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Gadsden State Community College
Nursing Education Program
Administration and Staff

Deborah Curry, DNP RN CRNP
Dean of Health Sciences
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GADSDEN STATE COMMUNITY COLLEGE
HEALTH SCIENCES DIVISION
NURSING EDUCATION PROGRAM

Dean of Health Sciences
Dr. Deborah Curry

Nursing Education Program Director
Dr. Susan Tucker

Administrative Assistant
Ms. Terri Rinehart

Computer Technician
Ms. Lynda Bechel

Nursing Advisor
Ms. Pam Mayo

Wallace Drive
Nursing Instructors:
Ms. Belinda Fuller
Ms. Audrey Green
Dr. Paula Hunt
Ms. Brenda Jones
Ms. Margie Jordan
Dr. Danetta McDaniel
Ms. Cynthia Mullinax
Ms. Evelyn Musick
Ms. Rachel Smedley
Clerk:
Ms. Valera Sanders

Cherokee
Nursing Instructors:
Ms. Kelli Davis
Ms. Kim Gregg
Ms. Joy Allen
(Part-time)

McClellan
Nursing Instructors:
Ms. Pam Jackson
Ms. Staci Oden
Dr. Sue Robinson
Ms. Kim Sonnberger
(part-time)

Valley Street
Nursing Instructors:
Ms. Leigh Ann Ford
Ms. LaDonna Jones
Ms. Rachael Rogers
Ms. Bridget Rogers
Dr. Monika Hossain
(Part-time)
The Philosophy of Nursing Programs  
The Alabama College System

The philosophy of the nursing programs is consistent with the mission, goals and objectives of The Alabama College System. 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, legal/ethical accountability, dedication to an evolving body of knowledge, life long 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.
Mission Statements

The mission of the Registered Nursing program is to provide educational services that satisfy both the need in the College service area for registered nurses at the A.A.S. degree level and the desire of people who seek a relatively short-term career education program in nursing. The College seeks to satisfy these needs by providing a State Board of Nursing approved and an Accreditation Commission for Education in Nursing accredited program. The unit in nursing is dedicated to providing a program that incorporates the most current knowledge and technology in the preparation of nurses for independent, interdependent, and collaborative functions when providing goal-directed service to man as a health-care consumer. The mission extends to include the provision of continuing education, professional development, and personal enrichment experiences for health-care practitioners and others in the community.

The mission of the Practical Nursing program is to provide educational services that satisfy both the need in the College service area for practical nurses at the certificate level and the desire of people who seek a relatively short-term career education program in nursing. The College seeks to satisfy these needs by providing a State Board of Nursing approved program. The unit in nursing is dedicated to providing a program that incorporates the most current knowledge and technology in the preparation of nurses for independent, interdependent, and collaborative functions when providing goal-directed service to man as a health-care consumer. The mission extends to include the provision of continuing nursing progression and education, professional development, and personal enrichment experiences for health-care practitioners and others in the community.

Accreditation

The Associate Degree Registered Nursing Program and the Practical Degree Nursing Program are approved by the Alabama Board of Nursing: RSA Plaza St. 250, 770 Washington Avenue, Montgomery, AL 36104, www.abn.state.al.us, telephone: 334-242-4060; fax 334-242-4360 and accredited by the Accreditation Commission for Education in Nursing (ACEN), telephone: 404-975-5000, fax: 404-975-5020; website: www.acenursing.org; address: 3343 Peachtree Road NE, Suite 850, Atlanta, GA. 30326.
THE ALABAMA COLLEGE SYSTEM
NURSING PROGRAMS
ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the 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 by 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 nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include, but are 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.
      iv) 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 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.
h) Possess Cognitive/Critical Thinking skills
i) Effectively read, write and comprehend the English language.
j) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings.
k) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator.
l) Satisfactorily achieve the program objectives.

3) Motor Function
   a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction.
b) Move, position, turn, transfer, and lift/carry/assist with lifting clients without injury to clients, self, or others.
c) Maintain balance from any position.
d) Stand on both legs.
e) Coordinate 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.

4) 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 the client.
c) Handle multiple tasks concurrently.
d) Perform safe, effective nursing care for clients in a caring context.
e) Understand and follow the policies and procedures of the College and 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) Function effectively in situations of uncertainty and stress inherent in providing nursing care.
k) Adapt to changing environments and situations.
l) Remain free of chemical dependency.
m) Report promptly to clinical and remain for 6-12 hours on the clinical unit.
n) Provide nursing care in an appropriate time frame.
o) Accept 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.
Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Susan Tucker, RN MSN DNP CNE
Nursing Education Program Director
Gadsden State Community College
PO Box 227
Gadsden, AL 35902-0227
(256) 549-8452
stucker@gadsdenstate.edu
THE ALABAMA COLLEGE SYSTEM
NURSING PROGRAMS

NURSING PROGRESSION POLICY

In order to progress in the nursing program, the following policy will be followed:

1. A total of two unsuccessful attempts (D, F, or W) in two separate semesters in the nursing program will result in dismissal from the program.

2. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.

3. A student must have a 2.0 cumulative GPA at current institution for reinstatement.

4. 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 before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

In the event of a student being unsuccessful in a nursing course or withdrawing from a nursing course, the student must request reinstatement to the appropriate course(s). If the student wishes to continue in the nursing program, that student must submit a letter to the Program Director requesting reinstatement into the program. This letter must state the circumstances that contributed to the student’s non-progress. This letter may be personally delivered, mailed, emailed @stucker@gadsdenstate.edu, or faxed (256-549-8452) to the Program Director as soon as possible. The Nursing Progression Policy guidelines must be met in order to be reinstated. Reinstatement is not guaranteed.

Reinstatement

Students who experience non-progression in the nursing program and who desire reinstatement in the program must apply for reinstatement to the program. A student must request reinstatement within one year from the term of non-progression to be eligible for reinstatement. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed reinstatement to the nursing program. Reinstatement to the nursing program is based on space availability and is not guaranteed. Selection for reinstatement is based on GPA in nursing program required courses. Students must adhere to nursing curriculum and program policies and procedures in effect at the time of reinstatement. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
1. Space unavailability;
2. Refusal by clinical agencies to accept the student for clinical experiences;
3. Twelve months have elapsed since the student enrollment in a nursing course.

Criteria for Reinstatement
1. Demonstrate a 2.0 GPA in nursing program required courses.
2. Student has had no more than one non-progression since program admission.
3. Demonstrate acceptable skills and knowledge proficiency as outlined in Reinstatement Progression Plan. Students will be required to provide all supplies and assume the cost for reinstatement testing. Proficiency is to be determined prior to registration and testing is allowed one-time only.
4. Meet acceptability criteria for placement at clinical agencies for clinical experiences.
5. Demonstrate ability to meet essential functions for nursing with or without reasonable accommodations.
6. Demonstrate current CPR at the health care provider level.
### POINT OF NONPROGRESSION

**REQUIREMENT TESTING FOR REINSTATEMENT**
(75% Proficiency exam or HESI Benchmark of 900)

**One Attempt Only**

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<td>NUR 102</td>
<td>1) NUR 130/104 HESI</td>
<td>1) Head-to-Toe 2) Med Administration</td>
<td>NUR 112 – Reentry in New Curriculum</td>
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<td>NUR 105</td>
<td>1) Pharmacology test to include calculation- NUR 104 final exam 2) NUR 103 faculty made final 3) NUR 102 Final HESI</td>
<td>1) Catheterization (foley-female) 2) Sterile Dressing Change 3) Head-to-Toe</td>
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<td>NUR 106</td>
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<td>NUR 202</td>
<td>1) NUR 201 HESI Final 2) NUR 106 HESI 3) Advanced Calculation Exam</td>
<td>1) IV Insertion 2) Catheterization (foley-female) 3) Head-to-Toe 4) TrachCare/Suctioning</td>
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<td>NUR 203/204</td>
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<td>1) IV Insertion 2) Catheterization (foley-female) 3) Head-to-Toe 4) Trach Care/Suctioning</td>
<td>NUR 211 for NUR 203 NUR 221 for NUR 204</td>
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### WITHDRAWAL FROM NURSING (NUR) COURSES

Any nursing student wishing to withdraw from a nursing course (those with a NUR prefix) will be required to obtain a signature from the course coordinator of the course in question. In the event that the course coordinator is unavailable, a signature must be obtained from the Nursing Education Program Director.
## STANDARD ASSOCIATE DEGREE NURSE CURRICULUM

### First Term
*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam (Currently waived)

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<th>Lab</th>
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<td>Fundamentals of Nursing NUR 102</td>
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**Term Total** 9   5   1   15   26

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**Term Total** 15   2   3   20   29

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**Term Total** 8   2   2   12   18

### Fourth Term

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**Term Totals** 9   -   4   13   21
STANDARD PRACTICAL NURSE CURRICULUM

First Term
*Prerequisite: BIO 103 or Satisfactory Performance on ACS approved placement exam (Currently waived)

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## FOUR SEMESTER PRACTICAL NURSE CURRICULUM

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CAREER MOBILITY
LPN TO ASSOCIATE DEGREE NURSE CURRICULUM

Prerequisite Courses Prior to NUR 201:
- BIO 103 or Satisfactory Performance on ACS approved placement exam (Currently waived)
- MTH 100 or Higher Level Mathematical Applications (3 credit hours)
- BIO 201 Human Anatomy and Physiology I (4 credit hours)
- BIO 202 Human Anatomy and Physiology II (4 credit hours)
- ENG 101 English Composition (3 credit hours)

Total Prerequisites: 14 credit hours Prior to NUR 201

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Fourth Term

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NURSING EDUCATION PROGRAM
ADMISSION, PROGRESSION, AND GRADUATION CONTRACT

1. Falsification and/or omission of information on the college and/or nursing application & questionnaire shall be grounds for dismissal from the program.
2. A minimum cumulative grade point average of 2.50 is required for admission and a 2.0 for progression, and graduation.
3. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program. A student may be reinstated to the nursing program only one time. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met. A student must have a 2.0 cumulative GPA at current institution for reinstatement. If a student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, this student may request a hearing before the Admissions Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
4. A student’s clinical or lab performance rating must meet established standards, as determined by the faculty, in order to continue in nursing courses. The following ratings can be given for the student’s performance: Satisfactory, Needs Improvement, Unsatisfactory, and Not Observed. An overall rating of “Satisfactory” (75% of all observed behavior/task elements) is required. Students who are rated as “Unsatisfactory” have performed below the expected competency level or in an unsafe manner. Any combination of three (3) “Unsatisfactory” ratings on the clinical or lab evaluation will constitute a failure of the course due to an inability to meet clinical/course objectives regardless of the theory grade. Students who have earned a clinical or lab failure may not withdraw from the course to avoid the consequences of the Department of Postsecondary Education Progression Policy or academic penalty.
5. A grade of less than 75% in any required nursing course constitutes failure. A student may not progress in the program until all nursing courses are successfully completed in the required sequence. A student who has failed any required nursing course for any two semesters can request readmission one time only as a new student within one year of non-progress or reinstatement.
6. A minimum grade of “C” (70%) is required in each general education course in the program. A student who does not attain a grade of “C” in each general education course by the semester specified in the catalog/website will be dismissed from the program until the course is repeated and the required grade earned. After the required grade is earned, the student may apply for readmission, following the procedure in the catalog/website, www.gadsdenstate.edu.
7. HESI Testing System Fees must be paid before cleared to register each semester.
8. Before the first day of class in each semester, the student must submit BCLS certification, purchase professional liability insurance, and submit a completed health form and pay required E*Value fee in order to remain in the program.
9. Failure to comply with legal, moral and legislative standards which determine unacceptable behavior of the nurse and/or behavior which may be cause for denial of license to practice as a registered or practical nurse constitutes grounds for dismissal from the program. A grade of “F” will be assigned for the affected course.
10. The student is required to abide by the rules and regulations of the clinical agency in which clinical education is performed. Failure to do so will result in dismissal from the program and a grade of “F” will be assigned for the affected course.
11. A clinical agency with which the program has a contract has the right to request that a student be removed from their facility, as well as the right to refuse a student admission to their facility for clinical education.
12. The Application for Licensure as a Registered Nurse or Practical Nurse will have questions which ask, “Have you ever been convicted of a felony or criminal offense, have you ever been arrested or convicted for driving under the influence of drugs/alcohol, and have you within the last 5 years received inpatient treatment or been recommended to seek psychiatric care.” The application for licensure by examination form has added two additional questions: Have you ever been placed on a state AND/OR federal abuse registry? and Have you ever been court-martialed/disciplined OR administratively discharged from the military? The application for licensure may be denied on the basis of this review by the Alabama Board of Nursing.
13. I understand that my student folder will contain materials such as evaluations, faculty notations, counseling and health forms. I understand that upon my request I have the right to see any information retained in my student folder.
14. I understand that I am responsible for transportation, meals, health care expenses and any liability incurred during and while traveling to or from educational experiences. I understand that my health and accident insurance and expenses are my responsibility and that proof of health insurance will be required for clinical education.
15. I understand that during my nursing education that I will come in contact with infectious diseases and will be handling blood and body fluids.
16. I understand that the Alabama Infected Health Care Worker Management Act mandates that any health care worker that is infected with human immunodeficiency virus (HIV) or Hepatitis B virus performing invasive procedures shall notify the state health officer, or his designee, of the infection.
17. I understand that it is my responsibility to read the College Catalog, each course syllabus, clinical evaluation form, and other materials that are provided to the class which outlines my responsibilities as a nursing student. I understand that failure to abide by these published materials will be grounds for dismissal from the program.
18. I understand that I will be drug screened at the beginning of the nursing program, at random intervals, each year to follow and thereafter for cause. I also understand that I will be responsible for the cost of such test(s).
19. I understand I must have a background check before starting my clinical experience and I am responsible for the cost of this report.
20. I understand I must take the HESI Comprehensive Assessment Exam as instructed (see syllabus). If I fail to make a score of 900 I must follow the HESI remediation plan and attendance at a live review is required.
21. I understand that the Nursing Division has the right to make changes in the standards and requirements of Program as required by the State or deemed necessary at any time. Students will receive advanced notifications of any changes.

I HAVE READ THIS CONTRACT AND UNDERSTAND THAT THE CRITERIA STATED HEREIN AND THAT ALL MATERIALS PERTAINING TO THE PROGRAM APPLY TO ME AND THAT FAILURE TO ABIDE BY ANY STATED CRITERIA IS GROUNDS FOR DISMISSAL.

PRINTED NAME ______________________________ STUDENT SIGNATURE ______________________________ DATE __________
Student Grievance

The College recognizes the importance of students being able to register legitimate complaints relating to courses, programs, activities, college personnel, and violations of the Americans with Disabilities Act. In the event that a student feels that he/she has been treated unfairly or treated in less than a professional manner, the student may register a complaint using the following steps.

1. The student should make an effort to resolve the complaint with the employee involved.

2. If the problem is not resolved, the student should file a written complaint with the Director of the Nursing Program. Upon receipt of the complaint, the Director will work with the parties in an attempt to resolve the complaint.

3. If the complaint is not resolved by the Director, the Director will forward the complaint to the Dean of Health Sciences who will work with all parties to resolve the complaint.

4. Written appeals of the Dean of Health Science’s determination may be made to the President. Every effort will be made to ensure confidentiality of information received as part of this complaint process.

5. All parties should document in writing the discussion and outcomes of each step of the process.

Course Coordinators

Nursing Education Program Director-Dr. Susan Tucker

Dean of Health Sciences– Dr. Deborah Curry

If a student believes he/she has been a victim of sexual harassment you may contact Michele Bradford. Her office is located in the Joe Ford Center located on the East Broad Campus in Gadsden. Her office number is 256-549-8681.
NURSING EDUCATION PROGRAM
Academic Appeal Policy/ Due Process Procedure

An academic complaint is defined as a concern about a strictly academic matter, i.e. grades, work assignments, examinations, and/or clinical education. Academic appeals, with the exception of final grades, must be initiated within five (5) business days of their occurrence.

The following procedures should be followed for academic complaints.

1. The student should first contact the instructor and discuss the problem, within five (5) business days of the occurrence.

2. If the student does not receive satisfaction from the instructor, she/he should contact the appropriate Course Coordinator, within five (5) business days after contacting the instructor. The Coordinator will confer with the student and the faculty member in an informal attempt to reach closure. If the problem is resolved at this point, a memorandum of record will be prepared by the Course Coordinator and be maintained on file.

3. If closure is not reached by using the informal approach, the student may file a formal nursing academic appeal to the Nursing Education Program Director, within five (5) business days of the meeting with the Course Coordinator. This must be done in writing and dated. The appeal must state the problem, the name of the instructor who is involved and previous attempts at resolving the situation.

4. The Nursing Education Program Director will review the information, prepare a written recommendation, and notify the student, instructor, and Course Coordinator of the decision within ten (10) business days after the written appeal is received.

5. The student may file a final formal academic appeal to the Dean of Health Sciences within five (5) business days of receiving the decision of the Nursing Education Program Director. This appeal must be written and include all elements of explanation in step number three.

6. The decision of the Dean of Health Sciences is final.

7. Students may appeal to the college academic grievance committee.
Requirements for Nursing Education Students

• Complete CPR (healthcare provider) prior to beginning the first nursing course. Show proof of CPR (American Heart Association or American Red Cross – BLS for Health Care Providers) by providing a copy of the CPR card. CPR certification has to be effective the entire length of the program. In other words, CPR certification must be valid until the end of the nursing program, no lapses. If CPR certification is not current the student will not be allowed to attend clinical and will be unsatisfactory for that clinical day. Clinical cannot be made-up because CPR certification is not current.

• Buy nursing liability insurance once a year. This fee is $15.00 per year. (This is paid with registration fees at the business office). The Business office code when paying is #225. Payment is made each Fall Semester except for Spring Valley St. admission. Please bring receipt to Pam Mayo (Wallace Drive, Cherokee) or Valera Sanders (McClellan) to be put in students file.

• Students will be required to take the Comprehensive Assessment Exam prior to graduation. If the 900 benchmark is not met on the first HESI Comprehensive Assessment Exam, the remediation offered through HESI should be completed prior to taking the second HESI exam. A live review course will be required if the benchmark is not met.

• Students are required to pay a fee every semester for the HESI Testing System. The student is responsible for all fees associated with specialty and comprehensive testing and cost of the live review.

• Students must pay for and complete a background check using the provided online link by the deadline given before attending any clinical rotation. The link is: http://scholar.verifiedcredentials.com

• Students are required to buy
  ✔ Uniforms and appropriate nursing shoes
  ✔ Assessment kit
  ✔ Nursing Skills kit

• Students must have a completed physical with no outstanding requests for clearances. All nursing students will have a physical examination performed by RMC Occupational Health and Wellness located at 400 East 10th Street in Anniston, AL. Appointments can be scheduled at 256.741.6464.

• Immunization/Screening requirements:
  • 2 Step TB Skin Testing (2 TB Skin Test 1 to 3 weeks apart). Each TB Skin Test must be “read” at either 48 or 72 hours by a staff member of RMC Occupational Health in order to be considered a valid test. An additional TB skin test is required each year.
  • Titers showing immunity for Varicella, Hepatitis B, Measles, Mumps, & Rubella (immunizations for each virus will be required if the student does not show an immune status after the titers have been completed).
  • TDAP Vaccine – If it has been two years or more since your last documented TD (Tetanus) Vaccine or more than ten years since your last TDAP Vaccine.
  • Annual flu vaccination is required.

• Show proof of medical/health insurance to Pam Mayo in Helderman Hall each semester. Students may also buy health insurance at their expense for Fall Semester (pick up form from Pam Mayo). Student files need to include a copy of the Health Insurance card or a copy of the purchased insurance form with a copy of the money order/check; a copy of the completed CPR card or proof of CPR registration date must be shown to the nursing advisor before a student may register for classes.

*Please be sure to inform the Business Office about the name of the fee being paid, what semester it is for and the amount to be paid. Please bring the receipt to Pam Mayo.
Rules and Regulations for Nursing Education

**Smoking**
- No smoking in any building at Gadsden State.
- No smoking within 30 feet of any building at Gadsden State.
- Place cigarette butts in the provided receptacles.

**Firearms**
- Possession of firearms or any dangerous weapon on college premises or at college-related activities is prohibited.

**Parking**
- Park in the appropriate spaces.
  - White Curb – Faculty
  - Blue Curb – Disabled
  - Yellow Curb – No Parking
  - Non colored curb – Students
  - Current GSCC Hang Tag must be visible

**Alcohol and Drugs**
- No alcohol or controlled substances are allowed on college property.
- Drug Screening will be done at the beginning of Fall Semester (or Spring for the Spring admission) annually and thereafter for cause. This drug screening is random and the student is responsible for the cost of such test(s). Additional drug screening may be required at the discretion of the nursing faculty.

**Inclement Weather and Fire Drills**
- In case of severe weather or weather drills, students are to go immediately to the designated shelter at the campus site. In case of fire or fire drills, exit the building according to fire evacuation routes.
- When bad weather requires the closing of GSCC, refer to the GSCC official website. Please access the all campuses icon. This is the official announcement site of the closing of a campus. GSCC does not follow local city or county school closing policies.

**Evaluations**
- At the end of each semester, students are required to complete instructor evaluations for classroom and clinical. A course evaluation is also required before students complete the course. Additionally, students complete the End of Program Satisfaction Survey at the end of the program. At the current time, all evaluations are done online via the E*Value Evaluation System. All evaluations are anonymous. Failure to complete required evaluations will result in an “Incomplete” for the course.

**Attendance**
- Students are expected to attend all classes, clinical and laboratory activities.

**Behavior**
- Students are expected to conduct themselves as professionals at all times.

**Background**
- A background check will be done prior to beginning the first semester in the Nursing Education Program online through a link provided by the Nursing Department. The student is responsible for the cost of the background check.

**Exams!!!!!!!!!**
- During exams and test reviews all books, bags, purses etc. are to be placed in the back or front of the classroom, depending on which classroom is used.

**Cell Phones!!!!!!!!!**
- Absolutely no ringing cell phones inside the classroom or in the clinical setting! The use of such phones is very distracting in class, and is prohibited in the hospital setting. Personal beepers, cell phones, and other technology are not permitted in the clinical area.
- Please leave it in the car, turn it off, or put the ringer on silent. Please check the cell phone before class begins!!
EXAM POLICY

1. Students are expected to be in their assigned room for testing with a Scantron sheet and pencil prior to the beginning of an exam.

2. Exams will begin on time as scheduled on the course calendar.

3. Once all exams are distributed, the classroom doors will be locked. After that point, no students will be allowed to enter. No student will be allowed to leave the testing area and reenter the room unless expressively approved by the faculty monitor.

4. Students who miss the exam or arrive after the doors are locked will be required to take a make-up exam on the designated day noted on the course calendar, which will be at the end of the semester.

5. A maximum of two (2) make-up exams will be permitted per course. A zero (0) will be given for any other missed exams.

6. After a test review, a maximum of two (2) days (48 hours) will be granted to question an item on the exam. During scheduled test review, they will be NO talking, challenging the instructor, cell phones, paper and pencil, or disruptive behavior. Test review will be ended if order is not maintained.

7. Absolutely no cellphones or electronic devices will be allowed in the classroom during testing.

The grading scale in the nursing program is:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>75-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-74%</td>
<td>D</td>
</tr>
<tr>
<td>Less than 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

A 75% or higher is required in all nursing courses.

8. There will be a no rounding policy for any exam and for course grades. For example, if a final course grade is 74.99, the grade will be a failing grade for the nursing program.

9. In the event of a calculation problem or question, each student must provide his/her own calculator. The calculator cannot be a cell phone or electronic device. Sharing of calculators is prohibited.
HESI POLICY - ALABAMA STANDARDIZED ASSESSMENT EXAM

The Alabama Standard Assessment Exam (HESI) will be given as the final exam (except NUR 104). Students will take two versions of the HESI with remediation required between the two exams. The conversion scores of the two exams will be averaged and count as the final exam. The final exam is worth 25% of the final course grade unless otherwise specified (see course syllabus).

COMPREHENSIVE ASSESSMENT EXAM

The HESI Comprehensive Assessment Exam is a computerized, comprehensive exam that studies have reported is accurate in predicting NCLEX success. The HESI benchmark is 900. Students take two (2) versions of the exam with HESI prepared remediation offered between exams. This exam is taken at the end of the curriculum (NUR 203 and NUR 109). In NUR 203, the average of the conversion scores counts for a percentage of the course grade for the final exam. In addition, the conversion scores for the Comprehensive HESI exam in NUR 203 will constitute a percentage of the final course grade. In NUR 109, the average of the conversion scores counts a percentage of the course grade, as this is the course final exam.

COLLEGE EMAIL OFFICIAL METHOD OF COMMUNICATION

Effective immediately, the Gadsden State Community College (GSCC) email system is deemed the official method of communication whereby students are notified of College related matters: cancelled/dropped classes, admission status, financial matters, announcements, and general information exchange. Official College communications demand attention, and often a timely response. Students are responsible for the consequences of not reading, acting upon, and/or responding to official college related communications sent to their GSCC student email address. Faculty members may require the use of email, Blackboard, the My Gadsden State Portal or other forms of electronic communication for course content delivery, class discussion, or synchronous chat. It is recommended that faculty specify these requirements in their course syllabus. Faculty may expect that students access and read notices sent to their official GSCC student email address. Students who forward their GSCC email to another email address (e.g. username@aol.com) do so at their own risk. GSCC cannot ensure the delivery of its official communications by external service providers. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to the GSCC email address. Students are expected to check e-mail frequently. It is recommended that e-mail be checked daily, but at a minimum, twice per week. Regular e-mail management will also minimize the risk that the inbox will be full, causing the e-mail to be returned to the sender with an error. Undeliverable messages returned due to either a full inbox or use of a "spam" filter will be considered delivered without further action required of the College.

USE OF NON-CLASS ELECTRONIC DEVICES

No non-class electronic devices will be permitted during exams, in class, labs, clinical or during off campus course activities. Inappropriate pictures or video recordings made on college premises at any time are strictly prohibited. Pictures and/or video recordings during class, labs, or clinical without permission from Nursing Education or Gadsden State Community College are strictly prohibited. Any pictures taken with appropriate permission are considered school property and are not to be posted on social networks. Failure to comply with this policy will be considered non-academic misconduct and will result in college-wide disciplinary action.
Gadsden State Community College  
Nursing Education Program  
Remediation Plan

In an effort to guide student learning to ensure mastery of content of course content, the following remediation plan will be implemented in NUR Courses:

1. Prior to each module exam, Ticket to Test will be completed in the topic area being tested. The required report will be presented at the time of the module exam. If the report is not given, the student will not be allowed to take the exam and a make-up exam will be taken at the end of the semester.
2. Those who make less than 80% on a module exam will be required to attend the exam review.
3. Those who make less than 75% on a module exam are required to complete additional remediation assignments. Remediation assignments will be posted on Blackboard the day of the exam and after grades are posted. Reports of assigned remediation work will be due to designated faculty prior to the next class period.
4. Those who do not complete the exam review or remediation assignments will not be allowed to take the next module exam and will take a make-up exam at the end of the semester.
5. If a make-up exam is to be taken for any reason, the assigned remediation on that topic will be required to be completed before the exam can be taken. A minimum grade of 85% must be achieved on the NCLEX preparatory questions. The purpose of this activity is to ensure that the student has reviewed content that has been presented previously.
6. The make-up exam will not be given until all required remediation reports are received. The report is due at the scheduled time of the make-up exam. Failure to complete the minimum assigned remediation will result in a zero for that make-up exam which could result in a course failure.
7. If the 900 benchmark is not met on the first HESI Comprehensive Assessment Exam, the remediation offered through HESI should be completed prior to taking the second HESI exam.
8. It is the responsibility of the student to submit ALL required reports, packets, and/or documentation to the appropriate faculty member within the designated time frame.
9. Any student submitting duplicate/copied assignments deemed to be another student’s work will be in violation of the College Academic Honesty Policy. Violations will be handled according to College policy.

Student Signature: ___________________________ Date: _____________________

Faculty Signature: ___________________________
College Lab

• During the first semester there will be college lab focus.

• The semester begins with college lab presentation of selected skills, followed by practice time and finally lab validations.

• Additional lab practice may be needed, depending on the difficulty of the skill.

• Students may return to the college lab any time and any semester needed to practice a skill that has been difficult in the clinical setting.

• If there is a conflict with the lab time or validation, please contact Staci Coffey (238-9369) at the McClellan Center campus; Belinda Fuller (549-8454) for NUR 105, Evelyn Musick (549-8332) for NUR 102 at Wallace Drive; LaDonna Jones (549-8680) at the Valley Street Campus and Kelli Davis (927-1821) at the Cherokee Campus.

• An Instructor demonstration of Lab skills can be found on the Blackboard site.

POLICY

VALIDATION OF REQUIRED SKILLS

Students will receive a clinical “U” for failure to validate any required skill in the laboratory in three attempts. Until the skill is validated satisfactorily in the laboratory setting, additional “U”s will be accrued by the student. A student's clinical/lab performance rating must meet established standards, as determined by the faculty, in order to continue in nursing courses.

Any combination of three (3) "Unsatisfactory" ratings on the clinical evaluation will constitute a failure of the course due to an inability to meet clinical/lab course objectives regardless of the theory grade. Students who have earned a clinical failure may not withdraw from the course to avoid the consequences of the Department of Postsecondary Education Progression Policy or academic penalty.
CLINICAL GUIDELINES

CLINICAL ABSENCES

It is expected that the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student’s responsibility to call the assigned unit at least 30 minutes prior to the beginning of the clinical experience. If the student fails to call and does not report to clinical, it will result in a “U” for that clinical day. The student’s second offense of a “no call, no show” will result in a clinical failure regardless of the student’s theory grade. Please note: Scheduled simulation experiences are considered “clinical.”

If the student is to be late, the assigned unit should be notified as soon as possible. Chronic tardiness is not tolerated. Students who are tardy more than once will receive an unsatisfactory for the clinical day. Requirements for satisfactory completion of clinical are listed in each course syllabus.

An absence may be excused due to extenuating circumstances.
Excused absences include, but may not be limited to:

- Active military duty
- Jury duty/court appearance
- Death in the immediate family - This includes: husband, wife, significant other, father, mother, son, daughter, brother, sister, or an individual with a close personal tie to the student. For purposes of application of this policy, an individual with a close personal tie to the student is limited to the following: a person standing in loco parentis; where unusually strong personal ties exist due to a student having been supported by a person; father-in-law; mother-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; nephew; niece; granddaughter; grandson; grandfather; grandmother; aunt/uncle.
- Illness - 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 will be required to provide a physician’s excuse.

DRESS CODE FOR THE CLASSROOM, LAB, AND CLINICAL

STUDENTS’ ATTIRE IN THE CLASSROOM, LAB, AND CLINICAL REPRESENTS THEIR CHOSEN PROFESSION AS WELL AS GADSDEN STATE COMMUNITY COLLEGE

- While in class all students are expected to maintain good hygiene and wear clean, inoffensive, appropriate clothing.
- Revealing, inappropriate clothing makes it difficult to practice lab skills and uncomfortable for others in the lab setting. This will not be allowed.
- Purchase any necessary equipment needed to secure hair during clinical.

ATTENTION:
STUDENTS WILL BE SENT HOME IF NOT COMPLIANT WITH THE DRESS CODE AND AN UNSATISFACTORY WILL BE GIVEN FOR THE DAY
GADSDEN STATE COMMUNITY COLLEGE
NURSING EDUCATION
CLINICAL DRESS CODE

PURPOSE: To convey a professional appearance to patients, visitors, and clinical staff.

POLICY: Gadsden State Community College Nursing Education expects students to reflect professionalism and maintain high standards of appearance and grooming in the clinical setting. Students not complying with this policy will be given an “NI” on the first occurrence and a “U” on any subsequent occurrence. If the violation cannot be corrected and/or interferes with patient care, the student will receive a “U” and will be sent home.

UNIFORM: Pants should be no longer than one inch from the floor and no shorter than the instep of the shoe. The length of the dress uniform must be no shorter than the top of the knee. Solid skin tone-colored underclothing should be worn under the uniform (no thongs). Uniforms are to be laundered after each wearing, and a fresh, pressed uniform worn daily. A solid white long or short sleeved turtleneck or crew neck T-shirt without logo’s or advertisements may be worn under uniform. A Gadsden State lab coat may also be worn with the uniform. Uniforms should not be worn for activities other than clinical and simulation experiences. Only regulation uniform may be worn unless approved by the program director in special circumstances.

IDENTIFICATION: The Gadsden State student picture identification badge is to be worn above the waist and in clear sight while in uniform. Badge holders, lanyards, etc. are not permitted.

SHOES: As specified by OSHA standards, shoes must be made of a material that will not absorb biohazardous materials; therefore, they must be white leather or rubber with a closed toe and heel. Clog type shoes are prohibited due to safety concerns. Regulation nursing shoes that have good support are recommended. All white leather athletic shoes or white with light gray accents may also be worn. Shoes must be kept clean, polished, and in good repair with clean white shoelaces. White hose in good repair must be worn with dress uniforms. White hose or white socks that come above the ankle should be worn with pants uniforms. Nursing shoes should be worn only for clinical and simulation experiences.

HAIR: The hair should be off the face and the shoulders. Hair is to be kept clean and neat, with no loose strands. Students with hair that falls past the level of the chin when bending forward should pull it back to secure it. Items used for this purpose should be discrete and the same color as the hair. Ribbons and other ornamental objects are not permitted. Hair color is to be limited to natural hair colors (black, brown, blonde, auburn, gray, etc). Unusual hair colors (blue, green, orange, neon, red, etc.) are not allowed. Excessive or unconventional hairstyles are prohibited. Male students are expected to be clean-shaven (no stubble); beards, sideburns, and mustaches must be neatly trimmed. Any exposed chest hair should be covered with a crew neck undershirt or turtleneck.

JEWELRY/TATTOOS: A plain wrist watch (black, brown, silver, or white with no stones) with second/sweep hand is required. A plain wedding band (no stones or indentions), and one small stud earring per lobe may be worn. Ear clips, cuffs, gauges, lobe disks, or expanders are prohibited. No visible body or facial piercing jewelry is permitted. Visible tattoos are not permitted in the clinical setting. Tattoos must be completely covered and not visible at all times. Acceptable coverings for tattoos include flesh-colored bandages, Dermablend, and self-adhesive wrap.
NAILS: Nails are to be kept clean, short (to the tip of the fingers), groomed, and manicured. No nail polish may be worn. Artificial nails, nail extenders, or nail glue-on decorations are prohibited.

HYGIENE AND GROOMING: Personal hygiene, including oral care, daily bathing, and the use of an effective deodorant is expected. Make-up should be worn in moderation. Artificial eyelashes are prohibited in the clinical setting. Cologne, perfume, scented lotion and aftershave are prohibited.

PRECLINICAL ATTIRE: Professional attire is expected. Appearance must be clean and neat. Students must wear a lab coat with the GSCC student picture ID affixed on the collar. If patient care is to be given during preclinicals, all other clinical dress code policies apply (hair, jewelry, nails, hygiene).

The following types of attire are prohibited:

- Sundresses, tank tops, t-shirts, tops with cut outs, tube tops, vests without shirts, sleeveless dresses or tops, see-through clothing; clothing which exposes a bare midriff, back, chest, or underwear.
- Skirts or dresses shorter than two (2) inches above the knee, skirts or dresses split more than two (2) inches above the knee in the front, side, or back.
- Capri pants — pants that are shorter than mid-calf.
- Shorts, walking shorts, tailored shorts, skorts.
- All denim pants, skirts, or dresses, regardless of color.
- Flip flops, slides, shoes with a heel height exceeding two (2) inches, short boots worn with skirts, pants tucked into boots.
- Sweat pants, sweatshirts, sweat suits.
- Legging-type pants.
- Sports logo apparel.

The Gadsden State Community College polo shirt and black, khaki, or navy pants (no scrubs) are to be worn for Community Projects and other non-clinical activities affiliated with nursing. This is also acceptable for pre-clinicals. Exceptions may be made for exercise projects and camps. Please check with instructor for these guidelines.

OTHER:

- Chewing gum is not permitted while in the clinical facility.
- Personal computers, cell phones, and other technology are not permitted in the clinical facility.
- Smoking is not permitted during clinical or simulation experiences. Refrain from smoking while in uniform as the smoke can cling to clothes and be an irritant to patients.
- Students should change out of uniform after the clinical or simulation experience if going to another public place afterwards.

STUDENTS WILL BE SENT HOME IF NOT COMPLIANT WITH THE DRESS CODE AND AN UNSATISFACTORY WILL BE GIVEN FOR THE DAY.
Clinical Rotation Guidelines/Objectives of Patient Care

- Students are expected to attend all scheduled clinical activities. The hours are required for successful course completion and by the Alabama Community College System and by the Alabama State Board of Nursing. Clinical Make-ups are not scheduled into the course calendars and are not guaranteed. Pre-clinical experiences are part of student clinical hours. The procedure for notification of a preclinical or clinical absence for any reason is to call the scheduled clinical unit at least thirty minutes prior to the scheduled time of arrival. No other method of notification will be accepted. Please record the name of the unit personnel and the time the call was made. Failure to comply with this policy will result in a clinical failure.

- Due to safety concerns, students may not work between the hours of 10:00 pm and 6:00 am prior to any clinical rotation. Students will be sent home with a “U” for the clinical day under unsafe clinical practices on the clinical evaluation tool.

- Scheduled Simulation experiences are clinical activities. Clinical policies and dress code are in effect.

CHARTING BY THE NURSING STUDENT

1. Accurate spelling and proper grammar (punctuation, capitalization, etc.) is necessary.
2. Application of previously learned theoretical knowledge should be evident.
3. Assessments need to be appropriately described in medical terminology but pertinent to the patient’s present health status.
4. Recordings need to be done at least every two (2) hours or following hospital policy unless there has been a change in physical assessment.
5. Chart only in black ink but do not use erasable pens.
6. GSCC nursing students sign their names as first name last name SN, GSCC or GSCCSN.

MEDICATIONS BY NURSING STUDENT

1. Medication administration is prohibited until NUR 102, 103, and 104 have been successfully completed and med administration skills have been validated. Students begin administering meds in NUR 105.
2. ALL MEDS MUST BE CHECKED BY INSTRUCTOR BEFORE ADMINISTERING THEM TO PATIENTS!!! If a stat med needs to be given and the instructor is necessarily detained by another procedure, the staff nurse will have to administer the medication. The student may observe.
3. Nursing students are responsible for administering and recording ALL MEDS of their assigned patients during the entire clinical time – including Insulins, orals, IMs, Sub Qs, pre-ops, and PRNs. IV push medication administration may not be performed by students until completion of the advanced calculations class in NUR 201. IV push and IV drips will be at the discretion of the instructor, nurse practice act, and time available. Students will be guided by the instructor regarding when IV meds may be given.
4. Only withdraw injectables after accurately and safely calculating the correct dose (under constant Instructor observation). When withdrawing injectables (under constant Instructor observation), retain all ampules, vials, bottles, etc. until the instructor has specifically checked the dose.
5. Medication Calculation
   Students may be required to perform the skill of calculating medication dosages in the clinical setting. A student who is not able to calculate dosages correctly will receive an “Unsatisfactory” on the clinical evaluation. The student will then be required to remediate prior to returning to clinical. According to clinical policy, a total of three (3) “Unsatisfactory” notations on clinical evaluations constitutes failure of the respective course due to the inability to meet clinical/lab course objectives, regardless of the theory grade.
6. Only mix compatible drugs in the same syringe – please check a list for compatibility.
7. In most area hospitals, all narcotics will be given to the instructor prior to administration. NARCOTICS are never given to students.
8. All PRNs need to be recorded on an MAR.
9. Prior to the instructor’s checking, correct dosages of all drugs need to be drawn by the nursing student. If the instructor discovers a dosage other than what was ordered, then one of the seven (7) rights of medication administration has been violated. The nursing student deserves an unsatisfactory mark for this error.
10. All injectable meds have to be directly supervised by the instructor when administering them to a patient – unless the instructor has given permission to do otherwise.
11. Whenever giving any medication, bring the MAR or some other valid document to the bedside with the medication.
12. If any violation occurs with any of the seven (7) rights of medication administration after the medication was checked by the instructor, notify the instructor immediately.
13. Prior to administering any IV medication, determine the rate of infusion and check to see if tubing is outdated and needs to be changed. Be careful in regards to flow rates and whether it is to infuse by gravity or per pump, the numbers will be different! IV push medications will be given based on mg, mcg, or units per minute. Make certain this information is ready when checking the med with the instructor.
14. Finally, remember to check all necessary lab values with respect to patient condition and medication being administered.

ADDITIONAL POLICIES/GUIDELINES:

1. Student should notify unit personnel at least thirty minutes before clinical if there is an absence or late arrival. In addition, ask and record the name of the hospital personnel spoken to in case there is a problem.
2. Always notify the instructor before doing any procedure, i.e. dressing changes, NG irrigations, enemas, etc. (other than routine patient care).
3. No other student or staff member is to do any part of a student’s assignment without the permission of the instructor. Nursing students who have a patient that refuse to let the assigned nursing student give their care must immediately inform the instructor so that a reassignment can be given.
4. Students who fail to complete ALL nursing care on assigned patients deserve an unsatisfactory mark, unless the nursing student has kept the instructor informed of the hindrances to his/her completion.
5. The instructor will discuss with students how lunch breaks will be handled.
6. Students should not leave the clinical premises UNDER ANY CIRCUMSTANCES. (For example: to eat lunch in the car, to go pay bills, to run errands, etc.)
7. All nursing students need to learn to organize so that nursing care, reports, charting, etc. are completed by post-conference time. Attend post-conference on time and contribute. Nursing students who have not completed all these tasks must wait until after post-conference to finish their work.
8. Students who are pregnant or returning from an extended illness or surgical procedure must provide a written medical release from their attending physician allowing full return to perform all clinical duties. This must be presented prior to any scheduled clinical rotation. Failure to be cleared for full duty may result in the inability to complete course requirements and may result in an Incomplete or failing the course.
TECHNICAL RESOURCES

COMPUTER LAB

1. Most days the computer lab will be open from 8:00-4:00pm Monday – Thursday. The computer lab will be open on Fridays according to the College schedule.

2. From time to time some faculty members may reserve the lab. If so, it will be posted outside the computer lab.

3. Follow the guidelines given in the orientation to the computer lab.

4. Most modules have either required or optional computer programs to enhance or compliment the lecture presentations. It is strongly recommend that students take advantage of any or all computer programs.

5. Manage time in such a way to allow time to see these programs.

6. Refer to the bulletin board in the lab regarding which programs are loaded on the computers for a specific course.

7. The computer lab technician will be available to help if needed.

8. The computer lab will be open during some evenings and Saturdays if extra practice is needed. Please let Lynda Bechel, Computer Technician, know if extra time is needed.

9. Intravenous simulators are available in the computer lab at the Wallace Drive Campus and the Cherokee County Campus. (Please ask a faculty member for assistance).
WHAT IS BLACKBOARD?

WHAT IS BLACKBOARD

The Blackboard Learning System is a Web-based server software platform that adds online elements to courses traditionally taught face-to-face. Functions: Communication, chat, announcements, discussions, and mail.

http://www.gadsdenstate.edu/academics/elearning/index.php

Course content: This feature allows instructors to post articles, assignments, videos etc.
Calendar: Instructors can use this function to post due dates for assignments and tests.
Learning modules: This feature is often used for strictly online classes. It allows instructors to post different lessons for students to access.
Assessments: This tab allows instructors to post quizzes and exams and allows students to access them anywhere there is an internet connection.
Assignments: This feature allows for assignments to be posted and for students to be able to submit assignments online
Grade Book: Instructors may post grades on Blackboard for students to view. Please note that the official course gradebook managed by the course coordinator is the OFFICIAL grade center.
Media Library: Videos and other media may be posted under this function.
E*VALUE EVALUATION SYSTEM

STUDENT CLINICAL EVALUATION FORMS
Clinical experiences will be evaluated on-line by instructors. Once those evaluations are completed, students will receive an email to their GCC address with the link to review the evaluations. Students are asked to read the comments, select “Agree” or “Disagree”, type something in the comment box, and submit. This ensures the instructor that the student has reviewed the evaluation.

COURSE / INSTRUCTOR EVALUATIONS
Near the end of each semester, students are asked to evaluate the courses and instructors for those courses. Students will receive an email to their GCC address with a direct link to complete these evaluations. Final grades will not be released until all evaluations are completed.

CLINICAL INSTRUCTOR EVALUATIONS
After the last clinical experience with an instructor, students are asked to complete an evaluation on their clinical instructor(s). Students will receive an email to their GCC address with a direct link to complete these evaluations.

END OF COURSE AND END OF PROGRAM SURVEYS
At the end of each course and at the end of the program (NUR 109 and NUR 204) students will complete evaluations. These evaluations can be completed at the time course and clinical instructor evaluations are completed.

GENERAL INFORMATION
At the beginning of each semester, students will receive an email to their GCC address containing their username and password for the E*Value Evaluation System website. Please record this information. At any time, students may log on to the website, https://www.e-value.net/index.cfm, enter their username and password, and access evaluations that need to be completed or reviewed.

ACCESSING GCCC EMAIL
To access GCCC email, go to the GCCC homepage and select “Student Email System” (below picture). Under the red login box, select “Directions for First Time Users”. Click on the link for “Online Student System”. Follow instructions to retrieve username and password. Record this information. Return to the “Student Email System”. Enter username and password to access student emails. The GCCC student email system is the ONLY form of communication for important College information (including but not limited to admissions, financial aid, etc.). Please check your GCCC student email regularly.

PLEASE NOTE
The Nursing Education Program at GCCC reviews all evaluations completed by students. Any suggestions that are made are taken into consideration as faculty works to continually improve the Nursing Program. Please keep this in mind when completing evaluations. Students should take time to complete evaluations objectively and in a professional manner. Comments that are made professionally are much more likely to be considered than those that are not.

PROBLEMS WITH COMPLETING ON-LINE EVALUATION
In the case of problems or questions, please contact Amy Floyd in Office 228 at 549-8461 or afloyd@gadsdenstate.edu.
Scholarships Available
(Required Qualifications)

*Nell Thomas Scholarship

*Godfrey Family Foundation Scholarship

*Sue McMeekin Griffith Memorial Scholarship

*Peggy Yurk Memorial Scholarship

*Dr. Alma S. Adams 2007 Scholarship

*Amy Floyd Honorary Scholarship

Please contact Dr. Danetta McDaniel on the George Wallace Drive Campus, Helderman Hall, Office 233, Phone (256) 549-8459, e-mail address: dmcdaniel@gadsdenstate.edu for information concerning Nursing Scholarships.

All students applying for scholarships must complete a FASFA form to be considered.
SNA Scholarships

• A short essay will be required that speaks to a student’s need as well as their educational goals and reasons for becoming a nurse.

• An applicant must be an active member of the Gadsden State Community College SNA and participate in most SNA fundraisers and activities.

• Scholarships will be awarded based on available funds.

The Student Nurses’ Association invites all students to become members. The meetings are bimonthly and will be announced. Other special meetings will be posted each month.

FOOD DRIVES

BLOOD DRIVE

HELPING THE COMMUNITY

HEART WALK

BREAST CANCER AWARENESS MONTH

COOK-OUTS

MLK FAIR

SCHOLARSHIPS

Students are encouraged to join the GSCC SNA
Cindy Mullinax, Faculty Sponsor
256.549.8437
DRUG AND ALCOHOL SCREEN POLICY

Education of Health Science students at Gadsden State Community College requires collaboration between the college and clinical agencies. Education of many of these students cannot be complete without a quality clinical education component, generally referred to as a clinical rotation. As stipulated by the health care agencies with which Gadsden State Community College Health Science programs contracts for clinical experiences, students must abide by the drug and alcohol screening policies and any subsequent revisions established by these agencies. Contracted clinical agencies require that Gadsden State Community College obtains a negative drug and alcohol screen on each student prior to that student arriving at the clinical facility for his/her clinical rotation.

Clinical affiliation agreements exist to provide students with quality clinical education experiences and to ensure that the health and safety of students and patients are not compromised. Therefore, it is the policy of Gadsden State Community College that students enrolling in Health Sciences Division courses that require clinical rotations. Fees for all drug and alcohol screening must be paid by the student.

I. PRE-CLINICAL SCREENING

A. All students enrolled in a Health Science program that requires a clinical component in a contracted clinical agency will receive notice of the drug and alcohol screening guidelines during new student orientation.

B. The student will be informed of the cost of the drug and alcohol screen and instructed to have available either the correct amount of cash or a money order. No checks, debit or credit cards will be accepted by the drug screening company.

C. Each Health Science program will maintain on file a signed consent to drug and alcohol screening from each student.

D. Drug and alcohol screening will be scheduled and conducted by Select Medical Systems at the cost of $35.00 which is the responsibility of the student.

E. Any student failing to report for screening at the designated time must complete testing within 24 hours at their personal expense at a facility authorized by the Division of Health Sciences.

F. Failure to complete the drug and alcohol screening as required by clinical agencies will prohibit the student from completing the required clinical component and will result in a grade of “F” for the course(s) if the student does not officially withdraw.

G. The student will be informed of positive test results by a DATIA (Drug and Alcohol Testing Industry Association) certified MRO (Medical Review Officer) Assistant. At this time the student will be requested to provide prescriptions/appropriate documentation if necessary. If the student has no prescription and/or refutes the drug screen results, the student has the option to request the sample be sent to a reference laboratory for a LCMS (Liquid Chromatography Mass Spectrometer) confirmation at the student’s expense. If the results from the LCMS reference lab are positive, the student will then be contacted by the MRO with his/her interpretation of positive results and the Program Director will be
notified of the results. If the results from the LCMS reference lab are negative, the student will be contacted by the MRO Assistant.

H. Positive drug and alcohol screening will prohibit the student from completing the clinical component of the required course(s).

I. A student who is unable to complete the clinical component of required courses due to a positive drug and alcohol screen may apply for readmission (dependent on program’s progression guidelines) according to the criteria in Section XI.

II. RANDOM DRUG AND ALCOHOL SCREENING

At any point or time in a student’s enrollment in a Health Science program that has a required clinical component, the student may be subject to a random drug and alcohol screen. Each semester a statistically random procedure will be utilized to select students. Procedure is the same (as those outlined in Section I) except that there is no additional cost to the student for a random screen.

III. REASONABLE SUSPICION SCREENING

Students may also be required to submit to reasonable suspicion testing while participating in clinical experiences.

Reasonable suspicion screening will be at the student’s expense.

Reasonable suspicion is defined but not limited to the following behaviors:

A. Observable phenomena, such as direct observation of drug or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, and/or pupillary changes;

B. Presence of an odor of alcohol;

C. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;

D. An accident at the clinical facility;

E. Evidence of tampering with a drug test;

F. Suspected theft of medication including controlled substances while in the clinical facility;

G. A report of drug use provided by reliable and credible sources which has been independently corroborated;

H. Information that the individual has caused or contributed to an incident in the clinical agency;

I. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in a Health Science program.

If a faculty member or clinical agency staff member observes such behavior, and if such behavior is observed or validated by another faculty member or clinical agency staff member, the student must be excused from the patient setting immediately and the Program Director contacted in order to review the situation. If the student needs to be drug screened, the Program Director will make arrangements to have the testing performed immediately. The student will be responsible for obtaining transportation to the designated lab for testing; the student will not be allowed to drive from the facility. The student’s failure to consent to the drug testing will result in the student not being able to complete the required clinical rotation and will result in a grade of “F” for the course(s) if the student does not withdraw.
IV. DRUGS TO BE TESTED

All students will be tested for the following drug categories: amphetamines/methamphetamines, barbiturates, benzodiazepines, buprenorphine, cocaine and metabolites, ethanol, marijuana metabolites, opiates, phencyclidine, propoxyphene, and tramadol. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

V. CONSENT TO DRUG TESTING

A. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director or course instructor.

B. The signed consent form will be maintained in the student’s permanent record.

C. Students have the right to refuse consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experience. Refusal to submit to drug testing will render the student unable to meet the clinical rotation requirement of the Health Science program or course. A grade of "F" will be recorded for the course(s) if the student does not officially withdraw.

VI. DRUG SCREENING PROCEDURE

A. Students must pay the $35.00 screening fee directly to Select Medical Systems (cash or money order) on the designated collection date.

B. Students must submit a photo ID at the time of collection and the drug screen vendor will explain the drug screening procedure and perform specimen validity check, testing, and reporting in accordance with their policies.

VII. CONSEQUENCES FOR A CONFIRMED POSITIVE DRUG TESTING OR REFUSAL TO BE TESTED

A. Confirmed Positive Test: A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of "F" if the student does not officially withdraw.

B. Refusal to be Tested: A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of "F" if the student does not officially withdraw. The Program Director shall be notified of any refusal to be tested.

VIII. LICENSURE/CERTIFICATION

The Division of Health Sciences recognizes that individual programs have licensure/certification requirements which regulate professional and ethical behaviors. The abuse of, or addiction to, alcohol or other drugs may be a violation of these licensure/certification requirements. The College will not be precluded from the reporting of positive drug test results to the appropriate licensure/certification or other agency.

IX. CONFIDENTIALITY

The Program Director will receive the test results. Confidentiality of test results will be maintained with only the program director and the student having access to the results and will be shared only on a need to know basis with the exception of legal, disciplinary or appeal actions which require access to the results and as related to licensure/certification reporting as explained in Section VIII.
X. PROGRESSION

To be considered for readmission, students who withdraw or receive a failing grade due to a positive drug screen must:

A. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
B. Submit to an unannounced drug screen at the student’s expense prior to readmission. A positive screen will result in ineligibility for readmission.

XI. PRESCRIBED DRUGS

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.

XII. CONTRACTUAL AGREEMENT TO DRUG AND ALCOHOL SCREENING POLICY

All students enrolled in Division of Health Sciences Programs requiring a clinical component in a contracted agency are required to print and sign this page to indicate agreement for drug/alcohol screening. This must be returned to the program director or course instructor.

_____________________________
Student Signature

________________________
Date signed

Revised: Fall 2013
In order to be compliant with the Alabama Infected Health Care Worker Management Act, affected Nursing Education Students will be made aware of this law.

The Act mandates that any health care worker infected with the human immunodeficiency virus (HIV) or hepatitis B virus (HBV) who performs an invasive procedure or any physician providing care to an infected health care worker shall notify the State Health Officer, or his or her designee, of the infection.

The purpose of the Act is to prevent transmission of HIV and HBV to patients during invasive procedures. For clarification and continuity purposes, the following words have been defined.

1. **Health Care Worker** – Physicians, dentists, nurses, respiratory therapists, phlebotomists, surgical technicians, emergency medical technicians, paramedics, ambulance drivers, dental assistants, students in the healing arts, and any other individual that provides or assists in the provision of medical, dental, or nursing services.

2. **Infected Health Care Worker** – A health care worker infected with HIV or HBV as defined herein.

3. **Hepatitis B Virus (HBV) Infection** – The presence of the HBV as determined by the presence of hepatitis B antigen for six months or longer or by other means as determined by the State Board of Health.

4. **Human Immunodeficiency Virus (HIV) Infection** – The presence of antibodies to Human Immunodeficiency Virus as determined by enzyme immunoassay and Western Blot of the presence of the HIV infection as determined by viral culture or by other means as determined by the State Board of Health.

5. **Invasive Procedures** – Those medical or surgical procedures characterized by the digital palpation of a needle tip in a body cavity or by the simultaneous presence of the health care worker’s finger and a needle or other sharp instrument or object in a poorly visualized or highly confined anatomic site. Those procedures shall not include physical examinations; blood pressure checks; eye examinations; phlebotomy; administering intramuscular, intradermal, or subcutaneous injections; needle aspirations; lumbar punctures; angiographic procedures; vaginal, oral, or rectal exams; endoscopic or bronchoscopic procedures; or lines, nasogastric tubes, endotracheal tubes, rectal tubes, and urinary catheters. All Nursing Education Students who meet the definition of health care worker will be informed of this Act during orientation or by the first day of class. All nursing education students who meet the definition of health care worker will be informed of this Act during orientation or by the first day of class. **It will then be the individual student’s responsibility to report himself/herself to the State Health Officer as mandated by law.** Further information concerning the Infected Health Care Worker Management Act can be obtained from the Alabama Department of Public Health Infection Control Section at (334) 206-2984. One can also contact Susan Tucker, Program Director, for questions concerning the information presented herein.
NURSING EDUCATION
POLICY ON AIDS AND AIDS RELATED CONDITIONS

INTRODUCTION:

Acquired Immune Deficiency Syndrome (AIDS) is a condition which destroys the body’s immune system. Human Immunodeficiency Virus (HIV) is the virus which causes AIDS. It is transmitted through sexual contact, exposure to infected blood or body fluids, and perinatally from mother to neonate. According to the Centers for Disease control, contracting the disease in most situations encountered in an individual’s daily activities is not known to occur. AIDS allows life-threatening opportunistic infections to develop. It has no cure or vaccine for prevention; and an individual can transmit the virus even in the absence of symptoms.

POLICY STATEMENT

1. **Admissions**
   GSCC Division of Health Sciences accepts otherwise-qualified individuals presenting themselves for admission irrespective of their HIV status. Students with AIDS or other manifestations of HIV infection will be considered as having disabling conditions as defined in the Rehabilitation Act of 1973. Gadsden State Community College offers equal opportunity in its admissions and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. **NOTE:** The Alabama Infected Health Care Worker Management Act mandates that any HCW infected the HIV or HBV who performs invasive procedure or any physician providing care to an infected HCW shall notify the State Health Officer, or his or her designee of the infection. (Public Law # 102-141, Section 633, 10/28/91) **NOTE:** Rules of the State Board of Health. Chapter 420-4-3 is on file in the nursing office if anyone desires to read the chapter.

2. **Nursing and Allied Health Students**
   GSCC Division of Health Sciences students who have HIV infections, whether they are symptomatic or asymptomatic, will be allowed regular classroom attendance as long as they are physically and mentally able to attend classes as determined by GSCC academic standards and essential functions. HIV infected students may have their educational program modified by the school as indicated to limit the risk of disease transmission (for example, performing invasive patient procedures).

3. **Self Disclosure**
   Faculty and students will not be routinely asked to respond to questions concerning the existence HIV infection. However, students and faculty are encouraged to inform campus health care educators so that GSCC may provide counseling regarding medical care, support, counsel and education. This, like any other medical information, will be handled in a strictly confidential manner. A faculty member or student who believes him/herself to be at risk has an ethical responsibility to know his/her HIV status.

4. **Information, Testing & Counseling**
   A. **Testing:** Students requesting HIV antibody testing will be referred to the Etowah County Department of Health, or to their private physician, as desired.
   B. **Services:** Counseling, information, and education are available from the Alabama Department of Public Health’s Division of HIV/AIDS Prevention and Control Center at (334) 206-5364.
5. **Confidentiality of Information**

   A. **Standards:** No information given concerning AIDS related conditions or diagnoses will be provided to faculty, administrators, parents, or spouses by GSCC. However, any information requested by the State Health Officer shall be provided in compliance with Code of Alabama, 1975, Section 22-2-2 (6), 22-11A-2, 22-11A-7, 22-11A-13, 22-11A-14 (g) and 22-11A-70.

   B. **“Need to Know”**: According to the American College Health Association, current medical information concerning AIDS neither justifies nor requires warning others of the presence of someone with AIDS, and AIDS-related complex (ARC), or a positive HIV antibody test. Given the absence of any evidence of transmission of HIV by casual interpersonal contact, there is no need or justification for warning other individuals in the academic setting or instructors of such an individual. Therefore, the identity of students who have HIV infections will be guarded to protect the privacy of the infected person and to avoid the generation of unnecessary fear and anxiety among faculty, students and staff (See Code of Alabama exception in 5-A).

6. **Standard Precautions**

   In the teaching laboratory and clinical settings, disposable equipment will be used for learning experiences requiring exposure to blood or body fluids. Standard Precautions, as defined by the Center for Disease Control, will guide the procedures for the handling of blood or other body fluids during these learning experiences. Students and faculty will be responsible for purchasing protective eyewear.

   All Division of Health Sciences students and faculty should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when in contact with blood or other body fluids, or non-intact skin of an individual in both the teaching laboratory and clinical agency. Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. The student/faculty member will change gloves after contact with each individual. Masks and protective eyewear will be worn during procedures that are likely to generate droplets of blood or body fluids to prevent exposure of mucous membranes of the mouth, nose and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed routinely before gloves are donned and immediately after they are removed. All students and faculty should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures.

   To prevent needle-stick injuries, used needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture-resistant containers for disposal. The puncture resistant containers should be located in practical areas.

   Saliva has not been implicated in HIV transmission. However, to minimize the risk in emergency resuscitation, mouthpieces, (purchased by the student/faculty member) resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

   Students and faculty members who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient care equipment until the condition resolves.
7. **Management of Parenteral and Mucous Membrane Exposure to HIV**

In the event that a student or faculty member has a parenteral or mucous membrane exposure to blood or other body fluid in the clinical agency, the same policy used for exposure of the clinical personnel will be followed. Cost incurred for follow-up will be the responsibility of the involved student/faculty member.

If exposure to blood or other body fluids occurs to a student or faculty member in the teaching laboratory, the student or faculty member will be referred to their personal physician or the Etowah County Department of Public Health for follow-up care. The student or faculty member will be responsible for any cost incurred in the follow-up management and counseling.

8. **Education and Management**

Students/new faculty members will receive printed and oral information on standard precautions for blood and body fluids in accordance with CDC guidelines prior to any exposure to patients. They will also be provided with information regarding personal health habits, HIV prevention, and risk behaviors as part of their requisite pre-clinical preparation. Standard precaution guidelines will also be posted in the college laboratory.
SCHOOL-WIDE POLICIES

Attendance Policy: Class attendance is important to student success. A student’s academic success is proportional to his or her engagement in the class, with course materials, course texts, the instructor, and other students. Withdrawal from class is the student’s responsibility. Attendance will be recorded from the first day the class meets through the final exam.

1. Students who fail to attend classes for any reason should withdraw from class(es). (Students should see withdrawal policies and procedures outlined in the college catalog at www.gadsdenstate.edu.)

2. At the instructor’s discretion, any student with excessive absences MAY be removed from class with an administrative withdrawal and assigned a grade of “W.” **NOTICE:** A student in this case may be responsible for repaying any portion of unearned financial aid which would result from an administrative withdrawal.

3. Make-up work is left solely to the discretion and convenience of the instructor and is not required of the instructor. Make-up work does not have to be in the form originally presented. It is the student’s responsibility to make arrangements with the instructor to make up work.

4. Material missed by the student due to absences will not be re-taught by the instructor.

5. Some programs may have more stringent attendance policies; these policies will be outlined in the program requirements and course syllabi.

Instructor Absence Policy: If the instructor knows in advance that he or she will be out, a substitute will be sent if possible. If arrangements for a substitute cannot be made, students are still expected to remain in the classroom for the entire class period and to read the assignments or work problems related to the course material. Contrary to the popular collegiate myth, there is no ‘10 minute rule’ whereby students are dismissed if the instructor does not show up within 10 minutes after class is scheduled to start.

Students with Disabilities Policy

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 states, “No qualified person with a disability may be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity.” Gadsden State Community College strives to create a welcoming environment and will work in good faith to meet the needs of its diverse populations. Reasonable and appropriate accommodations will be provided for qualified disabled students, applicants, employees, and visitors unless to do so would present an undue hardship or lower the academic standards of the College. Persons with disabilities requesting accommodations should contact the ADA Coordinator or Assistant Coordinator on or nearest their campus to obtain forms for requesting accommodations and documentation requirements, as well as to be informed of campus procedures involving accommodations. Campus contacts include: Dr. Danny Wilborn, Gadsden Area, ADA Coordinator (256-439-6912); Ms. Michele Conger, Ayers Campus (256-835-5451); Ms. Cindy Greer, McClellan Center (256-238-9348); or Mr. Chad Steed, Gadsden State Cherokee (256-927-1802).

Notice of Facility/Program Accessibility: Individuals with mobility impairments should contact the ADA contact on or nearest their campus to obtain information regarding limitations to physical accessibility of some buildings and programs and to obtain accommodations as needed. Students with mobility impairments are encouraged to contact their campus ADA contact person before completing their academic schedules.

Sexual Harassment Policy: Gadsden State Community College is committed to protecting its students, staff, and faculty from sexual harassment, intimidation, and exploitation as prohibited by Title IX of the Education Amendments of 1972 and of title VII (Section 703) of the Civil Rights Act of 1964. Any person who believes herself or himself to be subjected to such sexual harassment, intimidation, and/or exploitation should contact Ms. Michelle Bradford. Her office is in the Joe Ford Center on the East Broad Campus; her telephone number is 256-549-8681. Ms. Bradford will provide information about the procedure to be pursued in compliance with the EEOC 1604.11 guidelines.
MAKEUP POLICY: Makeup work is scheduled at the convenience of the instructor after documented reasons for the missed work has been accepted by the Instructor and Division Director/Chair.

ASSIGNMENTS: Students are expected to spend **two-three hours** outside of class reading and/or studying the material or working problems for every hour spent in class. Students are required to read the chapters listed on the Assignment Outline. Lectures and class discussion will follow and supplement the text. Students should read the assignments before class, should take notes during class and follow-up by reviewing and/or working related problems immediately after class. Many classes meet every other day and some students make the mistake of thinking that they should study for that class every other day. Best results are realized when students study each class every day.

ACADEMIC PREPARATION: A student’s success in this course depends, to some extent, on his/her previous academic preparation.

COMMUNICATION DEVICES: All communication devices that make noise (i.e. pagers, cell phones, etc.) must be turned off during class. Any disturbance caused by such devices can result in the student being dismissed from class.

AUDIO AND VIDEO TAPING: With permission of the instructor, students may record portions of the class lecture or discussions. Additionally, this class may be videotaped at any time by the instructor or other representatives of the College. The lecture capture system was developed to reinforce information given in the classroom. This system allows the students to view lectures and presentations via the internet.

TO OBTAIN FINAL GRADES: In accordance with GSCC policy, grades will not be posted in the building or given out over the phone. Grades are posted on the computer. Students can obtain their grades by logging onto the Gadsden State Web site at [www.gadsdenstate.edu](http://www.gadsdenstate.edu).

EMERGENCY PROCEDURES:

Medical emergency: Call 911 or ask an instructor or other GSCC staff member to make the call.

Fire: Emergency exits are marked in hallways. Go to the nearest exit and evacuate the building. College personnel will direct students when it is safe to return to the building.

Tornado or other weather emergency: A continuous horn will be sounded for thirty (30) seconds. All faculty, staff and students should proceed to the first floor of any building and seek shelter in an interior hall or office away from windows. Individuals should not go to their cars. Everyone should stay inside until a college representative announces that the danger has passed.

*******IMPORTANT NOTICE*******

It is illegal to download music through the college computer network system. Students who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts. Additionally, GSCC “Policies on Computer Use and Internet Access” published in the College Catalog and Student Handbook states the following: Any use of College technology resources for illegal, inappropriate, or obscene purposes, or in support of such activities is prohibited. Respect for intellectual property or copyright, ownership of data, security, measures, and personal rights and privacy must always be demonstrated.
Class Attendance Policy

Class Attendance
Class attendance is considered essential to the educational process. The College subscribes to the philosophy that academic success is directly proportional to class attendance. It is important that students regularly and punctually attend all class sessions. **Attendance will be recorded from the first day the class meets through the final exam.**

Student Absences
Recognizing that situations may arise to prevent a student from attending a class, the College will accommodate occasional absences but recommends that students who attend less than 80% of the scheduled class meetings submit a withdrawal request to the Registrar’s Office according to the Withdrawal Procedures described in the *College Catalog and Student Handbook*. Instructors may advise any student with excessive absences to withdraw from the course involved to protect the academic standing of the student. It is the student’s responsibility to monitor absences and to comply with the instructor’s syllabus concerning make-up work. Failure to complete make-up assignments or to withdraw when it is clear that the student cannot achieve an acceptable grade in the class may result in a low grade, including possibly an “F” based on the grade performance in the course.

*Some programs require a higher percentage of attendance to enable the student to sit for licensure exams.*

Tardiness or leaving class early
Attendance for less than a full class period will be counted as one-half of an absence.

Make-up Work
Make-up work is at the discretion and convenience of the instructor. Recommended excused absences include accidents, military service, court appearances, illness of the student or an immediate family member and the death of an immediate family member. Make-up work will be provided for work missed **when the student is participating as a representative of the College in a College sponsored activity. Students will in no way be penalized for work missed when the student is participating as a representative of the College.** Instructors are not obligated to provide make-up work for pop quizzes or other in-class daily assignments.
ACADEMIC HONESTY POLICY

All students enrolled in the college are expected to conform to the college’s Academic Honesty Policy. This policy requires that all students act with integrity in the performance of their academic work. Any student who fails to comply with this policy may be charged with a violation of the Academic Honesty Policy. Academic dishonesty includes, but is not limited to, each of the following acts when performed in any type of academic or academically-related matter, exercise, or activity.

1. **Cheating**—using or attempting to use unauthorized materials, information, study aids, or computer related information; unauthorized copying or collaboration in the preparation of any assignments or in the taking of any tests or examinations; looking on another student’s paper during a test or examination or communicating in any way with anyone other than the test administrator.

2. **Plagiarism**—representing the words, data, works, ideas, computer program or output of someone else as one’s own. The student should be aware that an electronic means may be used to discover plagiarism and cheating.

3. **Misrepresentation**—falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites and transcripts.

**Procedure**

Academic misconduct cases shall be resolved by the division chair in which the alleged action took place. Appeals from the division chair may be made to the appropriate cabinet member.

1. A course instructor who has reasonable cause to believe a student has engaged in an act of academic misconduct shall report the matter to the division chair.

2. The division chair will discuss the circumstances involved with the faculty member and review any pertinent materials in order to determine if a reasonable basis exists for believing that academic misconduct may have occurred.

3. If the division chair concludes that there is a reasonable basis for believing that academic misconduct may have been committed, a conference will be arranged with the faculty member and student. The student will be informed at the start of the conference that an issue of possible academic misconduct exists and will be given a copy of the Academic Honesty Policy.

   (a) The student is not required to make any statement at all regarding the matter under investigation.

   (b) The student may make a voluntary statement if he or she so chooses.

   (c) The student has a right to present any evidence, supporting witnesses, and/or other information to the misconduct monitor.

   (d) The student has a right to be advised and represented by anyone of his/ her choice.

   (e) The student is entitled to a recess in the conference for one week in order to take advantage of the rights listed in items three (3) and four (4).
4. At the conference, the student will be informed that the division chair will take one of the three (3) steps.
   
   (a) The matter will be dismissed if evidence is presented to conclude that there is not convincing proof that the student engaged in an act of academic misconduct.

   (b) The matter will be concluded at the conference level and a penalty imposed if the student makes a voluntary written admission that he or she engaged in an act of academic misconduct. The student will be given written notice of the penalty.

   (c) The matter will be forwarded to the appropriate cabinet member within one week from the date the conference is concluded if the matter is not concluded at the conference level. The cabinet member may act alone or in conjunction with the Academic Honesty Committee. The student will be allowed to make a statement and to present evidence, witnesses, and/or other relevant materials; the student may be accompanied and advised/represented by anyone the student chooses. Notice of the decision will include a statement of the academic misconduct charges and will be sent to the student.

   (d) Within 15 days of the date of mailing of the decision, the student may appeal the decision to the President.

**Penalty for Violating the Academic Honesty Policy**

A student found to have violated the Academic Honesty Policy may receive a grade of “F” for the course, overriding a student withdrawal from the course. Other disciplinary sanctions include:

1. A verbal or written warning;
2. Disciplinary admonition and warning;
3. Disciplinary probation with or without the loss of privileges for a definite period of time;
4. Suspension from the college for a definite period of time (i.e., suspension of the privilege to attend GSCC for a definite period of time);
5. Expulsion from the College (i.e., removal of the privilege to attend GSCC).

**DISCRIMINATION POLICY**

The College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual’s race, color, gender, religion, national origin, age, or disability. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site or in any division or department by any employee, student, agent, or non-employee on college property and while engaged in any College-sponsored activities. It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at the College.

The Nursing Education Division is committed to maintaining a positive learning environment and will not tolerate acts of discrimination or verbal abuse against any student. Any faculty or staff who witness or receives a written or oral report or complaint of discrimination or verbal harassment shall promptly report it to the appropriate college/nursing administrators. Immediate action must be taken to prevent further acts or statements of discrimination.
Non-Academic Misconduct Against a Student

Any member of the college community may file charges against a student or group of students for nonacademic misconduct affecting the College or its operations by the following procedure, except for Residence Hall violations: Charges must be filed with the Vice President of Student Services. The Vice President may suspend the student pending consideration of the case when the Vice President determines that the presence of the student presents a continuing danger to any person, property, or an ongoing threat of disruption of the institution or its operations. In such case, a hearing will be held within 72 hours of the student’s suspension. The Vice President must make a preliminary investigation by consulting the primary parties involved to determine whether the charges may be disposed of informally without the initiation of disciplinary proceedings. The following charges may be disposed of by an informal process with resolution agreed upon by the student or group of students and the Vice President over Student Services:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties.
2. Lewd, obscene, licentious, indecent or inappropriate dress.
3. Any form of gambling.
4. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function.
5. Smoking, chewing, dipping, or other use of tobacco product in College-owned or College-controlled property, except in designated areas.
6. Filing a false report or knowingly making a false statement about or interfering with the investigation of any situation described in this Student Conduct and Discipline Code and the annual campus safety and security publication.
7. Trespassing or unauthorized entry.
8. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which includes, but is not limited to, tents, mobile homes, camping devices, trailers, vans, motor homes, and/or use of sanitary facilities on a regular, daily basis.
9. Disruptive devices such as tape players, radios or other electronic devices in the student center, hallways, lecture room, classrooms, library, or any other place where such devices might interfere with the normal activity of the College.
10. Unauthorized (emergency authorization must be requested in advance of class, in writing, to the Department Chair) use or possession of all electronic devices (i.e., cell phones, beepers, palm pilots) in the classroom. After initial investigation, the Vice President may decide what disciplinary action is required. If the student and the Vice President are satisfied with the conclusion of the case at this point, the Vice President will notify the student and the party bringing the charge(s). The student may seek a hearing by the Student Discipline Committee or the Vice President over Student Services may determine that the alleged misconduct must be referred to the Student Discipline Committee. The following charges (11-34) must be referred to the Student Discipline Committee:
11. Forgery, alteration, or misuse of College documents, records, or identification.
12. Failure to comply with the authority of College officials acting within the capacity and performance of their positions.
13. Violation of written College rules, policies and regulations.
14. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on the College premises by either College or non-College persons or groups.

Special Offerings & Services
15. Destruction, damage, or misuse of College, public, or private property. (The student or organization is responsible for any damage done to College property.)
16. Conduct in violation of federal law, state statutes, or local ordinances which threatens the health and/or safety of the College community or adversely affects the educational environment of the College.
17. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College.
18. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services. Hazing, which is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or group of individuals; which could cause discomfort, pain, injury, or which violates any legal statute or College rule, regulation, or policy. Hazing is defined as the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing also includes the creation of a situation, which results in or might result in mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called ‘personal favors’.
19. Lewd, obscene, licentious, indecent conduct or the verbal / written threat of such action against another person.
20. Harassment, intimidation, bribery, physical (or any other means of) assault (implied or explicit), to influence the proceedings or outcome of the Student Discipline Committee, including witnesses, faculty members, staff members, and students, before, during or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc.
21. Possession, while on College-owned or controlled property, of weapons, firearms, ammunition, explosives, fireworks, or other dangerous devices.
22. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function.
23. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state or federal law. Theft, accessory to theft, and/or possession of stolen property.
24. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment.
25. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment.
26. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities.
27. Use of College computer terminals and personal computers, or telecommunications equipment on College-owned or College-controlled property in any manner other than for College-authorized use, or for purposes of obtaining pornographic or sexually explicit information.
28. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.
29. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission.
30. Terrorist threat to Gadsden State Community College or from College-owned or controlled property.
31. Software tampering, espionage, sabotage, and criminal mischief.

The Vice President of Student Services must inform the accused, in writing, of the charge(s), including specific violations of the Student Conduct and Discipline Code. The Vice President must send a copy of the charge(s) and the investigation report to the Chairperson of the Student Discipline Committee. Within five (5) calendar days of the receipt of the charges, the Chairperson must set a time for the hearing and must notify all parties, in writing, of the time, date and location of the hearing.
Gadsden State Community College Social Media Policy

Introduction and Objective

Many current and future students, faculty, staff, alumni, and donors are utilizing mediums such as Facebook, Twitter, LinkedIn, and YouTube to stay connected. Gadsden State Community College believes that having a presence in these areas will allow the College to interact more effectively with students and the community. In order to operate within these mediums effectively, Gadsden State Community College has developed a social media policy to ensure that any and all interactions on behalf of Gadsden State Community College represent the College’s best interests.

The Gadsden State Social Media Policy only applies to social media accounts created to represent Gadsden State Community College’s groups, departments, programs, entities, classes, etc. and does not apply to an individual student, faculty, or staff member’s personal (non-professional) account.

College Officially Recognized Social Media Accounts

In order to be recognized by the College as an official social media account, the account administrator(s) must seek approval from the office of the supervising cabinet member.

The Public Relations and Marketing Office will review all social media applications and/or accounts to ensure that the proposed site adheres to the College’s social media policy. Once the social media account has been approved, any questions with regard to college wide publications should be referred to the Public Relations and Marketing Office.

Once a social media account has been officially recognized, the group can request to be listed on the official Gadsden State Community College Facebook page under the “likes and interests” section.

Individual Professional Accounts

Gadsden State Community College does not discourage individuals from creating individual professional social media accounts (i.e. Facebook pages for an instructor’s class); however, if a member of the faculty or staff creates an individual page related to the role that he or she represents at the College, a disclaimer statement must be clearly displayed on the page as indicated in the disclaimer section below.

Disclaimers

All officially recognized social media accounts must include the following disclaimers:

Disclaimers Related to Specific Types of Accounts:

- **Group, Division, or Program Accounts:** “The comments and postings on this site are those of the site administrator(s) and do not necessarily reflect Gadsden State Community College opinions, strategies, or policies.”
- **Individual Professional Accounts:** The disclaimer is as follows: “The views and opinions expressed here are those of ______ and not those of Gadsden State Community College. The intended use is not for advertising or endorsement of personal opinions, products, causes, or political candidates or ideas.”
Other Disclaimers that Must Be Displayed On Officially Recognized Pages:

- **User-generated Content and Disclaimer**
  - Gadsden State Community College accepts no responsibility or liability for any data, text, software, music, sound, photographs, images, video, messages, or any other materials or content generated by users and publicly posted on this page.

- **Inappropriate Content**
  - Anyone who believes that this page includes inappropriate content should report it to the site manager first, then to the Public Relations and Marketing Office.

- **Disclaimer for content on linked sites**
  - Gadsden State Community College accepts no liability or responsibility whatsoever for the contents of any target site linked from this page.

- **Terms of Use**
  - By posting content on this page, you represent, warrant and agree that no content submitted, posted, transmitted, or shared by you will infringe upon the rights of any third party, including but not limited to copyright, trademark, privacy; or contain defamatory or discriminatory or otherwise unlawful material. Gadsden State Community College reserves the right to alter, delete or remove (without notice) the content at its absolute discretion for any reason whatsoever.

- **Copyright**
  - The content on this page is subject to copyright laws. Unless you own the rights in the content, you may not reproduce, adapt or communicate without the written permission of the copyright owner nor use the content for commercial purposes.

**Personal (Non-Professional) Accounts**

With regard to personal (non-professional) social media accounts for students, faculty and staff, the College is not responsible for monitoring any material or content posted or interactions that take place within the social media environment. However, if any violations of student or employee conduct are brought to the College’s attention, the individual(s) could be subject to the appropriate sanctions as listed in the student and employee handbooks.

**Officially Recognized Account Administrators**

All social media accounts officially recognized by Gadsden State Community College must have a Gadsden State Community College faculty or staff member as an administrator at all times.

Should an official Gadsden State Community College account administrator leave the College for any reason or no longer wish to be an account administrator, the supervising cabinet member will designate another Gadsden State Community College employee to be an account administrator. The Public Relations and Marketing Office must be notified when a new administrator takes over.

Gadsden State Community College employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts.
General Guidelines

- All content on officially recognized pages must be in accordance with all policies outlined in the Student and Employee Handbooks including those related to personal information, privacy laws, and intellectual property.
- Representation of personal opinions as being endorsed by the College or any of its organizations is strictly prohibited.
- The Gadsden State Community College name or logo may not be used to promote any opinion, product, cause, or political candidate.
- Any content posted to any social media site must be owned or otherwise under the control of the person posting that content. All content posted is protected by fair use policies.
- Misleading or false information will not be posted and the College is not accountable for any claims resulting from such content.
- Gadsden State Community College has the right to remove any content for any reason from officially recognized pages, i.e., content that the College deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.
- Citations must be included when using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos with a link provided to the original material, if applicable.
- All information and activities posted must be in compliance with policies of the State Board of Education, the Department of Postsecondary Education, the College, and local, state, and federal laws. Issues of non-compliance must be immediately reported.

Contact Information

Questions about this policy should be directed to the Public Relations and Marketing Office.

Student Communication

It shall be the policy of Gadsden State Community College that all forms of student communication that are shared with persons outside the College shall adhere to community standards of decency. These forms of student communication may include, but are not limited to, spoken and written communication in any medium, musical and dance performances, and art displays. It shall be the responsibility of the instructor, club sponsor, or program director to review all communications prior to display or presentation to ensure that the sensibilities of all people in our service area are considered.

Further, College personnel who instruct or supervise students who display works or engage in performances within the College are directed to exercise similar caution. Student work products in the classroom should not be obscene or offensive to other students, College employees, or visitors to campus.

This policy is not intended to stifle creativity in the classroom or freedom of speech. However, it is important that we consider the community standards and comfort level of all citizens in our area of the country in order to avoid possible sexual harassment charges and/or adverse public relations.