Revised: July 31, 2017
All policies reviewed by the Director of Nursing and Dean of Health Sciences.
Other reviewers noted on each policy.
List of reviewers in appendices
Document Name: On-line Nursing Student Handbook
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SECTION 1.0 GENERAL INFORMATION

Section 1.1
Nursing Education Program
Administration and Staff

Deborah Curry, DNP RN CRNP
Dean of Health Sciences
dcurry@gadsdenstate.edu
Office: Helderman Hall #124
Phone: 256-594-8321

Janet Gardner RN MSN
Director of Nursing
jgardner@gadsdenstate.edu
Office: Helderman #210
Phone: 256-549-8452

Pam Mayo
Pre-Nursing Advisor
pmayo@gadsdenstate.edu
Office: Helderman Hall #113
Phone: 256-549-8257

Terri Rinehart
Administrative Assistant
trinehart@gadsdenstate.edu
Office: Helderman Hall #123
Phone: 256-549-8320

Lynda Bechel
Computer Support Technician
lbechel@gadsdenstate.edu
Office: Helderman Hall #231
Phone: 256-439-6858

Valera Sanders
Clerk for the DON
vsanders@gadsdenstate.edu
Office: Helderman Hall #210
Phone: 256-549-8478
### Section 1.2
#### Nursing Education Program

**Nurse Educators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Office Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joy Allen RN, MSN</td>
<td><a href="mailto:jallen@gadsdenstate.edu">jallen@gadsdenstate.edu</a></td>
<td>Cherokee # 226</td>
<td>256-927-1822</td>
</tr>
<tr>
<td>Audrey Green DNP, RN, MSN</td>
<td><a href="mailto:agreen@gadsdenstate.edu">agreen@gadsdenstate.edu</a></td>
<td>Helderman Hall # 214</td>
<td>256-549-8455</td>
</tr>
<tr>
<td>Evelyn Musick RN, MSN</td>
<td><a href="mailto:emusick@gadsdenstate.edu">emusick@gadsdenstate.edu</a></td>
<td>Helderman Hall # 237</td>
<td>256-549-8332</td>
</tr>
<tr>
<td>Becky Bertalan RN, MSN</td>
<td><a href="mailto:bbertalan@gadsdenstate.edu">bbertalan@gadsdenstate.edu</a></td>
<td>Helderman Hall # 100</td>
<td>256-439-6847</td>
</tr>
<tr>
<td>Monika Hossain DN, RN (PT)</td>
<td><a href="mailto:mhossain@gadsdenstate.edu">mhossain@gadsdenstate.edu</a></td>
<td>Prater Hall 7-A</td>
<td>256-549-8665</td>
</tr>
<tr>
<td>Sue Robinson RN, PhD</td>
<td><a href="mailto:srobinson@gadsdenstate.edu">srobinson@gadsdenstate.edu</a></td>
<td>McClellan # 1198</td>
<td>256-238-9374</td>
</tr>
<tr>
<td>Staci Oden Coffey RN, MSN</td>
<td><a href="mailto:scoffey@gadsdenstate.edu">scoffey@gadsdenstate.edu</a></td>
<td>McClellan # 1200</td>
<td>256-239-9369</td>
</tr>
<tr>
<td>Pam Jackson RN, MSN</td>
<td><a href="mailto:pJackson@gadsdenstate.edu">pJackson@gadsdenstate.edu</a></td>
<td>McClellan # 1196</td>
<td>256-238-9368</td>
</tr>
<tr>
<td>Bridget Rogers RN, MSN, CNE</td>
<td><a href="mailto:brogers@gadsdenstate.edu">brogers@gadsdenstate.edu</a></td>
<td>Helderman Hall # 218</td>
<td>256-439-6916</td>
</tr>
<tr>
<td>Kelli Davis RN, MSN</td>
<td><a href="mailto:kdavis@gadsdenstate.edu">kdavis@gadsdenstate.edu</a></td>
<td>Cherokee # 222</td>
<td>256-927-1820</td>
</tr>
<tr>
<td>LaDonna Jones RN, MSN</td>
<td><a href="mailto:ldjones@gadsdenstate.edu">ldjones@gadsdenstate.edu</a></td>
<td>Helderman Hall # 233</td>
<td>256-549-8456</td>
</tr>
<tr>
<td>Beth Shadoan RN, MSN</td>
<td><a href="mailto:bshadoan@gadsdenstate.edu">bshadoan@gadsdenstate.edu</a></td>
<td>Cherokee #223</td>
<td>256-927-1818</td>
</tr>
<tr>
<td>Leigh Ann Ford RN, MSN</td>
<td><a href="mailto:lford@gadsdenstate.edu">lford@gadsdenstate.edu</a></td>
<td>Helderman # 238</td>
<td>256-549-8399</td>
</tr>
<tr>
<td>Danetta McCurley DNP, RN, FNP,CN</td>
<td><a href="mailto:dmcCurley@gadsdenstate.edu">dmcCurley@gadsdenstate.edu</a></td>
<td>Helderman Hall # 220</td>
<td>256-549-8459</td>
</tr>
<tr>
<td>Kristi Tisdale RN, MSN</td>
<td><a href="mailto:ktisdale@gadsdenstate.edu">ktisdale@gadsdenstate.edu</a></td>
<td>McClellan # 1197</td>
<td>256-238-9367</td>
</tr>
<tr>
<td>Belinda Fuller RN, MSN</td>
<td><a href="mailto:bfuller@gadsdenstate.edu">bfuller@gadsdenstate.edu</a></td>
<td>Helderman Hall # 216</td>
<td>256-549-8454</td>
</tr>
<tr>
<td>Cindy Mullinax RN, MSN</td>
<td><a href="mailto:cmullinax@gadsdenstate.edu">cmullinax@gadsdenstate.edu</a></td>
<td>Helderman Hall # 217</td>
<td>256-549-8437</td>
</tr>
<tr>
<td>Susan Tucker DNP, RN, MSN, CNE</td>
<td><a href="mailto:stucker@gadsdenstate.edu">stucker@gadsdenstate.edu</a></td>
<td>Helderman Hall # 232</td>
<td>256-549-8460</td>
</tr>
<tr>
<td>Kim Gregg RN, MSN</td>
<td><a href="mailto:kgregg@gadsdenstate.edu">kgregg@gadsdenstate.edu</a></td>
<td>Cherokee # 228</td>
<td>256-927-1821</td>
</tr>
<tr>
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</tbody>
</table>
Gadsden State Community College
Health Sciences Division: Nursing Education Program
Organizational Chart

Dean of Health Sciences
Dr. Deborah Curry

Administrative Assistant
Terri Rinehart

Nursing Education Program
Director
Janet Gardner

Dr. Susan Tucker

Pre-Nursing Advisor
Pam Mayo

Remediation Specialist
Becky Bertalan

Clerk for DON
Valera Sanders

Wallace Drive
Nursing Instructors
Belinda Fuller
Dr. Audrey Green
Dr. Danetta McCurley
Cynthia Mullinax
Evelyn Musick
Dr. Susan Tucker
LaDonna Jones
Bridget Rogers
Leigh Ann Ford

Cherokee
Nursing Instructors
Kelli Davis
Kim Gregg
Kristi Tisdale
Beth Shadoan

McClellan
Nursing Instructors
Pam Jackson
Staci Coffey
Dr. Sue Robinson
1.4 Policy Statement Regarding Handbook
Procedures stated in this handbook require continuing evaluation, review, and approval by appropriate College and Nursing Education Program officials. All statements contained herein reflect policies in existence at the time this handbook went to press; the College and the Nursing Education Program reserve the right to change policies at any time and without prior notice. Follow college policies and procedures unless noted in this handbook to be more restrictive.

Alabama Community College System:
Mission and Philosophy for Nursing Programs
Revised: November 2014 (ACCS)

1.5 Mission (ACCS: Nursing Program) - The mission of the nursing programs of the Alabama Community College System is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

1.6 Philosophy (ACCS: Nursing Program) - We believe that nursing is a dynamic profession, blending science with the use of evidence based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies – NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing - Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN def)

Patient-Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. (QSEN def)

Nursing Judgment - Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN def)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN def)
Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN def)

Professional Identity - Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN def)

Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN def)

Spirit of Inquiry - Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN def)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN def)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN def)
1.7   Alabama Community College’s Conceptual Frame Work for Nursing:
The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes. The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever changing health care delivery system. Each competency includes knowledge, skills and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.
1.8 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.

1.9 Official Communication at Gadsden State Community College: Reviewed 07/26/16 JJ

All students at Gadsden State Community College are required to have a Gadsden State Community College user ID. This ID is the first part of the assigned email address. Additionally, students will have a G Number. Without the G# students will be unable to register for classes. The G# is the identification number used to track students in the Gadsden State Community College data base (Banner).

The student will receive a Gadsden State Community College e-mail address with a “gadstenstate.edu” domain name. All official communication from the college and the Nursing Education Program will be sent to the student’s Gadsden State Community College e-mail address.

Students are encouraged to use the myGadsdenState portal https://my.gadsdenstate.edu for single sign on access to Banner and Blackboard.

Frequency of updating your email password is important to security. It is recommended that students change their passwords each semester.

1.10 College Email Official Method of Communication at Gadsden State Community College

The Gadsden State Community College (Gadsden State Community College) email system is 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 Gadsden State Community College 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 expect that all students will access GSCC email frequently and read notices sent to their official Gadsden State Community College student email address.

Students who forward their Gadsden State Community College email to another email address (e.g. username@aol.com) do so at their own risk. Gadsden State Community College 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 Gadsden State Community College 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.

**How to access GSCC email:** To access Gadsden State Community College student email, go to the Gadsden State Community College student 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 Gadsden State 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 Gadsden State student email regularly.

1.11 Professionalism Electronic Mail: Reviewed 08/03/16 BB
An important component of becoming an effective member of any professional work team is appropriate communication. E-mail communication is fast and efficient, however inappropriate email communication may damage relationships and hinder effective company processes. It can be made public and cause legal and public image nightmares for individuals and entire companies.

Students and Gadsden State Community College must be conscious of the potential for injury to the college and to their personal and professional life as a result of unintentional and intentional electronic communication. Note that legal breaches with violations of HIPAA and FERPA can result in sanctions as extreme as dismissal from the Nursing Education Program and even legal consequences.

When using email and electronic technologies for school and for all professional communication adhere to legally recognized guidelines.

- Consider your target audience; and the possibility that your email may be shared with others.
- Ask permission to forward someone else’s email, but do not expect that everyone practices this courtesy.
- Do not assume that e-mail is secure. It is NOT.
- Carefully check the name when addressing an email; consider “NAME ALERT” similar last and first names my cause you to accidently select the wrong recipient.
  - Wait until the end to address the recipients: This will reduce the chance of inadvertently sending to the wrong person.
  - Do not send an email when you are angry. This email can be forwarded and you cannot take it back.
- Use care when replying to messages: Do not automatically select “REPLY TO ALL”. This is considered spam.
- Format your message in a professional manner: do not use TEXT language and acronyms for school/professional emails unless you add the full name to clarify. Example: Nursing Education Program.
  - Consider: Grammar, format, tone, sentence structure.
  - Be concise: if you cannot be concise use paragraphs to help the reader. Chunk your message into manageable pieces. Most people do not enjoy reading from a computer screen.
  - DO NOT USE ALL CAPS: this is considered shouting in electronic communication.
  - Avoid Emoticons and multiple exclamation points (!!!) when you are sending a formal/professional email.
  - Use spell check before sending an email.
  - Use the subject line to help your reader to categorize your email and the importance of your message. Example: “Important Email” will often NOT be read and may be passed off as spam. Better: “Report on Number of EBOLA outbreaks in North America”: This email is likely to be read immediately.
- Do not use abusive comments, gossips, or breach confidentiality (HIPAA/FERPA).
- Review the entire message for appropriateness when forwarding to someone; be sure you are not forwarding someone else’s email without his or her permission.
• Sign all email with your name; email addresses are often not adequate to identify the sender.
• Consider having a peer proofread your email prior to sending. If you cannot have someone do this, then save the email and re-read in 24 hours.
• Remember any email you send from your Gadsden State Community College email can be retrieved even if you delete it and then delete from your “deleted” folder. Gadsden State Community College emails belong to the college.

1.12 Statement of Nondiscrimination: Reviewed 07/03/16 MB
It is the official policy of the Alabama Community College System and Gadsden State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of its programs, activities, or employment. Gadsden State Community College is an Equal Employment/Equal Education Opportunity Institution. Inquiries related to this policy may be directed to Michele Bradford, Director of Legal Affairs, Gadsden State Community College, Joe Ford Center, P.O. Box 227, Gadsden, AL 35902-0227; telephone 256.439.6822; fax 256.439.6812; e-mail mbradford@gadsdenstate.edu.

1.12.1 Statement on Diversity: Reviewed 07/03/16 MB
Gadsden State Community College strives to create an environment in which diversity and a sense of community are encouraged and supported. Faculty, staff, and administration are committed to maintaining an environment that respects the importance of multiculturalism and the acceptance of differences in others.

Diversity means recognizing individual differences such as race, ethnicity, sex, gender identity, sexual orientation, socio-economic status, age, ability, religious beliefs, political beliefs, and other ideologies; the exploration of differences in a safe, positive and nurturing environment; and moving beyond simple tolerance to embracing and celebrating the rich dimensions contained within each individual.

1.12.2 Title IX NOTICE: 10/2017 MB
In accordance with Title IX of the U.S. Department of Education’s Education Amendments of 1972, Gadsden State Community College does not discriminate on the basis of sex/gender, including in any phase of its employment process, in admission or financial aid programs, or in other aspects of its educational programs or activities.

Gadsden State Community College’s Title IX Coordinator and Title IX Deputies work with College administration, faculty/staff, and students, to ensure compliance with Title IX and to foster a college community free of illegal gender discrimination, sexual harassment and sexual violence.

Title IX incidents and concerns should immediately be reported to the Title IX Coordinator, or a Title IX Deputy. Incidents and concerns can also be reported by use of the Bias Report Form posted on the College’s website.

Examples of issues that may violate Title IX are:
1. Gender discrimination
2. Inappropriate language about a specific gender or sexual orientation
3. Humor and/or jokes that target a specific gender or sexual orientation
4. Discriminatory expressions discriminatory towards a specific gender or sexual orientation
5. Sexual Harassment
6. Displaying inappropriate sexual images that are offensive and unwelcomed
7. Unwelcomed gender-based verbal or physical conduct
8. Exchanging sexual images, sexual acts, or dating for grades or advancement
9. Sexual Assault
10. Non-consensual sexual contact
11. Non-consensual intercourse
12. Taking sexual advantage of a consensual or non-consensual person
13. Other Behaviors
14. stalking—unwelcomed, continuous, and menacing pursuit of a person electronically or in-person
15. "Sexting"—unwelcomed text messaging of sexual comments and/or images
16. Cyber-bullying—use of an electronic medium to target and psychologically torment a person

Contact Persons:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michele G. Bradford, J.D.</td>
</tr>
<tr>
<td>Director of Legal Affairs</td>
</tr>
<tr>
<td>(256) 439-6822</td>
</tr>
<tr>
<td><a href="mailto:mbradford@gadsdenstate.edu">mbradford@gadsdenstate.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title IX Deputies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carl Byers</td>
</tr>
<tr>
<td>Valley Street Campus Director</td>
</tr>
<tr>
<td>(256) 549-8671</td>
</tr>
<tr>
<td><a href="mailto:cbyers@gadsdenstate.edu">cbyers@gadsdenstate.edu</a></td>
</tr>
</tbody>
</table>

| Luanne Hayes |
| Director of Economic Development-Cherokee/Cherokee Campus Director |
| (256) 927-1805 |
| lhayes@gadsdenstate.edu |

| Dr. Janekia K. Mitchell |
| Director of Residence Life |
| (256) 549-8212 |
| jmitchell@gadsdenstate.edu |

| Kelley Haynes Pearce |
| Computer Science Instructor/Coordinator of McClellan Center |
| (256) 238-9357 8553 |
| khaynes@gadsdenstate.edu |

1.12.3 Students with Disability: Reviewed 7/2016 MB
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: Pam Clough, Gadsden Area, ADA Coordinator (256-439-6912) and covering Gadsden State Cherokee; Ms. Michele Conger, Ayers Campus (256-835-5451); and Ms. Cindy Greer, McClellan Center (256-238-9348).
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.

1.13 Student Holidays: Reviewed 08/03/16 PM/TR
Please check the Academic Calendar at http://www.gadsdenstate.edu/ (Gadsden State Community College Home page) for specific dates, these are traditional holidays for students. Gadsden State Community College has three semesters: Fall and Spring are 15 weeks in length, and Summer semester is 10 weeks in length.

(1 day) New Year’s Day (Observed)
(1 day) Dr. Martin Luther King, Jr. Day
(1 day) Memorial Day
(1 day) July 4th
(1 day) Labor Day
(1 day) Veteran’s Day
(Week) Thanksgiving Holiday
(1 day) Christmas Day (Observed)
And two weeks between Christmas and New Year’s Day: December 23 to January 2nd.
1.14 Emergency and Non-emergency Telephone Information: Reviewed 08/03/16 PM/TR
Non-emergency:
Events and Schedules: 256-549-8628
Gadsden State Community College Switchboard: 256-549-8219

For Emergencies call 911 or Select from the list below:
Gadsden State Community College (GSCC)
Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Department/Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gadsden State Community College Security: Wallace Campus</td>
<td>256-312-2132 -- 24 hours</td>
</tr>
<tr>
<td>GSCC Security: Cherokee Campus</td>
<td>256-613-7535 – Work hours</td>
</tr>
<tr>
<td>GSCC Security: McClellan Campus</td>
<td>256-312-2128 – Work hours</td>
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<tr>
<td>Gadsden City Police</td>
<td>256-549-4578</td>
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<tr>
<td>Etowah County Sheriff's Dept.</td>
<td>256-546-2825</td>
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<td>Anniston Police Dept.</td>
<td>256-238-1800</td>
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<td>Calhoun County Sheriff's Dept.</td>
<td>256-236-6600</td>
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<tr>
<td>Centre Police Dept.</td>
<td>256-927-3661</td>
</tr>
<tr>
<td>Cherokee County Sheriff’s Dept.</td>
<td>256-927-3365</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>256-891-9864</td>
</tr>
<tr>
<td>Poison Control/ Hazardous Chemicals</td>
<td>1-800-222-1222</td>
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1.15 Emergency Procedures:

Medical emergency: Call 911 or ask an instructor or other Gadsden State Community College 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.
2.1 The Alabama Community College System Nursing Programs Essential Functions: Reviewed 8/2017

The Alabama Community 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 Community 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.
r) Ability to make critical decisions in chaotic, disruptive, and complex environments

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:
The Nursing Education Program Director and/or the Dean of Health Sciences
2.2 The Alabama Community College System (ACCS) Nursing Programs Nursing Progression Policy

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

2.2.1 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. Course forgiveness and academic bankruptcy do not apply to nursing courses.

2.2.2 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.

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

2.2.4 NUR courses are not subject to course forgiveness and will be included in the GPA average for admission and progression purposes.

2.2.5 Withdraw: 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.

2.2.6 Incomplete: If the student wishes to be assigned an incomplete grade for an NUR course the Gadsden State Community College policy for Incomplete Grades applies and must be followed. Please, review this policy on the GSCC website. Importantly, a contract for an incomplete grade many only be initiated prior to finals week for the associated course. An incomplete grade is subject to the reinstatement policy and the final decision of the Dean of Health Sciences.

2.2.7 Applicants previously enrolled in any nursing program must provide a Letter of Good Standing (letter of eligibility) from the Dean or Director of the previous nursing program.

2.3 GSCC Reinstatement Policy: Reviewed 8/2017 JG/DC/BB

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:

2.3.1 Reinstatement Limitations:
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.

2.3.2 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 demonstrated by a grade of 75% or better in the Student Success Course. This remediation course must be taken in the semester immediately following the failing or withdraw grade is earned.
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. Demonstrate current CPR at the health care provider level.

2.3.3 Reinstatement Process: Revised 7/2017 JG/DC/BB
If the student is unsuccessful in a nursing course or withdraws 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 an online reinstatement application to the NETCO student nurse-tracking course to initiate the reinstatement process. The application is located in the NETCO course. The student must initiate this application and describe the circumstances that contributed to the student’s non-progression on this initial application for reinstatement.

Then: The contract will be reviewed with the students’ transcripts by the Pre-Nursing Advisor. (See the reinstatement forms in the appendices).

Then: The student must meet with the Director of Nursing once the reinstatement contract has been reviewed the nursing advisor. The Director of Nursing will inform the student of his or her eligibility for reinstatement and requirements for progression. Nursing Progression Policy guidelines must be met in order to be reinstated.

2.3.4 Failure in a course before Summer 2017: Required testing and validation is required for reinstatement for failure or withdraw from a course in Spring 2017 or before (see reinstatement protocol and appendices). Reinstatement is not guaranteed.

2.3.5 Failure in a course in Summer 2017 or after: Students who are unsuccessful in an NUR course beginning in Summer 2017 or after must take the Concept Based Remediation Course offered the following semester and receive a grade of 75% or better in order to be allowed to progress in the curriculum. This course is provided through the continuing education department at Gadsden State and will not provide college credit. There is a $50 fee for enrollment. There is an associated lab fee for supplies of $50. This 4 hour, semester length course will meet one day a week. There is a classroom and a skills lab component for this class. Attendance is mandatory. This course will be offered each semester. All nursing program policies and GSCC institutional policies apply for progression eligibility.

2.3.6 Withdraw from Nursing Courses (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 Nursing Program Director.

2.3.7 Incomplete grade in an NUR course: Any nursing student wishing to receive a grade of INCOMPLETE must follow the GSCC institutional policy. Specifically, a grade of incomplete can ONLY be awarded if this process is initiated prior to course final.
2.4 Standard Associate Degree Nurse (ADN) Curriculum:
Last cohort accepted for this curriculum began Fall 2016.

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

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2.5 ALABAMA COMMUNITY COLLEGE SYSTEM (ACCS): CONCEPT BASED CURRICULUM
First Cohort Began Fall 2016 at Cherokee night program. This cohort will complete in 6 semesters. All future NOW programs will utilize the 5-semester format.

**Start dates for other cohorts:**
Summer 2017: Cherokee Campus: Day program
Fall 2017: Main Campus: Day program
Fall 2017: Cherokee Campus: Nights, Online, and Weekends (NOW) program
Fall 2017: McClellan Campus: Mobility program

There will be four concurrent programs for Gadsden State Community College.
### ACCS Nursing Concept Based Curriculum

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<td>15</td>
</tr>
<tr>
<td>HUM (Ethics preferred)</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>6</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>4</td>
<td>12</td>
<td>10</td>
<td>18</td>
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<tr>
<td><strong>Program Total</strong></td>
<td>44</td>
<td>44</td>
<td>7</td>
<td>17</td>
<td>15</td>
<td>45</td>
<td>66</td>
<td>106</td>
</tr>
</tbody>
</table>

- Academic and Nursing Theory Contact Hours: 660
- Academic and Nursing Lab Contact Hours: 255
- Nursing Clinical Contact Hours: 675
- Total Program Contact Hours: 1590

### Practical Nursing Contact Hours:

- Nursing: 25
- Academic: 20
- Total: 45
- Total Contact Hours for Practical Nursing Program: 915

### Associate Degree Credit Hours:

- Nursing: 39
- Academic: 27

### Associate Degree Contact Hours:

- Nursing Theory: 315
- Academic Theory: 345
- Nursing Lab: 135
- Academic Lab: 120

### Practical Nursing Credit Hours:

- Nursing: 25
- Academic: 20
- Total: 45
- Total Contact Hours for Practical Nursing Program: 915
Total Contact Hours for Associate Degree Nursing Program 1590

2.6 Mobility Students in the Concept Based Curriculum (CBC):
These students are experienced Licensed Practical Nurses and Paramedics. Their qualifications, as dictated by the state of Alabama ACCS, must include one of the following:

- Current, unencumbered PN license with the state of Alabama
- Paramedic Level 3

They will begin with the NUR 209 course offered at the McClellan Campus.

2.6.1 Pre-requisite Courses for Mobility Program:
- MTH 100 (or Higher)
- BIO 201 - A&P I
- ENG 101 – English
- PSY 210 - Human Growth and Development
- BIO 202 A&P II

2.6.2 Co-requisite Courses for Mobility Program

<table>
<thead>
<tr>
<th>Semester</th>
<th>NUR course</th>
<th>Co-requisite Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>NUR 209: Nursing Transition</td>
<td>SPH 106 or 107 – Speech</td>
</tr>
<tr>
<td>Spring</td>
<td>NUR 211: Advanced Nursing Concepts</td>
<td>BIO 220 - General Microbiology</td>
</tr>
<tr>
<td>Summer</td>
<td>NUR 221: Advanced Evidenced Based Clinical Reasoning</td>
<td>HUM (Ethics preferred)</td>
</tr>
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</table>
SECTION 3.0 ACADEMIC DISCIPLINE, APPEAL POLICY, AND DUE PROCESS

3.1 Student Honor Code Preamble: Reviewed 7/2016
Students, faculty, and administration represent the three components of the academic community at Gadsden State Community College. These three groups partner and share responsibility together to maintain and advance the collegial learning environment at this institution.

In order to ensure the rights and freedoms for all members of the academic community, both the college as an institution and the members of the academic community are obligated to ensure orderly operation by prohibiting actions that interfere with the achievement of goals or violate the rights of others. This obligation is met, in part, by initiating disciplinary action when either academic or nonacademic behavior adversely affects the mission of the college.

The Nursing Education Program seeks to nurture the development of a strong sense of integrity and of ethical behavior among its students. The faculty and administration ultimately have responsibility for and authority over academic and disciplinary actions concerning nursing students, subject to the policies of Gadsden State Community College and any applicable civil or criminal statutes.

3.2 Statement of Student Honor Code: Reviewed 7/2016 ST/Faculty
Student conduct is the practice of personal and professional integrity and thus respects the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on college property and on non-college property used for nursing students’ educational experiences. Student conduct affects the College and the School, the members of the Gadsden State Community College academic community, and the fulfillment of the College and School's mission.

Given the nature of ethical issues in health care, the faculty and administration of the Nursing Education Program believe that it is important to develop the highest ethical standards among students at all levels in the school. The Nursing Education Program expects a higher standard of conduct than the minimum required to avoid disciplinary action. A student honor code is used in the School. Students are informed about the honor code upon admission to the Nursing Education Program. Each student is required to abide by the code.

3.2.1 The student honor pledge reads as follows: Reviewed 7/2016 ST/Faculty
I pledge that I will not at any time be involved with any acts of academic or nonacademic misconduct while enrolled as a student at the Nursing Education Program, Gadsden State Community College. I have read the Student Honor Code which explains disciplinary procedures that will result from the aforementioned. I will abide by the Student Honor Code as a condition of admission to the Nursing Education Program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the Nursing Education Program.

3.2.2 Student Honor Code Violations: Reviewed 7/2016 ST/Faculty
Allegations of an Honor Code Violation will follow the appropriate steps and procedures for Academic Misconduct and Grievance Procedures.

3.3 Standards of Professional Behavior: Reviewed 7/2016 ST/Faculty
Failure to comply with any of the Standards of Professional Behavior may result in disciplinary action including probation or dismissal from the Nursing Education Program. The Gadsden State Community College Nursing Education Program reserves the right to dismiss a student at any time on grounds that the Nursing Education Program judges to be appropriate. Each student by his/her own admission to the Nursing Education Program recognizes this right of the Nursing Education Program.
The following Standards of Professional Behavior apply to all Nursing Education Program and Course Related Activities.

**Attentiveness**: The student regularly attends class and other required course-related activities, which include, but are not limited to, lab, clinical, seminar. All extended absences are for relevant and serious reasons and approved, where applicable, by the appropriate authority. The student is consistently on time for class-related activities and stays until the end of the activity. The student is alert during the activity and demonstrates attentiveness by taking notes, asking appropriate questions, completing assigned activities.

**Demeanor**: The student has a positive, open attitude towards peers, teachers and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

**Cooperation**: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

**Maturity**: The student functions as a responsible, ethical, law-abiding adult.

**Inquisitiveness**: The student demonstrates an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

**Responsibility**: The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a respectful, reliable and trustworthy manner.

**Authority**: A student shows appropriate respect for those placed in authority over him/her both within the College and in society.

**Personal Appearance**: The student’s personal hygiene and dress reflect the high standards of a professional nurse.

**Communication**: The student demonstrates an ability to effectively communicate verbally, nonverbally, and in writing with peers, teachers, patients, and others.

**Professional Role**: The student conducts self as a professional role model at all times and in compliance with ANA Standards of Practice and the Alabama State Board of Nursing Rules and Regulations regarding professional conduct. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

**Judgment**: The student shows an ability to think critically, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

**Ethics**: The student conducts self in compliance with the ANA Code of Ethics.

**Moral Standards**: The student respects the rights and privacy of other individuals and does not violate laws of our society.

### 3.4 Unsafe Nursing Practice: Reviewed 7/2016 ST/Faculty

Faculty members in the Nursing Education Program have a legal, academic, and ethical responsibility to protect the public, health care community and educational system from unsafe nursing practice. In accord with this responsibility, nursing faculty members evaluate student behavior in terms of safe care principles, determine what represents safe care, and take disciplinary actions against unsafe practice.

**Definition- Unsafe Nursing Practice is:**

An act or behavior which is threatening or potentially threatening to the physical, emotional, mental, or environmental safety of clients, family members or significant others, students, faculty, staff or other health care providers.

**An act or behavior which:**

- Violates the Alabama Nurse Practice Act or the Rules and Regulations of The Alabama Board of Nursing;
- Violates Standards of Practice of the American Nurses' Association;
• Violates the Code for Nurses with Interpretive Statements of the American Nurses’ Association;
• Constitutes nursing practice for which the student is not authorized or trained to provide.
• Examples of Unsafe Nursing Practice include (but are not limited to):
• Participation in any behavior/activity, which either threatens or potentially threatens the safety of others;
• Careless, rude, argumentative, disruptive behavior;
• Failure to follow faculty/preceptor direction;
• Falsification of documents, records, or reports;
• Failure to maintain confidentiality of client data;
• Offering nursing care to clients, when in the opinion of the faculty/clinical partner/preceptor, personal judgment has been impaired by the use of alcohol or other drugs;
• Evidence of knowledge deficit which in the opinion of the faculty/clinical partner/preceptor actually or potentially jeopardizes the safety of a patient, family member, other health care professionals or the student;
• Theft of supplies, equipment, drugs, etc.;
• Assault and battery;
• Illegal possession of dangerous weapons or substances.

Procedure for violations of Unsafe Nursing Practice
• The Gadsden State Community College Nursing Education Program nursing faculty/Preceptor/Clinical Partner is responsible for determining when a student is unable to function at a safe level. Depending on the gravity of the incident, the student may be asked to leave the clinical setting and be recommended for course failure or administrative withdrawal.
• The faculty will follow the procedures for Academic Misconduct and Grievance Procedures.

3.5 Academic Conduct/Misconduct: Reviewed 7/2016 ST/Faculty
• Academic conduct is generally considered to be related to the actions of students that are associated with the teaching-learning environment to include classroom, clinical/practicum, simulation laboratories, distance education/online learning, use of electronic devices, and ceremonies such as graduation etc.
• Nursing is a profession based on the values of human worth, honesty, ethics, and acquisition of knowledge.

Violations of the Academic Honesty Policy include, but are not limited to, the following:
1. Cheating- using or attempting to use unauthorized materials, information, study aids, or computer-related information or 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. Misrepresentations- falsifying, altering, or misstating the contents of documents or other material related to academic matters, including schedules, prerequisites, and transcripts
4. Violating explicit rules in clinical activities

Penalty for Violation
Due to the impact nursing has on human life, academic dishonesty will not be tolerated in the nursing program and will result in dismissal from the program for students guilty of academic dishonesty.
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.
3.5.1 Academic Appeal Policy/ Due Process Procedure: Reviewed 7/2016 ST/Faculty

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.
3.6 Non-Academic Misconduct: Reviewed 7/2016 ST/Faculty
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, electronic cigarettes, 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, insulting or 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.
3.6.1 Student Grievance: Reviewed 7/2016 ST/Faculty
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.

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.

1. The student should make an effort to resolve the complaint with the faculty or staff member involved.
2. If the problem is not resolved to the satisfaction of the student, the student should file a written complaint
   with the Director of the Nursing Program within 5 days of the decision by the faculty or staff member.
   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 to the satisfaction of the student, the student may appeal
   the director’s decision to the Dean of Health Sciences. Upon receipt of the complaint, the Dean of
   Health Sciences, will work with all parties to resolve the complaint.
4. The decision of the Dean of Health Sciences is final.
5. Students may appeal to the college academic grievance committee.
3.7 Gadsden State Community College Social Media Policy: Reviewed 8/2017 DG

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.
SECTION 4.0 POLICIES AND PROCEDURES FOR NURSING EDUCATION PROGRAM

4.1 Requirements for Nursing Education Students: Revised 8/2017 PM

Nursing education requires compliance with clinical agencies and with standards of best practice. To that end, nursing students are subject to the same standards and requirements of currently practicing nurses. Additionally, the GSCC nursing program must demonstrate compliance with regulations for state, institution, and accreditation agencies for all instructors and students. Documents that demonstrate compliance with these agencies include demonstration of immunity from disease, ability with skills, and legal preparation for patient care. Students will provide initial hard copy documents to be archived in each student’s personal file and continuing documents saved in their digital file.

To ensure that students are compliant and to improve students’ access to their documents that demonstrate this compliance the GSCC nursing program utilizes an electronic document collection system. This system is provided at no additional cost to students because it utilizes the learning management system already in place for the GSCC institution, Blackboard. This learning management system protects students’ privacy and ensures FERPA compliance.

We are implementing a Free Blackboard course with perpetual back up through use of the learning management system for tracking student data. This system allows immediate access for students and the GSCC nursing program to demonstrate compliance. Additionally, this system will allow faculty and students to retrieve documents after graduation to help them with employment. Finally, this system with an off-site back up enables a data management system that supports program compliance (backup) in the event of a catastrophic event on the main campus where documents have traditionally been held.

Documents to demonstrate compliance with all stakeholders that are required for students include the following; these documents

- **CPR** (healthcare provider) prior to beginning the first nursing course. Students must 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 without lapses.
- **Fees**: Buy nursing liability insurance (Malpractice) 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 INNR. Please bring receipt to the Pre-Nursing Advisor to be put hard copy, permanent student file.
- **Fees**: E*Value: Fee must be paid yearly (Program evaluation method). Approximately $72/ yearly.
  - 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 the Pre-Nursing Advisement Office.
- **Standardized Testing**: Students are required to pay a fee every semester for the Kaplan Nursing Program. 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](http://scholar.verifiedcredentials.com) The clinical partners that allow our students to engage in clinical learning practicums have established requirements for entry of each student that we monitor and certify prior to scheduling students for clinical rotations. Misdemeanors within 3 years, and felonies within 7 years may affect acceptance to the program.
• Proof of **medical/health insurance** submitted to the Pre-Nursing Advisor in Helderman Hall each semester. Students may also buy health insurance at their expense for Fall Semester; pick up form from the Pre-Nursing Advisor.

• 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**. Changes in health status that impact essential functions require a new medical clearance from the student’s provider.
  - **Essential Functions Ability**: students must prove ability with essential functions through documentation by their primary provider.
  - For a significant change in health status that limits the students ability to perform **Essential Functions** (see previous section) students must immediately notify their course and clinical instructor. This includes pregnancy. Gadsden State Community College or associated clinical agencies is/are not responsible for any injury or exacerbation of health problems as a result of classroom, laboratory, or clinical attendance related to a change in student health status.

• **Immunity from disease**:  
  • 2 Step TB Skin Testing (2 TB Skin Test 1 to 3 weeks apart). Each TB Skin Test must be “read” 48 (two days after exam – no later than 72 hours or 3 days after exam) in order to be considered a valid test. **An additional TB skin test is required each year.** A chest X-ray or Blood test (Tspot) has a 5 year requirement.
  • **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 five years since your last TDAP Vaccine.
  • Annual **flu vaccination** is required in September of each school year.
4.2 Miscellaneous Rules and Regulations for Nursing Education: Revised 08/11/2016 BB

4.2.1 Smoking:
- No tobacco or nicotine products are allowed in any building at Gadsden State. This includes chew and electronic cigarettes.
- No use of tobacco or nicotine products (including electronic cigarettes) is allowed within 30 feet of any building at Gadsden State.
- Place cigarette butts in the provided receptacles.

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

4.2.3 Parking: Park in the appropriate space; Current Gadsden State Community College Hang Tag must be visible. All cars without a hangtag that demonstrates correct parking will receive GSCC ticket. Unpaid GSCC parking tickets will result in a financial hold on the students account and the student will not be allowed to register for classes.

<table>
<thead>
<tr>
<th>White Curb – Faculty</th>
<th>Non-colored curb – Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Curb – Disabled</td>
<td>Yellow Curb – No Parking</td>
</tr>
</tbody>
</table>

4.2.4 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.

4.2.4 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 Gadsden State Community College, refer to the Gadsden State Community College official website. Please access the all campuses icon. This is the official announcement site of the closing of a campus. Gadsden State Community College does not follow local city or county school closing policies.
4.3 Exam Policy: Reviewed by Faculty Spring 2017

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. 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.
3. Exams will begin on time as scheduled on the course calendar.
4. Once all exams are distributed, the classroom doors will be locked. After that point, no students will be allowed to enter.
5. No student will be allowed to leave the testing area and reenter the room unless expressly approved by the faculty monitor.
6. 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.
7. Only one make-up exam per course per semester is allowed. A zero (0) will be given for any other missed exams. A student missing an exam must provide a medical excuse or proof of a death, military deferment etc. to the course coordinator.
8. After a test review, a maximum of two (2) days (48 hours) will be granted to question an item on the exam.
9. During scheduled test review, there will be no talking, cell phones (electronic devices), paper and pencil, or disruptive behavior. Test review will be ended if order is not maintained.
10. Students who receive less than 80% must attend exam review.
11. Absolutely NO cellphones or electronic devices will be allowed in the classroom during testing or test review. This includes “smart watches” or other devices such as pens or recording devices of any type.
12. The grading scale in the nursing program is:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
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<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.

13. 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.

4.3.1 Rounding Policy: Revised 7/2016 DC

Standard Curriculum: 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.

Concept Based Curriculum: Beginning with the Concept Based Curriculum (CBC) final course grades will be rounded; a final course grade of 74.5 will be rounded to 75% or passing. There will be NO rounding of unit exams or assignments; only the final course grade will be rounded.

4.4 Standardized Testing Policy: Revised 7/2016 Faculty

The standardized testing product used by the Gadsden State Community College Nursing Education Program will be the Kaplan Integrated exam. Content specific exams will be used as a comprehensive exam in several of the NUR courses. These exams will not be worth more than 25% of the total course grade.
4.5 Use of Electronic Devices: Revised 8/2018 BB
No electronic devices will be permitted during exams, in class, labs, clinical or during off campus course activities. This ban includes but is not limited to; cell phones, smart watches, and recording devices of any type. 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. Use of inappropriate electronic devices during and exam will be interpreted as cheating and the student will be determined to be in violation of the Student Honor Code. This will result in a score of zero for the exam. Additionally, this may result in course and program failure.

4.6 Skills Lab Use for Independent Practice: Reviewed 7/2017 BB
- During the first semester the focus is on college laboratory skills.
- Semesters begin with college lab presentation of selected skills, followed by practice time and finally lab validations.
- Additional individual lab practice may be needed, depending on the difficulty of the skill and success in the clinical setting. Students may be required to complete additional practice in the laboratory environment if they demonstrate poor performance in the clinical setting.
- 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 your course coordinator.

4.7 Validation of Required Skills: Reviewed 5/2017 Faculty
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.

4.8 CLINICAL GUIDELINES: Reviewed 5/2017 Faculty

4.8.1 Clinical Absence
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. Students will be allowed only one clinical make-up day per semester. 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.”

For a significant change in health status that limits the students ability to perform Essential Functions (see previous section) students must immediately notify their course and clinical instructor. This includes pregnancy.
Gadsden State Community College or associated clinical agencies is/are not responsible for any injury or exacerbation of health problems as a result of classroom, laboratory, or clinical attendance related to a change in student health status.

Punctuality is a professional behavior valued by the healthcare industry. Tardiness to clinical rotations will not be tolerated. The first clinical tardy will result in a U and a warning to the student that the second clinical tardy will result in a clinical failure.

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.

Students who are absent for a clinical day, must provide a medical excuse, or proof of any of the above to the course coordinator.

4.8.2 Dress Code for the Classroom, Lab, and Clinical Setting: Reviewed 5/2017 Faculty

ATTENTION: STUDENTS WILL BE SENT HOME IF NOT COMPLIANT WITH THE DRESS CODE AND AN UNSATISFACTORY WILL BE GIVEN FOR THE CLINICAL DAY

- Students’ attire in the classroom, lab, and clinical setting represents the 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.

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. 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 black 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 black leather athletic shoes or black with light gray accents may also be worn. Shoes must be kept clean, polished, and in good repair with clean black shoelaces. Nude 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, Derma-blend, 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 Gadsden State Community College student picture ID affixed on the collar. If patient care is to be given during pre-clinicals, 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-clinical. 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.

**4.8.3 Clinical Rotation Guidelines: Reviewed 5/2017 Faculty**

- 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.

**4.8.4 Gadsden State Community College nursing students sign their names as first name last name SN, GSCC or GSCCSN.**

**4.8.5 Medications Administration by the Nursing Student: Reviewed 5/2017 Faculty**

- Medication administration is prohibited until med administration skills have been validated in 112 and 102.
- **ALL MEDS MUST BE CHECKED BY INSTRUCTOR BEFORE ADMINISTERING THESE TO PATIENTS.** If an emergency medication (STAT) needs to be given and the instructor is necessarily
detained by another procedure, the staff nurse must administer the medication. The student should observe this administration.

- IV push medication administration may not be performed by students until completion successful skills validation for these skills in 105 and 113. Additional restrictions on IV medication may be directed by individual clinical instructor.
- Only withdraw injectable (parenteral) medications after accurately and safely calculating the correct dose (under constant Instructor observation). When withdrawing injectable (parenteral) medications (under constant Instructor observation), retain all ampules, vials, bottles, etc. until the instructor has specifically checked the dose.

**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.
- Only mix compatible drugs in the same syringe – please check a list for compatibility.
- In most area hospitals, all narcotics will be given to the instructor prior to administration. NARCOTICS are never given to students.
- 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 will receive an unsatisfactory mark for this error.
- 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.
- Medications may be given to a patient only after the student has checked them against the MAR and the instructor has checked behind the student. The patient’s identification band must be checked prior to giving medications.
- 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.
- Prior to administering IV medications the student must check the proper infusion rate on the infusion bag and set the pump accordingly. The student is responsible to change the IV tubing according to agency policy.
- Finally, remember to check all necessary lab values with respect to patient condition and medication being administered.

**4.8.6 Additional Policies and Guidelines: Reviewed 7/2016 JG**

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.

1. Always notify the instructor before doing any procedure, i.e. dressing changes, NG irrigations, enemas, etc. (other than routine patient care).
2. 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, renegotiation with the patient or, reprioritization of scheduled tasks may occur.

3. Students who fail to complete **ALL** nursing care on assigned patients will receive an unsatisfactory mark, unless the nursing student has kept the instructor informed of the hindrances to his/her completion.

4. The instructor will discuss with students how lunch breaks will be handled.

5. 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.)

6. Time management is an important component of nursing care. Therefore nursing students need to learn to organize patient care to ensure patient safety and that timely and complete care is provided for patients. Clinical instructors will provide guidelines for required care completion in the clinical setting. All care, documentation of care, and final report of staff RN must be completed before (end of the day) post-conference time. Students are expected to attend and participate in the post-conference, as this is an important learning experience. Failure to complete nursing care, documentation, and appropriate final report to assigned staff RN for assigned patients will result in a score of unsatisfactory or “U” for the clinical day. Students may not remain in the clinical setting after the regularly scheduled clinical time to “make-up” care.
4.9 Drug and Alcohol Screening Policy Revised Fall 2013: Reviewed 7/2016 Faculty/JG

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 Science courses including Clinical Laboratory Technology, Emergency Medical Services, Nursing Assistant, Phlebotomy, Practical Nursing, Radiologic Technology, Registered Nursing, and Surgical Technology submit to drug and alcohol testing. This policy only authorizes drug and alcohol testing of students who voluntarily choose to enroll in Health Sciences Division courses that require clinical rotations. Fees for all drug and alcohol screening must be paid by the student.

4.9.1 Pre-clinical Screening

1. 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.
2. 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.
3. Each Health Science program will maintain on file a signed consent to drug and alcohol screening from each student.
4. 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.
5. 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.
6. 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.
7. 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.
8. Positive drug and alcohol screening will prohibit the student from completing the clinical component of the required course(s).
9. 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.

4.9.2 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.

4.9.3 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:

1. 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;
2. Presence of an odor of alcohol;
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness or deterioration in performance;
4. An accident at the clinical facility;
5. Evidence of tampering with a drug test;
6. Suspected theft of medication including controlled substances while in the clinical facility;
7. A report of drug use provided by reliable and credible sources which has been independently corroborated;
8. Information that the individual has caused or contributed to an incident in the clinical agency;
9. 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.

4.9.4 Drugs to be Tested

All students will be tested for the following drug categories: amphetamines/methamphetamine, 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.
4.9.5 Consent to Drug Test

1. 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.

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

3. 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.

4.9.6 Drug Screening Procedure

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

2. 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.

4.9.5 Consequences for a Confirmed Positive Drug Test or Refusal to Be Tested

1. 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.

2. 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.

3. The student may not receive a letter-of-good-standing in the event of a positive drug test or refusal to drug test.

4.9.6 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 report positive drug test results to the appropriate licensure/certification or other agency.

4.9.7 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.

4.9.8 Progression

To be considered for readmission, students who withdraw or receive a failing grade due to a positive drug screen must:
1. Submit a letter from a treatment agency verifying completion of a substance abuse treatment program.
2. Submit to an unannounced drug screen at the student’s expense prior to readmission. A positive screen will result in ineligibility for readmission.

4.9.9 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.

4.9.10 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 the page(s) to indicate agreement for drug/alcohol screening. This must be returned to the program director or course instructor and will be kept in the student’s file. (Signature page in Appendices).
4.10 Policy on Infected Nursing Students: Reviewed 7/2017 DC

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.

**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.

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

**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.

**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.

**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 the Program Director, for questions concerning the information presented herein.
4.11 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 prenatally 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

4.11.1 Admissions: Gadsden State Community College student 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.

4.11.2 Nursing and Allied Health Students: Gadsden State Community College student 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 Gadsden State Community College student 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).

4.11.3 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 Gadsden State Community College student 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.

4.11.4 Information, Testing & Counseling
  4.11.4.1 Testing: Students requesting HIV antibody testing will be referred to the Etowah County Department of Health, or to their private physician, as desired.
  4.11.4.2 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.

4.11.5 Confidentiality of Information
  4.11.5.1 Standards: No information given concerning AIDS related conditions or diagnoses will be provided to faculty, administrators, parents, or spouses by Gadsden State Community College student. However, any information requested by the State Health Officer shall be provided in
4.11.5.2 “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).

4.11.6 Standard Precautions:
4.11.6.1 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.

4.11.6.2 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.

4.11.6.3 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.

4.11.6.4 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.

4.11.6.5 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.

4.11.6.6 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.

4.11.6.7 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.
4.12 Attendance Policy:

4.12.1 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.

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

4.12.3 For a significant change in health status that limits the students ability to perform Essential Functions (see previous section) students must immediately notify their course and clinical instructor. This includes pregnancy. Gadsden State Community College or associated clinical agencies is/are not responsible for any injury or exacerbation of health problems as a result of classroom, laboratory, or clinical attendance related to a change in student health status.

4.12.4 At the instructor’s discretion, any student with excessive absences MAY be removed from the course 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.

4.12.5 Documented Attendance is required for ALL classes if you are receiving financial aid.

4.12.6 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.

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

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

4.13 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.

4.14 Instructor Absence Policy: If the “assigned” instructor knows in advance that he or she will be absent for a course meeting, a “substitute” instructor will be teach during the scheduled class time. The “assigned” instructor will notify student by way of Blackboard and GSCC email. The “assigned” instructor will ensure regularly scheduled content will be covered. It may be that lectures schedules are reorganized to accommodate an instructor’s absence.

4.15 Make-up Work: Make-up work will be given for excused absences. 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 not be required for work missed when the student is participating as a representative of the College in a College sponsored activity. Students will NOT be penalized for work missed when the student is participating as a representative of the College.
4.16 **Make-up Assignments:** Makeup assignments will be scheduled at the convenience of the instructor after documented reasons for the missed work has been accepted by the course coordinator.

4.17 **Assignments:** Students are expected to spend **two to 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.

4.18 **Communication Devices/Cell Phones:** 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. 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!

4.19 **Audio and Video Recording:** With written permission of the instructor, students may record portions of the class lecture or discussions for personal use only. Students are not allowed to sell or distribute in recordings in any fashion.

4.20 **Permission to Record, Video, and/or Photograph:** Additionally, classes are regularly recorded and videotaped by the instructor to provide Blackboard backup of lectures and learning experiences. Additionally, recordings, photographs, videos may be taken by 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. Student recordings or images will be used for educational purposes only. Please, sign the acknowledgement of audio, video, or photography in the classroom at the end of the Handbook.

4.21 **To Obtain Final Grades:** In accordance with Gadsden State Community College student 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).
5.1 Policies on Computer Use and Internet Access

5.1.1 Acceptable Use Policy for Technology Resources:
The College provides technology resources for use by students, faculty, staff, and the general public. This technology includes but is not limited to, all College computing equipment, software, systems, networks, electronic mail, website, and Internet access. These resources are the property of the College and are provided to the campus community to support the College's mission and institutional goals. The College reserves the rights to grant, restrict, or deny privileges and access to technology resources.

Use of the technology resources must be consistent with the stated mission, goals, policies, procedures, and priorities of the College. Use of College resources is a privilege and requires that users agree to abide by all relevant College policies and procedures, as well as all applicable federal, state, and local laws. Users are expected to conduct themselves in a responsible and ethical manner at all times. 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.

It should be clear that all personal use of computers to access pornographic websites will result in appropriate disciplinary action and may result in civil and criminal penalties for users. Personal use of computers for business purposes is prohibited and may constitute violation of the Alabama Ethics law. It is illegal to download music through the College computer network system. Employees who are found to be illegally downloading music will be subject to federal and state laws pertaining to such acts.

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

5.1.2 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, Gadsden State Community College student “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.

5.1.3 Email Monitoring
Gadsden State Community College student may monitor all information stored, transmitted, received, or contained in the College email systems. Workplace files, Internet use, and email may be monitored by the College. Information flowing through or stored on computers within the network is not considered confidential and is subject to monitoring by network administrators.

5.1.4 Personal Blogs and Websites
This policy is also applicable to content that you publish on the Internet (e.g. your contributions to blogs, message boards and social networking or content-sharing sites) even if created, updated, modified or contributed to outside of working hours or when using personal IT systems. When you post content to the Internet that identifies you as an employee of the College and discusses your work, the College, or employees of the College, it is expected that you will conduct yourself appropriately and
in a manner that is consistent with the policies of the College and the Alabama Community College System. If you already have a personal blog or website which indicates in any way that you work for the College, or you intend to create a personal blog or website that will identify you as an employee of the College, you should report this to your immediate supervisor. Any blog or posting that clearly identifies that you work for the College in which you express any idea or opinion should also include a disclaimer stating that the views expressed are personal and do not represent the views or opinions of the College. Online publications which do not identify the author as an employee of the College and does not mention the College and are purely concerned with personal matters will normally fall outside the scope of this policy. Violation of College and Alabama Community College System policies on Internet sites is subject to investigation and sanctions within this policy.

5.1.5 Computer Hardware/Software
Any personally-owned computing property or peripheral equipment (including wireless devices) brought to the College cannot be connected to the College network without the approval of the employee's Supervisor and Computer Services. Personally-owned software cannot be loaded onto a College-owned computer unless it is directly related to the job position and is approved by the Supervisor. If any approved personally-owned computer software is loaded onto a College-owned computer, the license and documents must remain with the College computer on campus in the event of an audit. Computer software may be audited by Computer Service and others.

5.1.6 Security and Privacy (Posted on Gadsden State Community College student Website: 8/3/2016)
Immediately report any suspected breach in the security of the network to appropriate College personnel (e.g. an instructor, lab assistant, or system administrator). Users of campus networks are responsible for safeguarding their user IDs and passwords and for all activity generated from their accounts. Users are expected to comply with system administrator requests for information about computing and IT activities.

5.1.7 Technology Resources at Gadsden State Community College student: Reviewed 08/03/16 LB
Technology resources and links to multiple other resources at Gadsden State Community College student: Examples of resources: Blackboard, Panopto, Turnitin, and library services.
Follow this link or copy/paste into your browser:
http://www.gadsdenstate.edu/elearning/distance-learning

5.2 Computer Labs for Nursing: General Rules
From time to time faculty members may reserve the lab. If so, this will be posted outside the computer lab.
No food or drink is allowed in any computer lab at Gadsden State Community College.
No printing is available in the computer labs.

5.2.1 Helderman Hall (HH): Hours of operation
The computer lab will be open from 8:00-5:00 pm Monday –Thursday.
The computer lab will be open on Fridays from 8:00 to 11:30 am.

5.2.2 Cherokee Center (CC): Hours of operation
The computer lab on the Cherokee Campus matches the hours of operation for this campus.

5.2.3 McClellan Center (MC): Hours of operation: See facility hours

5.3 IT Support at Gadsden State Community College student
For support email helpdesk@gadsdenstate.edu
Or call 256-549-8341
5.4 Program, Course, Instructor, and Student Evaluations: Revised 8/10/17: EM

Student input is important to GSCC, faculty, and staff. The Director of Nursing reads all evaluations completed by students. Your suggestions are taken into consideration as educators work to continually improve the Nursing Programs. Please keep this in mind when completing evaluations. We value your thoughtful feedback whether it be positive or constructive feedback to help us improve.

The GSCC Nursing Education Program makes every effort to ensure control of costs to students and ensure best practices in nursing and in nursing education. Therefore, we are restructuring our evaluation processes. Currently students pay a fee of $72 yearly to access the E*Value Evaluation System. This system is used for all GSCC Nursing Program Evaluations.

Beginning with the Concept Based Curriculum, students will use evaluation methods deployed through Survey Monkey or Blackboard.

This change will be beneficial to students; there is no additional cost to students and there will be the same quality of data management, FERPA, and confidentiality.

This change will be beneficial to faculty; there will be individual educator control over clinical evaluations within each course.

5.4.1 Standard Curriculum: E*Value Evaluation System:
General Information on Use of E*Value:
At the beginning of each semester, students will receive an email to their Gadsden State Community College student 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.

Access GSCC email: To access Gadsden State Community College student email, go to the Gadsden State Community College student homepage and select “Student Email/0365”. Enter username and password to access student emails. Follow the link “Can’t access your account?” if there are any problems. The Gadsden State 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 Gadsden State student email regularly.

PROBLEMS WITH COMPLETING ON-LINE EVALUATION
The clerk for the director of nursing or the Pre-Nursing Advisor’s office.

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Completed By</th>
<th>Method Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>All Students</td>
<td>E*Value</td>
</tr>
<tr>
<td>Course Instructor (s)</td>
<td>All Students</td>
<td>E*Value</td>
</tr>
<tr>
<td>Clinical Instructor/Type</td>
<td>Only students in</td>
<td>E*Value</td>
</tr>
<tr>
<td>(Example OB)</td>
<td>that instructor’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>clinical group (8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students/group).</td>
<td></td>
</tr>
<tr>
<td>Clinical Instructor/Type</td>
<td>Only students in</td>
<td>E*Value</td>
</tr>
<tr>
<td>(Example Med-Surg)</td>
<td>that instructor’s</td>
<td></td>
</tr>
<tr>
<td></td>
<td>clinical group (8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>students/group).</td>
<td></td>
</tr>
</tbody>
</table>
Clinical Instructor/Type  
(Example Peds)  
Only students in that instructor’s clinical group (8 students/group).  
E*Value

End of Program Survey  
All Students  
E*Value
Alumni Survey: 6 month  
All Graduates  
E*Value
Alumni Survey: 12 month  
All Graduates  
E*Value

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Completed By</th>
<th>Method Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Evaluation: Weekly</td>
<td>Clinical Instructor</td>
<td>E*Value: Electronic after clinical experience</td>
</tr>
<tr>
<td>Final Clinical Evaluation: End of Clinical</td>
<td>Clinical Instructor</td>
<td>E*Value: Electronic after clinical experience</td>
</tr>
</tbody>
</table>

5.4.1.1 Clinical Evaluation OF Students: Clinical experiences will be evaluated on-line by instructors. Once those evaluations are completed, students will receive an email to their Gadsden State Community College student address with the link (E*Value) 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.

5.4.1.2 Course and Course Instructor Evaluation BY students: 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 Gadsden State Community College student address with a direct link to complete these evaluations. Final grades will not be released until all evaluations are completed.

5.4.1.3 Clinical Instructor Evaluation BY students: 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 Gadsden State Community College student address with a direct link to complete these evaluations.

5.4.1.4 End of Program Evaluation BY students: At the completion of the last course of the program (NUR 203 or 204) students will complete evaluations. These evaluations can be completed at the time course and clinical instructor evaluations are completed.

5.4.1.5 Alumni Survey: Students will be asked for input on the GSCC Nursing Program at 6 and 12 months after graduation. These surveys will be sent by email through the Blackboard Student Tracking course (NETCO).

5.4.2 Concept Based Curriculum: Blackboard Course Based Evaluation Method:

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Completed By</th>
<th>Method Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>All Students</td>
<td>Survey Monkey</td>
</tr>
<tr>
<td>Course Instructor</td>
<td>All Students</td>
<td>Survey Monkey</td>
</tr>
<tr>
<td>Clinical Instructor for each Clinical Type (Example OB, Med/Surg etc.)</td>
<td>Only students in that instructor’s clinical group (8 students/group).</td>
<td>Survey Monkey: Deployed and managed through the Teaching and Learning Center</td>
</tr>
<tr>
<td>End of Program Survey</td>
<td>All Students</td>
<td>Survey sent though Student Tracking course: NETCO</td>
</tr>
<tr>
<td>Alumni Survey: 6 month</td>
<td>All Graduates</td>
<td>Survey sent though Student Tracking course: NETCO</td>
</tr>
<tr>
<td>Alumni Survey: 12 month</td>
<td>All Graduates</td>
<td>Survey sent though Student Tracking course: NETCO</td>
</tr>
<tr>
<td>Evaluation Type</td>
<td>Completed By</td>
<td>Method Used</td>
</tr>
<tr>
<td>------------------------------</td>
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<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Clinical Evaluation: Daily</td>
<td>Clinical Instructor</td>
<td>Daily: in person in the clinical setting on the day of care.</td>
</tr>
<tr>
<td>Clinical Evaluation: Midterm</td>
<td>Clinical Instructor</td>
<td>Midway through the clinical experience, in person.</td>
</tr>
<tr>
<td>Clinical Evaluation: Final</td>
<td>Clinical Instructor</td>
<td>At the end of the clinical experience, in person.</td>
</tr>
</tbody>
</table>

5.4.2.1 Clinical Evaluation OF Students: Clinical experiences will be evaluated daily by instructors at the end of each clinical day or as soon as possible after the clinical experience. Students are asked to read the comments initial, indicating that they read the evaluation and comments. Students may submit any comments in writing. For significant concerns that occur in the clinical setting additional written documentation will be provided to the student at this time by the clinical instructor. Students will receive a mid-term and final clinical evaluation score of PASS or FAIL. Students must be successful in all course objectives and competencies to PASS the clinical experience.

5.4.2.2 Course and Course Instructor Evaluation BY students: Near the end of each semester, students are asked to evaluate the courses and instructors for those courses. Students will be notified through their NUR course in Blackboard, with a link to access each evaluation. Final grades will not be released until all evaluations are completed. Immediately after the final exam for the course, students will be asked to complete all evaluations while they are in the computer lab.

5.4.2.3 Clinical Instructor Evaluation BY students: After the last clinical experience with an instructor, students are asked to complete an evaluation on their clinical instructor(s). Students will be notified through their NUR course in Blackboard of the link to access each evaluation.

5.4.2.4 End of Program Evaluation BY students: At the completion of the last course of the program (NUR 115 and 221) students will complete evaluations. These evaluations can be completed at the time course and clinical instructor evaluations are completed.

5.4.2.5 Alumni Survey: Students will be asked for input on the GSCC Nursing Program at 6 and 12 months after graduation. These surveys will be sent by email through the Blackboard Student Tracking course (NETCO).

5.5 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](http://www.gadsdenstate.edu/academics/elearning/index.php)

<table>
<thead>
<tr>
<th>Course content:</th>
<th>This feature allows instructors to post articles, assignments, videos etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar:</td>
<td>Instructors can use this function to post due dates for assignments and tests.</td>
</tr>
<tr>
<td>Learning modules:</td>
<td>This feature is often used for strictly online classes. It allows instructors to post different lessons for students to access.</td>
</tr>
<tr>
<td>Assessments:</td>
<td>This tab allows instructors to post quizzes and exams and allows students to access them anywhere there is an internet connection.</td>
</tr>
<tr>
<td>Assignments:</td>
<td>This feature allows for assignments to be posted and for students to be able to submit assignments online</td>
</tr>
<tr>
<td>Grade Book:</td>
<td>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.</td>
</tr>
<tr>
<td>Media Library:</td>
<td>Videos and other media may be posted under this function.</td>
</tr>
</tbody>
</table>

5.7 Gadsden State Community College student LIBRARIES:
Call or visit Gadsden State Community College student home page for hours (Summer hours are abbreviated):
 http://www.gadsdenstate.edu/

 Ayers Campus: 256-835-5436  
 Cherokee Campus: 256-927-1808  
 McClellan Campus: 256-2389352  
 Valley Street Campus: 256-439-6887  
 Wallace Drive Campus (Gadsden): 256-549-8333
SECTION 6.0 STUDENT SCHOLARSHIPS & STUDENT NURSE ASSOCIATION

6.1 Scholarships Available (Required Qualifications): Reviewed 8/2017 DM

1. *Nell Thomas Scholarship
2. *Godfrey Family Foundation Scholarship
3. *Sue McMeekin Griffith Memorial Scholarship
4. Peggy York Memorial Scholarship (Awarded to a first year student by faculty, students do not apply for this scholarship)

* Faculty choose the recipients by vote for this scholarship and this will be awarded to student at awards day.

Please contact Faculty Advisor for Scholarship opportunities for more information
(See student tracking course NETCO for current advisor)

All students applying for scholarships must complete a FASFA form to be considered. Please, take time to do this!

6.2 SNA Scholarships: Reviewed 8/2017 CM

• An applicant must be an active member of the Gadsden State Community College SNA and participate in most SNA fundraisers and activities.
• 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.
• Scholarships will be awarded based on available funds.

6.3 The Student Nurses’ Association (SNA) invites all students to become members! Student membership includes becoming a member of the national organization (NSNA), the Alabama Association of Nursing Students (AANS), and Gadsden State’s local chapter. Yearly dues schedules can be accessed at www.nsna.org, click on Membership. Local dues are an additional $10 per year. Members have access to the SNA Blackboard page where important SNA communication occurs. SNA meetings are held monthly and are announced via the SNA Blackboard page.

Events scheduled each year may include:
• Food Drives
• Community events to showcase nursing
• AHA Heart Walk
• Health Fair
• Be the Match – bone marrow donor registry
• Attendance at NSNA/AANS conventions
• Fundraisers

Students are encouraged to join the SNA to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and, to aid in the development of the whole person and his/her ideals of holistic health care. There are opportunities for leadership development through serving as an officer and attendance at the annual leadership conference. There are also special discounts at various businesses offered through the NSNA organization. Contact the SNA Faculty Advisor for more information (See student tracking course NETCO for current advisor).
SECTION 7.0: APPENDICES

Appendix A: Student Handbook Reviewers

Identification of initials associated with each policy reviewed: all policies have date and initials of reviewer unless the policy was grandfathered from prior to 2016. Grandfathered policies reviewed by Dr. Susan Tucker.

BB Becky Bertalan, Remediation Specialist for GSCC Nursing Education Program
LB Lynda Bechel, Computer Technology Support Services for GSCC, Main Campus
MB Michele Bradford, Attorney for GSCC
DC Deborah Curry, Dean of Health Care Programs for GSCC
JG Janet Gardner, Director of Nursing for GSCC Nursing Education Program
JJ Jay Johnson, Database Administrator for GSCC
ML Martha Lavender, President for GSCC
PM Pamela Mayo, Student Advisor for GSCC Nursing Education Program
ST Susan Tucker, Nurse Educator, Prior Director of Nursing for GSCC
DG Derrick Griffey, Director Teaching and Learning Center
TR Terri Rinehart, Health Sciences Administrative Assistant
EM Evelyn Musick, GSCC Nurse Educator
PJ Pam Johnson, Institutional Outcomes
Appendix B
Acknowledgement of Student Handbook
NURSING EDUCATION PROGRAM ADMISSION, PROGRESSION, AND GRADUATION CONTRACT

Student Name: ______________________________ Date: ____________

Course: _____________________ GSCC ID#: G____________

1. Falsification and/or omission of information on the college and/or nursing application & questionnaire or any documents used to demonstrate compliance with health status or registration for NUR courses 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, 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.

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 in each category in order for students to receive a passing score for clinical performance. 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. Students with a failing score in the clinical component of any NUR course will receive a letter grade of F for the associated NUR course.

6. 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 reinstatement one time only as a new student within one year of non-progression or reinstatement. Students in the Concept Based Curriculum will not round exam grades, but the final grade will round from 0.5 up. Students in the old nursing curriculum will keep the rounding rule that was employed when they entered the old curriculum (No rounding of NUR courses). 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 and nursing program policies.

7. Students who are unsuccessful in an NUR course in the Summer Semester of 2017 or after must enroll in and receive a grade of 75% in the Concept Based Remediation Course or better to be eligible for reinstatement in subsequent semesters.

8. Before the student will be allowed to register each semester, the student must demonstrate current compliance with CPR (BLS Health Provider certification), professional liability insurance, health status meets the GSCC guidelines with current required documents to prove this, and current on required fees (including E*Value fee) and financial holds on student account.

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. Students must be eligible to attend a clinical experience in any clinical site affiliated with Gadsden State Community College.

13. 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: (1)Have you ever been placed on a state AND/OR federal abuse registry? (2) 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.

14. 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.

15. 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 during each semester**.

16. I understand that during my nursing education that I will come in contact with infectious diseases and will be handling blood and body fluids.

17. 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.

18. 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.

19. 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).

20. I understand that I must take the Kaplan Comprehensive Exam at the end of the program and other Kaplan standardized exams throughout the program in each course as instructed (see syllabus).

21. I understand I must complete the remediation process and contract as outlined in this handbook (Date: 2017-2018 Your initials: _____) Fill in the date of the Nursing Student Handbook here.

22. I understand I must attend the live NCLEX review at the end of the program of study.

23. I understand I must have a background check before starting my clinical experience and I am responsible for the cost of this report. I understand that acceptance into the nursing program is conditional upon the results of a recent Background Check.

24. 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.

25. Course forgiveness and academic bankruptcy do not apply to nursing courses.
I have read this contract and understand the policies and criteria stated herein for the Student Handbook (revised 7/2017). I understand that all materials pertaining to the program apply to me and that failure to abide by any stated criteria is grounds for sanction up to and including dismissal from the Gadsden State Community College Nursing program.

I understand that I may utilize program and institutional policies to address and concerns or questions I have regarding my progress in the GSCC nursing program.

**The student honor pledge:**
I pledge that I, ______________________________________________(Print Name), will not at any time be involved with any acts of academic or nonacademic misconduct while enrolled as a student in the Nursing Education Program at Gadsden State Community College. I have read the Student Honor Code which explains disciplinary procedures that will result from the aforementioned. I will abide by the Student Honor Code as a condition of admission to the Nursing Education Program. I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the Nursing Education Program.

STUDENT SIGNATURE________________________________________DATE SIGNED: __________

**Understanding of 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: __________

**Permission to Record, Video, and/or Photograph:**
Classes are regularly recorded and videotaped by the instructor to provide Blackboard backup of lectures and learning experiences. Additionally, recordings, photographs, videos may be taken by 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. Student recordings or images will be used for educational purposes only. Please, sign below to indicate you acknowledgement of audio, video, or photography in the classroom at the end of the Handbook and give your permission for these to be used by GSCC.

STUDENT SIGNATURE________________________________________DATE SIGNED: __________