



***NURSING STUDENT HANDBOOK***  
**AUGUST 2021– AUGUST 2022**

**FOR THE ASSOCIATE  
DEGREE IN NURSING  
PROGRAM**

**JEFFERSON COMMUNITY COLLEGE  
WATERTOWN, NEW YORK**

**NURSING DEPARTMENT**

***NURSING STUDENT HANDBOOK***

**ASSOCIATE DEGREE PROGRAM IN NURSING**

**Registered by the New York State Board for Nursing**

*New York State Education Department, Office of the Professions  
State Education Building – 2<sup>nd</sup> Floor, Albany, New York 12234  
(518) 474-3817  
[www.op.nysed.gov/home.htm](http://www.op.nysed.gov/home.htm)*

**Accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN)**

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\*The Jefferson Community College nursing program is scheduled to be reviewed for continuing accreditation in Fall 2022.\*

This handbook is prepared by the faculty in the Department of Nursing for students who are currently enrolled in the Nursing Program. It is designed to accompany the Jefferson Community College Catalog, and the Jefferson Community College Student Handbook. Students are responsible for the information, requirements, and policies contained within this Nursing Student Handbook, as well as for the information contained within the College Catalog and Student Handbook.

Jefferson Community College is committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants or other members of the College community (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, or treated adversely or retaliated against based upon a protected characteristic.

## **Equal Opportunity is the Law**

It is against the law for this recipient of Federal financial assistance to discriminate on the following basis:

Against any individual in the United States, on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief; and against any beneficiary of programs assisted under Title I of the Workforce Investment Act of 1998 (WIA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participate in an WIA Title I-financially assisted program or activity. The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program a or activity; or making employment decisions in the administration of, or in connection with, such a program activity.

### **What to Do If You Believe You Have Experience Discrimination**

If you think that you have been subjected to discrimination under a WIA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleges violation with either:

Dr. Daniel Dupee  
(315) 786-2401  
Jefferson Community College  
1220 Coffeen Street  
Watertown, NY 13601

Director  
Civil Rights Center  
U.S. Department of Labor  
200 Constitution Avenue, NW, Room N-4123  
Washington, DC 20210

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you do not have to wait for the recipient to issue that Notice before filing a complaint with CRC. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with the CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Reference: 29 CFR Part 37.30

### **Family Educational Rights and Privacy Act of 1974**

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or advisors from giving the following information about students in person to anyone other than the student, or over the telephone to anyone, including the student: GPA, grades, student schedules or attendance, information on probationary status, financial information, and number of transfer hours.

# *Nursing Student Handbook*

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# **Purpose and Philosophy of the Nursing Program**

## **I. Purpose**

The purpose of the Associate Degree Nursing Program at Jefferson Community College is to provide a curriculum that includes liberal arts, science, and nursing education courses which will prepare graduate nurses to practice as Associate Degree nurses upon successful completion of the National Council Licensing Examination for Registered Nurses.

## **II. Mission**

The Nursing Department of Jefferson Community College is committed to providing communities with excellent, caring, professional nurses at the Associate Degree level. Our graduates will be prepared to engage in critical thinking, interdisciplinary collaboration, and building community relationships. The graduate nurses of JCC will be recognized for their high quality dedication to the profession of nursing.

## **III. Vision**

The Nursing Department of Jefferson Community College will be an exemplar of excellence among Associate Degree Nursing Programs.

## **IV. Philosophy**

The philosophy of the Nursing Program reflects the overall mission and goals of Jefferson Community College. The nursing faculty seeks to prepare its students to practice holistic, evidence-based nursing care for clients across the life span in an increasingly complex and rapidly changing health care environment. The nursing graduate will be prepared to function collaboratively as a member of the interdisciplinary health care team.

The faculty believe nursing is the art and science of caring for individuals, their families, and the community. To be prepared to deliver quality care, the nurse must possess a strong scientific background, engage in critical thinking, have knowledge of sociocultural theory, and practice therapeutic communication. Because the profession of nursing is an evolving, dynamic environment, students and graduates will need to engage in lifelong learning.

The nursing faculty will facilitate the learning process by utilizing *Benner's Model of Novice to Expert*. This model will assist students in acquiring knowledge and skills over a four (4) semester nursing sequence and complete the program as an expert graduate nurse.

## **Conceptual Framework**

The faculty has adopted *Patricia Benner's Model of "Novice to Expert"* as the conceptual framework for the Nursing Program at Jefferson Community College. Utilization of this model provides for a strong relationship between nursing theory and practice. In addition, foundational courses within the program, employ *Maslow's Hierarchy of Needs* as a conceptual basis for care planning and problem solving. Within this framework, we define four (4) paradigms of nursing that are the basis of the program of study. These are: human beings; environment; health; and nursing practice.

### **Human beings**

Are defined as individuals who are capable of conscious and organized thought who have inherent physiological and psychosocial needs. These individuals are not predefined but become defined in the course of living a life where the mind, body, and spirit are integrated as one.

### **Environment**

Is believed to be the context in which human relationships occur. Environment is viewed throughout the curriculum to include personal, social, national, and global dimensions, physical, psychosocial, cultural diversity, historical development, economic and political aspects are considered in each dimension. The concept of holism and human development are integrated across the curriculum. Holism includes the biological, psychosocial, social, cultural, spiritual, and intellectual aspects of human beings.

### **Health**

A dynamic process, is the synthesis of wellness and illness and is defined by the perception of the client. It is defined as the experience of wellness and the experience of illness or loss/dysfunction that can be mediated by caring relationships. Stress can create a disruption in wellness, and coping can restore the balance based on the individual experiences.

### **Nursing practice**

Is the development and progression of the student nurse through study and clinical practice. The learner role include student, scholar (expert learner), and beginning researcher. The clinical role of caregiver includes critical thinker, teacher, collaborator, and client advocate which allow the student nurse to progress from novice to expert clinician. The nursing role also involves moral/ethical and professional dimensions.

# **Novice to Expert Theory in the Nursing Program at Jefferson Community College**

## **Novice**

Novice nursing students have no experience of situations in which they are expected to perform. To give them entry to these situations and allow them to gain the experience necessary for skill development, students are taught about situations in terms of objective attributes. Features of a task can be recognized without situational experience. Nursing students must be given rules to guide their performance.

NUR 111-Nursing I Basic Needs is where novice nursing students are taught objective attributes such as weight, intake and output, temperature, blood pressure, pulse and other measurable parameters of a client's condition.

## **Advanced Beginner**

Advanced beginner nursing students can demonstrate marginally acceptable performance and have experienced enough real situations that recurring components are meaningful. Aspect recognition is an appropriate learning goal for the advanced beginner. Nursing students in this stage are able to integrate attributes but treat all attributes and aspects as equally important.

NUR 112A-Maternal/Newborn Health, and NUR 112B-Medical/Surgical I, are both courses where aspect recognition is a learning goal. Students are guided through setting priorities, so that they begin to perceive recurrent, meaningful patterns in their clinical practice.

## **Competent**

The competent nursing student is able to establish a perspective, and the plan of care is based on considerable conscious, abstract, analytical contemplation of the problem. The competent nursing student lacks speed and flexibility, but is able to cope with, and manage the many contingencies of clinical nursing.

NUR 231A-Medical/Surgical Nursing II provides the student with conscious, deliberate, structured planning that helps achieve efficiency and organization. Students develop long-term goals for clients, expanding the attributes of current to future situations.

NUR 231B-Psychosocial Nursing provides student expansion of application in the use of the nursing process to treat people with actual or potential mental health problems or psychiatric disorders. Students



continue to promote and foster health and safety, assist people to regain or improve their coping abilities, maximize strengths, and prevent further disability; focus on nursing care which promotes and supports the emotional, mental and social well-being of the client and family while experiencing stressful events, as well as clients with acute or chronic mental illness.

### **Proficient**

Proficient student nurses understand a situation as a whole because they perceive its meaning in terms of long-term goals. The proficient student nurse learns from experience what typical events to expect in a given situation and how plans need to be modified in response to these events.

NUR 232-Medical/Surgical Nursing III provides the student with more complex clients. This allows the student to utilize previously learned aspects and apply those to more critically ill clients. Students are able to prioritize, analyze, plan and evaluate client responses. The use of case studies enhances their ability to grasp the situation and share situations where they felt successful and thought their interventions made a difference.

### **Expert**

The expert student nurse no longer relies on concrete rules to complete their understanding of the situation to an appropriate action. The student is able to zero in on the accurate region of the problem without wasteful consideration of a large range of alternative solutions.

NUR 234, Seminar in Nursing is a capstone course which allows nursing students to qualitatively explore issues related to morality, ethics, legal responsibilities, legislative concerns, nursing research and educational development. Students write their own contracts which allow them to explore aspects of the profession.

The nursing faculty realize that graduating as an “expert student nurse” does not infer that a graduate is an expert nurse. Nursing graduates are prepared to begin their careers as novice graduate nurses in the clinical realm.

The circles of novice to expert overlap, realizing that nursing students will bring a variety of skill sets to the program. As students progress through the four (4) characteristics, the theoretical knowledge level and clinical practice, the student will assimilate the attributes of each level with a goal of “expert” nurse graduate.

The four (4) paradigms of nursing are the definitions and conditions of nursing. Human beings can be the client and family. Environment includes the interface of the client with their surroundings. Health includes the dynamic state of the client, including wellness and illness. Nursing is defined as the intervention of clients in the environment to achieve a balance of health.

The integrated concepts are attributes that a nursing student will utilize to assist the client to achieve the balance.

This conceptual framework is a dynamic model with the levels of novice to expert paradigms of nursing and integrated concepts flowing freely which allows the nursing student to achieve their highest potential.

Nursing Dept. 9/10 /08, Reviewed 4/22/2014, 7/19, 8/20, 5/21

## **End of Program Student Learning Outcomes (EPSLOs)**

Upon completion of the Associate Degree Program in Nursing, the graduate will be able to:

1. Practice concepts of learned attributes to care for clients at all developmental levels.
2. Utilize the nursing process to meet the caring needs of individuals experiencing an illness or loss/dysfunction.
3. Utilize effective communication skills when interacting with health team members, clients, families and peers.
4. Demonstrate competency in performing technical skills for clients.
5. Practice as a team member in collaboration with other health team members.
6. Create an environment for health teaching for individuals seeking to restore balance.
7. Maintain ethical, legal, and professional responsibilities within the Registered Nurse scope of practice.
8. Identify and embrace characteristics of a lifelong learner.
9. Utilize theories and concepts of science, liberal arts and nursing to provide holistic care.

## **Abilities and Skills Required for Nursing**

The following abilities and skills are essential for a student to be successful in the Nursing Program and to become employed as a Registered Nurse. The student is required to meet these essential functions/skills with or without reasonable accommodations.

The student must:

- Lift and carry a minimum of 25 pounds unassisted.
- Sit, bend, reach and/or walk and stand for the work day with one 30-minute meal break.
- Push and pull a client using appropriate body mechanics and/or with moving devices.
- Illustrate visual and auditory acuity with or without adaptive devices to complete such assessments including heart and lung sounds and inspection.
- Possess dexterity to successfully manipulate and utilize supplies and equipment such as: syringes, dressings, suctioning equipment, oxygen equipment, and assistive devices.
- Safely lift and transfer clients from stretcher to bed (vice versa) or bed to wheelchair (vice versa) using minimum and maximum assistive techniques.
- Possess the ability to express oneself verbally and in the written word and illustrate good interpersonal skills.
- Possess the ability to successfully calculate mathematical medication problems relevant to clinical situations and appropriately prepare and administer these medications safely.
- Be able to work in a fast-paced, potentially stressful environment: (a) School: handle stresses of an intense nature in the classroom, laboratory, or clinical setting. (b) Work: possess the flexibility to adjust and react to rapid changes in client status.
- Maintain a grade of “C” (70) or better in nursing courses and science courses.

Nursing Department 5/22/97; Reviewed 4/22/20, 8/20, 5/21; Revised 5/9/16, 6/19

# Nursing Student Responsibilities

## **Attendance Requirement**

Attendance at all classes, nursing lab, and clinical agency assignments is required. Students are required to complete assignments at the appointed time in order to meet the student learning outcomes of the course.

Class: when a student misses a class session, it is the student's responsibility to get the class notes and handouts.

Nursing Laboratory: if a student misses a nursing lab, the student is responsible for making up the lab through pre-arrangement with a nursing lab instructor. It is the responsibility of the student to make arrangements within one week for Traditional students and two weeks for Weekend students for a nursing lab make-up. Failure to make up a lab will result in the student receiving an "F" in that nursing course. Students must get permission from individual instructors to complete make-up experiences for nursing lab.

Clinical Agency: if a student fails to notify the clinical instructor of a clinical absence more than once, at the recommendation of the nursing faculty, the student will receive an "F" in that nursing course. It is the student's responsibility to make arrangements within one week for Traditional students and two weeks for Weekend students for a clinical make-up. Failure to do so will result in an "F" in that nursing course on recommendation of the nursing faculty. Students must get permission from individual instructors to complete make-up experiences for clinical. Instructors have the right to decline request based on space in clinical.

Nursing Department: 5/93, 12/96, Reviewed 04/22/2014, 7/19, 8/20, 5/21

## Student Government Activities and Military Obligations

Students attending Student Government sanctioned functions, Student Nurses Association, or Military Obligations will be allowed to make up clinical, and laboratory time without penalty. It is the responsibility of the student to arrange the make-up time. The make-up time must be completed before the event or within one (1) week of returning from the event for Traditional Option students, or two (2) weeks for Weekend Option students.

Nursing Department: May 2014; Revised: 10/17; Reviewed: 7/19, 8/20, 5/21

## **Civility Procedure**

The student will demonstrate respect in both words and actions toward the clients, client's families, instructors, peers, and staff, in classroom, clinical, and community settings, **including social media sites**. The student will verbalize positive statements about the profession of nursing and the Nursing Program. Any statement which may cause harm or injury to another or to the College, will be grounds for dismissal. Students are entitled to due process as outlined in Jefferson Community College's Code of Conduct.

## **Statement of Civility**

Per the Jefferson Community College *Catalog*, Jefferson Community College believes that all persons should be extended civility and respect, regardless of factors such as opinion/view, institutional role, race, religion, ethnicity, disability, gender, sexual orientation or age. Teaching and learning are the focus of Jefferson Community College. Accordingly, the College is committed to creating and maintaining positive learning and working environments both in and out of the academic classroom.

While it is understood that disagreement will and should occur in a college setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption/disorder and a climate of civility are important institutional values.

Reviewed 4/2014, 7/19, 8/20, 5/21; Revised 5/15

## **Licensure – Moral Character**

Eligibility for licensure for those students in nursing who have been convicted of a crime (felony or misdemeanor) or have charges pending in any state or country will be determined by the following process in New York State:

When a nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked about conviction of a crime and pending charges. These questions appear on the application form. If the answers to these questions are in the affirmative, there is an automatic referral to the New York State Education Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation the case may not require a hearing.

Nursing Department 5/19/90; Reviewed: 7/19, 8/20, 5/21

## **Professional Accountability**

Being accountable means a student must accept responsibility for his/her actions. It also means that a student must accept consequences that occur as a result of those actions. As a healthcare professional, the student is accountable to themselves, their clients, the nursing program, their peers, and to the nursing profession. Accountability as a professional nurse makes the nursing student more effective and respected. Therefore, Jefferson Community College nursing students are expected to demonstrate professional accountability at all times.

## **Confidentiality**

The student understands and agrees that any information that the student sees, reads, or hears concerning a client's diagnosis, treatment, or condition while in the student role at Jefferson Community College is to be strictly confidential. They also understand any information the student obtains regarding accounting, payroll, billing, or personal issues is to be kept in strict confidence. The student is not to discuss any confidential client or family information except in private conference with their instructor, or in pre- and post- clinical conference, class and laboratory settings. The student is not to talk about anything the student saw or heard in clinical that another person could infer who is being talked about. The student is not to divulge this restricted information to anyone not employed at their assigned clinical site or to any employee who is not authorized to receive this information. The student understands that a breach of this confidence will result in dismissal from the Nursing Program at Jefferson Community College.

## **Cell Phone and Electronic Devices Policy**

**The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies.**

1. All cell phones utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with according to the Jefferson Community College and Nursing Program Academic Honesty Policy in regard to cheating.

3. Cell phones will not be on any unit or carried on the student while on the assigned units at the clinical agencies. Students may use cell phones during their break, in designated areas, in compliance set forth by each clinical agency.
4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information.

**Violation of the cell phone policy and electric devices policy will result in disciplinary action by faculty, up to, and including, dismissal from the program.**

Students will be responsible for reading and understanding the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. The student realizes that failure to adhere to the above policies will result in disciplinary action in accordance with stated policies of the Nursing Department and Jefferson Community College.

Nursing Department 4/2018; Reviewed: 7/19, 8/20, 5/21

## **Smoking Policy**

The purpose of the smoking policy is to establish guidelines for smoking by students enrolled in the Nursing Program while in class, lab, and clinical agencies.

Tobacco use by students is not permitted on or around the premises of any clinical site at any time. While on campus, students are expected to adhere to the Jefferson Community College Smoking Policy.

## **Scholarships**

All students are encouraged to apply for academic scholarships through the Jefferson Community College Foundation and Alumni Association. There are several nursing specific scholarships available. To apply, visit the college's Scholarship homepage and click on the orange button that reads "Apply for Foundation Scholarships". This is a general scholarship application. The Foundation and Alumni Association works with other offices on campus to align students with the scholarships that best meet their needs. The nursing scholarship opportunities (included in the general application) can be viewed at the Jefferson Community College Foundation and Alumni Association home page.

## **Nursing Student Opportunities**

All JCC nursing students have the opportunity to become involved in numerous clubs and activities offered on campus. The nursing faculty strongly encourage nursing students to actively participate in the Student Nurses Association (SNA) and in the Student Government Association (SGA).

## **Laptop and Technology Requirements**

Students entering this program are required to purchase or lease a computer laptop for in-classroom and home use. Computers are an integral part of all course instruction within the Nursing A.A.S. program. Please review the College's recommendations for computer purchases or check with the Helpdesk to ensure you purchase a computer that will be able to run any specialized software or textbook add-ons.

**Note:** some technology such as Chromebook, iPads, and tablets are good for Internet access or to access cloud applications and storage but are not able to run specialized software required for some classes, some textbook add-ons, and will definitely not meet the needs of a "power user." Both a camera and a microphone (internal or external) are required.



## —NUR PROGRAM SPECIFIC POLICIES—

### **Faculty Initiated Student Withdrawal**

The faculty and/or clinical agency reserves the rights to recommend the withdrawal, at any time, of a student whose health, conduct, scholastic standing, absenteeism, or lack of aptitude for nursing make it appear inadvisable for the student to remain in the Nursing Program.

### **Nursing Program Readmission Policy**

1. Students must apply for **readmission** to the Nursing Program through the Nursing Department Office. The deadline for submitting an application for the Fall semester is January 30<sup>th</sup>. The application deadline for the Spring semester is September 1<sup>st</sup>.
2. Once a student has been unsuccessful in the Nursing Program, they may reapply only once for readmission.
3. Any student who seeks readmission to the Nursing Program must meet program requirements in effect at the date of re-entry.
4. Readmission is subject to approval of the nursing faculty.
5. Except for the circumstances specified above, nursing students are governed by general college regulations regarding academic standing.
6. Once matriculated into the Nursing Program, a student has four (4) years to complete the program requirements.
7. Students reapplying to NUR 112A/B or NUR 231A/B **MUST** enroll in the corresponding co-requisite nursing course in the semester in which they are seeking readmission, even if the course had been passed previously.

Nursing Department: 10/01/2007; Science Division: 11/20/07; Academic Affairs: 12/20/07; Reviewed: 7/19, 5/21

## Nursing Student Concern/Complaint Policy

The purpose of this policy and its related form is to provide an avenue for students to address concerns/ complaints on a programmatic level. The student should fully understand the components of this policy prior to completing and submitting the form. Examples of concerns/complaints that this policy and associated form address include, but are not limited to issues arising related to:

- Exam or assignment grades and/or procedures
- Course/class policies
- Course content
- Teaching methodology
- Academic Alerts (occurrences or referrals)
- Clinical Evaluation

The concept of this process is best fulfilled when the student first approaches the individual with whom they have a concern/complaint and seeks an amicable resolution. If such resolution is not reached to the student's satisfaction, he/she may initiate the *Nursing Student Concern/Complaint Form* (form listed under "Nursing Policies"). The student must complete and submit the form within **3 days** after the incident on which the complaint is based.

After submitting the completed *Nursing Student Concern/Complaint Form*, the student should make an appointment with the Chair of the Nursing Program, unless the concern/complaint is against the Chair, in which case the student should make an appointment to meet with the Associate Vice President (AVP) of the School of STEM and Health Professions. If the concern/complaint is not resolved at this level, then the process is forwarded to a Nursing Program Board of Review for action. This Board is composed of 4-5 faculty members and at most two nursing students who are not attending classes with the student lodging the complaint. If the student's academic complaint is not resolved through this programmatic process, they may then follow the formal college appeal process found in the *JCC Student Handbook* (p. 40-41). These procedures ensure that all student complaints and grievances receive due process.

If a student does not want to personally or directly contact an instructor or staff member to discuss a complaint or grievance (prior to initiating the *Nursing Student Concern/Complaint Form*), the student should begin with the next highest level of responsibility, which normally would be the Nursing Department Chair, unless the concern/complaint is against the Chair, in which case the student should make an appointment to meet with the Associate Vice President of the School of STEM and Health Professions. The student can also request a confidential appointment to meet with the Chair/AVP by checking the box labeled "Please keep my identity confidential." That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty or staff member, the Nursing Department Chair must forward that information and include the identity of the complainant to the Title IX Coordinator

### **Please note the following:**

- It is the Nursing Program and JCC policies that allow for all students, at all times, to have the right to lodge a complaint or grievance which they deem important, without fear of retaliation of any sort or any other adverse consequence as a result of doing so.
- Concerns/complaints related to student safety should be reported to the Nursing Department Chair
- Nursing students should be aware that the Nursing Department Chair cannot require an instructor to change a properly assigned course grade. Issues of disagreement about whether, for example, a given assignment was worth, say, a "B" or an "A" is decided solely by the individual instructor in charge.

- Nursing students should follow the chain of command as outlined in the *JCC Nursing Student Handbook* (Faculty/Staff Member > Nursing Department Chair > AVP of the School of STEM and Health Professions).
- This policy is for informal complaints and does not supersede the formal college appeal process located in the *JCC Student Handbook*.

## **Transfer Students**

Students wishing to transfer from another nursing program to Jefferson Community College's Nursing Program, must complete all pre-requisites, complete the application process, and be accepted into the program.

Nursing Department: 4/24/06; Reviewed: 7/19, 8/20, 5/21

## **Time Limit on Coursework**

Once matriculated into the Nursing Program, a student has four (4) years to complete the program requirements.

There is a seven (7) year limit for required science courses. For science courses taken more than seven (7) years prior to start date of the Nursing Program, the student must demonstrate current competency by or repeat the course.

Nursing Curriculum Committee 12/92, 5/5/10; Nursing Department 2/93, 3/93, 5/14/10, 7/19; Science Division 2/92, 3/93, 8/10; Academic Affairs 4/93, 10/10; Reviewed: 8/20, 5/21

# —ACADEMIC GRADING POLICIES—

## **JCC Grading Policy**

All students are encouraged to achieve their highest potential by acquiring knowledge and developing skills that lead to success both in the classroom and in the workplace. Academic progress is measured by the students' mastery of the course as demonstrated by their ability to write clearly and accurately, discuss, compute, analyze, and draw logical conclusions among concepts. All students are expected to abide by the College Attendance Policy, complete all assignments and examinations thoroughly and on time, and participate thoughtfully and constructively in class discussions. Please refer to the College's Grading Policy and Academic Progress Policy.

## **Nursing Department Grading Policy**

For each required nursing course (NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) grades will be calculated to the nearest tenth throughout the semester. The final grade is determined by the evaluation criteria established in the Departmental Standards Course Outline; recorded to the nearest hundredth. This is consistent with the Jefferson Community College Grading Policy:

- 89.5 – 100 equals a grade of A
- 84.5 – 89.4 equals a grade of B+
- 79.5 – 84.4 equals a grade of B
- 74.5 – 79.4 equals a grade of C+
- 69.5 – 74.4 equals a grade of C
- 64.5 – 69.4 equals a grade of D+
- 59.5 – 64.4 equals a grade of D
- 58.5 and below equals a grade of F

Nursing Department 1/94, 10/29/07, 5/10; Nursing Curriculum 2/94, 10/29/07, 5/3/10; Academic Affairs 4/18; Reviewed: 5/19, 8/20; Revised 5/21

## **Nursing Course Requirements**

A minimum of a "C" grade (69.5 and above) is required in each nursing course (i.e. NUR 111, 112A, NUR 112B, NUR 212, NUR 231A, NUR 231B, NUR 232, NUR 234) in order to progress in the nursing curriculum or to graduate.

Nursing Department: 6/17/92; Revised: 6/97, 5/21; Reviewed: 7/19, 8/20, 5/21

Nursing students are required to achieve a "C" or better in each required **science course**.

Nursing Department 2/3/93; **Science Division 2/16/93**; Academic Affairs 3/18/93; Reviewed: 7/19, 8/20, 5/21

## Nursing Care Plan Requirement

### General Guidelines for Grading Concept Map Care Plans:

1. The care plan will receive a grade of “S” or “U”.
2. **Three** (3) unsatisfactory grades in any section of the care plan will constitute a grade of “U” for that care plan.
3. Corrections to nursing care plans are due within **one** (1) week for Traditional Option students and **two** (2) for Weekend Option students of a care plan being returned to the student from the instructor, with the exception of the **very last care plan which must receive a satisfactory.**
4. Students may redo nursing care plans one (1) time to receive a Satisfactory in clinical, except for the last care plan in which a redo is not allowed. **If the nursing care plan is Unsatisfactory after one original and one rewrite, the student will receive an Unsatisfactory for that care plan. It will be at the discretion of the clinical instructor whether or not the student will receive an Unsatisfactory for that clinical grade.**
5. Care plans handed in late (without a valid reason) will receive a “U” in that area, which cannot be corrected.
6. The concept map nursing care plan (clinical assignment/folder) must be submitted on time. Each clinical instructor will advise students of the time care plans are to be handed in.
7. The nursing care plan must be word-processed, neat, legible, and complete with correct spelling. Appropriate grammar is **required**.
8. All clinical work must be word-processed.

Nursing Department: 5/19/89, 3/23/90, 11/17; Revised Nursing Curriculum: 3/2/90, 2/6/95, 11/17; Freshman Nursing Faculty: 11/15/93; Senior Nursing Faculty: 1/13/94, 11/17; Update: 6/97, Revised 4/18/16, 11/17, 8/20; Reviewed: 7/19, 5/21

# —NUR EVALUATION & ASSESSMENT REQUIREMENTS—

## **Examination Requirements**

All nursing students are expected to take examinations as scheduled. If the student arrives late, the nursing student will be allowed to take the examination, providing no student has finished the examination and has left the room. Extra time will NOT be granted and the student will be expected to hand in the examination at the termination of the scheduled time.

- Faculty may direct students to place all personal belongings, notes, electronic devices (including smart watches, fitbits, etc.) away from the testing area in a designated area (i.e. front of classroom)
  - Electronic devices must be turned OFF
- **Only** a small handheld calculator and a blank index card may be used during the nursing exams/final.
- No hats, hoodies, ear phones, ear buds, or headsets, may be worn during the exam, except at the discretion of the faculty/proctor.
- Students will be seated at a minimum of every other seat from each other, if possible.
- It will be at the instructor/proctor discretion if a student needs to leave the room.

Exams may be **reviewed for two weeks after exam** grades are given to students. After that time, exams will not be available for review. Final exams may only be reviewed with permission from individual faculty.

Revised: 8/20; Reviewed: 5/21

## **Nursing Department Final Examination Requirement**

All nursing students are expected to take final examinations as scheduled.

### **Exam Make-up Requirement**

The student must request a make-up exam in writing and state the reason, including documentation for the need to use a make-up exam. The level nursing coordinator(s) or level nursing faculty if the coordinator is unavailable, will approve or disapprove a student's written, documented request for a make-up examination. Make-up examinations are to be taken the day the student returns to campus. The examination must be completed prior to the student returning to clinical. No exams will be reviewed or returned to the class until all students have completed the exam. It is the responsibility of each nursing student to avoid discussing any exam until all have taken it.

Students absent due to Student Government Activities, Student Nurses Association activities or Military Obligations will be provided the opportunity to make-up exams and quizzes. It is the responsibility of the student to arrange the make-up times, which must be completed before the next class, clinical or laboratory.

## **Quiz Policy**

There will be 6 quizzes and the lowest quiz grade will be dropped in NUR 112A, NUR 112B, NUR 231A and NUR 231B.

There will be 12 quizzes and the 2 lowest quiz grades will be dropped in NUR 111, NUR 212, and NUR 232.

Nursing Dept. 12/16; Nursing Curriculum 3/3/10, 5/12; Nursing Department 5/10, 5/12; Reviewed: 7/19, 8/20, 5/21

# —CLINICAL GUIDELINES & REQUIREMENTS—

## **Uniform Requirement**

When assigned to the clinical area, full uniform is required, except when assigned to the Mental Health clinical.

### Student Uniform

- JCC Nursing Uniform with JCC Nursing Program patch on the left sleeve. Uniform is to be laundered, clean, and pressed.
- Scrub pants must be hemmed as such that they do not touch the floor (1 inch off the floor).
- Name pin and JCC student photo ID worn on the left.
- Bandage scissors and watch that designates seconds.
- No long-sleeved turtlenecks, or colored shirts may be worn under scrub tops. Men may wear V-neck, white short sleeved undershirts

### All Nursing Students

- Shoes and hose:
  - Clean, white duty-type shoes. No clogs, open-toed shoes, sandals, moccasins, or flip flops.
  - May wear plain white leather sneakers. NO COLORED TRIM.
  - White, crew style socks that cover the ankle must be worn with uniform.
- Name pin:
  - White background with black letters.
  - First line: student name (first name, last initial).
  - Second line: JCC Nursing Student.
  - SUNY JCC card worn under name badge.
- Jewelry:
  - No jewelry is to be worn other than a wedding band and wrist watch (no piercings).
- Hair:
  - Clean, neatly confined, out of face, and up off the uniform without ornaments (including hair bands).
  - Beards and mustaches must be clean and neatly trimmed, no longer than 2 inches.
  - Only natural hair color permitted. Hair extensions are NOT permitted.
- Makeup:
  - Moderate makeup is acceptable.
  - No perfume or cologne or scented lotion is to be worn during clinical.



- Nails:
  - Must be kept clean and short
  - **NO NAIL POLISH, INCLUDING CLEAR. NO ARTIFICIAL NAILS.**
- Clothing:
  - Stockings or crew-type white socks are to be worn at all times with all style footwear.
  - Students must abide by the clinical agency's requirement regarding body tattoos.
  - Clothing that is provocative (tight or revealing) in nature will not be allowed (i.e. halter tops).

The nursing faculty will be the final judge of the acceptability of professional appearance.

- Mental health areas: wear street clothes that are appropriately comfortable and professional. No jeans, tight pants, or suggestive blouses are allowed. Wear name pin and photo ID. No wind suits, sweat suits, or provocative (tight or revealing) clothing.
- Maternity unit: wear JCC uniform to hospital. Change into hospital scrubs and nurses' shoes on maternity unit. Name badge and JCC student ID are to be worn on left side of scrubs except when assigned to nursery.
- When obtaining clinical information at the clinical agency prior to the clinical day:
  - Professional business attire with lab coat, name badge, and JCC student ID or full clinical uniform.

Nursing Department: 9/94, 5/97, 8/04, 5/06, 5/07, 5/10, Reviewed 4/22/2014, Revised 4/18/16, 12/16, 12/17, 6/19, 8/20, 5/21

## **Clinical Laboratory Responsibilities**

### **Health Insurance**

Since JCC cannot assume responsibility for medical expenses incurred by students, students are financially responsible for any and all medical expenses incurred as a result of their participation in their course of study. This is true of all students; however, in a clinical setting, opportunity for injury is greater.

It is very strongly recommended that all students purchase and maintain accident insurance. Uninsured students are encouraged to meet with a Health Insurance Navigator. Navigator information is available on the JCC website. Many students are eligible for free or low cost health insurance. Students will be asked to sign a waiver acknowledging their financial responsibility of medical expenses incurred as a result of their participation in clinical and stating that they have been informed of the recommendation to purchase insurance. For further questions about health insurance, please contact the College's Health and Wellness Services office.

## **Physical Examination**

New York State Department of Health, Regulation 405.3, requires a physical examination with annual reassessment for all persons who have client contact. All nursing students are required to have their physical examinations completed and on file with the JCC College Nurse no later than two weeks prior to their first clinical assignment. Students **MUST** be fully cleared by the JCC Health & Wellness Services before start of clinical rotations.

The JCC nursing student medical exam **must** include medical history and either a skin test OR an IGRA blood test for tuberculosis (TB). TB testing must be completed annually. TB skin test results must be measured in mm of induration and include both the date of skin test placement and date read. If a nursing student has a positive TB test, follow-up required by the clinical agency where student is to be assigned will be utilized.

If not previously placed on file with the health office, nursing student health exam records must also include proof of immunity to: MMR (measles, mumps, rubella); Tdap (tetanus, diphtheria, pertussis); Varicella; Hepatitis B (or signed declination); covid-19 vaccination and; (once available), yearly influenza vaccination.

## **Immunization Requirements**

New York State regulations require health care students to show proof of immunity to rubella (regardless of age), to measles, mumps, covid-19, and seasonal flu. Students must also comply with CDC recommendations and facility specific requirements for immunity to pertussis, Hepatitis B, and Varicella.

- MMR immunity can be shown by two measles immunizations, one mumps immunization, and one rubella immunization, or by blood testing which shows antibody levels demonstrate full immunity to these diseases.
- Hepatitis B immunity can be shown via complete three (3) part vaccine series or lab testing which shows immunity (or signed declination).
- Varicella immunity can be shown via two varicella vaccinations (or lab test).
- Immunity to pertussis can be shown by Tdap vaccination within 10 years.
- Official documentation is required by NYS. Examples of official immunization records include, military records, school health records, physician or clinical records, an immunization registry record, etc.

- If the student is unable to provide proof of the immunizations above, they must obtain these immunizations and file the documents with the JCC Health and Wellness Services office. Jefferson County Public Health Service(s), 531 Meade Street, Watertown, holds a weekly immunization clinic. Appointments must be scheduled online at [www.jcphs.org](http://www.jcphs.org).
- Please direct immunization questions to the Health and Wellness Services office at 315-786-2237.

Nursing Curriculum: 5/16/89, 7/19; Nursing Department: 5/19/89, 5/12, 7/19; Revised: 10/2/89, 6/91, 5/10, 7/19, 8/20; Reviewed: 5/21

Reviewed by college RN & MD: 5/18/89, 9/29/89, 6/91, 3/19/92, 5/10, 7/19; Reviewed by college RN: 7/95, 5/10, 7/19; College requirements: 6/97, 5/10, 7/19

### **Obtaining Patient Assignments**

- Students are required to obtain their patient assignment information at the clinical site the day prior to their scheduled clinical day. Students must follow the “uniform requirements” and “clinical behavior requirements” as stated in this *Nursing Student Handbook*. Clinical instructors will be responsible for providing information regarding when and where patient assignments will be posted at the clinical site.

### **Travel Requirements**

- Students are responsible for travelling to clinical sites. Travel includes, but is not limited to: Watertown, Lowville, Syracuse, Ogdensburg, Gouverneur, Cape Vincent. Car-pooling among students is strongly encouraged.

### **Identifying oneself when at clinical agency**

- When at the hospital for any reason, the student should always identify themselves to the person in charge of the floor, library, residence, etc., and explain why they are there. Professional business attire is required with a lab coat and the JCC student ID when present outside of scheduled clinical hours.
- Reporting Illness or Absence When Assigned to Clinical Areas:  
When the student assigned to the clinical area for client care will not be there as scheduled, it is the student’s responsibility to report this as follows:
  - Call the hospital (Samaritan Medical Center (315-785-4000); (Lewis County General Hospital (315-376-5200)).
  - Ask for the unit to which you are assigned
  - State that you wish to report that you will not be there. Provide:
    - ✓ Name
    - ✓ The fact that you are a JCC nursing student

- ✓ The unit and client where you are assigned
- ✓ The date you will be absent

As part of the student's **professional accountability**, it is important to call the clinical agency as soon as you are aware that you cannot be there as scheduled so plans can be made for someone else to care for the assigned client(s). If the student knows at midnight or 6 AM for example, that they will not be in the clinical area that day, the student should call the clinical agency immediately. Do not wait.

The student also must notify their clinical instructor immediately.

- If the student fails to notify the hospital and the clinical nursing instructor more than one time, the student, on recommendation of the nursing faculty, will receive a grade of "F" in that nursing course.
- It is the student's responsibility to make arrangements, within one (1) week for Traditional students and two (2) weeks for Weekend students, for clinical make-up. Failure to do so will, on recommendation of the nursing faculty, mean the student will receive a grade of "F" in that nursing course.

### **Obtaining Clearance to Return to Clinical Area**

It is part of the student's professional responsibility to make sure that they are in good health whenever in the clinical area. This is for the student's own protection as well as for others. If the student has had any illness, regardless how minor it may seem, they must obtain clearance before going into the clinical area.

Clearance can be obtained through the following steps:

- If the student has seen their own physician, the physician must sign a statement indicating the student can return to the clinical area.
- The student must bring the signed statement to the clinical nursing instructor.

### **Generic Screen**

- A generic screen is an evaluation tool used by hospitals for quality assessment/management
- If needed, generic screens will be written according to agency requirements.
- Written documentation of agency generic screens will be kept on file in the JCC Nursing Department Chairperson's office.

Revised: 8/20, 5/21

## Basic Life Support Competency

All students enrolled in the Nursing Program will be required to successfully complete a basic life support course prior to entering NUR 111 and renew it annually. The Professional Rescuer CPR (BLS) course according to the criteria of the American Heart Association will meet this competency. Students are responsible for providing a copy of their current card to their nursing faculty instructor.

The student is expected to demonstrate competency in basic life support by completing the American Heart Association course **on an annual basis**. The second course the student takes may be a renewal course.

Nursing Curriculum: 9/91, 5/19, Nursing Department: 9/91, 1994, 5/19, Revised: 6/97, 4/18/16, 5/19, 8/20; Reviewed: 5/21

## Clinical Behavior Requirements

***Students may not perform any nursing skill without the supervision and/or approval of the clinical instructor.***

**The Associate Degree in Nursing (ADN) Student Will:**

1. Demonstrate continuity of care through the responsible preparation, implementation, and documentation of the nursing care of clients.
2. Be respectful of all individuals (client, client's family, health team members, and self) according to the Client's Bill of Rights, the American Nurses Association (ANA) Standards of Care, standards of nursing performance, and the ANA Code of Ethics for Nurses.
3. Behave in a *professional* manner at all times.
4. Follow the dress code, presenting professional attire and behavior during clinical and when obtaining clinical assignments.
5. Refrain from smoking while in uniform. NO smoking on or around the clinical agency premises.
6. Arrive at least 10 minutes prior to the scheduled clinical time.
7. Be punctual in reporting to, or leaving the clinical agency; when ill, call the agency and faculty prior to scheduled arrival time.
8. Adhere to time allotted for lunch and breaks. (Students are allowed 30 minutes for lunch.) Report off to the faculty and appropriate personnel when leaving for lunch/breaks or at the end of the clinical.
9. Not chew gum while on clinical unit.
10. Refrain from congregating at the desk area and in the hallways.

11. Park only in designated areas at the clinical agency.
12. Not carry a cell phone or any electronic recording device while on the clinical units.
13. Report to the Nursing Department Chair prior to the next scheduled class, lab, or clinical if arrested or convicted of a felony or a misdemeanor.
14. Report any changes in health status to the Nursing Department Chair prior to the next scheduled class, lab, or clinical. (See Admission Requirements and Health Requirements).
15. Apply the nursing process for assigned clients according to clinical agency requirements, unit procedures, and nursing protocol.
16. Submit neat, legible, organized, and complete clinical written work in a paper pocket folder on time to the assigned instructor as instructed by clinical instructor. It is the student's responsibility to contact the assigned instructor to make the necessary arrangements for submission of late written assignments.
17. Demonstrate caring for the client's well-being
18. Maintain a quiet, therapeutic environment.
19. Be adaptable to changing circumstances in the clinical area.
20. Provide safe and effective nursing care.
  - a. Check for updated orders at the beginning of day and throughout the day and implement accordingly.
  - b. Organize time, work in an organized manner, and get care completed on time. (Any student who does not complete client care in a timely manner jeopardizes the client's safety.)
  - c. Continually check client safety and comfort needs throughout the clinical day.
  - d. Question situations in which principles of nursing are violated.
21. Safely and effectively implement all procedures and treatments.
  - a. Practice and review procedures and treatments prior to clinical.
  - b. Determine basic care needs and safely perform all procedures without being reminded (examples: turning, I&O, ROM, VS, or skin care)
  - c. Follow clinical agency and departmental policies with all procedures and treatments. Perform client care within the requirements of Jefferson Community College, ADN Program, and the clinical agency.
  - d. Display confidence and composure when carrying out procedures and treatments.
  - e. Show respect for privacy needs.

22. Safely and effectively administer medications.
  - a. Verify the physician's orders against the client's medication record during clinical preparation time and every clinical day prior to medication time. Report discrepancies to clinical instructors.
  - b. Check for medication allergies on chart and Medication Administration Record.
  - c. Demonstrate knowledge of medications.
  - d. Calculate medication doses with 100% accuracy in the presence of the instructor.
  - e. Calculate IV flow rates with 100% accuracy in the presence of the instructor.
  - f. Assess the "Five Rights" prior to administering any medication.
  - g. Verbalize knowledge of appropriate lab values related to medication administration.
  - h. Evaluate assessment data prior to medication administration.
  - i. Verify the correct medication with the faculty prior to preparation and administration of medication to client.
  - j. Use proper technique when preparing and administering medication.
  - k. Administer all medication in the allotted time period.
23. Carry notepad, a black non-erasable pen, scissors, penlight, stethoscope, and have watch with second hand.
24. Document information accurately, concisely, completely, legibly, and in a timely manner.
  - a. Document on appropriate forms without being reminded.
  - b. Consult faculty when charting abnormal assessment findings.
  - c. Demonstrate neatness and organization of charting: using correct terminology, phraseology, and spelling.
  - d. Follow agency requirements regarding documentation, both written and electronic, and correct errors in charting according to agency requirement.
25. Use effective communication skills which demonstrate respect for human dignity toward peers, faculty, and health team members.
  - a. Demonstrate appropriate verbal and non-verbal behaviors in client/family care.
  - b. Avoid saying or doing anything that could cause undue anxiety for the client or family.
  - c. Communicate as needed with other health care providers in planning or carrying out the plan of care.
  - d. Inform the faculty and staff nurse immediately regarding any changes in client's condition or when any problem is encountered.

- e. Be pleasant and courteous during all interactions, using therapeutic communication techniques.
26. Evaluate self-performance.
- a. Objectively assess self-performance.
  - b. Set own goals and objectives and strive to attain them.
  - c. Identify own strengths and weaknesses.
  - d. Immediately acknowledge and report mistakes and take actions to correct them with guidance of clinical instructor.
  - e. Accept constructive criticism without making excuses for behaviors.
  - f. Assume responsibility for own actions; know limitations and when to seek guidance.
27. Demonstrate appropriate action when notified of emergency signals in accordance with each clinical agency.
28. Update CPR, immunizations, and TB test yearly per Nursing Department requirements. Perform CPR correctly and safely when necessary.
29. Practice within the legal and ethical framework of nursing and be accountable for his/her nursing practice.
30. Maintain confidentiality related to client information and follow ANA Code of Ethics for Nurses.
31. Show respect for client and family at all times.
32. Practice within the boundaries of the Nurse Practice Act of the State of New York, the clinical course competencies, ADN Program requirements, the Jefferson Community College requirements, and the requirements and procedures of the health care agencies.

**\*\*\* Compliance with this Clinical Behavior Requirement is required throughout the entire enrollment in the Nursing Program. Non-compliance with this requirement will result in disciplinary action up to, and including, dismissal from the Nursing Program.\*\*\***

***The Nursing Program reserves the right to dismiss a student for any clinical performance that is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior that actually or potentially places the student, client, client's family, or health team members in jeopardy.***

Nursing Curriculum/Department January 17 2014, Reviewed: 7/19, 8/20, 5/21



## Clinical Folder Guidelines Mailing Instructions

1. Student must live 60 miles or greater distance from the College.
2. Student must get permission from their clinical instructor to **mail** their folder before the first clinical.
3. Both student and instructor will sign the “**Permission to Mail Clinical Folder**”
4. All required materials for the folder must be included in the folder and must be received no later than the agreed upon time.
5. The clinical folder will be mailed via **priority mail** on the day and time it is due.
6. A printed receipt from the Post Office must be obtained by the student as validation of the mailing. The student will then take a picture of the receipt and send to their clinical instructor via JCC email. The picture will include the time and date on the top of the receipt.

Nursing Dept. 4/18; Reviewed: 7/19, 8/20, 5/21

## Clinical Evaluations

Clinical grades will be satisfactory “S” or unsatisfactory “U”. A student must perform satisfactorily in the clinical practice and receive a satisfactory clinical evaluation to receive a passing grade in each nursing course. An unsatisfactory in clinical performance indicates a course grade of “F” regardless of the level of achievement in lecture.

The “Needs to Improve” grade is used to identify clinical competency areas that the student must improve prior to the final clinical evaluation and is only utilized in NUR 111.

On the midterm clinical evaluation, if a student receives a “U” grade in any area, the student will receive a midterm grade of “D” regardless of the level of achievement in lecture. To achieve satisfactory in clinical performance, the student must meet all stated clinical criteria by the final evaluation in order to progress to the next nursing course and/or to graduate.

Midterm and final conferences will be scheduled for each student with their clinical instructor. Students are to complete the assigned form for self-evaluation and bring to the clinical evaluation conference for discussion. Additional conferences may be arranged at the request of the student or faculty member.

The “Clinical Progress Assessment” and the “Expected Student Clinical Outcomes” are to be completed by the end of each clinical nursing course. A “Satisfactory” on the final evaluation indicates that the student has met the criteria stated under the categories on the evaluation form. An “Unsatisfactory” on the final evaluation indicates the student has not met the criteria stated under the categories on the evaluation form and results in a grade of “F” for the course.

Nursing Curriculum: 10/3/90; Nursing Department 10/10/90, 12/14/90; Reviewed: 7/19, 8/20, 5/21

# —NURSING LAB GUIDELINES & POLICIES—

## **Nursing Laboratory Agreement**

I understand that nursing laboratory is a component of my clinical and attendance is mandatory. Failure to complete all nursing labs will result in an unsatisfactory in clinical. I will be held to the same standards for nursing lab as in clinical.

- If I am unable to attend my scheduled lab, I will notify my nursing lab instructor as soon as possible via e-mail or phone to make arrangements to attend a different lab, if one is available.
- If there is no other lab available, I will contact the nursing lab instructor as soon as possible prior to the beginning of the lab to notify him/her of the absence. It is my responsibility to set up a time to meet with the lab instructor to formulate a plan to make up the lab and meet the objectives of the missed lab.
- There will be no children allowed in a scheduled lab class due to the need for active participation and the sensitive nature of some lab topics that may not be appropriate for children.
- As a component of my professional accountability, I will come to lab with all supplies/texts as designated in each lab assignment in the lab manual, and will have all written assignments ready to hand in at the beginning of lab.
- Lab coats are required for all scheduled nursing lab classes (not required for open lab). Safe comfortable shoes, sandals are acceptable. (No high heels).
- Utilizing open lab is highly recommended to ensure student success.
- I have received contact information from my nursing lab instructor (provided at lab #1).

## **Simulation/Skill Laboratory Confidentiality Statement**

**As a nursing student enrolled in the Nursing Program at Jefferson Community College, I will be actively participating in clinical nursing simulations.**

The objective of the simulation experience is to provide the undergraduate nursing student the opportunity to provide real-life nursing care (assessments and interventions) in a real-life client care situation that allows the student to make mistakes with no harm to actual clients.

The simulation experience can occur as an individual or group experience. You will be discussing the scenarios during debriefing, but we believe that “All that takes place in the simulation environment – stays in the simulation environment!”

## **Simulation/Skill Laboratory Confidentiality Agreement**

**I understand that the content of these simulations will be kept confidential in order to maintain the integrity of the learning experience for me and my fellow students. I will also be observing fellow students within the clinical simulation laboratory, and I will not discuss their performance with anyone outside of the simulation laboratory. I fully understand and acknowledge that the unauthorized release, mishandling of confidential information or inappropriate exchange of information is prohibited, and serious consequences may occur if I violate this agreement.**

Video recording(s) for purposes including, but not limited to: debriefing, faculty review, educational research, and public relations activities may occur.

**I agree to maintain strict confidentiality about the details of the scenarios, participants, and performance of any participant(s) and I authorize the college or nursing faculty and/or staff to video record my performance during simulation experience.**

## **Policies and Procedures for Nursing Laboratory**

Access to the laboratory is restricted to students registered in the course, and instructors/staff. No casual visitors or children are allowed in the laboratory without the permission of the faculty.

### Medication and Fluid Lab Safety

- Students will be instructed to practice and return demonstration only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
- Students should, at all times, practice safe techniques while learning in the skills lab. Standard precautions should be followed at all times.
- When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
- Needles provided for practice of injections are used in the skills lab ONLY when faculty are present for assistance.
- Students must demonstrate safety precautions while utilizing needles during practice, as instructed in class. Negligent use of needles will result in disciplinary action.
- Students are to practice injections ONLY on the manikins or injection pads provided in the skills lab.
- Students are never to recap used needles and must discard needles in the sharps disposal container provided in the skills lab. If you must recap (i.e. after preparation of medications to be administered),

the student will scoop and pull it on from the base nearest the hub; not at the tip where it would be sharp.

- Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
- Placebos (candy pieces, commercially prepared practi-med and water), will be used for simulation or oral/topical medications. Old medicine bottles are labeled to use when simulating preparation for an actual medication order.
- IV fluids and medications with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only.
- Only covered beverages are allowed during lab, in the lab classroom. Food may be consumed when it is part of the assigned lab activity. No food or beverages are allowed in the Cannoneer Care Center at any time.
- The lab setting poses significant risk of allergen aggravation. Report any known allergies (latex, food, or other allergies) to the instructor at the first lab meeting. Also, report any allergies to the laboratory coordinator. Contact the Accommodative Services Office for assistance.
- In the case of a fire alarm, whether planned or unexpected, leave the laboratory as quickly as possible in an orderly manner. There is an evacuation route posted in each lab. Make certain all electrical equipment is off and unplugged. Walk a safe distance away from the building and await instructions.

### Electrical Safety

- Wet materials may not be used around electrical outlets or equipment.
- Students should report any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment to faculty/staff.
- Electrical beds shall be maintained in the lowest position.
- Only three-prong plugs that contain a ground wire should be used to power equipment in the skills lab unless UL Listed as double insulated equipment (two prong plug).

### Physical Safety

- Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
- Students should use caution when practicing lifting skills, and should not lift another student who is too heavy without assistance.
- Students practicing lifting techniques will not perform these procedures in an unsafe manner. Negligent behavior will result in disciplinary action.
- Students should report any broken equipment parts immediately to faculty/staff.

- The wheels of all equipment (wheelchairs, stretchers, and beds) are to be locked during practice and return demonstration.

### Injuries or Incidents

- Any incident occurring in the skills lab must be reported to the faculty immediately.
- An accident report must be completed for the injury or incident.
- In case of an emergency, refer to the Emergency Reference Chart, located in each lab.
- An SDS (Safety Data Sheet) is maintained for each chemical.
- In case of needle-stick with possible exposure to blood or bodily fluids, refer to the Campus Exposure Plan located in the Health and Wellness Center, Bldg. 17.

### Spill Procedures

- Any breakage of thermometers resulting in spillage of mercury, will be handled while wearing gloves and placing the mercury in a closed bottle and notifying the science lab supervisor or assistant. Contact William McMahon (ext. 2419) for a mercury spill kit.

### Chemical Disposal

- Batteries used in skills lab equipment will be disposed of through the facilities department.

### Needle Storage and Disposal

- Needles and other sharp objects must be counted and stored in a double-locked storage area, except when being used in a supervised lab setting. Each May, a count will be conducted and registered on the appropriate form, which is kept in the Nursing Department Chair office.

# —NURSING LECTURE GUIDELINES & POLICIES—

## **Recording of Lectures**

The recording of lectures will be at the discretion of the lecture instructor. Students must ask permission to record the lecture prior to the start of the lecture.

Revised: 8/20; Reviewed: 5/21

## **Integrated Assessment Policy**

Each NUR course (with the exception of NUR 234), will include both practice and proctored assessments delivered through the ATI platform.

### Practice Assessments:

- ATI Practice Assessments will open at the beginning of the course (8-hour lockout in between attempts).
- The grade report of the Focused Review Post Assessment will be the ticket into the ATI Proctored Assessment.
  - Therefore, the ATI Practice Assessment(s) and focused review are to be completed prior to sitting for the scheduled ATI Proctored Assessment.
- Rationales will be turned off.
- A minimum of one hour of focused review is required (remediation).
- 14-week courses (NUR 111, 212, 232) will require two ATI Practice Assessments (Practice A and Practice B), with subsequent remediation and Focused Review Post Assessment.
- 7-week courses (NUR 112A, 112B, 231A, 231B) will require one ATI Practice Assessment (Practice B), with subsequent remediation and Focused Review Post Assessment.

### Proctored Assessment:

- ATI Proctored assessments will be given during the scheduled lecture time (1 hour in length). Students must bring their own laptop to the lecture.
- The ATI Proctored Assessment will be scheduled during lecture after 90% of the lecture material has been covered.
  - The Proctored assessment will be scheduled in the course calendar.

Remediation:

Required for both Practice Assessments

The student will:

- Complete a minimum of one hour of focused review
- Complete the Focused Review Post Assessment
- Print the Focused Review Post Assessment grade report for admission to the Proctored Assessment

Integrated Assessment Grading Rubric:

<b>ATI PRACTICE ASSESSMENT</b>			
<i>0 points</i>			
<p><b><i>Complete Practice Assessment A</i></b>  <i>Remediation:</i>  <i>Minimum 1 hour Focused Review on initial attempt*</i>  <b><i>Completion of Focused Review Post Assessment- provide grade report as ticket into proctored test</i></b></p>		<p><b><i>Complete Practice Assessment B</i></b>  <b><i>(for 14-week courses)</i></b>  <i>Remediation:</i>  <i>Minimum 1 hour Focused Review on initial attempt*</i>  <b><i>Completion of Focused Review Post Assessment- provide grade report as ticket into proctored test</i></b></p>	
<b>STANDARDIZED ATI PROCTORED ASSESSMENT</b>			
<b><i>Level 3 = 10 points</i></b>	<b><i>Level 2 = 8.5 points</i></b>	<b><i>Level 1 = 7 points</i></b>	<b><i>Below Level 1 =5.5points</i></b>
<ul style="list-style-type: none"> <li>• No Remediation Required</li> </ul>	<ul style="list-style-type: none"> <li>• No Remediation Required</li> </ul>	<ul style="list-style-type: none"> <li>• No Remediation Required</li> </ul>	<ul style="list-style-type: none"> <li>• No Remediation Required</li> </ul>
<p><b><i>10/10 points</i></b> <b><i>(100%)</i></b></p>	<p><b><i>8.5/10 points</i></b> <b><i>(85%)</i></b></p>	<p><b><i>7/10 points</i></b> <b><i>(70%)</i></b></p>	<p><b><i>5.5/10 points</i></b> <b><i>(55%)</i></b></p>

\* The student's focused review materials are created based upon the questions the student missed. Students' test scores are taken into account when assigning time to spend in remediation, as a higher score means less focused review materials will be available. \*

Course evaluation of the Proctored Assessment is included in the course departmental standard, located in the course manual.

Nursing Department: 5/19; Revised: 8/19, 12/20; Reviewed: 5/21



# —NURSING REMEDIATION POLICY—

## **Remediation Plan**

It is the goal of the nursing faculty to work closely with the student throughout the course of study in the Nursing Program and to provide ample opportunities to develop adequate levels of clinical skills, clinical knowledge and clinical professionalism.

Occasionally, it is necessary for nursing faculty members to apprise the student of specific problem areas which must be addressed and corrected if the student is to continue with the program. In each instance, a “remediation plan” will be implemented which will specify the problem area(s) that the student must address, articulate a plan to assist and improve the areas of concern, identify outcome criteria by which improvement will be measured, and specify a timeline for competence of the remediation activities. Both “Behaviors to be Improved” forms and remediation plans remain in effect through the length of the course in which it was received.

The specific plan for remediation will be based on the type of deficiency identified as follows:

Safety Issues: If it is determined by clinical faculty that there is a safety issue in the clinical setting, the student will be excused from clinical immediately. A remediation plan will be initiated by the clinical instructor in consultation with other nursing faculty. The plan will include behaviors to be improved, specific outcome criteria and timeframes for completion. If the plan is not completed by the established time, the student will receive an “F” for a clinical grade and will be unable to continue in the Nursing Program. (A student may choose to withdraw only if this occurs before the withdrawal date published in the *College Catalog*).

Clinical Skills: If it is identified by the clinical instructor that the student is having difficulty with (a) specific clinical skill(s), the following remediation plan will be initiated:

- First Warning: The clinical faculty will have a conference with the student prior to leaving the clinical area on that day. A “Behaviors to Be Improved” form will be completed and signed by both the clinical faculty member and the student prior to the student’s next clinical day.
- Second Warning: If previously identified behaviors are not improved, a remediation plan will be initiated, which will include issue identification, outcome criteria, and dates for completion.

If the plan is not completed by the established time, the student will receive an “F” for that clinical and be unable to continue in the Nursing Program. (A student may choose to withdraw only if this occurs before the withdrawal date published in the *College Catalog*.)

Knowledge: If an issue arises related to knowledge in the clinical area, the following remediation plan will be initiated:

- First Warning: If the student comes to preconference unprepared, or if it is determined during the clinical day that the student is not sufficiently prepared to care for clients, a “Behaviors to Be Improved” form will be completed and signed by both the clinical faculty member and the student prior to the student’s next clinical day.
- Second Warning: If a second issue is identified or there is no improvement of the previously identified issue, a remediation plan will be initiated. It will include issue identification, outcome criteria, and dates for completion.

If the plan is not completed by the established time, the student will receive an “F” for clinical and be unable to continue in the nursing program. (A student may choose to withdraw only if this occurs before the withdrawal date published in the *College Catalog*.)

Professional Accountability: Students should refer to the *Nursing Student Handbook* for specific criteria of professional accountability. If any issue arises related to this area the following remediation plan will be initiated:

- First Warning: A conference will be held with the student and the student’s clinical instructor. A “Behaviors to Be Improved” form will be completed and signed by both the clinical faculty member and the student prior to the student’s next clinical day.
- Second Warning: If a second issue is identified or there is no improvement of the previously identified issue, a remediation plan will be initiated. It will include issue identification, outcome criteria, and dates for completion.

If the plan is not completed by the established time, the student will receive an “F” for the student’s clinical and be unable to continue in the Nursing Program. (A student may choose to withdraw only if this occurs before the withdrawal date published in the *College Catalog*.)

**Please Note:**

1. Any nursing faculty member who has a concern about any of the above areas may initiate a Remediation plan.
2. If satisfactory progress is not made in any area or established deadlines for completion are not met, the student will receive an “F” for that nursing course, regardless of the student’s lecture grade. (A student may choose the withdrawal option only if the paperwork is completed before the withdrawal date published in the *College Catalog*.)
3. Any student who receives an “F” grade in clinical will have a formal interview of the overall performance of the student by the level nursing faculty.
4. While the remediation plan is in effect, the student will still remain responsible for meeting all of the clinical objectives for the course.

Nursing Department 5/22/97; Reviewed: 7/19, 5/21; Revised: 8/20

**—NURSING POLICIES—**

Jefferson Community College  
Nursing Department

Hepatitis B Vaccination Declination Statement

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_ I **decline** because I have already received the complete HBV vaccination series.  
I will provide documentation of such to the Employee Health Office.

\_\_\_\_\_ I understand that due to my occupational exposure to blood or other potential  
infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV)  
infection. I understand that by declining this vaccine, I continue to be at risk of  
acquiring Hepatitis B, a serious disease. I further understand that in addition to  
the acute illness, Hepatitis B virus infection can lead to a chronic carrier state,  
chronic hepatitis, cirrhosis, and is associated with a higher risk of liver cancer.

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Student Nurse Signature

Date

Reviewed 6/17, 7/19, 8/20, 5/21

**Jefferson Community College  
Nursing Department  
Confidentiality Statement**

I, \_\_\_\_\_ (print name legibly) understand and agree that any information I see, read, or hear, concerning a client's diagnosis, treatment, or condition while in the nursing student role at Jefferson Community College, is to be strictly confidential. I also understand that any information I obtain regarding accounting, payroll, billing, or personal issues are to be kept in strict confidence. I am not to discuss any confidential client or family information except in private conference with my instructor, or in pre and post clinical conferences, class, and laboratory settings. I am not to divulge this restricted information to anyone not employed at my assigned clinical site or to any employee who is not authorized to receive this information. I understand that a breach of this confidence could result in my dismissal from my program of study at Jefferson Community College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Jefferson Community College  
Nursing Department  
*Student Handbook* Statement of Understanding**

As a student in the Jefferson Community College Nursing Program, I understand that it is my responsibility to familiarize myself with the information contained in the JCC Nursing Department *Student Handbook*.

My signature on this statement verifies that:

- I have a copy of the JCC Nursing Department *Student Handbook*.
- I have read and understand the information and policies it contains.
- I am responsible for adhering to these policies and agree to do so.

I, \_\_\_\_\_ (print name legibly) have read the Jefferson Community College Nursing Department *Student Handbook* and agree to abide by the policies stated therein. I understand that I will be held accountable for all policies without reminder.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Jefferson Community College  
Nursing Department  
Waiver of Liability**

I, \_\_\_\_\_ (print name legibly) am a student in the Jefferson Community College Nursing Program and accept full financial responsibility for any and all medical expenses incurred as a result of my participation in the program. I also acknowledge that I have been advised to maintain or purchase full health insurance coverage, and that insurance application information is available at [www.sunyjefferson.edu/insurance](http://www.sunyjefferson.edu/insurance).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**Jefferson Community College  
Nursing Department  
Cell Phone and Electronic Devices Policy**

**The purpose of the Cell Phone and Electronic Devices Policy is to establish guidelines for use of cell phones and other electronic devices by students enrolled in the Nursing Program while in class, lab, and clinical agencies. \*Violation of the Cell phone and Electronic Devices Policy will result in disciplinary action by faculty, up to, and including, dismissal from the program.\***

1. All cell phones utilized by students must be turned off during classroom and lab settings.
2. Cell phones or any electronic device that allows communication between students and others will not be used or visible during quizzes or exams in classroom and lab settings. Use of a cell phone or any device that allows communication between students and others during exams or quizzes will be dealt with according to the Jefferson Community College and Nursing Program Academic Honesty Policy in regard to cheating.
3. Cell phones will not be on any unit or carried on the student while on the assigned units at the clinical agencies. Students may use cell phones during their break, in designated areas, in compliance with policies set forth by each clinical agency.
4. Faculty may be contacted by phone or email when classes are in session, during faculty work hours, and during clinical hours, to notify faculty of an emergency, and when given explicit permission by the individual faculty member. Individual faculty will provide instructions to nursing students regarding specific contact information.

I have read and understand the above Jefferson Community College Nursing Department Cell Phone and Electronic Devices Policy. I realize that failure to adhere to the above policy will result in disciplinary action in accordance with stated policies of the Nursing Department and Jefferson Community College.

\_\_\_\_\_  
Student name (legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Nursing Department 4/18; Reviewed: 5/19, 5/21

**Jefferson Community College  
Nursing Department  
*Nursing Manual Statement of Understanding***

I have read and understand the *Nursing Manual* that includes the syllabus for the course in which I am currently enrolled. I also understand if the calendar in the manual has changed, I will receive the updated calendar.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**Use of Social Media**

Social media such as Facebook, can provide valuable communication; however, it can also be harmful. Remember that anything you post online could be seen by everyone, including potential employers. Please do not post information about our clinical partners or anything that does not reflect well on you, the College, your classmates, Nursing faculty, or our clinical facilities.

I understand the *JCC Nursing Student Handbook's* non-disclosure and social medial policies and will adhere to them. I also recognize that potential harm can occur from inappropriate use of all social media such as Facebook/Twitter/Instagram and will use professional judgment anytime I post information.

\_\_\_\_\_  
Student name (legibly)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Integrated Assessment Student Acknowledgement**

Initial all and sign below:

\_\_\_\_\_ I have received a copy of and have read and understand Jefferson Community College's Integrated Assessment Policy located in the *Nursing Student Handbook*.

\_\_\_\_\_ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by Jefferson Community College.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

## Laboratory Policies and Procedures for Nursing

I am aware of the Nursing Laboratory Policies and Procedures, and I agree to adhere to these requirements. I understand the importance of arriving to lab on time to receive instructions and safety precautions specific to that lab. I recognize that failure to follow laboratory regulations and safety procedures could result in my injury or injury to another student.

I understand that the nursing lab is a component of my clinical and attendance is mandatory. If I am unable to attend my scheduled lab, I will notify my lab instructor and make arrangements to attend a different lab.

I understand that I may be dismissed from the lab for failure to adhere to the Nursing Laboratory Policies and Procedures.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

FOR REFERENCE ONLY



### Nursing Student Concern/Complaint Form

STUDENT INFORMATION	
<b>Student Name:</b>	<b>JCC Email:</b>

Before completing and submitting this form, please review the *Nursing Student Concern/ Complaint Policy* in the **Nursing Student Handbook** to ensure compliance with established protocols.

<b>Situation (briefly describe the nature of the concern)</b>	<b>Background (describe history of the concern)</b>
<b>Assessment (provide relevant information to support your concern)</b>	<b>Recommendation (how would you like to see the concern resolved)</b>
<b>Have you made an attempt to resolve the issue with the individual involved?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b> <b>If 'Yes', describe the outcome below (attach documentation, if necessary)</b>	
<b>Please keep my identity confidential. <input type="checkbox"/></b>	
<b>By checking the above box, I understand that information contained on this form will be held confidential to the extent possible. Information of a safety nature can and will be shared with College officials in order to conduct a thorough investigation.</b>	

*I hereby declare that the information on this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions in accordance with the JCC Academic Integrity Policy.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*This form may be completed and submitted manually or electronically (via email).*