

FINGER LAKES COMMUNITY COLLEGE
Department of Nursing

NURSING DEPARTMENT GUIDELINES AND PROCEDURES*

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*Guidelines and Procedures are subject to review and change at the recommendation of the Departmental Academic Standards Committee and approval of the Nursing Department. After Nursing Department approval, all changes will be communicated to current students via the Blackboard Learning Platform and updated on the FLCC web site.

A. INTRODUCTION AND NONDISCRIMINATION NOTICE

Student Rights

Freedom to Learn

In accordance with Federal regulations, the New York State Human Rights Law, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, and Title VI and Title IX of the Higher Education Act, Finger Lakes Community College has adopted an internal due process procedure providing for prompt and equitable resolution of complaints alleging discrimination on the basis of race, color, ethnicity, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction in its educational programs, activities, admissions, and employment policies.

Neither student nor instructor shall be deprived of the tenets of academic freedom, including open discussion and investigation, and the College shall be ever conscious of and shall promote the motto of the State University System - "To Learn - To Search - To Serve."

Instructors shall evaluate student performance according to current academic guidelines and students shall have the right to challenge a grade or academic treatment in the classroom according to the procedures outlined in this document.

Nondiscrimination Notice

Finger Lakes Community College - Nondiscrimination Notice

Finger Lakes Community College does not discriminate against any employee, applicant for employment, student or applicant for admission based on an individual's race, color, national origin, religion, creed, age, disability, sex, gender identification, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, veteran status, domestic violence victim status, criminal conviction or any other category protected by law. The College adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education.

Inquiries regarding the application of Civil Rights may be directed to:

Inquiries regarding the application of Civil Rights may be directed to the Civil Rights Compliance Officer, Grace Loomis, Director of Human Resources, Room 1350, 585-785-1451, grace.loomis@flcc.edu or Title IX Co-Coordinators: Sarah Whiffen, Associate Vice President for Student Affairs, Room 2153, 585-785-1284, Sarah.Whiffen@flcc.edu or Catherine Burns, Human Resources Compliance Coordinator, Room 1341, 585-785-1466, Catherine.Burns@flcc.edu; at Finger Lakes Community College; 3325 Marvin Sands Drive, Canandaigua, NY 14424.

Inquiries may also be directed to the United States Department of Education's Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; or email: ocr.newyork@ed.gov, or contact the NYS Division of Human Rights Offices <http://www.dhr.ny.gov/>, One Monroe Avenue, Suite 308, Rochester, NY 14607; Tel. 585-238-8250; or email InfoRochester@dhr.ny.gov.

Retaliation is prohibited against any person who files a charge of discrimination, participates in an OFCCP proceeding or otherwise opposes discrimination under state or federal law.

[Non-Discrimination Policy and Procedures](#) 

B. ACADEMIC GUIDELINES AND PROCEDURES

1. General Grading:

- Each student is required to maintain a minimum grade of 'C+' (2.3) in Fundamentals of Nursing and a grade of 'C' (2.0) in subsequent nursing courses in order to proceed to the next nursing course.

Grading System:

A	-	90	C-	-	67-69
B+	-	86-89	D+	-	64-66
B	-	82-85	D	-	61-63
B-	-	78-81	D-	-	58-60
C+	-	74-77	F	-	57 and below
C	-	70-73			

Final course grades are rounded to the nearest whole number.

- In terms of grading, clinical performance takes precedence over academic achievement. Nursing clinical grading is based on 'S' (Satisfactory) or 'U' (Unsatisfactory) performance. Passing will be either 'Satisfactory' or 'Probation' status. 'Failure' is defined as unsatisfactory performance at any point during a nursing course.
- A student who is deemed a clinical failure prior to the established college withdrawal date for that semester has the option to withdraw from the course. Should the clinical failure occur after the established college withdrawal date, the student will receive an "F" for the course regardless of the theory grade earned.

Academic Dishonesty: Per the FLCC Student Code of Conduct Policy:

- Engaging in forms of dishonesty, such as cheating and plagiarism is prohibited. The term 'cheating' includes but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, or examinations; 2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or 3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. The term 'plagiarism' includes, but is not limited to the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Any evidence of dishonesty on the part of a student or aiding (defined by Webster's dictionary as "to render assistance or help") or abetting (defined by Webster's dictionary as "to encourage and support especially a wrongdoing or wrongdoer") on the part of another student in the clinical or academic area will result in a departmental hearing for consideration of dismissal from the nursing program. Additionally, any student found to have had knowledge of actual or potential dishonesty and who fails to report it will be required to attend a departmental hearing for consideration of dismissal from the program.
- Any exam material disclosure by students including the nature or content of examination items, before, during, or after the examination is prohibited and is considered academic dishonesty.

Electronic Devices/Social Media:

- Audio tape recording of lecture is acceptable. Reproduction and/or distribution of recorded lecture via social media e.g. Facebook, YouTube is prohibited.
- All media/communication devices other than audio recording devices, e.g. cameras, video players, etc. are prohibited during class and scheduled lab sessions.
- Cell phones are to be powered off during class and scheduled lab sessions.
- Cell phone use for students is permitted during assigned break/lunch periods outside of patient care areas while in the clinical area. Cell phones are to be powered off during all interactions with faculty i.e. pre and post conferences while in the clinical setting unless instructed by the faculty member.
- Students will follow the assigned clinical facility's policy regarding use of electronic devices while in the clinical area.

Clinical Assignments:

- It is expected that clinical assignments must be handed in/completed by the designated date. Late clinical assignments with a point value grade will be penalized per requirements as noted in course syllabi. Late clinical assignments with an 'S/U' grading scale may be accepted at the discretion of the clinical instructor.

2. Theoretical Testing:

• **Testing Accommodations:**

- Refer to <https://www.flcc.edu/offices/disabilityservices/> for disability services overview.
- Students with learning needs who desire special accommodations must have documentation of disability on file with the college's Learning Disability Coordinator for each course.
- Students receiving testing accommodations who miss lecture content due to the need for increased testing time are responsible for lecture content.
- Students must submit testing accommodation paperwork to the lead teacher of each course.

• **Absence/Lateness to class on testing dates:**

- Any student who will not be present at the beginning of a test must notify the course lead teacher via the FLCC phone number prior to the exam time.
- Any student arriving 5 or more minutes after an exam has begun may be required to take the exam immediately after class.
- Students are expected to take a missed test on the first day they return to main campus. Students are responsible for scheduling the test make up time by calling the department secretary at 585-785-1345 prior to returning to campus.
- Make-up exams may have an alternate format with content comparable to the original exam.
- If two (2) absences occur on test days, the student will be required to attend a level meeting.
- Failure to adhere to this policy will necessitate the student's appearance at a level faculty meeting to explain his/her absence and lack of notification. If his/her explanation is unacceptable to the faculty, the student will receive a grade of zero for that examination.

• **Testing Process:**

- Students will not be able to have anything on or under desks/ chairs or on their person e.g. smart watches, hats, drinks, book bags, purses, coats, electronics, cell phones, personal computer/flash drives. Belongings must be off to the side of the room. Nothing is allowed in the immediate testing area except writing utensils and calculator.
- Use of a calculator during class testing will be permitted. The only calculator to be used during class testing is the make/model listed in the course syllabus. No sharing of calculators is permitted. **Calculators are subject to inspection by nursing faculty at any time.**
- Instructors reserve the right to inspect any items in the immediate testing area.
- Once testing begins, students may not leave the testing room until the student's test is complete. Please use the restroom prior to the test. In extenuating circumstances, students will be escorted. The testing situation is monitored; academic dishonesty will not be tolerated.
- The instructor reserves the right to move a student's seat or confiscate his/her test at any time.
- At the end of the testing time, the student must submit the exam and the answer sheet to the instructor.
- In the event of a discrepancy between an answer written on an exam booklet and the exam answer sheet, only the exam answer sheet will be graded.
- If a student fails to fill in an answer on the exam answer sheet, there will be no credit awarded regardless of answers that appear in the exam booklet.
- It is the responsibility of the student to ensure that all answers are transcribed from the exam booklet to the exam answer sheet in the allotted time.
- All integrated Kaplan testing must be completed on campus in a proctored environment.

• **Test Review, Test Grade Change**

- Tests will be reviewed in clinical/class with the faculty. Students are not allowed to take any notes or have any electronic devices present during test review.

- Test computer answer sheets will be collected after students have seen their grades.
- A student who is absent for test review may make an appointment with the clinical instructor to review the test within 7 days of the exam review or the opportunity to review the test will be forfeited.
- Any request for exam grade changes must be submitted by the student and agreed to by the full-time faculty PRIOR to the date of the next scheduled unit test or Final exam (whichever comes first) to be considered.
- Final course exams will NOT be reviewed with students.

3. Math Testing:

- Students must achieve the minimum score on Math of Medications tests for NUR 100, 101, & 202 in order to obtain a 'Satisfactory' clinical grade. Minimum score requirement is 90% in NUR 100 and 100% in NUR 101 & 202.
- Any student who will not be present for a Math test must notify the course lead teacher via the FLCC phone number prior to the exam time. Notification by other means, i.e. text, e-mail, Facebook or other social media is not acceptable. Failure to adhere to this policy will result in forfeiture of that attempt. ***If the student calls the department appropriately, s/he will take the next scheduled Math test without forfeiting an attempt.***
- Three testings are allowed. A student who fails the third Math test in any one semester may qualify for a fourth and final testing provided the student meets the following criteria:
 - The student has not required a fourth Math testing during his/her enrollment in the Nursing Program.
 - The student's academic average, verified at the time of the failed Math test, is:
 - (a) NUR 100 – 74% or better
 - (b) NUR 101 and 202 – 70% or better.
 - The student's clinical performance is satisfactory.
 - The student must either take and pass MAT 090 (Basic Mathematical Concepts for Nursing Students, 1 credit) or provide the Nursing Department with documentation that s/he has obtained professional tutoring in Math with a member of either the Mathematics Department or Academic Support Center.
- A grade of "F" for the course will be earned by any student who is unsuccessful on a third Math test and does not meet all of the criteria listed above for additional testing.
- Successful completion of the fourth Math test must occur before the student will be allowed to progress to the next nursing course. The student will receive a grade of incomplete (I) in the course in which a fourth test is needed and take the test as scheduled by the nursing faculty pending satisfactory academic completion of the course.
- Should the student not pass the theory component of the nursing course, s/he will receive the theory grade earned. Therefore, the student will not be required to take the fourth Math test and the student will be noted as not having successfully completed the course.
- Any student who is unsuccessful on the fourth Math test will receive a grade of "U" in clinical and therefore, a grade of "F" in the course.

4. Skill Competencies:

- Skill competency testing is considered an integral part of clinical evaluation. Failure to pass a skill competency within the allotted number of testings constitutes clinical failure.
- If a student fails to appear for a scheduled competency without prior notification to the designated instructor, the student will forfeit that attempt.
- Notification is to be made in the following fashion:
 - if testing is scheduled with a full-time faculty member, via instructor FLCC phone number
 - if testing is scheduled with an adjunct faculty member via 585-785-1429.
- NUR 100 & 101 – Students must verify practice before attempting competencies by obtaining signatures from collaborative group member(s).
- NUR 202 – Supervised practice with an instructor is recommended before a student attempts competencies. Supervised practice is to be done in groups, not individually.
- Students may be tested by their clinical instructor or any other instructor of the same course who has available lab time. No one may observe a testing situation other than the instructor.
- NUR 100 – Students may be tested three times for each competency prior to the specified deadline.
- NUR 101 & 202 – Students may be tested twice for each competency prior to the specified deadline.

- Exit Medication Competency – Students not graduating immediately following Nursing 202 will be expected to pass the Exit Medication Competency prior to the identified deadline date. All forms of medication administration previously taught may be tested. Students may be tested twice.
- When comp testing dates are assigned by lottery and a student fails to test during his/her assigned time frame, the student will forfeit his/her first attempt.
- If the student has failed a competency and does not meet all of the criteria listed below for additional testing s/he may request in writing a course level appeal (Appendix A) with the course faculty to appeal the resulting clinical failure. If the student has requested an appeal, class and clinical participation may continue pending the hearing outcome.

Criteria for Additional Testing:

- In the event that any competency is not passed, one additional testing will automatically be granted if the student meets the following criteria:
 - The student has attempted the competency at least once prior to the specified deadline.
 - The student's academic average, verified at the time of the failed competency, is:
 - a) NUR 100 – 74% or better
 - b) NUR 101, 202, 203 and 204 – 70% or better.
 - The student's clinical performance is satisfactory at the time of the failed competency.
 - In addition, the student has not required additional testing for any other competency during the semester.
- The additional testing must be attempted within one week of the original competency due date and time or it will be forfeited.

5. Nursing Care Plans:

- Definite time limits are set on these assignments and vary from course to course. The care plan must be submitted on the date due. Late care plans are not acceptable without special permission of the instructor. If the instructor is not available, all care plans must be initialed and dated by the secretary (or any available faculty member) when submitted.
- The number of care plans required in each course is specified in the course outline.
- Care plans may be revised twice at the discretion of the instructor to achieve a satisfactory grade.
- Failure to meet care plan requirements may result in either clinical probation or clinical failure depending on the student's overall clinical performance.

6. Clinical Facility Requirements:

- Students are responsible for their own transportation to affiliating clinical sites.
- Students are required to comply with all the policies of the healthcare facility to which they are assigned.
- Many health care facilities require information about students engaged in clinical learning opportunities, including but not limited to: verification of name; address and social security number; personal health information; drug and alcohol testing; criminal background checks; verification of education; listing on any registered sex offender lists; listing on U.S. Office of Inspector General's Excluded Individual's list; and listing on the U.S. General Services Administration's Excluded Parties List. The student is responsible for the cost of obtaining such information. The information required to permit a student to participate in a clinical setting is determined by respective health care facility.
- Students who are unable to comply with the policies of the healthcare facility to which he/she is assigned and for whom alternate accommodations cannot be secured, will be ineligible for Nursing Program completion. For example, if a clinical facility requires a background check and the student fails to meet the facility's requirement, the student may be ineligible for Nursing Program completion.

7. Clinical Performance:

- Each student will be prepared for every clinical experience, i.e. completed clinical assignments per course syllabus, ability to address specifics about patient's labs and medications, proper clinical attire and presentation per dress code. Unpreparedness may result in student being dismissed from clinical for the day. Any missed hours will be counted as clinical absence time.
- Student nurses are to subscribe to the same laws as health facility employees which state: "No person is employed unless he/she is free from a health impairment which is a potential risk to the patients or which might interfere with the employee's performance of his/her duties, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other substances that may alter behavior."
- At any time during a course when deemed by a clinical instructor that a student has jeopardized/will jeopardize patient safety (physical and/or psychological), the instructor reserves the right to prohibit the student from continuing the clinical experience.
- Once students have been determined a clinical failure r/t patient safety issues (physical and/or psychological), they will not be allowed to attend clinical/lab or take any tests. Class attendance may continue.
- Any change in health status (i.e. surgery, hospitalization, pregnancy, birth, etc.) after admission to the program requires written health care provider clearance to return to class/clinical.

8. Clinical Probation:

- Clinical probation identifies the student who has the potential to correct deficiencies and reach an acceptable level of performance. Examples of reasons for putting a student on probation: Unsatisfactory paperwork; tardiness; problems with organizational skills; lack of professional behavior; lack of psychosocial skills with peers, faculty, and all people in the clinical setting; problems with asepsis; lack of satisfactory performance of clinical skills; and/or any items on the clinical contract.
- A student may be retained on clinical probation only once while in the nursing program, regardless of the length of time involved. A student may be placed on probation at mid- semester, at the end of the semester, or whenever deemed appropriate. A student who is placed on probation at or before mid-semester must be removed by the end of the semester. A student who is placed on probation after mid-semester and is taking NUR 100 or NUR 101 cannot be removed before the middle of the next semester but must be removed by the end of that semester. A student who is placed on probation after mid-semester and is taking NUR 202, NUR 203, or NUR 204 must be removed by the end of the semester. Students placed on clinical probation will receive a copy of their probationary statement. Another copy is to remain in their advisement folder. Students on clinical probation must periodically seek out the clinical instructor for feedback regarding progress toward correcting identified deficiencies.
- Any student on probation at the end of NUR 101 will not be allowed to enroll in Summer NUR 203 and/or NUR 204.
- Violation of clinical probation may result in clinical failure.

9. Curriculum Requirements:

- The student is required to complete a minimum of 64 credit hours with a grade point average of not less than 'C' (2.0) and a minimum grade of 'C' in all curriculum required courses. A cumulative grade point average of 'C' (2.0) or better and a minimum of 'C' in Anatomy and Physiology I & II are required to continue in the Nursing program. In addition, satisfactory grade performance in the Nursing program includes a minimum of 'C+' (2.3) in NUR 100 Fundamentals of Nursing and 'C' (2.0) in each succeeding required Nursing course. Unsatisfactory clinical performance in Nursing negates academic grade performance. Dismissal will occur if these curriculum requirements are not met.
- If a grade below 'C' is achieved in any other curriculum required course, the student must repeat the requirement but can remain in the nursing program.
- A student enrolled in NUR 215 who withdraws from or is deemed a clinical failure in NUR 202, 203, or 204 and who wishes to continue in NUR 215 must submit a written request to the Nursing Department chair. The written request must include a detailed rationale for continuation in NUR 215 and be submitted within one week of the withdrawal or failure. The student may continue in NUR 215 until the department decision has been finalized.
- Each candidate for graduation must first be approved as having successfully completed program requirements.

- Students who are a clinical failure and are enrolled in an elective NUR course may continue in the course with permission of the instructor.
10. Contesting Clinical Probation or Failure: In an effort to provide the student with equity and fairness, the following steps must be followed as outlined below.
- If a student wishes to contest placement on clinical probation or clinical failure at any time during the semester, s/he may do so using the following steps, each of which has an associated time line.

If the probationary or clinical failure status was designated by the clinical instructor, the appeal process begins with Step 2.	If the probationary or clinical failure status was designated by the course level team, the appeal process begins with Step 4.
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Note: All communication throughout this process will only be sent and received via Finger Lakes Community College email addresses. Failure to use an FLCC email account for meeting requests and other correspondence will negatively affect the student's ability to appeal. It is the student's responsibility to regularly check his/her email throughout this process.

Step 1 – Notification.

Once a student has been placed on probation or deemed a clinical failure, the clinical instructor will notify the student of his/her status via FLCC email. When possible the student will also be notified verbally.

Step 2 – Meeting Request with Faculty Member.

Within two business days after the notification, the student must request via college email a conference with the faculty member who placed the student on clinical probation or deemed the student a clinical failure. Failure to do so cancels the student's right to appeal.

Step 3 – Meeting Request with Course Lead Teacher.

If the issue remains unresolved after Step 2, the student must request a meeting with the course lead teacher. Such request must be made within two business days after the date of faculty student meeting identified in Step 2. Within two business days following the course lead teacher student meeting, the student will receive an email notification from the course lead teacher regarding the outcome of the meeting. If the issue remains unresolved following the student-lead teacher meeting the student has two business days following the date of email notification to proceed to Step 4.

Step 4 – Course Level Team Meeting.

If the student is dissatisfied with the outcome of the meeting in Step 3 or the decision of the course level team, the student has two business days following the date of the email notification to request an appeal to the course level team (Appendix A). Refer to Course Level Appeal Meeting Guidelines (Appendix B). The student will be notified in writing regarding the date/time/location of the course level appeal by the course Lead Teacher. The student will be sent an official email notification from the course lead teacher within two business days following the course level appeal regarding the course level decision.

Step 5 – Nursing Department Appeal

If the student is dissatisfied with the course level decision, the student has two business days following the date of the email notification from Step 4 to submit a request via email to the Department Chair to schedule an appeal to the full Nursing Department (Appendix C). The student will be notified in writing regarding the date/time/location of the department level appeal by the Department Chair. Refer to Department Level Appeal Meeting Guidelines (Appendix D). The department chairperson will email the student the department decision within 2 business days following the departmental appeal.

Step 6 – Finger Lakes Community College Academic Grievance

If the student wishes to take further action, the student may file an appeal via the FLCC grievance procedures as outlined on the College's website <http://www.flcc.edu/academics/faq.cfm>

11. Faculty Initiated Student / Course Level Faculty Meeting:

- A faculty member who requests a Student/ Course Level Faculty Meeting must do so in writing. The written request must include an explanation for the meeting, the meeting date, time and location (Appendix E).
- The student may not bring any personal belongings into the room other than a prepared statement written on paper and a writing instrument. The student is responsible for securing his/her personal belongings.
- The student's role in a meeting is to respond to faculty concerns in a succinct manner.
- Minutes will be taken during the meeting.
- At the close of the Student/Course level session, the course level will privately discuss the issues presented.
- Minutes will summarize the discussion points and outcome of the meeting. A simple majority vote, (with the chair voting), will determine the outcome. The student will be sent an official email notification from the course lead teacher within two business days following the student/ course level meeting regarding the course level decision. It is the student's responsibility to check his/her email account for the response.

12. Attendance:

- Regular attendance in lecture is strongly recommended and encouraged.
- Because nursing is a practice oriented discipline, **College lab and clinical attendance are mandatory.** In the case of an emergency which necessitates an absence, the student must confer with his/her clinical instructor who will determine whether a level hearing is needed. An alternate activity may be planned according to the course outcomes.
- Late arrival to college lab and/or clinical is unacceptable professional behavior and may be considered an absence at the discretion of the instructor.
Prior to an absence from clinical the student will contact his/her clinical instructor by telephone per specific instructions which are provided during clinical orientation by his/her clinical instructor. Notification by any other means, i.e. email, text, Facebook or other social media, or FLCC voice mail, is not acceptable. If the student is unable to contact the instructor, s/he is to call the facility to which s/he is assigned and ask the hospital personnel to relay the message to the clinical instructor.
- Excessive clinical absence may impact the student's ability to meet stated outcomes successfully and may result in clinical failure. A student may take NUR 211, Clinical Make-up Practicum (1 credit) a maximum of **one** time during the Nursing program, if the student meets eligibility requirements noted below.
 - A student* absent for more than 10% - ≤ 15% of clinical hours in NUR 100 (6–8 hours), NUR 101 (10-14 hours) or NUR 202 (14-20 hours), who is clinically satisfactory and has passed the theory component of the nursing course, will earn an incomplete grade for the course. In order to successfully complete the course in which the incomplete was earned due to absenteeism, the student will be required to take and successfully complete NUR 211, a one credit clinical make up practicum. This course is intended to afford students the opportunity to gain clinical experience that was missed during the regular semester. This course is NOT a remediation for clinical deficiencies.
* The student, with or without a medical exemption, must meet the same criteria.
 - A student** absent for more than 15% - ≤ 20% of his/her clinical hours in NUR 100 (9-11 hours), NUR 101 (15-19 hours) or NUR 202 (21-27 hours) and has not required NUR 211 previously, will be placed on clinical probation due to the number of hours missed. It is difficult to assess competency, but the student still may have the possibility of passing if the probation requirements are met, has completed all clinical assignments satisfactorily and has passed the theory component of the nursing course. If clinical probation is for absenteeism only, the student will earn an incomplete grade for the course and must take and successfully complete NUR 211.
**The student with a medical exemption (*documented medical or psychological reasons*) for the total time of the absence, meeting the previous requirements, will not be placed on probation for absenteeism, but will be eligible to take the NUR 211 or complete a medical withdrawal from the course.
 - A student*** absent for more than 20% of his/her clinical hours in NUR 100 (12 hours), NUR 101 (20 hours) or NUR 202 (28 hours) will be deemed a clinical failure and will receive an F for the course. The student is not eligible to take NUR 211.
***The student with a medical exemption (*documented medical or psychological reasons*) for the total time of the absence will be eligible to complete a medical withdrawal from the course. The student is not eligible to take NUR 211.

Note: Missed clinical hours are not made up on an hour per hour basis. The practicum must be successfully completed in order to fulfill the course requirements.

- If further absences occur in another semester and the student has already taken NUR 211, the student will be deemed a clinical failure as NUR 211 can be taken only once.
- A student who does not pass the theory component of the course will be considered ineligible to take NUR 211 and will receive the theory grade for the course.
- Prior to an absence from college lab, the student will contact the Nursing Technical Specialist by telephone.
- Excessive college lab and/or clinical tardiness and/or absences may result in a clinical probation or failure.
- Cancelation Policy:

Clinical is canceled if any of the following are closed due to unsafe driving conditions:

- FLCC
- the clinical facility's school district
- If the student's school district is closed due to unsafe driving conditions, the student is not obligated to attend clinical. It is expected that the student will exercise prudent judgment in making this decision.

13. Program Continuity:

- Nursing subjects should be taken sequentially over a consecutive two-year period. If this sequence pattern of nursing course study is interrupted; the faculty reserves the right to determine if the student's knowledge and skills are current. Testing of theory and skill competency as well as course auditing may be stipulated.

14. Exit Interview:

- Every student leaving the program for any reason is expected to schedule an exit interview with the Department Chairperson or designee.

15. Confidentiality/Health Insurance Portability and Accountability (HIPAA) Guidelines:

- Students are held accountable to maintain patient confidentiality at all times and in all places.
- Any statement, including but not limited to one on a social networking site, which may cause harm or injury to another or to the school will be grounds for dismissal.
- Electronic Devices/Social Media Networking Sites:
 - Audio tape recording of lecture is acceptable. Reproduction and/or distribution of recorded lecture via social media e.g. Facebook, YouTube is prohibited.
 - All media/communication devices other than audio recording devices, e.g. cameras, video players, etc. are prohibited during class and scheduled lab sessions ie: Lab, collaborative group, seminar and faculty demonstrations.
 - No photos or videos of faculty or staff without written permission.
 - Cell phones are to be powered off during class, clinical and scheduled lab sessions.
 - Cell phone use for students is permitted during assigned break/lunch periods outside of patient care areas while in the clinical area. Cell phones are to be powered off during all interactions with faculty i.e. pre and post conferences while in the clinical setting unless instructed by the faculty member.
 - Students will follow the assigned clinical facility's policy regarding use of electronic devices while in the clinical area.
- Students are to immediately report any breaches of HIPAA to nursing department Faculty.
- Nursing Students are prohibited from:
 - Obtaining or disseminating any patient-related image via any form of electronic media.
 - Disseminating any information about patients such as patient names, medical information, etc. via any electronic media.
- Violation of any of these Guidelines and Procedures may result in failure/dismissal from the course or program as a violation of patient safety.

16. Other Clinical Guidelines:

- Student nurses are PROHIBITED from administering intravenous push (IVP) medications in the clinical setting.

17. Other Guidelines:

- If a student demonstrates unprofessional conduct or behavior which may include but is not limited to cheating, dishonesty, plagiarism, incivility or theft he/she may be subject to dismissal from the Nursing Program.
- Attending class or clinical impaired by drugs +/- alcohol may result in dismissal from the Nursing Program.
- Any statement, including but not limited to one on a social networking site, which may cause harm or injury to another or to the school will be grounds for dismissal.
- Persons not enrolled in nursing courses may not be allowed in the nursing lab.

18. Contacting patients/staff/administrator/facility:

- **Students are prohibited from contacting patients/staff/administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. Failure to comply with the above mandate may result in clinical failure.**

C. DRESS CODE:

- The Nursing Faculty believes that a professional appearance reflects positively on the college and the Nursing Program as well as the Nursing profession. The purpose of the clinical dress code is to maintain a professional image based on safety requirements and infection control.
- Students are not permitted to wear scrubs on campus unless they are participating in simulation in the nursing lab.
- Students may wear their FLCC Nursing uniform only in the clinical area. A student shall appear at his/her clinical facility in the appropriate uniform.

1. General Uniform Requirements:

- Identification shall be worn at all times.
- Uniforms are impeccably clean and neat.
- Soiled and/or wrinkled uniforms are inappropriate.
- Uniform pants or skirt must be royal blue cotton or cotton blend material. Knits are not allowed.
- Pants must be ankle length. The following are not allowed: jeans, leggings, capris, jumpsuits, stirrup, stretch, or ankle-cuffed pants.
- Footwear must be all white, clean shoes or sneakers; nursing shoes are preferred.
- If laces are worn, they must be white.

Females:

- The uniform is to be the pre-selected FLCC style. The FLCC insignia will be placed on the left sleeve.
- Uniform may be dress, skirt or pants.
- Dress or skirt is to be no shorter than the back of the knee or longer than the mid-calf.
- With dress or skirt plain white nylons/pantyhose are to be worn; with pants white socks/stockings are to be worn. No socks are to be worn over hose with dress uniforms.
- Slips are worn with dresses and skirts.

Males:

- The uniform is to be the pre-selected FLCC style. The FLCC insignia will be placed on the left sleeve.
- White socks shall be worn.

2. General Appearance Requirements:

- The uniform is to fit loosely and appropriately. Uniforms that cling or are too tight will not be permitted.
- Undergarments are to be worn and should not be visible through the uniform.
- Sweatshirts are not allowed.

- White, unadorned, round-neck, t-shirts may be worn under the uniform shirt.
- The pre-selected, FLCC style, scrub jacket may be worn over the uniform.
- Shoes with high tops, high heels, open toes, or open backs are not approved. Brand names on shoes should be inconspicuous.
- Hair should be appropriately arranged off the face and secured for the duration of the clinical. If shoulder length or longer, the hair must be secured to avoid falling forward. Hair should be groomed prior to entering the healthcare agency and should remain secure until leaving the agency. Plain hair barrettes are appropriate. Bangs are above the eyebrows. Dreadlocks or swinging/unsecured pony tails, pigtailed or braids are not acceptable. Highlights and dyes should be natural colors only; there should be no stripes, no fluorescent colors, and no extreme colors.
- Beards, mustaches, and sideburns are kept clean and neatly trimmed. In areas requiring asepsis, beards, mustaches, and sideburns should be properly covered in accordance with aseptic principles.
- Jewelry, Cosmetics, and Nails:
 - Visible jewelry is limited to:
 - A watch that measures seconds.
 - Simple band and/or engagement ring that does not present a hazard in the clinical setting.
 - **One pair of** small stud and/or small ($\leq \frac{1}{2}$ inch) hoop earrings. No other earrings or body (e.g. tongue, eyebrow, nose, chin, etc.) jewelry is acceptable.
 - Make-up worn during clinical must be subtle.
 - Fragrances should not be worn in the clinical setting. Students may not enter the clinical setting smelling like cigarettes and/or other tobacco products.
 - All fingernails shall be no longer than the fingertips. Nails shall be well groomed. Clear polish without adornment is acceptable, if not chipped. Artificial nails/overlays and jewelry adornment may not be worn.
 - Tattoos are to be covered or unobtrusive.

3. Dress Code for Psych-Mental Health (NUR 204):

- Business casual attire, clean and in good repair.
- Shoes will be safe, quiet, supportive and sensible, closed or strap back with non-skid soles and heels no higher than 1 ½ inches.
- Stockings or socks shall be worn at all times.
- All other clinical dress code guidelines apply.

4. Dress Code for Public Health Nurse Visitations:

- Dark colored slacks or skirt (no jeans).
- White blouse or shirt.
- Shoes will be safe, quiet, supportive and sensible with heels no higher than 1 ½ inches. No sneakers.
- All other clinical dress code guidelines apply.

D. ADMISSION GUIDELINES

1. Admission Requirements:

- Refer to <https://www.flcc.edu/academics/nursing/admission.cfm>

2. Transfer-In Guidelines:

- Transfer students are required to submit official college transcripts from **all** institutions previously attended. A minimum cumulative GPA of 2.5 is required. (Calculated from the weighted average of GPAs from all official transcripts submitted. Credit hours x GPA /total of GPA credit hours*) All major non-nursing course requirements must be C or above.
- The College and the Department of Nursing will accept up to half of the degree credit hours of comparable course work earned at other colleges. Of these credit hours, a maximum of 15 may be in nursing if taken within two years of admission. A total of 32 credit hours must be earned at FLCC

- Sciences courses must be completed within 10 years of beginning the first required nursing course in the AAS Nursing Degree Program.
- A minimum of one-year residence in the nursing curriculum is required for transfer students to graduate.
- Transfer students must be approved by the faculty of the Department of Nursing. The faculty reserves the right to require the applicant to demonstrate his/her theoretical knowledge and to pass selected skill competencies through testing prior to admission. Transfer students shall be given two attempts to be successful on each selected skill competency.

*GPA credit hours = whatever credit hours have gone into the calculated GPA

3. Advanced Placement:

- LPN students may seek up to 16 credits for advanced placement in nursing by examination. Nursing courses or challenge exams for advanced placement will be considered if taken within three years prior to beginning the first required nursing course in the Associate in Applied Science Nursing degree program. Options include the following:
 - FLCC challenge examinations for Fundamentals of Nursing with a 'C+'.
 - Excelsior College Examinations in nursing offered by the University of the State of New York with a passing score of 'C' or better as determined by Excelsior College.
 - All approved challenge examinations for **200 level** Nursing courses must be taken by September first of the sophomore year; otherwise, nursing courses must be taken as scheduled.
- Students may be required to pass selected skill competency tests administered by the Nursing Department prior to admission. Students seeking advanced placement shall be given two attempts to be successful on each selected skill competency.
- 6 credits for Anatomy & Physiology will be given for a score of 'C' or better as determined by Excelsior College Examinations on the ECE. An additional 2 FLCC credits must be earned in the Math/Science area.
- Students seeking advanced placement or former FLCC nursing students reentering the program shall pay a fee equal to the cost of 1 credit hour for each written FLCC challenge exam administered, to be paid to the College.

4. Readmission to the Nursing Program:

- ***The Nursing Department DOES NOT GUARANTEE re-admission to the nursing program! There must be substantial evidence that the applicant's circumstances or attitude has improved so that academic and clinical success is likely.***
- An applicant seeking readmission to Nursing 100 must re-apply through the admissions office.
- Readmission Exclusions:
 - A student with a nursing failure defined as 'C- or below' ['C' or below for Fundamentals of Nursing], 'WF', 'Q', 'W' from another school who fails a nursing course at FLCC is ineligible for readmission.
 - Any student who has had clinical problems (e.g. probation, clinical failure etc.) and left the program may not be considered for readmission.
 - Any student who is actively grieving a nursing course through the FLCC grievance process will not be considered for readmission.
 - Students will not be admitted to the nursing program more than twice except in extremely rare and unusual circumstances whose validity would require individual consideration by the Department of Nursing. However, a former student may be allowed a third admission into the program if the third admission occurs due to a change in status, i.e. generic student to LPN.
- All requests for re-admission to Nursing 100, 101, 202, 203, 204, or 215 **MUST** be made in writing to the Department Chairperson and must follow current Nursing Department Guidelines and Procedures
- Students requesting readmission to Nursing 100 are required to submit, in addition to the required letter to the Department Chairperson, a copy of the letter written to the Department Chairperson and an Application to the Admissions Office. All documents related to the re-admission request must be received by the Nursing Department and Admissions by February 1st of the calendar year for which the student is requesting readmission to NUR100.
Note: If the student's request for readmission is denied, and the student wishes to be considered for readmission the following fall, the student must complete the entire process outlined above by

February 1st of the calendar year for which the student is requesting readmission to NUR100 to be eligible for consideration for remittance.

- Requests for readmission to all other Nursing courses (NUR101, NUR202, NUR203, NUR204, NUR215) must be received by October 1st for consideration for the following spring semester, and by April 1st for consideration for the following fall semester.
- An applicant seeking readmission to Nursing 101, 202, 203, 204, or 215 must do so **within two years** of leaving the program. For example, if a student completes NUR 100 satisfactorily in 2011 and either doesn't continue on to NUR 101 or begins NUR 101 but does not complete it satisfactorily, s/he may request readmission to NUR 101 for the spring of 2013 or 2014. If more than two years have lapsed the applicant must either repeat or successfully challenge prior nursing course work.
- Evaluation for re-admission will use but not be limited to the following criteria:
 - Personal letter that includes:
 - A detailed explanation as to why the student failed, withdrew, and/or was placed on clinical probation
 - An explanation of the steps the student has taken to change the situation
 - A thoughtful, reasoned plan for success
 - Justification for readmission
 - Current GPA
 - Review of previous clinical/academic performance
 - Nursing Department's evaluation of the likelihood of the applicant's successful performance
 - Class space availability
 - If more than two years have lapsed, the applicant must either repeat, or successfully challenge prior nursing coursework.
- Fresh Start:
 - Any non-nursing courses which were taken prior to the Fresh Start status and received an unsuccessful outcome and then were repeated after a Fresh Start was granted will not be considered as a retake for the Admission Point system.
 - Any non-nursing courses which were taken prior to the Fresh Start status and received a successful outcome will be awarded the number of points allotted through the Admissions Point System. However, a retake of the successfully completed course, will be considered a retake and subjected to the rules of the admission Point System.
- Applicants seeking readmission must follow current Nursing Department Guidelines and Procedures.
- If the applicant is unsuccessful in meeting readmission requirements, s/he has the following options:
 - S/he may seek readmission the following year per the current policy
 - S/he may seek readmission to repeat the previous nursing coursework prior to the one for which they were unsuccessful, i.e. a student seeking readmission to NUR 202 who is unsuccessful in meeting readmission standards, may seek readmission to NUR 101, per the current policy.
- Accepted Students:
 - The faculty reserves the right to require the student to successfully demonstrate his/her theoretical knowledge and skill competency through selected testing before admission.
 - Students seeking readmission shall be given two attempts to be successful on selected skill competencies.
 - All students readmitted to NUR 101 are required to take Nursing Process (NUR 105) in Jan Plan.
 - Students who are readmitted to Nursing 101, 202, 203, 204 are eligible and strongly encouraged to take a clinical practicum preceding the re-entry semester.
 - Readmitted students are required to utilize current required textbooks and materials for the course which is being repeated.

5. Student Registration:

- A student entering nursing by readmission, transfer, or through the special program for qualified LPN's may register for nursing courses on the first registration date only if all prerequisites have been completed. This is contingent upon there being space available in the program.

E. NURSING 203/204 SUMMER SESSION CRITERIA

- These courses were designed to fulfill accelerated LPN nursing requirements. Occasionally, generic students may be considered on a space available basis, pending fulfillment of all requirements. *Note: Preference will be given to accelerated LPN's.*
- No student will be allowed to take summer NUR 203/204 while on probation.
- To be considered for NUR 203/204, all students must be academically and clinically passing by the 3rd Thursday in April to qualify for NUR203/204.
- Students registering for a Summer Nursing course must do so by established deadlines. The final day for dropping a summer Nursing course with a refund would be the last day of nursing classes for the preceding semester. A refund would also be given if the course were cancelled.
- *Generic students must also complete all of the following requirements in addition to those listed above:*
 - Minimum of "B-" in Nursing 101.
 - Recommendation from the Nursing 101 clinical instructor.
 - NUR 203 +/or 204 lead teacher(s) shall have final approval of all students for summer 203/204.

F. NURSING PRACTICUMS

- Students registering for a Nursing Practicum must do so by established deadlines.
- The final day for dropping a Nursing Practicum with a refund would be the last day of nursing classes for the preceding semester. A refund would also be given if the Practicum were cancelled.
- The faculty reserves the right to deny enrollment into a practicum to a student on clinical probation.
- A minimum of 30 hours of attendance is required for passing a Nursing Practicum.

G. EXPECTED QUALITIES FOR SUCCESS

- Refer to <https://www.flcc.edu/academics/nursing/admission.cfm>

H. STANDARDS RELATIVE TO RN LICENSURE

- Licensure as a Registered Professional Nurse is a privilege and a public trust. Completion of the Nursing Program does not assure admittance to attempt the licensure examination. Graduates of this program meet the educational requirements for admittance to the RN licensure exam; however, there is a requirement that the applicant is of "good moral character," and a fee must be paid for the test. On the application for the test, the applicant is required to truthfully answer the following questions:
 - Have you been found guilty after trial, or pleaded guilty, no contest or nolo contendere to a crime (felony or misdemeanor) in any court?
 - Are criminal charges pending against you in any court?
 - Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
 - Are charges pending against you in any jurisdiction for any sort of professional misconduct?
 - Has any hospital or licensed facility restricted or terminated your professional training, employment or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?

If the answer to any of the questions is yes, the applicant must offer full explanation and establish his/her good moral character with the State Education Department.

- An application for licensure may be delayed or denied pending investigation by the Office of Professional Discipline.
- In order to take the NCLEX-RN administered by the New York State Board for Nursing, a student must have satisfactorily completed all requirements for graduation. The applicant must be at least 18 years of age.
- Each candidate for graduation must first be approved as having successfully completed program requirements.
- Each applicant for licensure must have completed the New York State Education Department approved course, "Child Abuse Detection & Prevention".

I. THE A.N.A. CODE OF ETHICS FOR NURSES (2015)

- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

APPENDIX B

Course Level Appeal Meeting Guidelines

The student will be notified of the course level appeal date, time, and location in writing at least 48 hours prior to the scheduled appeal.

The appeal shall be closed to the public. The following people will be allowed to attend:
Nursing faculty and staff, student and FLCC administrators as deemed necessary by the nursing department.

The student is offered the opportunity to have an advocate from the college community (defined as a currently enrolled student or current employee) to provide assistance and support prior to and during the hearing. The advocate shall not include professional lawyers or persons trained in the law. Upon request, the College will supply the name of a potential supporter from the college community. The student is responsible for contacting the advocate to obtain their approval to serve in this role. The student shall submit the advocate's contact information to the Director of Community Standards and Counseling and the nursing department chairperson, no less than three full college business days prior to the hearing date.

It is the expectation that the student for whom the appeal is held will attend the meeting.

If the student is unable to attend the appeal meeting, it will be held in absentia.

The student and/or advocate may not bring any personal belonging into meeting room other than a prepared statement written on paper and a writing instrument. The student is responsible for securing his/her personal belongings.

The student's role will be to present in a succinct manner only pertinent information related to the issue.

The student has the right to submit evidence.

The student will be given 20 minutes to present his/her case.

The student will then have 5 minutes to present his/her summary.

Minutes will be taken during the student appeal session.

At the close of the student's appeal session the members of the course level will privately discuss the case. The appeal summary will include the discussion points and the level's decision. A simple majority vote, (with the chair voting), will determine the outcome. The student will be notified of the decision per Nursing Department Guidelines and Procedures.

Department Voting Privileges

- All full-time department members have voting privileges in nursing department and level meetings.
- A meeting quorum is defined as the majority of full time department /course level members.
- Part time department members may vote on any given course level to which the member is assigned.
- Part time members have voting privileges at the department level in situations concerning clinical issues related to his/her assigned student.

APPENDIX D

Department Appeal Meeting Guidelines

The student will be notified of the department level appeal date, time, and location in writing at least 48 hours prior to the scheduled appeal.

The appeal shall be closed to the public. The following people will be allowed to attend:
Nursing faculty and staff, student and FLCC administrators as deemed necessary by the nursing department.

The student is offered the opportunity to have an advocate from the college community (defined as a currently enrolled student or current employee) to provide assistance and support prior to and during the hearing. The advocate shall not include professional lawyers or persons trained in the law. Upon request, the College will supply the name of a potential supporter from the college community. The student is responsible for contacting the advocate to obtain their approval to serve in this role. The student shall submit the advocate's contact information to the Director of Community Standards and Counseling and the nursing department chairperson, no less than three full college business days prior to the hearing date.

It is the expectation that the student for whom the appeal is held will attend the meeting.

If the student is unable to attend the appeal meeting, it will be held in absentia.

The student and/or advocate may not bring any personal belonging into meeting room other than a prepared statement written on paper and a writing instrument. The student is responsible for securing his/her personal belongings.

The student's role will be to present in a succinct manner only pertinent information related to the issue.

The student has the right to submit evidence.

The student will be given 20 minutes to present his/her case.

The student will then have 5 minutes to present his/her summary.

The student's appeal to the department shall be audio recorded on equipment supplied by the college. The student may request a copy of the audio recording of the hearing by submitting a written request to the Department Chairperson at the conclusion of two college working days following the appeal. A copy of the audio recording shall be made available to the student within five college working days following the request.

At the close of the student's appeal session the members of the department will privately discuss the case. The appeal summary will include the discussion points and the department's decision. A simple majority vote, (with the chair voting), will determine the outcome. The student will be notified of the decision per Nursing Department Guidelines and Procedures.

Department Voting Privileges

- All full-time department members have voting privileges in nursing department and level meetings.
- A meeting quorum is defined as the majority of full time department /course level members.
- Part time department members may vote on any given course level to which the member is assigned.
- Part time members have voting privileges at the department level in situations concerning clinical issues related to his/her assigned student.

APPENDIX E



FACULTY REQUEST FOR STUDENT ATTENDANCE AT COURSE LEVEL MEETING

Date:

To:

From: _____ Level Faculty

The Nursing Faculty request your attendance at a level meeting in the nursing conference room (room 3349) on (date) _____ at (time) _____ to discuss the following:

- ____ Attendance at Clinical
- ____ Punctuality at Clinical
- ____ Clinical Performance
- ____ Written Assignments
- ____ Professional Behaviors
- ____ Skill Competencies
- ____ 2 or more test absences.
- ____ Other (describe)

Please come prepared to discuss the above noted items (s) with the course level faculty.

I have received this written request.

Student: _____ Date: _____