

ALPENA

COMMUNITY COLLEGE NURSING

LICENSED PRACTICAL NURSING AND REGISTERED NURSING STUDENT HANDBOOK

DRAFT

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Approved, C. Zbytowski, Director of Nursing

Reviewed, P. Gordier, Vice President of Instruction

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INTRODUCTION

Congratulations on your acceptance into the Alpena Community College (ACC) Nursing Program. This handbook serves as a guide to assist nursing students with information necessary for their role as an Alpena Community College Nursing student. Nursing has many policies and provisions due to the profession's nature and accrediting bodies' requirements. It is important that students become familiar with the Nursing Student Handbook and understand the contents as this handbook outlines the expected conduct and activities of students enrolled in the nursing program at Alpena Community College.

Additional policies and procedures of the College, including course descriptions, academic calendars, graduation requirements, and other pertinent information are covered in detail in the Alpena Community College Student Handbook and College Catalog. These documents are located on the ACC website: <https://discover.alpenacc.edu/search.php?q=student+handbook>.

Alpena Community College offers the following nursing programs:

- Licensed Practical Nursing Certificate (PN)
- Associate's Degree Nursing (ADN)

WELCOME TO THE NURSING PROGRAM

The faculty, staff, and administration of Alpena Community College welcome you to the ACC Nursing Program. Whether you are beginning your study or continuing to an advanced degree, your education will prepare you for the exciting opportunities available to nurses. As you study to become a nurse, you will discover that wonderful feeling when you are a part of a team assisting others to attain or maintain health. Our nursing faculty will share their knowledge, skills, and expertise in nursing with you and are available to assist you in your educational journey. There are many learning opportunities for you to take advantage of during your experience at ACC, and we wish you well as you prepare for an exciting career in the Profession of Nursing.

GENERAL INFORMATION

To be a successful graduate, a nurse will need basic knowledge, skills, and attitudes. The ACC nursing programs will provide a blend of theoretical concepts, laboratory practice, simulation, and clinical application. To be a successful student, it is essential that students recognize and give a high priority to meeting the objectives of the program. **Taking responsibility for one's own actions, including attendance and participation, is required as a student and as a professional nurse.**

Nursing is a constantly changing field, and ACC's nursing programs equip each student with the ability to change and grow within the profession. This educational journey will expose students to many learning opportunities including independent work and study, and practice within lab, simulation, hospital, clinic, and/or community settings. The focus of ACC's nursing programs is the systems/critical thinking, planning, implementation, and evaluation of nursing care at various levels across the continuum of healthcare services for complex patients and families.

Students will be required to become familiar with and use computer skills within their classes. The nursing program uses Blackboard (BB) as a web-based tool where course documents, clinical documents, and course related resources and grades are located.

The ACC Nursing Program will prepare students to take the NCLEX-PN and NCLEX-RN. The information and regulations contained within this handbook are designed to ensure student success. Students should take time to become familiar with the handbook contents as the knowledge gained will contribute to their accomplishments. Students are also required to sign and date the handbook document indicating they have read the handbook completely and agree to follow the outlined rules, regulations, expected behavior, and academic requirements of the nursing programs at ACC.

As a student, take advantage of the many opportunities within the nursing program and extracurricular sphere to get involved. Enter nursing with an open mind to the many learning opportunities available to you, and you will leave the program with your eyes focused on the many ways in which you can give back to the world through your exceptional care of patients and their families.

The ACC Nursing Programs prepare students to practice within their Scope of Practice (see Appendix A) and the Standards of Practice as defined by the American Nurses Association (ANA) (see Appendix B). To be successful in the selected nursing program, students must progress toward mastery of the standards and scope of practice. Lack of progression may result in disciplinary action, including dismissal from the nursing program.

Alpena Community College nursing students are required to meet the nursing professional standards which are continually assessed within the program. The nursing professional skills and behavior standards are to be demonstrated in the following domains: observational/communication and motor ability, intellectual/conceptual ability, and behavioral, interpersonal, and emotional ability. Students must be able to perform independently, with or without accommodation, to meet the following professional standards.

OBSERVATION/COMMUNICATION AND MOTOR ABILITY

Students must be able to:

- Effectively communicate both verbally and non-verbally with patients, peers, faculty, and other healthcare professionals.
- Use senses of vision, touch, hearing, and smell to interpret data.
- Demonstrate abilities with speech, hearing, reading, writing, English language, and computer literacy.
- Display gross and fine motor skills, physical endurance, strength, and mobility to carry out healthcare related processes and procedures.
- Possess physical and mental stamina to meet demands associated with excessive periods of standing, moving, physical exertion, lifting, and sitting.
- Perform and/or assist with procedures, calculate, reason, analyze, and synthesize data to make decisions, often in a time-urgent environment.
- Incorporate new information from faculty, peers, and healthcare related literature and research.
- Interpret data from electronic and other monitoring devices.

INTELLECTUAL/CONCEPTUAL ABILITY

Students must be able to:

- Problem solve and perform, measure, calculate, reason, analyze, and synthesize data to make decisions, often in a time-urgent environment.
- Incorporate new information from faculty, peers, health related literature, and research.
- Interpret data from electronic and other monitoring devices.

BEHAVIORAL, INTERPERSONAL, AND EMOTIONAL ABILITY

Students must be able to:

- Tolerate physically taxing workloads and function effectively during stressful situations.
- Display flexibility and adaptability in the work environment.
- Function in cases of uncertainty that are inherent in healthcare settings involving patients, clients, vendors, and others interacting with healthcare providers.
- Possess skills required for full utilization of the student's intellectual abilities.
- Exercise stable, sound judgment.

- Establish rapport and maintain sensitive, interpersonal relationships with others from a variety of social, emotional, cultural, and intellectual backgrounds.
- Accept and integrate constructive criticism given in the classroom, clinical, skills/simulation lab, and healthcare facility settings.
- Display proper hygiene and adhere to dress code policy of the clinical site and in the classroom/lab/simulation setting.
- Refrain from sleeping or taking unscheduled breaks during clinical.
- Refrain from bringing cell phone or media devices onto clinical sites, unless approved by the site and faculty.
- Refrain from smoking, chewing tobacco, and vaping on grounds (including in any vehicle).
- Refrain from use of alcohol or drugs, legal or illegal, which may interfere with student's ability to perform to acceptable standards of practice.

Continuing Education

It is important to remember that completion of an entry-level education does not end one's education but marks the continuation of one's professional learning. All nurses, no matter their level, have a professional obligation and responsibility to take advantage of continued educational opportunities through colleges, universities, their professional organizations, professional journals, place of employment, and their own experience.

Nursing is an ever-growing and ever-changing profession that requires its members to continue professional growth through formal and informal educational opportunities. To renew an RN license, the State of Michigan requires the completion of 25 continuing education hours every two years. The Michigan Board of Nursing (MBON) also requires completion of educational hours in Human Trafficking, Implicit Bias, and Pain (see MBON website <https://www.michigan.gov/lara/bureau-list/bpl/licensing-requirements-help-guides>).

ACC partners with many universities for students to further their degree. ACC has a specific partnership with Saginaw Valley State University (SVSU) to offer the RN-BSN in a concurrent or completion program.

PROGRAM

ACCREDITATION

All Alpena Community College Nursing Programs are approved by the Michigan Board of Nursing. The Licensed Practical Nurse and Registered Nurse programs at Alpena Community College at the Alpena and Oscoda campuses are accredited by the Accreditation Commission for Education in

Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326. The most recent accreditation decision made by the ACEN Board of Commissioners for the Licensed Practical Nurse and Registered Nurse programs is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program on the ACEN website. ACEN contact details: Phone: 404.975.5000 | Website: www.acenursing.org.

The ACC RN and LPN nursing program(s) meet the State of Michigan rules for nursing education programs and prepares graduates to take the National Council Licensing Examination (NCLEX) for practical nurse and/or registered nurse licensure in Michigan. Graduates who intend on practicing in another state should review the state's requirements for [licensure](#) (NCSBN: [Nursing Regulation](#)). If you have questions, please contact the ACC Director of Nursing.

MISSION

The mission of the Nursing Program at Alpena Community College is to provide an education that is foundational to personal growth, professional excellence, and lifelong learning.

PHILOSOPHY

The philosophy of the Department of Nursing reflects the core values of Alpena Community College. In support of the mission of Alpena Community College and the Nursing Program, the Nursing Faculty has developed a nursing program based on their beliefs about a conceptual nursing framework that is central to the mission of the College and Department. Concepts supporting the framework include Professional Behaviors, Communication, Teaching and Learning, Caring Interventions and Collaboration, which are the center of the nursing curriculum.

The conceptual frameworks were developed by the faculty using the concepts from NAPNES, ANA, NCSBN, INASCL, NLN, and the professional nursing standards of practice.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon completion of the LPN program, graduates will be able to:

1. **Professional Behaviors:** Demonstrate accountability and responsibility for actions that align with the legal and ethical scope of practice for the Licensed Practical Nurse. Incorporate basic quality improvement principles and evidence-based guidelines in clinical decision-making. Assessment Methods:
 - NUR 151 PN Final Clinical Evaluation Tool: 80% of students score 35 points or greater on the NUR 151 PN Final Clinical Evaluation Tool in Section IV (Scope of Practice).
 - NUR 135 PN HESI Exit Exam: 55% of students will achieve a category score of 850 or greater under the category of Specialty Area in Professional Issues.
2. **Communication:** Implement therapeutic communication techniques with patients, families, and the healthcare team. Utilize verbal, non-verbal, and written methods to support safe and effective care delivery. Assessment Methods:
 - NUR 151 PN Final Clinical Evaluation Tool: 80% of students will achieve 14 points or greater on the NUR 151 PN Final Clinical Evaluation Tool in Section V (Communication & Collaboration – Therapeutic Communication).
 - NUR 135 PN HESI Exit Exam: 55% of students will achieve a category score of 850 or greater under the category of Specialty Area in Fundamentals – Communication.

3. **Caring Interventions:** Apply culturally sensitive, developmentally appropriate care that promotes comfort, dignity, and emotional well-being. Assessment Methods:
 - NUR 151 PN Final Clinical Evaluation Tool: 75% of students will achieve 55 points or greater on the NUR 151 PN Final Clinical Evaluation Tool in Section I (Patient Assessment).
 - NUR 135 PN HESI Exit Exam: 55% of students will achieve a category score of 850 or greater under the category of Client Needs in Physiological Integrity – Basic Care and Comfort.
4. **Collaboration:** Demonstrate effective collaboration as a contributing member of the healthcare team by using verbal and non-verbal communication, technology, and structured reporting tools (e.g., SBAR) to support safe, coordinated patient care. Assessment Methods:
 - NUR 151 PN Final Clinical Evaluation Tool: 75% of students will achieve 60 points or greater on the NUR 151 PN Final Clinical Evaluation Tool in Section V (Communication & Collaboration).
 - NUR 135 PN HESI Exit Exam: 55% of students will achieve a category score of 850 or greater under the category of Quality and Safety Education in Teamwork and Collaboration.
5. **Teaching and Learning:** Identify and utilize basic evidence-based resources to reinforce patient education and support understanding of healthcare instructions. Assessment Methods:
 - NUR 151 PN Final Clinical Evaluation Tool: 80% of students score 35 points or greater on the NUR 151 PN Final Clinical Evaluation Tool in Section II (Educates).
 - NUR 135 PN HESI Exit Exam: 55% of students will achieve a category score of 850 or greater under the category of Client Needs in Health Promotion and Maintenance.

Upon completion of the ADN program, graduates will be able to:

1. **Professional Behaviors:** Integrate ethical, legal, and professional standards to guide nursing practice. Analyze quality data and apply current evidence to improve patient outcomes within the Registered Nurse scope of practice. Assessment Methods:
 - NUR 261 ADN Final Clinical Evaluation Tool: 80% of students score 12 points or greater on the NUR 261 ADN Final Clinical Evaluation Tool in Section I(d) (Scope of Practice).
 - NUR 262 RN HESI Exit Exam: 65% of students will achieve a category score of 850 or greater under the category of Specialty Area in Professional Issues.
2. **Communication:** Utilize clinical reasoning to adapt effective communication approaches that promote patient safety and advocacy. Assessment Methods:
 - NUR 261 ADN Final Clinical Evaluation Tool: 75% of students score 60 points or greater on the NUR 261 ADN Final Clinical Evaluation Tool in Section II (Communication).
 - NUR 262 RN HESI Exit Exam: 65% of students will achieve a category score of 850 or greater under the category of Specialty Area in Fundamentals – Communication.
3. **Caring Interventions:** Develop patient-centered interventions grounded in evidence-based practice that support compassion, ethics, and cultural humility to enhance patient outcomes. Assessment Methods:
 - NUR 261 ADN Final Clinical Evaluation Tool: 80% of students score 20 points or greater on the NUR 261 ADN Final Clinical Evaluation Tool in Section V(d) (Clinical Judgement).
 - NUR 262 RN HESI Exit Exam: 65% of students will achieve a category score of 850 or greater under the category of Client Needs in Physiological Integrity – Basic Care and Comfort.

4. **Collaboration:** Develop collaborative partnerships with patients, families, and interdisciplinary team members to coordinate care. Advocate for health equity, safety, and quality improvement across the care continuum. Assessment Methods:
- NUR 261 ADN Final Clinical Evaluation Tool: 80% of students score 12 points or greater on the NUR 261 ADN Final Clinical Evaluation Tool in Section I(e) (Collaboration).
 - NUR 262 RN HESI Exit Exam: 65% of students will achieve a category score of 850 or greater under the category of Quality and Safety Education in Teamwork and Collaboration.
5. **Teaching and Learning:** Evaluate current evidence and theoretical frameworks to design and implement individualized teaching plans that support health promotion and illness prevention for patients and caregivers. Assessment Methods:
- NUR 261 ADN Final Clinical Evaluation Tool: 80% of students score 12 points or greater on the NUR 261 ADN Final Clinical Evaluation Tool in Section III(c) (Patient Education).
 - NUR 262 RN HESI Exit Exam: 65% of students will achieve a category score of 850 or greater under the category of Client Needs in Health Promotion and Maintenance.

COURSE STUDENT LEARNING OUTCOMES

1. **Professional Behaviors:**

- a. Identify and practice within an ethical and legal framework and demonstrate professional behaviors.
- b. Demonstrate accountability and responsibility for one's own choices and behaviors related to nursing care in accordance with the ANA Standards of Practice (see Appendix B) for the RN student and NAPNES Standards of Practice (see Appendix C) for the LPN student.
- c. Recognize leadership and management roles for delivery of patient care.
- d. Recognize role of nurse consistent with Michigan Public Health Code (Registered Nurses and Licensed Practical Nurses).
- e. Maintain professional engagement to foster professionalism.

2. Communication:

- a. Utilize effective communication skills when interacting with clients, families, colleagues, and interdisciplinary healthcare team members.
- b. Communicate relevant, accurate, and complete information.
- c. Maintain organizational and client confidentiality.
- d. Utilize information technology to support and communicate the planning and provision of client care.

3. Teaching and Learning:

- a. Synthesize evidence-based practice research into practice.
- b. Apply the knowledge learned from nursing education into practice.
- c. Utilize effective teaching strategies in educating clients to promote maximum health outcomes.

4. Caring Interventions:

- a. Assess data related to basic physical, developmental, spiritual, cultural, functional, and psychosocial needs of the client and implement appropriate nursing care plans for clients.
- b. Identify and honor the emotional, cultural, religious, and spiritual influences on the client's health.
- c. Provide competent, safe therapeutic, and individualized care in a variety of settings.
- d. Implement holistic, compassionate, safe, and evidence-based care that respects patients and families.
- e. Evaluate effectiveness of the plan of care on client outcomes and revise.

5. Collaboration:

- a. Apply principles of team dynamics, including team roles, to facilitate effective team functioning.
- b. Leverage the roles and abilities of team members to optimize client care.

- c. Collaborate with other professions to maintain a climate of mutual learning and respect.
- d. Incorporate knowledge from nursing and other disciplines to support clinical judgement.

As students' progress through the program the level of complexity increases moving from lower-level knowledge, skills, and actions to higher level knowledge, skills, and actions using a structured approach to learning where new concepts are introduced, reinforced and then mastered by the student as outlined in the Medical/Surgical Clinical Concepts Across the Curriculum document.

NURSING PROGRAM OUTCOMES

NCLEX PASS RATES:

The NCLEX pass rate for the Licensed Practical Nursing Program will be greater than or equal to 80% for first-time testers, as reported by the Michigan Board of Nursing.

The NCLEX pass rate for the Associate Degree Registered Nursing Program will be greater than or equal to 80% for first-time testers, as reported by the Michigan Board of Nursing.

PROGRAM COMPLETION:

Greater than or equal to 75% of students enrolled in their first nursing course will complete the program within the 100% timeframe.

GRADUATE SATISFACTION:

Graduate satisfaction with the programs will be greater than or equal to 75%.

JOB PLACEMENT RATES:

90% of students will obtain employment that is directly related to nursing within one year of program completion.

End of Program Student Learning Outcome data by academic year is found on the ACC website: https://discover.alpenacc.edu/nursing/program_outcomes.php.

CURRICULUM

COURSE OUTLINE LICENSED PRACTICAL NURSING CERTIFICATE PROGRAM

LPN CERTIFICATE (C)

GENERAL EDUCATION REQUIREMENTS CREDITS: 12

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
ENG 111	ENGLISH COMPOSITION I (3/3)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
SPE 121	SPEECH COMMUNICATION (3/3) <i>or</i> SPE 123 PUBLIC COMMUNICATION (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 23.5

NUR 128	PHARMACOLOGY I (1.5/1.5)
NUR 135	PN TRANSITION TO PRACTICE (1/1)
NUR 140	FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC	FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142	MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143	MEDICAL SURGICAL NURSING I CLINICAL (2/6)
NUR 150	MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151	MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152	OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153	OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 156	PHARMACOLOGY II (2/2)
NUR 157	PN NURSING SIMULATION LAB (2/6)

MINIMUM 35.5 CREDIT HOURS/54.5 CONTACT HOURS

LPN CERTIFICATE (C)
SUGGESTED SEQUENCE OF COURSES

SEMESTER 1	CREDITS: 12
BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
ENG 111	ENGLISH COMPOSITION I (3/3)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
SPE 121	SPEECH COMMUNICATION (3/3) <i>or</i> SPE 123 PUBLIC COMMUNICATION (3/3)

SEMESTER 2	CREDITS: 10.5
NUR 128	PHARMACOLOGY I (1.5/1.5)
NUR 140	FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC	FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142	MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143	MEDICAL SURGICAL NURSING I CLINICAL (2/6)

SEMESTER 3	CREDITS: 13
NUR 135	PN TRANSITION TO PRACTICE (1/1)
NUR 150	MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151	MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152	OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153	OB/REPRODUCTIVE HEALTH/PEDS CLINICAL (1.5/4.5)
NUR 156	PHARMACOLOGY II (2/2)
NUR 157	PN NURSING SIMULATION LAB (2/6)

COURSE OUTLINE ASSOCIATE DEGREE PROGRAM

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE

GENERAL EDUCATION REQUIREMENTS CREDITS: 12

ENG 111	ENGLISH COMPOSITION I (3/3) <i>or</i> ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)
ENG 112	ENGLISH COMPOSITION II (3/3) <i>or</i> ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)
SPE 121	SPEECH COMMUNICATION (3/3) <i>or</i> SPE 123 PUBLIC COMMUNICATION (3/3)
PLS 221	AMERICAN GOVERNMENT & POLITICS (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 44.5

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
BIO 140	MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
NUR 228	RN PHARMACOLOGY I (2.5/2.5)
NUR 229	RN PHARMACOLOGY II (2.5/2.5)
NUR 238	RN FOUNDATIONS (3/3)
NUR 239LC	RN FOUNDATIONS LC (2/6)
NUR 242	RN PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243	RN PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 245	PHYSICAL ASSESSMENT (2/2)
NUR 245LC	PHYSICAL ASSESSMENT LAB (1/3)
NUR 247	RN SIMULATION LAB I (2/6)
NUR 248	RN SIMULATION LAB II (2/6)
NUR 252	RN PSYCHIATRIC NURSING THEORY (2/2)
NUR 253	RN PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 255	RN NURSING LEADERSHIP (1/1)
NUR 258	RN MEDICAL SURGICAL I (2/2)
NUR 259	RN MEDICAL SURGICAL I CLINICAL (3/9)
NUR 260	RN MEDICAL SURGICAL II (2/2)
NUR 261	RN MEDICAL SURGICAL II CLINICAL (2/6)
NUR 262	RN TRANSITION TO PRACTICE (2/2)

ELECTIVES CREDITS: 3

GENERAL ELECTIVE COURSE* (3/3)

MINIMUM 60.5 CREDIT HOURS/93.5 CONTACT HOURS

*Approved General Elective courses are BIO 201, BIO 203, BIS 167, CEM 111, HEA 102, HUM 241, MTH 223, PHL 125, PHL 228, PSY 101, SOC 123. General Elective courses must be taken within 5 years or less of admission to the program.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE
SUGGESTED SEQUENCE OF COURSES

SEMESTER 1

CREDITS: 15

BIO 110	ESSENTIALS OF ANATOMY & PHYSIOLOGY (4/5)
ENG 111	ENGLISH COMPOSITION I (3/3) <i>or</i> ENG 121 ADVANCED ENGLISH COMPOSITION I (3/3)
GENERAL ELECTIVE COURSE (3/3) *	
HEA 133	DOSAGE CALCULATION & MEDICAL TERMINOLOGY (2/2)
SPE 121	SPEECH COMMUNICATION (3/3) <i>or</i> SPE 123 PUBLIC COMMUNICATION (3/3)

SEMESTER 2

CREDITS: 16.5

BIO 140	MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
ENG 112	ENGLISH COMPOSITION II (3/3) <i>or</i> ENG 122 ADVANCED ENGLISH COMPOSITION II (3/3)
NUR 228	RN PHARMACOLOGY I (2.5/2.5)
NUR 238	RN FOUNDATIONS (3/3)
NUR 239LC	RN FOUNDATIONS LC (2/6)
NUR 245	PHYSICAL ASSESSMENT (2/2)
NUR 245LC	PHYSICAL ASSESSMENT LAB (1/3)

SEMESTER 3

CREDITS: 16

NUR 229	RN PHARMACOLOGY II (2.5/2.5)
NUR 247	RN SIMULATION LAB I (2/6)
NUR 252	RN PSYCHIATRIC NURSING THEORY (2/2)
NUR 253	RN PSYCHIATRIC NURSING CLINICAL (1.5/4.5)
NUR 258	RN MEDICAL SURGICAL I (2/2)
NUR 259	RN MEDICAL SURGICAL I CLINICAL (3/9)
PLS 221	AMERICAN GOVERNMENT & POLITICS (3/3)

SEMESTER 4

CREDITS: 13

NUR 242	RN PARENT/CHILD NURSING THEORY (2.5/2.5)
NUR 243	RN PARENT/CHILD NURSING CLINICAL (1.5/4.5)
NUR 248	RN SIMULATION LAB II (2/6)
NUR 255	RN NURSING LEADERSHIP (1/1)
NUR 260	RN MEDICAL SURGICAL II (2/2)
NUR 261	RN MEDICAL SURGICAL II CLINICAL (2/6)
NUR 262	RN TRANSITION TO PRACTICE (2/2)

*Approved General Elective courses are BIO 201, BIO 203, BIS 167, CEM 111, HEA 102, HUM 241, MTH 223, PHL 125, PHL 228, PSY 101, SOC 123. General Elective courses must be taken within 5 years or less of admission to the program.

PROGRAM RELATED INFORMATION

STUDENT SERVICES

Information on academic and career counseling services, student complaint procedures, financial aid, and other student services can be found in the current Alpena Community College Student Handbook or by viewing the Resources for Current Students on the ACC website (https://discover.alpenacc.edu/admissions/current_students/index.php). Please refer to the College Student Handbook for additional policies and procedures which apply to all students at ACC.

TUITION FEES

Tuition is based upon residence and is computed on contact hours. Certain nursing courses have additional course fees. Course fee details can be found on the ACC website under Tuition and Fees (https://discover.alpenacc.edu/terms_and_policies/tuition.php). Any course fee associated with a NUR course is nonrefundable.

STUDENT NURSES ASSOCIATION (SNA)

The Student Nurses Association is a non-profit panel of representatives for the student nurses of Alpena Community College. The organization has bylaws and is governed by a student committee comprised of representatives from each cohort in the nursing program. The committee is the organizing and decision-making body of the association and receives input from all members. A nursing faculty member advises the committee which meets regularly. Volunteer hours and activities may be completed by the SNA.

PROGRAM COMPLETION

As part of the nurse's professional role, students will be required to complete community volunteer hours which provide excellent connections within the local and surrounding community. Fifteen (15) hours of volunteer work are required during the PN and ADN programs. Volunteer hours are completed at the student's discretion and can be medical or community hours of the student's choice.

Students in the LPN and RN programs must complete all semester 1 courses with a C (73%) or greater grade and obtain a minimum cumulative GPA of 2.75. Students in the LPN and RN programs must complete all semester 2, 3, and 4 courses (general education, theory, lab, simulation and clinical) with a C (73%) or greater grade to progress in the program. To be eligible for graduation, students must have an overall GPA of 2.00 or greater.

Upon program completion, the nursing office will file program completion information with the Michigan Board of Nursing on the student's behalf.

Completion of the nursing program does not guarantee licensure. Students must meet the eligibility requirements for licensure as established by the Michigan Board of Nursing and they should be aware that the Michigan Board of Nursing may deny a license to any applicant who has been convicted for a felony or certain misdemeanor charges or is dependent on substances like drugs and alcohol. This may also affect students convicted of crimes after program acceptance. ACC is not responsible if a student is denied licensure after completion of the nursing program.

PROGRAM CEREMONIES AND AWARDS

PINNING & COMMENCEMENT

Commencement and Pinning refer to the formal ceremonies during which graduating students are recognized. Two pinning ceremonies and one commencement ceremony are held each year. The nursing pinning ceremony is a traditional ceremony celebrating student success in the nursing program and welcomes graduates into the profession of nursing. Nursing graduates will be pinned by a nurse of their choice. This can include a faculty, friend, or family member. The celebration is highly regarded and a respected celebration. Students are expected to participate in the pinning ceremony and are highly encouraged to participate in the commencement ceremony. Appropriate attire for the pinning ceremony includes the Alpena Community College nursing student's clinical uniform. The traditional cap and gown are attire worn at the commencement ceremony.

AWARDS

The nursing program recognizes student award recipients at each pinning ceremony. Students are nominated and selected by the faculty. The awardees will receive recognition at the pinning ceremony.

Practical Nursing awards include Excellence in Nursing Theory, Excellence in Clinical Practice, LPN Classmate Appreciation, Judy Beyer Award and the Barbara Jacquemin, BSN, RN Scholarship. Associate degree nursing awards include Excellence in Nursing Theory, Excellence in Clinical Practice, Kathryn Riker Gouin Scholarship, Holistic Nurse Award, and the Helen Malandrinos Scholarship.

PROGRAM REQUIREMENTS

The nursing program at Alpena Community College believes each student is a responsible, motivated adult. Therefore, the student has the responsibility to be an active participant in the learning process and must abide by the following:

PROFESSIONALISM/CONDUCT

1. Profane Language: Cursing is unprofessional, unacceptable, and disrespectful on campus

and in the clinical setting. A student may be removed from any educational experience should language become offensive or a problem on a continuing basis.

2. Students must adhere within the ethical code as defined by the American Nurses Association Code of Ethics For Nurses practice (see Appendix D). Failure to practice within ethical guidelines may result in disciplinary action, including dismissal from the nursing program.
3. All students must adhere to the legal practice of nursing as found in the Michigan Public Health Code (see Appendix E). Students are held accountable to the level of a practicing licensed practical nurse or registered nurse for those skills already taught. Failure to follow the legal scope of practice guidelines may result in immediate dismissal from the nursing program.
4. Students are required to keep patient information confidential. This is both Michigan State Law and Federal Statute. Failure of patient confidentiality may result in dismissal from the nursing program. Students who reproduce any part of a patient's record with identifiable private patient information may be dismissed from the program. Students must practice within the federally mandated Health Insurance Portability and Accountability Act (HIPAA).

Examples of breaches of HIPAA:

- Leaving yourself logged into a computer while you are not present. This pertains to both patient care areas and areas restricted to employees only.
- Talking about your patient's condition (even with no identifiers) in a public area such as an elevator, cafeteria, or at the nurse's station (when non-staff are present). Any conversation regarding your patient should be in a quiet tone in an area where it cannot be heard by others.
- Leaving doors open to patient care areas while you are providing patient care.
- Leaving computer print outs in patient care areas.
- Taking printed materials from the hospital with patient identifiers on them.
- Discussing a patient's condition with an unauthorized individual.
- Discussing a patient's care with other patients.
- Sharing information not necessary for a patient's medical record (assignments, notes, etc.).
- Accessing a chart for a patient that you are not providing care for.

- Reproducing any part of a patient record with identifiable private patient information.

While these are not the only ways that HIPAA can be breached, these are examples of some ways in which it can happen.

5. The ACC nursing program prepares students to practice within the Scope of Practice as defined by the ANA Standards of Practice for the RN program and NAPNES for the LPN program. Failure to progress towards mastery of the standards and scope may result in disciplinary action which may include dismissal from the nursing program (see Appendix A).

PERSONAL APPEARANCE REQUIREMENTS

Student Uniform and Name Badge:

- **PN student uniforms** are a maroon scrub top and maroon scrub pants.
- **ADN student uniforms** are a white scrub top and maroon scrub pants.

When in complete uniform, the ACC Nursing Student will have the appropriate maroon/white scrubs with picture identification name badge worn on the left side of the chest, a watch with a second hand, a stethoscope, and clean, closed-toe, and closed-heel shoes. Footwear must be fully enclosed and constructed of non-perforated material; styles with holes or openings are not permitted. Students are required to be in complete uniform for skills lab, simulation lab, and clinical courses. Student uniforms must be clean and neat, free from stains, holes, and wrinkles.

- Student uniforms should be reasonably fit (not noticeably tight or loose).
- A long sleeve shirt (white or maroon) may be worn under the top per facility policy.
- ACC crest is worn on the left sleeve of the student uniform. The crest is to be applied 1" from the top seam of the sleeve and centered on the sleeve.
- The student uniform is never worn in establishments that serve alcoholic beverages or represent ACC in a negative way.
- Students are not allowed to wear their ACC student uniform while working at a healthcare agency in a personal job capacity.
- Students will be given specific directions about appropriate attire prior to any professional events.

Dress/Appearance Code:

The following guidelines are necessary to promote a professional appearance, personal and professional safety, and medical asepsis in caring for patients. If faculty determines the student is not appropriately dressed, they may ask the student to leave the classroom, skills lab, simulation lab, or clinical area. This will be considered a student's absence.

Theory Courses:

Casual, neat, clean attire for courses in person on ACC campuses.

Skills Lab/Simulation Lab/Clinical Courses:

- A complete nursing uniform is required.
- The dress code at clinical sites must comply with agency requirements. Your instructor will notify you of any modifications needed.
- Personal hygiene and cleanliness of self and uniform must be maintained. This includes body odors from smoke and wrinkled uniforms.
- Hair and Beards: Hair must be clean, well-groomed, and neat. Hair must be fastened to prevent falling in front of shoulders and face. Facial hair must be neatly trimmed (1 inch or shorter).
- Cosmetics and Fingernails: Cosmetics should be worn in moderation and good taste. Fingernails are to be natural, clean, without polish, and cannot exceed the end of the fingertips. Perfumes and aftershave lotions are to be avoided.
- Jewelry: Jewelry is limited to one plain band ring, a watch with a second hand, and small non dangling earrings.
- Tattoos: Tattoos which may be considered offensive to others must be covered. If you are in doubt whether your tattoo may be considered offensive, please cover, and/or discuss with the Director of Nursing.
- Odors: No obvious tobacco or marijuana odors can be tolerated in clothing, hair, or skin.

HEALTH REQUIREMENTS

Nursing students are expected to maintain a satisfactory level of mental and physical health to provide a safe and competent level of functioning. Nurses and nursing students are at risk for increased exposure to certain preventable infectious diseases and other health hazards. Nursing students are required to supply health maintenance information and vaccination records after program acceptance and keep health maintenance records current until graduation.

All Alpena Community College nursing students, at their own expense, are required maintain compliance with all health/immunization requirements, criminal background checks, drug screening, Basic Life Support Provider (BLS) certification, ACEMAPP compliance, and any other agency-specific requirement while enrolled in the nursing program. It is the student's responsibility to demonstrate compliance and submit the necessary documentation by the designated deadlines. Students are responsible for complying with any changes in immunization requirements requested by our clinical partners.

Students will be considered out of compliance if a designated immunization or other item required to be submitted to the nursing coordinator is not updated by the designated deadline. Students enrolled in any skills lab, simulation lab, or clinical nursing (NUR) course who are identified as out of compliance will not be permitted to attend skills lab, simulation lab, or clinical courses until the required documentation has been submitted to the nursing coordinator. Absences that result from out of compliance status may affect the ability of the student to successfully meet clinical course objectives, which may result in course failure.

The nursing program at Alpena Community College complies with our clinical partner facilities by ensuring that our nursing students meet their guidelines for safe clinical practice. It is required that all nursing students remain drug and alcohol free. Additionally, all nursing program students will complete background and drug screening. Random drug and alcohol testing may occur at any time during the program if there is suspicion of alcohol or drug use by any member of the ACC Nursing Department. The testing cost will be the student's responsibility. Should a student not comply with a request for random testing, the student may be immediately dismissed from the nursing program.

If indicated, the Director of Nursing will provide the student with the information for the drug/alcohol collection site and assign a date to have this testing completed and results returned to the nursing department. The student must complete the drug screen by the date and time indicated by the Director of Nursing. Noncompliance with this requirement may be grounds for program dismissal. Positive findings on the drug screen will result in program dismissal.

HEALTH INSURANCE

It is strongly encouraged that each student has health insurance in case of medical emergencies or incidents while in nursing school. The College and the health care agencies do not assume responsibility for student health care expenses in the event of illness or accident, which are considered common risks in the health care field.

UNIVERSAL PRECAUTIONS

Alpena Community College Nursing Department will follow Universal Precautions. These may be applied throughout the program as a standard in any of the agencies the college uses for clinical experience. Students should know procedures at their clinical sites. Hand washing, appropriate use of personal protective equipment, careful use, and safe handling of sharps with proper disposal are required.

MANAGEMENT OF EXPOSURE TO BLOOD AND BODY FLUIDS

Any student experiencing an exposure to blood, body fluids, contaminated materials, or other hazardous substances via a needle puncture wound, laceration, bite, splash to mucous membranes, or non-intact skin must:

- a. Immediately notify his/her clinical instructor so prompt and appropriate treatment or proactive measures can be instituted.
- b. The clinical instructor supervising the student and the student will be responsible for recording/reporting and treatment. The clinical agency's policy/procedure of exposure shall be followed.
- c. The Alpena Community College Claim/Incident Report-Liability Form must be completed and returned to the nursing department at Alpena Community College along with any required forms from the clinical site.
- d. Fiscal responsibility for post-exposure follow-up is the responsibility of the student.

ACADEMIC REQUIREMENTS

MINIMUM COURSE GRADE REQUIREMENT

Students in the LPN and RN programs must complete all semester 1 courses with a C (73%) or greater grade and obtain a minimum cumulative GPA of 2.75. Any grade below 73% will be considered a failing grade.

Students in the LPN and RN programs must complete all semester 2, 3, and 4 courses (general education, theory, lab, simulation and clinical) with a C (73%) or greater grade to progress in the program. Any grade below 73% will be considered a failing grade. To be eligible for graduation, students must have an overall GPA of 2.00 or greater.

GRADING SCALE

The following grading scale is for all nursing (NUR) courses and is an Alpena Community College standard scale. The grading scale is based on percentage points. Final grades will be rounded from the 100th place. **Grade determination is not based on a curve.**

Grading Scale

Letter Grade	Percentage Range
A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
E	59-0

ATTENDANCE

The nursing department believes attendance is the foundation of successfully meeting course and program requirements. Students should follow a policy of regular attendance and punctuality to receive the maximum benefit from an ACC education and to develop the work habits and personal qualities highly valued by employers. Therefore, students are expected to attend and actively participate in all learning experiences and attend all regularly scheduled theory, skills lab, simulation lab, and clinical times. The nursing department's expectation is that classes will meet for the entire assigned time. Any missed day(s) in simulation lab, skills lab, or clinical courses must be made up, or the student may receive an incomplete or failing grade, and the student will be unable to progress further in the nursing program.

Theory Courses:

1. Students are to attend class regularly, come to class on time, and are expected to stay for the class.
2. Students are expected to be adequately prepared for each class session. It is reasonable to expect at least two hours of outside study for every hour spent in the classroom.
3. Students are expected to help maintain a classroom environment conducive to learning. Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from that instruction is not acceptable.
4. If an absence or tardiness is necessary, the student should attempt to notify the course instructor by telephone or email no later than one (1) hour before the scheduled course starts.
5. Faculty and staff may likewise contact the student if the student is absent/tardy.
6. Students who must leave class early need to inform the instructor before the class begins and leave in a manner that is least disruptive to the class.
7. Makeup work may be allowed for a missed exam, quiz, or assignment, but it is not guaranteed. When makeup work is permitted, it is the student's responsibility to arrange a makeup time with the instructor within one (1) week of the absence.

Simulation Lab Courses:

1. Simulation labs are hands-on learning activities; thus, attendance is required. Students must attend simulation lab regularly and on time. Students who must leave class early need to inform the instructor before the class begins and leave in a manner that is least disruptive to the class. Absence and tardy policies will be enforced.
2. Students are expected to be adequately prepared for each class session. Students are expected to assist in maintaining an environment that is conducive to learning. Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from that instruction is not acceptable.
3. If an absence or tardiness is necessary, the student must contact the course instructor by telephone or email no later than one (1) hour in advance of the scheduled course start time.

4. Faculty and staff may likewise contact the student if the student is absent/tardy.
5. **Absence:** Due to the essential, experiential nature of simulation laboratory courses, attendance is mandatory. Absences progressively impact the student's course grade and program progression. Simulation lab courses are 6 contact hours and are scheduled to meet once or twice a week. Absences will count as follows:
 - i. **Simulation Lab Courses that meet once a week absence:**
 - a. **First absence in a simulation lab course that meets once a week:** the first absence will result in a 10% (100-point) deduction from the final course grade. The student will receive a verbal warning regarding attendance expectations.
 - b. **Second absence in a simulation lab course that meets once a week:** the second absence will result in an additional 10% (100-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.
 - c. **Third absence in a simulation lab course that meets once a week (automatic failure):** due to the crucial nature of hands-on learning activities, a third absence in a simulation lab course that meets once a week will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
 - ii. **Simulation Lab Courses that meet twice a week absence:**
 - a. **First absence in simulation lab course that meets twice a week:** the first absence will result in a 5% (50-point) deduction from the final course grade. The student will receive a verbal warning regarding attendance expectations.
 - b. **Second absence in simulation lab course that meets twice a week:** the second absence will result in an additional 5% (50-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning.
 - c. **Third absence in simulation lab course that meets twice a week:** the third absence will result in an additional 5% (50-point) deduction from the final

course grade. The student will meet with the program director, and they will receive a written warning.

- d. **Fourth absence in simulation lab course that meets twice a week:** the fourth absence will result in an additional 5% (50-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.
 - e. **Fifth absence in simulation lab course that meets twice a week:** the fifth absence will result in an additional 5% (50-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.
 - f. **Sixth absence in simulation lab course that meets twice a week (automatic failure):** due to the crucial nature of simulation-based learning, a sixth absence in a simulation lab course that meets twice a week will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
- 6. **Tardy** is defined as up to 10 minutes late. Students with tardiness from simulation lab beyond 10 minutes may be sent home with an unexcused absence, and the student will receive a written warning. There will be a 2.5% (25-point) grade deduction per tardy.
 - 7. Any absence resulting from jury duty, other court appointment, or for an ACC College athlete, will require documentation from that entity to excuse the student. No point deduction is taken, but it is the student's responsibility to schedule a makeup time for any missed exam, quiz, skill, simulation, or assignment which must be within one (1) week of absence. This is the only time late work is accepted.
 - 8. Any absence for bereavement will be determined individually and case by case to excuse the student. It is the student's responsibility to schedule a makeup time for any missed exam, quiz, simulation, or assignment which must be within one (1) week of absence. This is the only time late work is accepted.
 - 9. Emergency situations resulting in student absence **MAY** be considered upon presentation of documented extenuating circumstances and approved by the course instructor and Director of Nursing on an individual and case by case basis.

The student will remain responsible for all course work and course content for any missed course time.

10. Makeup work may be allowed for a missed exam, quiz, or assignment, but it is not guaranteed. When makeup work is permitted, it is the student's responsibility to arrange a makeup time with the instructor within one (1) week of the absence.
11. Students with repeated absences and tardiness will be subject to the disciplinary process.

Skills Lab Courses:

1. Skills labs are hands-on learning activities; thus, attendance is required. Students must attend the skills lab regularly and on time. Students who must leave class early need to inform the instructor before the class begins and leave in a manner that is least disruptive to the class. Absence and tardy policies will be enforced.
2. Students are expected to be adequately prepared for each class session. Students are expected to assist in maintaining an environment that is conducive to learning. Behavior that interferes with the instructor's ability to conduct the class or the ability of students to benefit from that instruction is not acceptable.
3. If an absence or tardiness is necessary, the student must contact the course instructor by telephone or email no later than one (1) hour in advance of the scheduled course start time.
4. Faculty and staff may likewise contact the student if the student is absent/tardy.
5. **Absence:** The nursing program has varied skills lab courses with differing contact hours (Example: 3-contact hours, 4.5-contact hours, and 6-contact hours). The information below outlines the absence policy dependent on the skills lab course students are enrolled in. Absences will count as follows:
 - i. **4.5-contact hour skills lab absence:**
 - a. **First absence in a 4.5-contact hour skills lab:** the first absence will result in a 5% (50-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.

- b. **Second absence in a 4.5-contact hour skills lab (automatic failure):** due to the crucial nature of learning skills, a second absence in a 4.5-contact hour skills lab course will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
 - ii. **3 and 6-contact hour skills lab absence:**
 - a. **First absence in a 3 and 6-contact hour skills lab:** the first absence will result in a 5% (50-point) deduction from the final course grade. The student will receive a verbal warning regarding attendance expectations.
 - b. **Second absence in a 3 and 6-contact hour skills lab:** the second absence will result in an additional 5% (50-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.
 - c. **Third absence in a 3 and 6-contact hours skills lab (automatic failure):** due to the crucial nature of learning skills, a third absence in a 3 and 6-contact hour skills lab course will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
 - 6. **Tardy** is defined as up to 10 minutes late. Students with tardiness from skills lab beyond 10 minutes may be sent home with an unexcused absence and the student will receive a written warning. There will be a 2.5% (25-point) grade deduction per tardy.
 - 7. Any absence resulting from jury duty, other court appointment, or for an ACC College athlete, will require documentation from that entity to excuse the student. No point deduction is taken, but it is the student's responsibility to schedule a makeup time for any missed exam, quiz, skill, simulation, or assignment which must be within one (1) week of absence. This is the only time late work is accepted.

8. Any absence for bereavement will be determined individually and case by case to excuse the student. It is the student's responsibility to schedule a makeup time for any missed exam, quiz, simulation, or assignment which must be within one (1) week of absence. This is the only time late work is accepted.
9. Emergency situations resulting in student absence **MAY** be considered upon presentation of documented extenuating circumstances and approved by the course instructor and Director of Nursing on an individual and case-by-case basis. The student will remain responsible for all course work and course content for any missed course time.
10. Makeup work may be allowed for a missed exam, quiz, or assignment, but it is not guaranteed. When makeup work is permitted, it is the student's responsibility to arrange a makeup time with the instructor within one (1) week of the absence.
11. Students with repeated absences and tardiness will be subject to the disciplinary process.

Clinical Courses:

The ACC nursing department considers our clinical partners essential to student success. As guests in their facilities, ACC students, faculty, and staff always follow their rules, guidelines, policies, and hours. The hours for each clinical will vary in length and time accordingly.

1. Attendance is mandatory for ALL clinical experiences. All students are required to report to the clinical site **15 minutes** prior to the scheduled clinical start time, and students must be adequately prepared to begin clinical at the assigned area of their clinical location at scheduled clinical start time. Students are required to remain in their assigned area unless the instructor directs otherwise.
2. The student will be required to complete the designated number of clinical hours specific to the clinical course for successful completion of the clinical rotation.
3. If an absence or tardiness is necessary, the student must contact the course instructor by telephone or email no later than one (1) hour in advance of the scheduled course start time.
4. Faculty and staff may likewise contact the student if the student is absent/tardy.

5. **Tardy** is defined as up to 10 minutes late. Students with tardiness from clinical beyond 10 minutes may be sent home with an unexcused absence, and the student will receive a written warning. There will be a 5% (50-point) grade deduction per tardy.
6. **Absence:** The nursing program has varied clinical courses with differing clinical contact hours (Example: 4.5-contact hours, 6-contact hours, and 9-contact hours). The information below outlines the absence policy dependent on the clinical course students are enrolled in. All clinical days missed must be made up. If a student does not make up for the missed day(s), they will not pass the course. Absences will count as follows:
 - i. **4.5 and 6-contact hour clinical absence:**
 - a. **First absence in a 4.5 and 6-contact hour clinical:** the first absence will result in a 10% (100-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk. All missed clinical days must be made up. If the student does not make up for the missed day(s), they will not pass the course.
 - b. **Second absence in a 4.5 and 6-contact hour clinical (automatic failure):** due to the crucial nature of clinical experiences and the required hours of clinical completion, a second absence in a 4.5 and 6-contact hour clinical course will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
 - ii. **9-contact hour clinical absence:**
 - a. **First absence in a 9-contact hour clinical:** the first absence will result in a 10% (100-point) deduction from the final course grade. The student will receive a verbal warning regarding attendance expectations.
 - b. **Second absence in a 9-contact hour clinical:** the second absence will result in an additional 15% (150-point) deduction from the final course grade. The student will meet with the program director, and they will receive a written warning. Continued progression in the course will be at risk.

- c. **Third absence in a 9-contact hour clinical (automatic failure):** due to the crucial nature of clinical experiences and the required hours of clinical completion, a second absence in a 9-contact hour clinical course will result in an automatic failing grade for the course. The student will be required to repeat the course in a subsequent semester and may not progress further in the nursing program until the course is successfully completed.
- 7. If a student is ill, they should not attend clinical. The instructor may send a student that is ill home from clinical. Any missed clinical hours must be made up.
- 8. **All missed clinical hours must be made up:**
 - a. Dates and times for clinical make-up will be determined by the course instructor.
 - b. Every attempt will be made for the student to make up the hours in the clinical setting.
- 9. Any absence resulting from jury duty, other court appointment, or for an ACC College athlete, will require documentation from that entity to excuse the student. No point deduction is taken but missed clinical hours must be made up.
- 10. Any absence for bereavement will be determined individually and case by case to excuse the student. Missed clinical hours must be made up.
- 11. Emergency situations resulting in student absenteeism **MAY** be considered upon presentation of documented extenuating circumstances and approved by the course instructor and Director of Nursing on an individual and case-by-case basis. However, missed clinical hours must be made up.
- 12. A student who is unprepared to give safe care to a client due to lack of knowledge of medications, lab results, procedures, or other pathologic information may be sent off the clinical site and will not be allowed to return until the instructor is assured the student is adequately prepared. This will be counted as an absence and subject to the Attendance policy described in the ACC Nursing Student Handbook. Students who demonstrate a lack of clinical preparedness may be placed on probationary status.

Examples of unsafe clinical practice:

- a. Medication errors which include lack of knowledge about the medication and omission of safe medication administration practices.

- b. Failure to safely adapt nursing skills to actual patient care according to level of course.
- c. Failure to demonstrate sound nursing judgement, incompetence, or failure to handle assignments according to level of course.
- d. Failure to act prudently and respectfully in the clinical sites with clients, families, healthcare staff, or faculty.

13. Disciplinary action may result in dismissal from the program.

14. If the course instructor cancels any clinical course day, it must be made up.

SNOW DAYS

If the ACC campus is closed due to inclement weather:

- All theory, skills lab and simulation lab courses are cancelled for that day.
- All clinical courses may still be held at the directive of your clinical instructor. Safety is always first. However, if clinical is cancelled, the clinical day must be made up at the instructor's convenience and facility availability before the end of the semester if mandated clinical hours were not met.

CANCELLATION OF CLASSES

If class is cancelled, you are still responsible for classroom materials and assignments. You must check Blackboard for announcements, assignments, etc.

CLINICAL AGENCIES

PATIENT SAFETY

The Alpena Community College Nursing Program recognizes that patient safety is a critical priority in patient care delivery. Students are trained and educated to critically evaluate safety issues in the clinical setting that may be a source of potential harm to patients. To support a culture of patient safety, the ACC Nursing Program has adopted a zero tolerance for any student action that may result in a violation of any patient safety policy or practice. Violation of any patient safety policy or practice may result in dismissal from the nursing program.

AGENCY POLICIES

1. Students and faculty must conform to the policies of the affiliating Agency. The Agency has the right to request the student or the clinical instructor to be removed if (s)/he is not

conforming to Agency policy. The agency is to inform the Director of Nursing if a need exists to remove a student or an instructor from the clinical facility.

2. Students may be required to travel up to 90 minutes (about 1 and a half hours) from an Alpena Community College campus to the assigned clinical facility. It is the students' responsibility to arrange travel to and from the clinical site.
3. Students will be randomly assigned to a clinical site without consideration of demographics or personal preference. It is the intention of the nursing program to ensure students experience clinical coursework with a variety of student peers, so their learning will be enhanced. Thus, if a student has a documented life circumstance that makes attending a clinical at a specific facility a true hardship, they are to notify the nursing coordinator no less than four weeks prior to the commencement of the clinical course. The notification must be in writing and detail exactly why the student is requesting not to be placed at a particular clinical site. Please note that all requests for not attending a specific clinical will not be seen as having validity.
4. Clinical site assignment may need to be changed after assigned dependent upon the facility, time assigned, and faculty availability. Nursing leadership will do everything possible to prevent such changes once they are confirmed with the student. However, because we are "guests" of a given facility, alterations may need to be made, which could impact a student's schedule.
5. It is expected that students will represent themselves and the College and at the clinical sites in a positive and professional manner at all times.

CONFIDENTIALITY

By nature of the profession, students and staff gain knowledge about individuals that can be sensitive in nature. Both students and staff will conform to the guidelines established by the Health Insurance Portability and Accountability Act (HIPAA). Students are required to keep patient information confidential.

All information about patients and hospital activities related to care of patients shall be held in the strictest confidence by the College students and the faculty. Any breach in patient confidentiality is significant and may lead to dismissal from the nursing program. If the violation is deemed willful, or sufficiently significant, the student may be dismissed from the nursing program immediately. Further action may be taken based on the clinical site policy, as well as State and Federal Guidelines.

Recording of any theory or clinical course is not allowed as care of patients is discussed following HIPAA guidelines.

GRADING AND EVALUATION

A passing grade in any required nursing program course is a minimum grade of C (73%). Grades below C (73%) will be considered failing, and the student will not be able to progress from one semester to the next in the nursing program until the class is completed with a grade of at least C (73%).

THEORY COURSES

Grading theory classes are based on the achievement of objectives as included in the syllabi. These grades will be calculated using both formative and summative assessments.

- a. See the course syllabus.
- b. **Tardiness and Absences:** See ACC Nursing Student Handbook – Academic Requirements - Attendance.
- c. **Testing:** The weight of each exam will be noted in the course syllabus. The nursing program utilizes standardized testing that often requires proctoring. Proctored testing may take place in either the Alpena or Oscoda Testing Centers. Testing Center testing policies must be followed. Testing Center hours may vary by semester; the students are responsible for being familiar with testing center hours and policies.
- d. **Late Work:** All assignments must be submitted on time. Late coursework is not accepted in the nursing program. Extenuating circumstances approved by the instructor may be applied. The course instructor will determine whether mitigating circumstances have occurred that would allow the student to turn in late work. If late work is approved, all assignments handed in late will be reduced by 10%. If make up work is not completed within one (1) week, a grade of zero (0) will be assigned.
- e. **Extra Credit:** No extra credit work will be given in the nursing program.

SKILLS LAB AND SIMULATION LAB COURSES

Skills lab and simulation lab grading will be based on objectives found within the course syllabus. Grades will be calculated as outlined in the course syllabus.

- a. See the course syllabus.
- b. **Tardiness and Absences:** See ACC Nursing Student Handbook – Academic Requirements.

- c. **Late Work:** All assignments must be submitted on time. Late work will not be accepted in the nursing program unless there has been communication with the course instructor prior to the due date. The course instructor will determine whether mitigating circumstances have occurred that would allow the student to turn in late work. If late work is approved, all assignments handed in late will be reduced by 10%, and if not completed within one week, a grade of zero (0) will be assigned.
- d. **Extra Credit:** No extra credit work will be given in the nursing program.

CLINICAL COURSES

Clinical grading will be based on the objectives found within the course syllabus. Grading will include patient care and other activities designed by faculty to enhance learning in the clinical environment. Students must complete all required clinical hours and course objectives to complete the course. Grades will also include deductions for tardiness, absences, and medication errors.

- a. Prepare for clinical as directed by your instructor. See clinical requirements in the course syllabus for details.
- b. **Tardiness and Absences:** See ACC Nursing Student Handbook – Academic Requirements.
- c. **Clinical Evaluation Forms:** During the student's time in clinical instructors will use midterm grading to ensure that students are aware of how they are progressing. Weekly evaluation forms may also be used by clinical instructors. A final evaluation is used to debrief students from their clinical experience and identify whether the student has met course objectives, and to help identify areas in which they may improve. Any unsatisfactory or improvement needed clinical behaviors identified on the weekly or midterm record, must be corrected before the final evaluation at the end of the course for the student to meet the course objectives and succeed in the clinical component of the course.
- d. **Late Work:** All assignments must be submitted on time. Late work will not be accepted in the nursing program unless there has been communication with the course instructor prior to the due date. The course instructor will determine whether mitigating circumstances have occurred that would allow the student to turn in late work. If late work is approved, all assignments handed in late will be reduced by 10%, and assignments not completed within one (1) week will receive a zero (0) grade.
- e. **Extra Credit:** No extra credit work will be given in the nursing program.

- f. On clinical days, the nursing student will report to their assigned site on time. Students are to present themselves to the clinical facility in Alpena Community College nursing student full uniform (see ACC Nursing Student Handbook – Personal Appearance Requirements).
- g. Before beginning patient care, you must:
- Update yourself to current status of patient (report, physician’s order, EMR chart summary, and medication sheets).
 - Introduce yourself to the team leader/supervisor before starting an assignment. Remember that you are a “guest” at clinical sites and are normally asked to comply with specific rules, regulations, and requests of a specific institution.
 - Students are responsible for their actions while giving care at clinical sites, where they work under the supervision of ACC instructors. Patients remain the direct responsibility of the clinical agency staff.
 - Students are not to administer any medication without the instructor present. Students are not to perform any procedure, treatment, or other direct patient care without a staff nurse present. A student may NEVER take verbal orders from a healthcare provider.
 - Students and faculty must follow all clinical agency policies and procedures.
 - Possession, use, or distribution of alcohol and controlled substances in the clinical area may result in immediate dismissal without refund or recourse. A suspicion of alcohol or drug use may require immediate testing. If a student fails to comply with the request to test, it will be considered a “positive result,” and the student may be dismissed, and a failing grade will result.

INSTRUCTOR COURSE POLICIES

1. See individual course syllabus.

2. **CELL PHONES**

- a. **Classroom, Skills Lab, and Simulation Lab:**

- Cell phones may not be used in the classroom or lab settings without permission by the faculty.
- Electronic devices must be turned off while the student is in class unless faculty gives permission for class use.
- Cell phones may be used during breaks from class.

b. Clinical Site:

- Cell phones may not be carried or used by students in any clinical area.
- Use of electronic references while at the clinical/practicum site may only be done with the specific permission of the clinical supervisor/faculty at the time of access. Nursing students will adhere to agencies' cell phone use policies.
- Phones may be used before or after clinical, or during scheduled breaks if allowed by the site.
- Phones may only be used in public areas of the clinical facility, not in patient rooms, patient lounges, hallways, utility rooms, or other areas where any patient-related activity takes place.
- Provide family members with the phone number of a contact person at the facility or college for emergency purposes instead of calling student cell phone.

3. SOCIAL NETWORKING MEDIA

Social networking sites are continually developing and include any user-created multimedia that is published and shared in an electronic environment.

a. Classroom, Skills Lab, and Simulation Lab:

- A student shall not report private academic information of another student on a social networking site.
- Violations may constitute violation of state or federal privacy laws or regulations.
- A student shall not post any information related to a fellow student, faculty member, clinical supervisor, and/or clinical employee that can be interpreted as private, derogatory, defamatory, or demeaning toward the faculty member, clinical supervisor, and/or clinical employee.
- Students shall not initiate “friend” requests of any faculty member or clinical supervisor while the student is enrolled in the nursing program.
- Students understand that they may be “defriended” (the act of removing someone from one’s friend list) by individuals who are or become faculty and/or clinical supervisors while the student is enrolled in the nursing program.

b. Clinical Site

- Extreme caution must be taken to always protect patient privacy.

- Posting of any information related to the clinical area, clients, agency staff, faculty, and other students in an email or on a social networking site is forbidden.
 - Videotaping and/or taking of still photographs in the clinical setting are forbidden.
 - Posts on social networking sites regarding any aspect of the clinical experience are forbidden.
 - The student may not reveal any personal health information (even if not identified to a particular client) in any context on a social networking site.
 - Removal of an individual's name does not constitute proper de-identification of protected health information.
 - Inclusion of data such as age, gender, race, diagnosis, date of clinical experience, type of treatment or use of highly specific medical information or photographs may still lead to the identity of a specific individual, which is a violation of HIPAA.
 - Students shall not initiate or accept "friend" requests from patients, patient's family members, faculty, clinical supervisors, clinical colleagues, and/or similar individuals.
4. No recording of lectures or presentations without the permission of the instructor.
 5. Students are responsible for obtaining access to reliable internet and must have a working camera for any classes or testing that must be conducted in a remote format. If allowed to attend classes remotely, some instructors may require you to use headphones.
 6. All assignments must be submitted on time (see ACC Nursing Student Handbook – Grading and Evaluation).
 7. Tests must be taken on the scheduled day and at the scheduled time as outlined in the course syllabus. The option to make up a test is at the discretion of the course instructor. If a late test is approved by the instructor, it must be made up within three (3) days at a time assigned by the instructor and is subjected to be downgraded by 10% for each day late. Students are responsible for contacting the instructor about missed tests, or quizzes before the class begins on the day of the quiz/test. If the instructor is not contacted, there will be no makeup, and the student will receive a zero (0) grade.

8. It is an expectation that the textbook reading for the class will be completed prior to class. This will enhance student learning, and students can ask questions and clarify misconceptions and participate in the classroom discussion.
9. Exams may be reviewed for only a 2-week period following the posting of exam grades. After two (2) weeks, exams can no longer be reviewed.
10. The faculty has developed the following plan to enhance a student's success in the nursing program:
 - a. Any student who achieves less than 73% on a quiz or exam must meet with the course faculty within one (1) week after the exam. The ACC Nursing Program C.A.R.E. Academic Success Plan will be implemented with the student and the faculty.
 - b. It is recommended that students follow remediation activities as suggested by the faculty to improve their chances of success in the course.
 - c. No extra credit will be given in any nursing course.
 - d. According to the ACC Student Handbook, students have the right to appeal a program decision including a failing grade (see ACC Student Handbook - Grade Appeal process;
https://discover.alpenacc.edu/document_center/Admissions/current_students/student_handbook.pdf). Students who appeal a failing grade through the ACC Grade Appeal process will not be allowed to progress to the next sequential course unless the grade is changed, or the class is retaken, and a passing grade achieved.

11. **GUIDELINE VIOLATION**

Violation of any of these guidelines will be determined on a case-by-case basis and may include:

- Verbal or written reprimand.
- Dismissal from the class or clinical area.
- Potential failure of course or clinical.
- Potential dismissal from the currently enrolled program.

- Investigation and disciplinary action by Alpena Community College as outlined in the current Student Code of Conduct.
- Potential legal consequences both criminally and civilly.

EXTENUATING CIRCUMSTANCES

Exceptions for extenuating circumstances may be reviewed by the faculty and the Director of Nursing.

PROGRESSION

The student progresses through the nursing program in a sequential pattern. Once accepted into the program:

1. Progression in the nursing program without interruption is determined academically by obtaining the minimum grade of “C” (73%) in all program courses (general elective, didactic, clinical, simulation, and lab). If a student does not achieve a grade of C (minimum 73%) in any required program course, the student will not be allowed to progress in the nursing program.
2. If a student experiences a documented family emergency, a documented illness, or a call to military service and the student is in good academic standing, the student should contact the Director of Nursing immediately to discuss the situation and options available. Due to course sequencing and limited seat availability, students are encouraged to talk with the course instructor or Director of Nursing before a student decides to withdraw from any nursing courses.
3. If a nursing student fails to receive a C (73%) in any of the required courses, the student must retake the course and potentially an associated lab or clinical course. When a nursing student fails a course in the nursing program, or chooses to withdraw from a course, the student will forfeit their seat within the cohort. Until the student passes the failed or dropped course(s), they cannot progress to the next semester in the nursing program.

REINSTATEMENT PROCESS

To assist the student in regaining entry back into the program, the Reinstatement Process has been developed. The process includes collaboration with the Nursing Student Success Committee. The process is initiated at the time of failure or withdrawal and includes the student,

committee, and faculty. The Nursing Student Success Committee (comprised of the Director of Nursing, Lab Simulation Manager and one to three full-time nursing faculty members) is charged with developing an individualized plan that leads the student towards success upon re-entry into nursing program courses. The emphasis of the individualized plan is to identify any barriers, issues, and behaviors that have contributed to the student's lack of success and to specify subsequent actions to eliminate or significantly reduce these items. To develop this success plan, the Committee will incorporate feedback obtained from the student, instructor of the course, and the student's academic history. The Committee will determine the reasonable length of time needed for the student to effectively carry through every step of the success plan. Based upon the time needed, the Committee will also determine the earliest point in time that the student can expect to re-enroll in the course not successfully completed.

The Nursing Student Success Committee will have a face-to-face meeting with each student seeking reinstatement to thoroughly review the plan and to ensure that the student clearly understands the expectations.

The following procedural steps will be followed consecutively to ensure that the Reinstatement Process is implemented effectively:

1. Within one week after determining that a student is not successful in completing a course, the course instructor will complete the C.A.R.E. Academic Success Plan and submit the completed plan to the Director of Nursing.
2. After the nursing director reviews the plan, they will ask the nursing coordinator to send the student, via email, a letter from the Director of Nursing that gives specific information about the Reinstatement Process.
3. The nursing coordinator will contact the student to schedule a meeting with the Nursing Student Success Committee.
4. After the Nursing Student Success Committee meeting is scheduled, the nursing coordinator will provide each committee member with a copy of the C.A.R.E. Academic Success Plan and the student's transcript.
5. The Nursing Student Success Committee will hold a Pre-Nursing Student Success Committee meeting to draft a preliminary success plan based on the student's instructors' input and academic history.
6. The student is required to attend the Nursing Student Success Committee meeting. At this meeting, the members and the student will discuss the factors, barriers, issues,

and behaviors that have, or may have contributed to the student not succeeding in completing the course. The specific plan that the student must follow to be permitted to re-enroll is discussed and clarified. Based on the meeting's discussion, the success plan may be revised. The length of time needed for the student to effectively carry through with the required remediation will be noted on the plan. In addition, the earliest point in time that the student can expect to re-enroll will also be designated on the plan. After all questions are answered and the student can articulate the plan's expectations, they will sign the plan.

7. After the meeting, a copy of the signed success plan will be sent by the nursing coordinator to the student and any other person identified on the plan who the student is expected to meet with (e.g., counselor, tutor, etc.).
8. The student is re-enrolled in their course(s). If the course is a lab/simulation/clinical course, there must be a seat available at the time the student is allowed to re-enroll. If there is not a seat available after the student is allowed to re-enroll, the student will be required to wait an additional semester.
9. Once a student successfully completes the course(s) that caused her/him to be dropped from the program, then the student will be allowed to continue to the next semester.

NOTE: If a student fails to maintain a grade of "C" (minimal 73%) in two (2) separate required program courses or the same required program course twice (2), the student will no longer be eligible for reinstatement into ACC's nursing program.

ACADEMIC FAILURE

Students may be dismissed from the nursing program for one or more of the following reasons:

1. Failure to demonstrate consistent progression of academic achievement, as evidenced by the failure to achieve and maintain a grade of "C" (minimum 73%) in two (2) separate required program courses or the same required program course twice (2), the student will be dismissed from the program.
2. Failure to be respectful of instructors, peers, and patients. The instructor will counsel students disturbing the learning environment. Repeated disruptive behaviors may result in immediate dismissal from the program.
3. Failure to comply with the learning items outlined by the faculty on the Counseling Report form.

4. Failure to adhere to the Alpena Community College Cheating and Plagiarism Policy or the Disruptive Conduct Policy: A student who is found to engage in dishonest scholarly practice will be subject to program dismissal, i.e., cheating on exams, plagiarizing written assignments.
5. Failure to comply with requirements found in the Alpena Community College Student Handbook concerning drug and alcohol abuse.
6. Failure from disciplinary action may warrant the student ineligible to return to any ACC Nursing Program.

REPEATING NURSING COURSES

1. In the event of any NUR course failure, the student will be unable to progress in the program. Readmission to the nursing program has been outlined in the preceding pages under “Progression” and the method for readmission is dependent upon whether the student has withdrawn for personal reasons or “Failed Out” due to academic failure.

If granted readmission, no single nursing course (NUR) in the nursing program can be repeated more than once throughout the entire nursing curriculum. A second course failure will result in immediate dismissal from the nursing program, and the student would need to follow admission policy/procedure for a new admission into the nursing program.

2. Repeating nursing courses is dependent on available space and readmission decisions by the Nursing Student Success Committee.
3. If a student withdraws from a course or clinical, it is her/his responsibility to meet with the Director of Nursing to complete the withdrawal process. Withdrawal from any nursing course is considered a “Stop Out.” Failure to withdraw from a course/clinical by the official withdrawal date will result in a failing grade for the course/clinical and be subject to the ACC Nursing Student Handbook - Reinstatement Process policy. Due to the competitive nature of the nursing program, there is no guarantee that the student will be readmitted to the nursing program after an academic failure.

If a student receives a failing grade in the clinical component of a NUR course, the student will also receive a failing grade for the theory/lab co-requisite course. If a student fails a clinical, they must retake the theory and lab portions of the class in the same semester as

the clinical. Students are unable to progress in the nursing program unless the theory AND its corequisite clinical and lab courses are both passed at the same time.

- Any incomplete grades must be resolved before moving to the next semester.

LPN Corequisite Course(s)

Course	Corequisite Clinical	Corequisite Lab	Program
NUR 140 Foundations	NUR 143 Med/Surg I Clinical	NUR 140LC Foundations Lab	LPN
NUR 142 Med/Surg I	NUR 143 Med/Surg I Clinical		LPN
NUR 150 Med/Surg II	NUR 151 Med/Surg II Clinical	NUR 157 PN Simulation Lab	LPN
NUR 152 OB/Repro/Peds	NUR 153 OB/Repro/Peds Clinical		LPN

RN Corequisite Course(s)

Course	Corequisite Clinical	Corequisite Lab	Program
NUR 238 RN Foundations		NUR 239 LC RN Foundations Lab	RN
NUR 245 Physical Assessment		NUR 245LC Physical Assessment Lab	RN
NUR 252 RN Psych	NUR 253 RN Psych Clinical		RN
NUR 258 RN Med/Surg I	NUR 259 RN Med/Surg I Clinical	NUR 247 RN Simulation Lab I	RN
NUR 242 RN Parent/Child	NUR 243 RN Parent/Child Clinical		RN
NUR 260 RN Med/Surg II	NUR 261 RN Med/Surg II Clinical	NUR 248 RN Simulation Lab II	RN

PLAGIARISM

The nursing program adheres to the Alpena Community College Cheating and Plagiarism Policy and the Academic Rights of Students. Please refer to the Alpena Community College Student Handbook for these policies.

DISCIPLINARY PROCESS

When the instructor notices that a violation of some aspect of the expected student performance or if unprofessional behaviors persist (classroom, skills lab, simulation lab and/or clinical), the

disciplinary process will begin. While this process can be fluid (moving from step 1, 2, etc.), more significant behaviors may require more significant disciplinary actions. In these cases, a verbal and written warning can be bypassed, resulting in the initiation of probationary status. All students will be provided due process during disciplinary actions.

The disciplinary process consists of:

1. Verbal Warning
2. Written Warning
3. Probation
4. Dismissal

According to the ACC Student Handbook, students have the right to appeal a program decision including a failing grade (see ACC Student Handbook - Grade Appeal process; https://discover.alpenacc.edu/document_center/Admissions/current_students/student_handbook.pdf).

In assessing the significance of a student performance issue there will be a review of the student's file for previous related performance issues and/or existing due process documents. The steps of the disciplinary process are cumulative and go with the student from course to course for the remainder of the program. Whenever the disciplinary process is implemented, the event details are documented in writing during the meeting with the Director of Nursing and faculty if needed. The meeting includes a discussion of the concern or issue, suggestions for successful outcomes, and a timeline for needed improvement.

Examples of violations are (but not limited to):

1. Being unprepared for class, skills lab, simulation lab or clinical (i.e., being unfamiliar with medications that are about to be administered to an assigned patient).
2. Being late for skills lab, simulation lab, or clinical.
3. Breach of HIPAA (may be significant enough for dismissal from the Nursing Program).
4. Providing care outside of the scope of practice.
5. Academic dishonesty (plagiarism, cheating, providing answers to test questions to other students, or any other activity deemed dishonest by staff).
6. Failure to report needlestick incidents.

7. Being unprofessional with faculty. This includes language, unwanted gestures, and gossip.
8. Deliberately lying to cover mistakes made in any required nursing program course.
9. Not adhering to dress code in clinical settings.
10. Not seeking meeting with instructor after receiving a failing grade on a quiz or exam.
Noncompliance with C.A.R.E Academic Success Plan.
11. Purchasing test banks or using artificial intelligence or online learning platforms such as Quizlet or Chegg on assignments.

VERBAL WARNING

A verbal warning is documented on the Nursing Counseling Report, issued to the student, and signed by the student and course instructor. Documentation is given to the nursing coordinator for placement into the student's nursing student file and reviewed by the Director of Nursing.

WRITTEN WARNING

A written warning is documented on the Nursing Counseling Report, issued to the student, and signed by the student and course instructor. The student is required to request an appointment with the Director of Nursing within five (5) days of receiving the written warning. Documentation is given to the nursing coordinator for placement into the student's nursing student file.

PROBATION

If a student fails to improve academically or in their clinical performance as indicated on the verbal or written warning, the instructor will then place the student on probation.

- A. The instructor will complete the Nursing Counseling Report to place the student on probation and inform the Director of Nursing of the student's probationary status. The student is required to request an appointment with the Director of Nursing within five (5) days of receiving probationary status notice. The instructor is invited to attend the meeting. After the meeting, the nursing director will send the student an email outlining the student's probation and provide a copy of the email and Report to the nursing coordinator for placement into the students' nursing student file.
- B. The probationary period will continue for at least one (1) week and no longer than three (3) weeks. During this time, the student's progress toward improved performance will be monitored and documented weekly (for clinical probation the weekly Clinical Evaluation form is used for documentation).

- C. At the end of the clinical probationary period, the student's progress will be reviewed by the instructor and the Director of Nursing. A letter from the nursing director will be sent to the student via email from the nursing coordinator to update the student on their probation status. The student will either:
- a. Be removed from probation due to adequate progress.
 - b. Be retained on probation because of inadequate progress.
 - c. Receive a grade lower than 73% in the course resulting in course failure.
 - d. Probation may continue for courses offered concurrently within the same semester, if warranted in a clinical rotation.

DISMISSAL

If a student fails to improve academically or in their clinical performance as indicated on the verbal, written, or probation warning, the student may be dismissed from the program as determined by the instructor or the Director of Nursing.

PATHWAY FOR STUDENT COMMUNICATION

It is important for students to follow the communication sequence listed below to obtain a professional resolution to any questions or concerns they might have. See ACC Student Handbook/Policies and Procedures/Student Complaint Procedure for details.

- A. Faculty member involved, followed by
- B. Director of Nursing, followed by
- C. Professional Occupations Department Chair, followed by
- D. Vice-President of Instruction.

FORMAL COMPLAINT PROCESS

The nursing program has procedures in place for substantiating a formal written complaint with evidence when it is received. A formal complaint can be filed with the nursing department by obtaining a Complaint Form from the Nursing Community Blackboard site or the nursing coordinator. Once the completed form is submitted back to the coordinator and an investigation of the complaint will be completed by the Director of Nursing.

Students should refer to the Alpena Community College Student Handbook for guidance on filing complaints with the college of inappropriate behavior of ACC faculty or staff members or about the grading and/or instructional practices of faculty or about ACC operations. According to the ACC Student Handbook, students have the right to appeal a program decision including a failing grade (see ACC Student Handbook - Grade Appeal process; https://discover.alpenacc.edu/document_center/Admissions/current_students/student_handbook.pdf).

GENERAL INFORMATION

EMPLOYMENT

The ACC Nursing Program prides itself on the amount of “hands on” student learning experiences. Due to the rigor of the nursing program's expectations, it is recommended that students work minimal hours. Students are not allowed to work a 12 hour shift the night before reporting to a clinical experience the next day. It is recommended to get at least eight (8) hours of rest prior to reporting to any clinical experience.

If faculty determines that the student is too fatigued to critically think and provide safe care in clinical, the faculty will send the student home. This will be considered a student's absence.

Nursing students' commitment to their studies must come before employment commitments.

If a student assumes a work assignment at one of the affiliating agencies, the student must recognize that (s)/he is in a student role, not an employee role, during clinical experiences at this agency.

TRANSPORTATION

1. The student is responsible for transportation to and from clinical assignments.
2. Students are responsible for transportation to any field trip location. Students are encouraged to carpool to save energy and costs when possible; however, clinical site preferences will not be made based on carpooling requests on a continued basis.
3. Agency regulations regarding parking vary and will be part of the orientation at each clinical facility.
4. The Alpena Community College Nursing Program does not guarantee specific clinical agencies to any students. Clinical sites assigned give the student the best learning experience. Driving distances may be required to obtain the best clinical learning environment. It is recommended that students have good, reliable transportation. Should

a clinical course be held at a facility that is some distance from the college and the student desires to seek area lodging before or after the clinical experience, any lodging expense will be the responsibility of the student.

5. Students will not be guaranteed that they will be placed in their choice of clinical location, time, or instructor.

RESPONSIBILITIES

Communication

The ACC Nursing Program's preferred method of contacting students is by ACC student email. Any email sent to the student's ACC email address shall be presumed to be received by the student. Notification is deemed given at the time an email is transmitted, or a telephone call is placed. Student contact is not required.

To facilitate collaboration with students and faculty, a Nursing Community Blackboard site is available. The Nursing Community BB site offers a convenient place where announcements and program documents are located. This is an excellent source of information about jobs, opportunities to be involved within the community, learning materials, and other announcements.

Surveys/Evaluations

Student input is valued, and data collection is pertinent to maintaining the nursing programs at Alpena Community College. Students are responsible for completing surveys and evaluations distributed throughout the program. Completing the graduate survey post program completion is additionally required.

Demographic Information

Students are responsible for keeping the ACC Nursing Program advised of any change in demographic information including name, address, or phone number. Students are required to submit demographic changes in writing to the nursing coordinator within 10 days of change.

Jury Duty/Court Appearance

Students who receive notice regarding serving on Jury Duty or a notice requiring appearance in court must submit a copy of the document to the nursing coordinator within one (1) week of receipt. The Director of Nursing will review the documentation and determine if they need to contact the court to ask for release due to the rigor of the nursing program.

APPENDIX A

AMERICAN NURSES ASSOCIATION (ANA) SCOPE OF PRACTICE

Scope of practice describes the services that a qualified health professional is deemed competent to perform, and permitted to undertake – in keeping with the terms of their professional license.

The Nursing Scope and Standards of Practice describe the “who”, “what”, “where”, “when”, “why”, and “how” of nursing practice.

- **Who:** Registered Nurses (RN) and Advanced Practice Registered Nurses (APRN) comprise the “who” constituency and have been educated, titled, and maintain active licensure to practice nursing.
- **What:** Nursing is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; facilitation of healing; alleviation of suffering through the diagnosis and treatment of human response; and advocacy in the care of individuals, families, groups, communities, and populations.
- **Where:** Wherever there is a patient in need of care.
- **When:** Whenever there is a need for nursing knowledge, compassion, and expertise.
- **Why:** The profession exists to achieve the most positive patient outcomes in keeping with nursing’s social contract and obligation to society.

When each of these questions is answered, the complex considerations in scope of practice become clear. In a profession as dynamic as nursing, and with evolving health care demands, changes in scope of practice and overlapping responsibilities are inevitable in our current and future health care system.

APPENDIX B

AMERICAN NURSES ASSOCIATION (ANA) STANDARDS OF PRACTICE

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the nurses's decision-making.

Standard 1. Assessment

The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.

Standard 2. Diagnosis

The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.

Standard 3. Outcomes Identification

The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning

The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.

Standard 5. Implementation

The registered nurse implements the identified plan.

Standard 5A. Coordination of Care

The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion

The registered nurse employs strategies to promote health and a safe environment.

Standard 6. Evaluation

The registered nurse evaluates progress toward attainment of goals and outcomes.

APPENDIX C

NAPNES STANDARDS OF PRACTICE

The National Association for Practical Nurse Education and Service (NAPNES) standards are intended to improve educational achievement for licensed practical/vocational nurses (LP/VN) and ultimately improved care for our citizens.

A. Professional Behaviors

Professional behaviors, within the scope of nursing practice for practical/vocational nurse, are characterized by adherence to standards of care, accountability for one's own actions and behaviors, and use of legal and ethical principles in nursing practice. Professionalism includes a commitment to nursing and a concern for others demonstrated by an attitude of caring. Professionalism also involves participation in life long self-development activities to enhance and maintain current knowledge and skills for continuing competency in the practice of nursing for the LP/VN, as well as individual, group, community, and societal endeavors to improve healthcare.

B. Communication

Communication is defined as the process by which information is exchanged between individuals verbally, non-verbally, and/or in writing or through information technology. Communication abilities are integral and essential to the nursing process. Those who are included in the nursing process are the licensed practical/vocational nurse and other members of the nursing and healthcare team, client, and significant support person(s). Effective communication demonstrates caring, compassion, and cultural awareness, and is directed toward promoting positive outcomes and establishing a trusting relationship.

C. Assessment

Assessment is the collection and processing of relevant data for the purposes of appraising the client's health status. Assessment provides a holistic view of the client which includes physical, developmental, emotional, psychosocial, cultural, spiritual, and functional status. Assessment involves the collection of information from multiple sources to provide the foundation for nursing care. Initial assessment provides the baseline for future comparisons in order to individualize client care. Ongoing assessment is required to meet the client's changing needs.

D. Planning

Planning encompasses the collection of health status information, the use of multiple methods to access information, and the analysis and integration of knowledge and information to

formulate nursing care plans and care actions. The nursing care plan provides direction for individualized care, and assures the delivery of accurate, safe care through a definitive pathway that promotes the clients and support person's(s') progress toward positive outcomes.

E. Caring Interventions

Caring interventions are those nursing behaviors and actions that assist clients and significant others in meeting their needs and the identified outcomes of the plan of care. These interventions are based on knowledge of the natural sciences, behavioral sciences, and past nursing experiences. Caring is the “being with” and “doing for” that assists clients to achieve the desired outcomes. Caring behaviors are nurturing, protective, compassionate, and person-centered. Caring creates an environment of hope and trust where client choices related to cultural, religious, and spiritual values, beliefs, and lifestyles are respected.

F. Managing

Managing care is the effective use of human, physical, financial, and technological resources to achieve the client identified outcomes while supporting organizational outcomes. The LP/VN manages care through the process of planning, organizing, and directing.

APPENDIX D

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with the other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

APPENDIX E

MICHIGAN PUBLIC HEALTH CODE

The Michigan Public Health Code (Public Health Code), 1978 PA 368, is the primary statute providing for regulation of health care professionals in Michigan. The Public Health Code provides for administrative disciplinary proceedings regarding licensed or registered health care professionals, as well as for administrative proceedings regarding issues such as reinstatement of a suspended health care professional's license. The administrative process that oversees health care professional licensing is designed to ensure protection of the public health, safety, or welfare.

STATEMENT OF UNDERSTANDING

Draft revised August 2026

All policies and procedures are stated here and subject to change at any time at the College's discretion. Student acknowledgment is received by initialing each line and providing their signature.

_____ Health care professions have an inherit risk including but not limited to radiation exposure, infectious diseases including COVID-19, and physical harm. I acknowledge that I am aware of these risks and will hold Alpena Community College harmless if any of these occur while I am a student.

_____ HIPAA privacy and security regulations must always be adhered to.

_____ I am expected to participate in class, lab, and clinical activities as all courses require.

_____ I understand that completion of the Nursing Program of Alpena Community College does not carry with it any guarantee of employment.

_____ I have read the ACC Nursing Program Student Handbook and understand that I am responsible for knowledge of the information contained therein and will abide by any College student discipline policy that may be imposed due to my negligence or disregard for the Student Code of Conduct.

Student Printed Name

Student Signature

Date