Northern Wyoming Community College District

Nursing Student Handbook Spring 2026

Associate Degree Nursing Program

Introduction

This Nursing Program Student Handbook is intended to supplement the policies, rules, and regulations applicable to students attending NWCCD-Gillette College or Sheridan College. Differences exist between the Northern Wyoming Community College District Student Handbook and the Nursing Student Handbook due to National and State Standards of Practice, hospital/facility policies, and public safety. The provisions set forth in this handbook shall supersede previous versions of the NWCCD Nursing Student Handbook.

NWCCD and the Nursing Department reserve the right to change without notice any of the material, information, requirements, regulations, or other information published in this handbook. In the event of revisions or additions to the Nursing Handbook are required, they become effective immediately, and students are notified in written form in a timely manner through Canvas course announcement or college email.

It is the student's responsibility to carefully read the entire Nursing Handbook and comply with all policies and handbook procedures. Students are required to sign a statement acknowledging receipt and awareness of the information found in this Handbook. Students are responsible for accessing the Nursing Handbook on their current nursing Canvas course for the most up-to-date information.

NOTICE TO POTENTIAL NWCCD STUDENTS
Campus Safety
NWCCD is committed to maintaining a safe and secure campus environment. As a part of ongoing safety efforts, NWCCD publishes an annual report that discloses crime statistics on and around our campuses. A direct link to the most recent Annual Security and Fire Safety Report is provided here: 2024-ASFSR_Crime-Stats-for-2023_FINAL.pdf. If you wish to obtain a hard copy of this report, please contact the Office of Risk Management at 307-675-0812.

The following link will lead you to the NWCCD Campus Safety page where you can find NWCCD's Campus Rules and Regulations and the Campus Safety Plan.
https://www.sheridan.edu/student-life/campus-safety/

Equal Opportunity: Non-Discrimination Clause
Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, gender identity, genetic information or any other class protected under state and federal law. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to titleix@sheridan.edu or in person with NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Griffith Memorial Building, Room 141D, 1 Whitney Way, Sheridan, WY 82801; 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

I.   PROGRAM INFORMATION

A.   Program Description and Occupational Information

Graduates receiving an Associate Degree Nursing (ADN) are eligible to apply for licensure as a registered nurse (RN). The RN is educated as a generalist who delivers health care to patients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term and community- based health care settings, in the areas of Obstetrics, Pediatrics, Medical Surgical and Psychiatric Nursing. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for patients and families across the life span. The degree provides the graduate with an educational foundation for seamless articulation into the university setting.

The Nursing Program at NWCCD has joined with the other community college nursing programs and the University of Wyoming to adopt the statewide nursing curriculum, known as ReNEW (Revolutionizing Nursing Education in Wyoming). ReNEW is a baccalaureate curriculum with an Associate Degree benchmark. This curriculum allows students to complete an Associate Degree in Nursing (at the community college), gain RN licensure and employment, and then transition seamlessly into the University of Wyoming to complete a bachelor's degree online.

B.   Accreditation

Northern Wyoming Community College District (NWCCD) is a two-year public community college district with locations in three counties. NWCCD serves almost 6,500 students per year at Gillette College, Sheridan College, and Sheridan College in Johnson County. NWCCD is fully accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, (800) 621-7440; (312) 263-0456; http://www.hlcommission.org/

The Nursing Program is approved by the Wyoming State Board of Nursing (WSBN): 130 Hobbs Ave, Suite B, Cheyenne, WY 82002 - (307) 777-7601 / FAX (307) 777-3519

The Associate Degree Nursing Program at Northern Wyoming Community College District located in Sheridan, Wyoming and Gillette, Wyoming is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326, phone (404) 975-5000. www.acenursing.org

The most recent accreditation decision (Spring 2019) made by the ACEN Board of Commissioners for the NWCCD Associate Degree Nursing Program is **Continuing Accreditation.**

C.   College Information

General information about NWCCD, including and not limited to academic calendar, hours of operation, student services, employee directory, crime statistics, catalogs, schedules, etc. can be accessed through the college's website at http://www.sheridan.edu/

Students can access MyNWCCD (the Hub) using their login credentials at https://livesheridan.sharepoint.com/

D.   Non-Discrimination Statement

Northern Wyoming Community College District prohibits discrimination in employment, educational programs and activities on the basis of race, national origin, color, creed, religion, sex, pregnancy, age, disability, veteran status, sexual orientation, or gender identity, and any other class protected under state and federal law. The district also affirms its commitment to providing equal opportunities and equal access to its facilities. Inquiries concerning Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Vice President for Administration, Craig Achord, NWCCD's Title IX and Section 504 Coordinator, Sheridan College, Whitney Building, Room W145E, 1 Whitney Way, Sheridan,

WY 82801: 307-675-0505. Inquiries also may be made to the Office for Civil Rights, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, CO 80204-3582; 303-844-3417; or TDD 303-844-3417.

E. **Nursing Department**

The Nursing Program is one of the flagship degree programs offered at NWCCD. The Nursing Program is offered at Sheridan College and in Gillette, Wyoming. Each location has its own full complement of nursing faculty experts, support staff, and administrative leadership. Faculty across the district work closely with each other to maintain the integrity of the program.

Each campus admits separate student cohorts each fall. Currently, each campus accepts 32 students for entry into the fall semester. Total NWCCD Nursing Program student capacity is 128.

Since each campus has separate faculty and separate student cohorts, the experience of a student on one campus will not be identical to the experiences of a student on the other campus. Curricular instruction, faculty expertise, student cohort needs, teaching resources, and learning activities will vary between campuses.

F. **Advisory Board**

The Advisory Board for the Nursing Program is composed of a representative group of respected nursing administrators and staff from a number of health care institutions, community stakeholders, faculty members, alumni, and students. Each campus has their own Nursing Advisory Board to ensure a community-specific focus. The purpose of these Boards is to review curriculum, policies, and procedures, and make recommendations to the faculty regarding their appropriateness to the current practice of nursing. The Board also provides occupational information including trends in employment. Student representation at these meetings offers input about issues that affect student success and life within the program.

G. **Shared Governance**

The Nursing Program participates in Shared Governance through administrators, faculty, staff, and student membership within governing and related committees of the college. Nursing faculty are members of the Faculty Senate, Curriculum and Standards Committee, Student Progress and the Learning Committee, and the Digital Learning Support Team. Elected officers of the Nursing Student Club on each campus serve as liaisons to faculty and students and attend scheduled nursing faculty meetings and Student Senate meetings.

H. **Nursing Program Outcomes**

Nursing Program outcomes are developed as performance indicators which provide evidence that the NWCCD Nursing Program achieves its purpose, mission and goals set by the faculty. Using a systematic evaluation process, program outcomes show the effectiveness of the educational program and serve as a mechanism to guide program development, decision-making, and revisions. Program outcomes have been developed using the Accreditation Commission for Education in Nursing (ACEN) and Wyoming State Board of Nursing (WSBN) criteria and guidelines. The following Nursing Program Outcomes are congruent with the mission of the NWCCD and the Nursing Program.

Outcome #1 - Performance on licensure exam: The NCLEX-RN pass rate will be at least 80% for **all** first-time test-takers during the same 12-month period.

Outcome #2 - Program completion: 70% of students admitted to the nursing program will attain completion within 100% time from first nursing course.

Outcome #3 Job placement: 80% of graduates will be employed in a registered nurse role within 9 months after graduation.

Organizational Structure-Nursing

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| Sheridan Advisory Committee | SC Nursing Faculty, Staff | GC Nursing Dean, Faculty, Staff | Gillette Advisory Committee |

| Clinical Facilities | Students | Students | Clinical Facilities |
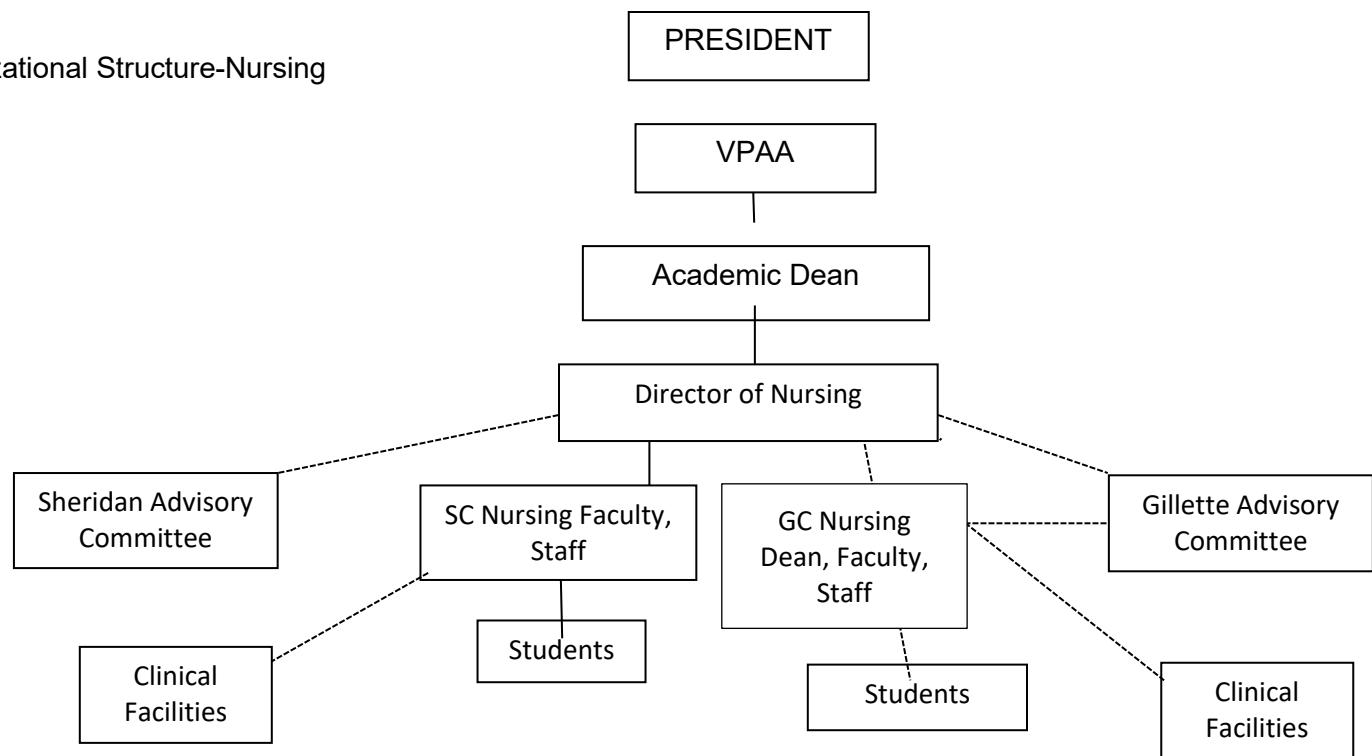
II.   ORGANIZING FRAMEWORK

I.   **Mission, Vision, Values**
The mission, vision, and values of the ADN program are consistent with those of the governing organization.

NWCCD	NURSING PROGRAM
Mission NWCCD welcomes all learners, empowers student success, and encourages and strengthens community development.	**Mission** The Nursing Program will welcome diversity and foster student success to strengthen the quality of nursing and health care in our communities.
Vision NWCCD will be the premier higher education institution in the region; we will provide all students with a diverse range of experiences to prepare for a dynamic future.	**Vision** Our Nursing Program will provide a premier nursing education to prepare graduates for a dynamic future by: • Ensuring equitable student opportunities; • Applying evidence to guide nursing practice; • Developing the commitment to lifelong learning and the desire to pursue higher education; • Role modeling strong collaborative relationships with all members of the health care team; • Supporting multiple entry points for students to seek ADN and BSN education; and, • Cultivating nursing professionalism to promote health and wellness.

Values	Values
• Respect: Treat everyone with dignity. Embrace diversity of people, ideas, and experiences. • Integrity: Be honest, fair, and trustworthy. Communicate responsibly. Honor commitments. • Excellence: Maintain high standards and clear expectations. Provide quality learning services and experiences. Innovate and create. • Learning: Learn and grow as employees and as an organization.	• Respect: Recognize the intrinsic value and worth of every person. Embrace diversity of people, ideas, and experiences. • Integrity: Be caring, honest, and trustworthy. Communicate responsibly and honor the profession of nursing. • Excellence: Use evidence-based knowledge and actions in nursing practice. Uphold nursing standards, quality processes, and safety principles. Be transformative. • Learning: Participate collaboratively in learning through multiple forms of engaged educational experiences. Commit to life-long teaching and learning.

J. **Purpose**

The purpose of the Nursing Program is to educate future nurses who will demonstrate Safety, Clinical Judgment, Leadership, Patient-Centeredness, Professionalism, and Health Promotion to diverse populations in a variety of health care delivery settings. Upon successful completion of this program, students are eligible to take the National Council Licensure examination for Registered Nurses (NCLEX-RN). Consistent with NWCCD's mission and by adopting the statewide curriculum initiative of Revolutionizing Nursing Education in Wyoming (ReNEW), the NWCCD nursing faculty share the mission statement "to enhance the quality of nursing and health care in Wyoming by revolutionizing nursing education". The vision of ReNEW is a shared, statewide curriculum where students can earn an associate degree at any of the state's community colleges and seek employment or continue seamlessly to the BSN degree (or higher) at the University of Wyoming.

K. **Philosophy**

The NWCCD nursing faculty subscribes to the shared statewide nursing curriculum known as ReNEW. The philosophy of ReNEW is as follows:
- We believe in the intrinsic value and worth of every person.
- We believe that health is a state of homeostasis influenced by forces impacting the person.
- Nursing is a practice-oriented discipline that uses evidenced-based knowledge derived from the biological, physical, and behavioral sciences to provide safe and humanistic care to persons, families, groups, and communities.
- The art and science of nursing is the nucleus of the interdisciplinary health care system.
- We believe the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying.
- Nursing education must have a strong clinical focus and allow opportunity to apply the theoretical component of nursing.
- Learning is a dynamic lifelong process, occurring in the cognitive, psychomotor, and affective domains. Learning is the joint responsibility of the educator and the learner with each assuming the responsibility for learning and continued self-development.
- The role of the educator is to facilitate learning and leadership by providing an environment wherein students have the opportunity to establish goals, examine various means of attaining them, and evaluate the course of actions selected.
- Practitioners of nursing have a responsibility for professionalism and the mentoring of others. The nurse is a role model for patients, families, and communities in terms of practicing appropriate health behaviors.

NWCCD Nursing Program Philosophy
The faculty believes the goal of nursing education is to develop safe, caring and competent nurses who can work effectively in a team setting. The faculty believe that nursing education should provide students an opportunity to play an active role in their learning as competencies move from simple to complex. Faculty view the educational process as collaborative in which students are empowered to realize their full potential through interaction with patients, peers, preceptors, community and faculty. Optimal learning takes place in a nurturing environment where there is mutual respect and trust between faculty and students. The faculty believes the students need to take a self-directed approach in reaching their education goals, while acknowledging that previous learning and life experiences will have an impact on the student's educational process and goals. The educational process is designed to serve as a foundation for the appreciation and commitment to life-long learning.

NWCCD Nursing Program Collaborative Intentions

The NWCCD Nursing Program has adopted Collaborative Intentions in order to anchor our work together and enhance success. The Gillette Faculty and the Sheridan Faculty come together 1 – 2 times per semester. The faculty worked together to identify the following norms to practice during collaborative opportunities:

Presume positive intent
Be open to compromise
Practice active engagement
Be respectful of colleagues
Ensure equal representation and ownership
Use clear communication and expectations
Come to meetings prepared

L. **Curriculum Organizing Framework**
Six core curricular concepts are used to categorize the student learning outcomes for the program and for each course. These core concepts organize the curriculum and incorporate best practices, standards, and guidelines of QSEN, NLN, and the Wyoming Board of Nursing nurse practice act.
- Safety
- Clinical Judgment
- Leadership
- Patient Centeredness
- Professionalism
- Health Promotion

M. **ADN Benchmark Student Learning Outcomes**
Students who complete the nursing program at NWCCD and earn their Associate Degree in Nursing (ADN) must meet the expectations of the end-of-program student learning outcomes. The end-of-program student learning outcomes link to one of the six core curricular concepts.

CORE CURRICULAR CONCEPT	END-OF-PROGRAM STUDENT LEARNING OUTCOME THE NWCCD GRADUATE WILL:
Safety	1. Provide safe nursing care within the healthcare system.
Clinical Judgment	2. Incorporate prior knowledge, current research, and clinical experience in decision-making.
Leadership	3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.
Patient Centeredness	4. Use effective communication and advocacy to provide individualized care.

Professionalism	5. Practice within the core values, principles, and standards of the nursing profession.
Health Promotion	6. Utilize the nursing process and a broad knowledge base to maximize health.

N. Concept-Based Approach

The curriculum is concept-based and created on principles of adult and collaborative learning. A concept-based curriculum emphasizes deep learning about the discipline's most central concepts rather than content. Students develop habits of thought and pattern recognition and gain a deeper understanding of prevalent health care conditions and situations across the lifespan.

Faculty structure learning activities that promote student engagement, self-assessment and self-directed learning. Opportunities are provided for students to engage in interactive and collaborative activities with their peers that contribute to better learning outcomes and development of higher order thinking skills. In clinical environments, faculty promote student reflection, evidence-based practice, ethical behaviors, cultural competence, interprofessional collaboration, and therapeutic communication and relationship skills. Through these activities, faculty believe students develop clinical judgment from understanding of both professional and health care concepts.

O. Student-Centered Environment

A conceptual approach supports a student-centered environment. Integral to a student-centered environment is the belief that education provides the student tools for accessing current information and promotes life-long learning. In a student-centered environment, the student is actively engaged in the learning process and is responsible for their own learning. The role of the faculty is to support and facilitate the student's learning by optimizing learning experiences and student engagement.

The NWCCD faculty values lifelong learning by offering multiple entry points into the ADN program, by advising seamless transition to complete a BSN, and encouraging progression to higher education beyond a BSN. The faculty is committed to removing barriers to academic progression and making pathways seamless, building on previous knowledge and competencies already achieved.

P. Concepts/**Topics and Definitions Used

CONCEPT	DEFINITION
Acid-Base	Acid-Base is the balance of hydrogen and bicarbonate ions within the body (the acidity and alkalinity of body fluids.
Addiction	A compulsive, abnormal dependence on a substance or a behavior. The dependence typically has adverse psychological, physical, economic, social or legal ramifications.
Cellular Regulation	Cellular Regulation is a broad concept that encompasses the growth and replication process of cells. This regulation is aimed at maintaining homeostasis, which is a steady state within the body.
Clinical Judgement	Clinical Judgement is an interpretation or conclusion about a patient's needs, concerns, or health problems, and /or the decision to take action (or not), use or modify standard approaches, or improvise new ones as deemed appropriate by the patient's response. It is a process in which the nurse determines and utilizes the best evidence-based solutions (outcomes or conclusions) to ensure safe patient care (www.ncsbn.org). *Clinical reasoning* is the process used to reach a clinical judgment.
Clotting	A complex, multi-step process by which blood forms a protein-based structure (clot) in an appropriate area of tissue injury to prevent excessive bleeding while maintaining whole body blood flow (perfusion).
Cognition	Cognition is the complex integration of processing, retention, and use of information to concentrate, learn, and solve problems.

Communication	Communication is the process of interaction between people in which words and symbols are used to create, exchange, and interpret messages about ideas, emotions, and mind states.
Culture	Culture is a pattern of shared attitudes, beliefs, self-definitions, norms, roles, and values that can occur among those who speak a particular language or live in a defined geographical region (but is not limited to language and region).
Health Disparity	Health disparities are the differences in the quality of care received by at-risk or vulnerable populations who have access to health care.
Development	Development refers to the sequence of physical, psychosocial, and cognitive developmental changes that take place over the human lifespan.
Digestion	Digestion is the process of mechanical and chemical breakdown of food matter and complex forms of macronutrients.
Elimination	Elimination is the excretion of body wastes via the bowel (as feces) and the renal/urinary system (as urine).
Fluid & Electrolyte	Fluid & Electrolyte is the regulation of fluid and electrolytes in a dynamic process that is critical for homeostasis and life.
Grief & Loss	Grief encompasses subjective emotions that occur to a loss in one's life. Loss is a part of the life cycle and is experienced in the form of change, growth, and transition.
Health Promotion	Health promotion is the process of enabling people to increase control over, and to improve, their health.
Health	Health is a state of complete physical, mental, and social wellbeing, not merely the absence of disease or infirmity.
Wellness	Wellness is a dynamic balance of the physical, psychological, social, and spiritual aspects of a person's life.
Illness	Illness is an abnormal process in which any aspect of the person's functioning is altered, in comparison to his or her previous condition of health.
Informatics	Informatics is a specialty that integrates nursing science, computer science, and information science to manage and communicate data, information, and knowledge in nursing practice (www.nursingworld.org).
Infection	Infection is a state of tissue damage or destruction resulting from invasion of harmful microbes (pathogens) into the body.
Inflammation	Inflammation is the body's protective response to injury, allergens, or infection.
Immunity	Immunity is the body's protective response to infection and disease.
Intracranial Regulation	Intracranial regulation involves the processes that affect equilibrium within the brain and, therefore, neurological function (Pellico, 2013).
Leadership	Leadership is a heightened self-awareness to empower others towards attainment of a specific outcome through the practice of nursing excellence.
**Medication Administration (Topic)	Medication administration is an understanding of the theoretical knowledge of pharmacology and practical application of safe, legal procedures when the nurse administers medications.
Metabolism	Metabolism is the sum of all physical and chemical processes by which living organisms are produced and maintained.
Mobility	Mobility is the ability of an individual to perform acts of movement like walking, exercise, and performing self-care activities.
Mood & Affect	Mood describes the way an individual internally feels; *affect* describes the observable way that an individual feels.
Oxygenation/ Gas Exchange	Oxygenation/Gas exchange is the process of providing cells with oxygen through the respiratory system and is accomplished by pulmonary ventilation, alveolar diffusion (Gas Exchange), respiration, and Perfusion.
Pain	Pain is an unpleasant multidimensional symptom caused by tissue damage that can influence virtually every aspect of a person's life, including physical, psychological, emotional, social, and spiritual aspects. Pain is whatever the experiencing person says it is, existing whenever he/she says it does.

Patient-Centeredness	Patient-centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual's background, personal preferences, culture, values, traditions, and family.
Patient Education	Patient education is the process of assisting people to learn health-related behaviors so that they can incorporate these behaviors into everyday life.
Perfusion	Perfusion is the passage of oxygenated capillary blood through body tissues. *Peripheral* perfusion is passage (flow) of blood to the extremities of the body. *Central* perfusion is passage (flow) of blood to major body organs, including the heart and lungs.
**Perioperative Nursing (Topic)	The perioperative period starts with the time that the patient is informed about the need for surgery and continues through the surgical procedure, recovery, and return to his or her usual activities, if possible. Nursing care occurs throughout the perioperative period.
**Pharmaco-Therapy (Topic)	Pharmacotherapy is the study of the therapeutic uses and effects of drugs. Pharmacotherapeutic activities are defined as activities that go beyond medication management, including the ordering, storage, preparation and administration of medications. Pharmacotherapeutic care concerns the evaluation of pharmaceutical therapy and patient guidance.
Professional Identity	Professional identity in nursing as a sense of oneself that is influenced by characteristics, norms, and values of the nursing discipline, resulting in individual thinking, acting, and feeling like a nurse.
Reproduction	Reproduction is the total process by which humans produce offspring.
Safety	Safety is minimizing the risk of harm to patients and providers through individual performance and system effectiveness.
Sensory Perception	Sensory Perception is a process, which involves receiving and interpreting environmental stimuli, and depends on normal sensory receptors, an intact reticular activating system (RAS), and functional nervous pathways to the brain.
Sexuality	Sexuality is a complex integration of a person's characteristics and perceptions about sex, sexual expression, sexual function, and sexual health. Sexuality is not the same as *gender identity, w*hich is an individual's inner sense of maleness or femaleness not related to reproductive anatomy or sexual orientation.
Spirituality	Spirituality is a principle or experience related to the meaning of life, attitudes and beliefs regarding God or other Supreme Being, a sense of God or a Supreme Being, and one's inner person and sense of hope.
Stress & Coping	Stress and coping are physiological and psychological responses of the body to occurring life events. **Stress** is a state of arousal of mind and body in response to the demands of life, whereas **coping** is the problem-solving process used to manage the stress.
Tissue Integrity	Tissue Integrity is intact skin and mucous membranes in place to protect and support secretion, excretion, and healing.
Thermoregulation	Thermoregulation is a state of control of body temperature. Multiple factors affect this regulation, including core body temperature, metabolic needs, the hypothalamus and thermoreceptors, heat loss, and compensatory mechanisms of the body.

These definitions were derived from a variety of sources including Dr. Jean Giddens, University of Kansas, North Carolina CIP, QSEN, Huber, Dr. Chris Tanner, and others cited.

III.   ADMISSION REQUIREMENTS AND PROCESSES

Q. Eligibility Criteria, Application, & Deadline

There are three options for completion of the NWCCD Nursing Program: traditional entry, advanced placement into the second semester (AP2), and advanced placement into the third semester (AP3). Students may also seek readmission to the program if unsuccessful at first attempt, however, special rules apply for this consideration. Refer to the handbook section titled "Readmission Requirements."

Applicants must meet the general admission requirements of Northern Wyoming Community College

Gillette College or Sheridan College. Application to the college and application to the Nursing Program are separate applications and both must be completed. Admission to the college does not guarantee admission to the Nursing Program. To receive a degree from NWCCD students must acquire a minimum of 15 credits.

The nursing application deadline is March 1 for admission in the fall semester. ***Late applications and transcripts will not be reviewed.*** Once the application is submitted, it is the applicant's responsibility to contact the Nursing office at the college to confirm receipt.

Coursework completed at another institution does not guarantee a direct equivalency at Northern Wyoming Community College District. Once transcripts are received courses are evaluated based upon the content completed. An email will be sent to notify you how to view your transfer equivalencies in your MyNWCCD HUB account.

Requirements for admission consideration:
1. Application for general admission to NWCCD: must submit all official transcripts. The applicant must be a high school graduate or equivalent. The applicant must provide documentation of graduation from high school or college in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable documentation confirming the applicant meets or exceeds the academic achievement equivalent to a high school diploma. All applications and transcripts must be ***received*** by March 1. Students may apply while still enrolled in their final semester of high school, however full acceptance is contingent upon receipt of documentation indicating completion.
2. Application for admission to the Gillette College or the Sheridan College Nursing Program (this is a separate application specific to the nursing program).
3. A minimum GPA of 2.5 is required; this is calculated from completed pre-requisite and co-requisite courses applicable to the Associate Degree in Nursing. All courses must be completed with a grade of C or higher.
4. Completion of ENGL 1010 English I or transferable English Composition I course with a grade of "C" or better.
5. Completion of MATH 1000 Problem Solving, MATH 1400 College Algebra or equivalent with a grade of "C" or better. Equivalent classes include MATH 1405 Trigonometry, MATH 1450 Algebra and Trigonometry, MATH 2200 Calculus I, MATH 2205 Calculus II, MATH 2210 Calculus III. The Nursing department will utilize the Office of Academic Affairs Math Traditional Placement Matrix when students achieve high ACT scores to award points for Tier 1 Application Evaluation and Ranking.
6. Completion of BIOL 1010 or transferable General Biology I course with a "C" or better.
7. Completion of ZOO 2010 or transferable Anatomy & Physiology I course with a "C" or better.
8. HESI Admission Assessment (HESI A2) exam with an overall cumulative score of 75%.

R. **Selection Process & Student Notification**
Acceptance to the program is competitive and applicants are evaluated based on a three-tier system. Each year approximately 64 students combined are selected to enter the program on the Gillette and Sheridan campuses. The Nursing Admission Committee selects applicants for entry into the program in March of each year using a point ranking system based on admission eligibility criteria. Applicants will be ranked in order according to total points. All applicants will be notified of Nursing Admission Committee decisions approximately 4 weeks after application deadline and will receive either a letter or email of acceptance, an offer for placement on the alternate list, or a letter or email of non-acceptance.

Qualified students who have not been admitted are placed on an alternate list. If positions become available to accommodate additional eligible students, those on the alternate list will be notified in the order they are ranked. Should the student not be admitted, the student must reapply for the next class in order to be reviewed for admission with the new group of applicants. Students who are admitted but decline entrance into the program must start the application process from the beginning.

Tier I: Application Evaluation and Ranking

Applicants are evaluated using a point system. Points are earned in the following two areas:

- Up to 16 points are awarded for the letter grades earned in the pre-requisite classes as follows: A = 4 points, B = 3 points, C = 2 points.
- HESI Admission Assessment (A2) exam score: a cumulative score of 75% or higher must be achieved for program admission eligibility.

The total pre-requisite points achieved (up to 16) are added to the higher HESI A2 score to determine overall ranking. Applicants with the highest points are offered a seat in the program.

Tier II: Seat Deposit and Conditional Acceptance

- Return the Acceptance or Declination Form indicating intention. If accepting submit $250.00 non-refundable deposit to hold your seat in the program. The deposit is applied to the student account after school begins (subject to the Business Office's schedule).

Tier III: Post Selection Requirements

- Full admission is awarded upon successful completion of established requirements. Applicants who have conditionally accepted a position in the class must attend the Nursing Program Orientation in Mid-May and will receive full instructions for fulfilling all admission requirements. Requirements may include but are not limited to the following: background screening, drug screen, and documentation of the following: health examination and required immunizations, and American Heart Association Providers BLS certification. Failure to complete the post-selection requirements by the assigned due dates will result in a rescinded admission offer and loss of seat deposit.

Applicants with questions or concerns about the criminal background check or drug screen results should contact the Wyoming State Board of Nursing at 307-777-7601. Admission to the nursing program is not a guarantee of professional licensure.

S. **Advanced Placement Admission**

Advanced placement refers to those students who are Licensed Practical Nurses (LPNs) or students with prior education who meet college and program requirements and may be admitted into the nursing program at the second or third semester level, depending on their background and completed coursework. Students admitted or readmitted to the nursing program will comply with the current college catalog, current nursing program student handbook, and current curriculum requirements. Admission is based on space availability and meeting eligibility criteria; it is not guaranteed.

Applicants are notified in writing of the policy and application deadlines. Eligible students who have not been admitted are placed on an alternate list. If positions become available to accommodate additional eligible students, those on the alternate list will be notified. Should the student not be admitted, the student must reapply for the next class in order to be reviewed for advanced placement admission with the new group of applicants. Students who are admitted but decline entrance into the program must reapply.

General Applicant Requirements for Advanced Placement

- Complete the NWCCD Application for Admission.
- Submit a completed nursing application form by the posted deadline.
- Submit official transcripts (high school/GED, college, or vocational school) with evidence of prior nursing coursework or a Practical Nursing Certificate.
- Complete all general education prerequisites (math, English, science) and nursing courses required for the first year of the Nursing program with a "C" or better.
- Hold a minimum GPA of 2.5 in prerequisite, corequisite and applicable nursing courses.
- Complete the required placement exam or comprehensive exams as outlined for the semester of entry.
  Additional requirements after acceptance include:

- Current Student Health Record signed by a healthcare provider.
- Favorable background check and drug screen.
- Documentation of current immunizations.
- Proof of current CPR certification for healthcare providers.

Advanced Placement Admission by Semester

Admission to Second Semester (AP2)
Applicants may qualify for entry into the second semester if they have completed one semester of equivalent nursing coursework at another accredited institution within the past year. Coursework will be evaluated based on credit hours, course content, clinical hours, and any other pertinent data. Coursework will be evaluated and approved by the Director/Dean of Nursing or designee. Students must also:

- Provide syllabi for all prior nursing coursework for evaluation.
- Non-nursing transfer courses will be evaluated by the registrar.
- Meet all general applicant requirements listed above and apply by September 1.
- Complete a comprehensive placement exam (equivalent to the first semester final exam) with a minimum score of 75%.
- If a student has failed the same course twice in another nursing program or has been denied readmission into another nursing program, the student will not be eligible for transfer into the NWCCD Nursing Program's advanced transfer option.

Admission to the Third Semester (AP3)

Applicants may qualify for entry into the third semester if they are Licensed Practical Nurses (LPNs) or have successfully completed two or more sequential semesters of nursing coursework at another accredited institution. Additional requirements include:
- Meet all general applicant requirements listed above and apply by March 1.
- Verification of LPN licensure from the Board of Nursing (if applicable) and /or provide syllabi for all prior nursing coursework for evaluation.
- Hesi LPN – ADN Entrance Exam with a minimum score of 850.
  - Students may retake the exam once within 12 months, using an alternate version. It is recommended to wait two weeks between test attempts.
  - Scores are valid for one year.
  - Transferred Hesi LPN – ADN test scores are accepted. However, the scores must come directly from Elsevier. Student provided score sheets will not be accepted.
  - Complete the advmanced admission process and pay the tuition for the first year nursing courses if college credit is needed and previous course work will not transfer to NWCCD.
- A limited number of students are accepted into the nursing program. Advanced placement admission into the third semester is not guaranteed and is based on space availability.
- If a previous NWCCD student returns as an AP3 student, readmission is limited to one time only.
- At times, the student who does not meet the advanced placement requirements for third semester (AP3) may be offered a seat in the second semester of the program.
- An admission point system is used if more students apply for advanced placement than space allows. See Below.

Admission Point System – Third Semester
1. HESI LPN-ADN Entrance Exam Adjusted Individual Total Score = 850 or higher required
2. GPA (prerequisites, co-requisites) = Points possible 50-80 points (GPA x 20)
3. Skills Exam Total Individual Score = Points possible: 75-100 points
4. Medication Math Exam Total Individual Score = 75-100 points

Sample Point System if one space is available

Applicant	HESI LPN-	GPA x 20	Skills Exam	Med. Math	Total Points

Name	ADN Score		Score	Exam Score	
Applicant A	885	70	75%	85%	1115
Applicant B	850	50	75%	85%	1060
Applicant C	900	80	70%	90%	1140
Applicant D	800	60	85%	95%	1040

INTERPRETATION:
Applicant A, eligible, accepted
Applicant B, eligible, placed on alternate list
Applicant C, not eligible due to unacceptable skills exam score
Applicant D, not eligible due to unacceptable entrance exam score

Notification of selection and acceptance follow the same procedures as noted in the advanced placement policy above.

T. **Readmission Requirements**
There is a process for previous NWCCD students to re-enter the program during any semester after a withdrawal or failure. Students must reapply within the next consecutive academic year to qualify for readmission. **Readmission is limited to one time only** regardless of which semester the student re-enters. Readmission is also based on space availability and is not guaranteed. Students seeking readmission are required to demonstrate abilities via academic testing and proficiency demonstration. Readmitted students must meet the standards and curriculum requirements in effect at the time of readmission and students may also be required to repeat previous coursework.

Students who leave the program for a medical or emergency reason, who have withdrawn in a failing status or who have failed a required program course, may be eligible to re-enter the program. Each applicant will be considered using a point system and space available in the appropriate semester. Students who leave the program for a medical or emergency reason, may be given first preference at the discretion of the Director/Dean.

Readmission Requirements Based on Semester:
- o **Students seeking readmission to the first semester** must reapply to the program and will re-enter the applicant pool of those seeking initial entry into the nursing program.
- o **Students seeking readmission to the second semester** must reapply to the program by September 1. Applicants will be required to complete the comprehensive readmission exam from first semester, a medication math exam, a practicum skills exam, and have a minimum GPA of 2.5 to be eligible.
- o **Students seeking readmission to the third semester** must reapply to the program by March 1. Applicants will be required to complete the HESI LPN-ADN Entrance Exam, a medication math exam, a practicum skills exam, and have a minimum GPA of 2.5 to be eligible.
- o **Students seeking readmission to the fourth semester** must reapply to the program by September 1. Applicants will be required to complete the comprehensive readmission exam from third semester, a medication math exam, a practicum skills exam, and have a minimum GPA of 2.5 to be eligible.

Applicant Requirements for Readmission:
- o Notify nursing administration in writing of readmission request.
- o Submit a completed nursing readmission application form to the nursing department by the appropriate deadline.
- o Complete all general education prerequisites, nutrition, science, math, English, and nursing courses up to the point of withdrawal with a "C" or better.
- o GPA (prerequisites, co-requisites, and nursing courses completed) must be 2.5 or higher.
- o Take the Medication Math Exam with a minimum score of 75%. The Medication Math Exam can only be taken once.

- Complete the practicum skills exam with a minimum score of 75%.
- **Required for the second or fourth semester**, complete the comprehensive readmission exam with a score of 75%. The comprehensive readmission exam is a version of the final test given at the end of a particular semester.
- **Required for the third semester**, complete the HESI LPN-ADN Entrance Exam with a score equal to or higher than 850. The advanced placement exam is an assessment demonstrating readiness and preparation to progress in the RN program. If a score of 850 is not achieved, the applicant may retake the test once. A minimum of two weeks is recommended between exams. There are two versions of the exam. Version 1 is used for the first attempt; version 2 is used for the second attempt.

Procedure for Readmission

A limited number of students are accepted into the nursing program. A readmission point system is used if more students apply for readmission placement than space allows. Applicants must meet all applicant requirements prior to the readmission process and are notified in writing of readmission policy and application deadlines. Applicants will be notified in writing of the results of the readmission process. Eligible students who have not been readmitted are placed on an alternate list. If positions become available to accommodate additional eligible students, those on the alternate list will be notified.

Readmission Criteria and Readmission Points System:
1. Comprehensive Readmission Exam Individual Total Score or HESI - LPN Conversion Score = Points possible: 75-100 points.
2. Minimum GPA of 2.5 (prerequisites, co-requisites) = Points possible 50-80 points (GPA x 20)
3. Medication Math Exam Total Individual Score = 75-100 points
4. Practicum Skills Exam Total Individual Score = 75-100 points
5. **Must meet eligibility requirements above and Total points possible = 284-380 points**

FOR EXAMPLE (one space available):

Applicant Name	Comprehensive Readmission Exam Score or HESI-LPN Conversion Score	GPA x 20	Medication Math Exam Score	Practicum Skills Exam Score	Total Points
Applicant A	69%	3.5 x 20 = 70	85%	75%	299
Applicant B	75%	2.5 x 20 = 50	85%	85%	295
Applicant C	78%	4.0 x 20 = 80	90%	95%	343
Applicant D	94%	3.0 x 20 = 60	70%	70%	294

INTERPRETATION:
- Applicant A, not eligible due to unacceptable readmission exam score <75%
- Applicant B, eligible, placed on alternate list
- Applicant C, eligible, accepted into one space available
- Applicant D, not eligible due to unacceptable medication math exam score <75% and unacceptable practicum skills exam score <75%

Acceptance Information for Readmission:
Students readmitted to the nursing program will comply with current college catalog, current nursing program student handbook, and current curriculum requirements. A student will be readmitted to the program only once.

After acceptance to the nursing program, proof of the following additional requirements must be submitted to the director of the nursing program by the appropriate deadline as stipulated in the official acceptance letter:

a. A current Student Health Record signed by your physician.
b. A favorable background check and drug screen.
c. Documentation of current, required immunizations.
d. Proof of current certification in CPR for health care providers.

IV. GENERAL INFORMATION

U. Time Commitment to the Nursing Program
The Nursing Program requires a significant commitment of time devoted to study. Students in the program typically spend in excess of three hours preparing for each hour of theory lecture and up to four hours preparing for each clinical session. Many students study five to six hours each day while completing their nursing studies. Students often describe the time commitment as rigorous, demanding, and rewarding. For these reasons, students should carefully consider employment and other outside obligations as they prepare to enter the Nursing Program. Students will not be excused from lecture, lab, or clinical due to personal work schedules.

V. Nursing Club
Students are encouraged to actively participate in the college community. Participation in the Nursing Club is strongly encouraged. Club officers are selected by each class. Student representatives to Nursing Faculty/Curriculum and Nursing Advisory Committees are also elected. A student from each class represents the students in the Student Senate/Student Government. Active participation by student representatives is welcome on faculty committees and on the advisory committee. Students attending college-related field trips will adhere to the college's policy.

W. Nursing Student Orientation
Once classes begin, all nursing students attend nursing student orientation. These orientation sessions may be held prior to the beginning of the semester or during the first weeks of class.

Components of the orientation will include at a minimum:
- Overview of Nursing Program policies and procedures.
- Location of faculty and staff offices, as well as where to find schedule of faculty office hours.
- Introduction to Nursing Program technology and how it will be used.
- Available student resources and what's expected of you for the program.
- Clinical agency orientation/compliance requirements
- 'Meet and greet' with your fellow classmates.

X. Advising
Nursing candidates may receive academic advising from the Professional Advising Staff of the college, the Nursing Coordinators, Director of Nursing/Dean of Nursing, or through scheduled college orientation and advising events.

Academic advising and general college information is available on both the Gillette College and Sheridan College campuses and provides comprehensive services to assist new and current students to develop plans to complete Nursing Program prerequisites, understand policies and procedures, and access campus resources to facilitate student success. Please refer to the Academic Advising hours for each campus on the NWCCD Website.

Upon admission to the Nursing Program, each nursing student will be assigned a full-time nursing faculty member as an advisor. This advisor is available to assist with transcript review, connect them with resources, and answer any questions that arise for the student during the program. Nursing students may also be offered advising sessions for the University of Wyoming bachelor's in nursing upon request.

Y. PN Exit Option
The Practical Nursing - Exit Option certificate is designed for students who would like to complete the

requirements to be eligible to apply for the PN NCLEX®. Students who complete the pre-requisites and all courses required of the first year of the Nursing Program will receive a Practical Nursing certificate of completion from NWCCD. These students will be eligible to apply to the Wyoming Board of Nursing to sit for the NCLEX-PN. The Practical Nursing – Exit Option is approved by the Wyoming State Board of Nursing.

Most students who choose to pursue practical nursing licensure do so in order to work and gain experience while continuing the second year of the ADN program. Very few students exit the program at this stage and doing so is highly discouraged. Students are encouraged to visit with a nursing advisor before considering this option.

Z. **Campus to Campus Transfers**
The nursing program is offered on both the Gillette College and Sheridan College campuses. Students should plan to attend the **entire** program on the campus of which they have been accepted. At times nursing students may request a transfer to the alternate campus. Such transfers will only be considered between the first and second year of the program and are awarded only in extreme and rare circumstances. Such transfers are contingent on an available seat and if the student has maintained a 3.0 GPA. Students seeking transfer must do so in writing by March 1 during their spring semester. Early requests are not permitted. The written request should be submitted to the Nursing Director and must include the following:
- Student name
- Date of request
- Reason for request

AA.**Student Concerns/NWCCD Instructional Complaints**
Students are encouraged to seek the guidance of their faculty advisor when concerns arise. If the faculty advisor and/or Director of Nursing is unable to rectify the concern, the student will be directed to initiate the NWCCD Student Grievance Procedure and/or Instructional Complaint Procedure. The student can find information about these procedures in the NWCCD Policies and Procedures manual online on the college website. NWCCD Academic Code of Conduct-Instructional Complaint Procedure (Student-initiated)—see page 6 of this procedure academic-code-of-conduct.pdf (sheridan.edu).
In addition, the student may also ask a nursing program faculty or staff for a copy of the procedure.

BB.**Attendance Guidelines**
Lecture/Lab:
Students must be registered for a class in order to attend. Students must inform the nursing coordinator or appropriate nursing instructor if an absence will occur. This must be done by phone call, text, or email at least 30 minutes prior to the time of the class experience. Attendance will be taken for all lecture, lab, and clinical hours. If a sign-up sheet process is used students at no time will sign in for other students.

Nursing classes prepare students for safe patient care and nursing instructors expect students to attend each class, lab, and clinical session to develop the theoretical and practical components of the professional nursing role. Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements. Missed lecture content should be sought from other students in the class and through access to materials posted in Canvas.

Excused absences include jury duty, college sanctioned events, to attend the funeral of an immediate family member, approved medical leave, or a college ordered absence due to infectious disease. Other types of absences will be reviewed individually by the nursing faculty, and recommendations to excuse or not excuse the absence will be made. Excessive time missed from lecture, lab, clinical and the inability to achieve student learning outcomes may require the student to withdraw from the course.

A student zoom link may be provided in the following circumstances:

1. Extended illness or approved medical leave.
2. No unnecessary travel weather advisory from WYDOT if the student lives in a rural, outlying area.

Examples of unexcused absences may include family vacations, lack of childcare, car problems, or oversleeping. Unexcused absences and/or late arrivals in excess of two (2) occurrences will result in counseling (a Learning Contract) from the faculty advisor on the importance of attendance requirements. Additional absences will initiate the program's disciplinary procedures. A pattern of absence and/or late arrivals resulting in the inability of the student to develop and demonstrate course objectives may result in course failure.

Academic hours required for each course:
- NURS 1100: Health Promotion   HOURS=class (127.5) lab (30) clinical (90)
- NURS 1200: Chronic Care   HOURS=class (105) lab (30) clinical (135)
- NURS 2300: Acute Care   HOURS=class (97.5) lab (15) clinical (180)
- NURS 2400: Complex Care   HOURS=class (75) lab (15) clinical (225)

Laboratory Attendance:
1. Attendance is mandatory for all skills laboratory sessions. Punctuality is required. At the discretion of the faculty, students arriving to lab unprepared (failed to complete reading assignment or other required preparation) may be dismissed from the lab, thus resulting in an absence requiring a lab makeup.
2. Absences of any lab time <u>must be made up</u> to pass the course regardless of the reason for the absence. Extended medical problems requiring absence from lab will be reviewed individually by the nursing faculty, and recommendations for retention or dismissal will be made. The instructor/nursing coordinator must be notified prior to absence of laboratory time.
3. The purpose of makeup skills labs is to allow students with extenuating circumstances to become competent in the required lab skills necessary to pass the course when skills lab days are missed. Makeup is dependent upon and will be scheduled according to the availability of course instructors. Absences in excess of 2 days, or failure to make up the absences, will constitute a failure in the course.
4. Arrangements must be made with the course instructor for makeup activities as soon as possible after returning to school. It is the student's responsibility to meet with lab faculty to discuss lab makeup expectations. Lab makeup will not encompass teaching of the missed content, but instead will focus on checking student competency of applicable nursing procedures. If a student has not satisfactorily completed makeup for a missed lab within one week of the date of the lab, the student will not be allowed to attend nursing courses and may be subject to dismissal from the program.
5. Makeup sessions do not remove the absence from the student's attendance record.

Clinical and Simulation Attendance:
Attendance is mandatory for all clinical experiences. No more than two (2) scheduled clinical days may be missed during the semester (regardless of the number of hours missed). Extenuating circumstances will be reviewed by the faculty for approval but are not guaranteed. All clinical absences will result in a replacement/makeup assignment and must be completed in order to meet the requirements of the course. These assignments/hours must be completed by the deadline set by the clinical instructor. The clinical instructor will assign and guide the replacement/makeup assignment; this may include deferring the student's subsequent clinical experiences. Failure to meet the deadline may result in failure of the course.

Extra clinical days are very difficult to schedule and cannot always be accommodated during normal "business" hours. To provide a comparable experience, the student may have to complete time for clinical absences during weekends, evening hours, night hours, or after the official semester ends.

Unexcused and/or excessive tardiness on clinical days is not tolerated and will result in of disciplinary procedures.

CC.   **Children and Infants**
Children and infants are not permitted in lectures, course-related conferences, simulation, and laboratories or clinical settings unless the instructor as part of a teaching/learning activity has approved the child's attendance. These episodes are rare and only for a short period of time.

Children should not be left unsupervised in college or clinical facility hallways or lobby areas. Students who bring children to class in an unapproved situation will be asked to leave and will receive an unexcused absence.

A lactation room is provided on campus. Students should consult with their nursing faculty or nursing coordinator to make the necessary arrangements. This policy applies to students on campus. The Nursing Program does not have control over the facilities at clinical agencies. In some cases, the space in facilities may be limited. Students will be expected to ensure that breast pumping/nursing does not interfere with their own clinical/educational activities or the clinical/educational activities of any other students.

DD.   **BSN Completion at the University of Wyoming**
The NWCCD Nursing Program has partnered with the University of Wyoming and offers what is known as the ReNEW statewide nursing curriculum as stated in Organizing Framework.

ReNEW BSN Program Option Overview
ReNEW is Wyoming's shared nursing curriculum. This innovative approach to nursing education is the result of years of collaboration among our state's nurse educators, healthcare agencies, and institutions of higher learning. ReNEW is designed to prepare undergraduate students for nursing practice in an ever-changing, complex healthcare delivery environment, with the goal of completing a Bachelor of Science in Nursing (BSN) degree. Those enrolled at Wyoming's community colleges, after completion of an Associate Degree in Nursing, will have the option to sit for licensure as registered nurses (RN's) prior to completion of their BSN degree.
Advantages:
- ReNEW better prepares nursing students for practice in today's healthcare environment.
- ReNEW offers a direct, yet flexible path to a BSN degree.
- ReNEW provides a vehicle for statewide collaboration and enhancement of nursing education and service to students.

Regular informational and advising sessions for BSN completion are scheduled as needed.

EE. **Pinning Ceremony**
A pinning ceremony is held each year for nursing graduates. The ceremony is a professional introduction and welcome to the nursing profession. The pinning ceremony planning, approval, and execution (venue, speaker, attire, videos) falls under the direction of staff and faculty of the Nursing Program with input from students. The pin is specific for nursing graduates that designates the program from which the student is graduating. Only graduates of the Nursing Program are entitled to purchase the distinctive school pin.

FF. **Photocopying**
Students should plan accordingly prior to class, lab, or clinical if hardcopy materials are needed as the Nursing Program will not provide photocopying services. Each campus has printing and photocopying services (library and general areas) students can access when this need arises. Some of these services will require a small fee.

GG.   **Tobacco Use Policy**

Due to the detrimental effects of smoking on health, the nursing faculty has instituted a no tobacco policy, including e-cigarettes/vaping, chew, or any form of tobacco, for all nursing instructors and students during clinical hours. Clinical hours spent on campus (simulation days, orientation sessions, etc.) also mandate adherence to the no tobacco policy. This policy pertains to all clinical agencies regardless of the agency's tobacco policy. Nursing faculty also support the increasing evidence that secondary smoke is dangerous and the smell of smoke is offensive to patients, as well as others. Smoking is an example of negative role modeling for health. If there is any odor of smoke on a person or their clothing, the student may be released from clinical and incur an absence.

NWCCD is smoke-free, both at the Sheridan College and Gillette College campuses. Students who wish to seek tobacco cessation should discuss their options with their faculty advisor.

V.   COMMUNICATION

HH.   College Email Use
There is an expectation of mutual respect and civility between faculty and students. If an issue should arise, the student should schedule a meeting with the faculty member to discuss the issue. Quite often, issues can be resolved informally through direct communication between the faculty member and the student. ***The official NWCCD assigned student email account shall be the primary means of communication with students.***

II. Texting
Texts between faculty and students should only occur for urgent matters, not casual use, and as outlined by individual instructors. Texts should always be confirmed by college email.

JJ. Student Contact Information
It is important to keep the college and the Nursing Program informed in the event a student's contact information changes at any time while a student at NWCCD. If contact information changes please see the Nursing Coordinator and the NWCCD Records Office to provide updates.

KK. Inclement Weather
Classes may only be cancelled by the president's office or designee. Students should listen to local broadcasts for information concerning class cancellation. When classes are officially cancelled, the Director of Nursing/Dean of Nursing will initiate the department calling tree beginning with notifying all applicable faculty. Nursing faculty will proceed with notifications of assigned advisees.

LL. Emergency Notifications
NWCCD uses an emergency notification system. Students are encouraged to sign up for these alerts.

Please take a moment to update your contact information with your cell phone number using the following link: https://nwccd.app.regroup.com

Step 1-Click on the link. You will be sent to an email verification page.

- Step 2-Type in your NWCCD email. You will be directed to the NWCCD sign in page.
- Step 3-Type in your current NWCCD email and password. You will be directed to the Regroup dashboard.
- Step 4-Go to the person icon on the upper right-hand corner, click on it, update your cell phone number and any other pertinent information then hit save. Click on dashboard to return to the main page.
- Step 5-Click on groups at the top of the page. It will send you to a list of groups. Under status it will say member or be blank. If it says member these are groups you were assigned to by default or have already joined. You cannot leave a default group.

- Step 6-Click on any other groups you are interested in getting information about. Once you click on that group you will be sent to a page that gives you the option of joining the group by clicking the link that says, "Join this Group". Once you click on it you will receive a verification saying you are now a member of this group. You will now receive emails and text messages for the groups that you have joined or were assigned.
- Step 7-To verify any groups you are a part of you can press my groups at the bottom of the page and it will show you what groups you have joined.

VI.   INFORMATION TECHNOLOGY

MM.   Laptop Requirements

All incoming nursing students are required to have a laptop computer that follows the program's minimum specifications by the first class meeting.

The minimum standards and recommendations include wireless connection enabled, ability to access Canvas online, and a minimum of four hours battery life, with additional charging stations located in the classrooms. If students have questions about whether their laptop meets these specifications, please contact the IT department at (307) 675-0555.

Google Chromebooks or tablets (iPads or Android) are not supported for this program.

Personal Computer Minimum System Requirements
- Processors: Intel Core i5 or i7, Ryzen 5000 or later, or Apple Silicon M-Series Processor (M1, M2, M3, or M4)
- Microsoft Windows 11 24H2 (current version) or newer, or Apple OS Sequoia v15 (current version) or newer
  - Windows "S Mode" is not supported.
    - Users can switch out of "S Mode" to "Normal Mode" by following Microsoft's Guide Online
  - Apple computers with M-Series processors can upgrade to Sequoia for free in System Preferences
- 8 GB Memory minimum (16 is highly recommended)
- 256 GB or more Solid State Storage Device
  - Bigger drives are not faster, they just store more data
- HD Webcam – built-in or USB plug-in
- Speakers and a microphone – built-in, USB plug-in, wireless Bluetooth, or headset
- Wireless internet (Wi-Fi) required; Wireless N minimum (Wi-Fi 4), Wireless AC or AX (Wi-Fi 5, 6, or 6e)
- Power cord/power supply
- USB flash drive (optional)

VII.   Other Requirements
- Microsoft Office (**Free Online Subscription available for all registered students**)
  - Goto: m365.cloud.microsoft
- A home printer is highly recommended.
  - WEPA print stations are available on each campus; Sheridan College: GMB, Thornrider Center, and Whitney.
- Students must bring their laptops to the program orientation and are expected to bring their laptops to all classes.
- All students, staff, and faculty must comply with the network acceptable rules of use located on the NWCCD HUB:
  - NWCCD IT Minimum Student Laptop Specs 2025-2026.pdf

Courses within the Nursing Program use online resources as a learning and communication tool between faculty and students. Students will need access to a computer, printer, internet, and network

connection.

NN.   Cell Phone Use

Cell phones/personal communication devices must be placed in silent mode and stored during classroom, lab, and clinical experience hours. Cell phones should only be used for personal communication during breaks in such a manner that it does not interrupt other students, faculty, agency personnel or patients, and others and is not disruptive to the learning environment. Personal calls are discouraged except in emergency situations.

A student must seek permission from the faculty prior to classroom, lab, or clinical learning time when there is an emergency situation involving his/her family or his/herself that requires access to emergency communication. Otherwise, personal cell phones/communication devices must be placed in silent mode and stored during classroom/lab time and clinical learning experiences. If there are emergency situations known prior to an examination/testing situation, the student can give a department phone number to those needing to contact the student. This can be arranged with department support staff prior to the testing.

Students who violate this policy may be asked to leave the classroom or clinical experience which may result in implementation of the Nursing Program disciplinary process. An unexcused absence may also be given.

OO.   Recording a Class

Tape/video/audio recording of a class is at the discretion of the faculty teaching the class. In order to tape/video/audio record the class the student must request the permission of the faculty teaching the class. There is no tape/video/audio recording of the laboratory, test review classes, or collaborative testing**.** No photographing, audiotaping, or videotaping is allowed during a clinical experience or after clinical while at that clinical experience.

PP.**Social Media**

The purpose of this policy is to inform and encourage the proper use of social media as well as protect the privacy of the patients cared for by students and faculty, all the while maintaining the integrity of the NWCCD Nursing Program. NWCCD Nursing School respects the right of the student to post and comment on social networking sites and does not want to discourage students from self-publishing and self-expression. Students are expected to follow the guidelines and policies set forth differentiating appropriate and inappropriate use of social media, which includes but is not limited to sites such as Facebook, Instagram, Snapchat, Blogs, Twitter, Myspace, LinkedIn, and YouTube.

There is no such thing as a "private" social media site, so be cognizant that information posted may be seen by anyone and can be traced back to you as an individual. If you are unsure about posting something or responding to something posted, ask your faculty. Ultimately, you are solely responsible for what you post. Future employers will hold you to a high standard of behavior, ensure that content associated with you is consistent with your professional goals*.* Remember your online presence reflects you as a professional. Be aware that your actions captured via images, posts, or comments can reflect on you and many recruiters routinely search social networking venues when considering someone as a new hire.

As students, you will want to represent NWCCD in a fair, accurate and legal manner while protecting the brand and reputation of the institution. You should never claim or imply you are speaking on NWCCD's behalf unless you are authorized to do so in writing.

Social Media Guidelines
- Respect copyright and fair use. When posting, be mindful of intellectual property rights of others and of the college.
- Standards of professionalism are the same online as in any other circumstance.
- Maintain professional boundaries in the use of electronic media; the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. ***You should not "friend" your patients on social media sites.***
- Take advantage of privacy settings on social media sites and seek to separate personal and professional information online.
- Monitor comments posted to you and delete or block individuals who repeatedly post offensive or frivolous comments.
- Use of computers during class time should be limited to note taking and/or researching class related information; use otherwise is distracting not only for the instructor but for those in the immediate area/vicinity.
- Exceptions to the policy due to extenuating circumstances may be made at the discretion of the instructor.

DO NOT:
- Share or post identifying information about a patient; HIPAA guidelines must be followed at all times.
- Refer to any patients or the care for patients in a disparaging manner.
- Post confidential, sensitive, disparaging, or proprietary information about the college, staff, faculty, students or others with whom one has contact with in the role of a NWCCD nursing student.
- Make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, or other offensive comments about staff, faculty, students or others with whom one has contact with in the role of a NWCCD nursing student.
- Take photos or videos of patients or transmit by way of any electronic media any patient-related images.
- Videotape an instructor or fellow student for personal or social media use without the express written permission of the individual.
- Post information and/or images of any activities that violate NWCCD policies or violates any local, state, federal laws/regulations.
- Receive any photos, videos, digital media, or any other part of a patient's electronic medical record without prior consent of the instructor or preceptor.

DO:
- Adhere to all social media policies at the facilities in which you spend time as a student nurse.
- Immediately report any identified breach of confidentiality/privacy that you witness as well as content that could harm a patient's privacy, rights, or welfare.
- Get approval for the use of any NWCCD logos/graphics for school-sanctioned events such as posters, fliers, shirts, etc.
- Show respect for others, civility is an important aspect of online communication.
- Use reputable scholarly media cites for researching and obtaining information needed to provide safe patient care.
- Obtain permission from your clinical instructor to use an electronic device such as a PDA, iPad, or iPhone to access information such as medication and laboratory reference guides while in the clinical setting. Such access will only be permissible in non-patient care areas—break room, medical library, etc.

CONSEQUENCES
- Social Media may be used to investigate a student behavior.
- Violations of patient privacy will be subject to HIPAA procedures/guidelines and consequences, as well as disciplinary procedures of the nursing program.

- Any student who violates the policy will do so at the risk of disciplinary action pertaining to *Professionalism*, possible failure in a course, and possible dismissal from the program.
- Each student is legally responsible for individual postings and may be liable if the posting is found defamatory, harassing, or in violation of any other applicable law.

VIII.   PROGRESSION AND RETENTION

QQ.   Curriculum

Please refer to the college catalog for the current Associate Degree in Nursing (ADN)-ReNEW program of study at NWCCD for your catalog year: https://catalog.sheridan.edu/

Students are also eligible to enroll in ReNEW Bachelor of Science in Nursing coursework at the University of Wyoming simultaneously with their ADN programs. Graduates of ReNEW Associate Degree in Nursing (ADN) programs can become licensed RNs and, depending on status, complete the ReNEW BSN with as little as one to two semesters of coursework. Simultaneous enrollment is an option, not a requirement. For current and additional information students should visit the University of Wyoming – Nursing Program website:
School of Nursing | College of Health Sciences | University of Wyoming (uwyo.edu)

B. Progress & Grading

To progress through the Nursing Program, a student must achieve a grade of "C" or better in every required course; satisfactorily complete all labs and clinical hours; maintain all attendance requirements; demonstrate satisfactory clinical performance; and exhibit professional behaviors identified for the Nursing Program.

Nursing courses are sequential, and the successful completion of each course is a prerequisite for admission to the next level of successive courses within the same cohort group. Students should also pay close attention to co-requisite courses, as they are planned in a sequence to best support student learning and success. All first-year co-requisites must be complete for the student to progress to the second year of the program. Nursing students who plan to take co-requisite courses out of sequence must receive prior approval from the Director of Nursing /Dean of Nursing. NOTE: The nursing curriculum and healthcare can change rapidly, once the student enters the first nursing course, he/she has five (5) years to complete all requirements (nursing courses, and co-requisite courses) for the PN or ADN to be awarded.

Refer to the course outline for a full description of the point breakdown and required assignments. Grades are recorded in whole numbers; ***there is no rounding up of grades***.

Grades are calculated as follows:

STEP 1	
Satisfactory grade on the final course clinical evaluation.	
YES = Move to Step 2	NO = an unsatisfactory grade on the final course clinical evaluation will result in course failure. A letter grade of D will be entered as the final grade for the course.
STEP 2	
A cumulative score of 75% or higher on all unit/final tests.	
YES = Move to Step 3	NO = If the test average score is below 75% this will be the final grade awarded to the student. No points for other assignments will be awarded.
STEP 3	

The scores for all paper/project, quizzes, and other assignment are added into the cumulative test score.

Final grade for the course =
- Satisfactory clinical,
- Test average 75% or higher,
- All paper/project, quizzes, and other assignment points.

*The student's current test average in letter grade format will be entered for midterm grades.

Letter grades are awarded in nursing courses according to the following grading scale:

A =	90-100%
B =	80-89%
C =	75-79%
D =	60-74%
F =	< 60%

Students are encouraged to keep records of their grades as each semester progresses; advisors will assist with this but the ultimate responsibility lies with the student. Students are encouraged to monitor their grades via the Canvas gradebook feature.

C. **Student Learning Contract**
A Student Learning Contract is designed to encourage success for the student who is not fully meeting requirements. It provides written documentation of the issues that are causing a student to be at risk, the necessary changes, and a "student-driven" plan to help the student resolve the issue/concern.

D. **Test Administration Procedure**
Examinations will begin promptly at designated times. Students should arrive 10 minutes prior to the test to ensure any technology issues have been remediated. The testing room and the door will be closed after the start of the examination. Students who arrive late will not be allowed to enter the testing room and will be charged for a late exam. (See Late Test Taking procedure below.)

Tests in the nursing program are computer-based. The testing proctor will not provide any answers to test content questions before or during the exam.

Student responsibilities prior to, during, and following an exam, include:
1. Students must come to the exam having downloaded the test. No downloads are allowed at the exam.
2. Students should run the "Official Mock Test" and take care of technical troubleshooting issues through ExamSoft customer service BEFORE coming to the test.
3. If there is a computer problem, it is the student's responsibility to address that issue before coming to the exam, including getting a loaner replacement computer and downloading the exam to that computer. If the student gets a loaner replacement computer but has already downloaded the exam to the broken computer, the student needs to notify the faculty and request a second download of the exam to be placed on the loaner computer.
4. Students MUST report to the exam at least 10 minutes before the exam, put backpacks, phones, jackets, hats, etc. in the front of the room or designated area.
5. Students MUST have Examplify running on their computers ready to input the password BEFORE exam time.
6. Students with accommodations must report to their computers ready to input the password BEFORE exam time.
7. One colored, blank sheet of paper will be assigned to each student. Each student MUST put their name on the paper and turn it in at the conclusion of the exam.
8. Students MUST show the exam proctor the green checkmark signifying a successful exam upload and hand in the colored sheet of paper before exiting the exam. Successful upload of the exam is the students' responsibility.

Tests will have a time limit appropriate to the number of questions. A question may be discarded or additional answers accepted at the discretion of the faculty member authorizing the question.

Each nursing student is encouraged to participate in test reviews sessions as scheduled following the exam. If a student is having difficulty with nursing tests, an appointment should be made with his/her advisor where his/her problems can be discussed. Students are encouraged to utilize additional Student Support Services of the college.

Secure, online testing options may be implemented when indicated.

Early Test Taking:
Certain circumstances may arise whereby a student may request to take a scheduled examination early. **Early test taking is at the sole discretion of the nursing faculty and is dependent on availability of the test.** Missed tests for school sanctioned activities will be waived for the scheduled date; however, in this event, the student must schedule tests with the program director ahead of time at a mutually agreed upon date and time.

The following steps must be taken for consideration of early test taking:
1. A written request for early test taking must be submitted to the program director at least two weeks before the scheduled test date.
2. The written request must include: student name, date/time of test, reason for need to complete test early. Desire to leave town early at semester end will not be considered a legitimate reason. The final exam of each course is not eligible for early test taking.
3. Director/Dean/Faculty will review the written request and a written response will be given to the student within 1 week after receiving the request.

Late Test Taking:
All tests will be taken on the date scheduled by the instructor. Failure to take the test on the scheduled date or time will result in the student being charged with a late test. Tests (unit tests, final tests, lab exams, medication calculation exams) may be missed only in extreme situations. If possible, the student must notify the appropriate nursing instructor prior to missing a scheduled test. A student missing a test must contact the program director or faculty member as soon as possible to schedule the makeup test. The test format may be changed for makeup tests.

No more than *two* rescheduled tests will be allowed during each academic year of study. A year of study will begin in the fall and conclude with the consecutive spring. Students are encouraged to take the test early to avoid the consequences of late testing.

The following procedure will occur for late tests and will reset after each academic year of study:
1. There will be no point deduction for the first occurrence.
2. The second time that a test is missed, there will be a 10% point deduction. The deduction will be subtracted from the test points before the student takes the test. For example, if it is a 50 point test, the student may only achieve a possible 45 points.
3. ***The makeup test must be completed on the next scheduled class/clinical day after the student returns from the absence or the student will receive a "0" for that particular exam grade.***

Students who have extenuating circumstances (hospitalization, death in the family, significant illness, for example) may seek a "late test waiver" from the faculty. A waiver will excuse any point reduction that the student may have incurred. To seek consideration of a waiver, the student will be asked to write a letter to the faculty or appear face to face in order to explain the missed test. Additional documentation to verify the nature of the missed test may be requested from the student. Faculty will monitor all missed tests in an effort to identify trends in student test taking. The college identifies feigning illness or inventing similar emergencies as violations of academic integrity and subject to sanction.

E. **Standardized Testing:**
Students are required to take nationally normed standardized assessment tests throughout the program. Assessment tests are used to identify gaps in knowledge-based or critical thinking skills. In the last semester of the curriculum, students are required to take a comprehensive exit exam and make a satisfactory score in order to be certified for graduation and be eligible to apply to take the licensure examination. HESI is the company that is utilized for standardized achievement testing. Online access to resources is available to each student and is introduced when entering the program. Testing & resources continue throughout each level in the nursing program in an effort to better prepare the graduate for the NCLEX. Each student will take an Exit Exam at the end of the second and fourth semesters. The Exit Exam is used by the Program for quality assessment & improvement. Specific requirements for each level of HESI exams will be included in course materials. Fees are billed separately at the beginning of each semester and may change slightly from year to year.

HESI Remediation Policy:
Following HESI exams, students may be assigned remediation requirements based on each individual student's HESI score. HESI exam scores can be indicative of the student's level of risk for success in the program and on the NCLEX. Students with lower HESI scores require more intense remediation.

HESI End of PN Program-Exit Exam
   a. All students will be required to take the HESI PN exit examination in the second semester of the program.
   b. A score of 850 is the program's minimum benchmark based on HESI research.
   c. Students who score 849 or lower are highly encouraged to complete remediation. These students should also consider taking a NCLEX-PN review course if they plan to sit for the NCLEX-PN.
   d. At the discretion of the faculty, students may receive an individual student remediation plan from the faculty advisor.

HESI RN-Exit Exam
All students will be required to take the HESI RN Exit Examinations in the fourth semester of the program.

The HESI RN Exit Exam will be administered twice during the second year of the program. The first HESI exam will be utilized as a remediation study tool. The first HESI exam will not be worth any test points and is designed to provide valuable strengths and weakness reports to the student for improvement purposes throughout the NURS 2400 (Complex) semester.

The HESI RN Exit Exam is a 150-item comprehensive examination designed to measure student preparedness for the NCLEX-RN by using a blueprint similar to that of the NCLEX-RN examination. The second exam, taken in NURS 2400 allows students the opportunity to prepare by using the HESI remediation packages from the first exam to improve.

The following guidelines will apply for all students to successfully complete the NURS 2400 course:

   a. A score of 850 or higher is required to meet the program's benchmark. Students who score 850 or higher will be excused from the 50-point FINAL Exam and awarded test points using the table below.

HESI Score	Letter Grade	Test Points	Test Percentage
>1000	A	50/50	100%
999-975	A	48/50	96%
974-950	A	47/50	94%

949-925	A	46/50	92%
924-900	A	45/50	90%
899-875	B	43/50	86%
874-850	B	42/50	84%

*Students who score 850 or higher will not be given the option to take the 50-point FINAL Exam.

b. Students who score 849 or lower will not receive any test points for the HESI RN Exit Exam and will proceed to complete additional remediation activities and assessments –
    i.   Meet with a nursing advisor/administrator to plan remediation.
    ii.   Will be required to sit for an additional 50-point FINAL Exam at the end of the semester. Scores will be awarded on the student's actual performance on the FINAL Exam.
    iii. Must complete a program approved NCLEX-RN review course at his/her own expense.
        o Students who do not complete the review course prior to pinning and/or graduation are still eligible to participate in these activities given all other college requirements are met.
        o If the NCLEX-RN review course is not completed before the end of the semester the student must meet with their nursing advisor/administrator to request an "incomplete" (I) grade be awarded for NURS 2400. Once the student has completed the review course the "incomplete" (I) grade will be removed and the student will receive a course grade.

F. **Remediation/Retention Strategies**

What is remediation? Definition: The giving of remedial teaching or therapy—assisting the student through the process of specific strategies to meet academic goals. The goal and philosophy of the program is to assist the student to be successful as they progress through the program.

Strategies for remediation/retention will include:
- Referral to student support services (tutoring, counseling, writing center, other)
- Faculty advisor will track student progress on module tests throughout the semester. Students will have an individualized remediation/learning contract if test average is <75% after the midpoint of the semester.
- Faculty advisor will assist students including but not limited to handouts (study skills/test-taking strategies/learning style inventory), brown bag sessions, guest speakers, and referral to support services.
- Students will be encouraged to review tests through ExamSoft or individually with a faculty member.
- Students will be encouraged to utilize HESI or other faculty prescribed resources for remediation and review.
- Students requesting information about disability services will be referred to the appropriate resources.
- Faculty advisor will work closely with advisees to develop remediation opportunities best for the individual student.
- Faculty advisors record conferences and recommendations within the electronic student anecdotal notes.

G. **Withdrawal**
Students should discuss their grade and class status with their faculty advisor and the program director before withdrawing from a course. Students are required to withdraw from the course themselves through approved College procedures.

H. **Graduation Requirements and Wyoming Board of Nursing**
For PN Exit Option Students:
Practical Nurse: Students who successfully complete the requirements for a Practical Nursing Certificate may apply to take the Practical Nursing licensing exam (NCLEX-PN). Students need

to do the following to be able to take the NCLEX-PN:

- Apply for graduation with a Practical Nurse certificate from NWCCD according to the information and deadlines published in the college schedule and catalog.
- Request an official transcript from the NWCCD Records Department be sent to the Wyoming State Board of Nursing   WSBN (wyo.gov)
- See the Wyoming Board of Nursing Website at WSBN (wyo.gov) the complete application process, information and required forms.
- Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-PN exam.

For All ADN Graduates:
Registered Nurse: Students who successfully complete the requirements for an Associate Degree in Nursing may apply to take the Registered Nursing Licensing Exam (NCLEX-RN). Students need to do the following to be able to take the NCLEX-RN:

- Apply for graduation with an Associate Degree in Nursing from NWCCD according to the information and deadlines published in the college schedule and catalogue.
- Request an official transcript from the NWCCD Records Department be sent to the Wyoming State Board of Nursing WSBN (wyo.gov)
- See the Wyoming Board of Nursing Website for the complete application process, information and required forms WSBN (wyo.gov)
- Complete the application forms required by the State Board of Nursing and NCLEX and pay the required fees to take the NCLEX-RN exam.

All certificate and degree requirements must be confirmed by the college to ensure each student has met the requirements to graduate from the practical nursing and/or the registered Nursing Program.

IX.   HEALTH AND SAFETY GUIDELINES/ESSENTIAL SKILLS AND ABILITIES

I.   Health Status Verification Policy:
Students must have the cognitive and physical ability to meet course objectives and to render nursing care with reasonable skill and safety to patients and self. It is the student's responsibility to advise the faculty of any acute or chronic health conditions or infectious diseases that may interfere with academic or clinical progress. The faculty reserves the right to restrict the student's clinical practice when a health related problem or potential problem exists if the safety of self and others may be compromised. Students will adhere to the health and safety rules and regulations of assigned clinical agencies. In the event of interruption of clinical activities due to health related circumstances, the student will be required to provide a written statement from a qualified healthcare provider regarding any restrictions or accommodations before being allowed to resume clinical activities.

J.   Nursing Student Documentation Requirements:

A cumulative record is maintained for each student. Records include academic planning notes, faculty anecdotal forms,advising notes of student conferences, completed admission forms, clinical evaluations, and other pertinent data (see below). The student records are maintained in compliance with FERPA/ HIPAA/HLC/ACEN. Students may review their file by appointment with the Nursing Program Director/Dean or Nursing Coordinators. Students are responsible for maintaining documentation requirements during the period of enrollment. Documentation contained in the student record is not released without the express written authorization of the student. All students must have the following documentation on file in the Nursing Program Office prior to beginning scheduled clinicals and throughout the program:

1. *Physical exam* -- Students are required to have a physical examination no more than six months prior to entering the program.

2. *Immunizations* -- Students must have proof of immunity and/or proof of immunization in accordance with clinical agency requirements. Vaccinations, titers, and related testing are obtained at the student's expense. (These vary by agency, campus, and/or assignment.)
3. *CPR* -- The student must have current CPR (AHA Heartcode BLS) certification before entering the clinical setting and throughout the program. Students need health care provider CPR certification that includes two-person CPR for various ages. Several local agencies offer courses periodically. (NWCCD Nursing Program clinical sites require AHA Heartcode BLS.)
4. *Agency Orientation* -- Students participate in yearly in-services required by facilities. Information will be provided during program orientation. This is an OSHA requirement for all faculty and students who provide care within the agency.
5. *Drug Screen* -- Students are required to produce a clear drug screen before admission to the program. Students may also be subject to additional drug screening during the program for random testing, for cause testing, and for clinical agency requirements.
6. *Background Check* – See policy below.

The newly accepted student has complied with NWCCD Nursing Program acceptance requirements via a third-party tracking company: CastleBranch, and those documents have been reviewed and approved by the Director and/or Dean of Nursing. Details may be accessed by nursing program and clinical facility administrators as requested. Additional documentation may be required at the discretion of clinical facilities. Failure to meet or maintain and upload any of the acceptance requirements in Castlebranch will prohibit nursing student's eligibility to attend clinical and may be grounds for dismissal from the program.

For continuing and returning students, the requirements cannot expire during an academic semester.

K. **Background Check Policy:**
In order to promote a safe and secure educational environment for staff and students, and to ensure the safety and well-being of patients and families in the clinical setting, students entering the Nursing Program at NWCCD must submit to a background check.

Upon admission to the Nursing Program, the college will provide instructions and the necessary forms for obtaining the background check from the designated company. The student is responsible for the cost of the background check. Students who interrupt their sequence of study in the program and subsequently re-enter are required to repeat the background check. The background check will include, but is not limited to, the following searches:
- A 7-year criminal history
- Fraud and abuse investigation
- Social security number screen
- Nationwide sexual registry database
- Other information as deemed necessary to determine the student's eligibility to participate in clinical education.

The college will provide written verifications for students who have been successfully cleared by the background check to clinical agencies upon request, along with authorization for release of such information signed by the student.

Students who have adverse (criminal or other) findings may be ineligible to participate in the Nursing Program until which time the matter is resolved.

- Student suitability for clinical placement based upon results of the background check will be determined by the clinical agency and the nursing program director or designee of the college.
- A student may appeal the decision through the established grievance procedure as noted in the college student handbook.

Any student who is convicted of a criminal violation should notify the program director in writing within 5 calendar days of the conviction. The nursing program director will take appropriate action after

consultation with legal counsel, student affairs, and the Wyoming Board of Nursing. Certain criminal convictions may prevent a student from attending and completing required program outcomes, creating grounds for dismissal from the program.

L. **Disability Related Information – Americans with Disabilities Act (ADA)**
Students are expected to participate fully in activities required by the program. See the Essential Skills and Functional Abilities for Nursing Students listed below. Students who self-identify and seek to request disability accommodations should meet with the Counseling and ADA Services Coordinator for their campus. It is recommended that students meet with the ADA Services Coordinator as soon as possible when starting the nursing program. Accommodations will only be provided if a student provides an updated copy of the Disability Services – Student Accommodations letter to his or her individual faculty **each semester**.

M. **Essential Skills and Functional Abilities for Nursing Students**
Individuals enrolled in the NWCCD Nursing Program must be able to perform technical standards as described below.

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care. Must be able to lift 50 lbs.	• Mobility sufficient to carry out patient care procedures such as: • Assisting with ambulation of patients • Administering CPR • Assisting with turning and lifting patients • Providing care in confined spaces • such as treatment room or operating suite
Manual Dexterity	Demonstrates fine motor skills sufficient for providing safe nursing care	Motor skills sufficient to handle small equipment such as insulin syringes and administering medications by all routes, perform tracheotomy suctioning, insert urinary catheter
Safe environment for patients, families and co-workers	• Ability to accurately identify patients • Ability to effectively communicate with other caregivers • Ability to administer medications safely and accurately • Ability to operate equipment safely in the clinical area • Ability to recognize and minimize hazards that could increase health care associated infections • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls	• Prioritizes tasks to ensure patient safety and standard of care • Maintains adequate concentration and attention in patient care settings • Seeks assistance when clinical situation requires a higher level or expertise/experience • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess patients	• Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, tone of voice, etc. • Visual acuity to read calibrations on 1 mL syringe, assess color (cyanosis, pallor, etc.) • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/ Interpersonal/ Emotional	• Ability to relate to colleagues, staff, and patients with honesty, civility,	• Establishes rapport with patients/patients and colleagues • Work with teams and workgroups

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
	integrity, and in a nondiscriminatory manner • Capacity for development of mature, sensitive, and effective therapeutic relationship. • Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct	• Emotional skills sufficient to remain calm in an emergency situation • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients • Adapts rapidly to environmental changes and multiple task demands • Maintains behavioral decorum in stressful situations
Communication	• Ability to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect, and body language) • Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy • Communicate professionally and civilly to the health care team including peers, instructors, and preceptors	• Gives verbal directions to, or follows verbal directions from, other members of the healthcare team and participates in health care team discussions of patient care • Elicits and records information about health history, current health state and responses to treatment from patients or family members • Conveys information to patients and others as necessary to teach, directs and counsels individuals in an accurate, effective and timely manner • Establishes and maintains effective working relations with patients and co-workers • Recognizes and reports critical patient information to other caregivers
Punctuality/ Work habits	• Ability to adhere to policies, procedures, and requirements as described in the Nursing Student Handbook, NWCCD Student Handbook/Planner, college catalog, and course syllabi • Ability to complete classroom and clinical assignments and submit assignments at the required time • Ability to adhere to classroom and clinical schedules	• Attends class and clinical assignments punctually • Reads, understands, and adheres to all policies related to classroom and clinical experiences • Contacts instructor in advance of any absence or late arrival. • Understands and completes classroom and clinical assignments by due date and time
Cognitive/ Conceptual/ Quantitative Abilities	• Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis • Ability to gather data, to develop a plan of action, establish priorities, and monitor and evaluate treatment plans and modalities	• Calculates appropriate medication dosage given specific patient parameters • Analyzes and synthesizes data and develops an appropriate plan of care. • Collects data, prioritize needs, and anticipates reactions. • Comprehends spatial relationships adequately to properly administer injections, start intravenous lines, or assess wounds of varying depths

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
	• Ability to comprehend three-dimensional and spatial relationships • Ability to react effectively in an emergency situation	• Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers • Transfers knowledge from one situation to another • Accurately processes information on medication container, physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy procedural manuals

X.   DRUG SCREENING GUIDELINES AND PROCEDURES

N. Drug Screening Guidelines

Purpose of Drug/Alcohol Testing
The presence or use of controlled substances is inconsistent with the behavior expected of all students, poses unacceptable safety risks, discredits the Northern Wyoming Community College District (NWCCD) Nursing Program and will not be tolerated. All nursing students must comply with the Drug/Alcohol Testing Policy set forth and remain free of illegal use of drugs or alcohol while enrolled in the NWCCD Nursing Program. In addition, nursing students are subject to all applicable federal, state, and local laws addressing illegal drug and alcohol use. The Nursing Program Drug/Alcohol Testing Policy is intended to complement the NWCCD Drug-Free Campus Policy and the Student Code of Conduct (link on page 23).

Required Disclosure
Students are required to disclose to the NWCCD Director of Nursing/Dean of Nursing any prior chemical impairment, participation in treatment programs, or court convictions pertaining to the manufacture, use, possession, sale, or distribution of alcohol, illegal drugs, controlled substances, or intoxicants. While in the NWCCD Nursing Program, students are required to disclose any illegal drug, controlled substance or alcohol use or activity that results in arrest and/or conviction. Failure to report such activities may result in dismissal from the program. Student cases will be examined on an individual basis. Students are also required to disclose such information to the appropriate licensing agencies at the time of application for licensure in accordance with the established rules and regulations of the licensing agency.

Associated Costs
The cost of drug testing will be borne by the student unless the student is requested to submit to a random test by a cooperating clinical agency. In this case, the cooperating agency will bear such costs. However, if the agency requests testing for reasonable cause (see below), the student will be responsible for costs. NWCCD shall not absorb any testing costs.

Student's Agreement to Submit to Drug Testing
Students are responsible for reading the student handbook and adhering to the policies. Students sign the student agreement form at the beginning of each semester.

O. Random Drug Testing:
Random drug testing may be required during each semester by the NWCCD Nursing Program and/or any cooperating clinical agency. Methodologies for testing may include blood, urine, or hair follicle sampling. The NWCCD Nursing Program and cooperating clinical agencies reserve the right to require the nursing student to submit to drug or alcohol testing under any of the following circumstances:
  • Upon initial enrollment in the program

- Upon any random date designated during any semester of the program
- Upon random selection as per cooperating clinical agency policy
- Upon reentry to the program after the sequence of study has been interrupted

Random Drug Testing Procedure
The student will sign a consent authorizing the testing facility to release a copy of drug test results to the program director and/or cooperating clinical agency as appropriate. The procedure for sample collection and methodology for testing will be determined by a licensed and accredited facility. Presumed positives will be confirmed by best practice standards.

I. If a urine drug screen is a positive diluted sample, the student is disqualified from the NWCCD Nursing Program and may be subject to a review for violating the Student Code of Conduct.
II. If the urine drug screen is a negative diluted sample, the student is required to retest and pay for the test.
III. Students who fail the drug screen are disqualified from the NWCCD Nursing Program and may be subject to a review for violating the Student Code of Conduct.
IV. A student's failure to submit to a required drug test, or attempting to tamper with, contaminate, or switch a sample will result in dismissal/administrative withdrawal from the NWCCD Nursing Program and may be subject to a review for violating the Student Code of Conduct.

The NWCCD Director of Nursing /Dean of Nursing will be notified of drug test results. Test results, positive or negative, shall be filed in the student's records in the nursing office at the appropriate NWCCD campus. The NWCCD Nursing Program shall have the right to use and disclose results of drug testing required by this policy in connection with internal academic purposes, Student Code of Conduct and in connection with the defense of any student grievance and any claims filed by the student or by his/her personal legal representative.

P. **Reasonable Cause Testing**
Reasonable cause testing is based upon certain behaviors exhibited by the student in the academic or clinical setting. The NWCCD Nursing Program and cooperating clinical agencies reserve the right to require the nursing student to submit to drug or alcohol testing under any of the following circumstances:
- When there is reasonable cause or suspicion that a student is under the influence of alcohol, illegal drugs, controlled substances, or intoxicants (prescribed or non-prescribed) based on student behaviors. These behaviors may be any of the following, but not limited to: odor of alcohol or drugs, impaired behaviors, dilated/pinpoint pupils, decreased coordination, marked changes in personality, or unexplained accidents. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor, and attitudes as manifested in speech or actions.
- When there is reasonable cause or evidence of mishandling patient medications in the clinical setting.
- When the cooperating clinical agency specifically requests testing based any of the above behaviors or any other clinical situation, the student will be subject to the cooperating agency's testing policy and follow the cooperating agency's guidelines.
- When there is reasonable cause based on student's academic or clinical performance is deteriorating, or the student is experiencing increased absenteeism or tardiness.

Reasonable Cause Testing Procedure
The NWCCD Nursing Program may test students on a reasonable cause basis. This procedure refers to a student who is suspected of being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any cooperating clinical agency, school, institution, or

community of interest as a representative of the NWCCD Nursing Program.

If there is reasonable cause to suspect a student may be using drugs/alcohol or if the student is exhibiting behavior that, in the opinion of the instructor, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to provide urine and/or blood samples for alcohol and illegal drug screening. The NWCCD Nursing Program reserves the right to request hair follicle testing from the student if this testing option is available. The procedure for reasonable cause testing is as follows:

- The instructor will remove the student from the class, lab, or clinical work area.
- Upon receipt of student's oral consent, the instructor will contact a transportation service and arrange for student transport to a designated medical service facility.
- The student will be required to present identification at the facility and will be tested for alcohol or drug use. The student will need to arrange transport home.
- Drug screening will be required whether or not the student admits to drug or alcohol use.
- The student will be required to pay all costs associated with the Reasonable Cause drug testing and related transportation.

If the results of the test(s) are negative for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student must meet with the Director of Nursing/Dean of Nursing within 24 hours of the test results to discuss the circumstances surrounding the impaired behavior. Based on the information provided and further medical evaluation, if warranted, the Director of Nursing/Dean of Nursing will make a decision regarding a return to the NWCCD Nursing Program.

If the results of the test(s) are positive for drugs, alcohol, and other illegal substances or for non-prescribed legal substances, the student will be suspended from the NWCCD Nursing Program and administratively withdrawn from all nursing courses and may be subject to a review for violating the NWCCD Student Code of Conduct.

The results of the positive drug screening will be reported to the State Board of Nursing if the student has a current LPN or CNA license.

If a student refuses reasonable cause drug testing, the following will apply:

1. The instructor will remove the student from the class/clinical setting and report the refusal to the Director of Nursing/Dean of Nursing.
2. The instructor will arrange for transport from the college/clinical site.
3. A refusal to test will be considered a positive result and will be subject to appropriate disciplinary action including administrative withdrawal from the NWCCD Nursing Program.

Q. **Readmission Guidelines after a Positive Drug Test**
After a minimum one-year absence from the nursing program, readmission may be considered for the student who has been administratively withdrawn due to a positive drug test. The following criteria will apply for consideration of readmission:

a. Student must meet current catalog year course of study requirements of the nursing program;
b. Student has not been barred from attending clinical by contracted agencies;
c. Student has not been restricted by the Board of Nursing;
d. Student has successfully completion of an approved/accredited substance abuse program;
e. Student must provide documentation of evaluation by an addiction counselor and his/her determination as to whether the student has a substance addiction;
f. Addiction counselor must verify student has satisfactorily completed a recognized substance abuse treatment program;
g. Treatment facility therapist must verify in writing that the student would be able to function effectively and provider safe therapeutic care for patients in a clinical setting.

A seat must be available and readmission is not guaranteed. Students who are in good standing

with the nursing program will be considered before students who are seeking readmission after a positive drug test.

If the student is approved for readmission, the following requirements must be adhered to:
a. Maintain a minimum GPA of 2.5; measured at the end of each semester.
b. Undergo and produce a clean background check and negative drug test immediately before readmission using the testing agencies assigned by the program. All results must be sent by the testing agency to the Director/Dean of the program.
c. Submit to random drug testing each semester while in the program. All drug testing costs are the responsibility of the student.

If a student, after being approved for readmission to the Nursing Program, has positive results on a drug/alcohol screening, the student will be permanently dismissed from the Nursing Program and may be subject to sanctions related to a violation of the Student Code of Conduct.

XI.   GUIDELINES FOR STUDENT CONDUCT

R. Academic Integrity

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at NWCCD, and all members of the NWCCD community are expected to act in accordance with this principle. Consistent with this expectation, the college's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the college community not to engage in or tolerate acts of falsification, misrepresentation, or deception, or to disrupt the learning environment. Such acts of dishonesty violate the fundamental ethical principles of the college community and compromise the worth of work completed by others. All forms of academic dishonesty—plagiarism, misuse of technology including artificial intelligence, using or sharing or selling assignments to others, cheating on exams, and others—will not be tolerated and subject to lesser or greater sanctions by the program and/or the college.

The Academic Code of Conduct serves to provide accountability to principles of academic integrity. Administration of the Academic Code of Conduct is the responsibility of the Vice President of Academic Affairs (VPAA). Supporting the Academic Code of Conduct is also the responsibility of the Academic Deans, Chairs, Directors, and Faculty members. The purpose of the Academic Code of Conduct is to provide a clear and fair process for addressing incidents of academic dishonesty and student-initiated instructional complaints. At any point within Academic Code of Conduct procedures where a conflict of interest exists, the VPAA will appoint a suitable party to perform relevant duties within the procedure.

All matters concerning the Academic Code of Conduct, including academic dishonesty proceedings and instructional complaints, will be kept on record within the Administrative Coordinator's office on each campus.

Students who violate the Academic Code of Conduct may be dismissed from the Nursing Program. If a student is dismissed due to an academic code of conduct violation, he or she is not eligible for readmission to the Nursing Program on either campus.

Please refer to the College's Procedure 6005.1: NWCCD Academic Code of Conduct for additional details at this link NWCCD Academic Code of Conduct

S. Artificial Intelligence (AI) and Academic Integrity

NWCCD Students are expected to use AI ethically, responsibly, and in accordance with academic and

professional standards. The use of AI must not replace students' critical thinking abilities and reflective reasoning. Misuse of AI, such as plagiarism, data fabrication, unauthorized assistance or violation of privacy policies, will be considered academic misconduct and addressed according to the college and program's disciplinary procedures.

The following guidelines outline the expectations for AI use within the NWCCD Nursing Program, including lecture/lab, clinical settings, and simulation environments.

Lecture/Lab

- AI tools (e.g., ChatGPT, Grammarly, translation software, etc.) may be used **only** when permitted by faculty and the use supports course outcomes.
- Students must acknowledge and cite any AI-generated content used in assignments, presentations, or projects.
- AI is **not** permitted for use during assessments, quizzes, or exams unless explicitly allowed as a student accommodation or instructional tool.

Clinical

- The use of AI tools (e.g., diagnostic support software, voice-to-text charting aids) is strictly regulated and must comply with clinical facility policies and applicable privacy laws (e.g., HIPAA).
- AI must **never** replace clinical judgment, hands-on practice, or direct communication with instructors, patients, or supervising professionals, such as preceptors.
- Students are **not permitted** to use unauthorized devices or applications during clinical experiences or patient care without prior approval from faculty.
- Students will not use AI to complete required paperwork for clinical experiences; this includes clinical reflection or other assigned paperwork. Faculty will direct students when AI may be used for clinical assignments.

Simulation

- Prior to simulation, AI tools may be used to support learning (e.g., understanding procedures, reviewing anatomy) as *preparation* for simulation experiences.
- During simulation, students must focus on developing hands-on, technical skills, that will prepare them for direct patient care. AI will not be used unless incorporated as part of structured simulation or as designated by faculty.
- Post simulation, any AI-assisted content that is utilized by students must be clearly cited and reviewed for accuracy.

T. **Standards of Professional Conduct**

The Nursing Faculty believes standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to these standards. Students practice within the boundaries of the Wyoming State Board of Nursing policies, the ANA Code of Ethics for Nurses, the guidelines of the NWCCD Nursing Program and the policies and regulations of the healthcare agencies where they are assigned for clinical learning. In addition, students are subject

to college authority and civil-criminal authority. Students enrolled in specialized programs, like the Nursing Program, are required to follow the standards specified in their respective program student handbook, the NWCCD Student Handbook, as well as local, state and federal laws.

Standards of professional conduct are those behaviors, along with nursing discipline specific skills or knowledge that is vital for successful completion of the Nursing Program. The expectation is that students will adhere to the Standards of Professional Conduct in all settings – the classroom, lab, clinical facilities, the college, and the community when representing the Nursing Program.

Standards of Professional Conduct include:

- o **Confidentiality:** Respects the privacy of patients and respects privileged information.
- o **Communication:** Effectively uses various methods of communication to interact appropriately with various constituents.
- o **Accountability:** Accepts responsibility and answers for one's actions and resulting outcomes; seeks out constructive feedback in order to improve skills and interpersonal interactions.
- o **Dependability**: Displays reliability and is trustworthy.
- o **Responsibility:** Fulfills commitments and executes duties associated with the professional nurse role.
- o **Active Learner:** Identifies sources of learning to improve and grow knowledge, skills and understanding.
- o **Veracity:** Exhibits truthfulness; adheres to precision and honesty.
- o **Critical Thinking and Problem Solving:** Recognizes and defines problems in a logical and thoughtful manner; develops fact-based solutions and effectively evaluates outcomes.
- o **Respectfulness:** Treats others with consideration and courtesy; reads and adheres to agency policies and procedures.
- o **Punctuality and Promptness:** Presents oneself on time and ready to begin at prescribed times for classroom, lab and clinical. Assignments and required documentation must be turned in on time.
- o **Professional Appearance:** Adheres to established dress code and a professional appearance in all nursing classroom, lab, and clinical settings.
- o **Ethical and Legal:** Adheres to the ANA Code of Ethics and operates within the standards of care established for the role of student nurse.
- o **Safety:** Prevents or minimizes risks for physical, psychological or emotional jeopardy, injury or damage.
- o **Civility:** Practice reflective, courteous, empathetic behaviors when interacting with classmates, instructors, college and clinical staff, patients and their families.

U. **Professionalism**
Professional Boundaries
Students enrolled in the Nursing Program are expected to learn and understand the importance of establishing and maintaining professional boundaries. In a student role professional boundaries exist between student and faculty and between student and patient. Students who are unclear about proper behavior or appropriate response to a situation should consult the instructor for guidance.

Students are not allowed to visit patients in the hospital on other units during clinical time unless approved with the instructor. Students are not to wear their uniforms, lab coat or other emblems identifying them as a nursing student or become involved in performing patient care when making a personal visit to a patient in the hospital or other clinical agency at any time.

Student and Faculty
- a. Faculty and students will maintain a professional relationship.
- b. Student and Patients
  - The relationship between nurse and patient is based on a high degree of trust. Students entering nursing have a particular obligation, therefore, to conduct themselves in a manner that reflects honesty, integrity and respect for others.

Students are expected to achieve a level of maturity that is reflected by appropriate conduct at all times.

- Students providing nursing care should strive to inspire the confidence of the patient. Students must treat all patients, as well as other health care providers, professionally. Patients should expect those providing nursing care to act in their best interests and respect their dignity. The student should never attempt to obtain personal gain at the patient's expense and should refrain from inappropriate involvement in a patient's personal relationships.
- Boundary violations can result when there is confusion between the needs of the student and those of the patient. These may be characterized by excessive personal disclosure by the student, secrecy or reversal of roles and may cause additional distress to the patient.
- Students should not care for a family member, friend, or acquaintance while in the nursing program as it may be a conflict of interest.

   c. General Expectations
- Suspend judgment and do not engage in gossip.
- Participate in post-conference; balance verbal comments so a level of appropriate participation is achieved.
- Be active and responsible for learning. Take an active role and be responsible for seeking out new learning opportunities.
- Maintain a positive attitude, be responsible, take accountability for your actions, work together as a team and develop focus on developing professionally.
- Treat everyone including patients, staff, peers, and clinical instructor with respect, dignity, and professionalism.

V. **Reporting Unprofessional Conduct**

During the course of study in the Nursing Program, a student may observe behaviors in others that appear to violate standards of academic or professional integrity or actions that have a potential to harm another person. Each student has the responsibility to report any questionable activity or behavior to the instructor or Nursing Director/Dean.

W. **Health Insurance Portability and Accountability Act (HIPAA)**

Confidential information is protected by federal law. Federal regulations prohibit any disclosures without the specific written consent of the person to whom it pertains. Students will abide by the policies and procedures concerning patient confidentiality as established by the clinical agency. Students may not divulge any personal or medical information concerning any patient or patient record outside the educational setting. In addition, students may not copy or have in their possession any portion of the patient's medical record containing identifying information. Failure to maintain confidentiality in regard to all matters of business and patient populations will result in immediate dismissal from the program. Confidentiality is required concerning patient information including, but not limited to, written, printed, verbal or observed information and status. Breach of confidentiality is grounds for dismissal from the nursing program.

All verbal, electronic, and written information relating to patients and contracted clinical agencies is considered confidential and is not to be copied or discussed openly. Information may be disclosed only as defined in HIPAA guidelines for educational purposes.

X. **Liability Insurance**

The college carries liability insurance for nursing students in the clinical setting. However, students who choose to work in a healthcare setting outside the nursing curriculum are not covered and should check with their employer regarding individual professional liability requirements.

XII. CLASSROOM & LAB INFORMATION

Y. **Written Assignments**

Written papers will be expected to follow the professional standards of a formal college paper using the current APA format listed in the course syllabus. All papers will follow American Psychological Association (APA) style. Information about current APA format and a sample paper are posted on Canvas. Students are encouraged to seek help from the Writing Center for all assigned papers.

Students are required to familiarize themselves with the APA guidelines and utilize them effectively. Professional nurses use effective written communication and current nursing research to develop personally and professionally. Students are expected to use high quality nursing research in the preparation of papers and projects. Articles should be peer-reviewed and may be accessed via professional internet sites, journal searches, or from database repositories. Lay publications may be used as sources of information for patient teaching materials only and should not be used to support nursing practices or issues of professional interest.

Directions, explanations, and guidance regarding the preparation and evaluation of written assignments will be discussed in each course. All deadlines for written assignments must be met. Late work will be penalized in accordance with the general guidelines below.

General written assignment requirements—In addition to the guidelines provided in your syllabus, the following guidelines apply:
1. Course faculty will provide due date information on all assignments. Due dates are included in course materials and in the Canvas course system.
2. Five percent (5%) per day (this includes weekends and school breaks) will be deducted from each designated assignment completed later than the scheduled time.
3. ***No points will be given for designated assignments completed after five days; however, satisfactory assignments must be submitted in order for the student to receive a final grade in the course. If the student fails to submit a required course assignment, they will be subject to course failure.***
4. Illness does not automatically extend the due date. Students must petition the faculty for extensions. Extenuating circumstances will be considered by the faculty.
5. Plagiarism, use of artificial intelligence, or other academic dishonesty will not be tolerated. Proper paraphrasing, in-text citation, and reference listing is required. Faculty screen all written assignments (classroom, lab, or clinical paperwork) using a plagiarism checker and artificial intelligence detector. A similarity index of 20% or more or any misuse of artificial intelligence (see B. AI and Academic Integrity) to complete assignments will result in a failing grade on the assignment, and an academic misconduct report (CARE report) will be submitted to college administration.

Z. **Studying for Nursing Examinations:**

Although students entering the nursing program are good students and have been successful in their college classes, they often find the nursing examinations challenging and different than other tests they are used to taking. The nursing program tests are patterned after the NCLEX-RN licensure exam. The questions used are mostly application questions where students are required to have a knowledge base regarding the material and to apply that knowledge to a simulated situation.

Students find that it is often helpful to prepare for these examinations first by reading the required reading assignment before and after the lecture. They should then study their lecture notes and required reading on their own and get together in small study groups to discuss the material and examine it from an application viewpoint.

AA. **Medication Calculation Testing:**

As a part of specific courses, students may be assigned to complete a medication calculation test. Students should also expect medication calculation items on unit examinations. Students demonstrating difficulty with this assessment may be referred to the math-tutoring center at the

discretion of their nursing advisor. Below are the rules to be applied when completing medication calculation items.

Medication Calculation Guidelines
The following guidelines are used when solving calculations related to medication administration. Use these guidelines during medication administration, in nursing documentation, and on examinations.

1. Ensure that your answers are labeled correctly for what you are solving. On a computer exam you may only be required to enter a numeric value; be sure that you have correctly read the labeling to prevent you from solving for the incorrect unit.

2. Do not round any numbers until the end of the problem, **unless you are converting weight**.
    a. If you are converting weight, you will first convert pounds to kilograms by dividing by 2.2 and round to the tenth **prior** to beginning the calculation (ex. 84 lbs ÷ 2.2 = 38.181818 = 38.2)

3. Basic rounding with decimals:
    a. No trailing zeros and no naked decimals:

    | Correct: 7 mg | Incorrect: 7.0 mg |
    | Correct: 0.15 mcg | Incorrect: .15 mcg |

    b. Rounding to the nearest tenth:
        If the last digit is = or >5, round up example: 1.58 = 1.6
        If the last digit is <5, round down example: 1.52 = 1.5

4. Round your **final** answer to the tenth place (unless otherwise instructed):
        Example: 1.368 = 1.4
        Example: 0.667 = 0.7

5. If your answer is greater than 1,000 use a comma:
        Correct   5,000   Incorrect   5000

6. IV Calculations:
    a. IV infusions are calculated in either gtts/min or mL/hour;
        i. gtts/min has to be rounded to the whole number
                Example: 23.3 = 23 gtts/min
        ii. mL/hr has to be rounded to the tenth
                Example: 76.65 = 76.7mL/hr

BB.**On-Campus Labs**
Students should prepare for lab by reading the objectives for lab experience, and by completing any additional assigned reading and/or viewing of audio-visuals related to specific skills prior to the lab experience. Students who come to lab and are not prepared may be asked to leave. Attendance and punctuality are required.
- Lab activities may consist of viewing demonstration of technical skills, discussing the skill, and clarifying questions. Students will be expected to practice each skill during the lab class as well as on their own time as needed to gain proficiency in each skill. Students will participate in group discussion to problem solve and adapt procedures to various patient situations.
- All students must demonstrate selected psychomotor/technical skills satisfactorily to the instructor in the lab before these skills are performed in the clinical setting. Testing proficiency of lab skills may be done for selected procedures with satisfactory performance determined by the nursing instructor(s). Failure to do so may prevent the student from attending clinical, from meeting course outcomes, and potentially from continuing in the course.

- Students are responsible for helping keep the lab in order and for returning equipment to appropriate storage areas when the lab is completed. This includes straightening up bedding, placing dirty laundry in the appropriate hamper, wiping down bedside and over bed tables, and placing disposable items in the trash. No shoes are to be worn in beds when practicing lab skills.

XIII.   CLINICAL INFORMATION

CC.   Required Clinical Preparation

Students are expected to review the clinical record in order to be prepared to administer appropriate care on their assigned clinical day. Please follow the directions of your clinical instructor regarding when this is done for your specific group. Privacy regulations as stated in the Health Insurance Portability and Accountability Act (HIPAA) will be followed by students and no information that explicitly identifies patients by name will leave the facility.

Success in the clinical setting depends a great deal on the student's preparation for patient care. Students are expected to be thoroughly prepared to care for their patients. Preparation needs to occur prior to the beginning of each assigned shift. Student papers (worksheets) must not contain patient identifiers.

Prior to actual experience, each student is responsible for researching pertinent information regarding the individual patients they are assigned and practicing anticipated procedures in the learning lab. Students will initiate data collection at the clinical site. To visit the clinical site the student must wear REQUIRED CLINICAL ATTIRE for the clinical site and student ID. Students must obtain pertinent information from their patient's chart, research the information, and prepare the required worksheets prior to the start of clinical time. Please see individual course clinical materials for more information.
   a. Students who arrive without any preparation will be sent home and be charged with an unexcused absence. Additionally, the student's daily grading will result in a "0" for the day and the program's disciplinary procedures will be implemented.
   b. Students who arrive with inadequate preparation (missing information in some areas, lack of appropriate details, lack of understanding of some data, other) may be allowed to remain at the discretion of the clinical instructor. The instructor will assess whether the student can adequately prepare at that time so as not to compromise patient care and the instructor will decide if the student will be allowed to remain for clinical. The student's grade for the day will be marked down as not meeting expectations.

DD.   Clinical Rotations

Faculty will assign students to their clinical rotations. Students are prohibited from contacting Unit Managers or any clinical facility personnel to change or request clinical assignments or preceptors. Student assignments may include day, evening, night, and weekend assignments as well as 8, 10 and 12 hour shifts. Student learning will be considered in the assignment of clinical rotations; however, living near a certain clinical facility is generally not a consideration for clinical assignments. Student clinical assignments may change at any time for any reason including individual student learning needs, administrative reasons, or clinical facility availability. Students are responsible for providing their own transportation to the clinical facility even if the location is out of town. Students are not permitted to leave the clinical location for breaks or meals during the clinical day. If the student needs to leave they will not be allowed to return for the day and missed clinical hours will be assessed.

EE.Clinical Paperwork

Clinical paperwork assignments are an integral verification of student performance in the practice setting. Faculty will assign students required paperwork to be used as a part of the student's clinical evaluation for the course. Students are required to submit the assigned paperwork by the established deadline or he/she will not be permitted to attend clinical the next week. See course syllabus, Canvas announcements, or instructions from faculty for due dates. Failure to submit assignments by the due date, inability to attend clinical, and/or failure to meet course outcomes may result in course failure.

FF.**Simulation**

Simulated clinical experiences are comprised of low-, mid-, and high- fidelity environments which occur on designated days during clinical hours. These simulated experiences should be considered as important to student learning as those days spent in other settings providing patient care. Preparation for simulation through reading or preparatory activities is the responsibility of the student and inadequate preparation will result in dismissal from clinical that day which will count as an unexcused absence.

Learning objectives for simulation activities will be provided in advance, and students are required to familiarize themselves with these objectives, as well as follow the basic rules of conduct for the simulation laboratory listed below. Student performance in the simulation laboratory is reflective of knowledge level, skill mastery, and clinical reasoning and judgment, within the parameters of the learning objectives.

Basic Rules of Conduct in the Simulation Laboratory:
1. Professional behavior is expected while in the simulation areas.
2. No food or drink allowed in the simulation lab.
3. Appropriate clinical attire must be worn.
4. Personal items should be stored in the designated location.
5. Medical equipment, tape, or topical medications must be removed from manikin at the end of the simulation.
6. Items that can be reused must be cleaned and returned.

GG.   **Precepted Clinical Experiences**

At times students may be assigned to clinical experiences with a nurse preceptor or clinical preceptor partner. The faculty facilitates these types of experiences/assignments, and the faculty is responsible for any associated student evaluation.

Students participating in these types of experiences must:
a. Be aware of specific clinical objectives and take responsibilities for maximizing the learning experience;
b. Work under the direction/observation of the nurse preceptor or clinical preceptor partner;
c. Achieve the clinical objectives at a satisfactory level;
d. Work within the scope of the experience as planned by the faculty. It is the responsibility of the student to know his or her own level of competence and when to seek help;
e. The student must arrange his/her schedule to accommodate the nurse preceptor or clinical preceptor partner as needed; and
f. Achieve and complete the required assignment of the experience.

HH.   **Service Learning**

Service-learning is an educational approach that combines learning objectives with community service in order to provide a realistic, developing learning experience while meeting a societal need. Altruism and service-learning are vital component of professional nursing. The faculty believes that giving back to the community is a necessary part of the curriculum. The faculty also believes in professional development. To help nursing students experience this community service/professional development each course will include a service-learning requirement. The hours required may vary and is a mandatory part of the clinical portion of each nursing course. Students who do not complete the required service-learning hours will not meet course objectives resulting in course failure.

II. **Pre- and Post- Conferences**

Pre- and post- clinical conferences are a valuable part of the clinical experience for useful discussion, an examination of preparation for the day, a sharing of knowledge, a time for debriefing, exploration to increase critical thinking or problem-solving, a review of the day's events. Conferences are held in a conference room at the clinical location if possible. Some conferences may be held on campus in a

classroom or the simulation center. Attendance and punctuality are mandatory. A conference absence will result in a clinical absence. Additionally, if the student arrives to pre-conference late, the faculty have the option to send the student home for the day resulting in a clinical absence.

JJ. **Clinical Evaluation**

Evaluation of student achievement of learning outcomes in clinical is carried out in a variety of ways: performance, documentation, simulation preparation, competency demonstration, concept exploration, reflection, and completion of a capstone project in specific courses. Student behavior and written clinical assignments allow for outcomes-based evaluation of clinical performance. Both factors are taken into consideration when assessing clinical performance and are reflected on the clinical evaluation tool. The student should refer to the clinical evaluation materials for each course. Students must pass the clinical portion of the class in order to successfully progress in the nursing program.

KK. **Safety Advisory and Guidelines**

All nursing personnel and nursing students are professionally and ethically obligated to provide patient care with compassion and respect for human dignity. Hence, they may not ethically refuse to care for patients solely because the patient is at risk of contracting, or has an infectious disease such as HIV, AIDS or HBV. All rules of confidentiality are followed when working with patients. The following information is provided to reduce risks to students that may occur in health care settings. Please follow agency policies and procedures.

Radiation
- Proper measures need to be taken when observing or working in areas of close proximity to radiation exposure.
- Leave patient and stand behind a lead wall.
- A student will never be required to hold or steady a patient during radiation exposure.
- If a student chooses to hold a patient, protective gloves, and apron covering reproductive organs must be worn.
- Follow any other procedures expected/suggested by radiation department, i.e., wearing a monitoring device (film, badge, etc.).

Standard Precautions – Exposure to Body Fluids
- All blood and body fluids are considered potentially infectious and are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens.
- Contaminated sharps shall not be bent, recapped, or reopened. Shearing or breaking of contaminated needles is prohibited.
- Contaminated sharps must be placed in appropriate container as soon as possible.
- Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
- When exposure is possible, personal protective equipment shall be used, as follows:
  a. Gloves shall be worn when it can be reasonably anticipated that the individual may have hand contact with blood, mucous membranes, other potentially infectious materials, non- intact skin, when performing vascular access procedures and when touching contaminated items or surfaces.
  b. Masks, eye protection and face shields shall be worn whenever splashes, spray splatter or droplets of blood other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.
  c. Gowns, aprons, and other protective clothing shall be worn in occupational exposure situations and will depend upon the task and the degree or exposure anticipated.
  d. Surgical caps or boots and shoe covers shall be worn in instances when gross contamination can be reasonably anticipated.

e. Wash hands immediately after removal of gloves or other personal protective equipment.

Exposure Guidelines
- Students must wear appropriate protective clothing/equipment when performing any tasks that may involve exposure to body fluids or radiation.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor, however, do not delay in the evaluation and treatment while waiting to notify faculty.
- Students exposed to body fluids shall follow hospital or clinical facility protocol.
- Students are responsible for costs incurred related to exposure. All actions will be held in strict confidence.

LL. **Safe Clinical Practice Responsibilities**
Safe practice is described in the Nurse Practice Act. Students must practice with appropriate knowledge, skills, and ability. To ensure compliance with the Nurse Practice Act, and to protect both the patient and the student, the following guidelines for safe clinical practice have been established:
a. Supervision is required for all new skills and all invasive skills performed in the clinical setting. Remember, it is the student's responsibility to know his/her level of ability in performing each skill.
b. Interventions/interactions are limited to assigned patients unless directed otherwise by the instructor.
c. The student will prepare for patient care including procedures by consulting appropriate references before attending clinical.
d. The student has the responsibility to consult with the instructor if there is any uncertainty regarding safe practice.
e. The student must adhere to all policies and procedures.
f. All students must report all errors to the instructor immediately.
g. All students must report abnormal observations/changes in patient status to RN and clinical instructor.

List of Procedures Students CANNOT Perform in Clinical:
- Witness any consent forms.
- Perform any task that requires certification or advanced instruction (such as arterial blood gas (ABG) puncture, chemotherapy, and others).
- Take physician orders, verbal or phone.
- Transcribe chart orders.
- Witness a waste of controlled substances.
- End of shift controlled substance count, if applicable. Have narcotic keys in their possession, if applicable.
- Verify blood administration and/or witness blood administration forms. Verify epidural doses or changes.
- Perform any invasive procedure on each other (i.e., injections, catheterization, IV starts) in any setting.
- Any task outside student nurse scope of practice as identified by the NWCCD Nursing Program or clinical facility.

MM. **Professional Appearance**
Practicum Dress Code
1. Nursing students will wear the uniform designated by the Nursing Program for each campus while in the practicum setting. Uniforms will be clean, neat, and wrinkle-free. The uniform will have the Student Nurse patch on the left shoulder. Uniform pants must not drag on the floor.

2. Clean nursing shoes (no open toed, or open back shoes) in a professional neutral color (white, brown, beige, navy, gray, black) with clean socks are required. Shoes should be slip resistant.
3. When in clinical facilities, dress professionally. When street clothes are worn in some locations, they should be neat, clean, and in good repair. Unacceptable attire includes, but is not limited to, sandals/flip-flops, blue jeans, leggings, sweatpants, low-cut necklines, shorts, and short skirts. If in doubt about appropriate attire, see the clinical instructor. Nursing students will wear the designated uniform or lab coat with name pin/badge over appropriate attire to obtain assignments.
4. Student name badge will be worn with hospital scrubs, lab coats, and street clothes.
5. Dress code may be altered to comply with sponsoring clinical agencies' requirements.

Grooming for Practicum:
1. Good grooming and personal hygiene are required in the clinical setting.
2. Hair will be clean, neatly styled, contained off the face (pulled back) and must not fall forward. Neutral barrettes and bands may be worn. No unnatural hues of hair color are permitted.
3. Beards and mustaches will be clean and trimmed.
4. Make-up is to be simple and tastefully applied.
5. No perfume/cologne/aftershave is to be worn. No tobacco smoke smell should be evident on person.
6. Fingernails will be clean and trimmed short. No artificial nails in clinical facilities. The faculty will review clinical site expectations and communicate with students.

Jewelry, Piercings, and Tattoos:
Wearing jewelry and other body adornments should be limited in order to practice safely, adhere to infection control standards of care, and promote a professional appearance. The faculty will review the clinical site dress code expectations prior to the beginning of each rotation.

The Nursing Program Faculty uses the following guidelines, unless stricter policies apply for specific clinical locations.

Jewelry is limited to:
- One (1) small watch with second hand. The watch should be easy to move up the arm to facilitate hand washing. Large face watches, or those with adornments, are discouraged as they may scratch and injure patients.
- One (1) ring total. Avoid high settings as this may scratch or injure patients.

Piercings:
- Two (2) earrings per ear - only studs are allowed.
- One small nose stud or gem.
- Ear gauge openings must be plugged with a neutral or skin color plug.
- Any visible piercings need to be removed and hidden or covered (i.e., with an adhesive bandage or skin colored spacer/retainer).
- Tongue piercings/retainers are not allowed and must be removed.

Tattoos:
- Tattoos, body art, and other body modifications that display nude material, profanity, alcohol, tobacco or drug use, discriminatory or hate messages are prohibited and must be covered while on duty. The wearing of an unprinted long-sleeve, neutral t-shirt under the uniform top is authorized and may help cover such markings.

XIV.   DISCIPLINARY PROCEDURES
NN.   [OBJ]
Nursing students shall not commit or omit any act that constitutes a violation of any law, rules, regulations, procedure or directives of the college, nursing department, its staff or faculty. In the classroom and at the clinical site students shall not use insulting, threatening, profane or uncomplimentary language which defames or demeans in any way to include the age, race, sex,

religion, ethnic origin, or nationality of any individual, organization or group including staff, faculty, hospital staff, other students, or the program. If for any reason the agency representative asks a student to leave the facility or does not invite a student back the student may fail the course.

OO. **Critical Incident Policy**

Students are expected to practice safely and professionally. Any variation from safe and professional nursing practice is called a Critical Incident. Faculty will review all critical incidents. A student will be subject to dismissal from the nursing program if receiving three (3) critical incidents over the course of the program. Critical Incidents are defined as follows:

Unsafe Practice

Behavior that places the patient, instructor, other students, or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places the patient at risk. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk.

Unsafe Practice may include but is not limited to:
- Any violation of current State Nurse Practice Act
- Any violation of National Patient Safety Goals
- Attempting/performing activities or procedures without adequate supervision
- Improper transfer procedures
- Does not use the "rights" for medication administration with each administration
- Does not follow infection control precautions
- Does not use or maintain a sterile field when necessary
- Neglects to dispose of contaminated articles in designated containers
- Fails to protect self and others from contamination by microorganisms
- Fails to protect patient(s) from temperature extremes
- Fails to keep environment free of potentially harmful elements (spills, electrical hazards, unsecured medication, chemicals)
- Fails to maintain side rails in elevated position when bed is elevated or when patients are in need of protection
- Fails to report patient status changes to instructor and staff
- Fails to use appropriate fall risk precautions

Unprofessional Behavior

Demonstrating such behaviors that can be perceived as disrespectful, unethical, illegal, or in violation of the current state Nurse Practice Act, the ANA Code of Ethics for Nurses, or the NWCCD Nursing Student Handbook.

Unprofessional Behavior may include but is not limited to:
- Any violation of the current state Nurse Practice Act, the ANA Code of Ethics for Nurses or the NWCCD Nursing Student Handbook
- Breach of confidentiality or violation of patient privacy
- Acts of incivility/bullying to staff, instructor, students, agency personnel
- Falsifying or omitting documentation
- Unauthorized use of cell phones in the class, lab, simulation center, or clinical site
- Inappropriate/Illegal professional boundaries in the patient/nurse relationship
- Repeated violations of dress code
- Any pattern of unprofessional behavior violations
- Repeated minor infractions
- Abandonment/neglect
- Falsifying or omitting essential communication with patient, staff, or instructor
- Engaging in behavior that is disrespectful
- Failure to acknowledge unaccountable performance

- Unprepared for clinical experience

Progressive steps of the Critical Incident Policy are as follows:
1. **First Incident**: Faculty write a Critical Incident Report. Student counsels with two nursing instructors and develops a Remediation of Performance - Learning Contract.
2. **Second Incident**: Faculty write a Critical Incident Report. Student counsels with two nursing faculty and develops a second Remediation of Performance - Learning Contract. The seriousness of the actions are outlined in the Critical Incident Report, and student is advised on possible consequences if a Third Critical Incident occurs.
3. **Third Incident**: Faculty write a Critical Incident Report. Student counsels with two nursing faculty and nursing administration. Three critical incidents may result in program failure and dismissal from the program based on the professional judgment of nursing faculty or nursing administration.

Minor Infractions
Minor infractions are lesser violations of nursing program rules which may require disciplinary action in the form of a verbal reprimand. Repeated commitment of minor infractions will lead to a critical incident. A student committing a minor infraction will receive a written warning in the form of a learning contract.

Examples of minor infractions include, but is not limited to:
- Failure to observe instructions
- Failure to comply with dress code
- Attending to personal affairs during clinical rotations
- Creating or contributing to unsanitary conditions
- Minor damage to college or clinical site property
- Failure to observe parking and traffic regulations on college or clinical site premises.

PP.**Dismissal Policy**
At any time during the semester, the nursing faculty reserves the right to dismiss the student from the Nursing Program. Dismissal from the program may occur after a single occurrence if the severity of the incident or potential error is so great as to cause grave harm – actual harm need not occur. The student will be given the opportunity to provide exculpatory evidence in the form of a written response to the policy violation(s) before a final dismissal recommendation is made.

Students may be dismissed for behaviors that place students, instructors, or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing harm. Emotional jeopardy means that the student creates an environment of anxiety or distress which places other people at risk.

Cause for dismissal may include, but is not limited to:
a. Violation of confidentiality
b. Fraud, deceit, cheating
c. Disrespectful or violent behaviors toward instructor and/or students
d. Violation of professional boundaries
e. Unsafe practice

Dismissal Process:
a. The instructor/advisor will meet with the student to review patterns of evidence that prompted action.
b. The student will have the opportunity to write a response.
c. The instructor will request a faculty review of the evidence.
d. Faculty will render a decision regarding dismissal or continuance in the program. A decision for continuance may include recommendations for remediation.
e. Utilizing the academic appeals process, the student may appeal the faculty decision.

XV.   **ZOOM Guidelines**

Zoom Technology is not intended to be a substitute for face-to-face classroom attendance. The expectation is that a student will be present if the class is scheduled for face-to-face instruction. Students will accrue a class absence if they are not participating in face-to-face designated classes, see: Attendance Guidelines, Student Handbook, pp18- 21.

The faculty will monitor student absence patterns or patterns of student requests to Zoom instead of physically attending class. If a student abuses the Zoom option, disciplinary measures will be necessary. These measures may include a Learning Contract, Critical Incident, or dismissal from the program.

Zoom may be used to communicate with an entire class or individual students and faculty. The following is a list of expectations and basic etiquette. Not all learning activities can be delivered using Zoom technology. In the event that the student's absences from class prevent him/her from meeting course learning outcomes the student may be asked to withdraw or request an 'Incomplete' for the course.

Zoom Etiquette

- Protect the learning space. Avoid sharing the course Zoom meeting link, intentionally or unintentionally, with anyone outside of your class.
- Allow space for other voices. Mute your microphone upon entry to the class and when you are not speaking. Background noise can overtake the audio. When you are speaking or your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
- Position your camera properly and plan your surroundings. When you position your camera, be sure it is in a stable position and focused at eye level. Doing so helps create a more direct sense of engagement with other participants. Consider what is visible to participants and how your surroundings might be interpreted.
- Make non-verbal cues visible. Maintain the video throughout class. Classmates and faculty should be able to read non-verbal cues. It is always helpful for the faculty and peers to see your reactions, raised hands, or other non-verbal cues.
- Limit distractions. You can make it easier to focus on the class by turning off notifications, closing or minimizing running apps (this also improves your computer's efficiency), and muting your smartphone. Limit distractions by family members and pets.
- Avoid multi-tasking. Refrain from replying to emails or text messages during the class. It is part of professional courtesy to actively listen during a discussion.
- Prepare materials in advance. If you will be sharing content during the class, make sure you have the files and/or links ready to go before the class begins.
- If you lose connection, you can leave the Zoom and re-enter. This may take a minute to reconnect, be patient.
- Use the "Raise your hand" feature or the "Chat" feature for interaction. Your faculty will direct you regarding which option is appropriate. Chat feature is a way of asking questions or replying (as appropriate) to content in the class. Chat communication is to remain professional and on task during class time.
- After an interaction, say, "Thank you" or "That's all." These statements will indicate that you are finished with your comments.
- Keep your comments respectful and professional; civility matters.
- Treat the class as a professional encounter.
- Professional attire is required. Your overall appearance and posture should be appropriate and professional.
- Remember to "leave the meeting" when the class is complete.