NORTHEAST
MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING

Student Handbook

2023-2024

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Associate Degree Nursing Student Handbook 2023-2024

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Introduction

This handbook provides information about major policies, procedures and guidelines for the Associate Degree Nursing program. Please become very familiar with the handbook. You will be required to sign a statement of understanding and an agreement to abide by the policies pertaining to the information in the handbook.

Welcome!

Welcome to the Northeast Mississippi Community College Associate Degree Nursing program. You are becoming a part of a school of nursing that is over 60 years strong. Northeast Mississippi Community College nurses have a long and respected history of excellence in clinical practice, scholarship and leadership in the profession of nursing.

At Northeast, you will gain knowledge and experience in the art and science of nursing. Your clinical experiences will occur across a variety of healthcare settings. The preparation and education that you will receive at Northeast will assist you to become a member of the nursing profession. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing. The faculty and staff are eager and ready to work with you to encourage your personal and professional growth.

Program Philosophy

MISSION STATEMENT: The purpose of the Northeast Mississippi Community College Associate Degree Nursing Program is to prepare a safe, competent, caring professional who can attain licensure as a Registered Nurse and care for diverse populations.

PROGRAM PHILOSOPHY: The Program purpose mirrors the institutional purpose and is supported by the philosophy of the Associate Degree Nursing Program. The Philosophy of the faculty is congruent with the theories and concepts around which the curriculum is designed and provides the foundation for the achievement of course, educational, and program outcomes and is the impetus for instruction.

The faculty believes that humans are unique creations of the Supreme Being capable of achieving homeostasis through meeting basic needs, developmental tasks and common goals across the lifespan. We believe family, society, and culture influence behavior. Ethnicity, religion, and social order contribute to the individual's perspective of life. Humans, as social beings, exhibit integrity and innate worth and are thinking members of society.

Health, a dynamic state of optimal physical, spiritual, emotional, and social well-being, is a total life process. Health is influenced by one's perception of the ability to cope with stress in meeting needs and achieving tasks and goals. Illness occurs when humans, at any time within the lifespan, are unable to meet their needs or perceive a threat to their ability to meet needs.

The faculty concurs with the Southern Council on Collegiate Education for Nursing Task Force which defines nursing as "a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements." Nursing involves caring and, as a process, assists humans to meet their needs. Nursing is practiced in collaboration with other health care providers in diverse settings with clients/patients at various stages of their lifespan. The Nursing Process (assessment, diagnosis, outcome identification, planning, implementation, and evaluation) and knowledge derived from the biophysical and psychosocial sciences provide a framework for the application of critical thinking in nursing.

The associate degree nurse uses the nursing process to provide competency-based care, thereby promoting and/or maintaining, healthy outcomes for individuals, families and groups. The Associate Degree Nurse, in Mississippi, should acquire the knowledge, attitude, and skills to meet the core competencies of Patient Centered Care; Professionalism; Leadership; Systems Based Practice; Informatics and Technology; Communication; Teamwork and Collaboration; Safety; Quality Improvement; and Evidence Based Practice as identified in the Mississippi Nursing Competency Model: Nurse of the Future Nursing Core Competencies, 2016. The foundational principle of nursing practice is to provide care and respect for patients/ clients and their families.

A goal of the program is to provide a seamless transition into and beyond the ADN program. The practical nurse, a graduate of an approved vocational-technical program of study, functions at the direction of the registered nurse. The faculty believes that the practical nurse possesses the potential for advanced placement into an associate degree

program because of his/her basic nursing education. The associate degree nurse provides the first level of professional nursing care, and, as an accountable member of the healthcare team, practices with nurses having a variety of educational backgrounds. A broader and more liberal educational base is referenced in the practice of the baccalaureate prepared nurse. The nurse who is prepared at the masters and/or doctoral level possesses a broad range of theoretical concepts and clinical skills that are necessary for functioning in advanced practice roles.

The institution of higher education, which encompasses biological and social science, is the ideal setting for optimal learning and the achievement of social and intellectual progress of the nursing student. Such a setting is conducive to maximum use of human and material resources in achieving such objectives.

The teaching-learning process, like the nursing process, is purposeful, planned, implemented, and evaluated. Basic ideas, concepts, technology, and skills are introduced using sequential steps. Knowledge of scientific principles and human behavior is gained through integration of basic ideas into more complex learning. Implementation of this process is influenced by such factors as learner readiness, teacher and learner perception, and availability of resources and time.

Active involvement of teacher and learner is necessary for optimal learning and achievement of objectives. Learner feedback is encouraged and validated through verbal exchange, psychomotor behavior, and written cognitive expressions. Learning is reinforced through successful application and transfer of knowledge. Problem solving in related areas is made possible through guided clinical experiences in which the learner uses sensory, cognitive, affective, and psychomotor skills. The teacher sets the stage for the emergence of desirable learning outcomes through planned course content and laboratory experiences. The teacher guides and directs the learner in planned activities to achieve objectives and serves as a resource person. Evaluation of the teaching-learning process is ongoing, mutual, and based on stated objectives and criteria for performance. Shared evaluation of the learner by the teaching team increases objectivity. The learner actively participates and is accountable in achievement of program goals and objectives and possesses unique capabilities and characteristics that influence individual learning outcomes.

Philosophy last revised by ADN faculty May 2019.
Reviewed May 2020, 2021.

Program Curriculum Concepts

In order to unify nursing education, the Associate Degree Nursing program has developed a curriculum design which incorporated concepts / theories selected by the faculty. These are Nursing Process, the A.D.N. Roles and Core Competencies, Maslow's Hierarchy of Needs, and Erickson's Theory of Psychosocial Development.

Maslow's Hierarchy
The Health Illness Continuum
Health, Health Variation, Need Deprivation, Illness

Erikson's Theory of Growth & Development

Nursing Process

Assessment
Nursing Diagnosis
Planning
Implementation Evaluation

A.D.N. Core Competencies (2016 Mississippi Competency Model)

Patient-Centered Care
Professionalism
Leadership
Systems-Based Practice
Informatics and Technology
Communication
Teamwork and Collaboration
Safety
Quality Improvement
Evidence-Based Practice

End of Program Student Learning Outcomes

Upon completion of the NEMCC Associate Degree Nursing Program, the graduate will:

1. Apply the nursing process to assist culturally diverse clients/patients in varied settings to meet multidimensional health care needs throughout the lifespan.
2. Use knowledge, derived from the biophysical, psychosocial sciences and evidence-based practice, in the application of critical thinking in provision of client/patient care throughout the lifespan.
3. Demonstrate the knowledge, attitude, and skills to meet the core competencies (Mississippi Nursing Competency Model: Nurse of the Future Nursing Core Competencies, 2016).

Competency Definitions
(Mississippi Nursing Competency Model: Nurse of the Future Nursing Core Competencies, 2016.)

Patient-Centered Care The Nurse of the Future will provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.

Professionalism The Nurse of the Future will demonstrate accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles.

Leadership The Nurse of the Future will influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.

Systems-Based Practice The Nurse of the Future will demonstrate an awareness of and responsiveness to the larger context of the health care system, and will demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value (Adapted from ACGME, n.d.).

Informatics and Technology The Nurse of the Future will be able to use advanced technology and to analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. (National Academies of Sciences, Engineering, and Medicine. 2015)

Communication The Nurse of the Future will interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes.

Teamwork and Collaboration The Nurse of the Future will function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development (Adapted from QSEN, 2007).

Safety The Nurse of the Future will minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2007).

Quality Improvement The Nurse of the Future uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2007).

Evidence-Based Practice The Nurse of the Future will identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions (Adapted from QSEN, 2007).

Program Course Requirements

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING - CURRICULUM REQUIREMENTS

PRE-REQUISITE COURSES

First Semester	Semester Hours		Second Semester	Semester Hours
BIO 2514 Anatomy & Physiology I*	4		BIO 2524 Anatomy & Physiology II*	4
* Prerequisites for admission.				

FIRST YEAR

First Semester	Semester Hours		Second Semester	Semester Hours
ENG 1113 English Composition I	3		BIO 2924 Microbiology **	4
NUR 1118 Nursing Fundamentals	8		NUR 1229 Nursing Care of the Family	9
PSY 1513 General Psychology	3		EPY/PSY 2533 Human Growth and Development***	3
NUR 1111 Strategies for Success in Nursing	1		Elective (Fine Arts)	3
Total Hours	15		Total Hours	19

** BIO 2924 must be completed with a passing grade before entry to NUR 2339.
*** EPY/PSY 2533 is a prerequisite to NUR 1229 or is co-requisite to NUR 1229.
NOTE: ENG 1113, PSY 1513, MAT 1233 or higher, CSC 1123/SPT 1113 and the Fine Arts Elective may be completed at any time prior to graduation.

SECOND YEAR

First Semester	Semester Hours		Second Semester	Semester Hours
MAT 1233 Intermediate Algebra (or Higher)	3		NUR 2443 Nursing Readiness Eval. & Computer Application	3
NUR 2333 Nursing Trends & Issues	3		NUR 2449 Nursing Care of the Adult II	9
NUR 2339 Nursing Care of the Adult I	9		CSC 1123 Computer Applications I or SPT 1113 Public Speaking	3
Total Hours	15		Total Hours	15

NOTE: All Nursing courses must be completed within five years of initial admission to the program.
Completion Award: Associate of Applied Science Degree 72 hours

PRE-REQUISITE COURSES

First Semester	Semester Hours
BIO 2514 Anatomy & Physiology I*	4
* Prerequisites for admission.	

Second Semester	Semester Hours
BIO 2524 Anatomy & Physiology II*	4

FIRST YEAR

First Semester	Semester Hours
ENG 1113 English Composition I	3
NLN'S NACE I FOUNDATIONS OF NURSING EXAM	(8)
PSY 1513 General Psychology	3
NUR 1111 Strategies for Success in Nursing	1
Total Hours	15

Second Semester	Semester Hours
BIO 2924 Microbiology **	4
NUR 1229 Nursing Care of the Family	9
EPY/PSY 2533 Human Growth and Development***	3
Elective (Fine Arts)	3
Total Hours	19

NOTE: ENG 1113, PSY 1513, MAT 1233 or higher, CSC 1123/SPT 1113 and the Fine Arts Elective may be completed at any time prior to graduation.

SECOND YEAR

First Semester	Semester Hours
MAT 1233 Intermediate Algebra (or Higher)	3
NUR 2333 Nursing Trends & Issues	3
NUR 2339 Nursing Care of the Adult I	9
Total Hours	15

Second Semester	Semester Hours
NUR 2443 Nursing Readiness Eval. & Computer Application	3
NUR 2449 Nursing Care of the Adult II	9
CSC 1123 Computer Applications I or SPT 1113 Public Speaking	3

NOTE: All Nursing courses must be completed within five years of initial admission to the program.

Completion Award: Associate of Applied Science Degree 72 hours

PRE-REQUISITE COURSES

First Semester	Semester Hours		**Second Semester**	Semester Hours
BIO 2514 Anatomy & Physiology I*	4		BIO 2524 Anatomy & Physiology II*	4
* Prerequisites for admission.				

FIRST YEAR

First Semester	Semester Hours		**Second Semester**	Semester Hours
ENG 1113 English Composition I	3		BIO 2924 Microbiology **	4
NLN'S NACE I FOUNDATIONS OF NURSING EXAM	(8)		NLN's NACE I CHILDBEARING & CARE OF THE CHILD EXAMS	(9)
PSY 1513 General Psychology	3		EPY/PSY 2533 Human Growth and Development***	3
NUR 1111 Strategies for Success in Nursing	1		Elective (Fine Arts)	3
Total Hours 15			**Total Hours 19**	

** BIO 2924 must be completed with a passing grade before entry to NUR 2339.
*** EPY/PSY 2533 is a prerequisite to NUR 1229 or is co-requisite to NUR 1229.
NOTE: ENG 1113, PSY 1513, MAT 1233 or higher, CSC 1123/SPT 1113 and the Fine Arts Elective may be completed at any time prior to graduation.

SECOND YEAR

First Semester	Semester Hours		**Second Semester**	Semester Hours
MAT 1233 Intermediate Algebra (or Higher)	3		NUR 2443 Nursing Readiness Eval. & Computer Application	3
NUR 2333 Nursing Trends & Issues	3		NUR 2449 Nursing Care of the Adult II	9
NUR 2339 Nursing Care of the Adult I	9		CSC 1123 Computer Applications I or SPT 1113 Public Speaking	3
Total Hours 15				

NOTE: All Nursing courses must be completed within five years of initial admission to the program.
Completion Award: Associate of Applied Science Degree 72 hours

RECOMMENDED NURSING COURSE FOR LPN ADVANCED PLACEMENT STUDENTS AND TRANSFER STUDENTS: NUR 1101 – Nursing Process Transition – Attendance is required should student elect not to formally enroll in the course.

Nursing Electives: (Optional courses – not required) NUR 1121 – Nursing Mathematics (1 hour); NUR 1131 – Nursing Heritage (1 hour); NUR 1141, 1142– Nursing Case Studies (1hour, 2 hours); NUR 1151

Nursing Clinical Reasoning; NUR 1171 Evidence-Based Nursing Practice; NUR 1161,1261, 2361, 2461 – Nursing Pharmacology I,II,III,IV (1 hour per course); NUR 1233 – Nursing Preceptorship (3 hours); NUR 1333 – Nursing Externship (3 hours); Nursing Membership Organization (1 hour credit per course) – MOSA (NUR 1011, 1021, 2011, 2021).

NOTE: All nursing courses required for the degree must be completed within a five-year time frame beginning with the semester of the first course successfully completed.

(Updated Feb. 2015, April 2017, Reviewed May 2020.)

Program Estimated Expenses

NEMCC Schedule for Tuition, Room and Board applies but is not included on this list.
Student ID – first card free, required for college also used as Hospital ID;
Parking Permit - $50.00/year; Competitive Admission Programs Tuition - $450.
Books, uniforms, and supplies purchased are all used until graduation. Expenses
updated May 2023. *All fees are subject to change without notification*.

Fall Semester – First Year (NUR 1118/1111)	**Spring Semester – First Year** (NUR 1229)
Available in Bookstore (estimated) • First Year Lab Kit - $320.00 • Uniform Set (Top/pants) & Jacket – Scrubs Elite $50.00-$75.00 • Stethoscope, bandage scissors, safety goggles, penlight (est $40.00) (may choose other vendor) **Other Expenses (estimated)** • iPad that will run iOs10 or greater – cost + 10% • Malpractice Insurance - $15/year • ExamSoft Testing Fee - $85/year • Elsevier E-Books/Adaptive Testing/HESI RN Program - $425.00/semester • Clinical Simulation Fee $15/semester *(NEMCC policy payable in Business Office)* • CPR course online - $30.00- $40.00; card - $15.00 • White shoes for clinic, white/skin-color hose or white socks, BP cuff & watch with second hand – Choice • Physical exam, immunizations, lab work, TB skin tests (Choice of provider will determine cost; approximately $250.00) • Fingerprinting $50.00 (Criminal Background Check)	**Expenses (estimated)** • Elsevier E-Books/Adaptive Testing/HESI RN Program - $425.00/semester • Clinical Simulation fee - $15/semester *(NEMCC policy payable in Business Office).* • Challenge Credit Transcripting Fee: The fee for recording challenge credit is assessed at $50 per course for credit received. The transcripting fee for those exempting NUR 1118 is $50. The transcripting fee is due to the NEMCC Business Office after the initial ADN transitions session is completed. Take receipt to the Records Office to request transcripted credit. • Fingerprinting $50.00 (Criminal Background Check) ***This is for returning 1229 students or LPN challenge students only***
Fall Semester – Second Year (NUR 2339/2333)	**Spring Semester – Second Year** (NUR 2449/2443)
Other Expenses (estimated) • Malpractice Insurance - $15/year • ExamSoft Testing Fee - $85/year • Elsevier E-Books/Adaptive Testing/HESI RN Program - $425.00/semester • Clinical Simulation Fee - $15/semester • NUR 2333 - $65 *(NEMCC policy payable in Business Office)* • TB Skin Test/Immunizations - $40.00 • Nursing School Pin pre-order for May graduation - $40.00 - $60.00 • Challenge Credit Transcripting Fee: The fee for recording challenge credit is assessed at $50 per course for credit received. (Total for both courses - $100). The transcripting fee is due to the NEMCC Business Office after the intitial ADN transitions session is completed. • Fingerprinting $50.00 (Criminal Background Check) ***This is for 2339 returning students or LPN challenge students only***	**Expenses (estimated)** • Elsevier E-Books/Adaptive Testing/HESI RN Program - $425.00/semester • Clinical Simulation Fee - $15/semester *(NEMCC policy payable in Business Office)* • BON Fingerprinting - $75.00 • Transcript Fee - $10.00 (Payable to NEMCC) • MS State Board of Nursing Application for Licensure $100.00 • NCLEX-RN® Examination Fee - $200.00 • Fingerprinting $50.00 (Criminal Background Check) ***This is for returning 2449 students only***

Program Enrollment Requirements

In order to safeguard the health of students and clients/patients, the following mandatory requirements have been established for the Associate Degree Nursing students.

Physical Examination and Vaccinations

To be allowed to participate in the clinical experience, proof of current health status MUST be submitted to the A.D.N. Program Director. These records are due on or before the first day of class. **Failure to comply with the deadline will result in points being deducted from the students first clinical day**. **Failure to comply with completion of any of these requirements will result in a zero** for the clinical day, as the student will not be allowed to attend clinical because they are noncompliant with the clinical facilities requirements. A zero will be assigned until the student is compliant. Attendance policy applies.

- Physical examination with negative nine (9) panel drug screen (Use physical examination form provided by the Associate Degree of Nursing program). All students readmitted to the program must submit new medical exams.
- T.B Skin Test or chest x-ray (skin test sufficient for those who are pregnant). *Students who have never been tested for TB will be required to have a **"two-step" TB test**. The two-step method requires an initial test followed in 7-21 days by a second test which is read and recorded. **Students must submit results of 2 TB Skin Tests if they do not require a two-step test. The last TB skin test must have been done and read in May, June, July or August prior to the first day of class.** Students with positive TB tests must be further evaluated and follow the recommendations of the Public Health department.*
- Rubella Titer showing immunity or proof of two measles immunizations (pregnant women should not receive the Rubella immunization).
- Hepatitis B Vaccine - Must have completed the series or be in the process of having all three (3) required injections at the recommended time intervals. (Discuss your health status with your physician or health care provider before receiving any vaccine.)
- One Adult Pertussis Vaccine (TdaP).
- Annual Influenza Immunization.
- Tetanus (expires every 10 years and must last through projected graduation date).
- Each student in the program is required to submit yearly result of TB skin test or chest x-ray proving absence of active disease. The test should be in effect through the end of the school year; tests done between May and August will be accepted.
- Varicella vaccines x 2, or positive varicella titer, or documented history of varicella.
- Covid Vaccination or a religious/medical exemption on file with the ADN Program.
- Significant changes in health status or medication regimens affecting performance that occur or develop during enrollment in the program must be reported by the student to the A.D.N. Program Director.
- Students are responsible for retaining copies of their medical form, lab values, proof of immunizations, etc. for their own files and use. ***No copies will be made after the records are submitted to A.D.N. Program Director.***
- *Medical requirements are those of our clinical agencies and the A.D.N. Program may not waive them. It is up to the clinical agency to determine which requirements must be met and how the policies are applied in atypical situations.*
- Any student who is hospitalized, has received a recent small pox vaccine, has surgery, gives birth, fractures a bone, has a communicable disease, etc., must submit a release form from the physician to the Program Director prior to attending class or clinical experiences.

- Any student whose health status (physical or mental), in the opinion of the faculty, impairs the delivery of nursing care, may be required to submit proof of medical/ mental assessment by appropriate physician and/or agency and/or interventions to the A.D.N. Program Director. Should the student be unable to meet program standards after recommended intervention, the student shall be dismissed from the program.
- If a student is prohibited from attending clinical at any of the scheduled community health care institutions, public or private, the student must notify the Program Director immediately. The student's ability to progress in their program of study will be evaluated on an individual basis. If a duplicate/equivalent site is available, the student may be allowed to complete the clinical experience. A duplicate/equivalent site is not guaranteed and being unable to attend clinical at some clinical facilities may result in a student's failure to progress in their program of study.
- Students are responsible for informing the clinical instructor prior to the clinical experience of health conditions that increase personal risk, i.e., pregnancy, drug or latex allergies, and/or immune diseases.
- Northeast Mississippi Community College A.D.N Nursing Program is not responsible for any accident or injury sustained by a student while in route to and/or from any assigned classroom or clinical experience. However, students may purchase a general insurance policy from the business office.
- PERSONAL ASSUMPTION OF RESPONSIBILITY FOR DISEASE OR INJURY: Students are responsible for provision of their own health care. Should a student contract a communicable disease or become injured in a clinical facility through no fault of the facility, the student must assume the cost and responsibility for diagnosis, treatments, and/or appropriate interventions. Northeast Mississippi Community College, the NEMCC Associate Degree Nursing Program, and the NEMCC A.D.N. Faculty are not liable for student health.

Liability Insurance

For the protection of the student, malpractice insurance must be obtained. The insurance is obtained through the school's group policy at $15.00 per year.

CPR Certification

Each student must obtain an American Red Cross or American Heart Association Health Care Provider CPR card. The card must cover the student through graduation.

Healthcare Criminal Background Check (Fingerprinting)

Each student is required to be fingerprinted at NEMCC as scheduled. The NEMCC Associate Degree Nursing (A.D.N.) Program and the State of Mississippi requires that all students validate no history of: *"*conviction of or pled guilty to or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 453323(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and /or battery of a vulnerable adult or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea." (Mississippi Code of 1972, Section 431113)

- Admission to the NEMCC A.D.N. program is incomplete until the criminal background check (fingerprinting) required is satisfactorily completed. The cost of this process will be borne by the student. The result of the background check is valid for a period of two years or until separation from the college after which it must be repeated (see the NEMCC Student Catalog).
- Student is required to notify ADN Program Director in writing of any charges or convictions incurred after the initial criminal background check is processed, and complete annual disclosures. Academic Dismissal may result should charges or convictions be of a disqualifying nature.
- Board of Nursing may, at its discretion, refuse to accept the licensure application of any person who has been convicted of a felony or misdemeanor or has charges pending on such issues (see the NEMCC Student Catalog).

Program Policies and Procedures
Academic Dismissal Procedures– NEMCC Procedures Manual

The procedures outlined below will be followed in the process of a dismissal hearing for a student due to an act committed which is of an academic nature or while in a clinical or training, setting that is not in compliance with the standards taught or not within the role of the student.

The instructor of the student and the division head of the division in which student is enrolled will serve as a screening committee to determine if a dismissal hearing is appropriate. This committee will submit written charges against the student to include time and place where the offense occurred. These charges will be presented to the Vice President of Instruction immediately. The student may be suspended from class(es) until a hearing is held.

The Vice President of Instruction will then assemble the Academic Disciplinary Committee to review the charges brought against the student. The Vice President of Instruction will notify the student in writing of specific charges brought against him/her within three (3) working days of notification from the screening committee. The letter will include time and place of said offense and time and place of a formal hearing before the Academic Disciplinary Committee. The letter will also notify the student that he/she may be accompanied by a legal advisor at his/her own expense. The student will receive notification three working days in advance of the hearing.

The student will be informed that witnesses may appear in his/her behalf. The student charged may confront and question witnesses testifying against him/her at the hearing. The chairman of the committee will take necessary action to maintain an orderly hearing.

A recommendation for dismissal will require 2/3 of the Academic Disciplinary Committee membership voting against the student. A record of the vote will become a part of the record of the hearing.

The Vice President of Instruction will notify the student in writing within three (3) working days from the date of the hearing of the committee's findings and of the action be taken. By means of this letter, the student will be informed that he/she may appeal to the Appellant Review Committee provided the appeal is in writing and presented to the Executive Vice President no later than three working days of receipt of the letter. A copy of this letter will be placed in the student's permanent record in the College's Records Office.

The Appellant Review Committee will determine if due process was afforded the student and if the outlined appeal procedure was followed. The committee will select those individuals (including the student) who will be called to testify. The student will be notified within three
(3) working days regarding the decision of the Appellant Review Committee. No additional appeals are provided.

If this issue is a "critical incident," the student may not attend clinical until the situation has been resolved.

The record of the hearing will be kept on file in the offices of the Executive Vice President, Vice President of Instruction and the Division Head in the division in which the student is enrolled.

Attendance

A.D.N. students are expected to attend all classroom, laboratory, group dynamics and clinical experiences.

- Students who are absent for more than **14%** of class and / or clinical/laboratory experiences will be reported to the Record's Office for excessive absence and will be "cut-out" from class/clinical. (see the NEMCC Student Catalog)
- **Students with significant absences will not progress**.
- Virtual attendance may be required for some learning activities.
- Tardiness - Being on time for class is a behavior that is important to the student, the teacher, other students, and any employer. Students are expected to be on time for class. If the lecture door is closed, students will not be allowed to enter class until a break. *If a student is tardy more than two times, the Course Coordinator will have a conference with that student.* The written conference will become a part of the student's permanent file.
- A student who is absent from classroom, laboratory, group dynamics meeting and / or clinical experiences (including lab) is responsible for obtaining the missed work i.e., notes from fellow students, handouts, audio-visual materials, and announcements from the faculty. Students who miss skills lab and clinical time will be required to make-up the time and the skills performed.
- **Should a student miss a unit exam, she/he must make arrangements with the course coordinator on the first day that she/he returns to class to take a written make-up examination**. The student may contact the course coordinator in person, by telephone, by e-mail, voice mail or written note**. Make-up examinations may include short answer, discussion, and/or essay questions**. *If this policy is not followed, the student will receive a grade of zero for the examination*. The faculty will set the date for the make-up exam.
- Should a student miss the final exam, a grade of "I" will be recorded until the exam is completed. The student should make arrangements with the course coordinator regarding the exam. The student will be given a comparable multiple-choice examination.
- Students **must complete the scheduled** hospital orientation and health information training prior to clinical. Failure to comply will result in a grade of zero for each clinical day missed until the student is in compliance, as the student will not be allowed to attend clinical.
- If a student must miss a clinical (hospital or health agency) day, she/he should personally notify the clinical instructor. If the student knows there will be an absence, it is permissible to report it the day previous to the clinical experience. The student may call the instructor's office and leave a voice mail if needed. If the student is unable to notify the instructor personally, it is the *student's responsibility to notify personnel on the floor at the assigned facility the morning of the clinical experience prior to the scheduled time to attend.* The student should record the name of the person with whom she/he spoke with.
- Absence from a *formative clinical day* will result in a grade of zero being assigned for each day missed. Clinical time missed may be made up with virtual clinical experiences and/or an assigned make-up clinical experience. Where a make-up clinical experience is assigned, the grade from the day may replace the original zero for the absence. If a student has a failing final clinical grade due to a formative absence zero, the student may request a special appeal with the *A.D.N Program Director* **after the student has passed the theory component**. Documented proof must be submitted to prove legitimate absence.

- *Summative clinical absences* will result in a grade of zero being assigned for each day missed. A Summative clinical absence may be appealed to a committee of the Clinical Course Coordinators and the A.D.N. Program Director. This appeal must be instituted by the student *with the Course Coordinator the first day class is attended after the clinical absence. Failure to do so will result in a zero for the clinical day.* Documented proof must be submitted to prove legitimate absence. Clinical time missed may be made up with virtual clinical experiences and/or an assigned make-up clinical experience. Where a make-up clinical experience is assigned, the grade from the day will replace the original zero for the absence.
- Absence from group dynamics and/or failure to complete a group dynamics assignment will result in penalty on the appropriate clinical evaluation grading form. Students must complete assigned group projects in order to complete the course and progress to the next course.
- Absence from scheduled clinical experiences such as *Clinical Simulation Lab, preceptor and/or observational experiences or failure to complete any assignment for such scheduled experiences will result in penalty on the appropriate clinical evaluation grading form and a course grade of "I"* (incomplete) until the absence and/or the work is made-up.
- Students must complete the standardized diagnostic testing exams/programs each semester. A grade of "incomplete" will be given to any student who does not complete the standardized diagnostic testing exams/programs/remediation.

Calculators and Electronic Devices

- Students may use a standard, nonprogrammable calculator to compute dosages in the classroom and clinical area. This calculator may be used for classroom quizzes and exams. No electronic communication devices with calculator capacities or programmable calculators may be used. Computer testing will include calculator access.
- IPad technology may be utilized during class, as directed by the instructor, for review of Ebooks or classroom activities. **Due to demographics of classrooms and limited outlet access, students should assure IPads are charged prior to coming to class**.
- **Electronic communication devices will be turned off in class.**
- IPad technology may be utilized in various clinical areas as directed by your clinical instructor. **No electronic communication devices will be on the student's person during clinical (including Clinical Simulation Lab).**
- Students using electronic communication devices during class or in client care areas may be dismissed from the class/clinical learning experience and a grade of zero recorded for the clinical day.
- *Exam rationales:* See Computer Based Testing Policy
- The classroom instructor must approve any emergency need of communications. The student should give family members the number to the clinical facility where they are scheduled in case an emergency arises. Electronic communication devices are not allowed in the clinical areas.
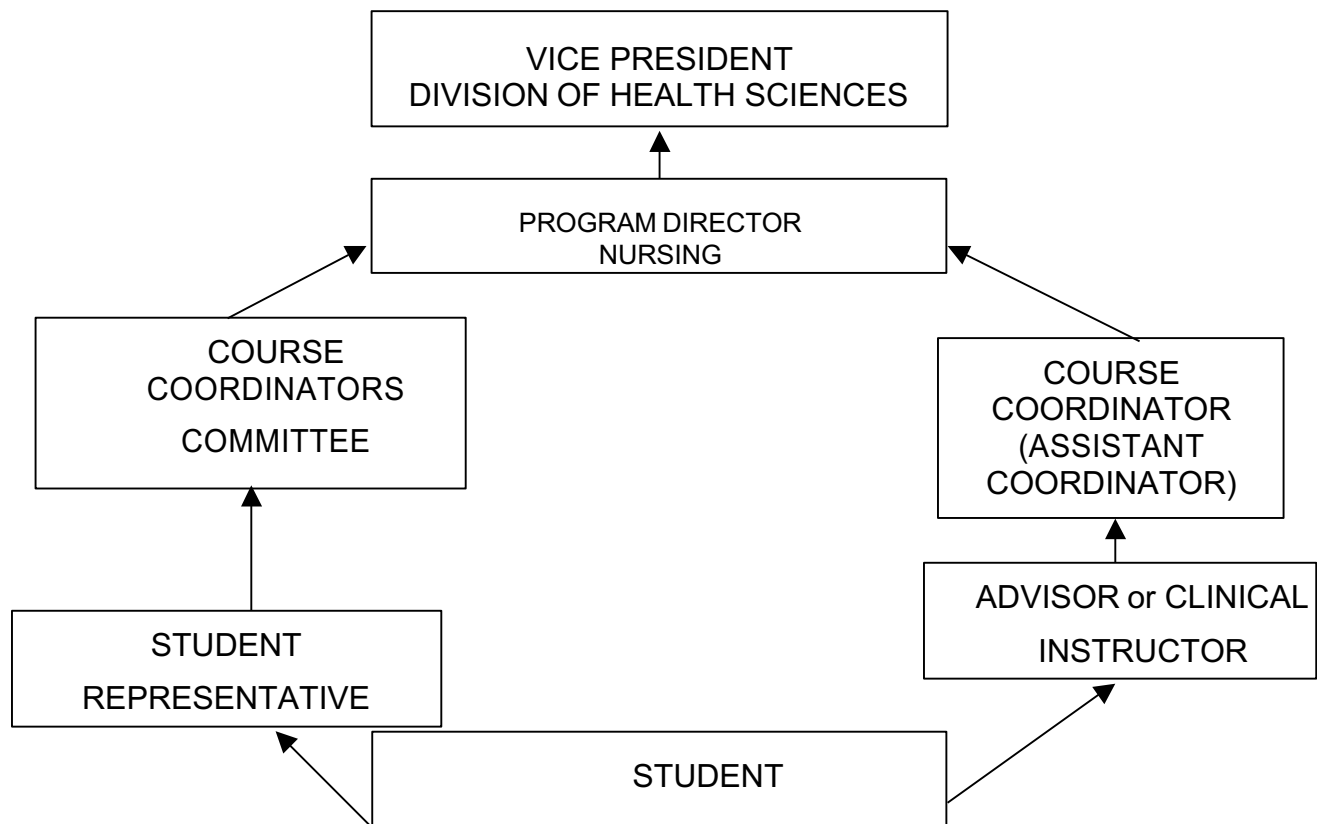
Canvas and NEMCC E-Mail

- Northeast Mississippi Community College and the Associate Degree Nursing program utilize **Canvas and the student's Northeast e-mail account** as a means to disseminate information and communicate with students. Students will be required to utilize Canvas to obtain class lecture outlines, clinical assignments and announcements. *The student should access Canvas and Northeast e-mail account at least daily.*
- Unit exam grades will be accessible on the Exam Soft Website. Unit Exam grades may also be posted on Canvas. Should a grade discrepancy occur between the systems, the exam soft grade will be utilized.
- Clinical grades may be posted on Canvas.
- Portions of the course packets may be posted on Canvas.
- Clinical assignments may be posted on Canvas.
- If there is an error in posting of an exam grade or clinical grade, the student will receive the grade he/she earned.

Chain of Communication

The chain of communication flow chart for use within the Associate Degree Nursing program is as follows:

STUDENT CHAIN OF COMMUNICATION WITHIN THE NURSING PROGRAM

```
            VICE PRESIDENT
      DIVISION OF HEALTH SCIENCES
                  ▲
                  │
            PROGRAM DIRECTOR
               NURSING
            ↗           ↖
   COURSE                    COURSE
  COORDINATORS             COORDINATOR
                           (ASSISTANT
   COMMITTEE              COORDINATOR)
      ▲                        ▲
      │                        │
   STUDENT               ADVISOR or CLINICAL
 REPRESENTATIVE             INSTRUCTOR
      ↖                        ↗
            STUDENT
```

Changes in the Course of Study

The NEMCC Associate Degree Nursing Program reserves the right to make changes in course materials, schedules, assignments, delivery methods, evaluation methods, attendance, etc. as needed. Students will be notified regarding any changes in a timely fashion via a variety of methods including but not limited to: Canvas, Email, Lecture Announcements, website information, TigerAlerts.

Clinical Simulation Laboratory

The clinical simulation laboratory will employ activities that replicate those encountered in the clinical environment. Each simulation experience is designed to demonstrate patient-centered care, safe practice, procedures, decision-making, and critical thinking. The simulation experience may utilize role-playing, computer-based education, group assignments, and interactive scenarios.

- Clinical Simulation may be integrated into each clinical course. (NUR 1118, 1229, 2339, 2449) Simulation rotation schedules will be provided each semester.
- All students are required to participate in the scheduled simulation activities. **_Failure to participate will result in an "incomplete" for the course._**
- All simulation experiences are graded component of each course.
- The dress code for clinical simulation experiences will be the same as other clinical rotations.
- Failure to follow the guidelines may result in points deducted from overall formative grade.
- Clinical simulation experiences utilize audio-visual equipment. Recordings are maintained throughout the semester and are subject to review by the associate degree nursing faculty. In addition, previous recordings may be utilized for marketing or to introduce future students to clinical simulation scenarios.

Virtual Reality

Virtual Reality will use VR technology to complete activities that replicate those encountered in the clinical environment. Each VR experience is designed to demonstrate immersive patient-centered care, safe practice, procedures, decision-making, and critical thinking. The VR experience may utilize role-playing, computer-based education, group assignments, and interactive scenarios.

- VR may be integrated into each clinical course. (NUR 1118, 1229, 2339, 2449) VR rotation schedules will be provided each semester.
- All students are required to participate in the scheduled VR activities. **_Failure to participate will result in an "incomplete" for the course._**
- All VR experiences are graded component of each course.
- The dress code for VR experiences will be the same as other clinical rotations.
- Failure to follow the guidelines may result in points deducted from overall formative grade.
- VR experiences utilize audio-visual equipment and virtual reality equipment. Recordings and photographs are maintained throughout the semester and are subject to review by the associate degree nursing faculty. In addition, previous photographs and recordings may be utilized for marketing or to introduce future students to VR scenarios.
- VR has the potential to cause motion sickness. Accommodations are made to prevent this and support student experience if this occurs. Due to the possibility of flashing lights, any history of seizure disorder should be reported prior to the VR experience.

Clinical Preparations and Requirements

Students must comply with requirements of the clinical agencies. Students will not be allowed to attend clinical learning experiences until each of these requirements are met.

Prior to attending the clinical experience, the student must:
- Submit complete documentation of Health Status including lab results and immunization records by the first day of August (first day of class in January).
- Submit proof of American Heart Association – Health Care Provider CPR certification valid through graduation on the first day of August (first day of class in January).
- Purchase malpractice insurance (renewed annually at the approximate cost of $15.00; available through NEMCC Business Office in Ramsey Hall).
- Submit signed course policy and handbook policy statements of understanding to the course coordinator or assigned advisor.
- Attend **hospital orientation** when designated for each assigned clinical facility. Failure to attend on the **scheduled day** will result in a *zero under "Professionalism" and "Preparation"* on the Clinical Evaluation Tool on the first day student attends clinical *unless a legitimate excuse is provided*. A grade of zero for the entire clinical day will be assigned until hospital orientation is completed as the student cannot attend clinical without orientation.
- Complete **hospital health information training** and obtain appropriate computer codes for indicated clinical facilities. A grade of *zero will be awarded under "Professionalism"* on the Clinical Evaluation Tool for failure to bring the clinical agency's computer codes on the said clinical day. Failure to attend health information training/orientation for each facility *as scheduled* will result in **a zero under "Professionalism" and "Preparation" on the Clinical Evaluation Tool on the** first day student attends clinical *unless a legitimate excuse is provided*. A grade of zero for the entire clinical day will be assigned for each clinical day until all health information orientations are completed.

<u>**The following is due by the first day of class for NUR 1118 students**</u>**:**
- Complete documentation of health status including lab results and immunization records. **Failure to comply by August 1 may result in points being deducted from the students first clinical day**. ***Please see Program Director for due date if you are admitted on or after August 1***

<u>**A date will be announced for the following:**</u>
- Submission of signed forms to your advisor indicating understanding of the honor code and course policies, Student Handbook and Computer Based Testing Policy and the A.D.N. Student Handbook
- Health Information/Computer training for each facility
- Hospital orientation for each facility

The following is due on the first day of classs for Sophomore students who progressed from 1229 to 2339 (second year of nursing school)

- Proof of TB skin test done in May, June, July prior to beginning 2339 in the fall semester. Readmitted or Advanced Placement students must also submit proof of CPR through graduation as well as appropriate medical forms. **Failure to comply by August 1 will result in points being deducted from the students first clinical day.**

A date will be announced for the following:

- Submission of signed form indicating understanding of the Course Policies, standardized diagnostic testing proof of purchase, Computer Based Testing Policy and the A.D.N. Student Handbook to advisor (date to be announced)
- Hospital orientation (date to be announced)

Failure to comply with completion of any of these requirements will result in a zero for the clinical day, as the student will not be allowed to attend clinical because they are noncompliant with the clinical facilities requirements. A zero will be assigned until the student is compliant. Attendance policy applies.

Pre-clinical preparation:

Students must be adequately prepared for each clinical experience. Preparation requires the following:

- All work must be in handwritten in English in black ink
- All work must reflect student's individual effort (students should not work together" on pre or post clinical assignments). Plagiarism is not acceptable, and the college policies will apply.
- Completion of a Pre-Clinical Assignment. Student assignments will be posted by the clinical instructor before the student is scheduled to be in the clinical area.
- Pre and Post clinical work in a sealed manila envelope.
- Students will write "CONFIDENTIAL" on the manila envelope that is used to turn in Pre and Post clinical work. Pre and Post clinical work **not turned in inside a manila envelope will receive a zero in the professionalism category of the clinical evaluation tool**.
- Completion of a pre-clinical quiz at the instructor's discretion. If the student is late for clinical and misses the opportunity to complete the preclinical quiz, the student will lose **all points** under preparation on the clinical evaluation tool.
- Knowledge of the pre-clinical assignment including assigned medications.
- Familiarity with assigned skills through reading, studying, and lab practice.
- Knowledge of all skills taught in previous courses.
- Observation of the dress code (including name tag).
- Have the official hospital computer code(s).
- Possession of ALL equipment necessary for the clinical experience:
    - *Skills equipment kits (identified per course, purchase in NEMCC Bookstore)
    - *Watch with a second hand
    - *Permanent black ink pen, Note pad / clip board
    - *Bandage scissors (except on psychiatric rotations)

Note: The course coordinator will provide additional information prior to the clinical experience.

- **The student nurse will at NO time:**
    - Administer medication that has not been checked and authorized by the instructor.
    - Possess keys to drug cabinets.
    - Perform a skill that hasn't been taught or authorized by the instructor.
    - Carry any supplies home from the clinical agencies. Students should empty their pockets before leaving the clinical agency and return any supplies.
    - Compromise patient confidentiality by leaving clinical facilities with patient specific information.

Skills Laboratory:

Students should practice in the nursing laboratory and the computer lab. Lab time is assigned from required clinical hours; the student is accountable for attendance, performance and completion of assignments.   *****Clinical Dress Code** applies to all assigned skills laboratory checkoffs.

Skills Proficiency:

An evaluation of skill competency conducted in the college lab known as "SKILLS PROFICIENCY" may be recorded on the clinical evaluation form and be graded as a formative clinical day or calculated as part of a formative day grade. (1229, 2339, 2449)

Skills Check-Off:

The deadline for skills check-off will be designated in the course policies. Students must have satisfactorily completed and provide documentation of completion of all skills and skill assignments, including medication administration competency, by the designated date in order to satisfactorily complete the course.

Group Meetings and Group Assignments:

Group meetings and assignments constitute clinical/laboratory hours and will be graded on a clinical grading form. Attendance is mandatory.

Medication Administration Competency:

Students must pass the Medication Administration Competency component each semester. Each student will have 3 opportunities at specified dates to pass the Medication Administration Competency.

Medication Administration Competency Requirements	
NUR 1118	80% or higher
NUR 1229	80% or higher
NUR 2339	80% or higher
NUR 2449	90% or higher

College Grade Appeal Procedure – NEMCC Student Catalog

Access to the records by students and parents of dependent students may be gained by written request, specifying the records to be released, the reason for their release, and to whom. The request must be signed and dated. After examination of the records, it is possible for the student to challenge entries and add factual, explanatory information to the records. This challenge does not give the student the right to question the appropriateness of a grade (grades earned by taking the final examination), but instead does allow for the examination of the correctness of the recording of the grade which has been given by an instructor. If the College does not amend a record as requested, the student will be notified and informed of the right to a hearing. Results of hearings will be given in writing to eligible students according to procedures that shall include:

1. Hearings will be conducted within a reasonable time frame;

2. Parents and/or eligible students will be given notice of date, place, and time of hearing;

3. The hearing will be conducted by an official of the institution, named by the President of the College, who does not have a direct interest in the outcome of the hearing;

4. Parents and/or eligible students can present evidence relevant to the issue and may be represented by individuals including attorneys; and

5. Decisions will be given in writing in a reasonable period of time and will be based solely on evidence presented at the hearing.

The College must keep a log of all parties, other than College employees, who have requested or obtained access to a student's records. This log will contain the reason why access was requested. The log will not be made available to anyone other than the student and the College employees.

When information concerning a student is requested by a third party, they must be notified that the Family Educational Rights and Privacy Act of 1974 prohibits the college from sharing information with any outside party without written permission from the student.

A complete copy of the Family Educational Rights and Privacy Act of 1974 is available in the Records Office.

Course Grade Appeal

After receiving notification of the final course grade, the student has 24 hours to request an appeal with the Program Director.

Computer Use

- Students have access to the computer lab in Wright Hall unless there is a scheduled proctored assessment or testing.
- Students **should not** bring any food or drinks into the computer lab.
- The computer lab is provided as a benefit for students. Please do not remove security screens or perform any act to deface the equipment. Students who damage the computer equipment may be required to pay the cost of repairs and/or dismissed from the program.
- Students may utilize IPad technology in the classroom/clinical setting as directed by the Instructor.

Computer Based Testing Policy

Northeast Mississippi Community College Associate Degree Nursing Program has adopted a computer-based on-line testing system. The program provides computerized testing much like the NCLEX-RN. The A.D.N. faculty will construct their own test questions and exams in the program. The computer based testing program requires student information such as student name, student ID and student email addresses which will be submitted by the A.D.N. faculty.

1. Students are required to memorize their user name and password.
2. **The student may not bring anything into the testing room except their testing device and a basic stylus.** A pencil and paper may be provided. There should be nothing on the desktop in the testing room except provided pencil and paper.
3. Only approved computers will be used for proctored computer based testing.
4. Only approved electronic devices are allowed in the testing area. While exam rationales are being viewed, no electronic devices will be allowed. ***Failure to comply will result in dismissal from the testing/rationale room and a "0" for the exam grade.***
5. Students must be on time in testing areas.
6. Students who are late for exams may enter quietly and must complete the exam in the remaining time allotted for the exam.
7. Students who do not have adequate time may elect to miss the exam and take an essay/short answer make-up exam.
8. Once entering testing area, students are to sit facing forward, with testing devices flat, and remain so during the duration of the testing time. There will be no talking or any form of communication among students during testing times. ***Refer to the ADN Student Handbook for the policy related to cheating.***
9. Should technical difficulties arise, students may raise their hands to receive assistance from faculty.
10. Computer based exams are timed. Usually there is 1 minute allotted per question.
11. Unit Exam rationales will be available at a specified time. Students missing rationales due to class conflicts or a legitimate reason (i.e. documented health issue) may be allowed to view rationales at an alternate time.
12. Students will be able to go back and forth between question items during the exams except for exams in NUR 2449.
13. Grades will not be finalized or available until after faculty complete the Exam Review. Any changes in grades will be posted in the online gradebook.
14. Once the exam is completed and uploaded, the student should turn off the testing device (Close the laptop if laptop being utilized, turn facedown if tablet used). The student should not access any other website during testing time. ***Failure to comply may result in a "0" for the exam grade.***
15. Students are not allowed to recreate any questions for any reason: personal or to share with fellow students. Exams and exam questions are the property of Northeast Mississippi Community College Associate Degree Nursing Program. ***If a student recreates any exam question(s), he/she will be dismissed from the program.***
16. The student may only test during their assigned section testing time.

Code of Conduct

Students who register at Northeast Mississippi Community College agree to conform to its regulations and policies and are subject to disciplinary action upon violation of these regulations and policies.

- Students are expected to be **active learners** and are encouraged to seek help from their advisors. Faculty members teach multiple class sections and participate on a variety of division and college committees; however, every feasible effort will be made to meet student conferences. **PLEASE MAKE APPOINTMENTS!**
- Dishonesty, in any form by any student, violates both the ethics of nursing and the policy of the Northeast Mississippi Community College (see NEMCC catalog). Due to the critical nature of Nursing and its consequences to human clients/patients, <u>cheating in any form is a direct violation of professional nursing ethics</u>. Decisions made without adequate knowledge can result in patient injury or loss of life. Cheating, including plagiarism, will not be tolerated. As a consequence of "cheating", the student may be dismissed from the Associate Degree Nursing program and will be given the grade of "0" on the work involved. A student may appeal the dismissal by instituting the Academic Dismissal Procedure.
- ***Recreating of test questions or exams after being given is not allowed***. The test questions and exams are property of NEMCC Associate Degree Nursing Program. Recreating of a test question or exam will result in ***dismissal*** from the program.
- In most cases no duplicated or downloaded copies of assignments will be accepted. <u>Assignments are to be written in black ink</u>. Due to the increased use of technology and implementation of IPads into the curriculum, some classroom assignments may be assigned to be completed electronically. Students will be given instructions on format when assignments are made.
- All course documents are the intellectual property of the ADN faculty. A student may not sell-share-trade-upload to other individuals, groups, or websites any notes, references, examinations, videos, completed assignments, etc., obtained from an instructor without the instructor's written and expressed consent. In the event that this does occur, the student will be subject to disciplinary action by the College Discipline Committee. Students who purchase-share-trade for such material are also subject to disciplinary action.
- Students are encouraged to take their own notes rather than designating someone to take or type notes for them.
- Videotaping / Audiotaping – Students **may not** visually record on computer, cell phone or any other device any presentation or lecture. Students **may not audiotape** lectures and presentations.
- **ATTENDING DIFFERENT CLASS SECTION** – Students will ***need approval*** from the ***Course Coordinator*** for attending a different section from the one assigned. The Course Coordinator will notify the faculty who is lecturing if the one-time change is approved.
- Should a student demonstrate inappropriate behavior as defined in the NEMCC student handbook, she/he will be dismissed from the office, classroom, building, laboratory, group dynamics session, and/or clinical experiences.
- Students should exhibit "professional demeanor" in the clinical facility as well as the classroom. For example: no sitting on desks, no loud talk at the desk, sharing space and resources appropriately with the staff.
- NEMCC is a **"smoke free"** institution. Please refrain from smoking while on campus. In addition, smoking is **not allowed** while at the clinical facilities.
- No <u>eating</u> or <u>drinking</u> is allowed in any classroom or laboratory on the NEMCC campus.
- **<u>Children at school</u>** - children or other family members are NOT allowed to attend classroom, clinical, or laboratory sessions.

Associate Degree Nursing
Honor Code and Pledge

Northeast students are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. Students are expected to conduct themselves in a manner which exhibits exemplary conduct, both on- and off-campus.

Northeast ADN students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the college community.

Honor Code Pledge:
I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Northeast ADN and its individual members.

Civility

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Northeast Mississippi Community College (NEMCC). NEMCC nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual." Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from class and **counted absent**, being removed from the classroom/building by the NEMCC campus police, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. Absences that exceed 14% of the class/clinical time may result in dismissal from the program. **The instructor has the authority to determine which behaviors are disruptive to the learning environment.**

Types of disruptive behavior in the learning environment may include, but are not limited to, the following, and may be face-to-face, phone calls, email, other electronic dialogue:
- Making distracting noises; Persistent speaking without being recognized; Repeated interruption
- Personal insults; Physical threats; Sarcasm; Rudeness; Taunting; Arguing
- Profane, disrespectful, or threatening language
- Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs) Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual) Outbursts of anger, yelling, bullying; Throwing objects; Refusal to answer questions
- Leaving class early without justification
- Leaving and re-entering the classroom once class has begun
- Studying or working on an assignment for another class during class time
- Sleeping in class; Passing notes; Inattention; Apathy; Talking while others are talking
- Use of cell phone or other electronic device not approved for use during class time
- Refusal to comply with faculty or staff direction
- Persistent and unreasonable demands for time and attention both in and out of class
- Unwillingness to cooperate when a solution is being sought
- Use of laptop computer during class for reasons other than classroom related activities
- (Facebook, e-mail, surfing the Internet, etc.) Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
- No-Show for scheduled appointment and failure to notify instructor
- Coming to class under the influence of alcohol or illicit substances
- Refusal to participate in class activities (group work, games, clicker use, etc.)
- Challenging faculty knowledge and/or credibility

Failure to comply with the Civility Policy will jeopardize progression in the nursing program.

I, _____ (*print name legibly*) acknowledge that **I agree to hold myself** to the above-mentioned standard and may be subject to penalty if violations occur.

Student Signature:_____Date:_____

Confidentiality

Due to the critical nature and legal implications, failure to abide by confidentiality guidelines may result in the student's inability to progress in the program.

- Client/patient **confidentiality must be maintained at ALL TIMES.** (i.e., on hand-in work, in social conversations, etc.)
- **Social Networking Sites:** At no time should any information be posted on social net-working sites (facebook, twitter, myspace, snapchat, instagram, etc) related to clinical facilities, the clinical day, faculty or clients/patients.
- Students have authorized access to client/patient information (i.e., charts, computer printouts, medication administration records) during clinical hours only within the facility on assigned clients/patients. Other access is deemed a breach of confidentiality with possibility of personal liability and academic dismissal.
- **Confidentiality and Student Clinical Assignments:**
- Student written clinical assignments should not contain any part of a client's/patient's name nor the names of other individuals or any specific information which could lead to identification of an individual.
- Students will turn in all Pre and Post clinical work in a sealed manila envelope.
- Students will write "CONFIDENTIAL" on the manila envelope that is used to turn in Pre and Post clinical work.
- Pre and Post clinical work not turned in inside a manila envelope marked "CONFIDENTIAL", will result in the student receiving a zero in the "**professionalism**" category on the clinical evaluation form.
- Faculty will return paperwork at their discretion. Any written assignments that contain any client/patient identifying information will be retained and not returned to the students.
- All confidential material used during clinical will be **shredded** prior to leaving the clinical facility.
- **Health Information Technology** - **Computer codes must be kept confidential** between the student and the issuing hospital. No one should allow another access to his/her computer code. The legalities of charting and liability issues make compliance with this rule critical. Behavior of this nature will be penalized and may result in the hospital agency refusing the student access to clinical experiences. Students cannot chart in clinical without the computer code. Instructors do not have access to the hospital computer codes. Students who are unable to chart because of no computer code will be penalized. The student will receive a **zero** under "Professionalism" on the Clinical Evaluation Tool.

Critical Incident

A student must not threaten the physical and/or psychological wellbeing of a client/patient by her/his performance in the clinical area. Students are held accountable for any real and or potential threat to the client/patient. If an instructor prevents an error, the student is still in error. Should the instructor, course coordinator, Program Director and the faculty team deem an incident serious enough, it will be defined as a "Critical Incident."

- "**CRITICAL INCIDENTS**" are defined by the nursing faculty based on their expertise, knowledge of the Standards of Nursing Practice, the client's/patient's history, the nature of the incident, and the potential liability incurred by all parties.

- "Examples of "Critical Incident" behavior(s) include, but are not limited to, the following:
  - Functioning outside the Student Nurse role i.e., giving medications or performing invasive skills without instructor supervision.
  - Omitting safe, essential care to client/patient i.e., failure to assess/reassess temperature, pulse, respiration, blood pressure, post-op dressing, safety, documentation, failure to observe the 5 Rights of Medication Administration, etc.
  - Failure to observe nursing ethics and legalities i.e., chemical impairment, breech of confidentiality, falsifying information, etc.
  - Committing acts that harm or threaten the client/patient physically or psychologically FOR EXAMPLE, not clearing air from central line, administering medications incorrectly, inappropriate communication, etc.

- Critical Incident Procedure
  - "Critical Incident" will be documented on the Student Conference Form. The form will include all pertinent information stated concisely, and the behavior(s) will be precisely and specifically identified.
  - If the instructor is in doubt regarding the criticality of an incident, the instructor will meet with the course coordinator, the Assistant Academic Head, and the faculty team and a decision will be rendered.
  - A student/instructor conference will be held after the "Critical Incident" behavior has been documented in order to review the behavior, make recommendations, and obtain the student's comments and signature.
  - Copies of the "Critical Incident" will be given to the student, instructor, course coordinator, and the Assistant Academic Head.
  - When one (1) "Critical Incident" has been documented, the Academic Dismissal Procedure will be instituted.

Dress Code

- The dress for classroom and laboratory experiences should conform to the dress code found in the NEMCC catalog as well as the one in this handbook.
- The student uniform dress code is based on that of the clinical affiliates and is designed to conform to such.
- Students are responsible for purchasing all parts of the required nursing uniform.
- Student Uniform: The uniform and lab coat **must be** purchased from Scrubs Elite. The uniforms are black tops with NEMCC ADN logo and black pants. Pants must not drag the floor. All parts of the uniform should be clean, neat, and in good condition at ALL times. A white lab coat (3/4 or full-length style) is required for wear during some clinical experiences and observational experiences as directed by the instructor. Uniforms should fit allowing for freedom of movement. Visible underclothing should be white or black. Hose will be worn with skirts.
- The uniform should be worn ONLY for functions designated by the faculty.
- Footwear: White, clean clinic shoes and shoelaces or white leather tennis shoes and laces may be worn. NO CLOTH TENNIS SHOES, NO CLOGS, NO OPENED HEAL SHOES OR OPEN-TOE SHOES, AND NO MESH SHOES are allowed. White socks are acceptable with trousers for men and pants for women.
- The NEMCC student picture ID (or ID designated by the clinical facility) will be worn for the clinical experience.
- Dress for psychiatric rotations: Uniforms are to be worn on the gerio-psychiatric unit. All other psychiatric rotations uniforms are not to be worn. Rather, conservative dress (no jeans, jogging clothes, low cut or low-rise garments, tank tops, shorts, high heels, nor sandals of any type) and a **white** lab coat are worn. See the clinical instructor regarding whether name tags are to be worn. Observe the remainder of the dress code regarding hair, hygiene, make up, and jewelry, etc.
- No jewelry may be worn except: (1) wedding (band only) (2) post earrings in ear lobes (one pair) and (3) watch. No tongue, nose, or eyebrow jewelry, etc. are allowed during any clinical experience.
- Student should at all times enhance a professional image through the practice of good body- and oral-hygiene. Make-up and hairstyle should be conservative. Hair should be neatly arranged so that it is prevented from falling forward and off the shoulders. Eyelashes should be of natural length. Men should keep their facial hair short and well groomed. **Hair must be a "natural color" as required by the clinical agencies. This means no blue or pink, streaks or coloration, etc.** Individuals may dye/tint the hair blonde, auburn, brown, black, etc.
- No cologne, perfume, scented lotions or body sprays should be worn in the clinical area.
- Nails should be short (no longer than ¼ inch according to the Centers for Disease Control guidelines) and carefully manicured. **NO ARTIFICIAL NAILS/TIPS ARE PERMITTED** as per policies of the clinical agencies as an infection control measure. Nail polish – clear/light/neutral color and with no chipping may be worn.
- Students will not chew gum while in clinical areas.
- All visible tattoos/body art that is deemed vulgar or offensive in nature will be covered for clinical experiences.

Facilities

The A.D.N. program is located in Childers' Hall. Childers' Hall is a 15,444 square foot facility which includes classrooms, an auditorium, computer lab, skills lab, clinical simulation lab, and restrooms for student use. Occasionally, classes may be in Hargett Hall auditorium or other auditoriums on campus.

Grades

Grading In Clinical Courses

In order to pass NUR 1118, NUR 1229, NUR 2339, and NUR 2449, the student must pass both the theory and clinical component with 75% or higher. Upon completion of the clinical component, the student will receive a "Pass" or "Fail" without the clinical grade recorded on the transcript. The theory grade will be recorded on the transcript once the clinical component is completed. Should a student "Fail" the clinical component, a grade less than a "C" will be recorded.

The student MUST:

- **not have threatened the health and/or well-being of a client/patient.**
- **not have committed a "CRITICAL INCIDENT" during the semester (see "Critical Incident" page 23).**
- **check-off on ALL specified skills by the end of the designated time (see course policies). Inability to successfully check off on a skill after 3 attempts may be considered a clinical safety issue and may impact a student's ability to progress in the program. *Medication Administration (dosage calculation) is a skill and must be successfully demonstrated to meet this requirement*.**
- **complete all assigned group projects.**
- **achieve a 75% average for the classroom (theory) grade.**

The classroom (theory) grade will be an average of unit exams and the course final exam. The student must have a final average of 75% in theory (classroom) in order to pass each nursing course.

- The majority of items on unit exams are multiple-choice format but any type of item format may be used (fill-in blanks, listing, marking a diagram, calculation, etc.). Unit exams usually have 50-75 questions. Make up exams will be predominately essay (discussion) or short answer type questions.
- Unit exams will have adequate time allotments for completion depending upon the type of question and the nursing course.
- Medication administration may be included on any examination.
- Tested material may include:
    o Information presented by guest speakers
    o Films
    o Information from faculty web-pages
    o Student presentations
    o Information from Canvas
    o Standardized exams/ Computer software assignments
- Final exams will be given at the end of each semester. Final exams for 1118, 1229, 2339 have the same type questions as the unit examinations and are 100 question comprehensive exams. 2449 has the option to utilize a standardized exam as the Final Exam grade.
- Unit exams will comprise 75% of the course grade in each clinical course.
- Collaborative exams may be used on one unit exam in each clinical course. Each student who scores a 75.0 individually may earn up to 3 points added to the exam grade based on results of group exam. Score may not exceed 100 points.
- The final exam score will comprise 20% of the course grade in each clinical course.
- Standardized exam score will comprise 5% to 20% of the course grade in each clinical course.
- Typically, there are from 4 - 6 exams per semester in clinical courses.

- Averages are computed to the third place past the decimal. Scores are then added. Only the final course grade is "rounded". Grades will be rounded in the following fashion: 0.50 or greater will be rounded up; 0.499 or less will be rounded down i.e., 74.5 = 75 or a grade of "C"; 74.499 = 74 or a grade of "D".
  EXAMPLE:

  - Exam 1   70%
  - Exam 2   80%
  - Exam 3   85%
  - Exam 4   78%
      - 313.000 / 4 = 78.250 (average of unit exams)

  - Unit Exams 75% or .75 X 78.250   = 58.69
  - Standardized Exam 5% or .05 X 75 =   3.75
    weighted 5-20% of final grade in each course
  - Final Exam grade =81%
  - Final Exam 20% or .20 X 81.000   = 16.20
  - THEORY AVERAGE   = 78.64 or 79% = grade of "C"

- It is the student's responsibility to seek information regarding grades by making an appointment with (a) the nursing advisor concerning the theory grade; (b) the clinical instructor concerning the clinical grade.
- At no time will unit exams be re-graded at the end of the semester. The final examination will not be re-graded after 24 hours.
- If a student scores **less than 80%** on an exam, he/she will complete the Test Review Form and assigned remediation on each of 3 areas most missed on the unit exam. These summaries must be submitted at the designated time
- **In order to take the next unit exam. The advisor may choose to have the student complete the Test Review Follow-Up form or TigerThinks for any exam.**
- **Achieve 75% on the NUR 1118 Clinical/Laboratory Grading Tool or the Clinical Evaluation Tool (NUR 1229, 2339, 2449).**
- CLINICAL PERFORMANCE GRADES: The clinical evaluation, which will be recorded on the clinical grading tools for each course, will be divided into two (2) parts: Formative Evaluation and Summative Evaluation. Students will earn grades in both periods. All experiences are considered Formative in the NUR 1118 course.
- Formative Evaluation: This is the student's learning time. The length of the Formative Evaluation Time will be established by each nursing course (see course calendar); it will occur during the first part of the semester. The student will be allowed to see how her/his weekly clinical performance measures up to the criteria.
- Summative Evaluation: The length of the Summative Evaluation Time will be identified on the clinical schedule for each clinical nursing course and will occur during the latter part of the semester.
- Formative/Summative Grade Ratios: These are designed to allow for the learning process in that, for the most part, formative scores compose a lesser percentage of the clinical grade. (See policies and clinical performance reports for each course).

COURSE	FORMATIVE %	SUMMATIVE%
NUR 1118	100%	NA
NUR 1229	70%	30%
NUR 2339	50%	50%
NUR 2449	50%	50%

- If a student makes less than 75% on a clinical day, the clinical instructor will begin the Clinical Follow-Up form. It is the student's responsibility to help the clinical instructor develop a plan of action to improve any areas that need improvement. The clinical instructor may require the student to attend remediation lab. The student must sign the contract and provide proof of completion of the plan of action to that clinical instructor. The advisor will be notified.

- A SCHEDULED "SKILLS PROFICIENCY" experience may occur in 1229,2339, 2449 course.
  On this lab day, the student will be expected to perform previously taught skills, in a satisfactory manner. A numerical clinical grade will be assigned reflecting the student's performance; this will constitute a formative grade or part of a formative grade depending on the course policy.
- **The student is encouraged to see her/his clinical performance report weekly.**
- Clinical Paper Work: Hand-in work varies according to the requirements of each course (see course policies). ***No duplicated copies will be acceptable. The work must reflect the student's own effort. Work must be hand-written in black ink.*** Clinical forms and study guides are found in course packets. **Please Note:** The course coordinator will provide additional information prior to the clinical experience.
- Hand-in work usually includes:
  - Pre-clinical assignment
  - Needs Assessment Guide (NAG) or a Mental Health Assessment Guide (MHA)
  - Behavioral Analysis Recording (BA)
  - Nursing Care Plan (NCP)
  - Charting
  - Specific study guides or specialized assessment forms as designated per course requirements
- Written post-clinical assignments are due on the assigned date in the course requirements. For the sophomore students, the post-clinical assignment may be due at the end of the clinical day. For the freshmen students, the post-clinical assignment will be due at the end of the clinical day or before class time on the day that the course indicates. If a student is absent on the day when a post- clinical assignment is due, it will only be accepted on first day that the student returns to class ***with a legitimate excuse***. Otherwise, ***it will not be accepted***. ***10 points will be deducted*** if the post-clinical assignment is turned if after the class starts for the student's section on Monday. Assignments will not be accepted at other times.
- Pre-clinical assignments are due on the assigned day/time prior to clinical. Failure to be prepared with a pre-clinical assignment will result in penalty of "U" in appropriate category on the clinical evaluation tool.
- The pre-clinical assignment grade is derived from the assignment being turned in at the appropriate time, the quality of the work, and the student's ability to answer questions derived from the pre-clinical assignment. The worth of each component will be determined by the teaching team.
- Work assigned to be turned-in at the end of the clinical day must be turned-in at that time. Unusual circumstances will be considered on an individual basis by the faculty. Scheduled assignments that are late will receive a 10-point penalty on the clinical evaluation tool.
- The nursing courses are designed to emphasize a different step of the NURSING PROCESS each semester. The focus of courses varies as identified in the following chart.

NUR 1118	Assessment
NUR 1229	Analysis (Nursing Diagnosis), Planning
NUR 2339	Implementation
NUR 2449	Evaluation

- CLINICAL PERFORMANCE will be evaluated as satisfactory, needs improvement, poor, or unsatisfactory on the Clinical Evaluation Tool. Written clinical assignments will be evaluated in like manner. A numerical clinical daily grade will be computed as identified on the clinical performance report based on scores assigned by category for "S", "NI", "P", and "U" marks. These marks are defined on the Clinical Evaluation Form.
- Grade penalties for tardiness to clinic are identified on the Clinical Evaluation Tool used in each course.

Grading In Non-Clinical Nursing Courses

Grading in non-clinical nursing courses will be as delineated in the course syllabus for the specific course.

Grade Scale

Grades are awarded based on the college scale and the numerical ranges indicated below. **Note: a grade of at least "C" is required for progression to the next nursing course.**

    A – Superior – 90-100
    B – Good – 80-89
    C – Satisfactory – 75-79
    D – Poor – 70-74
    F – Failure below 70

Diagnostic Assessment Program

The Associate Degree Nursing program utilizes a computer-based assessment product to provide nursing students with a comprehensive assessment and review package that enhances the students' success in the nursing program and on NCLEX-RN®.

- Directions for login and utilizing the software are provided upon entry into the program and reviewed as needed at the beginning of each course.
- The complete package of assessments and review material provides students with a variety of assessment opportunities and written resources. The review modules support review of course content. Students will be assigned on-line assessments, remediation, and proctored assessments each semester. The goal is for all students to *achieve a score of 1050 or higher* on each proctored assessment. Students whose scores *fall below this proficiency level are required to participate in remedial efforts.*
- Students must spend *appropriate time* on the practice and proctored assessments assigned for each class. The appropriate time will be decided by the faculty for the individual practice and proctored assignments. **Failure to do so will result in the student retaking the assessment.**
- Sophomores will participate in the end-of-program predictor assessment according to the following procedure and criteria:
    - Students *must achieve a score of 1050 or higher* for the end-of- program predictor assessment.
    - Students *not achieving a score of 1050 or higher* for assigned assessments *will be required to do remedial work and accomplish an acceptable score on a repeat assessment.* Failure to do so will result in a grade of *"Incomplete"* until remediation is completed, and the repeat assessment has been satisfactorily completed.

NCLEX Examination

Following successful completion of the program of study, the nursing graduate may apply to take the National Council Licensure Examination (NCLEX) for licensure as a registered nurse (RN). There are specific requirements for eligibility to take the examination. Any person who applies to the Mississippi State Board of Nursing for license to practice as a registered nurse must not have been convicted of a crime that has a direct bearing on the person's ability to competently practice or have committed an act that would constitute a ground for disciplinary sanction under Mississippi statutes. At the end of the last semester of the program, further detailed information about the NCLEX procedure will be given to the qualified nursing graduates.

Readmission Procedure

A student who fails to complete the sequence of nursing courses within two years may request readmission to the program. The A.D.N. Program Director, the A.D.N. admissions committee, and the NEMCC admissions committee will consider the following criteria:

- the student must complete a new Associate Degree Nursing program application which is due by April 1st for fall courses and by November 1st for spring courses.
- the student must have a CGPA of at least 2.0 with an ACT of 19 or higher or CGPA of 2.5 or higher for an ACT less than 19 at the time of readmission.
- the student must, if asked to, attend a scheduled interview with the A.D.N. Admissions Committee.
- the student must meet all admission requirements of the college and A.D.N. program.
- the student will be readmitted one time only to any clinical nursing course.
- the student will be allowed to repeat no more than one clinical nursing course in the curriculum.
- the student may be denied based on objective data in student's file regarding the individual application.
- the student may be asked to submit to a physical exam, psychiatric evaluation, criminal background check, and/or drug/alcohol screening as indicated.
- the time frame from successful completion of the first clinical nursing course until the time of graduation may not exceed five years.
- students who do not meet the criteria for readmission may seek readmission to the first course in the curriculum after 5 years.
- students who do not meet the criteria for readmission may seek to schedule an admissions appeal through the Dean of Instruction.
- students deemed eligible will be admitted based on the points awarded on the rating scale (as published in the A.D.N. information packet) and space availability. In order to increase the chance for readmission, the student should focus on gaining more points on the rating scale. Points may be earned by improving scores on the ACT; increasing GPA; etc. Admission slots are competitive and based on the total of accumulated points.

Recognition and Pinning / Lamp Lighting Ceremony

Commencement ceremonies are traditionally held in Bonner Arnold Gymnasium. The Recognition and Pinning / Lamp Lighting Ceremony for the Associate Degree Nursing program will precede the commencement, and students are required to attend both ceremonies. The Associate Degree of Nursing graduates are honored in a Pinning and Lamp Lighting Ceremony on commencement day. Nursing faculty and staff, as well as family members and friends are invited to celebrate with the graduates at this special event. Several awards will be presented at this ceremony.

Recognition and OADN Alpha Delta Nu – ETA IOTA Chapter Nursing Honor Society

Associate Degree Nursing students, to promote scholarship and academic excellence in the profession of nursing, do have an opportunity to be inducted into OADN's Alpha Delta Nu -- ETA IOTA Chapter which encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Minimum standards include: Earned grade of B or higher in each nursing class. No previous failures of any nursing class. Conduct reflecting integrity and professionalism. Be an active member of MOSA. Induction shall take place during the final semester of the core curriculum.

Student Recognitions and Awards

The A.D.N. Program Director will review specific nursing student awards for eligibility criteria.

Criteria used for student awards:
- Cumulative GPA
- Accountability/Responsibility
- Attitude toward learning
- Caring behaviors
- Communications
- Compassion for others
- Ethical behaviors
- Leadership skills
- Maturity and Professionalism

Awards may include:
- Hall of Fame
- Caring Award
- Outstanding A.D.N. student nominee
- Spirit of Nursing Award
- Star Nursing Student

Student Representatives Committee

The Bylaws of the NEMCC Associate Degree Nursing program provide for formal student participation in the program through the mechanism of the Student Representatives Committee. Below is the excerpt from the Bylaws dealing with the committee.

Article IX - section 8
- The student representatives committee shall:
- Be elected from the nursing student body with an 80% semester average on a designated date – one representative from each section after exam two.
- Elect an alternate from each section to fill vacant positions as they occur.
- Communicate student concerns and/or requests to the course coordinators committee.
- Have the opportunity to be scheduled on the agenda of the course coordinators meeting. This request is to be submitted to the program director in writing 24 hours prior to the meeting and should include the topics for discussion.
- Have the opportunity to attend a scheduled program meeting each semester.

Substance Use and Abuse

- The misuse or abuse of substances is inconsistent with the ideals of health care.
- Students in programs within the NEMCC Division of Health Sciences are expected to reflect the professional / ethical standards of their chosen course of study
- The NEMCC ideal is a drug free educational and work environment.
- When asked to comply with substance screening, a student must comply, or the student will be dismissed from the program of study.
- Results of screening may result in the dismissal of a student from the program of study.
- A student who fails to disclose used substances which are documented by the screening may be dismissed from the program of study.

FORMS TO FOLLOW

***************STUDENT COPY***************
Northeast Mississippi Community College
Associate Degree Nursing
NUR 1101, NUR 1118, NUR 1229, NUR 2339, NUR 2449, NUR 2333, NUR 2443

I have read the Associate Degree Nursing Student Handbook and the course policies. I clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

Initial each blank:
_____ Program Philosophy
_____ Program Curriculum Concepts

_____ Program Educational Outcomes
_____ Program Course Requirements
_____ Program Estimated Expenses

_____ Program Enrollment Requirements
_____ Academic Dismissal Procedure
_____ Attendance
_____ Canvas/email
_____ Calculators
_____ Cell Phones
_____ Chain of Communication

_____ Changes in the Course of Study
_____ Clinical Simulation Laboratory
_____ Clinical Preparations and
             Requirements
_____ College Grade Appeal
_____ Commencement
_____ Computer Based Testing Policy
_____ Computer Use
_____ Conduct/Civility

Initial each blank:
_____ Confidentiality
_____ Course Grade Appeal
_____ COVID-19 Accommodations
_____ Dress Code
_____ E-mail - NEMCC
_____ Grading in Clinical Courses

_____ Grading in Non-Clinical Courses
_____ Grade Scale
_____ Diagnostic Assessment Program
_____ Medication Administration Competency
_____ Missed Exams
_____ NCLEX Examination
_____ QEP- Reading

_____ Readmission Procedure
_____ Recognition/Lamp Lighting
             Ceremony
_____ Student Recognition and Awards
_____ Student Representative Committee
_____ Substance Use and Abuse

_____ I authorize Northeast Mississippi Community College's Associate Degree Nursing Program to use and disclose protected information (health records and criminal background clearance) to clinical agencies from the date signed until program graduation.

_____ I authorize the release of information to clinical agencies, other nursing programs, and/or potential employers regarding my name, address, social security number, and my performance in nursing school.

_____ I authorize the use of my name and image in simulation/clinical exercises and other promotional media.

_____ I understand that information used or disclosed pursuant to this authorization may no longer be protected by federal or state law.

_____ I further certify that I will not hold liable the nursing instructor(s), the Associate Degree Nursing program or the Northeast Mississippi Community College for the release of such information.

_____   _____
Printed Name   *Advisor's Name*

_____   _____
Student Signature   *Date*

_____   _____
Witness   *Date*

****************STUDENT COPY********************
Curriculum Checklist (Associate Degree Nursing)

Student Name:_____   **Generated ID#**_____

Required Courses for Degree	Credit Hours Earned	Where & When Taken & Grade	Comments/Initials/Date Validated (list repeated courses)
**BIO 1514 – Anatomy & Physiology I	4 hours		
**BIO 1524 – Anatomy & Physiology II	4 hours		
ENG 1113 - English Composition I	3 hours		
PSY 1513 - General Psychology I	3 hours		
Fine Arts – Music, Art, Theatre, Other _____	3 hours		
SPT 1113 – Oral Communications CSC 1123 –Computer Applications I	3 hours		
MAT 1233 - Intermediate Algebra or Higher MAT 1313 – College Algebra	3 hours		
* EPY 2533 - Human Growth & Development	3 hours		
* BIO 2924 - Microbiology	3 hours		
LLS 1151 College Life	1 hour		
*NUR 1118 - Nursing Fundamentals	8 hours		
*NUR 1111 – Strategies for Success in Nursing	1 hour		
* NUR 1229 - Nursing Care of the Family	9 hours		
NUR 2333 – Nursing Trends & Issues	3 hours		
NUR 2339 – Nursing Care of the Adult I	9 hours		
NUR 2443 –Nursing Readiness Evaluation & Computer Application	3 hours		
NUR 2449 – Nursing Care of the Adult II	9 hours		
NUR 1101 – Nursing Process Transition - for LPN Upgrade & Transfer Students Only	1 hour		
ELECTIVE COURSES:			
NUR 1121 – Nursing Mathematics	1 hour		
NUR 1131 – Nursing Heritage	1 hour		
NUR 1141 – Nursing Case Studies NUR 1142 – Nursing Case Studies	1 hour 2 hours		
NUR 1151 – Nursing Clinical Reasoning	1 hour		
Nursing Pharmacology: (F) NUR 1161, NUR 1261 (S) NUR 2361, NUR 2461	1 hour		
NUR 1171 – Evidence-Based Nursing Practice	1 hour		
NUR 1233 – Nursing Preceptorship	3 hours		
NUR 1333 – Nursing Externship	3 hours		
Nursing Membership Organization: (F) NUR 1011, NUR 1021; (S) NUR 2011, NUR 2021	1 hour		

I certify that the above information is complete and correct. I am aware that I must complete BIO 2924 and all freshmen courses (those with asterisks *) in a satisfactory manner prior to NUR 2339. All listed Required Courses must be completed in a satisfactory manner before graduation.

Signature_____   **Date**_____
(Students, please ask advisors to initiate a DegreeWorks petition for coursework completed but showing needed.)

Advisor_____   **Date**_____
(Advisors, please initiate DegreeWorks petition for coursework completed but showing still needed.)
** Prerequisites for admission into the Associate Degree Program.
Revised: May 2017, 2018, 2019, 2020 Reviewed 2021
Instructions: Read, sign and turn in to your advisor on designated day

Civility Acknowledgement

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Northeast Mississippi Community College (NEMCC). NEMCC nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual." Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from class and **counted absent**, being removed from the classroom/building by the NEMCC campus police, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. Absences that exceed 14% of the class/clinical time may result in dismissal from the program. **The instructor has the authority to determine which behaviors are disruptive to the learning environment.**

Types of disruptive behavior in the learning environment may include, but are not limited to, the following, and may be face-to-face, phone calls, email, other electronic dialogue:
- Making distracting noises; Persistent speaking without being recognized; Repeated interruption
- Personal insults; Physical threats; Sarcasm; Rudeness; Taunting; Arguing
- Profane, disrespectful, or threatening language
- Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
- Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
- Outbursts of anger, yelling, bullying; Throwing objects; Refusal to answer questions
- Leaving class early without justification
- Leaving and re-entering the classroom once class has begun
- Studying or working on an assignment for another class during class time
- Sleeping in class; Passing notes; Inattention; Apathy; Talking while others are talking
- Use of cell phone or other electronic device not approved for use during class time
- Refusal to comply with faculty or staff direction
- Persistent and unreasonable demands for time and attention both in and out of class
- Unwillingness to cooperate when a solution is being sought
- Use of laptop computer during class for reasons other than classroom related activities (Facebook, e-mail, surfing the Internet, etc.)
- Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
- No-Show for scheduled appointment and failure to notify instructor
- Coming to class under the influence of alcohol or illicit substances
- Refusal to participate in class activities (group work, games, clicker use, etc.)
- Challenging faculty knowledge and/or credibility

Failure to comply with the Civility Policy will jeopardize progression in the nursing program.

I, _____ (*print name legibly*) acknowledge that **I agree to hold myself** to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature:_____Date:_____

Instructions: Read, sign indicating your agreement to hold yourself to these behavioral standards, and turn in to your advisor on designated day

Computer Based Testing Procedures (Proctored)

Northeast Mississippi Community College Associate Degree Nursing Program has adopted a computer-based on-line testing system. The program provides computerized testing much like the NCLEX-RN. The A.D.N. faculty will construct their own test questions and exams in the program. The computer-based testing program requires student information such as student name, student ID and student email addresses which will be submitted by the A.D.N. faculty.

1. Students are required to memorize their user name and password.
2. **The student may not bring anything into the testing room except their testing device and a basic stylus.** A pencil and paper may be provided. There should be nothing on the desktop in the testing room except provided pencil and paper.
3. Only approved computers will be used for proctored computer-based testing.
4. Only approved electronic devices are allowed in the testing area. While exam rationales are being viewed no electronic devices will be allowed. ***Failure to comply will result in dismissal from the testing/rationale room and a "0" for the exam grade.***
5. Students must be on time in testing areas.
6. Students who are late for exams may enter quietly and must complete the exam in the remaining time allotted for the exam.
7. Students who do not have adequate time may elect to miss the exam and take an essay/short answer make-up exam.
8. Once entering testing area, students are to sit facing forward, with testing devices flat, and remain so during the duration of the testing time. There will be no talking or any form of communication among students during testing times. ***Refer to the ADN Student Handbook for the policy related to cheating.***
9. Should technical difficulties arise, students may raise their hands to receive assistance from faculty.
10. Computer based exams are timed. Usually there is 1 minute allotted per question.
11. Unit Exam rationales will be available at a specified time. Students missing rationales due to class conflicts or a legitimate reason (i.e. documented health issue) may be allowed to view rationales at an alternate time.
12. Students will be able to go back and forth between question items during the exams except for exams in NUR 2449.
13. Grades will not be finalized or available until after faculty complete the Exam Review. Any changes in grades will be posted in the online gradebook.
14. Students **should not exit the testing window until** informed to do so. Once the exam is completed and uploaded, the student should turn off the testing device (Close the laptop if laptop being utilized, turn facedown if tablet used). The student should not access any other website during testing time. ***Failure to comply may result in a "0" for the exam grade.***
15. Students are not allowed to recreate any questions for any reason: personal or to share with fellow students. Exams and exam questions are the property of Northeast Mississippi Community College Associate Degree Nursing Program. ***If a student recreates any exam question(s), he/she will be dismissed from the program.***
16. The student may only test during their assigned section testing time.

I understand and will abide by the **Proctored Computer Based Testing Policy**.

_____

Signature_____   Date_____

_____

Witness Signature_____   Date_____

Instructions: Read, sign indicating your agreement to hold yourself to these procedures, and turn in to your advisor on designated day

Curriculum Checklist (Associate Degree Nursing)

Student Name:_____   **Generated ID#**_____

Required Courses for Degree	Credit Hours Earned	Where & When Taken & Grade	Comments/Initials/Date Validated (list repeated courses)
**BIO 1514 – Anatomy & Physiology I	4 hours		
**BIO 1524 – Anatomy & Physiology II	4 hours		
ENG 1113 - English Composition I	3 hours		
PSY 1513 - General Psychology I	3 hours		
Fine Arts – Music, Art, Theatre, Other _____	3 hours		
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*NUR 1111 – Strategies for Success in Nursing	1 hour		
* NUR 1229 - Nursing Care of the Family	9 hours		
NUR 2333 – Nursing Trends & Issues	3 hours		
NUR 2339 – Nursing Care of the Adult I	9 hours		
NUR 2443 –Nursing Readiness Evaluation & Computer Application	3 hours		
NUR 2449 – Nursing Care of the Adult II	9 hours		
NUR 1101 – Nursing Process Transition - for LPN Upgrade & Transfer Students Only	1 hour		
ELECTIVE COURSES:			
NUR 1121 – Nursing Mathematics	1 hour		
NUR 1131 – Nursing Heritage	1 hour		
NUR 1141 – Nursing Case Studies NUR 1142 – Nursing Case Studies	1 hour 2 hours		
NUR 1151 – Nursing Clinical Reasoning	1 hour		
Nursing Pharmacology: (F) NUR 1161, NUR 1261 (S) NUR 2361, NUR 2461	1 hour		
NUR 1171 – Evidence-Based Nursing Practice	1 hour		
NUR 1233 – Nursing Preceptorship	3 hours		
NUR 1333 – Nursing Externship	3 hours		
Nursing Membership Organization: (F) NUR 1011, NUR 1021; (S) NUR 2011, NUR 2021	1 hour		

I certify that the above information is complete and correct. I am aware that I must complete BIO 2924 and all freshmen courses (those with asterisks *) in a satisfactory manner prior to NUR 2339. All listed Required Courses must be completed in a satisfactory manner before graduation.

Signature_____   **Date**_____
(Students, please ask advisors to initiate a DegreeWorks petition for coursework completed but showing needed.)

Advisor_____   **Date**_____
(Advisors, please initiate DegreeWorks petition for coursework completed but showing still needed.)
** Prerequisites for admission into the Associate Degree Program.
                                    Revised: May 2017, 2018, 2019, 2020 Reviewed 2021

Instructions: Read, sign and turn in to your advisor on designated day

Northeast Mississippi Community College
Associate Degree Nursing
NUR 1101, NUR 1118, NUR 1229, NUR 2339, NUR 2449, NUR 2333, NUR 2443
Handbook Acknowledgement

I have read the Associate Degree Nursing Student Handbook and the course policies. I clearly understand the policies contained in each and hereby agree to abide by these policies as long as I am a student in this program. I understand the consequences if I do not abide by these policies.

Initial each blank: Initial each blank:

_____ Program Philosophy	_____ Confidentiality
_____ Program Curriculum Concepts	_____ Course Grade Appeal
	_____ COVID-19 Accommodations
_____ Program Educational Outcomes	_____ Dress Code
_____ Program Course Requirements	_____ E-mail - NEMCC
_____ Program Estimated Expenses	_____ Grading in Clinical Courses
_____ Program Enrollment Requirements	_____ Grading in Non-Clinical Courses
_____ Academic Dismissal Procedure	_____ Grade Scale
_____ Attendance	_____ Diagnostic Assessment Program
_____ Canvas/email	_____ Medication Administration Competency
_____ Calculators	_____ Missed Exams
_____ Cell Phones	_____ NCLEX Examination
_____ Chain of Communication	_____ QEP- Reading
_____ Changes in the Course of Study	_____ Readmission Procedure
_____ Clinical Simulation Laboratory	_____ Recognition/Lamp Lighting
_____ Clinical Preparations and	Ceremony
Requirements	_____ Student Recognition and Awards
_____ College Grade Appeal	_____ Student Representative Committee
_____ Commencement	_____ Substance Use and Abuse
_____ Computer Based Testing Policy	
_____ Computer Use	
_____ Conduct	

_____ I authorize Northeast Mississippi Community College's Associate Degree Nursing Program to use and disclose protected information (health records and criminal background clearance) to clinical agencies from the date signed until program graduation.

_____ I authorize the release of information to clinical agencies, other nursing programs, and/or potential employers regarding my name, address, social security number, and my performance in nursing school.

_____ I authorize the use of my name and image in simulation/clinical exercises and other promotional media.

_____ I understand that information used or disclosed pursuant to this authorization may no longer be protected by federal or state law.

_____ I further certify that I will not hold liable the nursing instructor(s), the Associate Degree Nursing program or the Northeast Mississippi Community College for the release of such information.

_____   _____
Printed Name   *Advisor's Name*

_____   _____
Student Signature   *Date*

_____   _____
Witness   *Date*

Instructions: After reading the Associate Degree Nursing Student Handbook and the course policies, initial each blank, sign this form, date it, and turn it in to your advisor.

**Associate Degree Nursing
Honor Code and Pledge**

Northeast students "are expected to maintain the highest standards of moral conduct and concern for the well-being and rights of their fellow students. The student's public and private behavior must not reflect unfavorably on the student or the College" (*NEMCC Student Handbook and Planner Code of Student Conduct*).

Northeast ADN students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the college community.

Honor Code Pledge:
I pledge to pursue all academic endeavors with honor and integrity. I understand the principles of the Honor System, and I promise to uphold these standards by adhering to the Honor Code in order to preserve the integrity of Northeast ADN and its individual members.

I, _____ (*print name legibly*) acknowledge that **I agree to hold myself** to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature:_____Date:_____

Instructions: Read, sign indicating your agreement to hold yourself to these behavioral standards, and turn in to your advisor on designated day.