



Jane F. Shearer School of Nursing

Student Policy Manual

2026-2027

Students are responsible for reading and adhering to Student Policy Manual, Nursing Student Handbook, Laboratory Safety Manual, and SCCC Catalog. 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

Suffolk County Community College provides students with the opportunity to demonstrate their knowledge by submitting coursework that is uniquely theirs and giving proper attribution to the work of others. Participating honestly in the SCCC academic community ensures that students can take pride in their education and their contributions to scholarship. Without academic integrity, students gain an unfair advantage over others and prevent their own intellectual progress. As a student in this class, they are expected to uphold the SCCC core value of Integrity and understand the Special Procedures for Academic Dishonesty in the relevant sections of the [SCCC Student Code of Conduct](#).

The Code prohibits academic misconduct, which includes any action that results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work that is not their own. Academic exercise includes all forms of work submitted for credit. Academic misconduct includes, but is not limited to, the following behaviors: cheating - unauthorized use of textbooks, notes, mobile devices, artificial intelligence tools, or other sources during an academic exercise; plagiarizing - using another person’s work or ideas without crediting them, including using material generated by artificial intelligence tools for an assignment without instructor authorization; complicity - helping a student or being helped, to engage in academic misconduct; multiple submissions - submitting the same work for credit in more than one course without the instructor’s permission; falsification and forgery - inventing information or falsifying the identity of a student.

Information about the Student Code of Conduct, plagiarism, and the citation process is on the [Academic Integrity](#) webpage.

ATI Assessment Security and Copyright

All ATI practice and proctored assessment questions, answer choices, rationales, images, videos, and other assessment materials are the copyrighted property of Assessment Technologies Institute (ATI). Reproducing, recording, photographing, copying, memorizing for the purpose of disclosure, distributing, posting, transmitting, or otherwise disclosing ATI assessment content, in whole or in part, by any means is prohibited. This prohibition includes, but is not limited to, sharing assessment content through social media, artificial intelligence (AI) platforms, online study sites, tutoring websites, messaging applications, email, cloud storage, screen captures, audio or video recordings, or any other electronic or printed format. Students may not discuss, disclose, reconstruct, or share ATI assessment questions, answer options, rationales, or other assessment content before, during, or after an ATI assessment. This includes memorizing

assessment questions or answer choices for the purpose of sharing them with another individual or posting them to any public or private platform. Unauthorized reproduction or distribution of ATI assessment materials may constitute a violation of federal copyright law, ATI security policies, the College Student Code of Conduct, and the School of Nursing Academic Integrity Policy and may result in academic and disciplinary action, civil liability, and criminal penalties.

Policy 2.0 Academic Advisement

Nursing students are assigned to 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 in 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.

Clinical Hours Makeup Request

Students are required to attend all scheduled clinical sessions in full. The total number of clinical hours assigned in each course must be completed to meet course objectives.

Students must complete a Makeup Clinical Hours Request Form to request makeup missed clinical hours for any unforeseen absence, tardiness, or early departure from a scheduled clinical experience. Students MAY NOT submit the form in request for a planned absence. Planned absences are not permitted.

Submission of this form is required for scheduling and documentation of clinical makeup during the college designated make up day. Students may only submit one form and may not exceed the clinical absence policy. **Any clinical absence additionally places a student on clinical probation.**

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 clinical experiences. 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 cost incurred 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, and non-refundable fees.

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 presence at their facility in the capacity of a student nurse. Students who 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 for Inclement Weather

The School of Nursing follows the College's determination regarding schedule modifications due to inclement weather or other conditions that may affect College operations, including snow, ice, flooding, excessive heat, power outages, or other emergency situations.

During periods of excessive indoor heat, as defined by the College's Excessive Indoor Heat Policy, faculty will implement the measures directed by College. These measures may include turning off overhead lights, using fans or portable cooling units, and opening doors and windows to improve air circulation. Under the direction of campus leadership, classes may be relocated to a cooler location or temporarily transitioned to remote instruction. Students requesting reasonable accommodation related to a disability affected by heat conditions should follow the procedures outlined in the course outline or contact the Office of Disability Services.

Students are responsible for monitoring emails, Bright Space, the College website, official College communications, and local media outlets for announcements regarding class cancellations, delayed openings or early dismissals. If the College announces a delayed opening, clinical instructor should inform students they will arrive at the clinical site at the delayed opening time unless otherwise instructed by the Academic Chair. Afternoon or evening cancellation while students are participating in a clinical experience, students must leave the clinical site at the time designated by their clinical instructor.

Policy 6.0 Change of Student Information

Nursing students are responsible for maintaining current and accurate personal information with the College. Any change in name, mailing address, telephone number, or other contact information must be reported promptly to both the Registrar's Office and the School of Nursing on the student's home campus. Failure to maintain current information may result in missed communications regarding course requirements, clinical experiences, examinations, licensure, or other Nursing Program matters. Students are responsible for all information distributed by the College and the School of Nursing, regardless of whether a failure to update contact information resulted in the communication being missed.

Students are also responsible for ensuring that the name on file with the College matches the name on all required nursing program records and government-issued identification. Failure to maintain consistent and accurate name records may delay or affect eligibility for NCLEX registration and licensure processing.

Policy 7.0 Illness/Injury/Hospitalization or Other Circumstance

Students who experience an illness, injury, pregnancy, childbirth, surgery, hospitalization, or other circumstance that results in a physical or psychological limitation or an absence from the classroom, skills laboratory, or clinical experience must be evaluated by their health care provider and determined to be fit for duty before returning to the skills laboratory or clinical setting. This requirement also applies to students who have been prescribed medication, or who are taking over-the-counter medication, which may cause sedation or otherwise impair their ability to participate safely, such as pain medication prescribed after oral surgery or antihistamines.

The student must be free of any restrictions or limitations that may endanger the student's health or the safety of clients in the clinical setting. To obtain approval to return to the skills laboratory and/or clinical setting, the student must submit the **Fitness to Return to Clinical and Verification Form**, located in the Student Handbook, to the Academic Chair before the anticipated return date. Clinical agencies have final authority to determine whether a student may return to their agency.

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

Nursing students are expected to conduct themselves in a professional, respectful, and courteous manner that promotes a positive learning environment and supports the educational experience of all students. Behaviors that disrupt teaching, interfere with learning, or are inconsistent with the standards of the nursing profession are not acceptable. A faculty member may bring charges of misconduct against a student whose behavior is disruptive or unprofessional. Students whose behavior is deemed disruptive may be subject to disciplinary action in accordance with the College's Student Code of Conduct.

During lecture, nursing students are expected to:

- Arrive on time and be prepared for class to begin promptly at the scheduled hour, as late arrivals disrupt the learning environment and the flow of instruction.
- Attend to personal needs before or after class or during scheduled breaks. Leaving the classroom during instruction, except in the case of an emergency, should be avoided as it disrupts the learning environment.
- Silence all cell phones and electronic devices and refrain from using them in a manner that disrupts instruction or distracts others.
- Demonstrate respect for classmates and the instructor by listening attentively, participating appropriately, and avoiding side conversations or other disruptive behaviors.
- Use respectful and professional language when communicating with classmates and faculty.
- Speak with the instructor privately if extenuating circumstances require special accommodation or temporary arrangements.
- Refrain from bringing children or other guests to lecture, skills laboratory, simulation, or clinical settings, as they are not permitted in instructional or patient care areas.

Policy 9.0 Complaints

The School of Nursing follows the College's Student Complaint Procedure for addressing concerns related to the nursing program. A student complaint is about a non-grade-related concern about the learning environment, communication, access to program resources, or other interactions that affect the student's educational experience. Concerns regarding final grades are not considered student complaints and must be addressed through the College's Grade Grievance Procedure.

Students are expected to bring concerns forward as soon as they arise rather than waiting until the end of the semester. Prompt reporting provides the greatest opportunity to investigate the matter, facilitate resolution while the course is in progress, and address concerns before final grades are awarded. Complaints will be reviewed thoroughly and objectively; however, submission of a complaint does not guarantee that the requested resolution will be granted or that the school will determine that a violation occurred. Complaints must be submitted no later than one month after the end of the semester in which the alleged issue occurred.

The first step in the complaint process is for the student to discuss the concern with the nursing faculty member involved and make a good-faith effort to resolve the issue. Before meeting with the campus Academic Chair, the student must first attempt to resolve the concern with the faculty member and be prepared to describe the steps taken and the outcome of that discussion. If the issue remains unresolved, the student may then meet with the campus Academic Chair to seek further review.

If the complaint remains unresolved, the student must submit the complaint by email to the Associate Dean for the School of Nursing for further review in accordance with the College's Student Complaint Procedure. The email must include a description of the concern, the steps taken to resolve the issue with the nursing faculty member and the Academic Chair, the outcome of each step, and the resolution being requested.

Policy 10.0 Counseling Forms

A counseling form may be issued when nursing faculty identify concerns related to a student's behavior, actions, academic performance, clinical performance, attendance, or compliance with program expectations. The counseling form documents the concern, identifies required corrective actions, and establishes expectations for improvement.

All counseling forms will be placed in the student departmental file. A counseling form may be designated as either a **Warning** or a **Failure**. A student receiving counseling will be required to complete any follow-up actions identified by the instructor.

A student receiving two (2) counseling failures within a course (lecture, laboratory, clinical, or other program-related activities) 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 nursing program.

Exceptions may occur when a single behavior, action, or performance is determined by the faculty to be egregious and may result in course failure with a grade of **F** or dismissal from the nursing program. Patterns of unprofessional, unsafe, or otherwise unacceptable behavior may also be considered when determining appropriate disciplinary action.

Policy 11.0 Dosage Calculation Competency/Medication Administration Eligibility

Students must pass the dosage calculation assessment on the second attempt using the passing score established by the course 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 use 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.

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 adhered 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

The use of cell phones, computers, smart watches, AI-enabled devices, and other electronic devices during nursing lectures, laboratory, simulation, and clinical experiences is governed by the individual instructor, the policies of the clinical agency, and the College's Information Technology Policies and Guidelines. Students are expected to use electronic devices only for educational purposes as authorized by the instructor. Misuse of electronic devices may constitute disruptive behavior and may result in disciplinary action in accordance with the College Student Code of Conduct.

The use of personal electronic devices for phone calls, text messaging, instant messaging, web chat, social media, internet browsing unrelated to patient care or instruction, audio or video conferencing, or other personal communication is prohibited while participating in clinical, laboratory, or simulation experiences and at any time while in patient care areas. If a student must respond to an emergency phone call, text message, or other urgent communication, the student must notify the instructor and follow the procedure established by the clinical, laboratory, or lecture faculty.

To protect patient privacy and confidentiality, students are strictly prohibited from photographing, videotaping, audio recording, livestreaming, screen recording, or otherwise capturing or transmitting images, audio, video, or information related to patients, patient care activities, patient documentation, computer screens displaying patient information, or any protected health information using any personal electronic device. 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 dismissal from the nursing program.

Students may not photograph, videotape, audio record, livestream, or otherwise record faculty, lectures, classroom activities, laboratory instruction, simulations, examinations, or course materials without the prior permission of the instructor. Exceptions may be granted as an approved accommodation through the College's disability services process.

This policy should be read in conjunction with the School of Nursing's Artificial Intelligence (AI) Glasses Policy, which establishes additional restrictions regarding the use of AI-enabled wearable devices in lecture, laboratory, simulation, clinical settings, examinations, and examination review sessions.

Students may choose to create and participate in student-managed messaging groups and social media platforms (e.g., GroupMe, Discord, WhatsApp, text message groups, and similar applications) to communicate with classmates. These groups are created, administered, and moderated by students and are not affiliated with, sponsored by, or monitored by the Jane F. Shearer School of Nursing or Suffolk County Community College. Students who choose to participate in these groups are expected to communicate with professionalism, respect, and civility. The standards of professional conduct expected of nursing students extend to interactions with peers in electronic communications, including student-managed messaging platforms.

Students should:

- Communicate respectfully and professionally with classmates.
- Avoid harassment, bullying, intimidation, discrimination, threats, or personal attacks.
- Refrain from posting or sharing false, misleading, or defamatory information about students, faculty, staff, clinical agencies, or patients.
- Respect the privacy and confidentiality of others and never share protected health information (PHI), confidential clinical information, examination content, copyrighted course materials, or other information prohibited by College, School of Nursing, or clinical agency policy.
- Recognize that messages, screenshots, photographs, and other electronic communications may be shared beyond the intended audience and may become part of disciplinary or legal proceedings.

The School of Nursing does not monitor or mediate student-managed messaging groups and is not responsible for their content. However, conduct that is reported to the College and is determined to violate the Student Code of Conduct, School of Nursing policies, applicable laws, or clinical agency requirements may be addressed through the appropriate College disciplinary process, regardless of where the communication occurred.

Students who experience threatening, discriminatory, or harassing behavior are encouraged to preserve relevant communications and report the concern through the appropriate College reporting process.

Prohibited Use of Artificial Intelligence (AI) Smart Glasses

To protect patient privacy, maintain academic integrity, and ensure a fair learning and testing environment, the use of Artificial Intelligence (AI) Smart Glasses or any eyewear with recording, communication, internet connectivity, or AI-assisted capabilities is prohibited during all nursing program activities, including classroom instruction, skills laboratory, simulation experiences, clinical experiences, unit examinations, proctored quizzes, dosage calculation assessments, proctored ATI assessments, skills laboratory performance evaluations, unit examination performance reviews, and any activity involving protected health information (PHI) or confidential course materials.

Students may not wear or use AI Smart Glasses, smart eyewear, or similar devices capable of recording audio or video, capturing images, transmitting or receiving information, accessing the internet, displaying information, communicating with another individual or Artificial Intelligence (AI) platform, or providing AI-assisted responses during any nursing program activity as described above.

Students wearing prescription glasses or other eyewear during nursing program unit examinations/proctored quizzes, assessments, performance evaluations, and activities may be required to remove, present, or demonstrate that their eyewear does not contain prohibited electronic or Artificial Intelligence (AI)-enabled technology. **Students who wear prescription glasses with built-in AI, camera, audio, or communication capabilities must notify the Associate Dean of the School of Nursing at the beginning of the course.** Refusal to comply with a reasonable request for inspection or verification may result in dismissal from the classroom, testing environment, laboratory, simulation, or clinical activity and may constitute a violation of the Nursing Program Academic Integrity Policy.

Students are expected to cooperate with all reasonable measures used to maintain the integrity of the learning, testing, laboratory, simulation, and clinical environments. If a lecture instructor, examination/assessment proctor, or clinical or lab faculty member observes behavior reasonably consistent with the possible use of unauthorized electronic or Artificial Intelligence (AI)-enabled technology, including but not limited to repeated or unusual eye, head, or body movements; verbal interactions inconsistent with the activity; apparent responses to unseen prompts; unexplained manipulation of eyewear or wearable devices; or any other behavior that reasonably suggests the possible use of unauthorized technology, the faculty member may require the student to remove or present the device for inspection, suspend the examination/assessment/evaluation/activity, relocate the student pending investigation, and/or initiate the Nursing Program Academic Integrity process.

Any student found to be wearing or using prohibited AI-enabled eyewear or other unauthorized electronic devices during a restricted nursing program activity will be subject to the College and Nursing Program academic integrity and disciplinary policies. Use of AI Smart Glasses in clinical settings may also constitute a violation of patient privacy, HIPAA requirements, and healthcare facility policies and may result in immediate removal from the clinical site and clinical failure.

12.3 Electronic Communication: Social Media

Nursing students are expected to always use social media and all forms of electronic communication in a professional and ethical manner. Students are responsible for protecting confidential, sensitive, proprietary, and copyrighted information obtained through the School of Nursing, the College, or any clinical agency.

The posting, sharing, transmitting, livestreaming, or distributing of information or content, including photographs, videos, stories, reels, audio recordings, screenshots, or other digital media, through social media platforms, messaging applications, websites, blogs, podcasts, or any other electronic or digital platform is strictly prohibited unless expressly authorized by the School of Nursing or the clinical agency. This prohibition includes content related to patients, clinical experiences, simulation activities, laboratory experiences, classroom instruction, examinations, course materials, faculty, staff, classmates, and clinical agencies. Students must comply with all applicable federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as the College's Academic Integrity Policy and Information Technology Policies and Guidelines.

Students who violate this policy may be subject to disciplinary action, including course failure with a grade of F, dismissal from the nursing program, and, when applicable, consequences imposed by the clinical agency or legal authorities.

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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 conduct themselves in a professional, respectful, and ethical manner at all times while participating in clinical experiences. Professional behavior is expected in all areas of the clinical agency, including patient care areas and non-patient care areas such as cafeterias, elevators, hallways, lobbies, and parking lots. Students participating in approved on-campus clinical activities, simulations, alternate clinical experiences, or Nursing Club events while wearing the School of Nursing uniform are held to the same standards of professional conduct as those in a clinical agency. While wearing the School of Nursing uniform, students represent both Suffolk County Community College and the nursing profession.

Unprofessional behavior includes, but is not limited to, inappropriate or disruptive conduct, refusal to accept constructive feedback, the use of profane or offensive language, harassment, intimidation, disrespectful communication, unprofessional interactions with patients, families, faculty, staff, peers, or members of the public, or any behavior that reflects negatively on the nursing profession. Depending on the nature and severity of the behavior, violations may result in a failed clinical day, course failure with a grade of F, dismissal from the nursing program, or other disciplinary action.

Students may function in the role of a nursing student only during an assigned clinical experience under the direct supervision of nursing faculty or when specifically assigned by faculty to a designated specialty unit or community setting. Students are prohibited from functioning in the role of a student nurse without faculty supervision, including while employed by a clinical agency. Students who are employed by a clinical agency must clearly distinguish between their role as a nursing student and their role as an employee and must practice only within the scope of their assigned role. Student assignments, documentation, and patient care activities completed for the nursing program may not be performed outside of assigned clinical hours or without faculty supervision. Violations may result in failure of the clinical component of the course, resulting in failure of the course with a grade of F, and may also result in dismissal from the nursing program.

Students must maintain professional boundaries with assigned patients and their families. The therapeutic relationship exists only for the duration of the assigned clinical experience. Students are prohibited from establishing or continuing personal, social, financial, or other nonprofessional relationships with patients or their family members. Violations may jeopardize the student's continuation in the nursing program and may result in course failure with a grade of F and/or dismissal from the nursing program.

Students must comply with the Confidentiality Agreement signed upon admission to the nursing program and renewed annually, all School of Nursing and College confidentiality policies, all applicable federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), and all confidentiality policies of the clinical agency. Violations of confidentiality or privacy requirements may result in immediate dismissal from the nursing 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 the 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 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 direct admission and internal transfer from the RN to PN program. Two or more counseling failures result in a course failure with a grade of F or program dismissal.

13.4 Professional Behavior: Smoking/Inhaled Substances

The School of Nursing complies with the College's Smoking Policy while on campus. Students are expected to report to all clinical, laboratory, and simulation experiences free from odors associated with smoked or inhaled substances, including but not limited to tobacco, marijuana, vaping products, or other inhaled substances, as such odors may be offensive to patients, interfere with the clinical environment, and raise concerns regarding fitness for clinical participation.

Students who report to clinical, laboratory, or simulation experiences with the odor of smoked or inhaled substances may be dismissed from the clinical or laboratory experience and receive a failed clinical day. Two failed clinical days result in a failed clinical evaluation and course failure with a grade of F. Depending on the circumstances, violations may also result in course failure with a grade of F and/or dismissal from the nursing 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 permitted 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 at 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 it is practical (in an emergency). 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 students 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 students 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 accommodation 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 the event of an emergency or fire drill during an examination, students must immediately follow all College emergency procedures and evacuate the building as directed. While outside the building and awaiting permission to return, students are prohibited from discussing the examination, accessing notes or other testing materials, or using cell phones, smart watches, AI-enabled devices, or any other electronic technology. Failure to comply with this policy may be

considered a violation of academic integrity and may result in disciplinary action in accordance with the School of Nursing and College Academic Integrity policies.

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 examination average of 74.5% or higher is required before all other graded course requirements are included in the calculation of the final course grade.

If the unweighted unit examination average is below 74.5%, the final letter grade will be equivalent to the unweighted unit examination average. All other graded course requirements will not be included in the final grade calculation.

Students who achieve a minimum unweighted unit examination average of 74.5% or higher will have their final course grade calculated using the weighted unit examination average, together with all other graded course requirements, using the weights outlined in the Methods of Evaluation table of the course outline. All course expectations, requirements, and deadlines must also be satisfactorily met. Failure to meet course requirements or deadlines may negatively impact on the final course grade.

Clinical failures and skills laboratory performance evaluation failures (if applicable) supersede all grade calculations. A failed final clinical evaluation and/or a failed laboratory performance evaluation on the second attempt (when applicable) will result in an automatic course grade of F, regardless of the unweighted unit examination average, weighted unit examination average, or overall weighted course grade.

A minimum final course letter grade of C+ on all PNU/NUR courses is required to successfully pass the course and qualify for program progression. Grades below C+ constitute an unsuccessful attempt at the course. Students must achieve a minimum grade of C in the general education/liberal arts and science courses required in the nursing program.

These grading procedures used to calculate the final course grade are non-negotiable. The requirement to achieve a minimum unweighted unit examination average of 74.5% is a prerequisite for including all other graded course requirements in the final course grade calculation and will not be modified, waived, or recalculated on an individual basis. Extra credit is not permitted to achieve a passing final course letter grade. A grade grievance or appeal may not be based on disagreement with these published grading standards or their application, provided they have been applied consistently and in accordance with Nursing Program policies. Students are responsible for understanding and complying with all grading policies as outlined in the course outline, Student Handbook, and Nursing Program Policy Manual.

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 withdraw from a course is two-thirds into the term. For almost every case, which 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 approval, you should continue to attend class and complete coursework 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/NUR 126 or NUR 127 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 single 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 within 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 due to a documented illness, injury, or medical or psychological condition by the Campus Associate Dean of Student Services. Medical withdrawals may not amount to an unsuccessful attempt. Students with documented extenuating circumstances that should be considered related to a voluntary course withdrawal, which 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 a designated time frame to review their performance on each unit examination with the lecture faculty. The purpose of the review is to provide individualized feedback, promote self-reflection, and develop strategies to improve future examination performance. The lecture faculty will communicate the exam review schedule and process through a Brightspace announcement. Students who earn a unit examination grade below **74.5%** are strongly encouraged to attend the designated exam review and complete an Exam Improvement Form.

Students are responsible for attending the exam review only if they can participate effectively. Students should attend when they are prepared to focus on faculty feedback and engage in meaningful self-reflection. If a student's concentration, emotional state, personal circumstances, or physical well-being may interfere with their ability to participate productively, the student should consider whether they are prepared to benefit from the review.

Once the designated exam review period has ended, students who did not participate in the scheduled review forfeit the opportunity to review that unit examination and receive faculty feedback.

During the exam review, all personal belongings must remain out of reach. Students may not take notes, copy or reproduce examination content, make audio, or video recordings, take photographs or screenshots, or use cell phones, smart watches, AI-enabled devices, or any other electronic device. Cell phones must be powered off throughout the review. Failure to comply with these requirements will be considered a violation of the College Academic Integrity Policy and Student Code of Conduct.

The College Academic Integrity Policy remains in effect following the conclusion of the exam review. Students may not disclose, reproduce, distribute, or discuss examination content with others.

No other individual may be present during a student's exam review. Requests for another individual to review an examination, examination blueprint, item analysis, item statistics, or other examination-related materials on behalf of a student will be referred to the College's Department of Legal Affairs for review and determination.

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 keyed answers 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: Grade Grievance

The course faculty have the ultimate responsibility for assigning final course grades. If a student disagrees with the final course grade posted to their transcript, the student may initiate the School

of Nursing Grade Grievance Procedure as outlined below. The Grade Grievance Procedure provides students with due process through a structured review of an alleged violation of a published policy or procedure that may have adversely affected the student's final course grade. A grade grievance is not a request for additional points, a re-evaluation of academic judgment, or a review of an instructor's professional evaluation of a student's performance.

A student may initiate the grade grievance process only when alleging, on the School of Nursing Grade Grievance Form (located in the student handbook) that a specific policy or procedure published in the College Catalog, School of Nursing Student Policy Manual, School of Nursing Student Handbook, or course syllabus was not followed and that the alleged violation adversely affected the student's final course grade. The grade grievance process follows escalating levels of administrative review.

Special Note Regarding Course Withdrawal: Students who withdraw from a course and receive a grade of W are not eligible to initiate the grade grievance process because the procedure applies only to final course grades recorded on the student's transcript.

Special Note Regarding Reviewable Claims: The review is limited to the allegations identified on the original School of Nursing Grade Grievance Form. No new allegations, supporting claims, or additional issues may be introduced after the grievance has been submitted.

Grade Grievance Procedure

Step 1: Student Grade Grievance

Within seven (7) calendar days of the final course grade being posted in Banner, the student must complete the SCCC School of Nursing Student Grade Grievance Form (located in the Student Handbook) and submit the completed form by email from the student's SCCC email account to the course faculty member identified in the grievance.

Step 2: Faculty Grade Grievance Decision

The faculty member identified in the grievance will review the Student Grade Grievance Form and may, at their discretion, request to meet with the student. The faculty member will document the decision on the Step 1 Faculty Decision Form and email the decision to the student within five (5) calendar days of receiving the Student Grade Grievance Form.

Step 2a: Student Request for Administrative Review by the Academic Chair

If the student is dissatisfied with the faculty member's decision, the student must complete Section 2a of the Student Grade Grievance Form and submit it by SCCC email to the Academic Chair within five (5) calendar days of receiving the faculty decision.

Failure to initiate Step 2a within the stated time constitutes withdrawal of the grade grievance and bars further review or action within the College.

Step 3: Administrative Review by the Academic Chair

The Academic Chair will review the Student Grade Grievance Form and may, at their discretion, request to meet with the student. The Academic Chair will document the determination on the Step 2 Administrative Review with Academic Chair Form and email the determination to the student within five (5) calendar days of receiving the completed Section 2a.

Step 3a: Student Request for Administrative Review by the Associate Dean

If the student is dissatisfied with the Academic Chair's determination, the student must complete Section 3a of the Student Grade Grievance Form and submit it by SCCC email to the Associate Dean for the School of Nursing within five (5) calendar days of receiving the Academic Chair's determination.

Failure to initiate Step 3a within the stated time constitutes withdrawal of grade grievance and bars further review or action within the College.

Step 4: Final Administrative Review by the Associate Dean

The Associate Dean will review the Student Grade Grievance Form and may, at their discretion, request to meet with the student. The Associate Dean will document the determination on the Step 3 Final Administrative Review Form and email the determination to the student within five (5) calendar days of receiving the completed Section 3a.

If the student is obtaining documentation that may be relevant to the review, the student may request that the Associate Dean postpone the decision beyond the five (5) calendar daytime frame to allow additional time for submission of the documentation.

The determination of the Associate Dean is final within the School of Nursing.

Step 4a: Student Request for Appeal to the SCCC Executive Office

If the student is dissatisfied with the Associate Dean's determination, the student must complete Section 4a of the Student Grade Grievance Form and submit it by SCCC email to the Vice President of Academic Affairs within five (5) calendar days of receiving the Associate Dean's determination.

Failure to initiate Step 4a within the stated time constitutes withdrawal of the grade grievance and bars further review or action within the College.

Step 5: SCCC Executive Office Appellate Review

The Vice President of Academic Affairs will respond to the student within ten (10) calendar days and, if appropriate, may convene a Grade Grievance Committee hearing. In accordance with College policy, the recommendations of the Grade Grievance Committee are advisory only, as the faculty member retains the ultimate responsibility for assigning the final course grade.

The determination of the Vice President of Academic Affairs is final and is 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 students 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 records maintained in their School of Nursing student file by submitting a request from their SCCC email account to the Academic Chair. The Academic Chair will respond to the request within forty-five (45) calendar days. Students may be required to present identification before records are released.

Requests for educational records maintained by the College outside of the School of Nursing are governed by applicable College policies and procedures. Copies of educational records that did not originate at Suffolk County Community College, such as records received from high schools or other colleges, will not be provided by the School of Nursing.

Policy 18.0 Safe Clinical Practice

All nursing students must meet the School of Nursing's safety and technical standards, with or without reasonable accommodation, as outlined in the School of Nursing Student Handbook. Students are expected to report to all clinical, laboratory, and simulation experiences physically, mentally, and emotionally able to provide safe patient care.

If a clinical instructor determines that a student may be unable to safely participate in the clinical experience or safely provide patient care, the student may be dismissed from the clinical experience for the day and will receive an unexcused absence in accordance with program attendance policies.

Nursing care or clinical judgment that places or has the potential to place a patient, staff member, fellow student, or others at risk of harm may be considered egregious. Depending on the nature and severity of the incident, such conduct may result in immediate failure of the course with a grade of F, dismissal from the nursing program, or both.

18.1 Safe Clinical Practice: Student Fitness to Provide Care

Nursing students are expected to report to all clinical experiences fit to provide safe patient care. Students must demonstrate the knowledge, clinical judgment, psychomotor skills, alertness, and professional behavior necessary to meet the clinical objectives and provide safe, competent care.

Students who demonstrate fatigue, sleep deprivation, illness, emotional distress, the effects of medication, or any other condition that impairs alertness, judgment, or the ability to safely provide patient care may also receive a counseling form and may be dismissed from the clinical experience with a failed clinical day.

Any student who appears to be impaired by alcohol, drugs, or any other substance or condition that, in the judgment of the clinical instructor, may compromise the student's ability to provide safe patient care will be immediately dismissed from the clinical setting. Such conduct may result in course failure with a grade of F, dismissal from the nursing program, or both.

Students who fail to demonstrate safe clinical practice or who do not meet the clinical objectives as outlined in the clinical evaluation tool will receive a counseling form and may receive a failed clinical day.

18.2 Safe Clinical Practice: Clinical Supervision

Students are responsible for maintaining competency in all nursing skills taught throughout the program and are expected to practice independently in the nursing skills laboratory to develop and maintain proficiency.

In the clinical setting, students may perform nursing skills only within the scope of the course objectives and under the supervision of the SCCC clinical instructor. Students must not administer medications, perform treatments (i.e., wound dressing change), or carry out any nursing intervention requiring instructor supervision unless the clinical instructor is physically present and directly supervises the activity. Students may not perform procedures independently or under the supervision of clinical agency staff unless specifically authorized by the clinical instructor.

Failure to comply with this policy may result in a failed clinical day, course failure with a grade of F, dismissal from the nursing program, or other disciplinary action, depending on the nature and severity of the violation.

18.3 Safe Clinical Practice: Unsuccessful Laboratory Performance Evaluation Skill

The nursing curriculum, laboratory instruction, faculty office hours, and open laboratory practice hours are designed to prepare students to successfully demonstrate competency on the first attempt of each Laboratory Performance Evaluation Skill.

A student who is unsuccessful on a Laboratory Performance Evaluation Skill is prohibited from performing that skill in the clinical setting until competency has been demonstrated. It is the student's responsibility to inform the clinical instructor that the skill has not been successfully completed and that the student is not authorized to perform the skill in the clinical setting. Once the student successfully completes the Laboratory Performance Evaluation Skill, the student must provide verification of successful completion to the clinical instructor before performing the skill in the clinical setting. The skill may then be performed only under the direct supervision and in the presence of the SCCC clinical instructor.

If a student's inability to perform required nursing skills prevents the student from receiving an appropriate direct patient care assignment or meeting the clinical learning objectives for the day, the student will receive a failed clinical day. Two failed clinical days result in failure of the clinical component of the course and failure of the course with a grade of F.

18.4 Safe Clinical Practice: Unsuccessful Dosage Calculation Assessment

A student who is unsuccessful on the Dosage Calculation Assessment (DCA) for the course is prohibited from administering medications in the clinical setting until the assessment has been successfully completed. It is the student's responsibility to inform the clinical instructor that the DCA has not been successfully completed and that the student is not authorized to administer medications in the clinical setting.

Once the student successfully completes the Dosage Calculation Assessment, the student must provide verification of successful completion to the clinical instructor before administering medications in the clinical setting. Medication administration may then occur only under the direct supervision and in the presence of the SCCC clinical instructor.

If a student's inability to administer medications prevents the student from receiving an appropriate direct patient care assignment or meeting the clinical learning objectives for the day, the student will receive a failed clinical day. Two failed clinical days result in failure of the clinical component of the course and failure of the course with a grade of F.

19.0 Student Clinical Placement

Students who progress through the nursing program without interruption may self-register for subsequent clinical courses by selecting an available clinical course registration number (CRN) on their assigned campus. Registration for a clinical CRN does not guarantee placement at a specific clinical agency, unit, schedule, or instructor. Clinical placements are assigned by the School of Nursing based on program needs and the availability of clinical agencies.

The School of Nursing may schedule clinical experiences on any day of the week (Monday through Sunday) during day, evening, or night hours for periods of up to twelve (12) hours. Students are responsible for providing their own transportation to and from clinical agencies and for all personal expenses associated with clinical participation.

Clinical placements are subject to change at any time before or during the clinical rotation due to program needs, clinical agency requirements, or other unforeseen circumstances. Students affected by a change in clinical placement will be notified through their SCCC email account.

20.0 Students with Disabilities

The School of Nursing is committed to providing equal access to educational opportunities for qualified students with disabilities in accordance with applicable federal and state laws and College policy.

Students requesting academic accommodations must register with the Office of Disability Services on their campus and follow the College's established process for determining eligibility for accommodations. Once accommodation has been approved, it is the student's responsibility to notify faculty and provide the appropriate accommodation documentation in a timely manner so that approved accommodation can be implemented.

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).

22.0 Unsuccessful Nursing Course

Students who are unsuccessful in a nursing course, defined as earning a final grade of C, D+, D, F, or W, must contact their campus Academic Chair to discuss available options for repeating the course, when applicable. Students must receive approval from the Academic Chair before repeating a nursing course and may not self-register in Banner for any nursing course that is being repeated.

Students requesting reinstatement into a nursing course must submit a Request to Be Placed on a Waitlist form (located in the Student Handbook) by the established deadline and will be required to complete a Reinstatement Action Plan provided by the Academic Chair. Students should refer to the School of Nursing Student Handbook for the procedures and deadlines for requesting reinstatement and placement on the waitlist.

Reinstatement is contingent upon academic eligibility, successful completion of any required reinstatement activities, and the availability of clinical space. Students are not guaranteed placement in a nursing course if there is a disruption in the sequential progression of the nursing program.

Special Note: Students who are unsuccessful in NUR 102, NUR 126, NUR 127, or both PNU 116 and PNU 119 are not eligible for reinstatement and must reapply for admission 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. 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.

After the first day of class, students that select not to continue in the course must follow the College drop/add or withdrawal procedures.

Policy 24.0 Medical Course Withdrawal

Medical withdrawal may be granted, upon request, to any student currently in progress of a NUR/PNU course who is unable to attend classes for an extended period 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 it 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 and could be required to pay for extension of ATI or course resources. Students must meet all program requirements within the maximum timeframe as outlined in the nursing program pages in the College Catalog.

Policy 25.0 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 assessed 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.

Students are placed on Clinical Probation if the 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 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.

28.0 Use of Artificial Intelligence (AI)

School of Nursing materials that are not publicly available, including course content, examinations, assignments, case studies, simulation materials, learning resources, and other instructional materials, are confidential and intended solely for use by authorized students and faculty. Students may not upload, submit, copy, or otherwise disclose these materials to any artificial intelligence (AI) platform or other third-party application without the express permission of the course faculty.

The use of artificial intelligence platforms, including but not limited to ChatGPT, Gemini, Microsoft Copilot, Claude, Perplexity, AI-powered search engines, AI writing assistants, AI study tools, AI note-taking applications, AI transcription services, AI image generators, AI chatbots, and similar artificial intelligence technologies, is strictly prohibited for any clinical assignment or activity involving patient information. Students may not enter, upload, transmit, or otherwise disclose patient information to an AI platform for any purpose, including study aids, documentation assistance, care planning, or content generation, even if patient identifiers have been removed. This prohibition is necessary to protect patient privacy and confidentiality and to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) and clinical agency policies.

This policy applies regardless of whether the AI technology is accessed through a website, mobile application, browser extension, software application, or a built-in feature of another program or device.

For non-clinical coursework, the use of AI is permitted only with the explicit authorization of the course faculty and only in the manner specified by the instructor. Unauthorized use of AI constitutes a violation of the College Academic Integrity Policy and School of Nursing policies and may result in disciplinary action, including course failure with a grade of F and/or dismissal from the nursing program.