Cuyahoga Community College
School of Nursing and Health Professions

Cuyahoga Community College
Nursing Program
NURSING STUDENT HANDBOOK

AY 25-26

Disclaimer

The contents of this Nursing Student Handbook are effective as of March 26, 2026. The purpose of this handbook is to inform and guide students on program specific requirements and expectations. Information contained herein is subject to change. If you have any questions or wish to confirm information contained herein, please contact the Nursing Department.

Upon review of this document, the Letter of Agreement, Chemical Substance Policy Acknowledgement, Degree Audit Agreement, and Nursing Skills Laboratory Agreement must be electronically signed within the designated background screening and compliance tracking database currently being used by the program for admission and progression within the nursing program.

Cuyahoga Community College
School of Nursing and Health Professions

Dear Nursing Student:

On behalf of the faculty and administration, we welcome you to the Cuyahoga Community College Nursing Program. Upon successful completion of the program, you will meet the educational requirements for eligibility to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The nursing curriculum at Cuyahoga Community College is challenging and rewarding, and requires significant outside time commitments in order to be successful. We understand that many students must continue to work as they seek to advance themselves academically, but it is critical that you take time to make the appropriate lifestyle adjustments prior to beginning the program and utilize the numerous resources available here at the College in order to ensure your success.

The faculty and administrative staff are eager to help you throughout this program. We have developed this Student Handbook to facilitate the successful completion of the Nursing Program, and to assist you with preparation for the National Council Licensure Examination for Registered Nurses. The handbook includes a description of the program, the curriculum, and policies and procedures specific to the Nursing Program.

You are encouraged to carefully read the handbook and keep it for future reference. If you have questions regarding content in the handbook, please feel free to clarify them with faculty or direct your questions to the Nursing Office staff.

We wish you much success in your pursuit of a career in nursing!

Sincerely,

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Dean, Nursing

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ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING

PROGRAM INFORMATION

History of the Nursing Programs at Cuyahoga Community College

In 1964, Cuyahoga Community College offered the first Associate Degree Nursing Program (ADN) in the state of Ohio with the first class graduating in 1966. In 1968, the Ohio Board of Nursing approved a separate program at the interim Western Campus in Parma. These two programs served two different community profiles and held separate certifications, accreditations, curricula, advisory committees, and admission criteria.

In 1977, the College Board of Trustees conducted an extensive review, analysis, and evaluation of the two programs. As an outcome of this process, one college-wide program was established in 1978. Since that time, the Cuyahoga Community College Associate Degree Nursing Program has remained a single entity.

The Practical Nursing Program was a vocational program prior to 1977. The Program was under the auspices of the Cleveland Public Schools as The Jane Addams School of Practical Nursing. Cuyahoga Community College took over the program in 1997, and the program was converted to a college credit-bearing program where students earn a Certificate of Proficiency. This program was officially phased out Fall of 2019.

The Ohio Board of Nursing has continued to approve the nursing programs since their establishment. Accreditation from the National League for Nursing was achieved in 1982 for the Associate Degree Nursing Program, and has been maintained by the Accreditation Commission for Education in Nursing since that time.

Accreditation

The Nursing Program at Cuyahoga Community College located in Cleveland, Ohio is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

Status: Accredited. The most recent accreditation decision made by the ACEN Board of Commissioners for the Nursing Program is Continuing Accreditation. The last evaluation visit was is in March 2022.

View the public information disclosed by the ACEN regarding this program at:
Search ACEN Accredited Nursing Programs (acenursing.com)

Nursing Program

The Nursing Program is a two-year program that admits students twice a year in a day or modified evening/weekend section. Although the course of study is designed to be completed in four semesters (2 years), most students, due to time constraints, complete the requirements in 3 to 4 years. Students' progress through a curriculum based on nursing concepts and skills that enable the nurse to adapt in a changing society. Opportunities for student learning are diverse and enriched by exposure to various clinical agencies throughout Northeast Ohio. Students also have the opportunity to care for individuals of all ages in medical, surgical, pediatric, obstetric and geriatric settings. The program prepares

graduates to be able to provide nursing care to patients or groups of patients at home or in institutions, at the direction of a licensed physician, advanced practice nurse, dentist, optometrist or podiatrist. In consideration of the various stages of students' education levels and experiences, there are two entry tracks into the nursing program. These entry tracks are:

Generic Track: offered to students with classes scheduled in Day or Modified Evening sections at the Eastern, Metropolitan, Western, and Westshore campuses. Our one-plus-one curriculum is presented as a career ladder, designed to improve nursing career mobility and provide seamless progression from nurse aide certification to practical nurse certification to the Associate of Applied Science in Nursing degree. All students are admitted using a common admission criteria.

LPN-to-RN Track (ACCESS): offered to qualified Licensed Practical Nurses through ACCESS. These students enter in the Spring modified evening section at the Eastern Campus only. This track offers advanced standing, in our concept-based curriculum, to practicing licensed practical nurses graduating from a nursing program other than the Cuyahoga Community College Practical Nursing Program or those completing the practical nursing program at Cuyahoga Community College prior to the spring semester of 2021. All students are admitted using a common admission criteria.

STUDENT RESPONSIBILITY STATEMENT

The Nursing Student is responsible for receiving this Handbook and adhering to the standards and procedures contained herein. Any information contained herein is subject to modification, deletion, or change. The program shall not implement changes to policies for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted. When there is a change in program or policy, the Handbook will be updated, and it will be communicated via the student's Tri-C email along with an announcement on the nursing group Brightspace site.

Students are also responsible for having their current address and telephone number reported to the Enrollment Center at any campus. This information can also be updated through My Tri-C space.

STUDENT E-MAIL COMMUNICATIONS POLICY

Cuyahoga Community College (CCC) has established email as an official and primary means of communication with students. An official Cuyahoga Community email address is required for all students.

The college expects that every student will receive email at his or her CCC email address and will read email on a frequent and consistent basis. A student's failure to receive and read college communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their CCC email address. Students who redirect email from their official CCC email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official CCC email address.

NON-DISCRIMINATORY/DIVERSITY PRACTICES

To successfully fulfill the mission and vision, Cuyahoga Community College is consciously committed to diversity, integrity, academic excellence, and achievement of individual and institutional goals. We are dedicated to building trust, respect, and confidence among our colleagues, students, and the community.

Diversity: At Cuyahoga Community College, we are fortunate to have a true mosaic of people that contribute daily to create a magnificent learning environment. The college's position is that diversity enriches not only the institution but society as a whole. We are committed to appreciating diverse perspectives and valuing the collective differences and similarities that make us who we are.

Discrimination, Harassment, Sexual Misconduct and Title IX

The College is committed to providing an educational environment, programs, and activities free from discrimination, harassment, and retaliation based on an individual's protected status as it relates to race, color, religion, sex (including sexual harassment, sexual violence, sexual assault, sexual exploitation, relationship violence, domestic abuse, stalking), pregnancy, national origin, ancestry, veteran status, disability, age, and/or genetic information.

To ensure compliance with federal and state law, the College has developed procedures which will provide a prompt, fair, and impartial process for those involved in allegations made against students and employees pursuant to the College's policy on discrimination, harassment, sexual misconduct, retaliation, and Title IX.

For information including the College's procedure and reporting, please visit the following sections located within the Student Handbook.

Discrimination and Harassment, Title IX and Pregnancy Modifications

NURSING PROGRAM MISSION

The Cuyahoga Community College Nursing Program endorses the mission of Cuyahoga Community College by providing a high quality, affordable, accessible educational program that promotes lifelong learning. The program prepares a diverse student population of nurses who deliver safe, quality, evidence-based nursing care in a multicultural l community.

NURSING PROGRAM PHILOSOPHY/ORGANIZING FRAMEWORK

The Nursing program at Cuyahoga Community College is a career-oriented program that leads to a Certificate of Practical Nursing after completion of the first year, and then an Associate in Applied Science Degree in Nursing after completion of the second year. The nursing program is formulated in accordance with the standards outlined in the National League for Nursing (NLN) Competency Model, The Institute of Medicine's Quality and Safety Education Competencies (QSEN), The Ohio Board of Nursing (OBN), and the Accreditation Commission for Education in Nursing (ACEN). Specifically, the Faculty believe that the competencies outlined within NLN are central to the organizing framework that builds the curriculum. Furthermore, the Faculty believe that the QSEN competencies 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, 2018). The NLN and QSEN competencies are fundamental to the success of every graduate and serve as the basis of the Student Learning Outcomes (SLOs) for the first and second year of the nursing program.

Student achievement of the program SLOs depends on a learning environment built on educational theory that supports the mission and structure of the program, addresses the needs of the students, accomplishes the course SLOs, and achieves the program SLOs at the levels established by Faculty.

The underpinning of the philosophy stems from the work of educational and nursing theories such as adult cognitive learning theories and Benner's Theory of Novice to Expert to accomplish the goals outlined in each program's SLOs. Cognitive learning theory refers to an active, goal- oriented, meaningful learning environment. As current content is taught it relates to, and builds on, the learner's prior knowledge base. Learning builds, moving from simple concepts and thinking to higher order thinking when applied to more complex patient situations. The Adult learning theory addresses the characteristics of the students in the nursing program. Aspects of adult learning theory used include the adult as a self-directed, actively engaged, problem- centered learner who needs and wants useful information that is readily adaptable to the learning situation. Faculty understand novice learners are rule-driven. Students are challenged to apply all the cognitive thinking skills that make up the concept of clinical judgment. As they progress through the program and enter the stage of Advance Beginner, they can apply higher order thinking in complex patient situations. Application of Benner's theory is helpful when teaching clinical judgment. The Faculty believe that the use of a concept-based curriculum provides the learning environment and tools to support this active engagement in life-long learning.

PROGRAM STUDENT LEARNING OUTCOMES

The Nursing Program uses ACEN's definition of Student Learning Outcomes to formulate the program student learning outcomes (SLOs) which are statements of expectations that express what a student will know, do, or think at the end of a learning experience (ACEN, 2013, p. 5). The program student learning outcomes represent the characteristics of the student at the completion of the program and are designed to meet the expectations noted in the program mission.

When developing the SLOs, the faculty used current standards, guidelines, and competencies as the basis for the nursing curriculum. As stated in the mission, the program prepares students for current nursing practice. To this end, a rigorous and thorough examination of the current literature on Registered and Practical Nursing practice, review of the Ohio Board of Nursing Rules, and nursing education was conducted. These findings guided the development of each programs SLOs. Additionally, faculty examined the current healthcare environment in the college's service area.

This is also compliant with the Ohio Board Rules, section 4723-5-13 B, which states, "The curriculum shall be derived from a philosophy, conceptual framework, or organizing theme that is consistently evident throughout the curriculum." These program SLOs, along with their related competencies, reflect the expected behaviors of the graduates of the practical and registered nursing programs. These program SLOs were then used to organize the curriculum and the program courses, develop the course outcomes, and guide all activities related to the teaching/learning process, including delivery of instruction and evaluation of student progress.

Additionally, all degree programs offered by Cuyahoga Community College include general education courses that serve to address the Essential Learning Outcomes (ELOs) of the college. These ELOs are important to the nursing program because the general education courses provide support knowledge and information important to the nursing courses. For this reason, the nursing program SLOs reinforce the college ELOs and general education courses. Alignment of the nursing program SLOs with the college ELOs is as follows for the practical and registered nursing programs.

The program SLOs and ELOs for the Practical Nurse Program are as follows:

Human Flourishing:

1. Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team. (NLN)
2. Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families. (QSEN)

Aligns with ELO:

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values and practices of individuals of cultures within and beyond the United States.

Professional Identity:

1. Assess how one's personal strength and values affect one's identity as a nurse, and one's contribution as a member of the health care team. (NLN)
2. Function competently within own scope of practice to support safe processes. (QSEN)

Aligns with ELOs:

Civic Responsibility: Analyze the results of actions and inactions with the likely effects on the larger local and/or global communities.

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Nursing Judgement:

1. Provide a rationale for judgements used in the provision of safe, quality care, and for decisions that promote the health of patients within a family context. (NLN)
2. Demonstrate the effective use of strategies to reduce risk of harm to self or others. (QSEN)

Aligns with ELOs:

Critical Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data tables, charts, or graphs.

Spirit of Inquiry:

1. Question the basis of nursing actions, considering research, evidence, tradition, and patient preferences. (NLN)
2. Implement evidence-based practice in the provision of individualized health care. (QSEN)
3. Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care. (QSEN)
4. Incorporate information and technology within own scope of practice to support safe processes of care. (QSEN)

Aligns with ELOs:

Written Communication: Demonstrate effective written communication that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Information Literacy: Determine where and how to acquire, evaluate, and ethically use information from multiple sources for academic success and life-long learning.

The program SLOs and ELOs for the Registered Nurse Program are:

Human Flourishing:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and on-going growth as human beings. (NLN)
2. 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)

Aligns with ELO:

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values and practices of individuals of cultures within and beyond the United States.

Professional Identity:

1. Implement ones role as a nurse in ways that reflect integrity, responsibility, ethical practices, and evolving identity as a nurse committed to evidence base practice, caring, advocacy, and safe, quality care for diverse patients within the family and community context. (NLN)
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN)

Aligns with ELOs:

Civic Responsibility: Analyze the results of actions and inactions with the likely effects on the larger local and/or global communities.

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Nursing Judgement:

1. Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context. (NLN)
2. Minimize risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN)

Aligns with ELOs:

Critical Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Quantitative Reasoning: Analyze problems, including real-world scenarios, through the application of mathematical and numerical concepts and skills, including the interpretation of data tables, charts, or graphs.

Spirit of Inquiry:

1. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insight to improve the quality of care for patients, families, and communities. (NLN)
2. Use information management (informatics) principles, techniques, and systems, and patient care technology to communicate, manage knowledge, mitigate error, and support decision-making. (QSEN)
3. 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)

4. Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for the delivery of optimal health care. (QSEN)

Aligns with ELOs:

Written Communication: Demonstrate effective written communication that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Information Literacy: Determine where and how to acquire, evaluate, and ethically use information from multiple sources for academic success and life-long learning.

PROGRAM TRACKS & COURSE SEQUENCE

Prerequisite Course Work Nursing Generic Track

Course	Program Admission Requirements	Credit Hours
BIO 2331*	Anatomy and Physiology, I	**4**
MATH 1410**	Elementary Probability & Statistics I	**3**
PSY 1010 or PSY 101 H	General Psychology or Honors General Psychology	**3**
NURS 1000	Introduction to Health Care and Professional Nursing Concepts	**1**
NURS 1010***	Introduction to Patient Care Concepts	**4**
	TOTAL	**15**

All prerequisite course work except Bio 2331 must be completed at a C or higher.
*BIO 2331 must be completed with a B or higher.
**Math 1410 or higher will be accepted. Math 1240 taken prior to Fall 2024 will be accepted.
***Applicants must successfully pass the HESI A2 or have a documented degree transcript on file before registering for course. Applicants must begin the nursing program within one year of completion of NURS 1010 or will have to retake NURS 1010.

Students who successfully complete the two prerequisite nursing courses are eligible to sit for the ODH STNA (Ohio Department of Health State Tested Nurse Aide) examination and progress to the nursing program after meeting all admission requirements.

Nursing Program		
First Semester		**Credit Hours**
BIO-2341*	Anatomy and Physiology II	**4**
NURS 1201	Fundamentals of Nursing Concepts (First 8 weeks)	**5**
NURS 1210	Concepts of Nursing Care for Patients within the Community and Behavioral Health Settings (Second 8 weeks)	**2**
PSY-2020	Life Span Development	**4**
	TOTAL	**15**

Second Semester		Credit Hours
NURS 1220	Concepts of Nursing Care for Patients with Acute and Chronic Conditions I (8 weeks)	**5**
NURS 1230	Fundamentals of Nursing Care of Childbearing Families and Children (8 weeks)	**4**
NURS 1240	Role Transitions	**1**
ENG 1010 or ENG 101 H****	College Composition or Honors College Composition I	**3**
	TOTAL	**13**
PRACTICAL NURSING CERTIFICATE AWARDED	**TOTAL FOR PRACTICAL NURSING CERTIFICATE**	**43**
Third Semester		
ENG - 1020	College Composition II	**3**
BIO 2500*	Microbiology	**4**
NURS 2000	Concepts of Nursing Care for Patients with Acute and Chronic Conditions II	**6**
	TOTAL	**13**
Fourth Semester		**Credit Hours**
NURS 2011	Concepts of Nursing Care for Patients with Complex Conditions	**5**
	TOTAL	**5**
ASSOCIATE OF APPLIED SCIENCE DEGREE AWARDED	**NURSING PROGRAM TOTAL**	**61**

***BIO 2341 must be completed with a grade of B or higher

****BIO 2500 must be completed with a grade of B or higher

Students who successfully complete the first year of the program will be awarded a certificate of proficiency in practical nursing and are eligible to sit for the NCLEX- PN. Students who successfully complete the second year of the nursing program will be awarded an associate degree in applied science and are eligible to sit for the NCLEX-RN.

Prerequisite Course Work Advanced Placement for LPN to RN (ACCESS) Track
(individuals who already have a LPN license)

Course	Program Admission Requirements	Credit Hours
BIO-2331*	Anatomy and Physiology, I	**4**
MATH 1410**	Elementary Probability & Statistics I	**3**
PSY 1010 or PSY 101 H	General Psychology or Honors General Psychology	**3**
ENG 1010 or ENG 101H	College Composition or Honors College Composition I	**3**
NURS 1250***	LPN to RN Transitions I, Introduction to HealthCare Concepts	**3**
	TOTAL	**16**

All prerequisite course work ***except*** Bio 2331 must be completed at a C or higher.
*BIO 2331 must be completed with a B or higher.
**Math 1410 or higher will be accepted. Math 1240 taken prior to Fall 2024 will be accepted.
*** *NURS 1250 may not be repeated*
***** The HESI LPN to RN Mobility Exam is no longer required for admission to the program.**

LPN-to-RN applicants must have these additional requirements:

- Licensed in Ohio without restriction (Student must maintain a license without restriction during program attendance)
- Graduated from an approved practical nursing program
- Credentialed to administer medication by the Ohio Board of Nursing (OBN)
- Submit an official transcript from Practical Nursing Program.
- Transcript(s) from other college(s) must be filed with the Office of the Registrar as required under general admission requirements. All transcripts should be mailed to:

Office of the Registrar
P.O. Box 5966
Cleveland, OH 44101-0966 (for all Advanced Placement LPN-to-RN applicants)

Associate Degree Nursing Program (ACCESS)		
First Semester		**Credit Hours**
NURS 1260	LPN to RN Transitions II	**6**
BIO-2341*	Anatomy and Physiology II	**4**
PSY-2020	Life Span Development	**4**
	TOTAL	**14**
Second Semester		**Credit Hours**
NURS 1230 (First 8 weeks)	Fundamentals of Nursing Care of Childbearing Families and Children	**4**
NURS 1210 (Second 8 weeks)	Concepts of Nursing Care for Patients within the Community and Behavioral Health Settings	**2**
ENG – 1020	College Composition II	**3**
	TOTAL	**9**
Third Semester		**Credit Hours**
BIO 2500*	Microbiology	**4**
NURS 2000	Concepts of Nursing Care for Patients with Acute and Chronic Conditions II	**6**
	TOTAL	**10**
Fourth Semester		**Credit Hours**
NURS 2011	Concepts of Nursing Care for Patients with Complex Conditions	**5**
	TOTAL	**5**
ASSOCIATE OF APPLIED SCIENCE DEGREE AWARDED	**NURSING PROGRAM TOTAL**	**54**

**BIO 2341 must be completed with a grade of B or higher

***BIO 2500 must be completed with a grade of B or higher

For Generic Track & ACCESS students:

Students who transfer in credits for ENG-1020 with a grade of C or higher, without having credit for ENG-1010 will have ENG-1010 waived, but the required 6 hours in Communication must be earned.

Courses used as prerequisites or core courses for the Health Careers Programs must have a traditional letter grade. The Pass/No Pass option for prerequisites and core courses will not be accepted by the Health Career and Nursing Programs. Students are responsible for consulting with their program director or counselor to determine Pass/No Pass grading options.

AP credit accepted by the college can be used to meet prerequisite requirements. Please refer to https://www.tri-c.edu/get-started/credit-for-prior-learning/advanced-placement-credit.html for additional information about the College's policy regarding AP credit.

MILITARY CREDIT

Transfer credit may be awarded for courses earned through the college-level United States Armed Forces Institute (USAFI). For individuals with experience in the armed forces of the United States, or in the National Guard, or in a reserve component:

- Military education skills and training will be reviewed in accordance with the College's transfer policy;
- The individual will be awarded credit for any military education or skills training that is substantially equivalent to the curriculum established in Chapter 4723-5 of the Ohio Administrative Code.

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION, AND GRADUATION

Physical and Mental Qualifications

The following are the minimal physical and mental qualifications necessary to be considered for admission and progression through the Cuyahoga Community College Nursing Program.

Performance	Standard	Examples of necessary activities (Not all inclusive)
Physical strength	The ability to assist in lifting or moving patients of all age groups and weights.	Lift up to 35% of recommended body weight.
Mobility	The ability to move around the patient's room and in work areas.	Stand and/or walk six to eight hours a day. Walk rapidly for a prolonged period from one area to another. Bend or squat frequently. Provide care for a patient in an elevated hospital bed or stretcher. Perform one-man CPR when necessary.

Auditory acuity	Auditory acuity sufficient to hear instructions, requests and monitoring alarms, and to auscultate heart sounds, breath sounds and bowel sounds.	Hear sufficiently to detect subtle changes in patient's condition. Hear sufficiently to interpret various equipment signals.
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Perform physical assessment techniques including: inspection, auscultation, palpation and percussion. Calibrate and use equipment. Position and turn patients.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, auscultation, percussion and functions of physical examination and/or those related to therapeutic intervention
Communication	The ability to provide effective written, oral and nonverbal communication with patients and their families, colleagues, healthcare providers and the public. The ability to speak, write and Comprehend the English language proficiently.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient responses. Give oral and written reports to other members of the healthcare team
Critical thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in critical situations, develop nursing care plans
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients and colleagues

Social behavior	Compassion, integrity, interpersonal skills, interest and motivation.	Develop a mature, sensitive and therapeutic relationship with patients
Professionalism	The ability to adhere to ethical standards of conduct as well as applicable state and federal laws.	
Stress management	Emotional maturity and stability to approach highly stressful human situations in a calm and rational manner.	

A qualified person with a disability who can perform these essential functions with any reasonable accommodation will be considered for admission along with other qualified applicants. It will be the student's responsibility to contact the ACCESS/Disabled Student Services Office for further information and assistance.

ORIENTATION, REGISTRATION, PROGRESSION, WITHDRAWAL, MOVE REQUESTS, READMISSION, AND COURSE EVALUATION PROCEDURES

ORIENTATION

Prior to beginning the nursing program, a mandatory orientation will be held to inform new students (also ACCESS and transfer students) about the program and the support services available. Students who do not attend this orientation will lose their reserved seat.

Students who accept a slot in the nursing program (with a specific starting date for nursing courses) and do not attend orientation, decline a slot after orientation, do not attend the first day of class, do not meet all medical record, health insurance, CPR, and/or background check requirements will be required to re- start the application process. Students admitted for a fall semester may reapply after Sept. 1st; students admitted for a spring semester may apply after February 1st. Students must meet all current admission requirements at the time of application.

NURSING REGISTRATION

Students will be administratively placed into all lecture, clinical and laboratory CRNs. To remain in assigned CRNS students must be current and up to date with all requirements in Complio & ACEMAPP, as established by the School of Nursing, by the June 30th and October 30th compliance deadlines.

Students are permitted to request a change to their assigned CRNs once per semester, during the open registration period. Changes in lecture, lab, and/or clinical CRNs must be requested all at the same time. Change requests will NOT be accepted via email. To submit a change request, students must submit a CRN CHANGE request from located on the Nursing Brightspace Group Site.

*** If a student requests change in campus location for a lecture or lab, this is considered a REQUEST to MOVE and must follow the procedure outlined on page 21 of this handbook.

Once nursing registration has closed students are not permitted to change their selections. Requests for clinical, lecture or lab placement changes after registration has closed will only be considered for extenuating circumstances. A written explanation for the request and ALL supporting documentation of extenuating circumstances must accompany the request. Supporting documentation can be sent to

nursingregitration@tri-c.edu. Requests will be reviewed by the appropriate Program Director or Administrator and will be granted on space available basis, if deemed appropriate. Clinical locations will not be provided at the time of registration. Clinical locations will be released after registration closes.

***The sale, bartering of services or the offering of an incentive between students to change a lecture, clinical, or lab placement is prohibited. If a student(s) has been found to have done so, this will be considered a conduct issue and will be subject to disciplinary action at the discretion of the Dean and/or Associate Dean of Nursing.

PROGRESSION

1. All health, CPR and ACEMAPP requirements must be completed, and maintained throughout the entire program. Clinical facilities have the right to refuse clinical experiences to any student who does not meet the requirements. It is not the college's responsibility to secure alternative clinical experiences.

2. Must have a current, completed, reviewed and cleared BCI.

3. A cumulative GPA of 2.0 is necessary each semester to progress through the nursing program.

4. A grade of "C" or better is required for all NURS courses: NURS 1200, NURS 1210, NURS 1220, NURS 1230, NURS 1240, NURS1250, NURS 1260, NURS 2000, NURS 2010.

5. A grade of less than "C" for a nursing course results in a failure for that course.

6. Students must receive a satisfactory evaluation within all nursing skills lab and clinical experiences. Failure to obtain a satisfactory evaluation within the skills lab and/or clinical will result in failure of the course even if the student is passing the theory portion of the course.

7. One clinical nursing course may be repeated one time only to improve a grade of less than "C."

8. Students who fail a nursing course must retake the specific course in its entirety (lecture, lab and clinical components) in order to obtain credit for the course. The course must be successfully completed with a "C" or better grade before the student can progress to a subsequent nursing course.

9. Students retaking a course must apply for readmission. To apply for readmission, students must complete the **Readmission Form** located on the ADN student Brightspace site.

10. Students who have either failed a clinical nursing course or withdrawn from a clinical nursing course regardless of the reason are eligible to be readmitted one time. This does not include failures based upon the clinical calculation competency examination policy or ACEMAPP requirements.

    - Readmission due to failures related to the clinical calculations' competency examinations will be determined by the Clinical Calculations Competency Examination Procedure.
    - Students noncompliant with ACEMAPP requirements are eligible for re-admittance one time only.

11. Concurrent Courses: Each semester concurrent courses have been assigned and must be taken as scheduled or prior to the designated semester as outlined in the nursing course sequences. Concurrent courses are to be completed with a grade of "C" or better except for BIO 2341 and BIO 2500 which must be completed with a grade of "B" or better. If a concurrent course was not

taken prior to the designated semester then the student must be registered in the course(s) the first day of the term; any student not registered in a concurrent course will be administratively withdrawn from the program. If a student withdraws from, fails, or does not earn the required grade any concurrent course during the designated semester, then they must withdraw from the nursing program as well. Failure to do so will result in the student being administratively withdrawn from the program.

12. HESI Predictor Exams: In NURS 1240 and NURS 2010, the PN-NCLEX predictor exam and RN-NCLEX predictor exams, respectively, will be administered. Following the exam, students are required to remediate. The remediation requirements depend on each individual student's exam score and areas of deficiency. The exam score can be indicative of the student's level of risk for success in the program and on NCLEX-PN or NCLEX-RN. Students with lower exam scores require more intense remediation. It is mandatory for students to complete the PN-NCLEX predictor exam and RN-NCLEX predictor exam to progress in the program and graduate from the program. Failure to take the exam and complete the required remediation will result in receiving a Failure (F) for the course, and the student will not be able to progress to future nursing courses or graduate from the nursing program. Students should refer to the course syllabus for details on the predictor exam and the required remediation.
13. An incomplete grade in any nursing course must be successfully replaced with a "C" grade or better and approved by the faculty member, prior to progressing to the next nursing course.
14. Any withdrawal from a nursing course no matter the reason will be considered equivalent to a final course grade of less than "C" for readmission purposes.
15. Nursing students that have not withdrawn by the official withdrawal date will receive a failing course grade per College policy.
16. Once enrolled in the first clinical nursing course, students must complete the nursing program within four calendar years.
17. Cuyahoga Community College PN graduates who have successfully completed the PN courses (1200, 1210, 1220, 1230, 1240) and obtained a license by passing NCLEX-PN can apply for admission to the access track.

    - Upon completing 1250 and 1260, the student will be granted industry transfer credits for 1210 and 1230. The student will continue the program by completing 2000 and 2010.
    - The student must not have been out of a Cuyahoga Community College clinical course for more than 2 years to receive the industry transfer credits.
    - A student who has been out more than 2 years will progress through the access track as written and no credit for NURS 1210 or NURS 1230 will be granted.

WITHDRAWAL PROCEDURE

Students may initiate withdrawal from a nursing course according to the college process. Students withdrawing from a nursing course(s) prior to the official college withdrawal date are responsible to:

1. Withdraw from the nursing course(s) in accordance with the Cuyahoga Community College withdrawal policy. Students must withdraw online or submit a completed withdrawal form to the Enrollment Center by the official college withdrawal deadline date.
2. Schedule a conference with the nursing faculty of record.

3. Complete the nursing **Readmission Form** located on the ADN student Brightspace site.

4. If the student desires they may make an appointment with a Nursing Program Director to discuss their program options.

5. Upon withdrawal from any component of a clinical nursing course, the student will be withdrawn from all components of that nursing course. Any student who continues to act in the role of a nursing student after withdrawing from a clinical course, will be dismissed from the nursing program and be ineligible for readmission.

Administrative Withdrawal

A student will be administratively withdrawn from a nursing course if any of the following circumstances exists:

1. A student has not submitted initial and/or annual health and CPR requirements and/or completed ACEMAPP requirements.
2. A student is enrolled in a nursing course without first satisfactorily completing all prerequisites.
3. A student is enrolled in a nursing course and does not maintain enrollment throughout the semester in all General Education co-requisite courses.
4. A student is enrolled in a nursing course and has not completed a General Education co- requisite course(s) with the required grade (as outlined in the program sequence).
5. A student is enrolled in a nursing course and is dropped by the College for non-payment of tuition and fees.
6. A student who exceeds the maximum absences for lecture, nursing skills lab, or clinical experience.
7. A student who fails any component of a nursing course and does not independently withdraw within 24 business hours.

REQUEST TO MOVE

A student is permitted to request to move from one campus to another, and/or from the day section to the modified evening section or vice versa **one time** while in the nursing program. Below are the conditions for requesting a move transfer:

1. For Generic and ACCESS students please submit the **Campus or Time Change Request Form**.
2. Regardless of the reason, a request shall be granted on a space available basis.
3. In the event space is not available the request will remain on file until space becomes available. If the student no longer wishes to pursue the request they may have it removed by requesting via email to nursing@tri-c.edu.

***All forms are located on the Nursing Brightspace Group site.

READMISSION PROCEDURE

Students seeking readmission into the Nursing Program must submit a **Readmission Form** to be placed on the readmission list. Readmission shall be subject to the following requirements and limitations:

1. Readmitted students must meet the program admission requirements effective at the time of readmission.
2. Students must have a minimum of 2.0 cumulative GPA at Cuyahoga Community College, inclusive of all nursing courses.

3. Students requesting their first readmission to the program, must adhere to the following steps for readmission:

   a) Complete the nursing **Readmission Form** located on the ADN student Brightspace site. After the request is completed, the student will be placed on the readmission list in the order in which the form is received.

   b) Complete an additional BCI check with finger prints. Guidance will be given to each student by the nursing compliance specialist depending on the length of time out of the program.

   c) As of the Fall 2025 semester:

   - Generic Track students currently in NURS 1200/1210, NURS 1220, and/or NURS 1230 and all ACCESS students in NURS 1210/1230 will follow the procedure below:

     A. Prior to readmission, students must successfully complete a mandatory student success course. Dates of the course are determined by nursing administration and will be communicated to students during the process.

        - **All three components must be completed successfully to earn a grade of passing in the course.** This includes attending the in-person meeting, in its entirety, without exception and resubmitting all assignments until a passing score is earned. Students should plan to be engaged in the course for 8 weeks.

     B. NURS 1220 and NURS 1230 are taken in the same semester but are separate courses. Students who are not successful in NURS 1220 or 1230 for the first time will be withdrawn from the subsequent course. Students may continue in NURS 1240.

4. Students seeking readmission to the nursing program for a second time must:

   a) Meet with a Nursing Program Director to discuss the readmission process and program options.

   b) Submit a letter of petition and supporting documentation to the Admission and Progression Committee requesting an exception to the readmission policy. Students will be placed on the readmission list in the order in which their letter of petition and supporting documentation is received.

   c) Readmission for a second time shall be approved only upon demonstration of extenuating circumstances beyond the reasonable control of the student which may include:

      - emergency or unanticipated medical condition of the student or a member of the student's immediate family;
      - military service in which the student is called to active duty;
      - court orders impacting the student where the student is not a party to the court action;
      - other extenuating circumstances beyond the reasonable control of the student.

   d) The letter of petition should include a written explanation for the request to be readmitted, and all supporting documentation of extenuating circumstances to substantiate the petition.

      - Documentation submitted after the original letter of petition has been submitted will not be considered.
      - The Committee will review all submitted documentation and decide regarding readmission. The Admission and Progression Committee's decision is final.

   e) Students currently in NURS 2000 or higher (ONLY):

      - Prior to readmission, students must successfully complete a mandatory student success course. Dates of the course are determined by nursing administration and will be communicated to students during the process.

- **All three components must be completed successfully to earn a grade of passing in the course.** This includes attending the in-person meeting, in its entirety, without exception and resubmitting all assignments until a passing score is earned. Students should plan to be engaged in the course for 8 weeks.

5. Guidance will be given to each student by the nursing compliance administrator regarding the need to complete an additional BCI background check with fingerprints.
   a) Students will not be provided with CRNs for registration or added to clinical rosters in ACEMAPP until they are compliant in Complio and ACEMAPP.
6. Students granted readmission for a second and final time, who withdraw or fail any subsequent nursing course, are ineligible to remain in the nursing program.
   a) Students are advised to seek assistance through the Academic Counseling Center. Students are also encouraged to seek assistance through Student Support Services.
7. Students may only submit a letter of petition to the Admission and Progression Committee requesting an exception to the readmission policy one time, regardless of the circumstance. No further appeal is allowed or will be granted.
8. Admission to Generic Track from Access LPN to RN track.
   a) Students who withdrew or were unsuccessful in the ACCESS LPN to RN track may request one-time admission into the generic track.
   b) The student will receive bypass credit for NURS 1000 and NURS 1010. The student will complete the program sequence from NURS 1200.
   c) The student must follow the readmission procedure as stated as stated above.
   d) Once granted admission to the generic track, the student may not be readmitted into Access LPN to RN track unless reapplying to the program as a new student.
9. Students who have not attended clinical nursing courses for more than two academic years are not eligible for readmission and must seek admission to the nursing education program as a new student.
10. Any student who has been dismissed from the nursing program for any reason, including, but not limited to, unsafe clinical performance, violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Board of Nursing Student Conduct rules, violations of the College's Student Conduct Code, excessive absences/tardiness, violations of policies and procedures of any institution or facility, and violations of the social media policy must petition the Admission and Progression Committee when seeking readmission into the nursing program. This procedure must be followed even if a student has not been readmitted previously. In these cases, the Admission and Progression Committee will make the decision for readmission. The Admission and Progression Committees readmission decision is final.
11. Students who have been recommended for a Withdrawal Exception by the Student Affairs Department (reserved for severe extenuating circumstances) are still subject to the readmission policy.
12. Students who were dismissed from the College for academic reasons must petition their Campus Appeals Board for readmission three weeks prior to registration. These students must also see a counselor or faculty advisor to establish goals and objectives, and they must complete an Application for Admission form and a Campus Appeals Board form before being considered for readmission. Readmission to the College does not mean readmission to the nursing program.
13. All readmissions, regardless of the reason, will be placed on the readmission list and shall be on a space available basis.

STUDENT EVALUATION OF NURSING COURSES AND CLINICAL SITES

1. The student nurse will be given an opportunity to evaluate the nursing courses and clinical sites on a routine basis according to the Standards of Cuyahoga Community College, Nursing Program, Ohio Board of Nursing, and Accreditation Commission for Education in Nursing. The student nurse will be assured of autonomy, privacy and freedom to evaluate the above according to ethical standards.
2. Students are required to complete these evaluations each semester.

PROGRAM COMPLETION AND LICENSING PROCEDURES

Program Completion Requirements

Students must satisfactorily complete all of the course requirements, nursing and college, to be qualified to complete the program and receive a "Certificate of Proficiency" and/or an "Associate of Applied Science in Nursing." It is the student's responsibility to petition for a "Certificate of Proficiency" and/or an "Associate of Applied Science in Nursing" online through MyTri-C space, following the time and procedure requirements set by the College. Students need to consult a counselor as well as run a Degree Works Report to ensure completion of all the requirements. Additionally, all obligations to the College must be reconciled before a degree will be awarded.

Once confirmation has been received from the registrar that a student has meet all requirements and the degree/certificate has been conferred, a program completion letter from the Office of the Dean will be sent to the board of nursing of choice. Once the letter has been received, a student can then begin to apply for licensure and the NCLEX examination.

NCLEX-RN & NCLEX-PN Examination

The National Council Licensure Examinations for Registered Nurses (NCLEX-RN/NCLEX-PN) provides year- round testing via computerized adaptive testing (CAT) in Ohio as well as every other state and territory. The fee* for taking the NCLEX-RN/NCLEX-PN examination is currently $200.00, and information regarding application/registration information can be located at https://www.ncsbn.org/nclex.htm . The Tri-C program is: US20403900. Students are advised to prepare financially for submission for the NCLEX-RN fees at the beginning of the final session of enrollment. Students are solely responsible for paying all licensing/examination fees.

The student will also need to apply for licensure with the Board of Nursing in the jurisdiction in which applying. The student must check with the specific Board of Nursing to find out about requirements and costs.

For Ohio applicants please refer to Ohio House Bill 327 – Felony Preclusion Bill. The fee* for the Ohio Board of Nursing licensing application is currently $75.00. Students are solely responsible for paying all licensing/examination fees.

The National Council requires potential graduates to complete a form regarding their citizenship, which is a mandate based upon a federal government requirement. The citizenship form must be submitted with the candidate bulletin or it will delay the graduate's paperwork from being processed.

*** Please Note: The Requirements/Fees as Listed Are Subject To Change Without Notice.** For the most current information on the NCLEX-RN /NCLEX-PN visit **https://www.ncsbn.org/nclex.htm** and **http://www.nursing.ohio.gov/**

POLICIES AND PROCEDURES:
CLASSROOM, SKILLS LAB, AND CLINICAL GRADING STANDARDS

The grading scale for the Nursing Program is as follows:

93% to 100% = A = 4.0 quality points
85% to 92% = B = 3.0 quality points
78% to 84% = C = 2.0 quality points below
< 78% = F = 0.0 quality points
Withdrawal = W
Incomplete = I

For NURS 1200, 1210, 1220, 1230, 1240 and 1260 the final theory grade will be computed based on total points earned within the course and determining the corresponding percentage. To pass, a student must achieve at least a 78% in the course. Scores nor percentages will be rounded to the next whole number. No exams will be retaken, nor will extra credit be awarded. Up to 15% of the total points in the lecture component of class may come from activities separate from exams.

For NURS 2000 and 2010, a student must achieve an exam average of 78% prior to any additional course points being awarded from activities administered by faculty. In addition to averaging 78% on exams, class assignments must be completed to pass the course. For NURS 2000 and 2010, up to 30% of the total points in the lecture component of class may come from activities separate from exams. These points will only count after the 78% benchmark for exams is achieved. Neither exam scores nor percentages will be rounded to the next whole number. No exams will be retaken, nor will extra credit be awarded.

For all courses, activities may be those that are pre-scheduled and listed on the course outline or may be unannounced, given at any point during the lecture, and in a "pop-quiz" style manner, at the discretion of the faculty member. If a student is not present for an in-class activity, no matter the reason, the student will not have an opportunity to participate in a make-up or alternate activity for those points.

STUDENT NOTIFICATION OF UNSATISFACTORY PERFORMANCE

Faculty will apprise students of their performance in lecture, lab, and clinical. Methods of notification include the use of the Student Progress Appraisal Form, anecdotal notes, and a formative (midterm) and final clinical evaluation. When faculty determine the need for additional support, students can be referred for tutoring (when available) and/or remediation in the nursing skills laboratory.

CLINICAL COMPENTECY EXAMINATION

Clinical calculation competency is defined as the student's ability to correctly perform clinical computations on material previously taught and learned during the course. The following nursing courses will administer clinical calculations competency examinations: (NURS-1200, NURS-1210, NURS-1220, NURS-1260, NURS 2000, and NURS 2010)

The guidelines for the clinical calculations' competency examinations are as follows:

1. Each clinical calculation competency examination will be comprised of 10 questions.

2. The exams will consist of no multiple-choice questions, and the student will be expected to show all work indicating how an answer was derived. Correct test item responses (answers) must include, in writing, all sequential steps to problem-solving and mathematical formulas. No credit will be given for answers that omit problem solving steps and formulas.
    - Please read all instructions. Credit will not be given for answers with incorrect rounding.

3. Tests are to be administered in class, and will not be take-home, or open-book.
4. Students may use a non-programmable basic calculator (as defined under examinations above) for computation.

5. A score of 9 correct out of 10 possible is necessary to pass the clinical calculation competency examinations.
    - The clinical calculation competency examination grade will not be calculated as part of the overall course grade.

6. Students who are not present at the date and time of a scheduled math test will receive a score of "zero" for that clinical competency examination.

7. A student who does not pass the 1ST or 2ND math competency will meet with faculty regarding a remediation plan.

8. A maximum of 3 consecutive clinical calculation competency examinations may be administered. If, upon completion of the 3RD consecutive clinical calculation competency examination the student is not successful, the student will be withdrawn from the course.

9. Students failing a course, due to failure of a 3RD consecutive clinical calculation competency examination, must complete an individualized clinical calculation remediation plan as a condition for re-entry* into the nursing program.

    - One time, during his/her entire tenure in the Nursing Program, a student may fail 3 consecutive clinical calculation competency examinations; and, will be considered for readmission to the Nursing Program under the same readmission criteria applied to all other students. This one readmission opportunity is based solely on clinical calculation competency failures.

    *Refer to readmission procedure

10. All 3 consecutive clinical calculation competency examinations are to be administered prior to the end of the 6th week of each semester for 16-week courses and prior to the end of the 3rd week for 8-week courses.

CLASSROOM EXAMINATION GUIDELINES

1. On exam days, the door to the classroom will be closed at the start of the exam. Once the door is closed, the door is considered "locked" and a student may not enter the classroom until after the exam has been completed no matter the reason.
2. Any student who fails to contact their faculty member via telephone or email, prior to

the exam, will be considered a "no call/no show" and will not be permitted to take the make-up exam on the end-of-semester date referenced below; receiving "zero points" for that exam.

3. If a student misses taking an exam on a scheduled test date and has notified the instructor prior to the exam, then they will be allowed to take a make-up exam on a date and time determined by the faculty of that course.
4. If a student misses taking more than one exam throughout the semester, they will take their make-up exams on a date and time determined by the faculty, which may include taking multiple exams on the same day.
5. If a student misses taking their make-up exam(s) on the established date, the student will receive a score of "zero points" for the exam(s). If a student is "no call/no show" to a make-up exam(s), the student will receive a score of "zero points" for the exam(s).
6. Examinations taken will not be repeated.
7. During test taking, no electronic equipment (including but not limited to: cell phones, smart watches, and recording devices including recording glasses and ear devices, etc.) may be used, and may not be kept on the desktop. During exam periods, all cell phones and other electronic devices must be secured in a location away from the students' immediate view, and silenced or turned off. If any device causes disruption to the testing environment, the student may be dismissed from the exam or test. Scheduling of any make-up exam is at discretion of faculty if the student is dismissed for this reason.
8. Students may use a non-programmable basic calculator for computation in the following activities: clinical calculations competency examinations, unit tests, laboratory test-outs and final examinations. The term "non-programmable basic calculator" shall mean limited to the following processes: addition, subtraction, multiplication, division and percentages. A student will be prohibited from using a calculator with other capabilities.
9. Standardized NCLEX assessment exams are required throughout the nursing program. All academic integrity exam standards apply to these exams.
10. Students are held accountable for adherence to the College conduct code during test-taking. Disciplinary action for academic dishonesty (cheating and/or breach of confidentiality) may result in a failing grade for the course and possible dismissal from the nursing program.

GRADE DISPUTE & PROGRAM COMPLAINT POLICY

The College and Nursing Center of Excellence strive to provide every student with a successful and positive educational experience. As part of an effort to continuously improve the College, while also resolving legitimate student concerns, the College and Nursing Center of Excellence maintain a student complaint and grade dispute procedure.

Grade Dispute

Any student with a grievance about a course grade has the option to pursue a grade dispute. The student should first discuss the grievance with the faculty member/course instructor. If resolution cannot be achieved after this first meeting, students are to follow the Procedure on Student Grade Disputes (Tri-C Grade Dispute: Cleveland Ohio) located in the Cuyahoga Community College Student Handbook (Tri-C Student Handbook: Cleveland Oh). This process cannot begin until the final grade is posted.

Program Complaint
Any student who is dissatisfied with an aspect of his or her collegiate experience involving a faculty member or other employee may seek resolution of the matter with the College, and initiate the complaint process as outlined within the Procedure on Student Complaints and Concerns (General Complaint or Concern Tri-C: Cleveland Ohio) located in the Cuyahoga Community College Student Handbook (Tri-C Student Handbook: Cleveland Oh).

** The student complaint and grade dispute processes are distinct and separate. Please refer to the Procedure on Student Complaints and Grade Disputes located in the Cuyahoga Community College Student Handbook for additional information.

ATTENDANCE

Attendance in all classes, nursing skills laboratories, and clinicals is required. Since theory, laboratory practice, and clinical experience are vital to success in nursing, unexcused absences and lateness are unacceptable in all instances. It is the student's responsibility to notify his/her instructor before class, nursing skills lab, or clinical of an absence. If a student does not notify his/her instructor within this time frame, it will be considered a no-call-no-show resulting in a failure for that day.

Important Notice about Classroom, Laboratory and Clinical Experiences

1. Classroom and Laboratory Experiences in the Modified Evening program may start as early as 3:00 p.m.
2. Clinical experiences in the Modified Evening program may start as early as 2:00 p.m.
3. Clinical experiences may include evening as well as Saturday and Sunday rotations for both day and evening students.

NURSING SKILLS LABORTORY

The nursing skills labs are offered with select nursing courses, so that students may master technical and psychomotor skills. Each student is required to demonstrate mastery of the skills with minimal supervision. Students are also expected to use the skill lab to practice their skills in preparation for nursing practice. Therefore, the skills lab on each campus will post open lab hours for individual practice.

Nursing Skills Laboratory Rules

1. Students must sign in and out of the Nursing Skills Lab when they enter the lab for open lab practice, retests, or remediations. Students will sign in on the attendance sheet for their skills or HPS lab upon arrival.
2. Students are responsible for purchasing and maintaining their own supplies for laboratory class, practice, and test-out, as well as, have the skills card with them.
3. Lab equipment and supplies are to be cleaned, reassembled and replaced in the designated area, by the student, for use by the next person.
4. Students are expected to follow the dress code at all times as defined in this handbook and wear their nursing uniform at all times while in the skills lab. Students who do not adhere to the dress code, will not be able to attend lab. The attendance policy for lab will be adhered to related to any absences due to dress code violations.
5. Attendance is mandatory for all skills laboratory experiences. Punctuality is required. In the

event of an unavoidable absence, students have **one (1) day of scheduled instruction that can be missed**. This allowed time is for emergencies only. Students more than 10 minutes late to a scheduled lab class will have time documented and will count towards time missed. Additional independent practice time is required for missed lab time. However, if the missed time includes an HPS (human patient simulation) experience, the following will apply:

a. If a student is absent or more than 10 minutes late to an HPS lab, they will be required to spend a minimum of an hour in the skills lab completing hands-on skills practice of missed HPS material in addition to written and online assignments.

b. The work must be completed within 2 weeks of the absence. An incomplete will be earned for the course if material is not completed.

c. Completion of these activities/practice time does not negate the absence. Lab experiences are a part of meeting course objectives. Missing these experiences results in a need to complete the material independently.

6. All missed lab class work and/or practice must be completed within 2 weeks of the absence. If work is not completed, an incomplete will be earned for the course.
7. Students absent greater than one (1) day of scheduled instruction will be withdrawn from the course. An instructor may initiate a student withdrawal if the student misses lab time for the equivalent of one week.
8. Students are required to schedule/reschedule testing appointments in person. This is to ensure lab staff and student have agreed upon the acceptable date and time. The student's handwriting on the testing sheet will serve as confirmation of the appointment.
9. Students who miss their scheduled test-out time more than twice in a course will earn a failing grade for the course. This includes a lab absence during testing and any other scheduled testing appointment.
10. Students maybe dismissed from lab due to any of the following: violations of HIPAA or patient confidentiality, ANA ethical violations, violations of the Ohio Board of Nursing Student Conduct rules, violations of the College's Student Conduct Code, excessive absences/tardiness, and violations of the social media policy. Any dismissal related to any of the above violations can result in automatic lab failure.

Lab Practice

It is suggested that students spend a minimum of one hour of practice time in the lab prior to testing out on a new skill. Students are encouraged to utilize their assigned lab time to practice, but this time may not always be sufficient to feel confident or competent about a particular skill(s). Therefore, additional practice outside of assigned lab time may be essential for your success. Students are encouraged to utilize the open lab hours posted at any of the campuses for extra practice and assistance. It is also important that practice occur 24 hours prior to scheduled test out time, not the day of testing to ensure proficiency of the skills.

Nursing Skills Lab Testing Procedure

Competency testing will occur during scheduled lab time. The testing weeks will be identified on the weekly lab schedule. Students are to review the syllabus/lab schedule for this information. Students must be proficient in their skills prior to completing the return demonstration testing in the skills lab. The Instructor, Nursing Skills Lab Training Specialist, or Nursing Skills Lab Preceptor will sign off the procedure on the student's skill card when the return demonstration is satisfactorily performed. Criteria for evaluation are based on the performance objectives and critical elements identified in each course.

A student may not perform a designated skill in the clinical setting until that skill has been successfully completed in the Nursing Skills Laboratory. Students will have three attempts for successful completion of skills testing. Successful testing of a designated skill must be completed within the established time guideline of one week. The student will earn a failing grade for the course if the established time guidelines are not met. The Nursing Skills Lab Preceptor will determine if the skill has been demonstrated satisfactorily according to evaluation criteria.

If unsuccessful in the first skills test-out, the student must:
Practice a minimum of one hour before retesting. Students must be prepared for an additional skill along with the first unsuccessful skill. Schedule the second skills test-out attempt.

The second attempt must be made at least 24 hours after the mandatory practice session.

If unsuccessful in the second test-out:
The student will receive a remediation plan to complete and must practice a minimum of one hour under the supervision of a preceptor or training specialist. The completion date to accomplish the skill test-out will be documented on the remediation plan. The remediation plan may also include videos, tutoring, and readings as applicable and/or additional practice time. A copy of the remediation plan will begiven to the student.

The third skills test out must be at least 24 hours following the mandatory practice. The preceptor or training specialist and student must agree that the student is ready for the third test-out. The student will make an appointment for testing.

The third skills test out to be completed by a Preceptor or Nursing Skills Lab Training Specialist (required for NURS 1200 and 1250):
The Preceptor or Nursing Skills Lab Training Specialist will determine if the skill has been demonstrated satisfactorily. If the student is not successful on the third attempt the student will earn a failing grade for the course. The student is responsible for completing withdrawal paperwork at that time. Students who do not withdraw within 24 business hours will be administratively withdrawn from the course.

CLINICAL

Clinical Performance Expectations
The Cuyahoga Community College Nursing Center of Excellence works with community clinical agencies to provide the clinical experiences necessary for nursing education. Students are expected to abide by the policies of the individual clinical agencies while in the agency for learning experiences.

Students are expected to maintain honesty and integrity in the learning situation. For example, errors made in the clinical area should be reported so they can be corrected to maintain patient safety and to aid the students' own future learning.

Faculty Supervision of Students in the Clinical Setting
Students will be supervised for each clinical experience involving the delivery of nursing care to an individual or group of individuals. Supervision is provided by a full-time nursing faculty member or a part-time nursing adjunct faculty member possessing competence in the area of clinical practice. The faculty member functions only as a faculty member during the students' clinical experience. The faculty member is responsible for:

1. Providing for/facilitating an orientation for each student to the clinical site including introduction to

staff.

2. Planning and designing student clinical experiences that are consistent with the stated course objectives and student learning needs.
3. Students are required to obtain their clinical assignment and prepare for clinical experience according to the directions given by their instructors. If the student is not prepared, the instructor will give specific instructions regarding additional preparation required.
4. Communicating clinical objectives to students and staff at the clinical site.
5. Providing appropriate supervision, guidance, direction, and support for all student experiences appropriate to the clinical situation.
6. Evaluating the student clinical performance related to experiences, achievement, and progress in relation to the clinical objectives.

Clinical Rules

1. Attendance is mandatory for all clinical experiences. Punctuality is required. In the event of an unavoidable absence or tardiness please refer to the clinical attendance policy below.
2. Students are expected to follow the dress code for clinical at all times as defined in this handbook. Students who do not adhere to the dress code, will not be able to attend clinical. The attendance policy for clinical will be adhered to related to any absences due to dress code violations.
3. Students are required to adhere to the ANA Code of Ethics for Nurses, the ANA Standards of Practice, HIPAA/Patient Confidentiality Act, Ohio Board of Nursing Student Conduct rules, the Cuyahoga Community College Student Conduct Policy, policies and procedures of any institution or facility where they may be assigned, and the Social Media Policy. Students who fail to adhere to any of the above listed policies will be:

   Dismissed with an earned grade of "F" for the course.
4. In the event the student is unable to perform satisfactorily in the clinical area, the student maybe:
   a. Dismissed from the clinical area for the day and given an absence for the day. The attendance policy will be adhered too.
   b. Sent to the Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) with a specific prescription.
   c. Given a signed prescription to return to the clinical area after the instructor or Nursing Skills Lab Director (or designated lab personnel assigned by the Lab Director) has observed satisfactory performance.
   d. Dismissed with a grade of "F" if the following performance jeopardizes patient safety.
      a. *Patient/facility safety is jeopardized by unsafe clinical performance
      b. The ethical and legal framework of the nursing profession is violated
      c. Preparation for clinical assignments are not complete
      d. Clinical time is missed
      e. Instructor and hospital are not notified of expected tardiness or absence
      f. Administers medications without the clinical instructor present

      *Unsafe clinical performance: when the student's activity/behavior or lack of activity/behavior jeopardizes the patient's physiological or psychosocial integrity/safety,

violates principles of asepsis and/or disrupts the clinical facility/unit environment.

5. Must maintain all required clinical compliance requirements. Students that have lapsed records may not attend clinical until all requirements are current. The attendance policy will be adhered to regarding any missed days due to lapsed clinical compliance requirements.
6. Clinical facilities have the right to refuse clinical experiences to any student who does not meet the requirements. It is not the college's responsibility to secure alternative clinical experiences.

Clinical Remediation

Nursing instructors will refer students for required special tutoring when, in the instructor's judgment, the student needs assistance. Prescriptions will be issued with documentation of what assistance is needed and the time frame for completion. Once the prescription is signed by the student and the clinical instructor, the Director of the Skills Labs is notified. The student must call the Lab Director to arrange an appointment time for remediation. Attendance for remediation is mandatory. The Nursing Skills Lab Preceptor or Training Specialist will determine if the skills have been demonstrated satisfactorily and will provide documentation to the student. The signed prescription and Skills Lab documentation will be required for the student to return to the clinical setting.

Clinical Hours

The Nursing Program is committed to providing the clinical hours listed in the syllabus. To meet this obligation should the college, Nursing program, or clinical instructor cancel clinical time, every effort will be made to provide the required clinical hours. This standard does not change the Student Attendance policy as outlined in the Nursing Student Handbook. Therefore, the time is not to be used as clinical makeup time for student absence nor any other purpose.

Supplemental Unit Experience Guidelines

Students may participate in an alternative clinical day, as deemed appropriate by the learning objectives of the course. The student participating in the supplemental unit experience may provide patient care as directed by the clinical faculty and only in the presence of the assigned nurse on the alternate unit. Students may not administer medications during this experience.

Important Notice about Clinical Experiences

1. Clinical experiences in the Modified Evening program may start as early as 2:00 p.m.
2. Clinical experiences may include evening as well as Saturday and Sunday rotations for both day and evening students.

Students will continue to be held to the clinical absence policy listed in the Nursing Program Student Handbook. If a student misses a clinical day and is given a written assignment to enhance their learning of a concept, this does not negate the clinical absence and therefore does not replace the time missed.

ATTENDANCE AND DRESS CODE DEFICIENCY POINT SYSTEM 08/23

Student Name:_____ S number: _____
Course:_____ Clinical CRN: _____
Instructor:_____ Semester: _____

The following attendance and dress code system will apply to students during the clinical components of **NURS 1200, NURS 1210, NURS 1220, NURS 1260, NURS 2000, and NURS 2010**

Point Value:	**Occurrence:**
	Tardiness/Leaving early
3	• 1-29 minutes
*	• 30 or > minutes
	* A student will be considered absent if greater than 30 minutes of clinical time is missed
	Absence: must notify instructor ½ hour prior to the start time
4	Scheduled clinical < 12 hrs. duration, 1st occurrence
6	Scheduled clinical < 12 hrs. duration, 2nd occurrence
6	Scheduled clinical 12 hrs. duration, 1st occurrence
8	No call prior to start of clinical/no show
	Dress Code Violations:
2	• Breaking of dress code
6	• Refusing to adjust to dress code after instructor addresses the violation with the student
	Consequences:
≥ 3	• Student will receive a deficiency notice with a written improvement plan. Faculty member may, at their discretion, implement a written Student Progress Appraisal prior to 3-point accumulation to help ensure student success.
10 or >	• Failure of clinical – a student who accumulate 10 or more points will receive an F in the Theory Course associated with the clinical.

Total Points:_____
Student signature_____ Date:_____
Instructor signature_____ Date:_____

Student Name _____ **Clinical CRNs- OB:** _____

Semester _____ **S#**_____ **Peds:**_____

N1230 Clinical Attendance and Dress Code Deficiency Report (8/23)

Point Value:	Occurrence:	Peds	OB
	Tardiness/Leaving early		
3	• 1-29 minutes		
*	• 30 or >minutes		
	* A student will be considered absent if greater than 30 minutes of clinical time is missed		
	Absence:		
4	• First occurrence – mandatory requirement to notify instructor at least ½hour prior to scheduled starting time for clinical **less than** 12 hours of practice		
6	• First occurrence – mandatory requirement to notify instructor at least ½hour prior to scheduled starting time for clinical practice of 12 hours		
6	• Second occurrence – mandatory requirement to notify instructor at least ½hour prior to scheduled starting time		
8	• No call prior to start of clinical or no show to clinical practice		
	Dress Code Violations:		
2	• Breaking of dress code		
6	• Refusing to adjust to dress code after instructor addresses violation with the student		
	Consequences:		
≥ 3	• Student may receive a deficiency notice with a written improvement plan. Faculty member may also, at their discretion, implement a written Student Progress Appraisal prior to 3-point accumulation to help ensure student success.		
10 or >	• Failure of clinical: A student who accumulates 10 (ten) or more points will receive an F in the Theory Course associated with the clinical.		
	Total Points		
	Student Signature		
	Instructor Signature		

Total Cumulative Points: OB + Peds:_____

CLINICAL COMPLIANCE REQUIREMENTS

The hospital/health care agencies establish various clinical requirements prior to attending clinical practice within their facilities. Students MUST adhere to these requirements by the designated timeline or attendance is prohibited. These requirements are subject to change based on clinical affiliate policies. See following paragraph regarding ACEMAPP.

ACEMAPP

ACEMAPP is the current clinical placement system. Clinical assessment testing must be completed through ACEMAPP before students can be placed in clinical rotations. There are 5 clinical assessment exams. Students are allowed to attempt each exam 3 times. After three unsuccessful attempts in the completion of the ACEMAPP assessment exam(s), the student will be required to undergo remediation. Upon completion of the remedial process, the student must submit a signed remediation form to the Nursing Center of Excellence for authorization for a fourth and final attempt. If the student is unsuccessful in the fourth and final attempt, he/she will not be placed in a clinical rotation for that semester; therefore, will be automatically dismissed from the nursing program.
Students desiring to re- enter, must do the following: New students must request delayed admission. Progressing students must request readmission and follow the readmission process.

Immunizations

For the most current immunization requirements please visit: Health Careers and Nursing Immunization and Health Requirement Completion Guide (tri-c.edu)

Compliance with health requirements will include any required immunizations per current CDC and Ohio Department of Health guidelines. Please note, each clinical site may have additional or varying immunization requirements, including COVID-19 or other novel virus-related vaccinations and/or testing. Clinical facilities will not allow students into the facility without appropriate documentation of required immunizations.

The inability of a student to obtain one or more required immunization(s) and/or testing for personal, religious, medical and/or other reasons may prevent them from participating in the required internship/clinical/practicum experience at one or more facilities and therefore may result in the inability to complete the nursing program.

DRUG SCREENING

1. Students may be required to complete a drug screening test at any time during the program. Tests are conducted through the College approved vendor only. Students must complete the drug screening test within 48 hours of notification.
2. Students testing positive will be required to repeat the screening within 48 hours.
    - A positive result is considered any result other than clear and/or any result NOT flagged in Complio as meeting requirements.
3. Students who test positive on the repeat screening will be required to withdraw from their nursing courses for that semester and repeat screening, as directed by the Nursing Center of Excellence, before returning to the program.
4. Students must repeat a drug screening test at their own expense before being reinstated in his/her nursing courses.
5. Any delay outside of the required 48 hours or refusal of screening/repeat testing, on the part of the student, will result in dismissal from the nursing program.
6. Upon one repeat violation of this policy, the student will be permanently dismissed. Upon one repeat violation of this policy, the student will be permanently dismissed and referred to the Office of Student Affairs in alignment with the Student Conduct Code.

Mandated by the Drug-Free Schools and Communities Act, Cuyahoga Community College has developed a Drug-Free Campus and Workplace program. Students may view the entire Drug-Free Campus and Workplace program on my Tri-C space. Students in need of assistance should contact their campus Counseling office.

CPR

A course in cardiopulmonary resuscitation must be completed prior to the scheduled orientation date. Students are required to provide documentation of the current professional level CPR course. The required CPR course must be BLS for Healthcare Providers course earned through the American Heart Association (AHA). No other course will be accepted. When submitting documentation of AHA certification a copy of the card, certificate, electronic verification, or eCard, may be submitted as validation. When submitting a CPR card for documentation of certification, the copy of the card must be front and back of the card. The card or certificate must be signed. If submitting the eCard certificate of completion, it must show the unique ID and QR code for verification purposes. Students who fail to complete the approved course in cardiopulmonary resuscitation will be administratively dropped from the program. Students must maintain current CPR certification throughout the Nursing Program.

Background Check (BCI)

All students enrolled in Health Career and Nursing programs requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students with delayed program entry or students readmitting to the Nursing program may need to repeat the background check/BCI. **Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field.** ***Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program.***

Log onto http://www.tri-c.edu/programs/health-careers/background-check-information-bci.html for further information. Reports from the background checks will be accessed by the Clinical Compliancy Program Manager. Please be assured that this information will be kept confidential.

Malpractice Insurance

Malpractice (liability) insurance coverage is mandatory for all students throughout the entire Nursing program. Upon registration for a clinical nursing course a fee is assessed for malpractice coverage (this fee appears on tuition bill).

The insurance for LPNs does not carry the coverage necessary for practicing as an Associate Degree nursing student.

Health Insurance

Students must have a health insurance plan which is in effect throughout the entire program. Proof of purchase of health insurance is required before admittance to the clinical area. Nursing students must present proof of their health insurance plan.

***Sliding scale is not insurance and will not meet the requirements for a health career program admission.

Documents or copies of materials including medical records/evaluations submitted to the Nursing Center of Excellence will not be returned. Students should make and retain copiess of all documents before submission.

DRESS CODE AND UNIFORM

An official uniform is required for the clinical setting. Descriptions, model numbers, and supplier contact information for the student nurse uniform is located on the Nursing group site. Questions concerning the uniform may be direct to the Division of Nursing Education Office.

Female (Dress or Pantsuit)

Uniform	White tunic tops with school *insignia (left sleeve); white undershirt underneath; navy pants; long sleeve garments may be worn under tunic top as long as it is white. White jacket with school *insignia (left sleeve).
Socks	White, socks or hose must be worn with shoes.
Shoes	White (closed toes and closed heel, without holes)
Identification	Name pin and hospital issued ID badge required

Male

Uniform	White tunic tops with school *insignia (left sleeve); white undershirt underneath; navy pants; long sleeve garments may be worn under tunic top as long as it is white. White jacket with school *insignia (left sleeve).
Socks	White socks
Shoes	White (closed toes and closed heel, without holes)
Identification	Name pin and hospital issued ID badge

***Insignia is available for purchase at the uniform store**

A complete uniform includes the following:

1. A name pin above the left breast pocket (purchase from uniform shop) with a white background and black lettering, stating status (Ms. Or Mr.), first initial, last name, N.S. (for nursing student), Cuyahoga Community College. Name pins are to be purchased at the uniform store.

   Example: Ms. J. Phillips, N.S. Cuyahoga Community College

2. Bandage scissors, stethoscope, watch with a second hand, and black and red ball point pens, and pen light.
3. The student is expected to present a professional appearance in the classroom, skills lab, and clinical care setting:
   a. Clinical uniforms are to be worn to lab.
   b. Casual dress is appropriate for the classroom. The student must present neat, clean, and appropriately covered. No offensive or suggestive logos or wording may be worn.
   c. Cut-off shorts, exposed cleavage/midriff, clinging tops, and short skirts may not be worn in the classroom.
   d. No head gear (caps, decorative scarves, etc.) is acceptable in the classroom, lab, or clinical, except for headbands as described below and head coverings worn for religious reasons.
   e. At all times for lab, clinical, and class, all apparel should be wrinkle free and clean.
   f. Shoes worn in the lab should be according to the clinical dress code. Sandals will not be permitted in the lab.

4. Additional clinical setting guidelines:
    a. Dresses and skirts should be knee length. Pant hems should touch the top of the shoe.
    b. No sandals, opened toed or heel shoes are permitted in the clinical area; shoes must be clean, flat and white.
    c. Under garments must be worn. No visible colored underwear/garment lines, thongs, logos on underwear will be accepted. Undershirt or long sleeve garment must not show through with visible colors or logos.
    d. Hair must be neat and of natural color. Clean controlled, secured, and off the uniform collar. No decorative ornaments or hats are to be worn. Dark, solid color or white headbands may be worn. Head coverings for religious purposes are allowed and must also be dark, solid color or white.
    e. Facial hair is acceptable if it is neat and trimmed.
    f. Students are not permitted to wear extremely large or excessive jewelry type, i.e., multiple chains, bracelets, earrings, and rings. Only wedding ring sets are permitted. Students are permitted to wear earrings only in their ears. No visible gauging. Gauged earlobes must have a skin-colored plug. Other than 2 piercing per ear lobe, all other visible piercings must be removed. No other visible body piercing is permitted.
    g. Regardless of size, shape, nature or color, any tattoo that is of: extremist, offensive, indecent, racist, or sexist in nature will not be allowed and must be covered at all times. Facial and front neck tattoos are not permitted, regardless of size. Excessive tattoos in one area such as a sleeve must be covered. Clinical faculty and/or facility nursing management have the right to require students to cover any tattoos deemed inappropriate for clinical appearance.
    h. Gum chewing is not permitted.
    i. Only approved uniform jackets may be worn in clinical areas.
    j. Fingernails should be clean and short (e.g. nails cannot be seen when looking at the palm of the hand.) Artificial nails are not permitted. Clear nail polish is acceptable.
    k. Wearing of false eyelashes is prohibited.
5. These policies are subject to change and hospital policy may override school dress code policies. The clinical instructor is responsible for enforcing both hospital and school dress code policy.

STUDENT ILLNESS AND INJURY PROCEDURE

Illness in the Classroom or Nursing Skills Laboratory Setting
The instructor will follow the campus-wide policy for a Medical Emergency depending on the severity of the illness. The student will be asked to leave the classroom setting when an incapacitating illness (not an emergency) occurs. The instructor will recommend the appropriate assistance and/or a visit to the student's personal physician or other healthcare provider as appropriate. This will count as an absence according to the Attendance Policy.

Medical Emergency in the Classroom or Nursing Skills Laboratory Setting

Dial extension 4911 to report the injury or illness. Campus Police and appropriate response personnel will provide immediate support.

Please note: All calling instructions in this guide are written for use with College phones.
* IF YOU MUST USE YOUR CELL PHONE TO REPORT AN EMERGENCY – DIAL 216-987-4325.

A 911 call made from your cell phone – even if you are on campus – goes to an off-campus police dispatcher. That dispatcher has limited knowledge of campus buildings and College response capabilities which may postpone response times.

Safety services help best when given vital information quickly and clearly. When dialing extension 4325or 4911 you should:

State your name;

Give the extension from which you are calling. If you are calling from a College phone, look on the label by the handset cradle or on the digital display screen for the extension;
State the type of emergency;

Give the location of the emergency. Start with the District location/Campus, then room number;
Provide assessment of services needed. Share if you think the situation calls for an ambulance, the fire department, the police, etc.;

Unless you must leave, stay on the phone to allow further direct communication.

Illness that Occurs in the Clinical Setting
In the event of a non-emergency illness, the faculty will be notified immediately. The student will be instructed to leave the clinical setting when an illness occurs. The faculty member may recommend a visit to the student's personal physician or other healthcare provider as appropriate.

Transportation will be the responsibility of the student to arrange. Faculty is responsible to notify the Course and/or Adjunct Faculty Coordinator who will follow up with the Nursing Office. Any missed time in the clinical setting will accrue points according to the attendance/dress code policy

Medical Emergency or Injury to a Nursing Student in the Clinical Setting
In the event of a medical emergency or injury, the faculty will be notified immediately. Treatment of the injury or medical condition requires consent of the student (as fees may be assessed). The faculty may recommend a visit to the student's personal physician, healthcare provider, or emergency care facility. When transportation is needed, the student is responsible to make transportation arrangements. The clinical facility policy will be followed regarding completion of an Incident Report. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty is responsible to notify the Course Coordinator who will follow up with the Nursing Office as soon possible.

Note: If the student receives treatment at a clinical facility, the student and/or the student’s insurance provider is responsible for payment.

Student Exposure to Blood or Body Fluids in the Clinical Setting
Students may come into contact with blood and other body fluids during their clinical learning experiences. In the event an exposure occurs, the faculty should be notified immediately. Clinical institution policies regarding exposure are to be followed. Faculty are responsible to notify the Course

Coordinator who will follow up with the Nursing Office. A Cuyahoga Community College Incident Form must be completed and forwarded to Risk Management and a copy to the Nursing Office. The copy is to be placed in the student's file. Faculty are responsible to notify the Course Coordinator who will follow up with the Nursing Office as soon possible.

Students should be aware they may incur medical expenses in the event of an accident or illness at a clinical site.

STUDENT CONDUCT AND PROFESSIONAL CODE OF ETHICS REGULATIONS AND GUIDELINES

Academic Honor Code
Any student found to have committed or to have attempted to commit any act of dishonesty, including cheating, plagiarism, or other forms of academic dishonesty, is subject to the disciplinary sanctions outlined in the Student Judicial System.

Refer to the Student Conduct Code 3354:1-30-03.5 and Student Judicial System 3354:1-30-03.6 for more information about violations and College disciplinary procedures. The Student Conduct and Academic Honor code can be accessed via My Tri-C Space on the Student Services tab. The policies are located in the College Guidelines channel located near the bottom of the page.

Penalties for Academic Dishonesty are defined in the Student Judicial System 3354:1-30-03.6 – (D) Sanctions.

Plagiarism as Academic Dishonesty is defined in **Tri-C Student Handbook** via My Tri-C Space on the *Student Services* tab under *College Guidelines*.

*****NOTICE OF FACULTY COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.**
Any intellectual property displayed or distributed to students during or after a course (including but not limited to Power points, notes, quizzes, examinations) by any professor(s) remains the intellectual property of the professor(s). This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor(s).

Use of Cell Phones and Other Electronic Devices
All cell phones must be turned off or placed on vibrate mode (silent) while students are in class. Similarly, other electronic devices – PDAs, pagers, instant message devices, games, other handheld devices, and laptop computers – should be silenced and stowed in a secure place during class.

Faculty members may make exceptions to this policy in cases in which students are using electronic devices for academic purposes related to the class. For example, in many cases, faculty members may permit the use of laptop computers if students are using the computers to take notes or for purposes related to the class. Students should check with their instructors about which devices are permissible in class. This includes use of all recording devices.

Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class. Students who fail to follow the directions of a faculty member in class may incur disciplinary action up to and including suspension and dismissal from the nursing program.

Any student who uses electronic devices in any act of dishonesty will incur full disciplinary sanctions, according to the Cuyahoga Community College Student Handbook. This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging or posting on social media sites exam questions or answers, emailing information about exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty.

Adapted from http://www.trinitydc.edu/policies/electronic-devices-in-the-classroom/

Social Media

Social media are defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook, Snapchat, Instagram), virtual game worlds (e.g., World of Warcraft), and virtual social worlds (e.g., Second Life). Regardless of how these forms of media are used students are responsible for the content they post or promote.

Social media as a form of communication can be an effective way to promote nursing and improve the health and well-being of patients and their families. However, appropriate use of social media is essential to protect the student, patients, faculty, and the program.

Anything posted to a social media site is potentially open to public viewing creating potential unintended outcomes. Deleting content never removes the material from potential internet access. Additionally, inappropriate content may affect your professional reputation for years to come; as many employers and academic institutions routinely search potential candidate's online reputations. Therefore, nursing students must maintain strict adherence to standards of professionalism when posting to social media sites.

Postings on social networking sites are subject to the same professional standards as any other personal interactions. Students are prohibited from disclosing any of the following through social media:

1. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA). This includes posting information where patient identifiers have been removed.
2. Confidential, non-public or proprietary information about patients and families, clinical facility staff or clinical institutions; of the School, its employees and students;
3. Copyrighted or intellectual property*** belonging to the faculty or college.
4. Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
5. Taking and displaying photos/videos of patients, or photos depicting the body parts of patients.

Students in violation of this policy will be considered as having violated the Cuyahoga Community Student Conduct Code and Ohio Board of Nursing Student Conduct Code, and will be dismissed from the nursing program and/or college.

Vandalism

Any destruction of property in the nursing skills lab, clinical lab and/or the classroom may result in permanent dismissal from the Nursing Program.

Chemical Substance Abuse
If at any time a faculty member and/or clinical affiliate employee observes signs of the effects of mood-altering drugs in a nursing student in the classroom, lab, or clinical setting, a drug screen will be required of the student at that time and at the student's expense. These signs may include, but are not limited to the following: altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy.
Any violation of this policy will result in one or more of the following actions:

1. Students will be required to sign a release of medical information form.

2. Immediate blood alcohol level testing and/or urine drug screen testing.

3. Suspension from the nursing program.

4. The student will be required to complete a chemical dependency evaluation at their own expense. The treatment and rehabilitation program as recommended by the agency must be followed as a condition for continuance in the nursing program.

5. The student will provide copies of the aftercare plan and contract to the Dean of Nursing (in writing) for acceptance or rejection of the recommendation.
6. After the student has completed the treatment plan and met the terms of the contract, and the recommendation of the agency has been obtained, the student will be considered for return to full student status. It should be noted that the student must follow the readmission policy of the Nursing Center of Excellence.

7. Upon **one repeat** violation of this policy, the student will be permanently dismissed.

8. Any refusal, on the part of the student, to participate in the recommended treatment and rehabilitation program will result in dismissal from the nursing program.

Criminal History
Students who are charged or convicted of a crime of any type, other than a minor traffic violation, must report the offense to the applicable program manager in writing within thirty (30) days of conviction (conviction includes plea arrangements, guilty pleas, pleas of no contest, findings of guilt, etc.).

For the most recent information regarding criminal history and nursing please visit the Ohio Board of Nursing website at - http://nursing.ohio.gov/wp-content/uploads/2019/09/92719-DISQUALIFYING-OFFENSES-CRIMINAL-HISTORY-FACT-SHEET.pdf

Ohio Board of Nursing www.nursing.ohio.gov
17 S. High Street, Suite 660 • Columbus, Ohio 43215-3466 • 614-466-3947

DISQUALIFYING OFFENSES
CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

The Board is also prohibited from issuing a license to a person who is required to register as a sex offender.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction or pretrial diversion for the following: (1) any felony; (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the offenses are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure.**

The Board does not have the authority to make a determination or take action until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 370160-07; 5123:2-2-02; 5160-45-07.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll. Note that it is fraudulent for a third party, such as a nursing program faculty member, to submit a license application attesting to be the license applicant. (March 2019)

OHIO BOARD OF NURSING: STUDENT CONDUCT 11.2012
(Excerpt from Ohio Administrative Code 4723-5)
http://codes.ohio.gov/oac/4723-5-12

In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards

for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
    a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B)of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
    a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
    b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
    a. Engage in behavior to seek or obtain personal gain at the patient's expense;
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
    c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the Revised Code;
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Supplemental Information
Authorized By: 4723.07
Amplifies: 4723.06

Five Year Review Date: 12/19/2021
Prior Effective Dates: 2/1/1996, 4/1/1997, 2/1/2002, 2/1/2004, 2/1/2007, 2/1/2008, 2/1/2012

STUDENT SUPPORT SERVICES/RESOURCES

Nursing Brightspace Group Site
The Nursing Brightspace Group Site is a self-enroll Brightspace site that contains various information relevant to the Nursing Program. Students are responsible for checking the Nursing Program Group Site regularly for important program information. Failure to access this information does not absolve a student from knowing the content.

Student Nurse Association
The Student Nurse Association (SNA) at Cuyahoga Community College is a student-run organization designed to support, engage, and empower nursing students throughout the program. SNA provides opportunities for leadership, professional growth, academic support, and meaningful community involvement. Through meetings, volunteer events, educational activities, and campus initiatives, SNA encourages students to strengthen their skills, build confidence, and form connections with peers, faculty, and healthcare professionals.

SNA serves as a positive presence within the nursing program—creating a space where students can ask questions, learn from one another, explore interests, and make a lasting impact within both the college and the surrounding community. Whether a student participates occasionally or becomes highly involved, every contribution helps build a supportive and enriching environment that enhances the overall Tri-C nursing experience.

Participation in SNA reflects a commitment to professionalism, teamwork, service, and growth. Students gain valuable experience that enhances their resumes, expands networking opportunities, and helps prepare them for a successful nursing career. To be considered an active SNA member at Tri-C, students are required to attend **one meeting** and participate in **one volunteer event** per semester. Active members may be recognized at SNA or nursing program events and may receive priority for certain opportunities.

While Tri-C SNA is **not officially affiliated with the National Student Nurses' Association (NSNA)**, students who wish to expand their involvement beyond the college are welcome to join NSNA individually. NSNA membership provides access to national scholarships, conferences, leadership opportunities, and professional resources. Membership in Tri-C SNA is **completely free**, whereas NSNA membership is **optional** and approximately **$40 per year** for students interested in additional national benefits.

Counseling
A fully staffed counseling and academic advising department is available on all three campuses. Services offered are academic, career, psychological, personal, and social adjustment counseling. An academic counselor should be consulted upon entry in the program for assistance in choosing course offerings.

Students should seek counseling services on the campus where their records are located. Offices are open days and evenings Monday through Thursday, days on Friday, and on Saturday mornings. Appointments are encouraged. A counseling brochure and a welcome book are available in the counseling office on each campus.

Disability Services – ACCESS Program

The Access Program provides classroom accommodations and support for students with disabilities who are enrolled at Tri-C. To receive services, students must make an appointment to meet with an Access Student Advisor and present documentation of disability. The Access Office recommends scheduling the appointment at least eight weeks prior to the start of classes; some services may require additional time.

Services are individualized and may include advising, test proctoring, support groups, books in alternate format, assistive technology, and sign language interpreting. The Access Program is funded by the U.S. Department of Education, the state of Ohio and Tri-C. Please the Student Services website for further information or to schedule an appointment. Tri-C ACCESS - Students with Disabilities: Cleveland

Faculty Advising
Nursing faculty is available during regularly scheduled office hours to assist students as they progress through the program. Students and faculty cooperatively develop strategies to enhance clinical, classroom, and laboratory performance. The student may be referred to appropriate college resources as indicated. It is the student's responsibility to seek assistance before serious problems arise.

Tutoring - General
Tutoring for support courses is available at each campus Learning Developmental Center. East Campus: 987-2280; Metro Campus: 987-4600 and West Campus: 987-5200.

Tutoring - Nursing
Nursing tutoring is available on campus and virtually. Students are to check the TutorOcean for posted tutoring schedules for times and locations. Available days and times vary each semester.

Scholarship Information
Visit the Cuyahoga Community College web site for scholarship information at Apply for Scholarships at Tri-C: Cleveland oh

Websites
ACEN: http://www.acenursing.org/
Cuyahoga Community College Nursing: http://www.tri-c.edu/programs/nursing/
NCSBN: https://www.ncsbn.org/nclex.htm
Ohio Board of Nursing: http://www.nursing.ohio.gov/