Nursing Program Handbook
2017-2018

Southwestern Michigan College
Nursing Program

Mission Statement

The Nursing Program at Southwestern Michigan College is committed to providing quality nursing education to students that will benefit clients, employers and the dynamic and diverse community. Graduates will successfully embody the ability to promote human well-being by exhibiting sound nursing judgment and demonstrating an inquiry in practice during the continual development of their professional identity in a culturally diverse society.
Introduction

The administration, faculty and staff of the Nursing Program are pleased that you chose Southwestern Michigan College (SMC) to pursue your professional goals. We look forward to working with you while you are studying nursing.

This student handbook was developed to provide nursing students with general information about the program and to outline the policies of the Nursing Program. It is to be used in conjunction with the Southwestern Michigan College Catalog. A copy of the catalog can be obtained at registration and online within the SMC Wired platform.

You are responsible for the information contained in this student handbook. Read it carefully and keep it available as a reference. You will be required to sign the form every semester, indicating that you have received this guide (see appendices). If, after referring to the guide, you have further questions, feel free to ask your instructors.

Students may also seek assistance from the Department of Nursing and Health Services office. The phone extension for the Nursing Program Administrative Assistant is 269-782-1236. The department administrative assistants will be happy to assist you in making an appointment with your instructor, the chair of Nursing, or the Dean of the Nursing and Health Services Program.

The programs of Nursing and SMC are approved by the Michigan State Board of Nursing (MSBN) and the Higher Learning Commission (HLC); and are a candidate for the nursing accreditation with the Accreditation Commission for Education in Nursing (ACEN). You may contact the MSBN, HLC, or ACEN by mail or at their respective websites for more information about these regulatory bodies:

Michigan State Board of Nursing
Bureau of Health Services
611 W. Ottawa, PO Box 30670
Lansing, MI 48909
Phone (517) 335-0918
Fax (517) 241-1431

Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Phone: (800) 621-7440
Fax: (312) 263-7462
Email: info@hlcommission.org

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone (404) 975-5000
Fax (404) 975-5020
Email: info@acenursing.org

Note: Information in this guide is subject to revision throughout the year. Changes will be communicated through nursing tab, SMC wired.
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The Philosophy of the Nursing Program at Southwestern Michigan College

Nursing is a caring profession that delivers health care utilizing knowledge, integrity, skills, and an understanding of the needs of human beings, with respect to the dignity and self-worth of mankind.

The professional nurse utilizes the nursing process as an effective and accountable tool when providing nursing care, and facilitates the maximum health potential.

The professional nurse is an ethical decision maker, who provides safe and effective client-centered care, to individuals, families and communities in a variety of settings.

The professional nurse uses clinical judgment to provide client-centered care, based on the standards of care, evidence-based practice, and theory guided practice. Nursing promotes health, healing, growth and development, and works to mitigate risks of harm, prevents disease, illness, injury and disability to clients and providers.

Role Specific Graduate Competencies

Role Nursing faculty, in their pursuit of program excellence, are dedicated to systematic assessment through data collection and analysis for the purposes of continuous quality improvement. The dimensions by which programs are evaluated include students, faculty, administrators, stakeholders, teaching/evaluation methods, resources, curricula, and program outcomes. The evaluation of these dimensions allows for opportunities to improve student learning and celebrate successes.

Specific Graduate Competencies are guided by the Philosophy of the School of Nursing. The AAS student moves through each course progressively to achieve the course outcomes and ultimately the Role Specific Graduate Outcomes. The Role Specific Graduate Competencies are incorporated into each theory course, clinical course and clinical evaluation tool, lab activities and simulation.

<table>
<thead>
<tr>
<th>Role Specific Graduate Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defined</td>
</tr>
<tr>
<td>Client-centered care</td>
</tr>
<tr>
<td>The graduate will provide compassionate and coordinated care based on respect for the diverse client’s preferences, values and needs.</td>
</tr>
</tbody>
</table>
ADMISSION REQUIREMENTS
(see policy Nursing Program 3.1)

Requirements for Admission to the Pre-Nursing Sequence

A. Apply to the college online @ swmich.edu, or in the Student Services Center.

B. Comply with the college’s admission requirements including the completion of the basic assessment testing in reading, writing, math and chemistry. (See placement testing policy in the College Student Handbook).

NOTE: ACCEPTANCE INTO THE PRE-HEALTH SEQUENCE IS NOT A GUARANTEE OF ACCEPTANCE INTO THE NURSING PROGRAM. WHEN ACCEPTED INTO THE NURSING PROGRAM, A LETTER OF ACCEPTANCE WILL BE E-MAILED TO THE STUDENTS’ WIRED ACCOUNT. DIRECTIONS FOR SEAT ACCEPTANCE AND TIME FRAME TO ACCEPT ARE PROVIDED IN THE E-MAIL.

APPLICATION TO THE NURSING PROGRAM MAY BE FOUND ON-LINE UNDER THE NURSING TAB. APPLICATION ACCEPTANCE DATES, AS WELL AS DEADLINES FOR APPLICATION SUBMISSION, ARE POSTED UNDER THE NURSING TAB.

C. Submit high school transcript or GED score report indicating high school graduation.

D. Submit official transcripts from any other colleges attended.

E. ALL students are expected to express themselves in clear understandable English, and follow SMC Admission Policies.

Requirements for Admission to the NURSING PROGRAM

a. Complete the following classes with a B grade or better and have an overall prerequisite GPA of 3.0 or better and an overall SMC GPA of 3.1 or better in pre requisite classes or classes approved by the Dean of the SONAHS School. All application forms are good for one year, and MUST be complete at the time of submission.

   i. Any classes identified by basic skills assessment testing.

   ii. Freshman English II (ENGL 103)
iii. Fundamentals of Chemistry (CHEM 100) or competency

iv. Basic Human Anatomy (BIOL 214)

v. Introductory Algebra (MATH 101) or competency

vi. General Psychology (PSYC 101)

b. Submit to Nursing Office;

i. Application to the nursing program (found on SMC Wired, under the Nursing tab).

ii. A recent signed physical examination (within one year of starting clinical) signed by a licensed provider and current immunizations (forms available with application).

iii. Copy of current driver’s license or state-issued ID.

iv. Birth certificate, current I-20, or proof of residency.

c. Students wishing to transfer to SMC from another nursing program will be placed clinically by the Dean and must provide a letter from the Dean/Director of their previous school of nursing explaining the reason for the transfer. (see policies 3.3, 3.5 and 3.9)

Transfer Student Requirements for Admission

A. Applicants must have approval from the Dean of Nursing, and meet all admission criteria as outlined in the college catalog for admission into the nursing program. Students who have been dismissed from two previous Schools of Nursing will not be considered for admission.

B. All transferring applicants must submit, a letter from the Director of the Nursing Program from which they are transferring stating the following:

   a. Reason transferring from the nursing program.

   b. If the student is leaving in good standing and has the option of returning to the program if and when space is available.

   c. If any safety or disciplinary action occurred against the applicant while at the program, especially if that is a contributing factor to the transfer

C. If the applicant is leaving the program due to an academic or safety (clinical)
deficiency, the Dean, School of Nursing & Health Services, shall consult the full time faculty for their input.

D. Any applicant transferring into the program shall complete no less than the last two complete semesters of nursing courses of the nursing curriculum. This would be Level One, Semester Two and Three for the PN Certificate. This would be Level Two, Semester One and Two for the AAS program.

**LPN to RN/ADN Requirements for Admission**

a. Submit current LPN license with recording fee.

b. Successfully complete the NLN Nursing Exam for NURS 177 for Psychosocial Nursing with a score of 78% or higher.

c. Successfully complete the NLN Pharmacology in Clinical Nursing NLN Test with a score of 78% or higher or have had SMC’s NURS 178, Pharmacology within the last two years.

d. Successfully complete Principles of Medication Administration NURS 167, with an 85% or greater.

**PROGRESSION PROCEDURE**

To progress in the nursing program, the student must:

A. Obtain a minimum grade of C or higher in all required non-nursing courses.
B. Obtain a 78% or higher in each nursing course (NURS).
C. An 85% in Principles of Medication Administration, (NURS 167).

**WITHDRAWAL PROCEDURE**

A. Students may withdraw from nursing (NURS) courses prior to 90% of the full semester class. Students may withdraw by the end of the week after the 10th day of theory classes for eight week courses. Students must meet with the instructor prior and Dean of the Nursing Program to withdrawal.

B. Students may only attempt each class two times and it is highly recommended the AAS nursing program is completed in 6 semesters.
C. All NURS class withdrawals **MUST** be completed in the Nursing Office.

D. Students may only **withdraw from two nursing courses** during the nursing program.
DISMISSAL PROCEDURE (refer to Nursing Program 5.1)

STUDENT GRIEVANCE PROCEDURE

The students’ rights and responsibilities related to grievances are outlined in the procedures below. Please identify the nature of your grievance (academic or campus student services) and follow the SMC policy found on SMC Wired. If your grievance is related to sexual harassment, please consult the college Student Handbook for specific information on how to file a grievance.

Students are directed to attempt to resolve their concerns with the individual first whether that be their instructor or another college employee.

1. The Grievance Procedure must be initiated within 30 days of the alleged occurrence or within 30 days after grades are posted.

2. If the student does not receive satisfaction from this initial meeting (with faculty or student), they are required to contact the Department Chair or the individual’s supervisor (for concerns within the Nursing Department). For any concerns in the Nursing department the proper chain of command MUST be followed. The chain of command is as follows, meet with instructor, chair of the nursing program if grievance unresolved, and finally with the Dean of the nursing program.

If the matter is still not resolved to the student’s satisfaction, they may use the Student Concerns Form available online. https://portal-proxy.swmich.edu/c/bookmarks/open_entry?entryId=18988

This form, when submitted, is reviewed to ensure that the student has followed the prescribed steps for addressing their concerns. If appropriate, the form will be routed to the appropriate administrator who oversees the office, department, or function. The administrator is required to review, investigate and respond to the student’s grievance within 10 business days. If the matter is still not resolved to the student’s satisfaction, they must address their concerns in writing to the appropriate Vice President including all documentation related to the matter.

OUT-OF-SEQUENCE PROCEDURE

A student who withdraws from school in good standing, prior to completing the program, or is unsuccessful in one nursing course and desires to continue in the curriculum is classified as an "out-of-sequence" student. The out-of-sequence student is placed on a waiting list until an opening in clinical becomes available. Re-admission to the clinical sequence is based on:

A. Space available.

B. No failures versus one failure on transcript in a nursing course and/or number of withdrawals.

C. Current overall G.P.A.

D. Length of time student is out of sequence in the nursing program.

E. Final decision if questioned resides with the Dean of the nursing program.
PROCEDURE FOR OUT OF SEQUENCE/PART TIME STUDENTS

SIGN UP FOR NURS COURSE SEATS

1. Contact the Administrative Assistant for the Nursing Program no less than **six weeks** before the start of any course rotation (availability to be considered for placement in NURS classes according to Nursing Policy 3.7).

2. Students **MUST** complete a Class Preference Form available inside the nursing office on the bulletin board or on the nursing tab on SMC Wired. Completed forms must be given to the Administrative Assistant in the nursing office. All class preference forms are considered on a first come first serve basis. For spring semester classes the form must be in by October 31st, and for fall classes the forms must be in by May 31st.

3. Students who have requested a NURS course seat must communicate to the Administrative Assistant any changes in their intent to take those seats as soon as possible.

4. Students who have not attended Nursing School continuously may be required to repeat the following;
   - 12 months or less-last Nursing Course
   - 18 -24 months- last completed semester
   - Greater than 24 months-entire Nursing program

**CRN NUMBERS:** Students may find their assigned CRN numbers each semester/rotation **after** the posted date (CRN's will not be provided prior to the date listed) by going to SMC Wired Nursing tab.

**ACADEMIC FORGIVENESS – REFER TO SMC POLICY**

Also see Nursing Program Policy 3.6 (Academic Forgiveness Policy).

**GRADUATION – REFER TO SMC POLICY**

Also see Nursing Program Policy 6.1 (Graduation).
GRADING SCALE FOR NURSING  
*(See Nursing Program Policy 8.1)*

**GRADING SCALE** The following grading scale is enforced in the nursing program for all NURS and Math For Meds Course work:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>96.0-100%</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>93.0-95.9%</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>90.0-92.9%</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>87.0-89.9%</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>84.0-86.9%</td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
<td>81.0-83.9%</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>78.0-80.9%</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>75.0-77.9%</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>72.0-74.9%</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>69.0-71.9%</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>66.0-68.9%</td>
</tr>
<tr>
<td>F</td>
<td>Below 66%</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw, no credit awarded</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Audit, no credit awarded</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete, no credit awarded</td>
<td></td>
</tr>
</tbody>
</table>

Grades below 78.0% are NOT considered passing in the nursing program. Exception; Principles of Medication Administration NURS 167 is 85% passing for all students.

There will be NO rounding of grades. Grades for all course work including exams will be recorded to the tenth (nothing beyond the tenth position will be considered). Final grades will also be recorded to the tenth (nothing beyond the tenth position will be considered). For example: a grade of 82.36 will be recorded as an 82.3.

The final average of the class must be 78.0% or higher. A final average of 77.9% is a failing grade.

KAPLAN © integrated tests will be incorporated into most courses and are required to be taken in order to successfully complete the courses in which they are assigned. The Kaplan © Integrated tests will be 5% of the final course grade. Remediation on the Kaplan© Integrated tests is required. **In order to receive credit for taking the Kaplan examination, the student must remediate a minimum of 1.5 minutes per question missed.**

**TEST/QUIZ MAKE-UP:**  
Refer to Nursing Program Policy 7.1.

**PENALTY FOR LATE ASSIGNMENTS:** It is the policy of the nursing program (7.1) to lower a student's grade 5% per day for each day a paper or requested assignment is not turned in on time. It is to the discretion of each individual instructor to determine the number of days an assignment is considered late (based on days of interaction between faculty and student).
REPEATING A FAILED COURSE: Refer to Nursing Program Policy 4.1.
TESTING CENTER: The campus testing center may be used for the administration of tests (regular and make-up). The following rules are in effect.

A. The student should arrive at the testing center at least one and one half hours prior to closing, allowing sufficient time to complete the test. The testing center will not allow an exam to begin if within ½ hour of the posted closing time. If the test is not complete at the time the testing center closes, it will be collected and treated as a completed exam.

B. Students must present a picture ID to the proctor prior to testing. Students will not be allowed to test if the picture ID is not presented.

C. Students must inform the proctor of the faculty and course's names. The student should not expect the proctor to know this information.

D. Students are requested to limit the amount of personal belongings brought to the testing center. Storage space is limited.

E. It is the goal of the testing center to provide a quiet atmosphere that promotes test taking. Therefore, use of portable CD and audio tape players is not allowed. Please turn off audible pagers and cellular phones. Please refrain from talking, humming and singing. The testing Center will provide calculators and pencils for test taking.

F. It is the responsibility of the student to sign in (using one’s own name) both for college and NLN testing, anything other may be seen as cheating and fraud. See Nursing Program Policy 5.1
HEALTH REQUIREMENTS

A signed physical examination completed within one year of clinical must be submitted to the School of Nursing & Health Services prior to acceptance to the nursing program. The physical examination will be at the student's expense. The following list of immunizations must be current throughout the entire nursing program. Students will be removed from the clinical site until the immunization status is acceptable to the Dean using CDC guidelines.

TB: A TB Mantoux test is required each year in the nursing program. If a student reacts positively to a Mantoux, an IGRA must be completed. If a positive IGRA, a completed and verified treatment will be required prior to admission to the Nursing Program.

RUBELLA: A rubella titer, vaccination, or proof of immunity is required. If the student applicant is pregnant, vaccination is waived until the pregnancy ends. (The student has 60 days after delivery to present proof). A titer is obtained on any parous female as a part of prenatal care. The vaccine can be given in trivalent form (MMR [measles, mumps, and rubella]).

RUBEOLA: A rubella titer, vaccination, or proof of immunity is required for individuals born after 1957. The vaccine can be given in trivalent form (MMR [measles, mumps, and rubella]).

TETANUS: A tetanus vaccination is required of all students. There is a ten year limit on this vaccination. If the student needs this vaccination, the Tdap, (tetanus-diphtheria and pertussis) form is recommended.

HEPATITIS B: Hepatitis B is a series of three (3) injections that must be started (first injection) prior to beginning the clinical sequence. Students are responsible for the complete series, as scheduled, initial, one month and six month doses. Verification from the student's physician, in writing for those students that do not convert after 3 doses of Hepatitis vaccine.

INFLUENZA: The influenza immunization is required yearly in the fall, verification form to be signed and dated by a medical provider.

CHICKEN POX: (Varicella Zoster): Verification form completed and signed by a medical provider.
**STUDENT PREGNANCY**

The pregnant nursing student may continue in the clinical area as long as the student is in good health and is under the care of her physician. The pregnant nursing student will be allowed to continue in the clinical sequence until functioning in the clinical area is detrimental to her health, the pregnancy interferes with educational experiences, or her attending physician refuses approval.

To observe the rights of all individuals and institutions involved, written permission from the attending physician must be submitted to the School of Nursing & Health Services no later than the 24th week of pregnancy.

It is in the best interest of the nursing student to inform the clinical instructor of the pregnancy so potentially hazardous situations to her health and the fetus may be considered. The instructor has the obligation to remove the student from the clinical area if the instructor feels the clinical situation is hazardous to the pregnant nursing student.

**STUDENT GENERAL HEALTH**

**SUPPORTIVE DEVICES:** A student may not function in the clinical area with a hard cast, crutches, neck brace or an injury that interferes with the student’s ability to deliver safe patient care. (The student must withdraw from the clinical course.)

**SURGERY:** Any student having surgery must provide a signed release from the attending physician prior to returning to classes and/or the clinical area.

**INCURRED MEDICAL COSTS:** If the student requires medical attention during clinical hours due to illness or injury, it is the responsibility of the student to assume cost. The college is not responsible for any medical costs incurred for/by the student at any time.

**STUDENT ILLNESS**

If a student is ill, e.g., running an elevated temperature (100 degrees F), pink eye, severe cough, vomiting, diarrhea, or has a contagious rash, the student should contact his/her clinical instructor prior to clinical to be excused. The student will not attend clinical if the illness is contagious or if the student is unable to function appropriately/properly. Please consult the following chart, Recommendations for Clinical Experience Restriction. See absentee policy 11.1.

If the student reports to the clinical area ill or becomes ill during clinical hours, the instructor has the obligation to protect the clients and nursing staff by excusing the student from the clinical area. A student who is excused from the clinical area will make up any missed clinical time.
**CLINICAL EXPERIENCE RESTRICTION**

Students who are under the care of physicians due to injury/illness while in clinical must bring a written release from the physician to return to clinical.

<table>
<thead>
<tr>
<th>Disease/Problem</th>
<th>Relieve from Direct Patient Contact</th>
<th>Partial Work Restriction</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis, Pink Eye</td>
<td>Yes</td>
<td>--</td>
<td>Until discharges cease or until 24 hours after antibiotic begun</td>
</tr>
<tr>
<td>Diarrhea, acute (with fever higher than 100°, cramps, or bloody stools, or lasting more than 24 hours)</td>
<td>Yes</td>
<td>--</td>
<td>Symptoms resolve</td>
</tr>
<tr>
<td>Herpes Simplex Genitalia Orificial</td>
<td>No</td>
<td>Do not take care of high risk patients/nursery patients or OB patients</td>
<td>Until lesion heals</td>
</tr>
<tr>
<td>Herpes Zoster (Shingles)</td>
<td>No</td>
<td>Do not take care of high risk patients</td>
<td>Until lesions dry and crust</td>
</tr>
<tr>
<td>Pediculosis (Lice)</td>
<td>Yes</td>
<td>--</td>
<td>Until clear of any Nits</td>
</tr>
<tr>
<td>Scabies</td>
<td>Yes</td>
<td>--</td>
<td>Until 24 hours after treatment</td>
</tr>
<tr>
<td>Staphylococcus Aureus (skin lesions)</td>
<td>Yes</td>
<td>--</td>
<td>Until lesions have resolved</td>
</tr>
<tr>
<td>URI with temperature elevation above 100 degrees</td>
<td>Yes</td>
<td>Do not take care of high risk patients</td>
<td>Until acute symptoms resolve</td>
</tr>
<tr>
<td>Skin/Soft Tissue Infection</td>
<td>No</td>
<td>Possible</td>
<td>Glove or bandage</td>
</tr>
</tbody>
</table>

**Blood Borne Pathogens**

See SMC Student Handbook *(SMC Wired, My Resources Link, Handbook and Policies).*
ADDITIONAL EXPENSES

Tuition and Fees are paid by the student throughout the program. However the following additional expenses can be expected.

UNIFORMS--see dress code. Uniforms should be purchased through the SMC Bookstore.

MISCELLANEOUS ITEMS FOR CLINICAL USE (These are available in the SMC bookstore.)

1. Nursing scissors
2. A stethoscope with bell and diaphragm (Littman © highly recommended)
3. A watch with a second hand
4. Black Pen and Paper
5. Penlight

NURSING PIN: Upon successful completion of the program the nursing student is eligible to purchase a Southwestern Michigan College nursing pin. It is not a mandatory requirement. The pin can be ordered (information will be given to you your last semester). The price of the pin fluctuates with the gold market.

MALPRACTICE INSURANCE: The cost of malpractice insurance will be assessed per clinical rotation. HEALTH INSURANCE: Health insurance is recommended but is not mandatory. The college does not offer student health insurance.

MAKE-UP TIME: All missed clinical time will assess a fee of 25.00 a day and payable to the Nursing Office prior to the course completion. Refer to policy 11.1.

NCLEX FEES: After graduation, there is a fee to take the State of Board of Nursing Examination (NCLEX) and register for a nursing license. Forms vary per state. These fees are the student’s responsibility.

ADDITIONAL FEES: Course required texts and resources (Kaplan).

IMMUNIZATION TRACKING: It is the RESPONSIBILITY of the student to maintain current proof of immunizations and CPR for Health Care Providers and provide documentation of both to the Nursing Office prior to Expiration. If expired immunizations or CPR, the student will not be able to attend clinical and will be required to follow the procedure for missed clinical time. See clinical absence policy 11.1.
DRESS CODE

THEORY

Students may wear casual clothing to theory classes. However it is asked that the clothing be neat, clean, well fitting, and in good taste. Shoes and shirts are mandatory.

CLINICAL AREAS

The Southwestern Michigan College nursing student is to be in correct uniform in the clinical setting and in the skills and simulation labs. Uniforms are not to be worn in public places or to the student's place of work unless designated or approved by the School of Nursing & Health Services. Uniforms are to be worn by students when in the simulation lab and performing skills returns. The correct uniform for the nursing student is as follows:

1. **Scrub uniform.** Students must purchase and wear the regulation uniform approved by SMC and available in the SMC Bookstore. The uniform must be clean, neat, well-fitting and wrinkle free. The dress uniform must cover the knee when standing. The pant uniform must cover the ankles when standing. The uniform pant legs shall not drag on the ground when standing.

2. **Identification badges.** The badges will be available at orientation the first week of classes. Badges are worn on the left upper chest.

3. **White Clinic Shoes.** Shoes to be kept clean. Shoestrings should be white, clean, and intact. White permeable shoes open toed or heel shoes, or clogs without backs are not acceptable. White leather athletic shoes in good condition are acceptable. Color trim and logos must be kept to a minimum.

4. **White Socks.** Socks must be white and cover the ankle. Socks with color bands or trademarks are not permitted.

Students’ not in correct uniform, unless approved by the instructor, will be dismissed from the clinical area and will not be allowed to return until the uniform is complete this will result in missed clinical time which will have to be made up. See clinical absence policy 11.1.

Other guidelines for correct clinical and simulation lab appearance include:

1. Hair to be neatly combed. Hair should not fall below the collar line (female & male). Hair extending below the collar line shall be pulled back or put up.

2. Fingernails are to be kept short and well-manicured. Colorless or pale nail polish can be worn. No artificial nails allowed in clinical.

3. Make-up (cosmetics) should be worn in moderation.

4. No perfumes and fragrances to be worn in the clinical setting.

5. No jewelry can be worn with the exception of the wedding band, a watch with a second hand, and small gold, white, or silver post earrings if ears are pierced (only two piercings per ear are allowed).
6. Extreme styles of side burns and beards are unacceptable. Moustaches may be worn providing they are small and neatly trimmed.

7. Visible body piercing is inappropriate and not permitted in the clinical setting. This includes tongue piercing, more than two ear piercings or any facial piercing.

8. Visible tattoos must be covered during clinical and in the simulation lab.

CLINICAL-NURSING Mental Health: When the student is in the psychiatric setting, the student will abide by the dress policies of that institution. The dress code will be reviewed with the student, at the beginning of the clinical rotation.

CLINICAL-IN NON-HOSPITAL SETTINGS: (This includes experiences such as Head Start and Physician's clinics.) Students will wear their SMC polo shirt with a pair of black or khaki dress slacks (as per the instructor’s guidelines). Shoe requirements for these settings will be determined as per instructor guidelines. NO jeans allowed.

Identification badges are mandatory and must be worn at all clinical and observation sites.
ATTENDANCE REQUIREMENTS
THEORY ATTENDANCE

GENERAL GUIDELINES: All students are expected to attend theory classes. In case of illness, the student is required to notify the instructor. If a student knows in advance she/he must be absent, the student is asked to make arrangements to make up work in advance with the instructor.

PENALTY FOR MISSING CLASS TIME: Excessive missed time in the theory portion may result in a failing grade or withdraw from the course. Excessive missed time is defined as more than 20% of the required course hours. The following guideline has been established for the number of hours that can be missed in theory classes. The student who is given a withdrawal form is responsible for completing the paperwork in the Nursing Office; failure to complete the paperwork will result in a failing grade.

Note all students are expected to attend class. A student missing 7.0 hours or more of theory class will need to repeat the course.

Two Credit Hour class 7.0 hours

Students, who are consistently tardy for lecture, will receive a professional violation and may be refused entrance into the classroom and the time missed will be counted as an absence.
CLINICAL ATTENDANCE

GENERAL GUIDELINES: Refer to Nursing Program Policy 11.1. The nursing student is required to attend all clinical assignments. In the event of impending absence or tardiness for clinical experience, the student is required to notify, prior to the scheduled time, the instructor and the contact person for any assigned clinical experience. In the event the instructor or the contact person cannot be reached, the School of Nursing & Health Services must be notified as well as the clinical agency.

TARDINESS: All time for unexcused tardiness must be made up and will result in a professional violation. Unexcused tardiness in excess of one hour will be considered a day absent and must be made up. Tardiness time is additive. (Example: missing 30 minutes one day and 45 minutes another day will be considered one absent day).

PENALTY FOR MISSING CLINICAL TIME: See policy 11.1 for details. Any missed time from the clinical setting will be made up at the student's expense. General guidelines are for the entire semester:

RULES FOR CAMPUS CLOSING

Students will be notified by the RAVE system of any campus closings. It is important to provide current contact information (e-mail, cell phone #) in order to receive closing information. However, the time missed still may need to be made up at the discretion of the Dean for the School of Nursing & Health Services.

INSTRUCTOR ABSENCE PROCEDURE

Time canceled by the instructor will not count as an absence for the student. However, if excessive time is missed, the time will need to be made up, per discussion of chair/dean.

LEAVE OF ABSENCE

If it becomes necessary for a student to be absent from the program for an extended period of time, a leave of absence may be requested. The request must be submitted in writing to the School of Nursing & Health Services. In the event of extended absences for which no arrangements are made, it will be assumed that the student has withdrawn from the program. If the student does not properly withdraw from the program the courses that student is currently enrolled in will carry a failing grade. See page 10 for information regarding out of sequence and return information.
CLINICAL SITE PROCEDURE

CLINICAL AGENCY ASSIGNMENTS: Final clinical agency assignments are the responsibility of the Chair of the nursing program, with input from the instructors. Students must be prepared to go to the clinical agency where assigned.

Clinical agency assignments are based upon the Student learning outcomes (SLO’s) for that course. Students are assigned to agencies that provide a well-rounded educational experience.

Clinical assignments are posted on the bulletin board inside the nursing office and on SMC Wired Nursing tab prior to the beginning of each semester. It is the student’s responsibility to ascertain their clinical assignments. Clinical assignments are subject to change. Students should verify their assignment 2-3 days in advance of the start of the rotation. The student will be receiving an e-mail from your instructor prior to the first day of class, detailing the date, time and location of orientation to the clinical agency. Do not call the career planning center, or the student service center, especially the nursing advisor, they are not provided with this information.

ORIENTATION DAY: Students must attend the scheduled orientation day prior to each clinical rotation. Failure to attend implies seat forfeiture. No exceptions are made to this rule any student more than 60 minutes late for orientation will be counted absent and therefore will not be able to complete the clinical rotation. The student is then designated as an out-of-sequence student and is returned to the clinical rotation based on space available, GPA and number of failures.

Students are required to have current TB, CPR, tetanus and Hepatitis B on file in the nursing office. Students out of compliance in these areas on orientation day may complete orientation, but will not be allowed to return to clinical until they provide proof to the nursing office that their compliance issue is resolved.

CPR CERTIFICATION: Students must be CPR certified through the end of the current semester. Students who are not current with CPR certification will be removed from the clinical sequence. If the deficiency can be made up prior to the next clinical day, the student may progress in the rotation. Otherwise the student will withdraw and be placed on the out-of-sequence rotation list. American Red Cross and American Heart Association are the only accepted providers of CPR for healthcare provider certification. Online classes are not acceptable.

MALPRACTICE INSURANCE: Malpractice insurance is provided to the student through an assessed fee. The student is covered by this insurance policy only when the student is functioning under the direction of an instructor during scheduled clinical hours or observation days. The college is not responsible for the student’s actions outside of regularly scheduled clinical hours. Malpractice insurance is assessed for each clinical rotation.

CONFIDENTIALITY: All information obtained while in the clinical setting is confidential. Infraction of this rule will result in expulsion from the program. HIPAA regulations must be followed at all time in all settings (policy 1.2, Student Code of Conduct).
**PATIENT SAFETY IN THE CLINICAL SETTING (SEE POLICY Nursing Program 1.1):**

It is the expectation that student will protect the safety and welfare of the public (all patients) when in the clinical setting. Infractions of patient safety will be reported to the full time faculty who in turn decide whether the infraction is major or minor.

Violations will be classified as verbal warning, minor or major depending on the nature of the incident, impact on patient, and severity or potential severity to the patient.

Violations will be summative for the entire program. LPN’s who graduated from SMC will start with a clean record when admitted to the LPN-AAS track. A student incurring two major or one major and two minor infractions will be removed from the program.

**PERSONAL BELONGINGS IN THE CLINICAL AREA:** Locker space is provided by clinical agencies whenever possible. Valuables and study materials taken to the clinical agencies are the responsibility of the student. The School of Nursing & Health Services strongly encourages caution in the amount of money and type of personnel belongings brought to the clinical agency and are not the responsible for any lost or stolen items.

**CLINICAL COURTESY:** Students in the School of Nursing & Health Services are guests in the various clinical agencies. Students are asked to be courteous and respectful at all times. Please address all physicians, agency personnel, and patients by their last name and appropriate title.

Please do not chew gum or eat in the patient or clinical areas.

**Eating, drinking or chewing gum is not allowed in the clinical areas and skills labs.** All agencies have a no smoking policy.

**CLINICAL GRADING:** The nursing program has established a grading policy for the clinical area which is P/F. Students are expected to demonstrate growth while progressing through the curriculum.

A student, who withdraws from any nursing course will be required to complete the course for progression in the program. All nursing courses must be successfully completed prior to progression to the next semester.

**PAGERS/PHONES:** Cell phones for personal use and texting are inappropriate but may be used at the discretion of the instructor as a resource for medical information.

**USE OF AGENCY PHONES:** If a student must use an agency phone, it is only appropriate for patient centered care.

**MEDICATION ADMINISTRATION:** No meds shall be passed without supervision of the instructor. **Failure to follow this rule may result in removal from the program.**
THEORY PROCEDURE

BULLETIN BOARD: Any information pertinent to the nursing program or individuals in the program will be posted on the Bulletin Board located inside the Nursing office or on Wired under the Nursing tab. **It is the student's responsibility** to check the Bulletin Board or the Nursing Channel regularly for any new information. Course information will be posted on the instructor's Moodle page located in Wired.

SMC WIRED: All students at SMC will be assigned a SMC wired account when registered for classes. E-mail is frequently used as a communication device by nursing faculty. Students are expected to check their e-mail frequently during the semester. Students should also subscribe to the Nursing Channel for important dates- clinical rotation schedules.

EATING AND DRINKING IN THE CLASSROOM: It is the policy of the College to allow eating or drinking in the classrooms at the discretion of the instructor. Students are expected to discard all trash in approved receptacles prior to leaving the class room.

USE OF AUDIO OR VISUAL TAPING MACHINES: Permission of the instructor is required prior to taping (audio or visual) a class. The instructor has the right to refuse.

CLASSROOM GUESTS: Permission of the Dean and instructor is required prior to bringing a guest to class. Children are not allowed in the classroom unless they are a part of the classroom learning objectives.

CLASSROOM COURTESY: Excessive talking with classmates during class time is disturbing and discourteous to everyone and may result in a professional violation. Any disrespectful verbal exchanges in the classroom may also result in a professional violation. Offenders will be asked to leave the classroom. These individuals will be responsible for the material presented in their absence. Cell phones should be off during class time unless given permission by the instructor.

THEORY GRADING: Students are expected to demonstrate growth while progressing through the curriculum.

The faculty recognize a direct relationship between theory and clinical. Reentering any nursing course is based upon meeting the progression requirements and space availability. It is the student's responsibility to complete the paperwork required for a withdrawal in the Nursing Office. Failure to do so will result in a failing grade.

CHANGE OF ADDRESS / PHONE NUMBERS: Students can update address and phone numbers via Self-Serve on Wired. Please also notify the Nursing office of changes. Name changes are only made in the Registrar’s office.

CELL PHONES: Phone in the classroom should be turned off or on vibrate, if necessary to take an important call, please leave the classroom to do so
CODE OF ETHICS FOR NURSES FROM ANA

As a student nurse you are expected to conduct yourself as a professional person. The following Code of Ethics for Nurses from the American Nurses' Association is the suggested guideline.

Provision 1. The nurse practices with the 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 integrity of the profession, and integrate principles of social justice into nursing and health policy.

The Code (ANA, 2015)
National Student Nurses’ Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;
1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

ACADEMIC HONESTY POLICY

Southwestern Michigan College activity supports our faculty in dealing appropriately with cheating or plagiarizing of any kind. The Academic Honesty Policy which is a section within the college Student Code of Conduct maintains:

Faculty are encouraged to use their own discretion in dealing with instances of cheating or plagiarism in their classes; however, since academic dishonesty is a violation of the Student Code of Conduct, faculty may also rely on the student judicial process to deal with any instance of cheating. Moreover, because cheating and plagiarism is often a pattern of student behavior, it is very important to report every instance of cheating or plagiarism using the College Concerns Form within 10 days of the occurrence. While one instance of cheating may be effectively handled using education and in-class sanctions, a pattern of cheating in multiple classes must be addressed using the judicial process. Faculty participation through reporting incidents supports this process.
SOUTHWESTERN MICHIGAN COLLEGE
SCHOOL OF NURSING & HEALTH SERVICES
Violation Form

STUDENT NAME: ___________________________  N#: __________________

DATE OCCURRED: _______  DATE DISCOVERED: _______  DATE OF REPORT: _______

TYPE OF VIOLATION: Professional  Medications  Safety

EXPLANATION OF VIOLATION

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

IMPACT ON PATIENT:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

WAS AN AGENCY INCIDENT REPORT COMPLETED?  Yes ____  No ____

WAS A COLLEGE INCIDENT REPORT COMPLETED?  Yes ____  No ____

________________________  _________________________
Date  Signature
DATE OF FACULTY DISCUSSION: ________________________________

DID A VIOLATION OCCUR? YES ___  NO ___

IF A VIOLATION OCCURRED: Verbal WARNING
MINOR _____  MAJOR _____

PROVIDE RATIONALE WHY CLASSED AS ABOVE:
________________________________________________________
________________________________________________________
________________________________________________________

DOES STUDENT HAVE OTHER VIOLATIONS OF POLICY: ________________________________

DATE STUDENT WAS NOTIFIED: ________________________________

SIGNATURE: ________________________________  DATE: ________________________________

Dean School of Nursing and Health Services
REFERENCES


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Revised: 2/12, 7/12, 12/13, 7/14, 8/15, 8/16
PATIENT SAFETY POLICY

PURPOSE: To protect the safety and welfare of patients.

1. As all health care personnel are charged with the protection of client's safety and welfare, nursing students are responsible for maintaining a safe environment at all times. Violations of a safe environment include but are not limited to:
   - leaving bedrails down (especially in pediatrics and geriatrics)
   - inappropriate use of restraints
   - breach of confidentially or HIPPA violation both verbal, written or technological
   - noncompliance with the 5 (7) rights of medication administration.
   - un-prescribed substance use while assigned to the clinical area.
   - unlocked doors in locked psychiatric unit.
   - incorrect bed height.

2. Violations:
   a. Violations of the patient safety policy will be documented by faculty and the student will be counseled for the first occurrence. If a student follows with a second violation, a letter from the Dean of Nursing and Health Services will follow with the proper disciplinary action.
   b. Violations will be summative for the entire program. Students will carry the violations on their record until graduation. Students admitted to the LPN/ADN track will not carry nursing violations from previous certificate programs.

3. Any incident will be reported to the primary instructor and the Dean, School of Nursing and Health Services by the faculty within 24 hours of discovery of incident. The student will complete the agencies' incident report as well as the college's report as appropriate to the situation. The faculty is responsible for submitting the form(s) to the Dean, School of Nursing and Health Services.
Procedure:
   a. Student will be informed violation has occurred by the clinical instructor.
   b. Clinical instructor completes safety violation form, found on the Nursing tab, School of Nursing Handbook.
   c. Student is given opportunity to provide comments in writing related to violation.
   d. Violation/student comments reviewed by Chair/Dean School of Nursing and Health Services
   e. Faculty review and discussion of violation. Decision is made regarding type of violation (major or minor). First violation student to meet with clinical instructor. Second violation student to meet with the Chair/Dean of Nursing and Health Services.
   f. Letter sent to the student via mail and e-mail.

4. A summary of the violation will be placed on file in the nursing office. The summary of the violation will address:
   a. Date occurred/Date of discovery.
   b. Nature of violation.
   c. Impact on patient.
   d. Communication with agency.
   e. Disposition/Resolution of incident.

5. If the student feels there is additional relevant material, the student has two (3) business days after being informed of the safety violation to respond in writing.

Revised 3/4/92, 1/95, 9/96, 10/06, 9/07, 8/10, 7/11, 3/12, 7/12, 12/13, 7/14, 8/15
PROFESSIONAL CONDUCT

PURPOSE: Faculty and student adherence to the concepts of professional conduct/behavior.

1. Nursing faculty and students are expected to display/maintain professional conduct/behavior at all times. The nursing program will use the ANA Code of Ethics (2015) for Nurses as a guideline as well as agency policy (see pages 27 and 28).

2. Any violation of professional conduct will be reported, following the proper chain of command, within 72 hours of incident. The faculty member is responsible for completing a written statement (use the Safety Violation Form) about the occurrence to the Chair/Dean, School of Nursing & Health Services.

3. A summary of the violation will be placed on file in the School of Nursing & Health Services. The summary of the violation will address:
   a. Date occurred/Date of discovery.
   b. Nature of violation.
   c. Impact of the violation.
   d. Communication with agency if appropriate.
   e. Disposition/Resolution of incident.

4. If the student feels there is additional relevant material, the student has three (3) days after being informed of the professional violation to respond in writing.
## Violations Matrix

### Medication Violation:
The failure to implement the five (5) rights of medication administration in the clinical setting.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Verbal Academic Warning</th>
<th>Minor Violation</th>
<th>Major Violation</th>
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<tbody>
<tr>
<td>1</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
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<td>2</td>
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<tr>
<td>4</td>
<td>NA</td>
<td>NA</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; violation</td>
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</table>

### Safety Violation:
The failure to minimize the risk of harm to patients and providers through performance in the clinical setting.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Verbal Academic Warning</th>
<th>Minor Violation</th>
<th>Major Violation</th>
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<tbody>
<tr>
<td>1</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; (written)</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<td>2</td>
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<td>2&lt;sup&gt;nd&lt;/sup&gt; violation</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; violation</td>
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<td>3</td>
<td>NA</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; violation</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; violation</td>
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<tr>
<td>4</td>
<td>NA</td>
<td>NA</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; violation</td>
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</table>

### Professional Violation:
The failure to practice personal accountability and professional responsibility to the profession of nursing.

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<tr>
<th>Semester</th>
<th>Verbal Academic Warning</th>
<th>Minor Violation</th>
<th>Major Violation</th>
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<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
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STUDENT MALPRACTICE FEES

PURPOSE: To establish a method for assessing and collecting malpractice fees from students in programs within the School of Nursing and Health Services, per semester.

1. All students having patient contact in the clinical agency, or doing invasive techniques in the laboratory, will be assessed a malpractice fee.

2. The malpractice fee shall be established and/or reviewed yearly by the Dean, School of Nursing & Health Services, and the Vice President for Business and Finance.

3. The malpractice fee will be assessed once per clinical rotation and are subject to change based on the cost to the college.

4. Students carrying their own malpractice or through employment are not exempt from paying the malpractice fee.

5. Malpractice fee is included with course fees and not paid separately.

6. Refunds are not available after the official college add/drop period ends.

Revised: 7/1/11; 7/19/12, 12/13, 7/14, 8/4/15
ADMISSION TO THE NURSING PROGRAM

PURPOSE: To provide a standardized selection and admission process for students seeking admission into the SMC nursing program.

1. Applicants must meet all criteria as outlined in the general college admission policy.

2. All prospective nursing applicants must meet with the specialty advisor in Career Planning Center for an interview. As it is the responsibility of the specialty advisor to present completed files to the Dean, School of Nursing & Health Services, the specialty advisor must be aware of the applicant's desire to enter the nursing program. Students who have been dismissed from two previous Schools of Nursing will not be considered for admission to the School of Nursing.

3. Transfer students must have official transcripts to specialty advisor prior to appointment with the Dean of the Nursing Program.

4. Completed applications must be submitted by May 1 for admission to the fall semester, and August 1 for admission to the spring semester for AAS in Nursing. Admission information is sent via email to the student’s WIRED address.

5. Applicants must meet all criteria to be considered for admission to the nursing program. Criteria information can be found under the MY RESOURCES >NURSING & HEALTH SERVICES link of WIRED. Applicants will be ranked by GPA overall and prerequisite, those students with the highest GPS’s will be admitted first. After the first forty seats are filled, the next five highest applicants will be placed on an alternate list. If any accepted applicant declines their seat to the program, the first name on the alternate list will be admitted. Remaining alternates from the list are guaranteed admission to the next semester. All other applicants will need to repeat the admission process for the next semester.

5a. One semester deferments will be granted in extreme hardship cases, (medical/ family emergencies) per documentation and approval of the Dean of the Nursing Program. Applicants who defer their admissions more than one semester without being granted a deferment will be returned to the applicant pool subject for review for the next semester. Students who defer without an approved reason will be returned to the applicant pool.
6. The selection process will utilize a standardized 8 point system to provide equality, continuity, and consistency.

7. Admission of non-generic applicants (LPN/AAS and transfer students) is up to the discretion of the Dean of the Nursing Program that is; these applicants are admitted on a first come, first serve basis when admission criteria has been met and when clinical space is available. If two applicants who applied on the same day are competing for same seat, the GPA will be used as the deciding factor. See policy 3.3 for the LPN/AAS, policy.
ADDENDUM A
STANDARDIZED POINT SYSTEM FOR ADMISSION

Prior to the assignment of points, the applicant must first meet the admission requirements: that is, a prerequisite GPA of no less than 3.0 and an overall SMC GPA of no less than 3.0.

SMC Nursing Program utilizes a competitive priority admission. Students will receive points for their prerequisite GPA and cumulative GPA (minimum of 3.0 must be achieved in each area). The GPA from highest to lowest will be utilized for admission criteria.

The point system will be used an 8 points system: 4 points allocated to the SMC cumulative GPA and 4 points allocated to the pre-requisite GPA.

1. Points for SMC GPA and prerequisite GPA will be based on the GPA in that course. For example, if the GPA is 3.12, the applicant will be awarded 3.12 points.
   a. Students may repeat a course to increase their GPA. The most current grade will be recognized when calculating the prerequisite GPA.
   b. When repeating a science or psychology course because of age, the most current course grade will be recognized when calculating the prerequisite GPA.
   c. CLEP and other standardized test scores meeting college course equivalents will meet the prerequisite requirements but will not be factored into the prerequisite GPA.
   d. It is the responsibility of the nursing program department to ascertain the prerequisite grades and calculate the prerequisite GPA.

3. Points will be totaled and will be used for the ranking for admission.

4. Points are fluid; that is, points will be recalculated each time the applicant's file is reviewed.

5. If several students have the same total of points at the forty seat break, those with the highest overall SMC GPA will be given priority for admission.

6. *The Prerequisite GPA will be based upon the grades in the following courses:
   - ENGL 103 Freshman English II
   - CHEM 100 Fundamentals of Chemistry (or competency)
   - BIOL 214 Basic Human Anatomy
   - MATH 101 Introductory Algebra (or competency)
   - PSYC 101 General Psychology

7. All the following paperwork must be submitted to the nursing office in order for the student to receive their final acceptance status:

   - Nursing application (two pages),
• a medical examination demonstrating that the applicant is in good health, immunizations that are up to date, chickenpox verification form (must provide immunization records), health form filled out by the student, proof of citizenship (i.e., official birth certificate, Permanent Resident documentation, I-20),
• high school transcript or G.E.D.,
• all college transcripts,
• a criminal background check form, proof of citizenship, and a copy of the driver’s license. Students who fail to meet the deadline for submission of paperwork will not be considered for the nursing program at that time.
CRIMINAL BACKGROUND CHECK

PURPOSE: To provide a standardized method for obtaining criminal background checks on all students in clinical rotations/internships as required by the Public Health Code and clinical facilities. To verify that the individual has had no felony convictions in the last fifteen years, and that the individual has had no misdemeanor convictions within the last ten years involving abuse, neglect, assault and battery, criminal sexual conduct, fraud, or theft.

1. As part of the admission process to the Nursing Program, all students will be required to sign the Criminal Background Check Authorization Form and drug screen.

2. Students must provide proof of citizenship. This would be a copy of their birth certificate, an active I-20 document, or a permanent resident card.

3. Students must provide a current driver’s license or government issued picture I.D.

4. Failure to turn in the above three forms as well as a criminal record discovery will result in denial into the nursing program.

5. After a student has been admitted to the nursing program, he or she is required to immediately inform the Nursing Program administrative assistant, if he or she is subsequently arrested or convicted on any of the criminal offenses covered by the Public Health Code.

6. Applicants to the nursing program and students preparing to enter a clinical setting will be required to take a drug screen. Student refusal to be randomly drug screened while in the nursing program will be released from the program.

7. Individuals who do not pass a criminal background check, are convicted of criminal offenses covered by the Public Health Code, or who do not pass a drug screen (or who refuse a drug screen) will not be placed into the clinical component of any course which requires such a clinical component, and will be removed from any such clinical component if already placed. As completion of clinical rotations is a graduation requirement, a degree will not be granted to those who do not successfully complete all required clinical rotations. The student is responsible for the cost of any background checks and drug screening.

Revised: 7/1/11; 7/19/12; 8/19/13; 12/16/13, 7/14, 8/4/15, 7/17
PURPOSE:  To provide a standardized method of admitting those individuals subject to Rule 204

NOTE:  This procedure applies to both SMC graduates and graduates from other nursing programs that have not successfully completed either the NCLEX-PN or NCLEX-RN within two years or six attempts of the first attempt of the licensing examination.

1. Applicants subject to Rule 204 will be counseled by the Dean OF THE Nursing Program.

2. The applicant shall repeat an entire professional nursing program that has been approved by the board pursuant to R 338.10303a and in compliance with R 338.10303b.

3. Applicants will make application to college, subject to college policy. If not already on file, the individual will submit a copy of their high school transcript or GED score as well as transcripts of all other colleges attended.

4. Applicants must complete the following courses with a "B" grade or better average prior to consideration for acceptance:
   a. BIOL 214, Anatomy
   b. CHEM 100, Fundamentals of Chemistry (or competency)
   c. ENGL 103, Freshman English I
   d. MATH 101, Introductory Algebra (or competency)
   e. PSYC 101, General Psychology

5. The individual must submit all the required paperwork for admission to the nursing program (refer to policy 3.1).

7. The applicant will not be allowed to challenge any NURS or BIOL course.
8. The applicant will have no less than a GPA of 3.0 to be considered for admission.

9. Once the above criteria have been met and space is available, the individual will be given consideration for admission. The decision for admission is the responsibility of the Dean, School of Nursing & Health Services, with input from the nursing faculty and nursing advisor.

10. Individuals will be admitted to Level One, Semester One as clinical space permits. The student will progress through the nursing curriculum in an orderly fashion, following the rules and regulations of the nursing program and the college.

11. Applicants desiring to complete the NCLEX-PN exam must take Level One, Semesters One, Two, and Three nursing courses.

12. Applicants desiring to complete the NCLEX-RN exam must take Level One, Semesters One and Two and Level Two, Semester One and Two nursing courses.

13. Any previous failing grades in NURS courses (from the first admission) for SMC graduates will not be recognized. The student is subject to the 2F rule when progressing through the curriculum as stated in the Nursing Student handbook (refer to policy 4.1).

14. Students electing to pursue the curriculum on a part time basis are subject to availability of clinical space.

Revised: 7/1/11; 7/19/12; 12/16/13, 7/14, 8/4/15, 8/17
ADMISSION TO THE NURSING PROGRAM BY INDIVIDUALS WHO HAVE COMPLETED SCHOOLING OUTSIDE THE UNITED STATES AND ARE SEEKING MICHIGAN LICENSURE

PURPOSE: To provide a standardized method of admitting the above identified individuals.

NOTE: Individuals who have graduated from nursing schools outside the United States and have failed the licensing examination within two years or six times since initially sitting for the exam are subject to Policy 3.2.2.

1. Applicants who have completed their nursing education in another state or outside the United States and are applying for Michigan licensure are subject to Rule 204 b and c of the Michigan Public Health Code. These individuals are to be counseled by the Dean, School of Nursing & Health Services and nursing advisor.

2. Applicants will make application to the college, subject to college policy. Applicants will submit a copy of their nursing program transcript, indicating graduation date.

3. Applicants will also submit to the Dean a copy of the Michigan Board of Nursing letter indicating which courses are needed to be eligible for licensure. No applicant will be admitted without this letter.

4. Applicants must submit proof of current immunizations and a completed medical form demonstrating good health. Refer to admission criteria as listed in policy 3.1.
5. Once the above criteria have been met and space is available, the applicant will be given consideration for admission. The decision for admission is the responsibility of the Dean, School of Nursing & Health Services, with input from the nursing faculty and nursing advisor.

6. Applicants will not be allowed to challenge any NURS course.

7. Applicants will be subject to the progression rule as stated in the Nursing Program handbook when transitioning from class to class through the identified courses.

8. Accepted individuals will be provided a seat after all current and out-of-sequence SMC nursing students and LPN/AAS applicants have been placed.

7-26-93; Rev. 8-30-93; 1-30-97; 8/14/97; 3/98, 7/11; 7/12; 12/16/13, 7/14, 8/4/15
ADMISSION TO NURSING PROGRAM: LPN TO AAS DEGREE TRACK

PURPOSE: To provide a standardized method of selecting students who hold a valid LPN license to complete the associate in applied science degree in nursing.

1. Applicants must meet all admission criteria as outlined in the general college admission policy. All prerequisites must be completed prior to admission. Physiology credit must be within five years of application. If greater than five years (physiology) must be repeated. Students applying for the LPN to AAS degree program must have a minimum prerequisite GPA of 3.0 or higher and a cumulative SMC GPA of 3.0 or higher.

2. All prospective LPN to AAS degree applicants must meet with the nursing advisor in the Career Planning Center to discuss their educational plans and transfer of credits.

3. All applicants must present a current/valid LPN license. Applicants will be granted credits for the following courses based upon their license:

   NURS 166 Nursing Practice in Foundations
   NURS 180 Nursing Care of Adults

4. Applicants who graduated from SMC’s option (PN) nursing track will be considered first for the LPN to AAS degree completion as long as the student meets all other admission requirements.

5. Applicants who opted to graduate from the SMC and sit for the NCLEX-PN © within the past three years will also be given credit for:

   NURS 178 Pharmacology

   Applicants who graduated more than three years ago from SMC and successfully completed the NCLEX-PN ©, will either successfully complete the tests listed below or will be required to complete NURS 178- Pharmacology and NURS 177 – Psychosocial Nursing:
NLN Psychiatric Mental Health Nursing with a score of 78%
NLN Pharmacology in Clinical Nursing with a score of 78%.

Please see policies 7.3 and 7.4 for specifics.

6. Applicants who graduated from another nursing program must successfully complete the NLN Psychiatric Mental Health Nursing with a score of 78% or better or NURS 177 Psychosocial Nursing with a grade of C or better and NLN Pharmacology in Clinical Nursing with a score of 78% or better or NURS 178 with a grade of C or better. Please see policies 7.3 and 7.4 for specifics.

6. Any LPN to AAS degree applicant shall complete no less than the last two complete semesters of nursing courses of the nursing curriculum. This would be Level Two, Semester One and Two of the AAS degree program.

7. Once the applicant has completed all the prerequisites, submitted the required paperwork and has established the Level/Semester of entry, the applicant will be admitted using Policy 3.7.

2/5/98; Revised: 7/1/11; 7/19/12; 12/16/13; 7/14, 7/17
SOUTHWESTERN MICHIGAN COLLEGE (SMC)
SCHOOL OF NURSING & HEALTH SERVICES

POLICY - NURSING PROGRAM

NUMBER 3.4
ISSUED 10/25/89
REVIEWED 7/17
REVISED 8/4/15

ADMISSION CRITERIA FOR STUDENTS WITH DISABILITIES

PURPOSE: To provide a standardized method of selecting students for the SMC nursing program, having direct patient contact when the ability to function safely and effectively within the profession. As elsewhere in the nursing program, curricula/courses, emphasis is placed upon the welfare and safety of the clients (See Public Health Code for the State of Michigan) rather than applicant's deficits.

1. To progress successfully through the curriculum and function as a practicing health care provider after graduation, the individual must be able to perform cardiopulmonary resuscitation correctly. To meet this requirements all applicants must have:
   a. the visual acuity with corrective lenses to identify cyanosis and absence of respiratory movement in a patient;
   b. enough hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face (to ensure that the health care provider will be able to attend to a patient's call for help);
   c. sufficient physical ability (minimal impairment of upper and lower extremities) to perform cardiopulmonary resuscitation for 10 minutes without interruption;
   d. sufficient speaking ability to be able to question the patient about his/her condition and to relay information about the patient verbally to others;
   e. enough manual dexterity to draw up solutions in a syringe

2. All applicants must meet admission criteria as outlined in the college catalog.

3. It is recommended that students with disability provide a letter from their physician delineating their disabilities and confirming the student’s ability to meet the requirements listed above.

4. Like any other student, the student with disability is expected to provide an adequate level of patient care to meet the program/course objectives.

5. After admission the student with disability will consult with faculty responsible for their clinical experience. Achievement of course objectives will be discussed. Faculty will be responsible for contacting the assigned clinical agency for use of facilities.

Revised: 4/2/93; 9/29/94; 1/30/97; 2/5/98; 7/11; 7/12; 8/4/15
ADMISSION TO NURSING PROGRAM: TRANSFER STUDENTS

PURPOSE: To provide a standardized method for admission of students to the SMC nursing program who transfer nursing credits from another nursing program. This does not include those students who transfer in non-nursing courses from other colleges.

1. Applicants must meet with the nursing program advisor, and meet all admission criteria as outlined in the college catalog for admission into the nursing program. Students who have been dismissed from two previous Nursing Programs will not be considered for admission.

2. All transferring applicants must submit, a letter from the Director/Dean of the Nursing Program from which they are transferring stating the following:
   a) Reason transferring from the nursing program.
   b) If the student is leaving in good standing and has the option of returning to the program if and when space is available.
   c) If any safety or disciplinary action occurred against the applicant while at the program, especially if that is a contributing factor to the transfer.

4. If the applicant is leaving the program due to an academic or safety (clinical) deficiency, the dean of the nursing program, shall consult the full time faculty for their input.

6. Any applicant transferring into the program shall complete no less than the last two complete semesters of nursing courses of the nursing curriculum. This would be Level Two, Semester One and Two for the ADN program.

Revised 09/07 AJN; 7/11; 7/12; 7/14; 9/15
ACADEMIC FORGIVENESS POLICY

PURPOSE: To provide a standardized method of reviewing documents to grant Nursing Program academic forgiveness.

1. The Nursing Program recognizes that individuals can mature in life experiences. To that end, the Nursing Program offers individuals who attempted the nursing program more than 60 months ago and, were unsuccessful in the nursing program, the option to declare academic forgiveness.

2. Individuals who can declare academic forgiveness from the Nursing Program are those who have earned 2Fs or more in nursing courses (NURS). A minimum of 60 months (5 years) must have passed in order for the student to request academic forgiveness for the nursing program.

3. Individuals who were removed from the nursing program for unprofessional or safety reasons at any level are not eligible for academic forgiveness.

4. Process: 
   https://www.swmich.edu/sites/swmich.edu/files/academics/catalog_15_16.pdf#academic-forgiveness-policy

NOTE: Students who receive nursing program forgiveness will enter the nursing program with a clean record and will be subject in all future nursing courses to nursing program’s policies.

4/25/96; 1-30-97; 3/98; 7/11; 7/12; 7/14; 8/15
PRIORITY RANKING FOR NURSING PROGRAM PROGRESSION

PURPOSE: To provide a standardized method of prioritizing admissions and re-admission for the nursing program.

a. Admissions and re-admission to the nursing program will use the following priority ranking system:
   a. Full time, regularly progressing students.
   b. Part time, regularly progressing students.
   c. Students who are out of sequence for non-academic reasons and are in good standing.
   d. Students who are out of sequence (1F) for academic reasons and are in good standing.
   e. Transfers from other nursing programs.
   f. Students with withdrawals (W)

2. Admissions and re-admissions will be based on space availability.
   a. If there are more students than spaces available in the same category, the decision will be based upon higher GPA. In the case of an identical GPA, the student who has been waiting the longest time for admission or re-admission will have priority.

3. Out of sequence students must notify the nursing office by e-mail or submit a Class Preference Form (located on the board outside the Nursing and Health Services Office, or on the college wired internet service), of their theory and clinical requests for the next rotation, no later than 6 weeks before those classes start. Students who fail to notify the nursing office that they will not be taking a requested theory or clinical class, will be placed at the bottom of the priority ranking.

Revised: 7/11; 7/12; 7/14; 7/17
RE-ADMISSION TO THE NURSING PROGRAM:  No failing grades

PROCEDURE:  To provide a standardized method of readmitting students who left the program for non-academic reasons.

1.  A student who withdraws from the nursing program in good standing may be readmitted to the nursing program upon their request. This request must be submitted, in writing, to the Dean of the nursing program, no later than four weeks prior to the start of a semester/session.

2.  The individual is placed on a waiting list until an opening for the required course is available. Re-admission to the clinical sequence is based upon:
   a.  Space available.
   b.  Reason for departure (personal has priority over academic)
   c.  Current overall GPA.

3.  Students who have not attended a nursing program for more than one year are required to repeat theory and clinical components for the previous nursing course. This decision to repeat a course is the responsibility of the Dean, of the Nursing Program, with recommendations from the nursing faculty.

4. Students that have left the program for non-academic reasons (no failing grades) have re-admission priority over those students who are being readmitted and have a failing grade in a NURS course.

Revised: 7/11; 7/19/12; 7/14; 8/15
PROGRESSION REQUIREMENTS

PURPOSE: To provide an established method for student progression through the nursing program.

1. To progress in the nursing program, the student must:
   a. maintain a minimum grade of C or higher in all required non-nursing courses
   b. maintain a 78% or higher in each nursing course (NURS)
   c. maintain a cumulative grade of 78% or higher

2. Any student who fails a NURS class will be allowed to retake the class, once.

3. If a student chooses to withdraw (failing or passing) from any NURS class they will be able to retake the class, once, with no penalties. Students are allowed two withdrawals during the entire nursing program.

4. Any student who receives a second failure in the nursing program (during any semester) will not be eligible to select the PN option or AAS in nursing program for five years.

Revised: 7/11; 7/12; 12/6/12; 8/19/13; 12/16/13; 7/14; 8/4/15, 7/17
DISMISSAL FROM THE NURSING PROGRAM

PURPOSE: To provide a standardized method of dismissal from the SMC nursing program.

1. Students will be dismissed from the program as a consequence of progression through safety or conduct policies (1.1, 1.2):
   a. the student exhibits unsafe or injurious behavior in the clinical setting, that is, does not protect the safety and welfare of the client.
   b. the student fails the same nursing course two times.
   c. the student fails any two nursing courses while attempting to complete curriculum requirements.
   d. the student knowingly falsifies any material/information (clinical and/or theory).
   e. the student commits a felony or misdemeanor that violates the State of Michigan law while enrolled in the nursing program (http://www.michiganlegislature.org)
   f. the student’s drug screen tests positive at anytime, or refuses a random drug test.
   g. is found cheating or falsifying any information.
   h. the student has more than two withdrawals.

2. If a student fails either the theory or clinical portion of any course of a first rotation course and the failure is the second for the student, the student may continue in their non-clinical full length semester nursing courses. Completion of the semester length course is allowed for transfer purposes only.

Revised: 7/11; 7/19/12; 12/16/13; 7/14; 8/4/15, 7/17
PURPOSE: To establish graduation guidelines.

1. Students will graduate from the program when the following criteria have been met:
   a. the student has maintained a 78% grade or higher in all required courses within the nursing curriculum.
   b. the student has maintained a cumulative overall GPA of 2.0 or higher.
   c. the student has been a safe practitioner in the clinical setting.

2. All nursing students will be subject to graduation policies of the college.

3. Students may participate in the college graduation ceremony after the completion of all NURS courses.

4. Students who graduate with a 3.20 or higher GPA will receive nursing honors. This is an internal award of the School of Nursing.

Revised: 7/11; 7/19/12; 12/16/13; 7/14; 8/15, 7/17
TESTING/ASSIGNMENTS

PURPOSE: To maintain a fair and consistent testing policy across the nursing curriculum.

NOTE: This testing policy includes all NURS courses.

1. All quizzes, examinations (exams), and assignments are expected to be completed by the student as scheduled.

2. The only acceptable excuses for missing a scheduled quiz, exam or assignment will be a death in the immediate family or an incapacitating illness or accident verified by a doctor or otherwise validated as to be acceptable to the instructor, chair or the Dean, of the Nursing Program. Proper documentation must be provided to be considered for quiz or exam make-up (doctor’s excuse, court papers, etc.)

3. Prior notification of a missed quiz or exam is required. Instructors reserve the right to use alternative quiz, exam, or assignment formats for an excused absence on quiz, exam, and assignment day.

4. Failure to comply with the following quiz and exam guidelines will result in the failure of the quiz or exam:

   - Quiz or Exam time limits will not be extended due to a student arriving late to class.
   - There will be NO leaving your seat once the quiz or exam begins. If a student must leave during the quiz or exam, the quiz or exam must be turned in to the instructor and will be considered a complete quiz or exam.
   - No Foods, drinks, candy, gum (unless approved by instructor) will be allowed during examinations.
   - No hats, hoods or scarves are to be worn during quiz or exams.
   - All bags and personal belongings will be placed at the front of the room prior to the beginning of the quiz or exam.
   - Cell phones, tablets, and other electronic devices will be turned off (not on vibrate) during an examination.
   - All items needed for the completion of the quiz or exam will be provided by the instructor. This includes but is not limited to: pencils, erasers, calculators, scrap
Paper, quiz/exam booklet, and answer sheet.
- You may be asked to sit in assigned seats or rotate from your “normal” seat.
- Instructors will circulate around the room during the quiz or exam.
- Students are not to “gather” outside the classroom or loiter in the hallway when they are finished with the quiz or exam. It is expected the students will move to a “community” place (i.e. The Birdfeeder, or Commons) until the “end time” of the exam. It is a distraction to students still completing the quiz or exam to have the increasing noise outside the classroom.

5. In class review of a quiz or exam is up to the discretion of the instructor; however the previously stated guidelines will be followed during the review of a quiz or exam. No quizzes or exams may be reviewed after 5 business days of the scheduled quiz or exam (not to include Saturday and Sunday as business days). An appointment with the instructor must be made to review any quizzes or exams within the 5 day period.

6. Penalty for late assignments is 5% of the grade for each day the assignment is late. It is to the discretion of each individual instructor to determine the number of days an assignment is considered late (based on days of interaction between faculty and student).

7. Faculty are expected to give advanced notice to the students when changing the date of a scheduled quiz, exam or assignment.

8. No extra credit opportunities are permitted for any NURS courses.

Revised: 7/11; 7/19/12; 8/14, 8/15, 7/17
PHARMACOLOGY CHALLENGE TEST

PURPOSE: To provide a standardized method of verifying student's knowledge regarding pharmacology. The student will receive credit for NURS 178, Pharmacology, if successful.

1. Eligible individuals for this test include:
   a. Any graduate who opted to take the Capstone course at SMC, and sit for the NCLEX-PN © and graduated more than three years previously. Therefore, a SMC graduate who successfully completed the Pharmacology course within the last three years would not repeat the course unless so desired.
   b. Any Licensed Practical Nurse returning to school to earn an Associate Degree in Nursing.
   c. Any transfer student whose pharmacology course was judged to be unacceptable by the SMC registrar, nursing advisor and dean of the nursing program, after review of the course syllabi.

2. Any qualifying individual must complete the following requirements:
   a. The National League for Nursing Pharmacology test with a score of 78% or better.
   b. Principles of Medication Administration (NURS 167), with a grade of 85% or better.

3. The NLN Pharmacology test may be taken once. The course, NURS (167), Principles of Medication Administration may be repeated once.

4. Any student successfully completing both components will be awarded 2 credits for NURS 178, Pharmacology.

5. The student will not be allowed to progress in the curriculum until the pharmacology course or the pharmacology challenge is successfully completed.

6. Any individual enrolled in either nursing curricula that completed the course successfully or left either program prior to completion may be subject to repeating the course, please refer to the policy regarding individuals returning to school after one year.
7. The Testing Center will be responsible for the administration of the NLN Pharmacology Challenge Test. Authorization for the students to take the challenge test will come from the Dean of the nursing program.

8. The fee for the challenge test is established by the Certified Testing Center at SMC. The Testing Center will be responsible for ordering the exams and the collection of funds.

Revised: 7/19/12; 7/14; 8/4/15, 7/17
PSYCHOSOCIAL NURSING CHALLENGE TEST

PURPOSE: To provide a standardized method of verifying student's knowledge regarding psychosocial nursing. The student will receive theory and clinical credit for NURS 177, Psychosocial Nursing, if successful.

1. Eligible individuals for this test include:
   a. Any Licensed Practical Nurse returning to school to earn an Associate in Applied Science Degree in Nursing.
   b. Any transfer student who completed an acceptable psychosocial nursing course less than three years ago.
   c. Any transfer student whose psychosocial nursing course was judged to be unacceptable by the registrar, nursing advisor, dean of the nursing program and the psychosocial nursing instructor.

2. Any qualifying individual must complete the NLN Psychiatric Mental Health Nursing with a score of 78% to earn theory and clinical credit. Four credits (2 theory/2 lab) will be earned on successful completion of the test.

3. Individuals who are unsuccessful in the NLN testing will complete both theory and clinical portions with a grade of C or better to progress in the program.

4. The students will not be allowed to progress in the program unless the challenge is successful or both theory and clinical portions are completed with a grade of C or better.

5. The Testing Center will be responsible for the administration of the Psychiatric Mental Health Nursing challenge test. Authorization for the student to take the challenge test will come from dean of the nursing program.

6. The fee for the challenge test will be established by the Certified Testing Center at SMC. The Testing Center will be responsible for the ordering of the test and the collection of funds.

Revised: 7/19/12 (formatting only); 7/14; 8/4/15
PURPOSE: To maintain a fair and consistent grading policy across the nursing curriculum for all NURS courses.

1. The grading scale for the nursing program is:

   - A = 96.0-100 Excellent
   - A- = 93.0-95.9
   - B+ = 90.0-92.9
   - B = 87.0-89.9 Good
   - B- = 84.0-86.9
   - C+ = 81.0-83.9
   - C = 78.0-80.9 Average
   - C- = 75.0-77.9
   - D+ = 72.0-74.9
   - D = 69.0-71.9
   - D- = 66.0-68.9
   - F = below 66 Unsatisfactory Performance
   - W = Withdraw
   - X = Audit, no credit awarded
   - I = Incomplete

   Grades below 78% are NOT considered passing. Students must achieve a 78% or higher in all NURS courses in order to proceed on to the next course and graduate from the program.

2. When the student repeats a course to improve a grade or update the course due to age, the second or succeeding grade becomes the grade that is recognized.

3. A grade for an assignment will be lowered 5% for each day the assignment is late. This does not include Sunday.

4. Rounding of Grades: Final grades will be calculated to the tenth. There will be no rounding of grades. The final average of the class must be 78.0% or higher to progress in the program. A final average of 77.9% is a failing grade.

5. KAPLAN © integrated tests will be incorporated into most courses and are required to be taken in order to successfully complete the courses in which they are assigned. The Kaplan
© Integrated tests will be 5% of the final course grade. Remediation on the Kaplan© Integrated tests is required. In order to receive credit for taking the Kaplan examination, the student must remediate a minimum of 1.5 minutes per question missed.

Revised: 7/11; 3/12; 7/19/12; 12/16/13; 7/14; 8/4/15, 8/31/2016
PURPOSE: To establish a consistent policy for excessively missed clinical time.

NOTE: This policy will be contained in the Nursing Student Handbook and will be reviewed at the beginning of each academic year.

1. The nursing student is required to attend all clinical assignments. In the event of impending absence or tardiness for clinical experience, the student is required to notify, prior to the scheduled clinical time, the instructor or contact person for any assigned clinical experience.

2. All time for unexcused tardiness must be made up. Unexcused tardiness in the excess of one hour (sixty one minutes or more) will be considered a day absent and also a professional violation, and must be made up.

3. Any missed time from the clinical setting will be made up at the student's expense.

   a. Absence must be made up at the student’s expense payable to the nursing office. A fee of $25 must be paid prior to clinical make-up and progression to following course. Student will be given an Incomplete in the course until requirements are met.

4. Students will not be allowed to rearrange any clinical assignments after missing time.

5. Any student missing more than 16 hours will be given a “W”. The student who is given a withdrawal is responsible for completing the paperwork in the nursing office; failure to complete the paperwork will result in a failing grade. The course must be repeated to progress in the nursing program.

6. Clinical make-up time/assignments will be scheduled at the discretion of the clinical instructor in collaboration with the student, and must be completed prior to the end of the course.

Revised: 7/19/12; 12/16/13; 7/14; 8/4/15
NURSING PROGRAM DRUG TESTING POLICY

PURPOSE: To establish a standardized drug testing policy upon admission to the nursing program as well as throughout the program in an effort to provide a safe environment in the classroom, clinical, and observational settings.

NOTE: This policy will be contained in the Nursing Student Handbook and will be reviewed at the beginning of each academic year.

POLICY: Southwestern Michigan College School of Nursing and Human Services enforces a zero tolerance for impairment due to alcohol and/or drug use while on campus, in clinical, or observational settings. Infringement of this policy will cancel the offer of admission, and for those admitted to the Nursing Program, be subject to disciplinary action up to and including dismissal from the program.

1. Student admission to the Nursing Program is contingent upon a drug screen test result indicating no evidence of drug use.

   The student is responsible for the cost of the admission and, if applicable, the repeat admission drug screen. The admission drug screen is part of the background check conducted upon admission and results will be directly reported to the Nursing office. In an effort to have all results prior to the start of the semester, the drug screen must be completed at least 2 weeks prior to the starting of the semester.

   If admission drug screen results are reported after the semester begins as a positive/presumptive positive result, the student will be immediately dismissed from the Nursing Program.

   A drug screen result indicating dilution of the sample will require an immediate repeat drug test. The student with a negative dilute result will be escorted to the alcohol/drug testing site by an SMC staff/faculty member for retesting. More than one (1) retests resulting in a negative dilute may be considered a presumptive positive and will be treated as so.

2. In the event of a drug screen indicating use of an illegal drug or controlled substance without a legal prescription, the student admission to the Nursing Program will be denied. Results
will be submitted to the Dean of the School of Nursing and Health Services. **Duty of Report:** if the student is licensed/registered health professional, a report will be made to the Attorney General and Michigan Professional Licensing Agency (or state(s) in which the applicant/student holds a license).

3. Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical plans while a student in the Nursing Program. However, when such medications affect clinical judgment, the student’s safety, or the safety of others, the student will be removed from classroom/clinical setting. The Dean of the School of Nursing and Health Services will be consulted to determine when/if the student is allowed to return to the classroom/clinical settings.

4. After admission to the Nursing Program, at any time faculty/staff or an administrator has a reasonable suspicion a student is impaired due to drug or alcohol use while in the classroom, laboratory, other campus settings, clinical, or observational settings, the student will be removed from the setting and is required to undergo an immediate drug and alcohol screening. The student will be suspended from all academic and clinical activities within The School of Nursing and Health Services until investigation into the situation is complete.

In the event faculty/staff or administrator has reasonable suspicion of an impaired student, transportation and the cost of the drug and alcohol screening will be incurred by The School of Nursing and Health Services.

To determine reasonable suspicion, the following factors may be considered, but are not an exclusive list of factors justifying an alcohol or drug screen:

- The physical symptoms or manifestations of alcohol or drug use and impairment such as altered or slurred speech, repeated incoherent statements, dilated or constricted pupils, flushed skin, excessive sweating, excessive drowsiness or loss of consciousness;
- Unexplained, abrupt or radical changes in behavior such as violent outburst, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood without explanation;
- Inability to walk steadily or in a straight line, or perform normal manual functions essential to clinical treatment without reasonable explanation;
- Accident or “near misses” in a clinical environment that appear related to unexplained sensory or motor malfunction;
- Perceived odor of alcohol or illegal drugs;
- The direct observation of drug or alcohol use or;
- A report of reasonable suspicion provided by a reliable and credible source.

5. In the event of a positive alcohol/drug screen of a student that is currently enrolled in the Nursing Program, the student will be immediately dismissed from the program by the Dean of the School of Nursing and Health Services, pending investigation. Guidance from those in administrator roles may be utilized by the Dean of the School of Nursing and Health Services in the event of a positive alcohol/drug screen. A confirmed positive alcohol/drug screen will result in the dismissal from the Nursing Program. **Duty of Report:** if the student is
licensed/registered health professional, a report will be made to the Attorney General and Michigan Professional Licensing Agency (or state(s) in which the applicant/student holds a license)

6. Refusal to submit an alcohol and drug screen by the student, will be considered a presumptive positive and treated as so. A student’s whose test results in a “negative dilute” or an insufficient sample will be required to retest immediately. More than one (1) retest resulting in a negative dilute may be considered a presumptive positive and will be treated as so.

7. In the event of a medication administration/handling discrepancy (i.e. in the case of the improper documentation of controlled medications) or in the event of a medical error, accident or injury, alcohol/drug screening will be conducted according to the policy of the clinical agency.

8. Referrals for evaluation and counseling for alcohol/drug use will be part of a plan for a student with a positive screening or incident related to alcohol or drug use.

9. If a student is dismissed from the Nursing Program due to a violation of this policy wish to seek readmission into the Nursing Program, the applicant must submit a letter to the Dean of the School of Nursing and Health Services requesting readmission into the program. Applicants for readmission must also include documentation from a therapist specializing in addiction behaviors indicating the status if recovery and/or documented rehabilitation related to the substance used or abused. Documentation must include a statement by the therapist declaring the applicant will be able to function effectively and provide a safe and therapeutic care to the clients in the clinical setting.

If readmitted, the student will be subjected to random alcohol/drug screening and for reasonable suspicion screening for the duration of the student’s studies in the Nursing Program.

If the readmitted student has one (1) positive result on an alcohol/drug screen after readmission to the Nursing Program, the student will be dismissed from the Nursing Program with no option for readmission to the program.
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<td>Food Services</td>
<td><a href="https://www.swmich.edu/campus-services/food">https://www.swmich.edu/campus-services/food</a></td>
<td>Susan Coulston <a href="mailto:scoulston@swmich.edu">scoulston@swmich.edu</a></td>
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<td>Jeff Hooks <a href="mailto:jhooks@swmich.edu">jhooks@swmich.edu</a></td>
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<td>Katherine Gries <a href="mailto:kgries@swmich.edu">kgries@swmich.edu</a></td>
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<tr>
<td>Technology and Support Help lines</td>
<td>Phone: 269-782-1230 Monday-Thursday: 7:30 a.m. - 7 p.m. Friday: 7:30 a.m. - 4:30 p.m. Email: <a href="mailto:support@swmich.edu">support@swmich.edu</a></td>
<td>Jeanne Luthjohan <a href="mailto:jluthjohan@swmich.edu">jluthjohan@swmich.edu</a></td>
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STUDENT AGREEMENT FORM

I,______________________________, have read the Southwestern Michigan College Nursing Program Handbook and policies; I understand and will abide by all of the rules and regulations.

SIGNATURE ________________________________

DATE___________________________

*This form is required by each student every semester

1/87
Handbook Revised 8/88; 7/89; 7/90; 8/91; 7/92; 8/93; 8/94; 8/95; 8/96; 8/97; 8/98; 12/01; 8/02; 08/03; 7/04; 8/04, 6/05, 7/05, 7/06, 7/08; 08/09; 08/10, 06/11; 11/11; 7/12; 12/13,8/14, 7/15; 8/15; 8/16;8/17