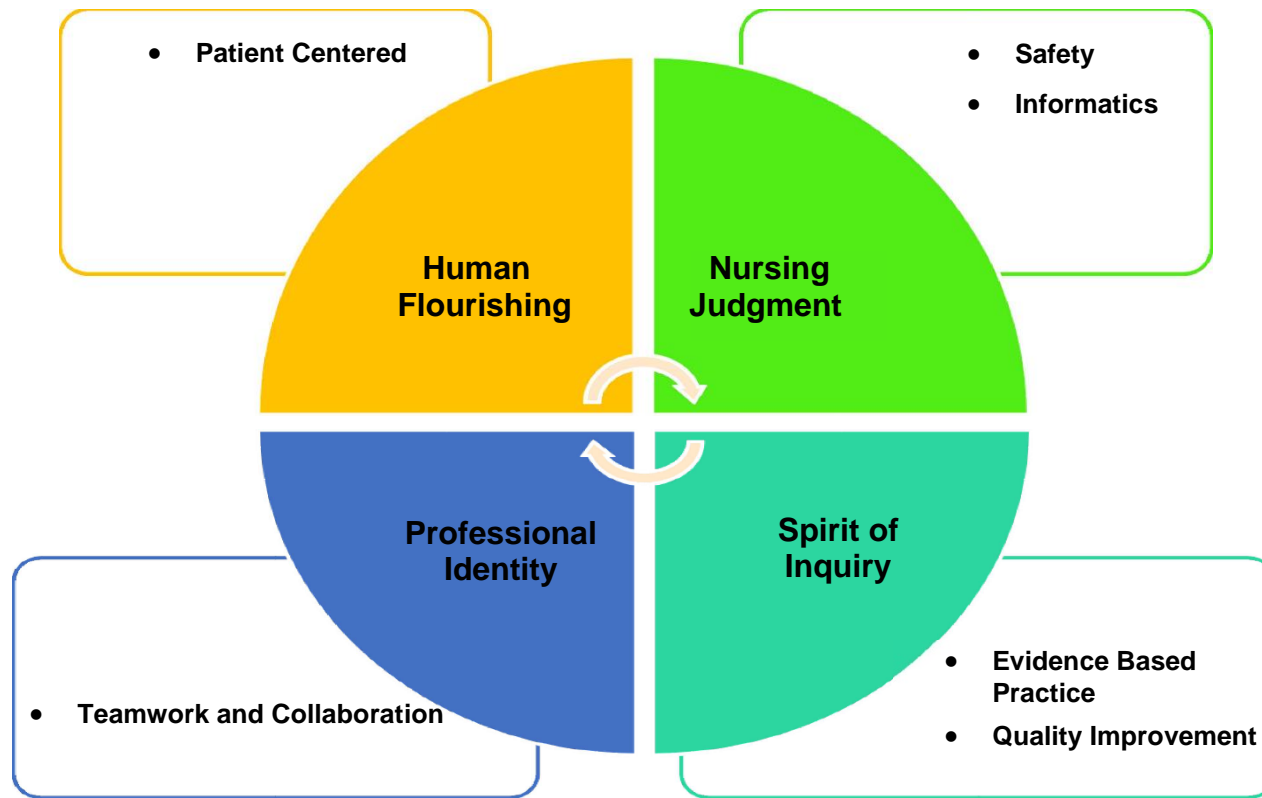
Evidence-based practice - Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement - 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. (QSEN def)

Reviewed – 8/21

ACCS Conceptual Framework

2018



The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care to in an ever changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice setting.

Alabama Community College System Nursing Program Outcomes

1. Performance on Licensure Exam

The most recent annual licensure examination pass rate will be at least 80% for all first- time test-takers during the same 12-month period.

2. Program Completion

Each program will determine program completion rate based on the program demographics. Program completion is defined as the percentage of students admitted who graduate in no more than 150% of the time of the stated program length beginning with the first required nursing course as delineated below:

AAS in Nursing- seven semesters (eight semesters for part-time tract)
AAS in Mobility LPN/Paramedic with NUR 209 - four semesters
AAS in Mobility LPN/Paramedic without NUR 209 - three semesters
PN Certificate - four semesters

3. Job Placement

Each program will determine the job placement rate based on the program's demographics. Job Placement is defined as the Percentage of graduates employed in a position for which a nursing program prepared them.

4. Graduate and Employer Surveys

Graduate and employer surveys are not mandated. Programs may continue to use the surveys as additional tools for assessing and evaluating program outcomes

ACCS Concept Based Curriculum End-of-Program Student Learning Outcomes/Graduate Competencies

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).

Patient-Centered Care

Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).

Nursing Judgement

Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).

Informatics

Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).

Safety

Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).

Professional identity

Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).

Teamwork and Collaboration

Function competently within own scope of practice as a member of the health care team (QSEN, 2012).

Spirit of Inquiry

By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).

Quality Improvement

Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).

Evidence-Based Practice

Implement evidence-based practice in the provision of individualized health care (QSEN, 2012).

ACCS Concept Based Curriculum End-of-Program Student Learning Outcomes/Graduate Competencies

Human Flourishing

Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings (NLN, 2010).

Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).

Nursing Judgement

Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2012).

Safety

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).

Professional Identity

Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).

Spirit of Inquiry

Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities (NLN, 2010).

Quality Improvement

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 (QSEN, 2012).

Evidence-Based Practice

Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

**Bishop State Community College Associate
Degree Nursing (ADN) Curriculum**

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 - A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	4	0	4	5
Total	13	1	3	8	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 106 or 107 Speech (if not already completed)	3	0	0	3	3
Students may be eligible to take the NCLEX-PN Examination after successful completion of the third semester.	9	0	4	13	21
Total					

Fourth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Fifth Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	44	7	15	66	106

Academic & Nursing Theory Contact Hours	660
Academic & Nursing Lab Contact Hours	255
Nursing Clinical Contact Hours	675
Total Program Contact Hours	1590

Students are eligible to take the PN NCLEX after successful completion of the third semester.

A course grade of "C" or higher is required for all nursing and academic core courses.

**Bishop State Community College
Career Mobility (ADN) Curriculum**

Track I

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209 Concepts for Healthcare Transition	6	1	13	10	18
Total	6	1	3	10	18

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	18	3	10	31	55

Mobility students are additionally required to provide proof of unencumbered, Alabama licensure (i.e. LPN, Paramedic). No work history is required. No associate degree is required for paramedics. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, and PSY 210.

Mobility option track I offered only in the fall semester.

A course grade of "C" or higher is required for all nursing and academic core courses.

**Bishop State Community College
Career Mobility (ADN) Curriculum
Track II**

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 211 Advanced Nursing Concepts	4	0	3	7	13
BIO 220 Microbiology (if not already completed)	2	2	0	4	6
Total	6	2	3	11	19

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 221 Advanced Evidence Based Clinical Reasoning	3	0	4	7	15
Humanities Elective (if not already completed)	3	0	0	3	3
Total	6	0	4	10	18
Program Total	12	2	7	21	37

Licensed Practical Nurses who apply for admission within one year of graduation from an Alabama Community College practical nursing program offering the new standardized curriculum (NUR 112, NUR 113, NUR 114, and NUR 115) once admitted, enter the program into NUR 211. Mobility students are additionally required to provide proof of unencumbered, Alabama licensure. No work history is required. Prerequisites required for Mobility program application: ENG 101, MTH 100 or higher level math, BIO 201 & 202, SPH 106 or 107, and PSY 210. **Mobility option track II offered in the fall and spring semesters.**

A course grade of "C" or higher is required for all nursing and academic core courses.

Bishop State Community College
Practical Nursing Curriculum

First Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 112 Fundamentals Concepts of Nursing	4	2	1	7	13
MTH 100 Intermediate Algebra (if not already completed)	3	0	0	3	3
BIO 201 - A&P I (if not already completed)	3	1	0	4	5
Total	10	3	1	14	21

Second Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 113 Nursing Concepts I	4	1	3	8	16
ENG 101 English Comp I (if not already completed)	3	0	0	3	3
PSY 210 Human Growth & Development (if not already completed)	3	0	0	3	3
BIO 202 A&P II (if not already completed)	3	4	0	4	5
Total	13	5	3	18	27

Third Semester

Course	Theory	Lab	Clinical	Credit	Contact
NUR 114 Nursing Concepts II	5	0	3	8	14
NUR 115 Evidence Based Clinical Reasoning	1	0	1	2	4
SPH 107 Intro to Speech (if not already completed)	3	0	0	3	3
Total	9	0	4	13	21
Program Total	32	8	8	45	69

Practical Nursing Credit Hours:

Nursing 25
Academic 20
Total 45

Practical Nursing Contact Hours:

Nursing Theory 210 Academic Theory 270
Nursing Lab 135 Academic Lab 60
Nursing Clinical 360

Total Contact Hours for Practical Nursing 1035

The program will admit a cohort each fall. Students will complete and exit the program after 3 semesters, apply to take the LPN licensure exam, and gain work experience as a licensed practical nurse. Students may then apply to the Career Mobility Nursing program.

A course grade of "C" or higher is required for all nursing and academic core courses.

THE ALABAMA COLLEGE SYSTEM NURSING PROGRAMS ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs.

No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

- 1) Sensory Perception
 - a) Visual
 - i) Observe and discern subtle changes in physical conditions and the environment
 - ii) Visualize different color spectrums and color changes
 - iii) Read fine print in varying levels of light
 - iv) Read for prolonged periods of time
 - v) Read cursive writing
 - vi) Read at varying distances
 - vii) Read data/information displayed on monitors/equipment
 - b) Auditory
 - i) Interpret monitoring devices
 - ii) Distinguish muffled sounds heard through a stethoscope
 - iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv) Effectively hear to communicate with others
 - c) Tactile
 - i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
 - d) Olfactory
 - i) Detect body odors and odors in the environment
- 2) Communication/ Interpersonal Relationships
 - a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
 - b) Work effectively in groups
 - c) Work effectively independently
 - d) Discern and interpret nonverbal communication

- e) Express one's ideas and feelings clearly
 - f) Communicate with others accurately in a timely manner
 - g) Obtain communications from a computer
- 3) Cognitive/Critical Thinking
- a) Effectively read, write and comprehend the English language
 - b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
 - c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
 - d) Satisfactorily achieve the program objectives
- 4) Motor Function
- a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
 - b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
 - c) Maintain balance from any position
 - d) Stand on both legs
 - e) Coordinate hand /eye movements
 - f) Push/pull heavy objects without injury to client, self or others
 - g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
 - h) Walk without a cane, walker or crutches
 - i) Function with hands free for nursing care and transporting items
 - j) Transport self and client without the use of electrical devices
 - k) Flex, abduct and rotate all joints freely
 - l) Respond rapidly to emergency situations
 - m) Maneuver in small areas
 - n) Perform daily care functions for the client
 - o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
 - p) Calibrate/use equipment
 - q) Execute movement required to provide nursing care in all health care settings
 - r) Perform CPR and physical assessment
 - s) Operate a computer
- 5) Professional Behavior
- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
 - b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
 - c) Handle multiple tasks concurrently
 - d) Perform safe, effective nursing care for clients in a caring context
 - e) Understand and follow the policies and procedures of the College and clinical agencies
 - f) Understand the consequences of violating the student code of conduct
 - g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
 - h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
 - i) Not to pose a threat to self or others
 - j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
 - k) Adapt to changing environments and situations
 - l) Remain free of chemical dependency

- m) Report promptly to clinical and remain for 6-12 hours on the clinical unit
- n) Provide nursing care in an appropriate time frame
- o) Accepts responsibility, accountability, and ownership of one's actions
- p) Seek supervision/consultation in a timely manner
- q) Examine and modify one's own behavior when it interferes with nursing care or learning

This person is able to perform all the essential functions listed such as reading fine print, lifting 25-50 lbs., pulling and pushing 50-100 lbs., walking or standing for 12 hrs. at a time, bending freely, hearing soft sounds, and performing fine motor skills.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform **all** of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Office, (251) 405-7094; adaoffice@bishop.edu; ADA Office at Bishop State Community College, 351 North Broad Street, Mobile, Alabama 36603-5898.

FULL-TIME FACULTY and STAFF

Jacqueline C. Smith, EdD, MSN, RN
Division Chair Nursing

Nursing Faculty

Cora Carter, MSN, RN

Gladys Cooks, MSN, RN

Vesta Fairley, MSN, RN

Elizabeth Fuller, DNP, RN

Laurie Houston, MSN, RN

Victoria King, DNP, RN

Kayla Payne, MSN, RN

Bridget Robinson, MSN, PhD, RRT

Mary Thompson - Nursing Secretary

STUDENT HONOR CODE

The Honor Code is established to promote both professional conduct and personal integrity on the part of all nursing students. Each student enrolled in the Nursing Program is expected to abide by the following statements.

As a student of Bishop State Community College, I WILL NOT be involved in:

- Copying from another student's test paper.
- Using material during a test not authorized by the person administering the test.
- Collaborating with any other person by any means during a test.
- Knowingly obtaining, using, buying, selling, transporting or soliciting in whole or part, any contents of a test or test access code.
- Plagiarizing - the appropriation of any person's work and/or the unacknowledged incorporation of that work in one's own work offered for credit. This includes purchased or borrowed work.
- Collusion - the unauthorized collaboration with another person in preparing work offered for credit.
- Furnishing false information to faculty or to College officials with the intent to deceive.
- Forgery, alteration, or misuse of documents or records.
- Theft or malicious destruction, damage or misuse of property or the private property of another, whether occurring on or off campus.
- Possession, use or distribution on campus or at a clinical setting of any alcohol, narcotic, or dangerous or unlawful drug or controlled substance as defined by the laws of the United States of America or the State of Alabama except as expressly permitted by law.

If any of these violations are committed, the student may be placed on probation, suspended, or dismissed from the program and/or the College. Refer to the Bishop State College Handbook, the Nursing Student Handbook and the statutes of the Alabama Board of Nursing.

Zero Tolerance of Violent Behavior

Bishop State Community College Department of Nursing will not tolerate violent behavior of any kind by a student. Any commission of an act that is forbidden and would make the offender liable to punishment by the law will not be tolerated. The Department or College officials will take immediate action to prosecute persons who violate this policy on campus or in the clinical setting. Such behaviors include acts of violence with or without weapons, threats of any nature and/or loss of self-control.

Additional acts that may be viewed as reprehensible, foolish, disgraceful, immoral, illegal or unethical in any way by a student will require actions by the Department officials. All students accept this responsibility upon admission to the Nursing Program.

BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAM

STANDARDS of CONDUCT

A nursing student enrolled in the Nursing Program of Bishop State Community College shall comply with legal, moral and legislative standards. These standards determine unacceptable behavior of the nurse and may be the cause for denial of license to practice as a registered or practical nurse. This is in accordance with the Alabama Law Regulating Practice of Registered and Practical Nursing as stated below:

" . . .is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to personal habits; is habitually intemperate due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of a violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud or injure the public in matters pertaining to health or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations."*

*Alabama Board of Nursing Administrative Code - Repealed and Replaced: Filed January 29, 2002 - Effective March 5, 2002.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STIPULATIONS WHILE IN THE NURSING PROGRAM CONSTITUTES GROUNDS FOR DISCIPLINARY ACTION AND/OR DISMISSAL FROM THE PROGRAM.

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility of initial and continuing licensure. Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding licensure. Further information concerning the Administrative Code can be obtained from the Nursing Program or by writing to the Alabama Board of Nursing, State of Alabama, RSA Plaza, Suite 250, Montgomery, AL 36130.

The Alabama Board of Nursing Administrative Code (see ABN's website for Administrative Code in its entirety)

610-X-6.02 Standards of Practice. The Board of Nursing may adopt standards of nursing practice and continuing competency.

Author: Alabama Board of Nursing.

Statutory Authority: Code of Alabama, 1975, § 34-21-2 and (21).

History: September 29, 1982. **Repealed and Replaced:** Filed October 29, 2001.

Effective December 3, 2001. **Repealed and Replaced:** Filed November 23, 2009. Effective December 28, 2009.

610-X-6.03 Conduct and Accountability. The registered nurse and licensed practical nurse shall:

- (1) Have knowledge and understanding of the laws and rules regulating nursing.
- (2) Function within the legal scope of nursing practice.
- (3) Obtain instruction and supervision as necessary when implementing new or unfamiliar nursing techniques or practices.
- (4) Be responsible and accountable for the quality of nursing care delivered to patients based on and limited to scope of education, demonstrated competence, and nursing experience.
- (5) Be responsible for monitoring and evaluating the quality of patient care delivered by personnel under the individual nurse's supervision.
- (6) Be accountable and responsible for the delegation of selected nursing activities in selected situations to unlicensed individuals.
- (7) Accept individual responsibility and accountability for judgments, actions and nursing competency, remaining current with technology and practicing consistent with facility policies and procedures.
- (8) Accept individual responsibility and accountability for recognition and appropriate nursing action following a change in the patient's mental or physical status.
- (9) Practice in compliance with current CDC standards of standard precautions and infection control, including aseptic technique.
- (10) Practice without discrimination on the basis of age, race, religion, gender, national origin, sexual orientation, patient diagnosis or disability.
- (11) Respect the dignity and rights of patients and their significant others including, but not limited to:
 - (a) Privacy.
 - (b) Safety.
 - (c) Protection of confidential information, unless disclosure is

required by law.

- (d) Freedom from exploitation of physical, mental, sexual, or financial boundaries.
- (e) Protection of real and personal property.
- (f) Behavior that is therapeutic and places the patient's interests before the nurse's interest.
- (12) Collaborate with other members of the health care team.
- (13) Accept individual accountability and responsibility to avoid personal disruptive behaviors that negatively impact patient care.
- (14) Accept individual responsibility and accountability for timely reporting of illegal, substandard, unethical, unsafe, or incompetent nursing practice directly to the Board of Nursing.
- (15) Accept individual responsibility and accountability for accurate, complete and legible documentation related to:
 - (a) Patient care records.
 - (b) Health care employment.
 - (c) Licensure and other credentials.
 - (d) Continuing education records.
- (16) Accept individual responsibility and accountability for the assignment of tasks to others.
- (17) Accept individual responsibility and accountability for proper delegation of nursing care activities to other health care workers.
- (18) Assess individual competency when assigning selected components of nursing care to other health care workers including but not limited to:
 - (a) Knowledge, skills and experience.
 - (b) Complexity of assigned tasks.
 - (c) Health status of the patient.

Author: Alabama Board of Nursing.

Statutory Authority: Code of Alabama, 1975, §§ 34-21-2 and (21), 34-21-25(b). History: September 29, 1982. Repealed and Replaced: Filed October 29, 2001. Effective December 3, 2001. **Repealed and Replaced:** Filed November 23, 2009. Effective December 28, 2009.

610-X-6.04 Practice of Professional Nursing (Registered Nurse Practice)

- (1) The practice of professional nursing includes but not limited to:
 - (a) Care and counseling of patients.
 - (b) Provision of care supportive to or restorative of life and well-being.
 - (c) Exercise of appropriate nursing judgment.
 - (d) Promotion of health and prevention of illness and injury.
 - (e) Conducting and documenting comprehensive assessments and

evaluations of patients and focused nursing assessments

- (b) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.
 - (c) Executing medical regimens including administering medications and treatments prescribed by a licensed or otherwise legally authorized prescriber.
- (2) Competence in the practice of nursing by a registered nurse shall include, but is not limited to:
- (a) Knowledge and compliance with:
 - (i) Applicable statutes and regulations.
 - (ii) Standards of nursing practice.
 - (iii) Standardized procedures for nursing practice, including but not limited to facility policies and procedures.
 - (b) Maintenance of knowledge and skills in the area of practice.
 - (c) Assumption of responsibility for recognizing personal limits of knowledge and experience.
 - (d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the registered nurse.
- (3) The scope of an individual registered nurse's level of practice includes but is not limited to:
- (a) Educational preparation, initial and continued.
 - (b) License status, including Board approval for advanced practice nursing as detailed in Chapters 610-X-5 and 610-X- 9 of these rules.
 - (c) State and federal statutes, and regulations.
 - (d) State and national standards appropriate to the type of practice.
 - (e) Nursing experience.
 - (f) Limitations on scope as determined by facility policy and procedure.
 - (g) Demonstrated competence.
 - (h) Knowledge, skills, and ability to manage risks and potential complications.
- (4) Practice as an advanced practice nurse requires educational preparation, appropriate certification, and approval to practice as outlined in Chapters 610-X-5 and 610-X-9 of these rules. Requests for approval of procedures for certified registered nurse practitioners and certified nurse midwives shall comply with the requirements of the Joint Committee for Advanced Practice Nursing.

Author: Alabama Board of Nursing.

Statutory Authority: Code of Alabama, 1975, §§ 34-21- 1(3)(a), 34-212(a) (21), 34-21-85.

History: September 29, 1982. **Repealed and Replaced:** Filed October 29, 2001.

Effective December 3, 2001. **Repealed and Replaced:** Filed November 23, 2009. Effective December 28, 2009.

610-X-6-.05 Practice of Practical Nursing (Licensed Practical Nurse Practice)

(1) The practice of practical nursing includes, but is not limited to:

- (a) Acts designed to promote and maintain health.
- (b) Prevention of illness and injury.
- (c) Exercise of appropriate nursing judgment.
- (d) Conducting and documenting focused nursing assessments of the health status of patients.
- (e) Conducting and documenting data elements of the comprehensive assessment.
- (f) Administering medications and treatments when ordered by a legally authorized prescriber.
- (g) Provision of care under the direction of a registered nurse, physician, or dentist who considers the following elements:
 - (i) Evaluation of knowledge, skills and experience of the licensed practical nurse. Complexity of the assigned tasks.
 - (ii) Health status of patient.
- (h) Documentation of nursing interventions and responses to care in an accurate, timely, thorough and clear manner.

(2) Competence in the practice of practical nursing by a licensed practical nurse shall include, but is not limited to:

- (a) Knowledge and compliance with:
 - (i) Applicable statutes and regulations.
 - (ii) Standards for nursing practice.
 - (iii) Standardized procedures for nursing practice including but not limited to facilities policies and procedures.
- (b) Maintenance of knowledge and skills in the area of practice.
- (c) Assumption of responsibility for recognizing limits of personal knowledge and experience.
- (d) Consulting with or referring patients to other healthcare providers to resolve situations beyond the expertise of the licensed practical nurse.

(3) The scope of an individual licensed practical nurse's level of

practice includes, but is not limited to:

- (a) Educational preparation, initial and continued.
- (b) License status.
- (c) State and federal statutes, and regulations.
- (d) State and national standards appropriate to the type of practice.
- (e) Limitations on scope as determined by facility policy and procedure.
- (f) Nursing experience.
- (g) Demonstrated competence.
- (h) Knowledge, skills, and ability to manage risks and potential complications.

Author: Alabama Board of Nursing.

Statutory Authority: Code of Alabama, 1975, §§ 34-21-1(3)(b), 34-212(a) (21), 34-21-2(c)(6).

History: September 29, 1982. Repealed and Replaced: Filed October 29, 2001.

Effective December 3, 2001. **Repealed and Replaced:** Filed November 23, 2009.

Effective December 28, 2009.

DEPARTMENT of NURSING GENERAL INFORMATION

A. ACADEMIC ADVISEMENT

All currently enrolled Nursing students must complete academic advisement prior to registration for each term with their assigned Nursing Faculty Advisor. Advisors are assigned according to the first alphabet of the student's last name. A list of advisors is posted on each office suite door. See Appendix L for List of Advisors.

B. ACCOUNTABILITY

Students are responsible for maintaining accurate personal information within the Department and the College. Students must notify the Admissions Office, Student Support Office, the Nursing Department Faculty and secretary about any changes in name, address, or telephone number(s).

Students should inform family members of class schedules. Students should not receive personal calls during class or clinical. Students must turn all cell phones/pagers to silent during class, lab and exams. Any emergency calls should be made to the Nursing Department office at (251) 405-4495 during daytime office hours. The caller must relay to the nursing secretary, their name and the nature of the call. Emergency calls will be relayed immediately to the student. All other calls will be relayed to the course instructor to be given to the student at the end of class.

Students must submit copies of original credentials such as CPR card, immunization information and medical records, which will be on file in the Nursing Department. Students should make copies of these documents before submitting them to the office.

C. CLINICAL AND PROFESSIONAL CONDUCT

A variety of health agencies in the community are utilized for clinical experiences in nursing on a contractual agreement. Yearly payment of liability insurance is required of all students BEFORE any clinical assignment and evidence of payment must be presented to the instructor of each course prior to attending any clinical facility.

Nursing students are expected to display professional behavior at all times whether in the classroom, lab, or clinical facility. The student's professional behavior is part of the clinical/lab evaluation. Violation of any of the following behaviors may lead to disciplinary action by the Nursing Department. This may include being suspended from the program, failure of the course, or dismissal from the program.

The student is expected to:

- Observe all policies of the agency, including drug screening and background check.
- Maintain strict confidentiality of any records of patient information. This includes any electronic, written or verbal communication.
- Give a patient status report before leaving the unit.
- Use appropriate name and title while in the clinical facility.
Observe the Nursing Department policy regarding uniform regulations.
- Avoid the use of cell phones for personal calls during the clinical rotation. Refrain from leaving the assigned unit or area without notifying the instructor.
- Refrain from socializing or congregating in the nurse's station, corridors and elevators. Socializing is permitted at lunch/break time only.
- Avoid going into other student's assigned patient rooms without permission from the patient/staff/instructor.
- Leave the unit only with permission from the instructor. Students are not to remain on the unit after the clinical rotation has ended.
- Destroy any written material with patient information on it before leaving the facility or if material is needed to prepare for the assignment, only utilize patient initials.

D. COLLEGE ENVIRONMENT

Bishop State Community College is not responsible for damage, loss, or theft of the private property of any person on any of its campuses. Bishop State aims to provide the following:

Crime-Free Environment: Bishop State Community College WILL NOT tolerate crimes of any kind on its campuses and will take immediate action to prosecute persons who violate this policy.

Drug-Free Environment: Bishop State Community College pledges to maintain a drug free environment. Students who receive federal financial aid must sign a statement assuring that they will conform to the drug-free policy. All students accept this responsibility by their admission to the College.

***** Any person who violates these policies will be reported to the proper authorities and will be prosecuted to the full extent of the law.**

E. COMPREHENSIVE TESTING PROGRAM

Diagnostic tests serve as predictors of student success, assist in identifying group and individual specific areas of strengths and weaknesses, and help students maximize study time. Institutional group profile data obtained from test performances provide further guidance to nursing curriculum toward areas of need.

All Nursing students will participate in a comprehensive testing program using a nationally-normed exam. The student will be charged a non-refundable testing fee EACH semester they are enrolled. Students that are repeating a nursing course will also repeat testing. The current fees or costs must be paid at the time of registration. There is no refund for this fee. These exams will be administered during assigned nursing classes.

In addition, the student must take a nationally-normed End of Program Exam administered at the end of the nursing program in order to meet Nursing graduation requirements. If the passing score on the End of Program Exam is not achieved after the first attempt, it may be taken a second time.

F. COURSE SYLLABI

Students will be provided with a syllabus at the beginning of each course. This syllabus details information and requirements of the course. The student is responsible for reading and understanding the course syllabus. The student must also agree to abide by the policies and requirements found within the syllabus. Failure to meet requirements outlined in the syllabus may result in a failing grade (F) for the course. Students must sign a statement of receipt and acknowledgement of each course syllabus.

G. CPR

All students must complete an approved CPR course prior to attending a clinical assignment. The approved course is the "Healthcare Provider" which must include Adult, Child and Infant CPR, AED, and Bag-Valve Mask. The original CPR card must be presented at the beginning of each course. The student will be responsible for the cost of this certification.

H. DISCRIMINATION

The official policy of Bishop State Community College is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment.

Bishop State complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992. Inquiries concerning this policy may be directed to the following:

Title IX Coordinator, Dr. Andrea Agnew, aagnew@bishop.edu (251) 662-5363; Section 504 Coordinator/Dean of Students, Katherine Pavey kpavey@bishop.edu , (251) 405-7089.

I. DRUG SCREENING/CRIMINAL BACKGROUND CHECK

All students must submit to drug testing and a criminal background check BEFORE being allowed to go to a clinical facility. Any student who is being readmitted to Nursing must also complete a drug screen and background check. Any fees associated with these will be the responsibility of the student. Failure or refusal to submit to either of these will result in dismissal from the program. Career Mobility students entering NUR 209 or NUR 211 must have clean criminal background and drug screen before being allowed to register. Students should be aware that the results of this test/screening may hinder progression in the Nursing Program. Should this occur, the student should also be aware that any fees or monies paid to the College will not be refunded. Results of criminal background checks may be shared with clinical facilities to determine if the student will be permitted to attend clinical. A student denied clinical access by any clinical affiliate will be dismissed from the program.

J. FEEDBACK GUIDELINES & FORM

The faculty encourages student feedback regarding issues such as: curriculum, teaching strategies, multimedia center, computer lab, and campus concerns. Student may use the Feedback Form (Appendix P) for comments. These forms are available in the Nursing Office - Baker-Gaines Central Campus. The forms may be submitted to Suite 210 or nursing@bishop.edu and will be channeled to the appropriate individual.

K. FEES

All students are required to pay testing fees as required, yearly liability insurance, and drug testing and criminal background checks, along with tuition, books and supplies. Costs for tuition may be found in the College Catalog and Student Handbook. In addition, the Nursing program requires the purchase of approved uniforms which must be purchased during the first semester along with a supply kit to be used in various courses.

L. HEALTH AND ATTENDANCE

A completed Bishop State Community College Health Immunization/Credentials Verification Form must be submitted to the instructor prior to the initial clinical experience in NUR 112 - Fundamentals Concepts of Nursing. Students will not be allowed to attend clinical until the form is completed and the student is cleared. For Career Mobility students, the Form must be submitted upon entry

to NUR 209 - Concepts for Healthcare Transition or NUR 211 - Advanced Nursing Concepts. If a student has a chronic health problem, visits an emergency room or is hospitalized during the course of the program, the student **MUST** follow the policy and procedure outlined in this handbook regarding returning to school.

M. ID CARDS

Identification cards are required of all students in the Nursing Program. They may be obtained during the registration period in the Student Support Services Office on the Main Campus or in the Office of Campus Police. ID cards must be worn in the clinical/skills lab/computer lab settings and are part of the official nursing uniform. The card must be in the student's possession at all times while on the campus and must be worn as directed by College officials.

N. NURSING ORGANIZATIONS

There are numerous College and Nursing Department clubs and organizations in which the student may want to participate. Through participation in the programs of their special interests, students may explore and extend the development of their skills and abilities by working with fellow students.

Membership is open to all students who meet the qualifications for the respective group. See the Student Handbook for college-wide organizations or contact the Office of Student Services on your campus.

There are several organizations specific to Nursing. See your faculty advisor for information

POLICY and PROCEDURE: ADVISEMENT and REGISTRATION

POLICY:

All currently enrolled nursing students will be advised by nursing faculty. Student must meet with their advisor prior to registering each semester. The student is assigned a faculty advisor based on the first letter of their last name (see Appendix L). Advisors and their office hours are posted on office doors.

PROCEDURE:

1. Consult the Bishop State web site for financial aid status prior to registration.
2. Seek advisement by assigned nursing faculty.
3. Register for General Education and Nursing courses to secure those classes between early registration and the first day of regular registration. This registration can be done online (www.bishop.edu) via OneACCS, students/oneaccs.
4. Students are advised to pay early for courses after registering.
5. Continuation in a course is dependent upon payment of fees or posting of adequate financial aid funds. Students may be denied admission to class if not on the course roll.

Reviewed – 8/21

POLICY and PROCEDURE: AUDIO/VIDEO TAPING/PHOTOGRAPHY

POLICY:

All persons desiring to make audio/video tapes or use cameras in class for any purpose, must first obtain written and/or verbal approval of the individual(s) to be taped or photographed.

PROCEDURE:

Explain to the individual(s) the purpose of taping and/or photographic activity. Obtain written and/or verbal approval of those individuals to be taped or photographed.

VIOLATION OF POLICY AND PROCEDURE:

Failure to explain the purpose of taping and/or photographic activity and/or to obtain approval of individual(s) involved will be a violation of the policy and procedure stated above.

Those in violation will:

1. Submit tapes, films, and/or photos to Nursing Department Faculty/Staff immediately for further action.
2. Attend a conference with Nursing Faculty to determine appropriate course of action.

Reviewed – 8/21

POLICY and PROCEDURE: CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)

POLICY:

Students enrolled in the Nursing Program are required to have an approved CPR certification course. This course MUST include Adult, Child and Infant CPR, AED and Bag-Valve Mask.

PROCEDURE:

1. Arrange and complete CPR training, which must include the above areas.
2. Present a copy of current certification at each course orientation.
3. The student should keep their original copy to be presented each semester.
4. If CPR certification expires at any time during a course, the student must present current proof of re-certification. The student will not be allowed to continue in a clinical setting until this is presented.

VIOLATION OF POLICY AND PROCEDURE:

Failure to have a copy of a current, acceptable CPR certification will result in the student not being allowed to attend the clinical component of a course. Clinical absences will be counted according to the course syllabus which may result in course failure.

APPROVED PROVIDERS:

Basic Cardiac Life Support (BCLS)

- American Heart Association (AHA) Health Care Provider
- American Red Cross (ARC) Professional Rescuer
- American/Medic First Aid Basic Life Support for Professionals (BLSPRO)
- HeartSmart, Inc. CPR for Medical Professionals
- Emergency Care and Safety Institute Professional Rescuer CPR
- American Safety and Health Institute (ASHI) CPR Pro
- National Safety Council-Green Cross (Professional Rescuer)

Advanced Cardiac Life Support (ACLS)

- AHAACLS
- AHA Heart Code/ACLS Anywhere (for license renewal only)
- ASHIACLS

Reviewed – 8/21

POLICY and PROCEDURE: CHANNELS of COMMUNICATION

POLICY:

Students should follow the chain of command for concerns, conflicts or problems. If it involves a particular course, the faculty member most directly involved is usually the first and best resource.

PROCEDURE:

1. Initially confer with the instructor regarding the concern, conflict or problem.
2. For unresolved issues between the student and instructor, confer with the Nursing Division Chair in order to obtain a solution.
3. If the student, the instructor or Division Chair cannot successfully resolve an issue, follow the Policy and Procedure on the Governance Committee found in the Nursing Students Handbook.

Note: College counselors are available to the student to discuss any concerns at any time during this process.

See Appendix B for Official Student Complaint (Grievance) Form

Reviewed – 8/21

POLICY and PROCEDURE: CLASSROOM Uniform

POLICY:

Students must wear their Bishop State Community College Nursing Uniform to class.

PROCEDURE:

1. Females:
 - a. Dress tops/shirts or blouses may not be excessively bare such as backless, strapless, spaghetti strap, midriff, or low-cut.
 - b. Dresses or skirts must not be split immodestly.
 - c. Pants must be worn above the waistline, not below. No flesh or undergarments may be visible.
 - d. Shoes must always be worn and be well-fitting.
 - e. Hats/caps may not be worn in the classroom.
 - f. ID badges must be worn at all times in class, clinical, and lab.
2. Males:
 - a. Shirts must be worn at all times and must extend below the waistline, covering the midriff, and the front closure must be fastened to within 2 inches of the neck. B. Shoes - same as female guidelines.
 - A. Hats/caps may not be worn in the classroom.
 - B. ID badges must be worn at all times in class, clinical, and lab.
3. All students are required to wear uniforms to class unless otherwise directed by the course instructor.

VIOLATION OF POLICY/PROCEDURE:

Students wearing inappropriate clothing will be asked to leave the classroom. Students must follow guidelines in the Policy on Tardiness/Absences/Early Dismissals from class or clinical.

Reviewed- 8/21

POLICY and PROCEDURE: CLINICAL REQUIREMENTS

In order to participate in clinical experiences as required by the Nursing Program, knowledge of the following information is essential:

1. Evidence of Measles, Mumps, and Rubella vaccinations (2 doses each) or positive antibody titers for individuals born 1951 or thereafter.
2. Evidence of Hepatitis B vaccinations or positive antibody titer or presentation of the OSHA declination form.
3. Evidence of annual Mantoux - yearly one-step, or proof of a previous positive result with documentation of a recent negative chest x-ray result. Evidence of varicella vaccination, tetanus or titer and flu (seasonal).
4. Students will receive basic training requirements regarding OSHA hazard communication standards and HAZCOM Program. All students must know how to read and interpret information on labels and MSDS's (material safety data sheets) of the chemicals they may encounter; precautionary measures they can take to protect themselves from potential hazards; and safety procedures taken in potentially hazardous environments, like engineering controls, work practices and personal protective equipment. The facility's staff will notify students of any hazards, safety controls and work practices while at the facility.
5. All students assigned to the facility shall carry professional liability insurance with minimum of \$1,000,000 per occurrence and \$3,000,000 aggregate professional limits.
6. Students are responsible for their own meals during clinical hours.
7. Student must abide by existing policies, rules and regulations of the facility and the College.
8. Students assume responsibility for personal illness/treatment/costs incurred during clinical hours.
9. Students are responsible for their own transportation to and from the clinical area and during clinical hours.
10. Students will wear attire acceptable to Bishop State and to the clinical facility during clinical hours.
11. Students will wear required name tags at all times during their clinical rotation.
12. Students will be made aware that due to HIPAA legislation, any breach of patient confidentiality will result in immediate termination from the clinical rotation and disciplinary action by the Nursing Program.
13. Students will be aware that only those records of patients who have agreed to participate in the student's clinical rotation, may be reviewed by the nursing student and all other patient information and records are considered confidential and therefore privileged information.
14. Bishop State Nursing students will hold harmless the College and the clinical facility of any and all claims, demands, actions, costs, damages, liabilities and expenses, arising out of participation in the clinical experience.
15. Students are aware that they may not participate in clinical if they have been convicted of a crime involving health care or have been excluded from participation in any federally funded health care program Recommendation Eliminate we have background check
16. Students enrolled in health related programs and completing clinical experiences in a health care facility to develop professional skills in order to demonstrate specific entry level competencies, understand that he/she:

- a. is not expecting and will not receive compensation for participation in the clinical course from either the institution or the health care facility
 - b. has not been promised and does not expect to be offered a job at the health care facility as a result of participation in the clinical course.
- 17.** Nursing students shall not represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum. Moreover, students shall not wear the Bishop State Nursing uniform, name tag and/or lab coat with emblem, except as part of an assigned, planned clinical learning activity.
 - 18.** Drug Screening - All students participating in the Nursing Program will be required to complete and pass a pre-clinical drug screen and random testing at the student's expense. This also applies to readmit students who have been out of the nursing program for one (1) or more semester(s).
 - 19.** Criminal Background Check-All students participating in the Nursing Program will be required to complete and pass a pre-clinical criminal background check at the student's expense. This also applies to readmit students who have been out of the nursing program for one or more semesters.
 - 20.** Immunizations - All students must be able to perform essential functions prior to attending class/clinical/lab.
 - 21.** Uniforms - see "Uniform and Attire Policy".

Reviewed – 8/21

POLICY and PROCEDURE: COMPREHENSIVE TESTING PROGRAM

POLICY:

All nursing students are required to participate in a comprehensive testing program.

PROCEDURE:

1. The student will be charged a portion of the testing package fee during assigned courses. This fee is to be paid at the time of registration and is non-refundable
2. Students that are repeating a course may be required to repeat any testing.
3. Content exams will be administered during various nursing courses. Information on these exams and desired scores will be found in the individual course syllabi.
4. All students must take an end of program exam.
5. If the passing score on the end of program exam is not achieved on the first attempt, the student will be required to perform remediation and take another exam.

Reviewed – 8/21

POLICY and PROCEDURE: CRIMINAL/CIVIL BACKGROUND CHECK

POLICY:

All students participating in the Nursing Program will be required to complete a pre-clinical criminal/civil background check at the student's expense. This also applies to students who have not attended one (1) semester or more and are readmitted to a course or courses.

PROCEDURE:

1. All nursing students will have a background check completed to meet the requirement of clinical agencies.
2. Background checks will be conducted by a private vendor approved by the Director of Nursing.
3. Background checks done by any vendor or agency that is not approved will not be accepted.
4. The student must complete a request for a civil/criminal history and/or investigative report on-line along with appropriate fees. If you have lived in more than one state, additional fees will apply.
5. Background check results must be received prior to the stated deadline in NUR 112, NUR 209, and NUR 211.
6. The clinical agency will make the decision to approve or deny the student for clinical privileges. If a student is denied clinical privileges from a clinical agency, the student will be dismissed from the program.
7. The student is responsible for clearing any denials reported with the clinical agency.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to submit to a criminal/civil background check or to have the results available prior to the stated deadlines will prohibit the student from participation in the clinical experience and the student will be advised to withdraw or will receive a failing grade (F) in the course.
2. Refusal of the assigned clinical agency to accept the student will result in the inability of the student to complete the clinical component of the course and the student must withdraw from the course(s) requiring the clinical component.
3. The student who is unable to resolve denials by the clinical agency must withdraw from the course(s) requiring the clinical.

Reviewed – 8/21

POLICY AND PROCEDURE: CURRICULUM - SPLITTING COURSES

POLICY:

The following policy will be in effect when a student decides to "split" a block within any of the nursing curriculums; Practical Nursing, ADN Nursing, or Career Mobility.

1. If splitting the 3rd block of the nursing program, the student must first take NUR 114 prior to NUR 115.
2. The student is unable to progress to the next block of the nursing program until both courses are completed.

Reviewed – 8/21

POLICY and PROCEDURE: EXAM MAKE-UP

POLICY:

All students missing a major exam (module, etc.) will follow the policy below regarding make-up of the missed exam.

PROCEDURE:

1. If absent on the day of an exam, a grade of zero (0) will be recorded.
2. The student will contact the instructor immediately after an exam is missed.
3. The student will complete an "Exam Make-up Request" form and submit to the course instructor within one (1) week after the missed exam. See Appendix R
4. If the request is not made within one (1) week, the grade of zero (0) will remain.
5. The instructor will provide the student with the date, time, and location for the make-up exam.
6. If the student does not report for the make-up on the scheduled date, the grade of zero (0) will remain.
7. One make-up exam per course, per semester will be allowed.
8. Quizzes are not included in this policy.
9. The make-up exam will automatically be 10 percent less than the original point values of the missed exam. (Example: The original test was worth 100 points. The maximum points that the make-up exam will be worth is 90 points.
10. Make-up exams are subject to be different from the original missed exam.

Reviewed – 8/21

POLICY and PROCEDURE: GOVERNANCE COMMITTEE

POLICY:

Students will have four (4) weeks prior to midterm of the following semester to submit their request concerning an administrative issue in a nursing course.

PROCEDURE:

The Nursing Governance Committee will be notified first when a student has concerns over an administrative issue. The Nursing Division Chair will appoint three faculty members to serve on the committee to oversee the student /course instructor concerns. The course instructor will not be part of this committee. When the committee meets, only the faculty member, student and committee members will be present. Students will have the opportunity to present their information first followed by the faculty member. The student and course instructor will be notified in writing of the committee's decision. The Division Chair will receive the committee's recommendation and will notify the instructor and student in writing of the final decision.

Reviewed – 8/21

POLICY and PROCEDURE: GRADES/GRADING SYSTEM for NURSING COURSES

Nursing students must achieve the following as minimum grade requirements, in order to successfully complete a nursing course and progress.

- a. Overall grade of 75/C or above in theory
- b. Minimum overall satisfactory (S) in course clinical/lab performance evaluation tool

Nursing courses may utilize the following percentage grading scale (theory only, cumulative)

90-100 = A

80-89 = B

75-79 = C

60-74 = D

59 & below = F

In addition, nursing courses may utilize a grading scale consisting of points. Please refer to the course syllabus for the assignment of points and the associated letter grade assigned. The points outlined in the course syllabus will take precedence over the aforementioned scale.

Nursing students who do not achieve an overall grade of 75/C or above in theory and/or satisfactory lab/clinical performance will fail the course. No makeup work is given to the student who does not meet the minimum requirements set forth in the above statements.

Grades such as "W", "F", or "D" must be removed by successfully repeating the course, if in accordance with the progression policy. The grade of "F" may be assigned to a student who discontinues class attendance without following procedures for withdrawing from courses in accordance with College policy.

Grades such as "W", "F", or "D" are not considered passing grades in Nursing and must be removed by repeating that Nursing course in accordance with the policy on progression and readmission in Nursing. The grade of "I" (incomplete) is assigned when the student has failed to take the required content exams, has been prevented by illness or extenuating circumstances from taking the final or completing the clinical/lab component. The grade of "I" must be requested by the student in accordance with the College policy found in the College Student Handbook. Further, the student is not eligible to register for the next nursing course sequence or attend any nursing class until the grade of "I" has been cleared to a passing grade. The grade of "I" in Nursing must be cleared by the end of Drop/Add of the late registration period in order to progress to and register for a Nursing course. Failure to remove the grade of "I" by mid-term of the next semester will automatically convert to the grade of "F" in accordance with College policy.

Withdrawals

Nursing students should see the course instructor, nursing advisor, and/or a member of the enrollment management team prior to withdrawal from a course or courses. The withdrawal form must be completed and instructions followed regarding submitting the form to the admissions, business, and financial aid offices. Once a student withdraws from a course, the student cannot attend class/clinical or lab.

Rounding

No rounding of exam scores is done (Ex: 78.6 is 78.6). Only the final course average is rounded: 0.5 or higher is raised to the next whole number. (Courses utilizing grading scale ranges with points, will follow the guidelines listed in course syllabus).

Reviewed – 8/21

POLICY and PROCEDURE: HEALTH and ATTENDANCE

POLICY:

Each student is accountable for his/her health. The student must be physically and emotionally prepared to carry out a normal nursing schedule of activities. Activities include sustained periods of study, sitting and or standing in the class, campus and/or clinical lab.

Nursing faculty may assess whether the student is/is not able to provide safe care to clients and meet clinical objectives as related to the students' health. If in the assessment of the Nursing faculty a student is unable to implement safe care, the student will be dismissed from the class or clinical setting. Any/all absentees are subject to the policy and procedure on Tardiness and Absences from class/clinical.

PROCEDURE:

Prior to returning to class/clinical/lab a student who has been absent must:

1. Present a statement of "release" from healthcare provider care or "ability to perform essential functions and be contagious-free" in the following conditions, but not limited to:
 - a. Surgery (any type)
 - b. Hospitalization (any length of stay) including Emergency Room Admission and Treatment
 - c. Serious Illness
 - d. Contagious Illness
2. Schedule an appointment with appropriate nursing instructor to plan and complete required make-up work.

Reviewed – 8/21

POLICY and PROCEDURE: CONTAGIOUS DISEASE

POLICY:

Each student is accountable for his/her health. The student must be physically and emotionally prepared to carry out a normal nursing schedule of activities. All currently enrolled nursing students must provide proof of health status including reports of laboratory tests used to detect contagious diseases. The course instructor and the nursing department division chair should be notified of a student's laboratory results via email within 24 hours after a verbal or written report is obtained by the student. The student must submit an updated Essential Function Form completed by their Health Care Practitioner prior to resuming class, clinical, labs or practicum.

PROCEDURE:

1. The student will arrange for required testing within 72 hours of scheduled class, clinical, lab, or practicum.
2. The student must submit test result to the course instructor and the Coordinator of Student Activities (smcdonald@bishop.edu).
3. The student will be responsible for all costs related to the required laboratory tests.
4. The student who has been exposed to a contagious individual must follow-up with their primary health care practitioner, quarantine for the specified period of time (if indicated) and monitor self for symptoms of disease.
5. The student must provide a weekly status update to the course instructor and nursing office until disease free status is confirmed.
6. Prior to returning to class/clinical/lab/practicum the student must:
 - a. Be asymptomatic at least 24 hours
 - b. Present a signed statement of "release" from the healthcare provider indicating the student is able to perform essential functions and is contagion-free.

VIOLATION OF POLICY AND PROCEDURE:

If the student fails to provide the results of laboratory tests and the completed essential functions form as directed by the course instructor, the student will not be allowed to attend class, clinical, lab, or practicum and will be administratively withdrawn from the nursing course in which he/she is enrolled.

****THIS POLICY MAY BE REVISED TO MAINTAIN COMPLIANCE WITH MANDATES SET FORTH BY FEDERAL, STATE, AND LOCAL OFFICIALS. ** Adopted 07/20**

Reviewed – 8/21

POLICY and PROCEDURE: HEALTH FORMS - IMMUNIZATIONS /CREDENTIALS VERIFICATION

POLICY:

Upon initial enrollment in the Nursing Program, the student must submit required immunizations/credential verification forms which will be kept on file in the Nursing department. The completed forms are to be submitted in NUR 112 and NUR 209 or NUR 211 as directed in the course syllabi. Deadline for submitting verification of influenza vaccine is September 30th of each calendar year.

PROCEDURE:

1. The student will receive the necessary forms prior to the beginning of the above courses.
2. The student must submit copies of all required forms, while keeping their originals.
3. No health/medical information shall be released from the Nursing Department files to persons of agencies for employment or personal needs.
4. The student will be responsible for all costs related to the information needed on these forms.

VIOLATION OF POLICY AND PROCEDURE:

If the student fails to provide the completed Immunizations/Credentials Verification Form and the consent/refusal form for Hepatitis B vaccine as directed by the course instructor, the student will not be allowed to attend any clinical opportunities or continue in the nursing program.

Reviewed – 8/21

POLICY: HEALTH INFORMATION PORTABILITY PRIVACY ACT- HIPPA (1996)

POLICY:

The students of Bishop State will be instructed on HIPPA, 1996 legislation, in orientation to the Nursing Program. After having this legislation explained, each student will sign a statement of compliance to this law. A copy of the signed statement will be provided to any and all facilities that these students will be assigned to for clinical experiences. In addition, all students will participate in any HIPPA presentations of the individual institutions in order for compliance to be validated, if necessary.

Individual agencies may require additional documentation.

Failure to sign this statement will cause the student to be ineligible to attend clinical experiences.

VIOLATION of POLICY:

Failure to comply with the above policy will result in dismissal from the Nursing Program.

Reviewed – 8/21

POLICY and PROCEDURE: LIABILITY INSURANCE COVERAGE

POLICY:

When students participate in any academic or clinical learning experience in nursing courses, they are required to have coverage with the College's insurance program provider. Students are not covered in any activity before or after school or outside of school requirements. The student must pay the cost for this policy every 12 months. The student must present proof of payment of the liability insurance fee each semester to the instructor.

PROCEDURE:

1. Students enrolled in any nursing course(s) must pay the liability fee to the Business Office prior to the first class period.
2. The proof of payment shall be presented to the instructor on the first day of class.
3. The instructor will record the student's name and date of payment/expiration on the Credential's Verification Form.
4. This form will be kept on file in the Director of Nursing office.
5. Students may not obtain this information from the Department of Nursing office for release to persons or agencies for employment and/or personal needs.

VIOLATION OF POLICY AND PROCEDURE:

1. Failure to present documentation of paid and current liability insurance will be considered a violation of policy.
2. The student will be dismissed from the nursing course and/or program until valid proof of payment is presented to the instructor.
3. Make-up work for class/lab/clinical shall be completed in accordance with the requirements state in the course syllabus.

Reviewed – 8/21

POLICY and PROCEDURE: MEDICATION ADMINISTRATION

POLICY:

Clinical experience in nursing requires safe administration of medication via all routes. All nursing students must demonstrate proficiency in dosage calculations by meeting the requirements below in order to administer medications during the clinical rotation.

PROCEDURE:

In order to continue the administration of medications and maintain proficiency in dosage calculation, the student will:

1. Take a dosage calculation exam (not to include multiple choice items) administered PRIOR to any nursing course with a clinical component (NUR 113, 114, 115, 209, 211 and 221).
2. Master the dosage calculation exam with a score of 90% or greater.
3. Have a maximum number of two (2) attempts to achieve the required score.
4. Have two (2) different exams, to achieve the medication administration requirement.
5. Take the dosage calculation exam even if repeating a course. The exam must be taken the semester prior to the enrollment date.
6. If the student is unsuccessful on the first attempt, a second exam will be scheduled.
7. If NUR 114 & 115 are taken together; the student will only be required to take the dosage exam once (with two attempts). If courses are taken separately (NUR 114 and NUR 115), an exam will be required for each course.

VIOLATION OF POLICY:

Students that do not achieve 90% or higher on dosage calculation exam after two (2) attempts will not be allowed to progress to next prospective class. Refer to reinstatement policy.

Suggested preparation for dosage calculation exams to include, but is not limited to:

1. Textbook on Dosage Calculation
2. ATI on-line products
3. Dosage Calculation Remediation Videos

Reviewed 8/21

POLICY and PROCEDURE: NURSING COMPUTER LAB

POLICY:

Use of Bishop State's computers to access software or information on the Internet indicates that the user will comply, both in letter and spirit, with the policies established for the College's computer labs.

To use the computer lab, you must notify a member of the nursing faculty, staff or librarian. Place the number of the assigned computer next to your name on the sign-in log.

1. All printing is subject to inspection by College personnel.
2. Software is not to be loaded, unloaded, downloaded, or reconfigured.
3. Computers are not to be turned off while a program is running.
4. Food, drink and children are not allowed in computer labs.
5. Computer space must be cleaned up prior to leaving the lab.
6. All work should be done without noise or interference to other users.
7. Do not delete, add or rearrange any icons on the computer screen.
8. Do not put any passwords on the computers.
9. Do not visit any inappropriate or pornographic web sites.
10. No CD's (music or computer games) are to be played or installed on the computer.
11. When printing, you may only print material directly related to your assigned course.

Only nursing software is loaded on computers in this lab. If a CD must be inserted to run a program as indicated by "Requires CD", see personnel in the nursing office (210).

The Internet

The Internet is limited to instructional use and testing and is not to be accessed for entertainment purposes. Information accessed on the Internet or other computer software available is to be used in a professional manner.

Bishop State accesses the Internet through "The Alabama Research and Education Network" administered by the "Alabama Supercomputer Authority". All users are expected to follow the "Acceptable Use Policy" developed by the Alabama Supercomputer Authority.

Information accessed on the Internet is not to be used for illegal purposes and is not to be used to transmit threatening, obscene, pornographic, or harassing materials. Users of the Internet are not to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruptions by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to other machines accessible via the network.

Information and resources accessible through the Supercomputer Authority are private to the individuals and organizations that own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is, therefore, not accessible for an

individual to use the Supercomputer Authority to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

Bishop State and the Alabama Supercomputer Authority reserve the right to monitor and review all traffic for potential violations of this policy and have final authority for the determination of violations and subsequent penalties. Penalties include, but are not limited to, disciplinary action by the College.

Alabama Supercomputer Authority

"Alabama Research and Education Network Acceptable Use Policy" can be accessed at [accusepol.html](#) at www.asc.edu . Maintained by webmaster@asc.edu.

Reviewed – 8/21

POLICY and PROCEDURE: PRACTICAL NURSE LICENSURE REQUIREMENT

POLICY:

The Alabama Board of Nursing (ABN) requires all licensed practical nurses enrolled in nursing programs to maintain their Alabama License. In keeping with the above, the Bishop State Community College Nursing Program shall require Licensed Practical Nurses (PN) matriculating through the Associate in Applied Science Degree (AAS) curriculum to maintain a current, unencumbered single-state (Alabama) Practical Nurse (PN) licensure or a multi-state Practical Nurse (PN) licensure.

PROCEDURE:

1. On the first day of class, each semester, the instructor will verify licenses of any students who are licensed as Practical Nurses (PN) in Alabama. The license must be clear and unencumbered.
2. The instructor will record the student's name and licensure expiration date on the Credentials' Verification form.
3. This form will be maintained in the Nursing office.

VIOLATION OF POLICY AND PROCEDURE:

Failure to maintain (throughout the program) a current and unencumbered Alabama Practical Nurse (PN) license will be considered a violation and the student will be required to withdraw.

Reviewed – 8/21

POLICY and PROCEDURE: PREPARATION for CLASS/CLINICAL/LAB

POLICY:

Students are expected to be prepared for class, and/or clinical, which includes, but is not limited to:

1. Submitting assignments as required by the instructor by specified date and class. Penalties may be imposed for incorrect grammar, misspelled words, poor legibility, and lateness of assignments.
2. Preparing for and participating in group assignments or discussions.
3. Being physically and emotionally prepared for the class /clinical /lab experience. See Policy on Health and Attendance.
4. Bringing all required textbooks, equipment, and supplies to class /lab/clinical.
5. Completing all requirements related to tardiness, early dismissal, or absence. Make-up work may be required.

CLINICAL/LAB EXPERIENCE:

Facilities for clinical experiences in nursing are provided by local health agencies on a voluntary cooperative basis. Bishop State students are required to conduct themselves in a professional manner at all times and wear approved Bishop State uniforms. See Policies on Professional Conduct and Uniforms Recommendation

Students are required to:

1. Complete all assignments according to the course syllabi.
2. Attend the clinical site prior to clinical rotation to obtain client information at the prescribed time in the appropriate uniform.
3. Be informed about the assigned client. This includes:
 - a. knowledge of diagnosis, treatments and medications
 - b. knowledge of pertinent laboratory assessments (always indicate normal values)
 - c. other significant client data
4. Complete student assignment forms at the clinical site. These should be typed neatly and legibly and should include:
 - a. client's initials
 - b. client's room number
 - c. student's name
5. Prepare for and participate in the clinical conference.

VIOLATION OF POLICY AND PROCEDURE:

Students not having the above information are considered unprepared for the clinical/lab/class experience. If the student is considered unprepared, he/she will receive an Unsatisfactory (U) daily assignment and will be dismissed from clinical/lab/class. A clinical unsatisfactory grade for being unprepared must be made up according to nursing course guidelines related to tardiness/absences or

being unprepared and sent home from the clinical site.

Refer to the nursing course syllabus and the Clinical Evaluation Tool for grading criteria.
Reviewed – 8/21

POLICY and PROCEDURE: PROFESSIONAL CONDUCT

POLICY:

Your conduct in uniform, in the classroom, lab and clinical site shall reflect pride and dignity for the nursing profession and the Bishop State Department of Nursing at all times. The following guidelines have been established to meet the professional dress code and conduct requirements of the Nursing Program.

PROCEDURE:

1. Bishop State Community College Nursing Uniform will be worn in all clinical settings unless clinical agency requires other clinical attire.
2. The Nursing student uniform must be clean and neat, use an iron to remove obvious wrinkles. Do not wear colored undergarments that are visible under the uniform.
3. Students will maintain personal hygiene. Students will bathe daily and use deodorant. No offensive body odor or cigarette smell.
4. Refrain from wearing colognes, after shaves, or perfumes. They are not permitted in the clinical agency.
5. Refrain from chewing gum.
6. Refrain from use of tobacco in any form.
7. Refrain from use of alcohol and other drugs.
8. Refrain from inappropriate public display of physical contact between students.
9. Refrain from socializing in the nursing station and corridor.
10. Refrain from removing reference books from the nurses' station.
11. Observe the regulations of the agency regarding parking and hospital/nursing procedures.
12. Maintain strict confidentiality of records and information.
13. Report the status of the assigned patients to the nurse in charge before leaving the unit.
14. Use appropriate titles and names.
15. Refrain from disorderly, lewd, indecent, obscene, or offensive conduct or expression.
16. Use of cell phones and pagers is prohibited. Cell phones are not allowed at any clinical site and should be left in vehicles or at home.

VIOLATION OF POLICY AND PROCEDURE:

Students not abiding by the policy as outlined above will be dismissed from the clinical setting and he/she will receive an Unsatisfactory (U) for the day.

Reviewed – 8/21

**Alabama Community College System Concept
Based Curriculum Progression Policy 2016**

Progression

In order to progress in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
 2. Be acceptable by clinical agencies for clinical experiences.
 3. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 4. Maintain program health requirements.
-
1. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
 2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
 3. A student must have a 2.0 cumulative GPA at the current institution for reinstatement.
 4. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
 5. ADN students with a second unsuccessful attempt in NUR 211 or 221 may apply for the Career Mobility Track I. These students must meet all admission requirements for Career Mobility Track I., including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
 6. Students with two non-progressions in the mobility program must reapply and be accepted to start over in NUR 209, even if the student started in NUR 211. Students may elect to apply to the ADN program from the beginning as well.

DEFINITIONS:

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Process for Reinstatement

1. Students should first schedule an appointment with a nursing faculty/advisor to discuss eligibility for reinstatement.
2. Students must apply for reinstatement to the nursing program and submit the application with ACT test results and Letter of Intent by published deadlines.
3. Students must apply for readmission to the college if not currently enrolled. College

readmission must be accomplished by published deadlines.

4. Update immunizations, CPR, drug testing, and background screening according to program policy.
5. Demonstrate competency in previous course(s) as required by the College's nursing program.,

Readmission: Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses.

1. Students applying for reinstatement may be required to demonstrate competency in clinical skills.
2. Students who are unsuccessful in NUR 112 or NUR 209 must reapply as a new student to the nursing program.
3. Students who are unsuccessful in NUR 211 as a Track II LPN Mobility must reapply as a new student to the nursing program.

Transfer Policy

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions. Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another Institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in the previous nursing program.

4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and Clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Program Completion

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate Degree in Applied Science. Students are responsible for meeting all the progression, and graduation requirements.

PN progression

Students completing NUR 112, 113, 114, and 115 at an institution that only offers the PN program and who wish to transfer to another institution to complete the ADN degree, must meet the requirement for **25% course completion** at college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

Reviewed – 8/21

**Alabama Community College System
Nursing Program Grading Policy**

Each institution will determine a policy for whether or not to round up the final grade.

A= 90-100
B = 80-89
C = 75-79
D = 60-74
F = 59 and below

***** In additional, nursing courses at Bishop State Community College may utilize a grading scale consisting of points. Please refer to the course syllabus for the assignment of points and the associated letter grade assigned. The points outlined in the course syllabus will take precedence over the aforementioned scale. *****

Reviewed – 8/21

POLICY and PROCEDURE: SAFETY

POLICY:

Nursing students are expected to comply with the Standards of Conduct as stipulated in the Administrative Code of the Alabama Board of Nursing. Any action or inaction on the part of the student, which threatens a patient's physical and/or emotional well-being will be considered a violation of that patient's safety. This also includes situations in which an instructor intervenes in order to prevent the error. When possible, the instructor will give the student an opportunity to identify and correct any errors prior to intervention.

PROCEDURE:

1. For any errors committed, a report will be completed by the clinical instructor and signed by the student. The course coordinator and the Director of Nursing will be notified immediately. The report will be filed in the student's record.
2. An incident report may be filled out, if required, by the hospital/clinical facility policy.
3. Following the error, within five (5) business days, the nursing instructor will conference the student(s) involved regarding the incident. Other individuals may be asked to be present if necessary.
4. A second error with the same student will necessitate a conference between the Director of Nursing, the student, and the faculty member.
5. Any error considered life threatening to the patient could result in dismissal of the student from the Nursing Program.
6. A student who wishes to appeal disciplinary action taken by the Nursing Department Faculty may request due process by referring to the policy and procedure outlined in the College Student Handbook.

Reviewed – 8/21

POLICY and PROCEDURE: TARDINESS and ABSENCES from LAB/CLINICAL

POLICY:

Students are expected to attend all lab/clinical experiences as scheduled, and exercise regularity and punctuality in attendance. Absences/tardiness /early dismissals will be counted from the first day of lab/clinical.

Students absent from lab or clinical may be required to complete a make-up assignment. The instructor is responsible for planning and supervising any make-up work.

Students should refer to their course syllabus regarding clinical absences.

PROCEDURE:

1. If absent or tardy to lab/clinical, please call the Nursing Department office and give the following:
 - a. your name
 - b. your instructor and class
 - c. reason for absence or estimated arrival time to lab/clinical
2. If you are absent from or going to be tardy to the clinical area, you must:
 - a. notify the clinical area to which you were assigned **PRIOR** to the absence or tardy as directed by the instructor
 - b. obtain the name of the person in the clinical area that you notified
 - c. call the Nursing Department office and give the same information as above
3. If you are more than fifteen (15) minutes late for lab or clinical, it will be counted as an absence.

Students absent from clinical will be required to make up the time missed according to directions in the course syllabus. The instructor is responsible for planning and supervising any make-up assignments. Clinical make-up due to hospitalization, military leave, or jury duty may be at the discretion of the instructor.

Reviewed – 8/21

POLICY and PROCEDURE: TRANSFER STUDENT

POLICY:

Students desiring to transfer to the nursing program must submit a request in writing to the admission committee by June 1st for the fall semester. Students desiring to transfer to the nursing program in the fall must show competency in clinical skills after June 1st and before the first day of class. Student must show an accuracy of 90% or greater on all assessments and exams. Student will be allowed two attempts on all assessments and dosage calculation exams. Students who are unsuccessful after the first attempt will be required to complete remediation prior to the second attempt. Students will also be required to follow the policy & procedure: medication administration.

PROCEDURE: The Nursing Admission Committee and nursing faculty will:

1. Review the application for completeness.
2. Schedule student appointments for skills check-offs.
3. Select skills for student to perform which may include, but not limited to, a complete head-to- toe assessment.
4. Select exam questions to be administered to student.
5. Notify student of selection decision.

Reviewed - 8/21

POLICY and PROCEDURE: UNIFORM and ATTIRE

POLICY:

Your appearance in uniform is a reflection of self-worth and on the profession of nursing; therefore, the uniform is to be worn with pride and dignity at all times. Due to infection control and patient safety, false eyelashes may not be worn at any time in the labs or clinical settings.

I. The Female Uniform:

A. Uniform items and guidelines:

1. Two new complete uniforms of either:
 - a A white dress with yellow and green trim on the collar
 - b. A white tunic top with yellow and green trim on the collar and green uniform (not scrub) pants.
2. Scrubs - 1 pair. Color: Evergreen - Unisex Style

The lab coat is **not** to be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin "see through" materials.

B. Length guidelines:

1. Dress to cover the knees or no longer than mid-calf.
2. Tunic Top-Hip-length or below the buttocks
3. Pants two inches from the floor

C. Appearance guidelines:

1. The uniform items must:
 - a Fit loose enough to allow free movement. Avoid excessive looseness or tightness.
 - b. Be clean, in good repair, and smoothly pressed before each wearing.
2. Undergarments required are a bra, panties, and full-length slip (with dress). Camisoles or t-shirts worn must not be visible at neck or sleeve. All undergarments must be all white or neutral color.
3. A white, long-sleeved t-shirt with v- neck may be worn under scrubs.
4. Stockings must be white full-length, and without design. Plain white, crew-length socks may be worn with pantsuits only.

D. One white full-length, long-sleeved, lab coat with uniform and scrubs.

1. It must be one inch longer than the dress or below the knees.
2. If desired, the lab coat may be monogrammed with the student's first initial and last name (using script or print).
 - a. The maximum letter size must be one inch in height.
 - b. The monogram should be placed on the front left side of the lab coat, above the pocket.
 - c. Monogram in black, gold or green thread.
 - d. Bishop State Community College patch must be placed on left arm two inches below shoulder seam and centered.
3. Bishop State Community College patch must be placed on left arm two inches below shoulder seam and centered.
4. It is to be worn:
 - a. Over the complete uniform.
 - b. Over scrub clothes, buttoned closed, when leaving the assigned specialty area until return.
 - c. Over appropriate street clothes as instructed for college assignment.
5. It is not to be worn:
 - a. While performing patient care.
 - b. Over inappropriate street clothes, such as jeans, sweat pants, tights, shorts, miniskirts, halter- tops, or thin "see through" materials.

E. Name Badges

1. One is required to be worn, visible at all times in the clinical setting.
2. Students may be required to wear name tags issued by clinical agencies.
3. If clinical facility requires name badge, both BISHOP STATE and facility name
4. badge must be worn.
5. Students may wear a non-retractable name badge holder.

F. Shoes must be:

1. Initially new, all white leather nursing shoes. May have neutral or muted color soles within reason.
2. Of a material that can be polished.
3. Of a style with a closed toe and heel (no high tops or heels, sling backs, or clogs.)
4. Cleaned, polished.
5. Conservative and inconspicuous brand name markings.
6. Worn with shoelaces, (If the style includes these) they must be clean, all white and the appropriate length.

G. Wrist Watch Guidelines:

1. Sweep second-hand required.
2. Watch face and band
3. No jewelry on watch
 - a. Width not to exceed 1½ inches.
 - b. **Must fit** to the wrist.
 - c. Color - black, brown, white, gold or silver.
 - d. Markings required on watch face with minimum of: 12, 3, 6, 9.

H. Pocket Supplies:

- a. bandage scissors
- b. pencil with eraser
- c. pocket saver/organizer

- d. small note pad
- e. highlighter (any color)
- f. black ink pen
- g. penlight
- h. six-inch ruler and/or measuring tape
- i. stethoscope
- j. goggles
- k. black sharpie
- l. hand sanitizer

I. External Wear:

Only your lab coat or a plain white sweater may be worn for warmth as uniform attire. It must be removed for direct patient care. Other external wear may be worn for protection from the weather; however, it must be removed for direct patient care. Wear lab jacket, name badge with entire uniform when picking up patient.

J. Personal hygiene guidelines/grooming:

1. Prior to arrival on duty it is required that you be clean and odorless **by recently:**
 - a. Having a bath followed by use of an effective underarm deodorant (unscented).
 - b. Having performed oral hygiene and used breath refresher as needed following ingestion of strongly flavored foods and each cigarette smoked.
 - c. Having shampooed, dried and styled your hair, it must be:
 1. **All secured** to the head so it will **stay above** the uniform collar for the **entire time** of uniform wear.
 - a. If secured with barrettes, they must closely match your hair color and be of plain design.
 - b. If secured with rubber bands, strands of hair must conceal them.
 - c. If secured with bobby pins, they must closely match your hair color, be used minimally and woven into hair to conceal.
 - d. A cloth surgical cap (evergreen color) may be worn on campus to lab.

2. Styled conservatively
 - a. Away from the eye
 - b. Bangs above the eyebrows, if worn
 - c. Avoid bouffant styles and excessive teasing
 - d. d Avoid unsecured, freely, movable ponytails
 - e. No ribbons, bows, fabric, clips, combs or curlers, beads, hair jewelry, or braiding ropes are allowed.
 - i. Hair color
 - a. Natural hair color.
 - b. No fire engine red. No purple, green, blue, or pink.
 - d Having cut smoothly filed fingernails to a length **not to extend beyond the fingertips**. Only clear nail polish may be worn, but if chipping occurs it must all be removed. No artificial nails to be worn.
 - e. Avoiding the use of scented bath powder/soap, cologne, hair spray, lotion or perfume.
 - f Having applied cosmetics conservatively. Strive for the "natural look".
 - g Having offensive odor such as cigarette smoke, strong perfume may be grounds for dismissal from clinical.
2. Jewelry:
 - a Rings
 1. Style must be small, plain and not present a hazard in the clinical setting (without high prongs and multiple stones).
 2. Location-on ring finger only.
 3. Number- only one except for a wedding set.
 - b. Necklace- only one necklace may be worn if it is long enough to secure inside the uniform and is a religious medal or medical alert.
 - c. No visible body jewelry other than ear lobe.

d Earrings may be worn only if they meet the following criteria:

1. Pierced and plain (studs or posts, without design or image)
2. One earring in each lobe of the ear.
3. Yellow or white gold in color or pearls.
 - a. size no larger than:
 - b. 3/8 in. in diameter for hoop style.
 - c. 5mm (3/16 in.) for bead style.

e. No stone settings.

f. No tongue rings or nose rings

g. No bracelets or anklets may be worn except for medical reasons.

- K.** Any visible (not covered by uniform) tattoos must be completely covered at all times with a dressing. Student must bring enough dressing supplies to redress tattoos if needed. Waterproof dressing (s) must be used for any area(s) that might be exposed to water or fluids.

II. The Male Uniform:

A. Uniform items and guidelines:

1. New, Complete uniform consisting of:
 - a Two, white, short-sleeved tops with yellow green and trim.
 - b. Two, long-length green uniform (not scrub) pants, hemmed two inches from the floor.
2. One white, long-sleeved, mid-thigh lab coat. (See female uniform guidelines D. 1.).

The lab coat is **not** to be worn over inappropriate street clothes such as: jeans, sweat pants, shorts, muscle shirts, or thin see through" materials.

B. Appearance guidelines

1. The uniform items must:
 - a Fit loose enough to allow free movement. Avoid excessive looseness or tightness.
 - b. Be clean, in good repair, and smoothly pressed before each wearing.
2. Undergarments required are boxer/briefs, undershirt, belt and socks (crew length only)
3. They each must be all white

C. Name Badges:

1. Required to be worn, **visible at all times** in the clinical setting.
2. On the front left side:
 - a. Above the pocket of the lab coat unless it is permanently marked.
 - b. On the shirt, **centered** between the neck and the sleeve.
3. If clinical facility requires name badge, both Bishop State Community College and facility name badge must be worn.
4. Students may wear a non-retractable name badge holder.

D. Shoes must be:

1. **Initially New**, all white nursing shoes. May have neutral or muted color soles within reason. Black leather shoes
2. Of a material that can be polished.
3. Of a style with a closed toe and heel (no high tops or heels, sling backs, or clogs.)
3. Cleaned, polished and buffed to a shine **every time** worn.
4. Conservative and inconspicuous brand name markings.
6. Worn with shoelaces, (if the style includes these) that are clean, all white and the appropriate length.

E. Wrist Watch Guidelines

1. Sweep second-hand required.
2. Watch face and band.
3. No jewelry on watch.
- a. Width not to exceed 1½ inches.
- b. **Must fit** to the wrist.
- c. Color - black, brown, white, gold or silver.
- d. Markings on face of watch, minimum 12, 3, 6, 9.

F. Pocket/Other Supplies

- a. bandage scissors
- b. pencil with eraser
- c. pocket saver/organizer
- d. small note pad
- e. highlighter (any color)
- f. black ink pen
- g. penlight
- h. six-inch ruler and/or measuring

- i. stethoscope
- j. goggles
- k. black sharpie

G. External Wear

Only your lab coat or a plain white sweater may be worn for warmth as uniform attire. It must be removed for direct patient care. Other external wear may be worn for protection from the weather; however, it must be removed for direct patient care.

H. Personal hygiene guidelines/grooming:

1. Prior to arrival on duty it is required that you be clean and odorless by recently:
 - a. Having a bath followed by use of an effective underarm deodorant (unscented).
 - b. Having performed oral hygiene and used breath refresher as needed following ingestion of strongly flavored foods and each cigarette smoked.
 - c. Having shampooed, dried and styled your hair, it must be:
 2. ALL secured to the head so it will stay above the uniform collar for the entire time of uniform wear.
 - a. If secured with rubber bands, they must be concealed by strands of hair.
 - b. If secured with bobby pins, they must closely match your hair color, be used minimally and woven into hair to conceal.
 - c. A cloth surgical cap (evergreen color) may be worn on campus to lab.
3. Styled conservatively
 - a. Away from the eyes
 - b. Bangs above the eyebrows, if worn
 - c. Avoid unsecured, freely, movable ponytails
 - d. Having cut smoothly filed fingernails to a length not to extend beyond the fingertips. Only clear nail polish may be worn, but if chipping occurs it must all be removed.
 - e. Avoiding the use of scented bath powder/soap, cologne, hair spray, lotion or perfume.
 - f. Having shaved your face of hair unless you have an existing beard or mustache. If worn,

they must be neatly trimmed as follows:

1. A beard may not be longer than one- half inch in length.
A beard must be neat and trimmed.
2. A mustache may not extend below the corner of the upper lip.

I. Jewelry:

1. Rings

- a. Style must be small, plain and not present a hazard in the clinical setting (**without** high prongs and multiple stones).
- b. Location - on ring finger only.
- c. Number - one.

2. Necklace - only one necklace may be worn if it is long enough to secure inside the uniform and is a religious medal or medical alert.

3. Earrings may be worn only if they meet the following criteria:

- a. Pierced and plain (studs or posts, without design or image)
- b. One earring in each lobe of the ear.
- c. Yellow or white gold in color or pearls.
- d. Size no larger than:
 - a. 3/8 in. in diameter for hoop style.
 - b. 5mm (3/16 in.) for bead style.
- e. No stone settings.
- f. No tongue rings or nose rings
- g. No bracelets or anklets may be worn except for medical reasons.

- J.** Any visible (not covered by uniform) tattoos must be completely covered at all times with a dressing. Student must bring enough dressing supplies to redress tattoos if needed. Waterproof dressing (s) must be used for any area(s) that might be exposed to water or fluids.

III. Uniform Requirements for Psychiatric Rotations

A. Uniform scrubs may be worn to the Court Room.

B. Other psychiatric venues:

1. Pants: Black or khaki
2. Shirts: White or hunter green polo
3. Shoes: Closed toe. No tennis shoes, boots, or high heels
4. Must wear socks. No skin should be showing.

Reviewed – 9/21

**Bishop State Community College Division of Nursing
Student Acknowledgement Form**

I, _____ acknowledge that I have read the Nursing Student Handbook and I acknowledge my understanding of these policies as presented. As a student in the Nursing Program, I accept all responsibilities for accident/ injury/ illness sustained in or related to the performance of normal class/ lab/ clinical activities. Therefore, I hold the college/clinical agency harmless should any accident/ injury/ illness occur. I am also responsible for any financial obligations that may be incurred

Student's Name printed: _____ Date: _____

Student's Signature: _____

APPENDICES

APPENDIX A

INFORMATION ON LICENSURE

Please review the following websites for information on how to apply for licensure and/or required vaccinations:

Alabama Board of Nursing

www.abn.alabama.gov

***For information on licensure / Nurse Practice Act Application

Fee= \$100.00

Temporary License = \$50.00 Transaction

Fee \$3.50

Pearson Vue

www.personvue.com

***For information on NCLEX and applying for the exam

Fee= \$200

Revised – 8/21

APPENDIX B

OFFICIAL STUDENT COMPLAINT - FORM A

What kind of complaint are you addressing?

Academic _____

Non-Academic _____

**Please
check
one:**

Student _____

Parent _____

Visitor _____

Prospective Student _____

Name _____ Student Number _____

Address _____

City _____ State _____ ZIP _____

Home Phone () _____ Cell () _____ Email _____

Please check which type of complaint:

 INFORMAL COMPLAINT The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.
Description of Complaint, including Name(s) or Office(s) _____

(continue on reverse side, if necessary)

Informal Findings _____

Student Signature _____ Date _____

Official Signature _____ Date _____

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.

FORMAL COMPLAINT The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? _____

Student Signature _____ Date _____

Official Signature _____ Date _____

Return the completed and signed form to the campus director or dean on your campus.

REVISED 10/2007

APPENDIX C

VACCINE INFORMATION STATEMENT

Hepatitis B Vaccine: What you need to know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis Hojas de Informacion Sobre Vacunas estan disponibles en Espanol y en muchos otros idiomas. Visit <http://www.immunize.org/vis>

1. What is hepatitis B?

Hepatitis B is a serious infection that affects the liver. It is caused by the hepatitis B virus.

- In 2009, about 38,000 people became infected with hepatitis B.
 - Each year about 2,000 to 4,000 people die in the United States from cirrhosis or liver cancer caused by hepatitis B.

Hepatitis B can cause:

Acute (short-term) illness. This can lead to:

- loss of appetite
- diarrhea and vomiting
- tiredness
- jaundice (yellow skin or eyes)
 - pain in muscles, joints, and stomach

Acute illness, with symptoms, is more common among adults. Children who become infected usually do not have symptoms.

Chronic (long-term) infection. Some people go on to develop chronic hepatitis B infection.

Most of them do not have symptoms, but the infection is still very serious, and can lead to:

- liver damage (cirrhosis)
- liver cancer
- death

Chronic infection is more common among infants and children than among adults.

People who are chronically infected can spread hepatitis B virus to others, even if they don't look or feel sick. Up to 1.4 million people in the United States may have chronic hepatitis B infection.

Hepatitis B virus is easily spread through contact with the blood or other body fluids of an infected person. People can also be infected from contact with a contaminated object, where the virus can live for up to 7 days.

- A baby whose mother is infected can be infected at birth;
- Children, adolescents, and adults can become infected by:
 - contact with blood and body fluids through breaks in the skin such as bites, cuts, or sores;
 - contact with objects that have blood or body fluids on them such as toothbrushes, razors, or monitoring and treatment devices for diabetes;
 - having unprotected sex with an infected person; sharing needles when injecting drugs; being stuck with a used needle.

2. Hepatitis B vaccine: Why get vaccinated?

Hepatitis B vaccine can prevent hepatitis B, and the serious consequences of hepatitis B infection, including liver cancer and cirrhosis.

Hepatitis B vaccine may be given by itself or in the same shot with other vaccines. Routine hepatitis B vaccination was recommended for some U.S. adults and children beginning in 1982, and for all children in 1991. Since 1990, new hepatitis B infections among children and adolescents have dropped by more than 95% and by 75% in other age groups.

Vaccination gives long-term protection from hepatitis B infection, possibly lifelong.

3. Who should get hepatitis B vaccine and when?

Children and adolescents

- Babies normally get 3 doses of hepatitis B vaccine: 1st

Dose: Birth

2nd Dose: 1-2 months of age

3rd Dose: 6-18 months of age

Some babies might get 4 doses, for example, if a combination vaccine containing hepatitis B is used. (This is a single shot containing several vaccines.) The extra dose is not harmful.

- Anyone through 18 years of age who didn't get the vaccine when they were younger should also be vaccinated.

Adults

- All unvaccinated adults at risk for hepatitis B infection should be vaccinated. This includes:

- sex partners of people infected with hepatitis B,
- men who have sex with men,
 - people who inject street drugs,
 - people with more than one sex partner,
 - people with chronic liver or kidney disease,
 - people under 60 years of age with diabetes,
 - people with jobs that expose them to human blood or other body fluids,
- household contacts of people infected with hepatitis B,
- residents and staff in institutions for the developmentally disabled,
- kidney dialysis patients,
- people who travel to countries where hepatitis B is common,
- people with HIV infection.

- Other people may be encouraged by their doctor to get hepatitis B vaccine; for example, adults 60 and older with diabetes. Anyone else who wants to be protected from hepatitis B infection may get the vaccine.
- Pregnant women who are at risk for one of the reasons stated above should be vaccinated. Other pregnant women who want protection may be vaccinated.

Adults getting hepatitis B vaccine should get 3 doses-with the second dose given 4 weeks after the first and the third dose 5 months after the second. Your doctor can tell you about other dosing schedules that might be used in certain circumstances.

4. Who should not get hepatitis B vaccine?

- Anyone with a life-threatening allergy to yeast, or to any other component of the vaccine, should not get hepatitis B vaccine. Tell your doctor if you have any severe allergies.
- Anyone who has had a life-threatening allergic reaction to a previous dose of hepatitis B vaccine should not get another dose.
- Anyone who is moderately or severely ill when a dose of vaccine is scheduled should probably wait until they recover before getting the vaccine.

Your doctor can give you more information about these precautions.

Note: You might be asked to wait 28 days before donating blood after getting hepatitis B vaccine. This is because the screening test could mistake vaccine in the bloodstream (which is not infectious) for hepatitis B infection.

Centers for Disease Control

www.cdc.gov

***For information on vaccinations

APPENDIX D

HEPATITIS "B" VACCINATION INFORMED/CONSENT/REFUSAL

I have received information regarding Hepatitis "B", Hepatitis "B" vaccine, and universal precautions. The undersigned _____, a student of _____, accepts the responsibility to receive the Hepatitis "B" Vaccination at own expense. It is the undersigned's understanding that the Hepatitis "B" virus constitutes a serious occupational hazard to students who are exposed to said virus. Therefore, immunization against it is prudent.

Furthermore, the undersigned has been informed of the possibility of an adverse side effect of immunization.

Predicated on the above, the undersigned consent to have said vaccination at own expense and agrees to hold said institution, its agents and employees, harmless if any problem develops as a result of such vaccination. He/she acknowledges that the institution has not coerced the undersigned in any way to sign this consent, and has further offered the undersigned the time and privilege to seek legal advice before signing.

Student

Date

Informed /Refusal

The undersigned, _____ a student of _____, has been informed by the institution that exposure to the Hepatitis "B" virus by a health care provider/student nurse is a serious occupational hazard.

The undersigned hereby declines to have the Hepatitis "B" vaccination, and so indicates by executing this "informal refusal" form. He/she agrees to hold said institution harmless for any physical and/or financial problems if she/he contracts the Hepatitis "B" virus. He/she acknowledges that the institution has not coerced the undersigned in any way to sign this consent, and has further offered the undersigned the time and privilege to seek legal advice before signing.

Student

Date

APPENDIX E

BLOOD AND BODY FLUIDS INFECTION CONTROL GUIDELINES

1. Wear gloves in the following situations with all patients: when touching blood and body fluids, mucous membranes, or non-intact skin, handling items or surfaces soiled with blood or body fluids, when performing venipuncture or other vascular access procedures.
 2. Change gloves after contact with each patient.
 3. Wear masks and protective eyewear or face shields during procedures that are likely to generate droplets of blood or body fluid.
 4. Wear gowns or aprons during procedures where blood or body fluid splashes are likely.
 5. Wash your hands and other skin surfaces immediately and thoroughly if they become contaminated with blood or body fluids.
 6. Wash your hands immediately after removing gloves.
 7. Do not recap, bend, or break needles or other sharp objects.
 8. Place used sharps in puncture-resistant container located as close as possible to the area of use.
 9. Place large-bore reusable needles in a puncture-resistant container for transport to reprocessing areas.
 10. Use mouthpieces, resuscitation bags, and other ventilation devices for resuscitation.
 11. Do not care for patients directly or handle patient care equipment if you have exudative lesions or weeping dermatitis.
 12. Traditional "blood and body fluid" precautions previously recommended by CDC for AIDS patients are no longer necessary under universal precautions. However, follow other isolation precautions (enteric, acid-fast bacilli) as necessary if associated conditions (infectious diarrhea or tuberculosis) are diagnosed or suspected.
 13. During invasive procedures, if a glove is torn or other injury from a used sharp occurs, replace the glove with a new one as soon as possible. Remove the needle or instrument involved in the incident from the sterile field.
 14. Wear gloves and gowns when performing or assisting in vaginal or caesarian deliveries when handling the placenta or the infant until blood and amniotic fluid have been removed from the infant's skin. Also wear gloves during post-delivery care of the umbilical cord.
 15. Place all blood and body fluid specimens in sturdy container with a secure lid. Avoid contaminating the outside of the container.
 16. Wear gloves when processing blood and body fluid specimens.
- THESE GUIDELINES ARE TO BE USED IN CONJUNCTION WITH CLINICAL POLICIES AND PROCEDURES.**

APPENDIX F

ACADEMIC DISHONESTY PROCEDURE

I. Purpose

This procedure establishes a process for dealing with charges of academic dishonesty which respects the professional integrity of the faculty members in evaluating student performance and protects the right of due process for the student.

Academic dishonesty is defined as any action inconsistent with the standards of student conduct at Bishop State Community College. Academic dishonesty includes the following actions as well as other similar conduct aimed at making false representation with respect to academic performance.

II. Procedure

A. Preliminary Conferences

1. The faculty member confronts the student in a timely and professional manner to inform the student of the alleged act(s) of academic dishonesty of which the student is accused. If there is an admission of guilt from the student, the faculty member indicates the sanction(s) he/she feels to be most appropriate (See Level I sanctions listed). The decision to impose a sanction is the responsibility of the faculty member. If Level I sanctions are suggested by the faculty member, and these are accepted by the student, the incident is considered closed and not subject to any further action. The faculty member provides the Director of Nursing with a written report of the incident for the departmental files. If the faculty member believes Level II sanctions should be imposed the matter is referred to the Director of Nursing.
2. If the student does not admit guilt or questions the severity of a sanction, or if the faculty member has recommended Level II sanctions a Faculty Committee conference is held in which to discuss the alleged act(s) of academic dishonesty. The conference is held as quickly following the initial charge as possible. The Director of Nursing advises the student of the rights he/she possesses under these procedures.

If, at this conference, there is agreement reached as to the validity of the charge and/or the nature of the sanctions at Level II to be imposed, the incident is considered closed and not subject to any further action. If there is no agreement in the conference, or Level II Sanctions are imposed the student is advised of the academic and non-academic grievance procedure and channels of communication shall be followed.

The chairperson writes a memorandum of record concerning the disposition of the incident for the departmental files, and notifies the Division Chairperson, the Academic Dean, or Division Chairperson, Academic Dean, and Director of Student Personnel Services.

The Academic Dean may choose to review the disposition of the incident and to suggest further actions, if any, to the Director of Nursing.

B. Administrative Hearing

The Director of Nursing may recommend that Level II sanctions be imposed, or the student may appeal the Level I or II sanctions imposed by the faculty member and/or the Director of Nursing. The grievance procedure for academic and/or non- academic actions shall be considered as the student's right to due process. (See College Grievance Committee Policy and Procedures).

**APPENDIX G
GRADUATION
STUDENT RESPONSIBILITY FOR GRADUATION**

Students are expected to acquaint themselves with and observe regulations and policies contained in the College Catalog and Student Handbook.

It is the responsibility of the students to meet the graduation requirements of the College in their particular programs of study and to maintain at least the minimum required grade point average (GPA). Counselors and faculty advisors will serve as guides, but the final responsibility belongs to the students.

A student is eligible for graduation when:

1. All credit hours required in the student's curriculum have been satisfactorily completed.
2. All financial obligations to the College have been met, including the payment of graduation fees.

NCLEX Registration Fee	- \$200.00 - price subject to change
Temporary Nursing License	- \$50.00
Graduation Fee (includes cap, gown, and diploma)	- \$50.00

FINANCIAL EXPECTATIONS TOWARD GRADUATION- (approximate expenses)
Alabama Licensure Application Fee - \$100.00 (ABN)

APPENDIX H

SKILLS LABORATORY FOR NURSING (SLN)

PURPOSE:

The Skills Laboratory for Nursing is a clinical simulation setting for the acquisition and achievement of nursing techniques.

GUIDELINES:

1. The Skills Laboratory for Nursing is for the use of students currently enrolled in the Nursing Program.
2. Nursing faculty shall schedule planned use of lab.
3. When the lab is not in use for planned demonstrations, students may practice skills on an individual basis under the supervision of a nursing instructor.
4. Students and faculty are responsible for replacing items used in storage cabinets and leaving the area tidy.
5. No smoking, eating, or drinking allowed in the lab.
6. No cell phone usage permitted during skills lab.

APPENDIX I

GUIDELINES FOR STUDENT NURSE REPRESENTATIVES ATTENDING FACULTY MEETINGS

1. Faculty meetings are announced. Please verify the date and time with the department secretary or the director. The meeting will usually last 1½hours.
2. If unable to attend, appoint another representative in your absence.
3. Have any major student concerns ready for discussion. This includes concerns verbalized by the majority of the class.
4. Be prepared to respond to faculty questions concerning the nursing class.
5. Make note of any questions the faculty may wish you to present for class polling.
6. Make note of any announcements you are to relay to all members of your class.
7. The faculty welcomes your active participation.
8. Student representatives will be asked to leave before the faculty discusses other departmental issues.

APPENDIX J

Late Assignments

POLICY and PROCEDURE: Submission of Assignments After Due Date

The purpose of this policy is to outline the requirements and expectations related to the submission of late papers, assignments, and missed quizzes required in the Nursing Program at Bishop State Community College.

POLICY

The instructor will designate the date and time for all assignments in a nursing course. The instructor may change the date/time for submission of assignments and will notify students. Deadlines are assigned as part of an overall evaluation strategy, to create the opportunity for students to receive timely feedback on their submitted work and to enhance their learning. Adherence to deadlines has implications for instructors who are responsible for meeting deadlines for grade submission, as well as other students who deserve to receive equitable treatment in the learning environment. Instructors have some flexibility and discretion to meet student needs emerging from extenuating circumstances.

PROCEDURE

1. All required materials must be submitted/completed by the stated due date and time.
2. The course instructor may arrange an alternative due date at least 24-48 hours in advance of the scheduled due date.
3. The instructor will determine if the assignment may be submitted in paper and/or electronic format.
4. A late (date and/or time) assignment will be assessed and graded with a ten (10) percent decrement for each day it is late, including holidays and weekends, up to a maximum of 5 calendar days, after which a grade of zero will be assigned. Late assignment must be submitted on the 5th day by 2359 to avoid a grade of zero being assigned.
5. All assigned work will be initially graded according to the assignment's original marking guideline, and then the mark will be reduced as explained above.
6. All pass/fail assignments must be submitted by the required deadline as a matter of professional conduct.
7. A missed quiz will receive a zero grade unless prior arrangements have been made with the course instructor. Exceptions to this may be granted for unforeseeable events or circumstances, at the discretion of the instructor.

APPENDIX K

BISHOP STATE COMMUNITY COLLEGE NURSING PROGRAMS ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested,

reasonable accommodations may be provided for individuals with disabilities.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the

duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential

functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama College System nursing programs.

No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will

be determined and applied to the respective nursing program and may vary from reasonable accommodations

made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation

and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1) Sensory Perception

a) Visual

- i) Observe and discern subtle changes in physical conditions and the environment
- ii) Visualize different color spectrums and color changes
- iii) Read fine print in varying levels of light
- iv) Read for prolonged periods of time
- v) Read cursive writing
- vi) Read at varying distances
- vii) Read data/information displayed on monitors/equipment

b) Auditory

- i) Interpret monitoring devices
- ii) Distinguish muffled sounds heard through a stethoscope
- iii) Hear and discriminate high and low frequency sounds produced by the body and the environment
- iv) Effectively hear to communicate with others

c) Tactile

- i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

d) Olfactory

- i) Detect body odors and odors in the environment

2) Communication/ Interpersonal Relationships

- a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social,

emotional, cultural and intellectual backgrounds

- b) Work effectively in groups
- c) Work effectively independently
- d) Discern and interpret nonverbal communication
- e) Express one's ideas and feelings clearly
- f) Communicate with others accurately in a timely manner
- g) Obtain communications from a computer

3) Cognitive/Critical Thinking

- a) Effectively read, write and comprehend the English language
- b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and

ethical nursing decisions in a variety of health care settings

- c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d) Satisfactorily achieve the program objectives

4) Motor Function

- a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c) Maintain balance from any position
- d) Stand on both legs
- e) Coordinate hand/eye movements
- f) Push/pull heavy objects without injury to client, self or others
- g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy

without jeopardizing the safety of the client, self or others

- h) Walk without a cane, walker or crutches
- i) Function with hands free for nursing care and transporting items
- j) Transport self and client without the use of electrical devices
- k) Flex, abduct and rotate all joints freely
- l) Respond rapidly to emergency situations
- m) Maneuver in small areas
- n) Perform daily care functions for the client
- o) Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p) Calibrate/use equipment
- q) Execute movement required to provide nursing care in all health care settings
- r) Perform CPR and physical assessment
- s) Operate a computer

5) Professional Behavior

- a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c) Handle multiple tasks concurrently
- d) Perform safe, effective nursing care for clients in a caring context

- e) Understand and follow the policies and procedures of the College and clinical agencies
- f) Understand the consequences of violating the student code of conduct
- g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i) Not to pose a threat to self or others
- j) Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k) Adapt to changing environments and situations
- l) Remain free of chemical dependency
- m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n) Provide nursing care in an appropriate time frame
- o) Accepts responsibility, accountability, and ownership of one's actions
- p) Seek supervision/consultation in a timely manner
- q) Examine and modify one's own behavior when it interferes with nursing care or learning

This person is able to perform all the essential functions listed such as reading fine print, lifting 25-50 lbs, pulling and pushing 50-100 lbs., walking or standing for 12 hrs. at a time, bending freely, hearing soft sounds, and performing fine motor skills.

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to the ADA Office, (251) 405-7094; adaoffice@bishop.edu; ADA Office at Bishop State Community College, 351 North Broad Street, Mobile, Alabama 36603-5898.

APPENDIX L

DEPARTMENT OF NURSING BAKER- GAINES CENTRAL CAMPUS ACADEMIC YEAR 2021-2022 FACULTY ADVISOR ASSIGNMENTS

<u>Faculty Advisor by Alphabet:</u>	<u>Location</u>	<u>Last Name</u>
Cora Carter cdickinsoncarter@bishop.edu	Office 207B 450-4472	A, B, X, Z
Gladys Cooks gcooks@bishop.edu	Office 208D 405-4483	Q, R
Vesta Fairley vfairley@bishop.edu	Office 207-E 405-4467	D, E, F, T
Elizabeth Fuller efuller@bishop.edu	Office 208-B 405-4482	G, I, U, C
Laurie Houston lhouston@bishop.edu	Office 208A 405-4480	H, J, V, Y
Victoria King vking@bishop.edu	Office 209-F 405-4493	K, L, M, Q
Kayla Payne kayla.payne@bishop.edu	Office 209E 405-4492	S, Z
Bridget Robinson brobinson@bishop.edu	Office 207-G 405-4464	W, N, O, P
Jacqueline Smith jsmith@bishop.edu	Office 210-B 405-4497	

Revised 8/21

APPENDIX M

BISHOP STATE COMMUNITY COLLEGE
DEPARTMENT OF NURSING
REQUEST for **Reinstatement /Take** A NURSING COURSE

***This is NOT a course withdrawal form. You must complete an official withdrawal from a course(s) form in the Admissions Office.**

Name _____

Student Number / Email Address _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Current GPA _____

I am requesting reinstatement /take in NUR_____ for the Fall/Spring/Summer_____
(Circle One) (Circle One) (Year)

I am requesting reinstatement /take in NUR_____ for the Fall/Spring/Summer_____
(Circle One) (Circle One) (Year)

Signature

Date

Printed Name

If reinstatement is granted, please be advised that a grade of "D ", "F", or " W", in any nursing course from this point forward will require you to complete the readmission process.

Reinstatement: *Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program. **Students applying for reinstatement may be required to demonstrate proficiency in skills.***

Readmission: *Students not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted as a new student the student must take, or retake, all nursing program courses. **Students who are unsuccessful in NUR112 or NUR209 must apply as a new student to the program. Students who are unsuccessful in NUR211, Track II LPN Mobility must reapply as a new student.***

APPENDIX N

Director, Faculty/Staff Contact Information

Faculty

Name	Office	Office Telephone	E-Mail Address
Jacqueline Smith, Division Chair of Nursing	210-B	405-4497	jsmith@bishop.edu
Kayla Payne	209E	405-4492	kayla.payne@bishop.edu
Victoria King	209-F	405-4493	vking@bishop.edu
Laurie Houston	208-A	405-4480	lhouston @bishop.edu
Elizabeth Fuller	208-B	405-4482	efuller@bishop.edu
Gladys Cooks	208-D	405-4483	gcooks@bishop.edu
Cora Carter	207-B	405-4472	cdickinsoncarter@bishop.edu
Vesta Fairley	207-E	405-4467	vfairley@bishop.edu
Bridget Robinson	207-G	405-4464	brobinson@bishop.edu

Staff

Name	Office	Office Telephone	E mail Address
Mary Thompson	220	405-4495	mthompson@bishop.edu

APPENDIX O

What is your



We are listening!



FEEDBACK GUIDELINES

PURPOSE: The Feedback Form is a vehicle of written communication for constructive criticism and student input into the following areas:

Curriculum Teaching
Strategies
Resources and Services of the Central Campus
Multimedia Center
Miscellaneous

The forms are available in the classrooms and in the Nursing Computer Lab of the Baker-Gaines Central Campus. The student should place the completed forms in the folder provided in each area and they will be channeled to the appropriate individual.

YOU ARE ENCOURAGED TO USE THE FEEDBACK FORMS!!!!

APPENDIX P

FEEDBACK FORM

Date: _____

Concern(s):

Suggestion(s):

Comment(s):

Student Signature (Optional)

Note: If more space is needed, you may write on the back of this page

APPENDIX Q

**BISHOP STATE
COMMUNITY
COLLEGE NURSING
DEPARTMENT**

EXAM MAKE-UP REQUEST FORM

Date_____

Name_____ Course_____

Date of Absence_____

Exam Missed (Name, Module #) _____

**MAKE-UP
INFORMATION**

Date

_____ Time_____

_____ Location

Faculty Signature_____ Date

Student Signature_____ Date

APPENDIX R

REINSTATEMENT READMISSION

Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

Readmission: Students not eligible for reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

1. Students applying for reinstatement may be required to demonstrate competency in clinical skills.
2. Students who are unsuccessful in NUR 112 or NUR 209 must reapply as a new student to the program.
3. Students who are unsuccessful in NUR 211 as Track II LPN Mobility must reapply as a new student.

Readmission/Reinstatement

Students, who interrupt the specified progression through the program of study for any reason, must apply to return to the program each semester. If allowed to return to the nursing program, the policies in the Nursing Student Handbook and College Catalog at the time of reentering will apply. Any nursing student who has withdrawn or has been suspended from the nursing program and subsequently returns must meet standards and curriculum requirements in effect at the time he or she is readmitted.

Student Print

Date

Student Sign Legible