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*Student is responsible for signing and submitting this form to Health Sciences Coordinator, in IPAC 303, during first week of first semester enrolled in CVCC Nursing courses or in the event that handbook belonging to a new year has been released.
INTRODUCTION

Welcome, to the Nursing Programs at Chattahoochee Valley Community College! The first Nursing Program at CVCC was established in 1977. Graduates of the Nursing Programs at CVCC are highly respected members of the healthcare community in the Bi-City and Fort Benning area, as well as in other States and abroad.

This Nursing Student Handbook has been prepared to provide nursing students information about the policies and procedures within the Nursing Programs. It is the responsibility of the nursing student to read this handbook carefully and understand its contents. If, for any reason, routine progression through the enrolled program is interrupted, policies in the Nursing Student Handbook at the time of reinstatement will apply.

It should be understood that all information in the Nursing Student Handbook is essential to your success. Be advised that any information which is bold or underlined are critical items which you need to understand.

After you have read this handbook in its entirety and have had the opportunity to ask questions, please sign the Acknowledgments at the back of handbook. All signed Acknowledgement forms should be submitted to the Health Sciences Coordinator to be placed in your permanent file.

The faculty and staff at Chattahoochee Valley Community College are committed to your success. If you need additional assistance at any time during your course of study, our doors are always open. Again, welcome to the Nursing Programs at CVCC!

Sincerely,

Nursing Faculty and Staff

Resa Lord, RN, MSN
Chairperson, Health Sciences

David Hodge, Ed.D.
Vice President/Dean of the College

The program content in this handbook supersedes the CVCC Catalog and Student Handbook.
PROGRAM INFORMATION

State Approval and National Accreditation Status

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

The Nursing Programs at Chattahoochee Valley Community College are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The last self-study and on-site visit was in Fall 2012. The last focused visit was Fall 2014. The next scheduled site visit will be Fall 2017.

The Nursing Programs at Chattahoochee Valley Community College are approved by the Alabama Board of Nursing. The last on-site visit by the Alabama Board of Nursing was August 2010.

Graduates of the Practical and Associate Degree Nursing programs are eligible to apply to write the National Council of Licensure Examination (NCLEX) which is appropriate to the discipline in any of the fifty United States.

Comments or complaints can be directed to:

Accreditation Commission for Education in Nursing
(ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
www.acenursing.org

Southern Association of Colleges and Schools Commission on Colleges
(SACSCOC)
1866 Southern Lane
Decatur, GA 30033
404-679-4500
www.sacs.org

Alabama Board of Nursing
(ABN)
P.O. Box 303900
Montgomery, Alabama 36130
1-800-656-5318
www.abn.state.al.us
ACCS Nursing Program Philosophy

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama Community College System (ACCS). The programs provide curricula to develop the knowledge, skills, and abilities necessary for entry level employment in practical and professional nursing. The nursing faculty endorses the following beliefs:

*Maslow’s theory is the foundation for the program of learning.* According to Maslow, all individuals have similar needs arranged in a hierarchy with higher needs emerging as basic physiological needs are met. Individuals are unique biological, psychosocial and spiritual beings who strive to meet holistic needs. Each individual has the right to make informed decisions about one’s health in a technologically changing society. Society, a complex system that influences culture, values, and beliefs, provides direction and meaning to an individual’s experiences throughout the lifespan.

*Health, which is individually perceived, exists when needs are met.* Ranging on a continuum from highest level wellness to death, health is a dynamic state. The goals of health care are to promote, maintain, and restore health.

*Nursing is an art, as well as, a science* in which the holistic needs of the individual are met through utilization of the nursing process in a variety of settings. The nursing process incorporates scientific principles, interpersonal and psychomotor skills. The practice of nursing takes place in an ever changing health care system and requires caring, critical thinking, competency, and legal/ethical accountability, dedication to an evolving body of knowledge, lifelong learning and client advocacy.

*The teaching-learning process is a shared responsibility* between faculty and students where faculty serve as facilitators of learning. The successful teaching-learning process requires an environment that promotes learning, considers the needs of the individual, and provides opportunities for student participation and educational goal attainment. The learning process is based on principles of critical thinking and is enhanced by the presentation of information from simple to complex. Learning is achieved when there is evidence of a change in behavior within the cognitive, affective, and/or psychomotor domains. Individuals have the right to achieve self-actualization and society provides educational opportunities.

*Nursing education is a learner-centered process* which combines general education and nursing courses to prepare the individual for the practice of nursing. Incorporating a program of learning, a variety of instructional methodologies, and available resources, nursing education fosters competency, accountability and continued professional development. Learning is a lifelong process which promotes professionalism and is beneficial for the learner and society.
CVCC Nursing Mission Statement
The mission of the nursing education program at Chattahoochee Valley Community College (CVCC) is to prepare students to enter the work force with an entry level nursing degree. In keeping with the mission of the College, CVCC instructors strive to provide nursing students with a quality academic education allowing the student to develop technical and critical thinking skills, develop self-understanding and self-growth, and heighten student awareness and participation in local and global communities.

<table>
<thead>
<tr>
<th>Threads Integrated Throughout Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Critical Thinking</td>
</tr>
<tr>
<td>2. Communication</td>
</tr>
<tr>
<td>3. Nutrition</td>
</tr>
<tr>
<td>4. Pharmacology</td>
</tr>
<tr>
<td>5. Cultural Diversity</td>
</tr>
<tr>
<td>6. Lifespan</td>
</tr>
<tr>
<td>7. Pathophysiology</td>
</tr>
<tr>
<td>8. Technology</td>
</tr>
<tr>
<td>9. Teaching/Learning</td>
</tr>
<tr>
<td>10. Legal/Ethical</td>
</tr>
<tr>
<td>11. Roles of the Nurse</td>
</tr>
</tbody>
</table>

Organizing Framework
The schematic diagram is designed to show the complete picture of the program of learning. The description of the schematic drawing of The Alabama College System nursing programs is as follows:

The umbrella represents a diagrammatic scheme of the nursing programs’ organizing framework. In order for an umbrella to function properly, it must be unfurled, have all its parts connected and its fabric intact. The nursing faculty visualizes the organizing framework in a similar manner. The philosophy serves as the handle of the umbrella and is used to unfurl the curriculum. The organizing framework is composed of four major concepts: nursing, nursing process, human needs and the health-illness continuum. These four concepts are depicted by the horizontal bands on the umbrella. The eleven ribs of the umbrella represent the eleven curriculum threads. These threads are based on the philosophy and the four major concepts and connect the fabric of the curriculum to the pinnacle of the umbrella which represents the program outcomes.
### The Alabama Community College System Nursing Program Outcomes

<table>
<thead>
<tr>
<th>Performance on Licensure Examination</th>
<th>The licensure exam pass rate will be at or above the national mean for first time writers.</th>
</tr>
</thead>
</table>
| **Program Completion**               | At least 75% of the students admitted will graduate within 150% of the time of the stated program length beginning with the first required nursing courses as delineated below:  
  - ADN—eight semesters  
  - LPN-RN Mobility with NUR 200—six semesters  
  - LPN-RN Mobility without NUR 200—five semesters  
  - Practical nursing—five semesters |
| **Program Satisfaction**             | At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program |
|                                     | At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program |
| **Job Placement Rates**              | At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them. |

### The Alabama Community College System Student Learning Outcomes

<table>
<thead>
<tr>
<th>Level I</th>
<th>Level II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>At the completion of Level I, the nursing student will be able to:</strong></td>
<td><strong>At the completion of Level II, the nursing student will be able to:</strong></td>
</tr>
<tr>
<td>1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.</td>
<td>1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.</td>
</tr>
<tr>
<td>2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.</td>
<td>2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.</td>
</tr>
<tr>
<td>3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.</td>
<td>3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.</td>
</tr>
<tr>
<td>4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.</td>
<td>4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.</td>
</tr>
<tr>
<td>5. Utilize a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.</td>
<td>5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.</td>
</tr>
<tr>
<td>6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.</td>
<td>6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.</td>
</tr>
</tbody>
</table>
7. Utilize relevant technology for client care and documentation.

7. Examine relevant technology for client care and documentation.

8. Demonstrate professional behaviors associated with nursing.

8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Responsibility in Teaching and Learning
The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students’ education. Students need to follow a teachers’ guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of student time is 2 hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers’ expectations and should not interfere with students’ preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Instructors will do their best to provide a disciplined yet comfortable and supportive learning environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the responsibility of the student. Learning is hard work, and full-time students should consider being a student a full time job. A college’s first priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members, not a grade. Students must EARN their grades. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher’s effectiveness and professional growth.

Participation in Program of Learning
Students have the opportunity to participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors, participation in faculty meetings, and evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of each semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. End of the semester conferences/evaluations with faculty, provides students with one-on-one feedback. Students are asked to evaluate the entire curriculum upon completion of the program and six months to one year after graduation. Additionally, one student representative and one alternate will be elected from each nursing cohort at the beginning of each academic year. These representatives may serve as non-voting representatives on the Nursing Faculty Committee.
**Degree Requirements**

**Licensed Practical Nursing Program Curriculum**

### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 100 – College Algebra</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 – Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 – Fundamentals of Nursing</td>
<td>3</td>
<td>2</td>
<td>-</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>NUR 103 – Health Assessment</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 – Introduction to Pharmacology</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>5</td>
<td>1</td>
<td>15</td>
<td>26</td>
</tr>
</tbody>
</table>

### Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 - English Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 202 - Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 105 – Adult Nursing</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 106 – Maternal and Child Nursing</td>
<td>4</td>
<td>-</td>
<td>1</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>15</td>
<td>2</td>
<td>3</td>
<td>20</td>
<td>29</td>
</tr>
</tbody>
</table>

### Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 107 – Adult/Child Nursing</td>
<td>5</td>
<td>-</td>
<td>3</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 108 – Psychosocial Nursing</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>NUR 109 – Role Transition for the Practical Nurse</td>
<td>2</td>
<td>1</td>
<td>-</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>1</td>
<td>4</td>
<td>14</td>
<td>24</td>
</tr>
</tbody>
</table>

*BIO 103: Principles of Biology is a prerequisite to BIO 201 and MUST be successfully completed (a grade of ‘C’ or better earned) prior to first semester in nursing program.

Students who have never taken a college mathematics or science course should take the COMPASS test, to determine if developmental courses, prior to enrollment in BIO 103, are needed.

**Program Totals:**

- Non-Nursing Hours: 14
- Nursing Hours: 35
- Total Credit Hours: 49

*Note: All non-nursing courses must be completed during or before the semester they are designated to be completed, as shown in the curriculum above.*
## Associate Degree Nursing Curriculum

### First Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 100 – College Algebra or Higher</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>*BIO 201 – Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 102 – Fundamentals of Nursing</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>NUR 103 – Health Assessment</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>NUR 104 – Introduction to Pharmacology</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>5</td>
<td>1</td>
<td>15</td>
<td>26</td>
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</tbody>
</table>

### Second Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 – English Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 202 – Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>NUR 105 – Adult Nursing</td>
<td>5</td>
<td>1</td>
<td>2</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>NUR 106 – Maternal and Child Nursing</td>
<td>4</td>
<td>-</td>
<td>1</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>15</td>
<td>2</td>
<td>3</td>
<td>20</td>
<td>29</td>
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</tbody>
</table>

### Third Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200 – Psychology</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 – Microbiology</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 – Nursing through the Lifespan I</td>
<td>3</td>
<td>-</td>
<td>2</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

### Fourth Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106 or SPH 107 – Speech</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 – Human Growth and Development</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202 – Nursing through the Lifespan II</td>
<td>3</td>
<td>-</td>
<td>3</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>3</td>
<td>12</td>
<td>18</td>
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</tbody>
</table>

### Fifth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS, ART, LIT, PHL – Humanities Elective</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 203 – Nursing through the Lifespan III</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>NUR 204 – Role Transition for the Registered Nurse (Preceptor 3:1)</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>4</td>
<td>13</td>
<td>21</td>
</tr>
</tbody>
</table>

*BIO 103: Principles of Biology is a prerequisite to BIO 201 and **MUST** be successfully completed (a grade of ‘C’ or better earned) prior to first semester in nursing program.

Students who have never taken a college mathematics or science course should take the COMPASS test, to determine if developmental courses, prior to enrollment in BIO 103, are needed.

### Program Totals:

- Non-Nursing Hours: 30
- Nursing Hours: 42
- Total Credit Hours: 72

*Note: All non-nursing courses must be completed during or before the semester they are designated to be completed, as shown in the curriculum above.*
## LPN to ADN (Mobility) Program Curriculum

### Prerequisite Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 100 – College Algebra or higher</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 – English Composition</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 201 – Human Anatomy and Physiology I</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>BIO 202 – Human Anatomy and Physiology II</td>
<td>3</td>
<td>1</td>
<td>-</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>12</td>
<td>2</td>
<td>-</td>
<td>14</td>
<td>16</td>
</tr>
</tbody>
</table>

### First Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>NUR 200 – LPN Role Transition to Associate Degree Nurse</em></td>
<td>3</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>9</td>
</tr>
</tbody>
</table>

*This course focuses on application of nursing science to assist the Licensed Practical Nurse (LPN) transitioning into the role of Associate Degree Nurse (ADN). Emphasis in this course is placed on evidenced-based clinical decision making and nursing care provided in a family and community context for a variety of health alterations across the lifespan. Upon successful completion of the course, students will be able to articulate into the ADN program.*

*This course is offered each spring semester and can only be taken when a student is conditionally accepted into the nursing program. Students are exempt from this course ONLY if they have graduated from a college within the Alabama Community College System within two years of completion of the LPN program.*

### Second Semester (Summer)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 200 – Psychology</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>BIO 220 – Microbiology</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>NUR 201 – Nursing through the Lifespan I</td>
<td>3</td>
<td>-</td>
<td>2</td>
<td>5</td>
<td>9</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>8</td>
<td>2</td>
<td>2</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

### Third Semester (Fall)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPH 106 or SPH 107 – Speech</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 – Human Growth and Development</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 202 – Nursing through the Lifespan II</td>
<td>3</td>
<td>-</td>
<td>3</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>3</td>
<td>12</td>
<td>18</td>
</tr>
</tbody>
</table>

### Fourth Semester (Spring)

<table>
<thead>
<tr>
<th>Course</th>
<th>Theory</th>
<th>Lab</th>
<th>Clinical</th>
<th>Credit</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS, ART, LIT, PHL – Humanities Elective</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>NUR 203 – Nursing through the Lifespan III</td>
<td>4</td>
<td>-</td>
<td>2</td>
<td>6</td>
<td>10</td>
</tr>
<tr>
<td>NUR 204 – Role Transition for the Registered Nurse (Preceptor 3:1)</td>
<td>2</td>
<td>-</td>
<td>2</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td><strong>Term Total</strong></td>
<td>9</td>
<td>-</td>
<td>4</td>
<td>13</td>
<td>21</td>
</tr>
</tbody>
</table>

### Program Totals:

- Prerequisite Hours: 14
- NUR 200: 5
- Non-Traditional Hours: 16
- Non-Nursing Hours: 16
- Nursing Hours: 21
- Total Credit Hours: 72

*Note: All non-nursing courses must be completed during the semester they are designated to be completed, as shown in the curriculum above.*
Licensed Practical Nursing Fee Assessment

Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.

<table>
<thead>
<tr>
<th>FIRST SEMESTER (Fall)</th>
<th>LPP2</th>
<th>$327</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAID TO CVCC</strong></td>
<td><strong>PAID TO OUTSIDE VENDOR</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition (8 credit hours)</td>
<td>Uniforms…………………………………………………………………………………$151+</td>
<td></td>
</tr>
<tr>
<td>$1,168 resident/$2,088 non-resident</td>
<td>*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.</td>
<td></td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/15 credit hours)</td>
<td>Books……………………………………………………………………………………..$774</td>
<td></td>
</tr>
<tr>
<td>$2,190 resident/$3,915 non-resident</td>
<td>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Assessment…………………………………………………………&gt;$304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Insurance Fee……………………………………………………………..$13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Fee…………………………………………………………………………………&gt;$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**TOTAL (approximate)………………………………………………………………………………….$3,210-$5,957</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER (Spring)</th>
<th>LPP3</th>
<th>$327</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAID TO CVCC</strong></td>
<td><strong>PAID TO OUTSIDE VENDOR</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition (13 credit hours)</td>
<td>Books……………………………………………………………………………………..$250</td>
<td></td>
</tr>
<tr>
<td>$1,898 resident/$3,393 non-resident</td>
<td>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
<td></td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/20 credit hours)</td>
<td>Random Drug Screen (as identified)………………………………………..……$30</td>
<td></td>
</tr>
<tr>
<td>$2,920 resident/$5,220 non-resident</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive Assessment…………………………………………………………&gt;$304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Insurance ………………………………………………………………..$13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Fee…………………………………………………………………………………&gt;$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**TOTAL (approximate)………………………………………………………………………………….$2,550-$5,872</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER (Summer)</th>
<th>LPP4</th>
<th>$527</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAID TO CVCC</strong></td>
<td><strong>PAID TO OUTSIDE VENDOR</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition (14 credit hours)</td>
<td>Books……………………………………………………………………………………..$250</td>
<td></td>
</tr>
<tr>
<td>$2,044 resident/$3,654 non-resident</td>
<td>*Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Assessment…………………………………………………………&gt;$304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability Insurance ………………………………………………………………..$13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Fee…………………………………………………………………………………&gt;$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Fee (required)…………………………………………………………….&gt;$67</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCLEX Voucher Fee…………………………………………………………………….$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*This fee applies to students enrolled in NUR 109.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**TOTAL (approximate)………………………………………………………………………………….$2,998-$4,653</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**LPN Program Total………………………………………………………………………………………..$8,758-$16,482**

**LICENSING FEES**

| NCLEX-PN Fee (Fee paid by REQUIRED NCLEX Voucher; see THIRD semester) | $200 |
| Temporary License Application……………………………………………………………..$50 |
| Board Application (paid to outside vendor; fee shown is AL, varies from state to state) | $85 |
### Associate Degree in Nursing Fee Assessment

Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.

#### FIRST SEMESTER (Fall)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (8 credit hours)</td>
<td>$1,168 resident/$2,088 non-resident</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/15 credit hours)</td>
<td>$2,190 resident/$3,915 non-resident</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td>$218</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$13</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$10</td>
</tr>
<tr>
<td>Uniforms</td>
<td>$151+</td>
</tr>
</tbody>
</table>

*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.*

#### SECOND SEMESTER (Spring)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (13 credit hours)</td>
<td>$1,898 resident/$3,393 non-resident</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/20 credit hours)</td>
<td>$2,920 resident/$5,220 non-resident</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td>$218</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$13</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$10</td>
</tr>
<tr>
<td>Books</td>
<td>$250</td>
</tr>
</tbody>
</table>

*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.*

#### THIRD SEMESTER (Summer)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (5 credit hours)</td>
<td>$730 resident/$1,305 non-resident</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/12 credit hours)</td>
<td>$1,752 resident/$3,132 non-resident</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td>$218</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$13</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$10</td>
</tr>
<tr>
<td>Books</td>
<td>$250</td>
</tr>
</tbody>
</table>

*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.*

#### FOURTH SEMESTER (Fall)

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (6 credit hours)</td>
<td>$876 resident/$1,566 non-resident</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/12 credit hours)</td>
<td>$1,752 resident/$3,132 non-resident</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td>$218</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$13</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$10</td>
</tr>
<tr>
<td>Books</td>
<td>$250</td>
</tr>
</tbody>
</table>

*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.*

### Total (approximate)

- **First Semester (Fall):** $3,385 - $6,132
- **Second Semester (Spring):** $2,464 - $5,786
- **Third Semester (Summer):** $1,296 - $3,698
- **Fourth Semester (Fall):** $1,592 - $3,848

**Total (approximate):**

- $3,385 - $6,132
- $2,464 - $5,786
- $1,296 - $3,698
- $1,592 - $3,848
### FIFTH SEMESTER (Spring)

<table>
<thead>
<tr>
<th><strong>PAID TO CVCC</strong></th>
<th><strong>PAID TO OUTSIDE VENDOR</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (10 credit hours)</td>
<td>Books…………………………………………………….$250</td>
</tr>
<tr>
<td>$1,460 resident/$2,610 non-resident</td>
<td>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/13 credit hours)</td>
<td>Random Drug Screen (as identified)………………………….$30</td>
</tr>
<tr>
<td>$1,898 resident/$3,393 non-resident</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Assessment…………………………….$218</td>
<td>Pin (Optional)……………………………………………….$35</td>
</tr>
<tr>
<td>Liability Insurance ……………………………….$13</td>
<td>Required Immunizations Renewal…………………………….$25+</td>
</tr>
<tr>
<td>Lab Fee………………………………………………....$10</td>
<td>*Will vary depending on immunization status and individual health insurance.</td>
</tr>
<tr>
<td>Graduation Fee (required)………………………….$67</td>
<td>Required Health Documentation Renewal ………………….$20+</td>
</tr>
<tr>
<td>NCLEX Voucher Fee ……………………………..$.200</td>
<td>*Will vary depending on health documentation status and individual health insurance.</td>
</tr>
</tbody>
</table>

**TOTAL (approximate)…………………………………………………………………….$2,328-4,306**

### ADN Program Total

**$11,065-23,770**

### LICENSING FEES

<table>
<thead>
<tr>
<th><strong>NCLEX-RN Fee</strong></th>
<th><strong>Temporary License Application</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Fee paid by REQUIRED NCLEX Voucher; see FIFTH semester)</td>
<td></td>
</tr>
<tr>
<td>Board Application (paid to outside vendor; fee shown is AL, varies from state to state)</td>
<td></td>
</tr>
</tbody>
</table>

### LPN to RN Mobility Fee Assessment

**Fees listed below are based on approximate cost for nursing classes admitted in fall 2015 and are subject to change.**

**The following courses MUST be completed prior to the application deadline:**
- ENG 101 – English Composition
- MTH 100 or higher level math course
- BIO 201 – Human Anatomy and Physiology I
- BIO 202 – Human Anatomy and Physiology II

<table>
<thead>
<tr>
<th><strong>FIRST SEMESTER (Spring)</strong></th>
<th><strong>MOB3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAID TO CVCC</strong></td>
<td><strong>PAID TO OUTSIDE VENDOR</strong></td>
</tr>
<tr>
<td>Tuition (5 credit hours)</td>
<td>Uniforms…………………………………………………….$151+</td>
</tr>
<tr>
<td>$730 resident/$1,305 non-resident</td>
<td>*This price includes: 1 navy top, 1 navy pant, 1 white polo, one lab coat, BP cuff, and Sprague stethoscope.</td>
</tr>
<tr>
<td>Comprehensive Assessment……………………….$269</td>
<td>Books…………………………………………………….$1,035</td>
</tr>
<tr>
<td>Liability Insurance ……………………………..$.13</td>
<td>*Price includes REQUIRED text/e-books only. Subject to change, due to market prices or course book selection.</td>
</tr>
<tr>
<td>Lab Fee………………………………………………..$.10</td>
<td>Nursing Kit………………………………………….$110</td>
</tr>
<tr>
<td></td>
<td>E*Value………………………………………………..$.150</td>
</tr>
<tr>
<td></td>
<td>Required Immunizations…………………………….$360</td>
</tr>
<tr>
<td></td>
<td>*Price reflects current market estimate for MMR series (2 vaccinations), Varicella, Hep B series (3 vaccinations), Tetanus, and Influenza. Will vary depending on individual health insurance.</td>
</tr>
<tr>
<td></td>
<td>Additional Health Documentation Requirements…………………….$170</td>
</tr>
<tr>
<td></td>
<td>*Price reflects current market estimate for PPD screening, AHA Healthcare Provider CPR, drug screening, background check, physical, and Essential Functions. Will vary depending on individual health insurance.</td>
</tr>
</tbody>
</table>

**TOTAL (approximate)…………………………………………………………………….$2,998-3,573**
## SECOND SEMESTER (Summer)

<table>
<thead>
<tr>
<th>Item</th>
<th>MOB4</th>
<th>PAID TO OUTSIDE VENDOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (5 credit hours)</td>
<td>$292</td>
<td>Books……………………...………………………………..………$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/12 credit hours)</td>
<td></td>
<td>Random Drug Screen (as identified)…………………….……….……$30</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td></td>
<td>Required Immunizations Renewal…………………………...……...$25+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on immunization status and individual health insurance.</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td></td>
<td>Required Health Documentation Renewal ….. …..$20+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on health documentation status and individual health insurance.</td>
</tr>
<tr>
<td>Lab Fee</td>
<td></td>
<td>$10</td>
</tr>
</tbody>
</table>

**TOTAL (approximate)……………………………………………….………..…...$1,347-3,749**

## THIRD SEMESTER (Fall)

<table>
<thead>
<tr>
<th>Item</th>
<th>MOB2</th>
<th>PAID TO OUTSIDE VENDOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (6 credit hours)</td>
<td>$292</td>
<td>Books……………………...………………………………..………$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/12 credit hours)</td>
<td></td>
<td>Random Drug Screen (as identified)…………………….……….……$30</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td></td>
<td>E*Value……………………...……………………………….….…….$150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Immunizations Renewal…………………………...……...$25+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on immunization status and individual health insurance.</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td></td>
<td>Required Health Documentation Renewal ….. …..$20+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on health documentation status and individual health insurance.</td>
</tr>
<tr>
<td>Lab Fee</td>
<td></td>
<td>$10</td>
</tr>
</tbody>
</table>

**TOTAL (approximate)……………………………………………….………..…...$1,643-3,899**

## FOURTH SEMESTER (Spring)

<table>
<thead>
<tr>
<th>Item</th>
<th>MOB3</th>
<th>PAID TO OUTSIDE VENDOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (10 credit hours)</td>
<td>$492</td>
<td>Books……………………...……………………………….….……..$250</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Price includes brand new, REQUIRED books only. Subject to change, due to market prices or course book selection.</td>
</tr>
<tr>
<td>Tuition (with non-nursing courses/13 credit hours)</td>
<td></td>
<td>Random Drug Screen (as identified)…………………….……….……$30</td>
</tr>
<tr>
<td>Comprehensive Assessment</td>
<td></td>
<td>Pin (Optional)…………………….…………..$35-$80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required Immunizations Renewal…………………………...……...$25+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on immunization status and individual health insurance.</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td></td>
<td>Required Health Documentation Renewal ….. …..$20+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Will vary depending on health documentation status and individual health insurance.</td>
</tr>
<tr>
<td>Lab Fee</td>
<td></td>
<td>$10</td>
</tr>
</tbody>
</table>

Graduation Fee (required)………………………………………..$67

NCLEX Voucher Fee………………………………..$200

*This fee applies to students enrolled in NUR 204.

**TOTAL (approximate)……………………………………………….………..…...$2,379-4,357**

**LPN to ADN Program Total……………………………………………….………..…...$8,367-15,578**

## LICENSING FEES

- NCLEX-RN Fee (Fee paid by REQUIRED NCLEX Voucher; see FOURTH semester) …………………………………………..$200
- Temporary License Application………………………………………...…..…...$50
- Board Application (paid to outside vendor; fee shown is AL, varies from state to state)………………………………………..…...$85
GENERAL INFORMATION

College Activities
Nursing students have the opportunity to participate in campus activities, which serve to broaden the total academic experience. Activities vary according to student needs and desires. These various activities are listed and described in the *CVCC College Catalog and Student Handbook*. These activities are coordinated through the Office of Student Development. Activities are posted on bulletin boards, closed circuit televisions, and/or announced in class.

All student organizations are approved by the Director of Student Development and the Dean of Student Services. Student organizations operating on campus without such approval are subject to immediate removal and the responsible students are subject to appropriate disciplinary action.

CVCC provides a wide array of student activities and includes the Student Government Association, Alumni Association, Athletics, Intramural Sports Clubs, Math and Science Club, Music, and Phi Theta Kappa. Faculty members are flexible with students’ class and clinical schedules when absence is due to attendance at state or national meetings or competitions.

Students may elect to participate in the *National Student Nurses Organization (NSNA)*. This organization exists at the discretion and participation of the student nurses. A nursing faculty member serves as an advisor for this organization. Students interested in participating in this organization should contact a nursing faculty member.

Use of Tobacco Products
CVCC is a smoke-free campus. The use of tobacco products and e-cigarettes is prohibited on campus.

Food and Drink
*It is the policy of CVCC that no food or drinks are allowed in any of its classrooms, labs, or the Learning Resource Center.*

Cell Phones
*Cell phones must be turned on silent during class time. Cell phone use during class time is at the discretion of the instructor.* Faculty reserves the right to ask students to deposit cell phones at the front of the room prior to class. If a student has an extenuating circumstance in which they expect a call during class time, it is the student’s responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. *Cell phone use during any test is strictly prohibited and is subject to appropriate disciplinary action.* Cell phone use for personal reasons (e.g. texting, social media, email) in the clinical/lab setting is strictly prohibited. Cell phone use for clinical/lab information purposes (e.g. digital textbooks, completion of evaluations) may be permitted, at the discretion of the clinical instructor. *Taking a picture, recording videos and/or conversations during class or clinical rotations may be considered a violation of HIPAA and/or FERPA and is subject to appropriate disciplinary action.*
Use of Computer Resources
CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

Acceptable uses of the Internet and e-mail
The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College’s Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state or national government affairs; economic development and public service related to College supported activities.

Alabama Research and Education Network
The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA’s primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software
To prevent computer viruses from being transmitted through the College’s e-mail/Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security
All messages created, sent or retrieved over the College’s email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways. The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

Violations
Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable.”
Chattahoochee Valley Community College is not liable for injury, damage or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

Email: Official Means of Communication
The College created official cv.edu email addresses for all employees and students and has adopted email as the official form of communication to these cv.edu mail accounts. The College considers other forms of campus communication as supplemental. Students and faculty must utilize Pirate mail (CVCC email) for all official means of communication involving their academic work. **Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.**

Calculators/Tape Recorders/Electronic Devices
The policy regarding use of calculators, tape recorders and/or any other electronic devices varies with each course. See individual course syllabi for course policy. Use of personal electronic devices and/or smart phones is not permitted during testing at any time. Students will not be permitted to disperse recordings of lectures. This includes, but is not limited to: posting lectures to websites and social media outlets or dispersing copies to other students.

Program Tools
Students will be required, throughout the duration of the nursing program, to purchase multiple learning tools. Each tool serves a specific purpose and is vital to successful program completion. These tools include, but are not limited to the following:

1. Electronic tablet or laptop
2. Required e-books (this does not include textbooks or e-books deemed “optional” by the course instructor or nursing faculty, as a whole).
3. Software
4. Subscriptions (e.g. E-Value and ATI Comprehensive Assessment)
5. Nursing Kit (to include: stethoscope, penlight, bandage scissors, and watch with a second hand). Please see below for list of Nursing Kit items.

Failure to purchase required program tools will result in inability to complete assigned coursework, attend clinical rotations, and, ultimately, inability to progress in CVCC’s nursing program.

**CVCC Nursing Kit Item List (sold in campus bookstore)**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterile Irrigation Tray with 60 ml Piston Syringe</td>
<td>1</td>
</tr>
<tr>
<td>Personal Protection Kit</td>
<td>1</td>
</tr>
<tr>
<td>Enema Bag Set</td>
<td>1</td>
</tr>
<tr>
<td>Ostomy Kit</td>
<td>1</td>
</tr>
<tr>
<td>Surgical Gauze Sponge, 2x2, 8 ply, package</td>
<td>1</td>
</tr>
<tr>
<td>Practi-Vial 10 ml Sterile Water</td>
<td>1</td>
</tr>
<tr>
<td>Sterile ABD/Combine Pads, 5x9</td>
<td>2</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Practi-Powder White 10 ml Vial</td>
<td>1</td>
</tr>
<tr>
<td>3 inch elastic bandage</td>
<td>1</td>
</tr>
<tr>
<td>Tracheostomy Care Kit</td>
<td>1</td>
</tr>
<tr>
<td>Trach Velcro tube holder</td>
<td>1</td>
</tr>
<tr>
<td>Dressing Change Tray with tegaderm</td>
<td>1</td>
</tr>
<tr>
<td>14 French Suction Catheter Kit</td>
<td>1</td>
</tr>
<tr>
<td>Stretch Gauze Bandage, 3 inch</td>
<td>1</td>
</tr>
<tr>
<td>Penlight with pupil gauge</td>
<td>1</td>
</tr>
<tr>
<td>IV Start Kit</td>
<td>2</td>
</tr>
<tr>
<td>IV Administration Set</td>
<td>1</td>
</tr>
<tr>
<td>Catheter Extension Set</td>
<td>1</td>
</tr>
<tr>
<td>Foley Cath Kit</td>
<td>1</td>
</tr>
<tr>
<td>Practi-bag 50 ml IV Normal Saline</td>
<td>1</td>
</tr>
<tr>
<td>14 French Salem Sump Nasogastric Tube</td>
<td>1</td>
</tr>
<tr>
<td>Blue Surgical Gown</td>
<td>1</td>
</tr>
<tr>
<td>Transparent Surgical Tape</td>
<td>1</td>
</tr>
<tr>
<td>Hand Scrub Brush</td>
<td>1</td>
</tr>
<tr>
<td>9x12 Resealable bag for loose items</td>
<td>1</td>
</tr>
<tr>
<td>ID tag</td>
<td>1</td>
</tr>
<tr>
<td>Black storage bag for all items</td>
<td>1</td>
</tr>
</tbody>
</table>

**Academic Dishonesty**

Students should recognize that a mature acceptance of academic responsibilities is a requisite for accomplishment in college work. Students should refer to the *College Catalog and Student Handbook* for information concerning college policies regarding student conduct.

Academic dishonesty is one form of academic misconduct. Academic dishonesty includes cheating and plagiarism as identified in any forms below:

**CHEATING**

- a. Submitting material that is not yours as part of your course performance;
- b. Using information or devices that are not allowed by the faculty;
- c. Obtaining and/or using unauthorized materials;
- d. Fabricating information, research, and/or results;
- e. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- f. Collaborating with others on assignments without the faculty’s consent;
- g. Cooperating with and/or helping another student to cheat;
- h. Demonstrating any other forms of dishonest behavior.

**PLAGIARISM**

- a. Directly quoting the words of others without using quotation marks or indented format to identify them;
- b. Using information (published or unpublished) without identifying the source;
- c. Paraphrasing materials or ideas without identifying the source;
d. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
e. Submitting work belonging to another individual, including peers with whom you were collaborating.

Students are expected to practice academic honesty. If an instance of academic dishonesty is determined by the instructor to have occurred, a student may:

1. Be required to retake an examination, or resubmit an assignment;
2. Receive an “F” on the given exam or assignment; or
3. Receive an “F” for the course.
4. Dismissal from the CVCC Nursing program

Whether or not academic misconduct occurred, and what sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal the matter to the Chief Academic Officer through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

**Chain of Command**

Should a problem arise during the semester, you should strive to solve it with the instructor or student involved. If a resolution is not reached or the student is dissatisfied, the student should consult the Chairperson of Health Sciences. If no satisfaction is obtained with the Chairperson of Health Sciences, the student should consult the Dean of Instruction. The formal due process procedure may be obtained from the Dean of Instruction. You should, at all times, follow the Chain of Command.

**Students Access to Instructors**

Students will be able to meet with their instructors during designated office hours/tutoring hours. Office hours are published in individual course syllabi and posted outside the faculty members’ door each semester and/or on the Health Sciences bulletin board located outside of the main office door. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. **Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty.** Appointments should be kept by both parties; if circumstances prevent this; the person unable to make the appointment should contact the other and attempt to reschedule. Other Health Sciences faculty or staff members may attend scheduled appointments as witnesses and/or mediators.

Students should use faculty members’ office phones; CVCC email; or Blackboard to make contact with the instructor. Students should not utilize personal faculty emails; social media or cell phones to contact the faculty member. Students and faculty must utilize Pirate mail (CVCC email) for all official means of communication involving their academic work. **Faculty**
**members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.** Such contact is at the discretion of the faculty member.

**Visitors**
Students may not have visitors in class. Should a spouse or significant other need to reach a student, please have them report to the Health Sciences Office, IPAC Room 303 or to the CVCC Office of Administration, Wallace Hall. According to CVCC policy, minor children are not permitted in classrooms or laboratories at any time.

**Parking**
CVCC provides spaces for students in designated lots on campus. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Receptionist in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag. Students are reminded that red striped parking spaces are reserved for visitors and yellow striped parking spaces are for faculty and staff only. Handicapped parking is designated by blue stripes and a wheelchair symbol. Students are subject to parking tickets and fees if parked inappropriately.

Parking at clinical facilities is at the direction of the assigned facilities. Students are expected to follow these parking assignments and are responsible for any tickets or fees which may be incurred if parked inappropriately.

Failure to respond to a parking ticket obtained on campus or at a clinical facility may result in a HOLD on your student accounts; a delay in registration; and/or a clinical unsatisfactory.

**CLASSROOM INFORMATION**

**Course Evaluation (effective August 18, 2015)**
All nursing courses utilize a 1000 point grading scale. The following grading policy is in effect for all Nursing coursework:

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 – 1000</td>
<td>A</td>
</tr>
<tr>
<td>800 – 899</td>
<td>B</td>
</tr>
<tr>
<td>750 – 799</td>
<td>C</td>
</tr>
<tr>
<td>600 – 749</td>
<td>D</td>
</tr>
<tr>
<td>Below 600</td>
<td>F</td>
</tr>
</tbody>
</table>

*A minimum grade of “C” in theory (750 points or above) and “satisfactory” clinical performance is required to successfully complete the course and progress within the program.*

Individual test grades will be recorded in tenths. Individual test grade *will not* be rounded up to the next higher score, based upon the hundredths.

For example:
If a test grade is 89.57, then the grade will be recorded as 89.5.
If a test grade is 89.52, then the grade will be recorded as 89.5.
Final course grades will be recorded in whole numbers. Final course grades will not be rounded up to the next higher score, based upon the tenths.

For example:
If a final course grade is 89.5, then a ‘B’ will be recorded.
If a final course grade is 74.5, then a grade of ‘D’ will be recorded.

Students earn the grades they are given. Students will not be granted points under any of the following conditions:
- Tuition payment
- Hard work and participation
- Life experiences or circumstances
- Proximity to next higher grade

If a student receives a total of three documented clinical unsatisfactory’s in one course this will result in a clinical failure and a grade of “F” for the course. Students who have a clinical failure due to three documented clinical unsatisfactory’s must follow appropriate re-admission procedures and demonstrate competency before being allowed to return.

If a student receives one documented clinical unsatisfactory for patient safety this will result in a grade of “F” for the course. Any student who has a documented clinical unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

Classroom Attendance/Tardy Policy
Chattahoochee Valley Community College students are expected to attend every class and laboratory session, to arrive on time, and to remain for the entire session. Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

In order to comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student who is on the roster is absent, the student is reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student who is on the roster has stopped attending class, the student is reported as a non-attending (NA) student. If a student is reported as either a NS or a NA the student is administratively withdrawn from the course and a “W” indicating a withdrawal is posted for the course grade.

Each instructor’s attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC’s official Class Schedule for the term. Online students who fail to
complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students’ attendance.

Students who have been administratively withdrawn as a result of the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

In the event of extenuating circumstances necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements. Extenuating circumstances are defined as:

- Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with appropriate original signature or on an original prescription pad with legible documentation and signature including contact information. No photocopies or duplicates accepted. Photographs are not acceptable documentation. Documentation should include the student’s name, dates of illness or hospitalization and a statement safely releasing the student back to class and/or clinical.
- Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
- Documented motor vehicle accident involving student. Documentation must be submitted from law enforcement in the form of an original or original duplicate to include the student’s name and date of incident.
- Bereavement due to death of an immediate family member. Immediate family member is defined as parents, spouse, child, sibling, grandparents or cohabitating/life partners.
- Jury duty.

Students will be expected to provide written documentation to explain the extenuating circumstance. The determination of extenuating circumstances will be at the discretion of the instructor and/or Health Sciences Chairperson. AN ABSENCE MAY BE EXCUSED DUE TO EXTENUATING CIRCUMSTANCES AT THE DISCRETION OF THE INSTRUCTOR AND/OR THE HEALTH SCIENCES CHAIRPERSON.

The nursing faculty believes that attendance reflects acceptance of professional responsibility which is one of the essential criteria of the nursing student’s performance evaluation. Because nursing education requires a blend of classroom and clinical instruction, separate attendance policies are required.

The nursing faculty expects all students to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance,
should withdraw from that class before poor attendance interferes with the student’s ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

*A tardy for class will be defined as five or more minutes past announced starting time of the class. Entrance to the classroom will be at the discretion of the instructor.*

Any class time missed, regardless of cause, reduces the student’s opportunity for academic success. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.

*When reporting an absence or tardy for class, one student MAY NOT bear the message for the student who is absent or tardy.*

**Course Syllabi**
Each nursing course has a syllabus that is the student-teacher agreement for that specific course. Syllabi may be provided to the student; required for purchase; or posted on-line at the instructor’s discretion.

The Course Syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. If you have questions or need clarification, make an appointment with the faculty member.

Course Syllabi are projections of activities that will take place over the course of time. Faculty reserve the right to modify activities to fit unforeseen circumstances. Changes to syllabi will be announced in class and/or provided in writing via the course management system on Blackboard.

**Student Expectations**
All interactions within the classroom are expected to be honest and respectful. Teachers set the tone and demeanor of classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant to the topic of discussion.

Unsanctioned talking, eating, sleeping, and reading unrelated material during class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students who are asked to leave must meet with the faculty member and the Health Sciences Chairperson before being allowed to return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members may close the door and not allow students to enter a class until a class break at their discretion.
Students should follow the guidelines of the course as outlined by the instructor, complete all assignments and prepare for class to master the information and skill being taught. **Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of study time is 2 hours per day for each hour of class. Extra-curricular activities, including jobs, should not affect teachers’ expectations or interfere with students’ preparation for classes.**

**Testing**

Students of the CVCC Nursing Program will be required to complete course-based testing as well as nationally normed tests throughout the curriculum. Students must take all exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member.

**Make-up exams are given at the discretion of the instructor and are not guaranteed to the student.** A make-up exam day will be scheduled each semester for all students. Students may take only one make-up test, per course, per semester.

Test results will not be reviewed except immediately after the test is given or as scheduled by the faculty member. Students will **not** be allowed to review tests at the end of the semester for the purposes of challenging a test question in order to obtain points. **Students who wish to challenge a test question must do so within 24 hours from the end of the test administration.** Students who challenge test questions must do so in writing with documentation as to the reason for the challenge. Students should follow the chain of command.

Nationally normed computerized exams will be monitored. Students will need to arrive at the computer lab at the designated time. No food or drinks are allowed in the lab. Students will not be allowed to bring anything into the room except a pencil and a basic calculator. If paper is needed, faculty will supply you with a blank sheet that must be signed and returned at the end of the testing period. Students will be asked to deposit all personal belongings, including cell phones, purses, book bags, calculators, and food or water items at the front of the classroom during nationally normed computerized exams in order to simulate the NCLEX experience. No other programs or internet application should be open on the task bar or used during these exams. Students may not check email, surf the web, or go to other websites before, during, or after the test. Book bags must be left at the front or side of the room. Test proctors reserve the right to monitor students who elect to use restroom during tests. Once testing is complete, the student will exit the computer lab and will not be permitted re-entry unless approved by the instructor. Any violation in this policy will result in the student being referred to the Dean of Students for academic misconduct as outlined in the CVCC College Catalog and Student Handbook.

**Students will be required to complete a comprehensive computerized exam in the last semester of the program. The exam will count as a final grade and will not be offered more than twice. The exam will count up to 49% of the course grade.**
Grade Appeals
It is the policy of CVCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the nature of the class work which the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student received for an examination, a written/oral presentation, a project, or other required classroom activity, is either inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed. See the CVCC College Catalog and Student Handbook for details.

CLINICAL INFORMATION

Clinical Attendance/Tardy Policy
All simulation lab and clinical experiences are considered clinical. The student assumes all responsibility for punctual and regular clinical attendance.

Students are expected to attend ALL clinical rotations required for each course. There will be one (1) make up day for missed clinical per semester and if the student does not attend the make-up day this results in clinical failure. If more than one (1) day of clinical is missed, this is a clinical failure. Failure to meet this standard will result in failure of essential criteria and, therefore, the course. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs.

All clinical absences, even when made up, count toward a student’s total absence hours. Under no circumstances shall a student miss an excess of 10% of clinical hours during the course of the semester. If excessive hours are missed, the student’s progression in clinical rotations will be prohibited. The student will be referred to the Chairperson of Health Sciences. The student will submit documentation for the absences and the Chairperson will review and make the decision as to whether the student may remain enrolled in the program. The decision of the Chairperson is final and is considered the appeal for the student. For example, the number of clinical/lab hours for NUR102 is 135. If a student misses more than 13.5 hours of on campus laboratory or clinical hours, he/she will not be allowed back in lab or clinical until the Chairperson reviews his/her appeal. Failure to be eligible for lab or clinical will result in failure of the course.

When it is impossible for the student to attend a clinical experience, it is the student’s responsibility to call the instructor, the Health Sciences Coordinator, or the assigned unit at least 30-60 minutes or more prior to the beginning of the clinical experience. Contact must be made via CVCC email/telephone message.
Tardiness in clinical in excess of 15 minutes is not acceptable. Any student tardy in excess of 15 minutes will be sent home and counted as absent. If you believe you will be later than 15 minutes, it is the responsibility of the student to notify the clinical instructor that you will be absent. Chronic tardiness is not tolerated. Students who are tardy more than once will receive an unsatisfactory for the clinical day.

*When reporting an absence or tardy for clinical or lab, one student may not bear the message for the student who is absent or tardy.*

**Uniform Guidelines**

**Women**

Navy slacks, navy blue top with gold sleeve stripes, school patch on left upper sleeve. Clean and wrinkle-free. A solid white or navy crew neck undershirt with short or long sleeves is permitted under scrub top. Dress/skirt length should be no shorter than the top of knee. Tight knit, stretch, or sweat pants are unacceptable. White crew or knee socks may be worn with pantsuits and white pantyhose should be worn with skirts or dress style uniforms.

**Men**

Navy slacks, navy blue top with gold sleeve stripes, school patch on left upper sleeve. Clean and wrinkle-free. A solid white or navy crew neck undershirt with short or long sleeves is permitted under scrub top. White crew or knee socks.

**Lab Coats**

All students are required to have a full-length lab coat with buttons down the front. School patch on left upper sleeve. Lab coats must be worn any time a student is off the assigned unit with the exception of attending a surgical procedure. Use of lab coats when visiting other units is at the discretion of the clinical instructor.

**Shoes**

Shoes should be clean and predominantly white with closed toe and closed heel preferred. No canvas, mesh or air vents. No flip-flops or clog type shoes are permitted. No open toes or open heels. Uniform shoes should be used for wear at the clinical site only.

**Jewelry**

Only wedding bands are permitted. One pair of plain, non-dangling stud earrings in pierced earlobes is permitted. No other visible body piercings including ear cartilage, eyebrows, nose, lips, or tongue will be permitted. No visible skin-punch jewelry will be permitted. A watch with a second hand is required.

**Make-up/Perfume**

Perfume or cologne shall not be worn in the clinical area. Make-up in moderation. False eyelashes are not permitted while in uniform.

**Hair**

Hair must be clean and confined so as not to interfere with patient care. Hair should not obscure vision or fall into the field of care. Hair must be kept off the shoulders and collar. Male students should have clean shaven
faces and any facial hair should be short and neatly trimmed. Hair color must be naturally occurring to humans and style should be within accepted societal norms. It is the responsibility of the student to contact the Health Sciences Chairperson for approval to wear head coverings in the clinical or lab settings. Head coverings shall be close to the head, secured, and must not present a risk to patients in any way. Head coverings must match clinical uniforms (navy) or be black in color. Baseball caps or hats are not permitted in the clinical or lab setting. Additionally, baseball caps and hats must be removed when testing in the classroom.

Nails
Fingernails should be kept clean. Fingernails should not extend beyond the ends of the fingers. Nail polish is not permitted. No artificial nails or nail tips.

Personal
Students are expected to maintain necessary personal hygiene including regular bathing, shampooing of hair and use of deodorant. Underclothing (including underwear, bras, and t-shirts) must be worn and should be white or neutral skin-tone, solid in color and not visible through the uniform.

ID Badge
An official CVCC name tag is to be worn on the left side of the chest at all times while in the clinical agency. A student who presents to the clinical agency without a name tag will be sent home for the day and will be counted absent. ID Badges must also be worn during skills and sim lab.

Tattoos
Large tattoos or tattoos with offensive language must be covered in the clinical setting. Clinical instructors or clinical sites reserve the right to ask students to cover tattoos.

Other
All students should have a stethoscope, a functioning pen light, bandage scissors, a watch with a second hand, and a black ballpoint pen during clinical. Chewing gum IS NOT permitted in the clinical or lab settings.

Uniform policies and/or dress codes for the clinical agency prevail over Nursing Department codes when the clinical agency code is more stringent. Failure to abide by the dress code may result in appropriate disciplinary action.

Clinical Paperwork
Requirements for satisfactory completion of clinical paperwork vary with each nursing course. See individual course syllabi for requirements. Clinical paperwork is to be submitted on the due date. Paperwork that is not submitted by the due date may be considered unsatisfactory at the discretion of the instructor.

Clinical Evaluation
The purpose of the clinical evaluation is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of nursing.
There will be periodic clinical evaluations each semester depending on the clinical rotations attended by the student. The purpose of the evaluation is give feedback to the students regarding progress made toward meeting the clinical objectives of the course. Students are encouraged to use the skills laboratory to remediate any identified deficits.

Clinical evaluations are made on a satisfactory/unsatisfactory scale. Evaluation will be made based on the clinical instructor’s final assessment. Clinical performance must be satisfactory (75%) in each of the separate roles to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

Satisfactory (S) = at least 75% of the clinical objectives in each of the separate roles are satisfactory.

Needs Improvement (NI) = Clinical behavior and/or work is safe but does not meet all aspects of the performance described in the behavior or performance is inconsistent. When a NI is awarded, the student is given specific criteria required to convert the NI to a S.

Unsatisfactory (U) = less than 75% of the clinical objectives are satisfactory in any one role and/or omission/commission of a critical behavior.

If a student receives a total of three documented clinical unsatisfactory’s in one course this will result in a clinical failure and a grade of “F” for the course. Students who have a clinical failure due to three documented clinical unsatisfactory’s must follow appropriate re-admission procedures and demonstrate competency before being allowed to return.

If a student receives one documented clinical unsatisfactory for patient safety this will result in a grade of “F” for the course. Any student who has a documented clinical unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.

*Critical behaviors* are listed with an asterisk (*) on the Evaluation Form. Students may be dismissed from the clinical unit for inability to successfully demonstrate any of the Critical behaviors. A rating of unsatisfactory in a critical behavior may constitute course failure. Students will be dismissed from the clinical and/or program of study for unethical, immoral, illegal, or unsafe clinical practice. Examples of unacceptable practice include, but are not limited to the following:

1. Breach in confidentiality.
2. Administering medications without a faculty member.
3. Leaving the clinical facility without notifying faculty.
4. Unprofessional behavior.
5. Unsafe care.

_Students should not work a night shift (11pm-7am or 7pm-7am) and attend a 7am clinical or lab activity. This may result in clinical unsatisfactory and/or failure. Students must be able to deliver safe care._

_Students may not be given an unsatisfactory clinical grade for the same clinical behavior twice during his/her academic tenure as a nursing student._

Injury During Clinical
If you are injured during clinical experiences (needle stick, back injury, etc.), you must:

1. Notify your clinical instructor immediately.
2. Complete an appropriate incident report or variance report required by the agency.

You will be referred to the hospital’s Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency, to begin immediate treatment for HIV. For most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as $1000.00.

_The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is required that students have health, hospitalization, and accident insurance._ During clinical rotations, students are not employees of the clinical agency or the college. If injured during clinical rotations, students are not entitled, and will not receive, workman’s compensation from either the institution or the health care facility.

Malpractice Insurance
Each student must maintain current malpractice insurance throughout enrollment in the Nursing Programs at CVCC, including semesters without a clinical component. The malpractice insurance is purchased through CVCC during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately $13 per semester for coverage at the $1,000,000/$5,000,000 level. Payment of malpractice is included in your fees.

Nursing Student Licensure
All students enrolled in the mobility program are required to submit and maintain current unencumbered licensure for practical nursing.

CPR Certification
All nursing students are required to be certified as a Healthcare Provider in basic cardiopulmonary resuscitation (CPR) by the American Heart Association. Certification must be maintained while enrolled in the program. CPR is current for two years from the date of issue and must remain current throughout the semester enrolled. It is the responsibility of the student
to maintain current CPR certification. In the event that a CPR card expires, the student will not be permitted into the clinical site which could result in failure of the course and non-progression within the program. Red Cross CPR certification is NOT accepted by the clinical agencies.

Example:

Clinical Skills and Simulation Lab Policy
CVCC provides students with learning experiences in clinical skills and simulation labs. These labs provide an active learning environment that allows students to practice and develop skills through hands-on experience using a variety of instructional support methods and resources. Students will be required to participate in clinical skills and simulation labs as outlined by individual course syllabi.

In the clinical skills lab, students will practice and demonstrate basic nursing skills. Each student will be required to competently demonstrate skills as identified in individual course syllabi. **Students will have three opportunities in the clinical skills lab to demonstrate competency of identified skills. Failure to complete the skills by the third attempt will result in course failure and program non-progression.**

In order to preserve the realism of the scenarios used in the simulation lab and to provide an equitable learning experience for each student, all persons using the simulation lab will be required to sign a confidentiality agreement. Because simulation experiences may be recorded, the confidentiality agreement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself, as well as patient information that may be made available to students. Violation of this confidentiality statement will be considered a violation of the school’s code of conduct.

Students must wear closed toe shoes and ID badge during all lab and simulation lab experiences. Students attending simulation lab must wear school uniform. Uniform requirements for the skills lab will be designated by the course instructor.

Legal Responsibilities in the Clinical Setting
There is a national mandate to promote patient care safety in healthcare settings and facilities. All licensed nurses are required to demonstrate a basic general competency level as well as specific competencies related to practice area. **Nursing students must comply with the legal,**
moral, and legislative, standards in accordance with the Alabama Board of Nursing Administrative Code. Please see: http://www.abn.alabama.gov/Content.aspx?id=123.

As part of the educational experience, student nurses are entrusted with the responsibility to provide nursing care. In several court decisions, the courts have deemed that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, student nurses will be held to the same standard of patient care as the professional nurse and liable for negligence if injury results.

It is the responsibility of the clinical instructor to determine if the student demonstrates the clinical and critical thinking skills which are required to provide safe patient care. If the clinical instructor determines that the student is unable to provide safe patient care, it is the legal responsibility of the clinical instructor to deny, and will deny, the student access to the clinical learning experience.

Confidentiality/HIPAA
Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. HIPAA violations will be considered a severe offense and therefore consequences will be severe.

All patient information is confidential. As stated in the American Nurses Association Code of Ethics, “The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient,” which includes the duty of the nurse to maintain patient confidentiality. Protecting patient confidentiality is the law. Noncompliance with the law, HIPAA, can result in monetary, civil and criminal penalties.

The nursing faculty and staff at CVCC take HIPAA violations very seriously. The following disciplinary actions are in place for HIPAA violations:

- If a student negligently violates HIPAA, this will result in a reprimand and counseling by the instructor.
- If a student repeats a HIPAA violation, this will result in the student receiving written reprimand which will be placed in the student’s file and the student will be placed on probation during the remainder of their program of study in nursing.
- Any intentional violation of HIPAA will result in the student being academically withdrawn from nursing courses and the student will need to go through the re-admission process according to policy. This offense will stay in the student’s permanent file. Readmission is not guaranteed and will be considered on a space available basis.
- Any intentional and malicious violation of HIPAA will result in the student being academically withdrawn from all courses without the option of returning to the nursing program or any other program of the Health Sciences division of CVCC.
Below are some general guidelines for students about confidentiality:

- Students should not discuss patient information with anyone except for clinical personnel and those in the nursing program who are involved in your education program and adhere to the same standards of confidentiality (e.g., faculty, graduate colleagues).
- Under no circumstance shall any part of a patient record leave the clinical agency in any form.
- Students should never save patient sensitive information, with identifying information, on their computers or other electronic devices.
- E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- All documentation related to patients must be treated as a legal document and confidentiality respected and maintained.
- Client names or other identifying information (including initials, medical record numbers or other identifying numbers) should not be included in clinical paperwork, case presentations, or on notes.
- **Photocopying or printing patient information from computers is NOT permitted in any clinical setting.**

Use of Social Media
Social networking is defined as an online community of people with a common interest who use a website or other technologies to communicate with each other and share information, resources, etc. Examples of social networking sites include, but are not limited to Facebook, Linked In, and Twitter.

Students are advised to use social media cautiously and to avoid disclosing any information which could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to identification of a patient will result in appropriate disciplinary actions, up to suspension from the college. Removal of an individual’s name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites, does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate military actions.

The following guidelines are intended to minimize the risks of using social media, as outlined by the National Council of State Boards of Nursing (NCSBN):

- Nursing students have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
• Nursing students are strictly prohibited from transmitting by way of any electronic media any patient-related image or information.
• Nursing students should be advised that limiting access to postings through privacy settings is not sufficient to ensure privacy.
• Nursing students should not refer to patients or other professionals in a disparaging manner, even if not identified.
• Nursing students must not take photos or videos of patients on cell phones or other personal devices.
• Nursing students should maintain professional boundaries when using social media for contact with patients, former patients, or health care professionals.
• Nursing students should report any breach of confidentiality or privacy to the nursing instructor.
• Nursing students must comply with clinical agency regulations regarding the use of computers, cameras, electronic devices and cell phones while in the clinical agency.
• Nursing students may not speak on behalf of the school or a clinical agency.

Universal Precautions
Universal precautions and use of personal protective equipment are covered as they relate to the content area and are reinforced throughout the duration of the program. It is the student’s responsibility to seek guidance from an appropriate resource if they have any doubts, questions or concerns regarding correct procedure.

Student Behavior
The faculty and staff of the CVCC Nursing Department does not exercise control over the conduct of nursing students in their private lives; however, when a group of students or an individual student acts as a recognized representative of CVCC or participates in an off-campus activity sponsored by the Nursing Department, appropriate standards of conduct will be issued. Any inappropriate conduct in said situations is subject to review and appropriate intervention whenever it appears that the conduct results in a hindrance or restriction of educational purposes or processes of the CVCC Nursing Department or when the conduct poses a threat to the safety and well-being of others.

If at any time prior to graduation or during the student’s course of nursing study, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student’s ability to fulfill his/her responsibilities as a student, it will result in appropriate correct action which may include suspension or expulsion from the nursing program. Such behavior is defined to include, but is not limited to the following:

• Failure of a student to notify appropriate persons of absence from scheduled learning experiences.
• Dishonesty in interactions with faculty or staff.
• Failure to adhere to required dress code.
• Unsafe practices.
• Use of inappropriate language.
• Being consistently late in fulfilling scheduled school responsibilities.
• Failure to maintain confidentiality in matters related to educational responsibilities.
The demonstration of severe physiological and/or psychological disorders which interfere with a student’s ability to fulfill academic responsibilities or infringe on the student’s future abilities to fulfill professional responsibilities as a nurse will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of assistance can result in suspension or expulsion from the nursing program.

Abuse of drugs or alcohol of any kind (legal or illegal) which interferes with a student’s ability to fulfill academic or professional responsibilities in the nursing program will result in suspension or expulsion from the nursing program.

**STUDENT HEALTH INFORMATION**

**Health Policy**
All students admitted to the CVCC Nursing Program are required to have documentation of required immunizations, as listed in “Student Health Records” section of this handbook. If the student cannot provide proof of immunization, they must provide proof of immunity by titer or sign appropriate waiver.

Students entering the CVCC Nursing Program must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students are required to use personal protective equipment as necessary and to use universal precautions.

In the event a nursing student is diagnosed with a communicable disease, (i.e., chicken pox, measles, flu, strep throat, conjunctivitis), the student must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will advise the student regarding attendance.

Students in any health care program must comply with Public Law #102-141, Section 633 and “The Alabama Infected Health Care Worker Management Act.” The law requires that HIV or HBV infected health care worker report to the State Health Officer of the condition within 30 days of the time of being aware of the infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected individual within seven days of the diagnosis and care of said individual.

Students who are pregnant or have a chronic illness must present an original, signed medical release on physician letterhead with physician signature stating it is permissible to continue in the program. The medical release should outline the following:

- Physical limitations which may necessitate special accommodations in the classroom or clinical setting.
- Ability to comply with the Essential Functions of the nursing program.
Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week’s absence may be required to provide an original, signed medical release on physician letterhead with physician signature which verifies the following:

- That returning to routine class, lab and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
- Compliance with the Essential Functions established for the nursing program.

Discharge instructions from a hospital, emergency room or acute care clinic are **NOT** considered a medical release. A release written on a prescription pad must provide the same information as that which is written on a physician letterhead and must have an original physician signature. A stamped signature or a physician signature by a designee will not be accepted.

In the event that a student must leave lecture, lab, or clinical rotations to receive medical care, whether they are released by an instructor or medical personnel are called on the student’s behalf, a medical release must be submitted to the course instructor BEFORE the student will be permitted to return to lecture, lab, or clinical rotations. The medical release MUST be on physician letterhead with a physician signature to be considered official.

**Student Health Records**

Every student is responsible to maintain the following personal health requirements for the nursing program:

- Physical exam (to be completed utilizing CVCC physical form; must be signed by a physician, physician’s assistant, or nurse practitioner)
  - Color blind test
  - Audiometric test
- PPD- Tuberculosis skin testing -(annually during program)
- Chest X-ray (for those with positive PPD results; PPD waiver also required)
- Influenza or Influenza waiver (required during flu season, October-March)
- MMR (2 shot series or titer, if medical records unavailable)
- Hepatitis B (3 shot series, titer, or waiver)
- Varicella/chicken pox (vaccine, titer, or history)
- Tetanus (vaccination must be less than 10 years old)
- Negative Drug Screen
- Negative Criminal Background Check
- Essential Functions Form (signed by student and physician, physician’s assistant, or nurse practitioner)
- American Heart Association Healthcare Provider CPR (must be renewed every two years)
- Proof of personal health insurance (private or public)

All health records must be up-to-date prior to the first day of clinical each semester. A student will not be permitted into clinical if health records are not up-to-date. Students must comply with health record expiration notices within 10 business days. Failure to submit requested
information to the Health Sciences Coordinator within 10 days will not be permitted to attend clinical which will result in a clinical absence with the potential for non-progression in the program.

As of 15 September 2014, students are required to submit health documentation via E-Value. The “event date” (immunization and/or certification receipt date) must be input and an image showing proof of immunization or certification must be attached (either scan documentation or take a picture and upload). Health Sciences Coordinator will receive an e-mail stating that new information is available for validation. Unless otherwise notified, information submitted without a picture of valid documentation will not be considered complete.

Students are required to keep a copy of student health items for their records. Once health records are submitted, they become property of the Health Sciences Department. **The Health Sciences department will not provide copies of any student health records once they become part of the student’s permanent file, due to FERPA and HIPPA regulations.**

**Drug Testing**

Students must perform in the clinical setting in such a manner that will promote safe patient care. Clinical agencies are obligated to assure that patients are protected to the extent reasonably possible from harm due to completion of clinical rotations. As stipulated in health agency contracts for clinical experience, students must abide by the rules, policies and procedures established by these agencies relative to drug screening and any subsequent revision to these policies in order to participate in clinical experiences at the agencies.

All students who enroll in the Alabama College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen. Students must abide by the Alabama College System Drug screen policy and the Clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings and reasonable suspicion.

**PRE-CLINICAL SCREENING**

1. All students will receive notice of the drug screening guidelines.
2. The program will maintain on file a signed consent to drug screening from each student. Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the program will not be permitted to participate in courses with a clinical component. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course.
3. Drug screening will be scheduled and conducted by a drug screening company and laboratory designated by the College where the student is enrolled. The fee for the screening will be paid by the student.
4. Any student failing to report for screening at the designated time and place must complete testing within 24 hours of that date and provide documentation of extenuating circumstances.
5. Failure to complete drug screening with a negative test result required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of required nursing courses. Failure to attend clinical will result in failure of the course if the student is enrolled and does not officially withdraw from the course.
6. Positive drug screens will be confirmed by the Medical Review Officer.
7. Results will be sent to the Program Director, Chair and/or Dean of the College where the student is enrolled.
8. A student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section V of this document.

RANDOM DRUG SCREENING
At any point or time during student’s enrollment, he/she may be subject to a random drug screen. The Dean and/or Director of the program will establish the number of random screening samples. The selection will be made from all currently enrolled students using a statistically random procedure. After being notified of their selection, students will report to the designated Drug Screen Company or Laboratory at the designated time and place. The same procedural steps outlined in the Pre-Clinical Screening Procedure will be used. The fee for the random screen will be paid by the student.

REASONABLE SUSPICION SCREENING
Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama Community College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Presence of an odor of alcohol.
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance.
4. Suspect of theft of medications while on the clinical unit.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident/accident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, theft, solicitation or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student’s enrollment, the student may be subject to a reasonable suspicion drug screen. In the event that a student’s behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom or laboratory. The faculty is to contact the Program Director, Chair and/or Dean of the Program. If after consultation with the faculty involved it is determined that there is “reasonable suspicion”, the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. The fee for the reasonable suspicion screen will be paid by the student. If
the student fails to consent to the screening, the student will be immediately terminated from the program.

Students will be screened for but not limited to the following classes of drugs:
1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cocaine
6. Cannabinoids (Marijuana)
7. Methaqualone
8. Opiates (OxyContin)
9. Phencyclidine
10. Propoxyphene

Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable the Medical Review Officer will contact the student who has a positive screen and request a prescription. Students will be informed of positive screening results by the Program Director, Chair and/or Dean of the Program within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

CONFIDENTIALITY OF RESULTS
The Dean and/or Director of the Program will receive all test results. Confidentiality of the test results will be maintained in a locked file in the Dean and/or Director’s office. Only the Dean and/or Director and the student will have access to the results, the exception being if any legal actions occurs which require access to test results, and results requested by clinical agencies.

APPEALS PROCESS FOR POSITIVE SCREEN
1. If a student drug screen is positive, the student will contact the Program Director and/or Chair.
2. The student will then contact the Medical Review Officer and follow the procedure for split specimen testing as stipulated by the lab.
3. The student is responsible for any costs associated with the split specimen testing procedure.
4. Once the student obtains the results of the split specimen testing, the student should contact the Program Director and/or Chair. If the student remains unsatisfied, the student should explain in writing his or her complaint. The Program Director and or Chair will have seven working days to respond.
5. If the student cannot reach an agreement with the Program Director and/or Chair, the student’s next step is to present documentation to the Dean of that Program. The Dean will have seven working days to respond.

6. If the student does not reach a satisfactory conclusion with the Dean, the student should make an appointment with the President of the College.

READMISSION
To be considered for readmission, students who withdraw from the program due to a positive drug screen must:

1. Have the treatment agency mail a letter verifying completion of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program.
2. Submit to an unannounced drug screen at the student’s expense prior to readmission. A positive screen will result in ineligibility for readmission.

ADDITIONAL INFORMATION
Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all of their aspects.

Background Checks
Healthcare educational programs within the Alabama College System are contractually obligated to comply with the requirements set forth by clinical affiliates. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates in order to participate in clinical learning experiences, which includes background checks. Failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.

Licensure Implications
Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

Background Check Guidelines
Background checks will be conducted according to the following guidelines:

- Students shall receive notification of the background check prior to admission and upon admission.
- Students must sign the appropriate consent(s) prior to the background check. A copy of the signed consent(s) will be maintained in the healthcare program’s office. The student or the healthcare program’s designee(s) will provide applicable consent(s) to the vendor conducting the background check. **The student will be responsible for the cost of the background check.** Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted.
Results of the background check will be sent to the healthcare program designee(s) and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.

- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether or not the student will be allowed to proceed with the background check. Background checks must be completed before newly admitted or reinstated students are allowed to register for healthcare courses. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. **Failure to be able to participate in clinical learning experiences will result in a “F” for the course(s) if the student does not officially withdraw from the course(s). A student denied clinical access by any clinical affiliate will be dismissed from the program.**

- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, **the student will receive a “F” for the course if the student does not officially withdraw from the course(s).**

- If a student is unable to complete the clinical component of the course(s) that he/she is enrolled in due to a positive background check, the student will be advised regarding options.

- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether or not the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) prior to disclosure of a positive background check to clinical affiliate(s).

- The student will be provided a copy of background check results, if positive. Students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing any denials to participate in clinical learning experiences with the clinical affiliate(s). Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the healthcare program.

- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the clinical affiliate(s). **In certain circumstances, for example repeated behaviors, the vendor may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.**
Confidentiality of Background Checks
The healthcare program designee(s) will have access to the results of the background check as will the clinical affiliate(s) designee(s). The results will be shared only on a need to know basis.

Essential Functions
The Alabama College System endorses the American’s with Disabilities Act. In accordance with College policy, when requested, requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and effective nursing care. The applicant/student must be able to meet essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression, and graduation are contingent upon one’s ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

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

The essential functions delineated are those deemed necessary the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers. The essential functions delineated below are necessary for the nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but not limited to the ability to:

1. Sensory Perception
   a. Visual
      i. Observe and discern subtle changes in physical conditions and the environment
      ii. Visualize different color spectrums and color changes
      iii. Read fine print in varying levels of light
      iv. Read for prolonged periods of time
      v. Read cursive writing
      vi. Read at varying distances
      vii. Read data/information displayed on monitors/equipment
   b. Auditory
      i. Interpret monitoring devices
      ii. Distinguish muffled sounds heard through a stethoscope
iii. Hear and discriminate high and low frequency sounds produced by the body and the environment

v. Effectively hear to communicate with others

c. Tactile
i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics

d. Olfactory
i. Detect body odors and odors in the environment

2. **Communication/Interpersonal Relational Relationships**
a. Verbally and in writing, engage in a two way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds
b. Work effectively in groups
c. Work effectively independently
d. Discern and interpret nonverbal communication
e. Express one’s ideas and feelings clearly
f. Communicate with others accurately in a timely manner
g. Obtain communications from a computer

3. **Cognitive/Critical Thinking**
a. Effectively read, write and comprehend the English language
b. Consistently and dependably engage in the process in the process of critical thinking in order to formulate and implement safe ethical nursing decisions in a variety of health care settings
c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
d. Satisfactorily achieve the program objectives

4. **Motor Functions**
a. Handle small delicate equipment/ objects without extraneous movement, contamination or destruction
b. Move position, turn, transfer, assists with lifting or life and carry clients without injury to clients, self, or others
c. Maintain balance from any position
d. Stand on both legs
e. coordinates hand/eye movements
f. Push/pull heavy objects without injury to client, self, or others
g. Stand, bend, walk, and or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
h. Walk without a cane, walker or crutches
i. Function with hands free for nursing care and transporting items
j. Transport self and client without the use of electrical devices
k. Flex, abduct and rotate all joints freely
l. Respond rapidly to emergency situations
m. Maneuver in small areas
n. Perform daily care functions for the client
o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
p. Calibrate/use equipment
q. Execute movement required to provide nursing care in all health care settings
r. Perform CPR and physical assessment
s. Operate a computer

5. **Professional Behavior**
   a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
   b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to client
c. Handle multiple tasks concurrently
d. Perform safe, effective nursing care for clients in a caring context
e. understands and follows the policies and procedures of the college and the clinical agencies
f. Understand the consequences of violating the student code of conduct
g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
i. Not pose a threat to self or others
j. Adapt to changing environments and situations
k. Remain free of chemical dependency
l. Report promptly to clinical and remain for 6-12 hours on the clinical unit
m. Provide nursing care in appropriate time frame
n. Accepts responsibility, accountability, and ownership of one’s actions
p. Seek supervision/consultation in a timely manner
q. Examine and modify one’s own behavior when it interferes with nursing care or learning

**Student Injuries**
If a student is injured during the clinical experience (needle stick, back injury, etc.) the student is obligated to notify the clinical instructor immediately. The clinical instructor will then follow the clinical agency policy for said injury and notify the Chairperson of Health Sciences.

The student is financially responsible for any illness or injury occurring during clinical rotations; therefore, it is strongly recommended that students have insurance covering health, hospitalization and accidents (students are REQUIRED to have basic personal health insurance). During clinical rotations, students are not employees of the clinical agency or the college. If injured during clinical rotations, students are not entitled, and will not receive, workman’s compensation from either the institution or the healthcare facility.
PROGRESSION POLICY

Registration Requirements
After admission to the nursing program at CVCC and prior to registration each semester, the student is responsible for verifying and updating, as needed, the following information:

- Current student malpractice insurance (included in fees each semester)
- Current personal health insurance
- Current annual physical form to include:
  - Physical and mental state of health
  - Color Blind Test
  - Audio Metric Test
  - Limitations
- PPD- Tuberculosis skin testing -(annually during program)
- Chest X-ray (for those with positive PPD results; PPD waiver also required)
- Essential Functions form, verifying ability to meet essential functions of nursing program
- Current immunization status
  - Influenza or Influenza waiver (required during flu season, October-March)
  - MMR (2 shot series or titer, if medical records unavailable)
  - Hepatitis B (3 shot series, titer, or waiver)
  - Varicella/chicken pox (vaccine, titer, or history)
  - Tetanus (vaccination must be less than 10 years old)
- Current American Heart Association Healthcare Provider CPR certification
- Negative Drug Screen
- Negative Criminal Background Check

Failure to have updated information in your nursing file may result in a delay of your registration process.

Definitions:

Progression: Successful completion with a grade of C or better in any general education or nursing course within the prescribed nursing course sequence.
Non-progression: An unsuccessful attempt (withdrawal, D or F) from any nursing course within the prescribed nursing course sequence.
Reinstatement: Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.
  1. Students applying for reinstatement will be required to demonstrate competency in clinical skills, as well as demonstrate an understanding of concepts presented in their last successfully completed nursing course.
Readmission: Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.
  1. Students who are unsuccessful in NUR 102, NUR 103, NUR 104, and NUR 200 must reapply as a new student to the program.
**Progression Policy**

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

1. Maintain a grade of C or better in all general education and nursing courses.
2. Maintain a cumulative grade point average (GPA) of 2.0.
3. Maintain the ability to meet essential functions for nursing with or without reasonable accommodations.

A student with a total of **two** unsuccessful attempts in two separate semesters (W, D, or F) in the nursing program will be dismissed from the program.

A student with two documented incidents of non-progression (W, D, or F) in two separate semesters may reapply as a new student to any nursing program within the Alabama Community College System provided the student meets admission requirements and was not dismissed from the previous program for disciplinary reasons or unsafe/unsatisfactory patient care.

**Reinstatement Policy**

The following statements apply to reinstatement in the nursing program(s).

1. A student must request reinstatement to the program within one year of an unsuccessful attempt (withdrawal, D, or F).
2. A student may be **reinstated** to the nursing program only **one** time.
3. A student must have cumulative GPA of 2.0 at the time of reinstatement.
4. A student with a total of two unsuccessful attempts in two separate semesters (W, D, or F) in the nursing program is not eligible for reinstatement and will be dismissed from the program. The student may apply to the program as a new student.
5. Reinstatement is **not guaranteed**. Reinstatement may be denied due to any of the following circumstances:
   a. Clinical or classroom space availability.
   b. Cumulative GPA less than 2.0.
   c. Refusal by clinical agencies to accept the student for clinical experiences.
   d. Failure to demonstrate academic and clinical competency in previous nursing courses successfully completed.
   e. Over 12 months have elapsed since the student was enrolled in nursing course.
   f. Student has been dismissed from the program due to disciplinary reasons or unsafe/unsatisfactory patient care.
6. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing with the nursing faculty for a decision on repeating a course or readmission to the program.
Process for Reinstatement
A student who desires to be reinstated into the nursing program should follow the following process as outlined.

1. Schedule an appointment with a nursing faculty member or the Chair of Health Sciences for Reinstatement Counseling.
2. Submit a Reinstatement Application within 1 year of the unsuccessful course and no later than the published deadline.
3. Student will have a documented cumulative GPA of 2.0 at time of reinstatement.
4. Demonstrate academic and clinical competency.
   a. Students will be required to write a comprehensive exam for the last successful nursing course(s) completed with no less than a score of 75% in order to be eligible for reinstatement. Students will have only one attempt to write this exam. Failure to score 75% or greater on this exam will prohibit reinstatement.
   b. Students will be required to write a basic pharmacological calculations and medication safety exam with no less than a score of 90%. Students will have two attempts to write this exam. Failure to achieve a score of 90% or greater after two attempts will prohibit reinstatement.
   c. Students will be required to validate clinical skills by demonstration for the last successful nursing course(s) completed. Students will have no more than two attempts to validate skills. Failure to successfully validate clinical skills within two attempts will prohibit reinstatement.
5. Student will meet all nursing program policies published in the Nursing Student Handbook at the time of reinstatement. Any student who has been out of nursing classes for more than one semester must resubmit all health documents including drug testing and health documents.

Transfer Policy to an ACCS Nursing Program
Students wishing to transfer must:

1. Meet the entry and progression requirements of the accepting institution and nursing program.
2. Provide evidence that all required general education and nursing courses taken were satisfactorily completed with a grade of C or better.
   a. Alabama Community College System Standardized Curriculum courses will be transferred without review of the course syllabus.
   b. Nursing courses from any other institution are accepted only after review by the accepting institution to ensure content consistency.
3. Provide evidence of a minimum cumulative GPA of 2.0 in all previous college coursework.
4. Provide a letter of recommendation from the Dean/Director of the previous program addressing program standing and eligibility to return.
5. Complete at least 25% of the total program at the accepting institution.
6. Provide validation of academic nursing knowledge, pharmacological calculations and medication safety, and skills competency as defined in the ‘Process for Reinstatement.’
Conditions for Dismissal from Nursing Program
A student may be dismissed from the nursing program under any of the following conditions:

1. Two unsuccessful attempts in two separate semesters. Withdrawal and/or a D or F in one or more courses in a term is considered one attempt.
2. Disciplinary reasons which may include, but are not limited to the following:
   a. HIPPA violation
   b. FERPA violation
   c. Cheating
   d. Any violation of the Student Code of Conduct which may warrant suspension or expulsion as defined in the CVCC Catalog and Student Handbook.

ADN/LPN Transfer
Associate Degree nursing students may apply for admission to the third semester of the practical nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the practical nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:
1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the ADN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to ADN Mobility Option as outlined in the college catalog.
8. If unsuccessful in the PN transfer option, the student must meet current admission/progression requirements.

Administrative Withdrawal/Drop
A student may be dropped administratively from any course for

1. Failure to complete college registration properly;
2. Failure to fulfill conditions of registration in those cases when a student may have been allowed to register on a conditional basis;
3. Falsification of application and/or records such as health insurance;
4. Failure to fulfill other conditions of admissions and/or registration;
5. Failure to comply with student conduct standards;
6. Failure to attend class(es); and
7. Failure to comply with the “Standards of Practice” as established by the Alabama Board of Nursing.

Informing Students of Program Changes

Policies and procedures are communicated to students by means of the Nursing Student Handbook, course management system (Blackboard), the CVCC College Catalog and Student Handbook, and institutional website. This handbook is revised regularly to reflect current and accurate information. Each nursing student receives a personal copy of the Nursing Student Handbook upon entering the program and is responsible for knowing its contents. The Nursing Student Handbook is also available on the institutional website.

Changes in the nursing program, policies, and procedures will be announced to each class by the nursing instructors and copies describing such changes will either be distributed to each student individually; posted in nursing classrooms; or on the course management system (Blackboard). Instructors and the Chairperson of Health Sciences are available to answer questions regarding any changes.

Students are required to submit documentation upon entry into the program and annually (fall semester) that they have read and understand the current handbook.

Licensure

Legal Limitations for Licensure and Employment

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, application for licensure may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

While an applicant may meet the qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Board of Nursing. **Passing a criminal background check does not ensure the ability to take a licensure exam.**

For more information visit: [http://www.abn.state.al.us/](http://www.abn.state.al.us/)

Denial of a License

Grounds for denial of an RN or LPN license by examination include, but are not limited to:

- Conviction of a felony.
- Conviction of a misdemeanor or felony involving moral turpitude or gross immorality.
- Conviction of state or federal law relating to controlled substances (may be misdemeanor or felony).
- Failure to show good moral character as pertaining to nursing.
- Abuse of or addiction to alcohol or other drugs.
- Being mentally incompetent.
- Unprofessional conduct.
- False representation of facts on application for licensure.

(Code of Alabama, 1975, Section 34-21-25; Alabama Board of Nursing Administrative Code 610-X-8-.05)

Application for Licensure
It is important for the nursing student to know about the Alabama Board of Nursing’s regulation eligibility for initial and continuing Licensure. This information may be obtained from the nursing program. The application for licensure by examination includes questions which must be answered honestly. Failure to do so could result in the applicants’ denial of licensure. You will be asked to answer yes or no to questions such as: Have you:

1. Ever been arrested or convicted of a criminal offense other than a minor traffic violation?
2. Within the last 5 years abuse drugs/alcohol or been treated for dependency to alcohol or illegal substances?
3. Ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Ever had disciplinary action or is action pending against you by any state board of nursing?
5. Within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
6. Ever been court-marshaled/disciplined or administratively discharged by the military?
7. Ever been placed on a state and/or federal abuse registry?

If you answer “yes” to these questions, then provision of appropriate documents will be necessary before the applicant will be eligible to take the NCLEX examination. Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding Licensure. Adopted from the Deans, Directors and Chair Persons of Professional Schools of Nursing, 1985. A candidate with questions regarding this application process should call the Alabama Board of Nursing for a direct response (334) 242-4060.

Application for licensure and/or reciprocity in states other than Alabama, is at the discretion of the Boards of Nursing in those states. CVCC cannot be held liable for the rules and regulations of licensure/reciprocity in other states. Each Board of Nursing operates under their own state laws but cooperate with one another and belong to the National Council of State Boards of Nursing (NCSBN). Therefore, students should understand that licensure/reciprocity requirements may vary from state-to-state.
Cues To Access CVCC’s Technology “STUDENTS”

Cue #1: CVCC’s website: www.cv.edu

Cue #2 Accessing Blackboard (Website: bb.cv.edu)

Main Entry Page
(Example: Samuel “George” Jetson)
Student ID: 3459102

Q: What is my username? Your first initial + last name + last 4 digits of your Student ID
Username Example: sjetson9102

Q: What is my password? Entire Student Identification Number
Password Example: 3459102

Cue #3 Accessing CVCC Student Email (www.cv.edu)

Ex – Samuel “George” Jetson’s e-mail account: sjetson9102@piratemail.cv.edu
Note: The CV of the password must be capitalized!

Cue #4 Accessing Student Info Using Pirate Web (www.cv.edu)

User ID: Social Security #
OR Student ID
[Note: Don’t use hyphens -]

PIN: Birthdate [Format: mmddyy]

Example: Samuel “George” Jetson
His birthdate is May 13, 1985

User ID: 3459102
Using Blackboard
Instructions for Students

- **Why is Blackboard an important tool for you to use?**
  - COMMUNICATION
    - Announcements
    - E-mails
    - Grades
    - Course Documents
    - Discussion Boards

- **How to retrieve your Student ID #:**
  - Log into the *Student Information System* under the *Online Services* link.
  - You can use your Social Security Number to retrieve your Student ID #
  - Login and go to the “View My Information” link and your Student ID # will be displayed in the information column

- **Logging on to Online Services:**
  - **User ID:** Social Security # (without hyphenation)
  - **PIN #:** Date of birth with two digit year
    - **EXAMPLE:** SS#: 123-45-6789/DOB: January 22, 1989
      - **User ID:** 123456789
      - **Password:** 012289

- **Accessing Blackboard and Email:**
  - http://bb.cv.edu
  - http://studentmail.cv.edu
  - **User ID** = First Initial + Last 4 digits of STUDENT ID #
  - **Password** = Entire Student ID number
    - **EXAMPLE:** Name: John Doe/Student ID#: 1234567
      - **User ID:** jdoe4567
      - **Password:** 1234567

- **Blackboard Notes:**
  - All letters are lower case
  - The above format for your user ID and Password is the same for the blackboard server and the mail server
  - After logging onto the email server and blackboard for the first time, please change your password
  - Make sure to write your password down in a secure location
  - If you have JR, SR II,III or something similar listed as part of your name in your student records and are unable to log in to the system, your information may have been input differently
  - Student email accounts are not available on the first day of class
  - Blackboard classes are not available until the first day of class
  - If you have problems opening documents placed under course documents from Microsoft 2007 due to zipped folder, you should go to http://www.mozilla.com/en.us/ to download a free Mozilla Firefox browser.
Student Background/Drug Screen Instructions

Instructions for Students:

1. Log on to www.studentbackgrounds.com and submit your personal information and payment. The cost will be $100.00, which will cover one criminal background check and one drug screening (Master Card and Visa Accepted). You will pay for your random drug screening when you are selected.

2. Make sure you choose your appropriate program (LPN, ADN, ADN-MOBILITY)

3. You will be emailed a receipt showing where you paid. You MUST turn in this receipt with all other health information that will be submitted.

4. Take your chain of custody drug screening form to one of the Lab Corp locations. Some local locations are listed below, a full list of Lab Corp locations can be found on-line at www.labcorp.com or by calling 1-800-845-6167. A carbon copy of your drug test MUST BE turned in with all other health documents that will be submitted.

   PLEASE NOTE:
   PROCESSING OF YOUR BACKGROUND AND DRUG SCREEN WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED FOR THESE SERVICES.

   Lab Corp Locations

   1345 13th St #R 1123 E LAMAR ST
   COLUMBUS, GA 31901    AMERICUS, GA 31709
   Phone: 706-596-4503    Phone: 229-931-9843

   223 W COLLEGE ST STE A 347 SAINT LUKES DR
   GRIFFIN, GA 30224     MONTGOMERY, AL 36117
   Phone: 770-467-8585    Phone: 334-272-1522

   507 W 3RD AVE STE B 550 PEACHTREE ST NE STE 1650
   ALBANY, GA 31701     ATLANTA, GA 30308
   Phone: 229-446-6400    Phone: 404-523-5722

   Once you have submitted your personal information, payment on-line and have completed your drug screen, your educational institution will be notified of your status by the hospital for which you are completing your clinical rotations at.

   If you have any questions, please call:

   Sheila Bloodworth, Human Resources Assistant
   Columbus Regional Healthcare
   Phone: 706-660-6301
   E-mail: sheila.bloodworth@columbusregional.com
Acknowledgement of Drug Screen Requirement and
Criminal Background Check

I understand that during the first semester and random thereafter, I must submit a drug screen by
a certified laboratory. I further understand that if I fail to provide a certified negative drug result,
I will be unable to participate in clinical experiences required in the Nursing Programs at
Chattahoochee Valley Community College. I understand I will be withdrawn from the program
due to being unacceptable to the clinical agency for clinical.

By signing this document, I am indicating that I have read, understand and voluntarily
agree to the requirement to submit to a drug screen before the first clinical and randomly
throughout the program. Additionally, I understand that, at any point or time during my
enrollment, I may be subject to a reasonable suspicion drug screen and that payment for
any and ALL drug screens- preliminary, random, and reasonable suspicion- are my
responsibility.

A copy of this signed and dated document will constitute my consent for the certified
laboratory performing the drug screen to release the original results of any drug screen to
Chattahoochee Valley Community College.

I further understand that my continued participation in Chattahoochee Valley Community
College Nursing Programs clinical is dependent upon satisfaction of the requirements of the
Chattahoochee Valley Community College drug-screening program.

I understand that prior to registering for NUR 102, NUR 103, and/or NUR 104 I must submit and
pay for a criminal background check to be performed by the recommended agency of the college
I further understand that if I fail to achieve an accept for the criminal background check at any
time during the program, I will be unable to participate in the Health Science Program at
Chattahoochee Valley Community College.

__________________________________________  ___________________  __________
Signature                                      Printed Name                                   Date

Program of Study
Student Acknowledgement Form (Page 1 of 2)

**Policies.** I have read the policies set forth in the “Chattahoochee Valley Community College Nursing Student Handbook.” I understand that my initials by each policy and signature at the bottom of this page indicate that I have read, understand, and agree to abide by each of the policies (listed below). In addition, my initials by each individual policy provide documentation that I have been informed and understand the consequences of not following each of the policies (listed below) which are required to participate in the nursing program at Chattahoochee Valley Community College.

- □ _____ Legal limitations of licensure
- □ _____ Simulation lab procedures for debriefing and videotaping
- □ _____ Potential Health and Safety Hazards
- □ _____ HIPAA policy
- □ _____ Clinical requirements for clinical rotations required for registration
- □ _____ Clinical rotations
- □ _____ Class and clinical absentee policy
- □ _____ Use of Social Media
- □ _____ Essential Functions
- □ _____ Drug Screening procedures
- □ _____ Final grade appeal
- □ _____ Chain of Command
- □ _____ Formal due Process Policy
- □ _____ Academic Dishonesty
- □ _____ Skills lab policy
- □ _____ Release of clinical information, including but not limited to: criminal background checks, drug screens, lab tests, and health forms to clinical agencies as required for you to participate in clinical rotations
- □ _____ Acceptability for clinical rotations is determined by clinical agencies
- □ _____ Progression and Reinstatement
Student Acknowledgement Form (Page 2 of 2)

☐ □ Potential Health and/or Safety Hazards
I understand that the nature of a nursing education is such that I may be exposed to potential health and/or safety hazards while participating in clinical rotations. With that knowledge and understanding, and on behalf of myself, my heirs, and administrators, I hereby release Chattahoochee Valley Community College, its employees, officials, agents, and representatives from any claim of liability for injury, loss, damage, or death that may result or arise from my experience as a student in the clinical agency. I further understand that, if injured at a clinical agency while participating in clinical activities, the clinical agency is not responsible for providing workman’s compensation benefits.

☐ □ Clinical Rotations
I understand that it is necessary that I complete clinical hours in a health care facilities, simulation center, and those experiences are educational in nature and are designed to develop skills necessary for entry-level competencies. I further understand that (1) I am not expecting and will not receive compensation for participation in clinical courses from either the institution or the health care facility; (2) I have not been promised, and I am not expecting a job at the health care facility as a result of participation in clinical experiences at a health care facility, and (3) I will be withdrawn from the program if refused by a clinical agency because of a criminal background check or drug screen.

☐ □ Representation as a Nursing Student
Students may not represent themselves as nursing students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

☐ □ Use of Photographs
I understand photographs of students may be taken throughout the program for use in class projects or public relations information. I give permission for my photograph to be used for these purposes.

☐ □ Release of Information.
- I give Chattahoochee Valley Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those with whom I apply for employment.
- I give permission for required clinical documentation such as but not limited to the following: immunizations, TB skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.
- I give permission for proof of citizenship and all associated documents to be released to any State Board of Nursing as required.

☐ □ Required Program Tools
I understand that there are tools—textbooks, software, subscriptions, and Nursing Kit—that, as a nursing student, I will be required to purchase. Failure to purchase said items will result in inability to complete assigned coursework, attend clinical rotations, and, ultimately, inability to progress in CVCC’s nursing program. Additionally, I understand that I must communicate issues which could potentially delay payment for any of the above tools IMMEDIATELY to my course instructor, to be considered for any payment extension. Nursing program faculty and staff will consider failure to communicate potential issues as an indicator that payment will be made no later than the established deadline and deadline extensions will not be granted.

Printed Student Name

Program

____________________________________________________________________________

Student’s Signature

Date
Statement of Disclaimer

The College reserves the right to change cost, curriculum, course content, calendar, or any other items contained herein, as circumstantially dictated. All such changes are effective immediately, as determined by the proper authorities, and may apply to both prospective and already admitted Chattahoochee Valley Community College students.

All formats, guidelines, and evaluation criteria, as published in this handbook, are subject to modification, at the discretion of nursing faculty, for the purpose of meeting the specific requirements of the changing professional objectives of varying nursing courses. Such modifications will be published in the respective course syllabi and posted in the particular class’s course management system.

Additionally, students will be notified of any changes made to the current year’s Nursing Student Handbook and provided a supplemental acknowledgement form, to be signed and placed in individual nursing Acceptance file.

For questions regarding information contained in this handbook, please contact Heather Lameda, Health Sciences Coordinator at (334)291-4925 or heather.lameda@cv.edu.