



Jane F. Shearer School of Nursing

Student Policy Manual

Spring 2025

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Students are responsible for reading and adhering to Student Policy Manual, Nursing Student Handbook, Laboratory Safety Manual, and SCCC Catalogue. Student signature on The Nursing Program Handbook/Policy Acknowledgement Form located in CastleBranch indicates review and understanding of the rules, policies, and procedures therein. The Student Handbook/Policy manual is updated prior to each semester, and on an as needed basis. Students will be informed via email when updates have been made. All policies apply to all assignments, activities, evaluations, and proctored “exams”, “assessments”, “tests”.

Policy 1.0 Academic Integrity

Nursing students are expected to adhere to the School of Nursing policy on Academic Integrity as outlined in the School of Nursing Course Outlines. Any student alleged of a violation of academic integrity will be referred to the Associate Dean of the School of Nursing. Consequences of violating academic integrity may include, but are not limited to, program dismissal, F for final grade, blocked from nursing course registration. See College Student Code of Conduct for further information.

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Policy 2.0 Academic Advisement

Nursing students are assigned a full-time nursing faculty advisor to support them in planning and managing their academic schedule throughout the program. Students should make an appointment to meet with their faculty advisor during priority registration to review their program completion plan. Faculty advisors will provide additional advisement throughout the semester as needed for students. Students who are experiencing academic difficulty are encouraged to schedule an appointment to meet with the lecture faculty and utilize College resources for student success. Students of the School of Nursing who progress without interruption are permitted to self-register online for nursing courses within their curriculum code. Refer to the Nursing Student Handbook for more information on registration procedures.

Policy 3.0 Attendance

The School of Nursing complies with the College’s attendance policy as stated in the catalog. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one (1) week of class meetings based on a 15-week semester.

3.1 Attendance: Clinical

Students are required to attend all scheduled clinical sessions. The clinical instructor will record attendance. Course content taught during clinical is critical to providing safe clinical care during the clinical experience. Missed clinical hours must be completed to be eligible to receive a direct patient care assignment. Refer to the Handbook for additional required clinical guidelines.

3.2 Attendance: Lab

Students are required to attend all scheduled labs. The lab instructor will record attendance. Course content taught during lab is critical to providing safe clinical care during the clinical experience. Missed lab content must be made up to be eligible to receive a direct patient care assignment. Refer to the Handbook for additional required lab guidelines.

3.3 Attendance: Lecture

Students are required to attend all scheduled lectures. The lecture instructor will record attendance. Course content taught during lecture is critical to providing safe clinical care during the clinical experience. Missed lecture content must be made up to be eligible to receive a direct patient care assignment. Refer to the Handbook for additional required lecture guidelines.

Policy 4.0 Background Check/Disclosure of Criminal History

Once an applicant has been accepted as a nursing student, the College will inquire if the student has been convicted of a felony, a misdemeanor, or has any arrests or warrants. Based on past convictions, alleged violations, arrests, or warrants, an affiliated clinical site may determine, based on the background check results, that the student is not permitted to attend clinical at their facility in the capacity of a student nurse. Failure to provide truthful information during this inquiry will be considered a violation of the College Code of Conduct and may result in disciplinary action that may result in interim suspension upon notification that a student is facing criminal investigation. Further information is provided in the Nursing Student Handbook.

All students accepted into the Nursing Program must also submit to a background check through CastleBranch prior to enrollment into the first nursing course, and periodically if any subsequent alleged violations of federal, state, and local laws occur. The incurred cost of all background checks will be the student's responsibility. The student's Social Security Number will be used to process the background check. Lack of a Social Security Number renders the background check incomplete. Incomplete background checks may result in an affiliated clinical site prohibiting the student's participation as a student nurse in their facility.

Clinical sites on behavioral health units may require additional background checks through the Justice Center, including fingerprinting, the State Central Registry (SCR) Check, and the Staff Exclusion List (SEL), to meet their specific compliance standards. The costs associated with these additional background checks may be the responsibility of the student.

Students must authorize the School of Nursing to release the results of their background check to the assigned clinical facility. At any point during progression through the nursing program, an affiliated clinical site may determine, based on the background check results, that the student is not permitted to attend clinical at their facility in the capacity of a student nurse. Students may not directly contact any clinical site to inquire about background check/clinical eligibility. Clinical sites make independent determinations about accepting students at their facility. The inability to complete clinical components of a course would prevent the student's successful completion of program requirements and all related education expenses, including but not limited to, tuition, books, resources, fees, etc. are non-refundable.

Students are required to report to the School of Nursing Associate Dean and the College Dean of Student Services alleged violations of federal, state, and local laws that occurred since submission of the original background check. Students will be responsible for an additional background check, at the student's expense, before being permitted to return to clinical. While this background check is being completed and both College and clinical sites are determining a disposition; all policies related to absences remain in effect for lecture, lab and clinical. Based on the alleged violation(s), an affiliated clinical site may not allow your presence at their facility in the capacity of a student nurse. Students that fail to report alleged violations will be subject to Section 4 of the SCCC Code of Conduct that may result in interim suspension from the College upon notification that a student is facing criminal investigation.

Policy 5.0 Cancellation of Classes

The School of Nursing complies with the College determination if weather conditions will interfere with class attendance. Nursing students should tune in to local radio stations to determine if classes are cancelled. Cancellations will also be posted on the College Web site, www.sunysuffolk.edu. In the event of a delayed College opening time, students attending clinical will be advised by the clinical instructor using Sunysuffolk email of where to report for clinical. In the event of a College afternoon or evening cancelling of classes, students must leave the clinical site at the designated time.

Policy 6.0 Change of Address, Phone, or Name.

Nursing students should submit any changes in address, phone number, or name to the Registrar's Office and the campus nursing department. Failure to do so may result in missing important course and/or program information, for which the student will be held responsible. Additionally, students whose names do not match the records on file with the College may be deemed ineligible for NCLEX exam candidacy.

Policy 7.0 Illness/Injury/Hospitalization or Other Circumstance

Students who experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the classroom, skills laboratory or clinical experience must be evaluated by their health care provider for fitness for duty prior to returning to the lab/clinical. The student must be free of any restrictions or limitations which may endanger the student's health or a client's safety in the

clinical setting. Clinical agencies have the final determination about allowing students to return to their agency.

To obtain approval to return to the skills lab and/or clinical setting, submit the “**Fitness to Return to Clinical and Verification Form**” located in the Student Handbook to the Academic Chair in advance of the return.

7.1 Illness/Injury Occurrence at the Clinical Site or Campus

There is an above average inherent risk of illness or personal injury through participation in the clinical and laboratory requirements of the School of Nursing. These include, but are not limited to illnesses, injuries, and death that may occur because of participating in or related to the Program; any losses or claims that occur as a result of participating in, or related to the performance of activities, duties or undertakings related to the Program; and/or other matters that may or may not be able to be anticipated.

These risks may result in injury or illness requiring medical assessment and treatment. Costs associated with such assessment and treatment are the financial responsibility of the student and not reimbursable by the College. Therefore, it is strongly recommended that students acquire personal health insurance to cover any associated assessment or treatment fees because of an illness or injury. Refer to the Student Handbook for the procedures to follow in the event of an illness or injury in the skills laboratory or clinical site. Clinical agencies have the final determination about allowing students to return to their agency.

Policy 8.0 Classroom Decorum

A faculty member may bring charges of misconduct against a student for disruptive behavior. Students whose behavior is deemed disruptive in class may be subject to disciplinary action as outlined in the College’s Student Code of Conduct.

Nursing students in lecture are expected to:

- **Arrive on time** and be prepared for class to begin promptly at the scheduled hour, as lateness disrupts the flow and structure of the presentation.
- **Address personal needs** before or after class or during scheduled breaks. Leaving in the middle of class, except in emergencies, causes unnecessary disruptions.
- **Silence all audible sounds** on cell phones and electronic devices during class.
- **Demonstrate respect** for classmates and the instructor by listening attentively, participating actively, and avoiding side conversations or other interruptions.
- **Use appropriate language** when addressing classmates and the instructor during class sessions.
- **Consult privately** with the instructor if extenuating circumstances require special arrangements.
- **Refrain from bringing children** to lecture, lab, or clinical classrooms, as this is not permitted.

Policy 9.0 Complaints

The School of Nursing adheres to the College's Student Complaint Procedure to address concerns regarding the nursing program. Students must initiate the procedure within one month of the end of the semester in which the alleged issue occurred. However, students are encouraged to submit complaints as soon as possible, as earlier submissions increase the likelihood of resolving the issue during the course and before grades are awarded.

The process begins with an informal attempt to resolve the matter directly with the nursing faculty. If a satisfactory resolution is not achieved, the student meets with the nursing campus Academic Chair to mediate the complaint and work toward a mutually acceptable resolution. If the student remains dissatisfied with how the complaint has been addressed, the complaint must be submitted in writing and forwarded to the Associate Dean for the School of Nursing for further review.

Policy 10.0 Counseling Forms

Nursing faculty will document a student's behavior, actions, or performance in the nursing program on a counseling form to provide constructive feedback and support for improvement. All counseling forms will be placed in the student's departmental file. The counseling may be designated as a "warning" or a "failure". A student receiving counseling will be directed for follow up as per the instructor. A student receiving two (2) counseling failures within a course (either lecture, lab, clinical, or in program areas) may be subject to failure of the course with a grade of F. A student receiving two (2) counseling failures within one (1) semester may be subject to dismissal from the program. **Exceptions may occur for a single behavior, action or performance interpreted by the faculty to be egregious and may result in course failure with a grade of F or dismissal from the program.** Patterns of unprofessional behavior within the nursing program may result in dismissal from the program.

Policy 11.0 Dosage Calculation Competency/Medication Administration Eligibility

Students must pass the dosage calculation assessment to be eligible to receive a direct patient care assignment and administer medications. Failure to receive a direct patient care assignment will prevent the student from meeting the clinical learning objectives, resulting in a failed clinical day. Accumulating two failed clinical days will result in an "F" for the course.

Policy 12.0 Communication

Nursing students are expected to uphold the highest standards of professionalism in all forms of communication, including verbal, written, and electronic interactions. Students are required to use appropriate salutations when always communicating with faculty and staff and in all methods of communication. Students may not address faculty by only first or last name. Examples of acceptable salutations include Dr., Professor, Dean, etc.

12.1 Electronic Communication: Email

All nursing students are expected to have basic computer literacy including but not limited to functionality in email and basic internet search and navigation. The College portal, e-mail, and

on campus internet access are available from designated computers at the College at no cost to students taking credit classes. Both the College and the School of Nursing uses the College e-mail for announcements as the primary and official method to provide notices and communications to students. Students are expected to regularly access and maintain their portal and e-mail account. Students requiring assistance with the College email account should utilize the support services available at the College.

Students are reminded that email correspondence is a formal mode of communication and should reflect the same level of professionalism as interactions in clinical, classroom, or other professional settings. The tone of an email should be respectful, professional, and constructive, reflecting the same courtesy and demeanor expected in face-to-face communication. Email messages that may be considered unprofessional disrespectful assumes bias, makes accusations, and/or uses a demanding and unprofessional approach instead of seeking clarification or resolution constructively.

Nursing students are encouraged to consider the tone, clarity, and appropriateness of their communication before sending emails. If students are unsure about how to phrase a sensitive topic, they should seek guidance from a faculty member or advisor to ensure their communication aligns with professional expectations.

Email messages must be respectful and adhere to professional standards. Emails containing language that is harassing, intimidating, disrespectful, contain crude or foul language, or otherwise unprofessional are a violation of the School of Nursing policies and the College's Student Code of Conduct. Such communications may result in disciplinary action, including but not limited to formal counseling, referral to the College's disciplinary process, and potential dismissal from the nursing program.

12.2 Electronic Communication: Cell phones, Computers, and Electronic Devices

A student's use of technology resources is governed by the College's Information Technology Policies and Guidelines. Student use of cell phones, computers and other electronic devices during nursing lecture, lab and clinical is established by individual instructors and/or the agency policy. Misuse of such devices may subject students to provisions of the College Student Code of Conduct relating to disruptive classroom behavior. No personal phone conversations, text messaging, instant messaging, web chat, or internet or audio/video conferencing, etc. are allowed at any time while in patient areas. If the student needs to respond to an emergency text, personal phone call, or personal message, the student should discuss the procedure for taking and responding to the message with the clinical, lab or lecture faculty. At all times it is strictly forbidden to videotape or photograph a patient or patient's documentation. Students who violate this policy will receive a failed clinical day and may be subject to course failure with a grade of F and/or program dismissal.

With regard to lectures, students require permission of the faculty prior to the use of videotaping, photographing or recording the faculty and course content. Exceptions may apply to students with documented disabilities who may need to use a device as approved accommodation.

12.3 Electronic Communication: Social Media

At all times, nursing students are expected to protect confidential, sensitive, and proprietary information. Distribution of information from clinical, lab or lecture through social media networks is strictly prohibited and protected under HIPAA guidelines and the College Academic Integrity policy. Students that violate the School of Nursing use of social media policy may be subject to course failure with a grade of F and/or program dismissal.

Policy 13.0 Professional Behavior

Nursing students are expected to maintain professionalism in all settings as stated in, but not limited to, the SCCC Nursing Student Handbook/Policy Manual, American Nurses Association's Code for Nurses, and New York State Department of Education Nursing Guide to Practice

13.1 Professional Behavior: Clinical

Nursing students are expected to always maintain professionalism when in the clinical setting, including non-patient areas (i.e. cafeteria, elevators, hallways, lobby, parking lot, etc). Nonprofessional communication includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges may result in a failed clinical day, course failure with a grade of F or program dismissal. Students on campus for the clinical experience are held to the same professional behavior as expected in the clinical agency. When in the School of Nursing uniform, students should be aware that they represent both the College and the profession. Unprofessional behavior in SCCC uniform in any setting, including approved on-campus events (i.e. alternate clinical experiences, nursing club events) may result in course failure with a grade of F or program dismissal.

Nursing students are not permitted in the clinical area unless under the supervision of a faculty member or assigned specifically by a faculty member to a specialty unit or community setting. Students are strictly prohibited from assuming duties as a student nurse when not under the supervision of faculty; including circumstances when a student is assigned on a unit where they are also employed. Nursing students must demonstrate the ability to differentiate between the student and the employee role and scope of practice. Violations may result in failing the clinical component of the course (which results in failure of the entire course with a grade of F) and dismissal from the program.

Students must maintain a professional relationship with assigned patients and families. This relationship terminates at the completion of each clinical experience. Development of a personal, non-professional relationship with a patient or family member will jeopardize the student's continuation in the nursing program and may result in failure of the course with a grade of F and/or dismissal from the program.

Students must adhere to the Confidentiality Agreement (signed upon admission to the program and renewed annually), all College/School of Nursing confidentiality policies, and all clinical

agency confidentiality policies. Violations of the Agreement or any related policies will result in dismissal from the program.

13.2 Professional Behavior: Skills Lab

Students must review and comply with the Laboratory Safety Packet located on the School of Nursing webpage. Violations of this policy may result in removal of open lab practice privileges, course failure with a grade of F, or dismissal from the program.

13.3 Professional Behavior: Nursing Skills Lab, Computer Labs, Lecture Rooms, Faculty/Departmental Offices, Hallways, and all College Property.

Nursing students are expected to always maintain professionalism when in the School of Nursing classrooms and learning environments. Non-professional communication includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges. Demonstration of unprofessional behavior may result in a counseling form (warning or failure), College Code of Conduct violation, dismissal from the Nursing Program, and/or inability to be eligible for internal transfer. Two or more counseling failures result in a course failure with a grade of F or program dismissal.

13.4 Professional Behavior: Smoking

The School of Nursing complies with the College's Smoking policy. Smoking in non-designated areas in clinical settings is prohibited. Students must be free of smoke odor when in the clinical setting. Students in violation of the smoking policy at the clinical site may result in a failed clinical day (two failed days results in a failed clinical evaluation and course failure with a grade of F), course failure with a grade of F and/or dismissal from the program.

Policy 14.0 Examinations/Assessments/Assignments

14.1 Examinations: Academic Integrity Academic integrity is a core value that ensures respect for the academic reputation of the School of Nursing, its students, faculty, and staff, and for the protection of patients we care for. The academic integrity policy requires compliance with all College, School of Nursing and ATI rules, policies, and procedures.

A trusting environment is essential for learning. Academic integrity requires students to tell the truth, be accountable, refuse to collude in lying or cheating behaviors with others, be accountable for the known actions of others (duty to report). Any deviation from the academic integrity policy will be interpreted as cheating. Cheating results in a zero on exam/assessment/assignment. College and Departmental proceedings will be initiated.

The Academic Integrity & Fitness for Testing Acknowledgement (provided by the faculty in Brightspace or by hardcopy) must be signed prior to every exam/assessment.

14.2 Examinations: Lateness

Students are not allowed to enter the exam room earlier than 15 minutes prior to the start of the

exam/assessment. Students who arrive up to 15 minutes late to class may still sit for the exam. Students who arrive more than 15 minutes late to the exam room or Testing Center are unable to sit for the exam and will follow the Absence from Exam Policy.

14.3 Examinations: Absence

Students can miss a course exam only once and must notify the instructor regarding the absence before the exam begins or as soon as is practical (in an emergency situation). Additional missed exams will receive a zero.

A student who is a “no call/no show” for an exam will receive a zero on the exam unless the absence was due to extenuating circumstances preventing notification. Documentation from the student justifying an absence and inability to notify the instructor may be required by the College.

Under extenuating circumstances, the faculty may agree to permit a late-arriving student to take a make-up exam at a mutually agreed upon date and time as soon as possible, within one week from the original exam date. Documentation from the student justifying the extenuating circumstance may be required by the College. All make-up exams will follow the exam blueprint but will be a different version (different test questions) than the original exam.

14.4 Examinations: Disruptions/Distractions

Disruptions or distractions may occur in a standard testing environment. These may include, but are not limited to, computer connectivity issues, ATI system errors, or expired or forgotten passwords that may delay approval to start the exam. Other potential disruptions, such as unexpected fire drills or ambient noise from other test takers, may also arise. Students are expected to arrive at the exam prepared to maintain focus and continue working without allowing these typical disruptions to affect their performance.

The proctor will determine if any disruptions or distractions exceed what is typical for a standard testing environment. Only disruptions deemed atypical by the proctor will warrant further review. Additionally, the School of Nursing cannot assess, comment or evaluate the testing conditions for students taking exams under approved accommodations through the College Office for Disability Services. Exam retakes will not be permitted for disruptions or distractions considered typical of the testing environment on campus.

For students taking remotely proctored exams, it is the responsibility of the student to select a testing environment that meets the remote proctoring guidelines. This may include the student’s home or a private setting, such as a reserved study room at the campus library. Ensuring the testing environment complies with remote proctoring requirements is essential to maintaining exam integrity and minimizing disruptions. Exam retakes will not be permitted for disruptions or distractions due to the selection of the testing environment by the student.

14.5 Examinations: Emergency Procedure

In case of emergency or fire drill, everyone must evacuate immediately, follow College emergency

procedures and no discussion of test items or use of technology is allowed.

Policy 15.0 Grading

15.1 Grading: Final Letter Grade

The School of Nursing complies with the College grading policy. Students in the School of Nursing can earn a course grade of A, B+, B, C+, C, D+, D, or F as per the course requirements stated in the course outline. An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the final letter grade. See Policy 16.2. The following final numerical course average determines the letter grade awarded in NUR/PNU courses:

Final Numerical Average	Letter Grade
89.5-100	A
84.5-89.4	B+
79.5-84.4	B
74.5-79.4	C+
69.5-74.4	C
64.5-69.4	D+
59.5-64.4	D
0-59.4	F

15.2 Grading: Progression

An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the final letter grade.

Additional methods of evaluation must meet all expectations and deadlines for submission during the semester.

If the unweighted unit exam average is less than 74.5%, the final letter grade will be equivalent to the numerical unweighted unit exam average. A successful attempt of the course consists of receiving a minimum final grade of C+ which qualifies students for program progression. A course grade less than C+ is an unsuccessful attempt. A failed final clinical evaluation and/or failed second lab performance evaluation results in a course letter grade of F. Students must achieve a minimum grade of C in the general education/liberal arts and science courses required in the nursing program.

A student may withdraw from a course and receive a W any time during the course withdrawal period. To officially withdraw from a class, complete the [Course Withdrawal form](#) and submit it to the Registrar office within the Course Withdrawal Period as indicated from the College registrar withdrawal period [Withdraw from Course](#). The deadline for students to withdrawal from a course is two-thirds into the term. For almost every case, that is a firm deadline. Students that exceeded the deadline for a course withdrawal may appeal to the School of Nursing Dean to

be permitted to withdraw during the last one-third of the course. Please note the following reasons do not meet criteria for an approval of an appeal for course withdrawal:

- Poor performance in coursework
- Lack of attendance
- Difficulty with subject matter
- Missed course withdrawal deadline
- To avoid failing grades
- Work schedule or job responsibilities that impact class attendance, and
- Other common causes of challenges in courses that are not considered extreme.

Course withdrawal appeals are granted only for extreme, extenuating circumstances. Official supporting documentation should be submitted to provide evidence that the extenuating circumstances were extreme. As there is no guarantee of an approval, you should continue to attend class and complete coursework work until a determination is made. Both a withdrawal from a course prior to two-thirds into the term and an appeal to withdraw in the last third of the term are considered an unsuccessful attempt.

Students who receive grades of C, D+, D, F, or a W in NUR 102 will be dismissed from the program and may reapply for admission. Students who reapply are not guaranteed a seat and must meet all admission requirements. Students who receive grades of C, D+, D, F, or a W in any subsequent NUR or any PNU course may apply for reinstatement to repeat the course. Nursing students requesting reinstatement due to interruption of the specified progression through the program of study, for any reason, are not guaranteed a seat in the course requested. Reinstatement is dependent on clinical space availability and a review of the student's academic eligibility.

Students can be reinstated into a NUR/PNU course only one (1) time. Reinstatement must occur within one (1) year from the last clinical course or the student must reapply to the program as a new student. Students must meet all program requirements with in the maximum timeframe as outlines in the nursing program pages in the College Catalog.

A total of two (2) unsuccessful attempts resulting in a grade of C, D+, D, F, or a W in any NUR/PNU course will result in dismissal from the nursing program. Associate degree students who have been dismissed may apply for internal transfer to the Practical Nursing program. Requests for internal transfer must be made by email to the Associate Dean of the School of Nursing. Internal transfer is dependent on clinical space availability and a review of the student's academic eligibility.

All program dismissal decisions, as confirmed by the Dean of The School of Nursing, are final and not subject to appeal.

Medical withdrawal may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition by the Campus Associate Dean of Student Services. Medical withdrawals do not amount to an unsuccessful attempt. Students with documented extenuating circumstances that should be considered related to a voluntary course withdrawal, that is unrelated to academic performance, may request a hearing with the Associate Dean and Academic Chairperson for reinstatement. If approved the withdrawal will not amount to an unsuccessful attempt.

15.3 Grading: Unit Exam Performance Review

During the course, students will be provided with one designated time frame to review their performance on each unit exam to consult with faculty and develop test-taking strategies for improved future exam performance. The lecture faculty will notify students of the designated time frame and process for exam performance review through an announcement in Brightspace. All students who earned a unit exam grade below 74.5% are strongly encouraged to attend the designated unit exam performance opportunity and complete an Exam Improvement Form. It is the student's responsibility to attend unit exam review only if they are "Fit to Review" and the student's current state of mind can provide the concentration to focus on the exam review, attention is not distracted by emotions or concurrent life events/situations and current physical well-being is not influencing cognition during exam review.

Once the designated unit exam performance review time frame has passed, students who have not chosen to meet with the lecture faculty forfeit the opportunity to review their unit exam performance and receive faculty feedback.

During unit exam performance reviews, all personal belongings must be kept out of reach. Students will not be allowed to take any notes, make audio/visual recordings, or use a camera during an exam review. Cell phones must be powered off. Noncompliance with any of these rules will be interpreted as a violation of the Academic Integrity Policy and Code of Conduct.

The Academic Integrity Policy remains in effect after the designated unit exam performance review.

No other individual may be present with a student during review of the unit exam performance. Any requests for other individuals to review the exam, blueprint, item statistics, or other related content will be evaluated by the Department of Legal Affairs.

15.4 Grading: Exam Items

To meet the course objectives, students are expected to draw connections and synthesize information from the course required resources as indicated in the course outline/lecture schedule. Application and analysis of the required course resources enhanced by lecture content (or modules for asynchronous course format) are the official sources for unit exam item rationales. Resources found outside the course required resources, including but not limited to

research studies, websites, or other types of literature will not be considered evidence for an exam item distractor to be correct.

Rationales for unit exam item key and distractors may, at the discretion of the faculty, only be discussed during the designated unit exam performance review.

All unit exam items, including the keyed answer and distractors, are the intellectual property of the course faculty. For course integrity purposes, exam items are not permitted to be released to the student. Any requests for individuals to review the exam, blueprint, statistics, or other related content will be evaluated by the Department of Legal Affairs. If a student's exam concerns are unresolved during the designated unit exam performance review session, the student may consider pursuing a grade grievance once the final course grade is posted (see Grade Grievance Policy).

15.5 Grading: Grievance

The course faculty have the ultimate responsibility for awarding the grade. In accordance with the Accreditation Commission for Education in Nursing (ACEN), due process is available to provide a disciplined, analytical decision-making procedure in which relevant standards are applied by a properly constituted and authorized body, using a process that is based on published rules of procedure and is free of improper influence.

This course grade grievance procedure, outlined below, is available to provide a student with timely due process regarding an alleged grievance for a nursing course grade recorded on the student's transcript. This procedure shall apply when a student alleges on the School of Nursing Grade Grievance Form a violation of a specific policy or procedure as stated in the college catalog, School of Nursing Student Policy Manual, School of Nursing Student Handbook, or course syllabus which adversely affects the student's final grade. The grade grievance process follows escalating levels of administrative review.

Special note regarding course withdrawal: If a student withdraws from a course with a W posted on the student's transcript, they are not eligible to initiate the grievance procedure as the grievance procedure requires a final course grade.

Special Note regarding reviewable claims: Only claims raised on the original Student Grievance Form are reviewable throughout the entirety of the grievance process. No new allegations may be raised or considered.

Grade Grievance Procedure

Step 1 Student Original Grade Grievance: The student must complete SCCC School of Nursing Student Grade Grievance Form (found in the Student Handbook) and email (from their SCCC email) to the course faculty identified in the grievance within seven (7) calendar days of the grade being posted in Banner.

Step 2 Faculty Grade Grievance Decision: The faculty member identified in the grievance will review the Student Grade Grievance Form. The faculty member may/may not request to meet with the student. The faculty member will record a grade grievance decision on the Step 1 Faculty Decision Form and email to the students within five calendar (5) days of receipt of the emailed Student Grade Grievance Form.

Step 2a Student Request for Administrative Review with Academic Chair: If the student is dissatisfied with the faculty grade grievance decision, student must complete Section 2a of the Student Grade Grievance Form and submit via SCCC email to the Academic Chair within five (5) calendar days of receiving the faculty grade grievance decision.

Failure by the student to initiate Step 2a within the stated time, shall constitute a withdrawal of the grade grievance and bar further grade grievance review and action within the College.

Step 3 Administrative Review with Academic Chair: The Academic Chair will review the Student Grade Grievance Form. The Academic Chair may/may not request to meet with the student. The Academic Chair will record a determination on the Step 2 Administrative Review with Academic Chair Form and email to the student within five calendar (5) days of receipt of the emailed completed Section 2a of the Student Grade Grievance Form.

Step 3a Student Request for Administrative Review with School of Nursing Dean: If the student is dissatisfied with the Academic Chair determination, student must complete Section 3a of the Student Grade Grievance Form and submit via SCCC email to the School of Nursing Dean within five (5) calendar days of the Academic Chair determination being emailed to the student.

Failure by the student to initiate Step 3a within the stated time, shall constitute a withdrawal of the grievance and bar further grade grievance review and action within the College.

Step 4 Final Administrative Review with School of Nursing Dean:

The School of Nursing Dean will review the Student Grade Grievance Form. The School of Nursing Dean may/may not request to meet with the student. The School of Nursing Dean will record a determination on the Step 3 Final Administrative Review with School of Nursing Dean Form and email to the student within five calendar (5) days of receipt of the emailed completed Section 3a of the Student Grade Grievance Form.

The determination made by the School of Nursing Dean is considered final.

Step 4a Student Request for Appeal by SCCC Executive Office:

If the student is dissatisfied with the Nursing Dean grade grievance determination, student must complete Section 4a of the Student Grade Grievance Form and submit via SCCC email to the Vice President of Academic Affairs within five (5) calendar days of the Nursing Dean determination being emailed to the student.

Failure by the student to initiate Step 4a within the stated time shall constitute a withdrawal of the grievance and bar further review and action within the College.

Step 5 SCCC Executive Office Appellate Review: The Vice President of Academic Affairs (VPAA) will respond to the student within ten (10) calendar days and if needed may choose to schedule a hearing with a grade grievance committee. In accordance with the College Grade Grievance policy, the recommendations of the Grade Grievance Committee are only advisory since the ultimate responsibility for awarding the grade is the faculty. The determination made by the VPAA is final and not subject to further appeal within the College.

Policy 16.0 Health Requirements

Nursing students must submit health requirements and supporting documentation as outlined in the Nursing Student Handbook. Students who do not adhere to the health requirement policies may be denied access to a clinical site by the agency and therefore are at risk for excessive clinical absences, course failure (grade of F), and removal from the program.

Students must also permit the School of Nursing to release the outcome of the health requirements, that student provided to CastleBranch, to the assigned clinical facility. Based on the results of the health requirements, at any point along the progression through the nursing program, an affiliated clinical site may determine that you are not permitted to attend clinical at their facility in the capacity of a student nurse. Students may not directly contact any clinical site to inquire about the health requirements/clinical eligibility. Clinical sites make independent determinations about accepting students at their facility. The inability to complete clinical components of a course would prevent the student's successful completion of program requirements and all related education expenses, including but not limited to, tuition, books, resources, fees, etc. are non-refundable.

Policy 17.0 Nursing Student Records Request

Students may request copies of their Nursing Department hard-copy file by sending an email request to the Academic Chair. The Academic Chair has 45 calendar days to respond to the request.

Refer to College policy for requests of all other College records. Copies of educational records that did not originate at SCCC, such as high school or other colleges, will not be provided.

Policy 18.0 Safe Clinical Practice

All nursing students must meet safety and technical standards with or without reasonable accommodations as stated in the School of Nursing Handbook. If clinical faculty suspects the student is at risk for not being able to perform safe patient care, the student will be sent home for the day and will receive an unexcused absence. Nursing care provided by the student that exhibits clinical judgement which jeopardizes safe patient care can be interpreted by the clinical instructor to be egregious, and will result in immediate course failure grade of F and/or dismissal from the program.

Policy 18.1 Safe Clinical Practice: Student Fitness to Provide Care

Students who do not demonstrate the clinical objectives for safe clinical practice (as outlined in the clinical evaluation tool) will receive a counseling form that may result in a failed clinical day. Students must demonstrate alertness for the provision of safe patient care. Students that demonstrate weariness or fatigue from sleep deprivation that negatively impacts clinical judgement may compromise patient safety and will receive a counseling form that may result in a failed clinical day.

Any student who appears to be impaired by alcohol or drugs, at the sole discretion of the clinical faculty, will be dismissed from the clinical area. This may result in course failure grade of F and/or dismissal from the program.

Policy 18.2 Safe Clinical Practice: Supervision and in the Presence of Clinical Instructor

Students are responsible for all skills taught throughout the program. Students are expected to practice independently in the nursing skills lab to gain skill proficiency. Students are NEVER to administer medications or treatments in the clinical setting without direct supervision of the SCCC clinical instructor.

Policy 18.3 Safe Clinical Practice: Unsuccessful Attempt of Laboratory Performance Evaluation Skill

The nursing curriculum, lab instruction, faculty office hours, and open lab practice hours are designed to promote student lab skill performance success on the first attempt.

If a student has an unsuccessful attempt of a Laboratory Performance Evaluation Skill, the student is prohibited from performing that skill in the clinical setting. It is the responsibility of the student to inform their clinical instructor that they have not passed the skill in the lab and are not permitted to perform that skill in the clinical setting. If/when the student eventually passes the performance evaluation of that skill, the student must provide evidence that they have now passed the skill and then the student may perform that skill in the clinical setting under the supervision and in the presence of the clinical instructor. The inability to perform nursing skills in the clinical setting, may result in student inability to receive a direct patient care assignment and fail to meet the clinical objectives. Failure to receive a direct patient care assignment result in the inability to meet the clinical learning objectives of the clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.

Policy 18.4 Safe Clinical Practice: Unsuccessful Attempt of Dosage Calculation Assessment

The nursing curriculum and faculty office hours are designed to promote student dosage calculation assessment success on the first attempt.

If a student has an unsuccessful attempt of Dosage Calculation Assessment (DCA), the student is prohibited from administering medications. It is the responsibility of the student to inform their clinical instructor that they have not passed the DCA and are not permitted to administer medications in the clinical setting.

If/when the student eventually passes the DCA, the student must provide evidence that they have now passed and then the student may administer medications in the clinical setting under the supervision and in the presence of the clinical instructor. The inability to administer medications in the clinical setting, may result in student inability to receive a direct patient care assignment and fail to meet the clinical objectives. Failure to receive a direct patient care assignment result in the inability to meet the clinical learning objectives of the clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.

Policy 19.0 Student Clinical Placement

Students who progress in the program without interruption, self-register for their clinical section. Students must register for classes on their assigned campus. The School of Nursing may schedule clinical sections any day of the week (Mon-Sun) day or evening or night. Students must provide their own transportation to the agency and pay for any personal costs incurred. Clinical placement is subject to change at any time (prior to the start of the clinical experience or during a clinical rotation). Affected students will be notified of changes in clinical placement by email.

Policy 20.0 Students with Disabilities

Students with disabilities must document the nature of their disabilities and request services from the disability services counselor designated on each campus. It is the student's responsibility to notify the faculty of any accommodation that need to be made.

Policy 21.0 Professional Attire

Nursing students must strictly adhere to the professional attire as outlined in the School of Nursing Handbook. Violations may result in a failed clinical day (two failed clinical days results in a failed clinical evaluation and course grade of F).

Policy 22.0 Unsuccessful Course Attempt

Students who are unsuccessful in a nursing course (final grade of C, D+, D, or W) must contact their Academic Chairperson to discuss available options to repeat the course. Students who are applying for reinstatement into a nursing course will be evaluated and required to complete the Request to Be Placed on a Waitlist form by the deadline provided and will be assigned a Reinstatement Action Plan. Reinstatement is dependent on clinical space availability and academic eligibility. Students are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program. Students must be approved by the Academic Chairperson to be reinstated into a course and are not permitted to self-register in Banner for nursing courses that they are repeating. Refer to the Nursing Student Handbook for the procedures on how to request to be reinstated and placed on a waitlist.

Special Note:

If a student is unsuccessful in NUR102, both NUR 126 and NUR 127 or both PNU116 and PNU119, they must reapply to the nursing program through the Department of Admissions.

Policy 23.0 Leave of Absence (LOA)

Students may request a semester LOA prior to the first day of a nursing course. After the first day of class, students must follow the College drop/add or withdrawal procedures. A nursing student who requests a voluntary semester LOA from the Nursing Program must complete a LOA notification form. Upon review of the student's academic record, the Associate Dean for the School of Nursing will notify the student of the semester LOA approval. Approval of semester LOA does not alter the student's original program expiration date. Approved semester LOA permits the student to retain their nursing program code and must apply for reinstatement to register for a nursing course by completing a Request to Be Placed on a Waitlist form. Reinstatement must occur within one (1) year from the last clinical course or the student's nursing program code will be removed and the student must reapply to the program as a new student. Seats are not guaranteed for students who have been granted a semester LOA. Refer to the Nursing Student Handbook for the procedures on how to request a LOA.

Policy 24.0 Medical Withdrawal

Medical withdrawal may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition. To request a medical withdrawal, documentation by a physician or other appropriate health care provider is required. The student should make a written request indicating the medical reason and the period of the leave and submit to the Campus Associate Dean of Student Services. Students should consult the Associate Dean for the School of Nursing for further information. Students granted a medical withdrawal are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program and must apply for reinstatement to repeat the course. Students granted medical withdrawal must satisfy all health clearance requirements as indicated prior to course reinstatement. Students must meet all program requirements within the maximum timeframe as outlined in the nursing program pages in the College Catalog.

Policy 25 Submission of Late Assignments

Assignments are to be submitted by the due date/time/method as per faculty. Students requiring additional time to submit an assignment that have not received prior approval from the faculty will receive a score of zero (0). Students who receive additional time to submit an assignment, with prior approval from faculty, will be offered an extended due date/time/method as determined by the faculty, and will incur a 25% deduction penalty. Faculty will accept assignments past the original due date without prior approval only in the case of extenuating circumstances (including but not limited to hospitalization, childbirth, major accidents, injury or bereavement). Students must notify the faculty as soon as possible of the extenuating circumstance that prevented them from submitting the assignment on the due date. Documentation from the student explaining the extenuating circumstance for late submission may be required by the faculty. The extended due date/time/method will be determined by the faculty, and the deduction penalty will be waived. Students who do not meet the extended deadline will receive a grade of zero (0) on the assignment. Assignments may be submitted past the original due date/time/method only once; any additional course assignments submitted past the original due date/time/method will receive a score of zero (0).

Policy 26.0 Missed Lab Performance Evaluation Test Date

Lab Performance Evaluation testing is to be completed on the due date/time as per faculty. Students must notify the faculty as soon as possible if extenuating circumstances prevented them from performing the lab skill test on the due date. Documentation from the student explaining the extenuating circumstance for late submission may be required by the faculty. The extended due date/time will be determined by the faculty, and the deduction penalty will be waived. Students who do not meet the extended deadline will receive a grade of zero (0) on the assignment. Lab Performance Evaluation test date may be extended past the original due date/time only once; any additional lab skill extension past the original due date/time will receive a score of zero (0).

If a student misses a lab performance evaluation testing date/time and the reason is not due to extenuating circumstances, the missed lab performance evaluation is considered a first attempt, and the student will receive zero points but may have a second attempt to pass the evaluation.

If a student voluntarily waives their first attempt at a lab performance evaluation, they will receive zero points, but may have a second attempt to pass the performance.

Policy 27.0 Clinical Probation

Being in good academic standing is mandatory. Course content tested on unit exams is critical to providing progressive safe clinical care during clinical experiences throughout the program. Eligibility to receive a direct patient care assignment is dependent on being in good academic standing.

Student is placed on Clinical Probation if student scores less than 65 on any unit exam.

If placed on Clinical Probation, student will be ineligible to receive a direct patient care assignment. Failure to receive a direct patient care assignment will result in the inability to meet the clinical

learning objectives of the clinical experience and a failed clinical day. Two failed clinical days will result in a grade of F for the course. Clinical Probation Form will be completed and placed in the student departmental file.

Students who score less than 65 on any unit exam, must complete remediation as assigned by the course lecturer (i.e. ATI templates, interactive case studies, etc.) based on course topics covered to be eligible to receive a direct patient care assignment. Students will not be eligible to receive a direct patient care assignment until the student submits the remediation assignment and the faculty confirms the assignment is accurate and meets expectations. Clinical Probation remains in effect until the assignment is accepted as meeting the remediation requirement. Failure to receive a direct patient care assignment will result in the inability to meet the clinical learning objectives of the clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.