

SEWARD COUNTY COMMUNITY COLLEGE



**NURSING STUDENT
HANDBOOK
2026-2027**

SEWARD COUNTY COMMUNITY COLLEGE

NURSING PROGRAM

Level I – Certificate in Practical Nursing

Level II - Associate Degree in Nursing

STUDENT HANDBOOK

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Table of Contents

Contents	Page Number
Facts about the nursing program	5
Mission Statement	6
Purpose Statement	6
Nursing Philosophy	6
Nursing Conceptual Framework	8
Program Alignment	9
Program Outcomes	10
Nursing Curriculum	12
Textbook List	13
Instructional Facilities	13
Student Commons Area	13
Student Parking	13
Smoking	14
Phone Usage	14
Student ID	15
Classroom Safety	15
General Policies	15
English Language Proficiency	15
Admission, Promotion and Graduation	17
Admission Grade Point Average	19
Re-Admission	21
Progression	20
Student Withdrawal Form	22
Academic Counseling Policy	23
Crucial Conversation Policy/Form	24
ATI Policy	29
Dismissal from Course Policy	30
Dropping a Class Policy	30
Assignments	30
Class and Attendance	32
Absence Calculation	33
Incomplete Policy	33
Illness	34
Transfer and Advanced Standing	35
Kansas Articulation Model	35
Advisee Instruction Guide	35
Application/Graduation	36
Capping and Pinning	36
Transcripts	37
Inclement Weather	39
CPR Policy	39

Immunizations	40
Accidental Medical Expense Benefit	42
Substance Abuse Protocol	42
Conduct in the Classroom	43
Academic Integrity Policy	42
Professionalism, Communication & Work Life Balance Policy	44
Student Right to Due Process	50
Academic Counseling/Student Contract	51
Confidentiality Policy	51
Nursing Journal Policy	52
Math Competency	52
Computer Use Policy/Guideline	53
Social media Policy	55
Student Grievances	49
Sexual Harassment of a Student	57
Student Employment	59
Counseling Services	60
Student Support/TRIO	61
Student Nurses Association	61
Student Representative Policy	63
Criminal Background Checks	64
Tuition Fees	64
Housing Rates	64
Estimated Expenses	64
Unsafe & Unprofessional Student Behaviors	65
Student Nurse Policy	71
Major Clinical Facilities	79
Clinical Setting Expectations Policy	80
Blood Exposure Policies	84
Release of Medical Information Form	93
Statement of Understanding	95
Contract for Social Media	96
Technical Standards Policy	97
ATI Policy Acknowledgement Form	98

WELCOME

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Facts About Nursing Program

The Seward County Community College Practical Nursing Program began in 1978 with an enrollment of 20 students. The Associate Degree program began in 1981 with an enrollment of 10 students. The Practical Nursing Program serves as the first year of the Associate Degree Nursing program (Level I). The Associate Degree Nursing program is the second level or Level II. This constitutes a bi-level nursing program in Kansas.

Both programs are approved by the Kansas State Board of Nursing (KSBN). The Level II program is also accredited by the Accreditation Commission for Education in Nursing (ACEN).

The Level I program is two semester sessions in length. The Level II program is two additional semesters in length.

Nursing students may receive clinical experience in hospitals, health departments, long-term care units, home health and occupational health and school services.

Seward County Community College employs 4 full-time nursing faculty members, including the Director, as well as part-time clinical adjunct nursing faculty members.

A graduate of Seward County Community College's Level I nursing program is eligible to take the National Council Licensure Examination (NCLEX-PN) to become licensed as a practical/ vocational nurse.

A graduate of Seward County Community College's Level II nursing program is eligible to take the National Council Licensure Examination (NCLEX-RN) to become licensed as a registered nurse.

Mission Statement

The Nursing Program at Seward County Community College prepares competent practical and associate degree nurses to meet the health care needs of clients by delivering quality wholistic care in a professional manner.

Purpose Statement

The purpose of the Nursing Program at Seward County Community College is to prepare entry-level nurses for the provision of wholistic client care. This purpose is fulfilled by two options: The first option is Level I as a program leading to a Certificate of Completion in Practical Nursing. The second option is Level I as the first year of the two-year nursing program to be followed by Level II, leading to an Associate Degree in Nursing.

Nursing Philosophy

Nursing is a practice profession providing goal directed wholistic care to individuals, families, and communities based on the diagnosis and treatment of human responses to actual or potential health problems for promotion, maintenance, and restoration of health. The Seward County Community College (SCCC) nursing faculty subscribes to the definition of nursing practice as described and protected by the Kansas Nurse Practice Act. <https://ksbn.kansas.gov/npa/>

The nursing process is a systematic method involving critical thinking and judgment to guide the nurse and client as they together determine the need for nursing care, plan and implement the care, and evaluate the results. The steps in the client-centered, goal-oriented process are interrelated and allow assessing, diagnosing strengths and problems, outcome identification, for development of a wholistic plan of individualized care, implementation of the plan of care, and evaluating the effectiveness of the plan in terms of client outcomes.

Education is a life-long process and an empowering force that enables an individual to achieve higher goals. Nursing programs need to be flexible to meet the learning needs of a changing student population. Nursing education should occur in institutions of higher learning incorporating all types of collegiate activities. The goal of nursing education is to provide an approachable, nurturing environment in which nursing students can develop self-discipline, intellectual curiosity, professionalism and critical thinking skills, and to prepare entry level nurses to meet the needs of a diverse society.

The nursing graduate is a member of a collaborative health care team who functions within the legal/ethical framework to provide safe and effective care to clients in a dynamic health care system. The graduate has completed a core of nursing content and clinical experiences consistent with the American Nursing Association (ANA) Standards of Practice, Standards of Professional Conduct and Quality and Safety Education for Nurses (QSEN).

Seward County Community College Nursing Program Is Accredited By:

The Accreditation Commission for Education
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
404-975-5000
www.acenursing.org

Approved by the Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street, Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
Fax: 785-296-3929

Conceptual Framework

The Seward County Community College nursing program bases nursing education on the nursing process as a systematic method directing nursing care to provide safe wholistic care to diverse clients. The client includes the individual, family, and community. Health is the balance between body, mind, and spirit at their optimum. Curriculum threads incorporated throughout the program include critical thinking, pharmacology, communication, safety, and client teaching.

Associate Degree Nurse (A.D.N.) Program Alignment – CIP: 51.3801

Effective: Fall 2023
Issued 6/13/22



A.A.S.

Maximum of 72 Credit Hours

Professional Nurse

• RN Credential

Required Courses within Program

Support Courses 24-29 credits:

Anatomy and Physiology 5-8 credits

English 101 or English Composition 3 credits

General Psychology 3 credits

Microbiology 4-5 credits

OR

Pathophysiology 3-4 credits

AND

Elective Credits Up to 10 credits

Nursing programs may designate Support Courses as pre or co-requisite courses within their curriculum.

Course list sequence has no implication on course scheduling by colleges.

Institutions may add additional competencies based on local demand.

Competencies identified within the Common Courses represent opportunities for articulation with K-12.

Notes

Specifics pertaining to A.D.N. Nursing programs:

1. Program educational standards and outcomes are established by the Kansas State Board of Nursing.
2. The Kansas Board of Regents defers A.D.N. nursing faculty requirements to those of the Higher Learning Commission and the Kansas State Board of Nursing. Nursing programs and their governing organizations will ensure compliance within those requirements.
3. Successful program completers will be eligible to sit for the National Council Licensure Examination (NCLEX), the passing of which culminates in the Registered Nurse (RN) credential.
4. The Kansas Nurse Practice Act requires an associate degree as the minimum for entry into employment as a Registered Nurse. There are no other exit points.
5. All A.D.N. programs must be approved by the Kansas Board of Nursing.
6. Aligned programs must use the seven revised program outcomes approved by KSBN. If a program required additional program outcomes, additions must be approved by KSBN.

ADN Program Outcomes:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frame works.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgements guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Provide leadership in the management of care to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.

Program Outcomes
Level I PN 3 Year NCLEX Pass Rates

The pass rate for the first-time test-takers will be 80% or greater

2025	82.61%
2024	92.0%
2023	94.44%
3 Year Average	89.68%

2022	64.00%
2021	87.50%
2020	92.86%
3 Year Average	81.45%

2019	100%
2018	86.96%
2017	100%
3 Year Average	95.65%

Program Outcomes
Level II ADN NCLEX Pass Rates

The pass rate for the first-time test-takers will be 80% or greater

2025	80.00%
2024	68.97%
2023	85.74%
3 Year Average	78.23%

2022	47.62%
2021	87.10%
2020	52.63%
3 Year Average	62.45%

2019	74.07%
2018	73.33%
2017	73.33%
3 Year Average	73.57%

Level I PN Program Completion Rate of 150%

80% of students satisfactorily complete the nursing program within 150% of the normal completion time of the nursing program

2025	76%
2024	100%
2023	86.66%
3 Year Average	87.55%

2022	80%
2021	73.33%
2020	83.33%
3 Year Average	78.88%

2019	83.33%
2018	86.66%
2017	87.50%
3 Year Average	85.83%

Level II ADN Program Completion Rate of 150% of Length

80% of students satisfactorily complete the nursing program within 150% of the normal completion time of the nursing program

2024	90.0%
2023	96.66%
2022	86.00%
3 Year Average	90.88%

2021	93.00%
2020	80.00%
2019	80.00%
3 Year Average	84.33%

2018	83.33%
2017	91.14%
2016	90.00%
3 Year Average	88.15%

SCCC Nursing Curriculum

Level I Certificate in Practical Nursing

Certificate – Nine months

First Year

The Level I program serves as the first year of the Associate Degree in Nursing.

Because of the nature of the Level I Nursing Program, a separate admission procedure is required.

<u>Pre-requisites:</u> Anatomy & Physiology	5-8
General Psychology	3
English Comp I	3

Pre-requisites must be completed prior to admission into the nursing program.

<u>Co-requisites:</u> Microbiology	4-5
English Comp II/Public Speaking	3
Nutrition	3
*Developmental Psychology	3

may be taken prior to admittance to the nursing program or concurrently with nursing courses.

Fall Semester

Nursing Courses - (Sequential)

Foundations of Nursing Care I	10
Pharmacology for Nursing I	<u>2</u>

Spring Semester

Nursing Courses - (Sequential)

Nursing Care II	10
Pharmacology for Nursing II	<u>1</u>

Total 47-51

Students successfully completing Level I program receive a CERTIFICATE in Practical Nursing and become eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN)

Note: Students must take a test at the college algebra with review. If students do not meet the ACT score of 18 or an Accuplacer score of 238 then they will need to take College Algebra with review.

*Must complete before completion of the level I year for NCLEX-PN Eligibility

Level II

Associate degree Nursing

Degree - associate in applied science

Those students successfully completing a practical nursing program from another institution and have received licensure will be required to complete an orientation class. If a student is a past graduate from the SCCC Level I Nursing Program and out of school more than 2 years they will be required to take the orientation course.

Second Year

Summer Semester

From LPN to ADN Student (Orientation Course) 1

*This course is required only for non-SCCC practical nursing program graduates or SCCC graduates of more than two years ago.

Fall Semester

Nursing Courses

Nursing Care III	10
Pharmacology for Nursing III.	1

Spring Semester Nursing Courses

Nursing Care IV	5
Integration Seminar	3

Integration is a required course for all ADN level II nursing students. Students must complete the ATI assignments including the NCLEX Live Review, VATI 100%.

Total 66-70

Students successfully completing the Level II program receive an ASSOCIATE IN APPLIED SCIENCE DEGREE and become eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
Program Completion is not a guarantee of employment.

**Seward County Community College
Nursing Program
Textbook Listing**

Textbooks are included in ATI Materials

Instructional Facilities

Colvin Family Center for Allied Health:

The nursing program is in the Colvin Family Center for Allied Health located at the Seward County Community College Campus.

Printed Material:

Laptops/tablets are required for the completion of the course work in both the level I and the level II nursing program. Purchasing a home printer is optional but beneficial for students printing the course material. Printing of class materials will need to be done at home/SCCC library prior to class. Students are encouraged to bring laptops/tablets to class for notetaking.

ONLINE FORMAT POLICIES INTERNET ACCESS/COMPUTER SKILLS

Students must possess a computer with email and word processing capabilities, a webcam, and a reliable Internet service provider. Students need to have basic computer skills to enable them to create word processing documents, scan and attach files to an email message, send and receive email and participate in asynchronous discussions.

Student Commons Areas

The student commons area is in the Colvin Family Center for Allied Health. This is for use by all Allied Health students. Vending machines for student use are found in this area. During breaks from instruction, students are encouraged to utilize the student commons area. Cellular phones may be used in this area. Please **NOTE THAT NOISE** should be kept to a minimum due to surrounding classrooms. **Allied Health students from other programs are also in class.**

Parking

General parking is provided for students, faculty, staff, and the public.

Handicapped parking can be used only by the handicapped persons whose cars display the required special license, sticker or decal. There is NO PARKING along curbs at the college entrance or in any undesignated areas.

Traffic on the circle drive is two-way, around the campus. The speed limit for all vehicles is 20 mph on the circle drive. Designated pedestrian crosswalks are to be properly observed. Students who fail to abide by the parking guidelines may be given a fine. This also applies to speeding or reckless driving. **Allied health students may NOT park in the cosmetology parking lot.** Those spaces are reserved for their customers only! **Students and/or staff could be assessed a parking fine if found parking illegally or found driving recklessly on campus.**

Vehicle Search and Removal Advisory

Any vehicle on any SCCC property is subject to search and/or removal of the property if there is reason to believe there is or may be illegal material or danger within. ***Illegal Drugs and/or alcohol, or any other contraband are not allowed on any SCCC property.*** Failing to cooperate with a SCCC Security Officer or other SCCC Official is grounds for administrative and/or law enforcement action. SCCC Security, and Law enforcement, including K9 units who may also patrol, and legally inspect all vehicles on campus properties.

Any vehicle left abandoned or disabled for more than 72 hours or is causing an immediate disruption to the normal operation of the college may be towed off the property at the owner's expense. *SCCC is NOT responsible for towing charges and/or damage or loss of property.*

*Accidents, and damage to another's property, as well as any other driving or parking violation are subject to both administrative and/or law enforcement action. SCCC reserves the option to increase its administrative action in matters that it believes are necessary to better serve or protect the campus community and/or cover its total cost, including repair, replacement and operational cost to remedy the situation. The fine amounts specified above have no bearing or involvement with those fines or costs issued or associated with law enforcement or by an outside person, business, organization, legal firm, insurance company or court of law, etc.

Smoking

SCCC is compliant with the Kansas State regulation (KSA 21-4009), therefore, smoking is prohibited within the building. You may only smoke in the designated smoking areas on campus. *During Clinical experiences, the SCCC nursing student will adhere to the smoking policy of that specific clinical facility.

Phone Usage

Cell phones and other electronic devices **must** be silenced and not in use during class. Please turn them off. They are to be used at the discretion of the nursing faculty. You can use your cell phone while on break from class. If you have an emergency, please discuss this with your faculty members. There will be no text messaging, ringing, vibrating, or any other type of cell phone use during class time. Cell phones being utilized during class time may result in disciplinary action by nursing faculty. Access can be limited at the discretion of the instructor. Failure to comply with this may result in dismissal from the class. Cell phones/electronic abuse (texting, photos, HIPPA violation, personal phone calls, Facebook, social media) in clinical facilities will result in loss of privilege and a contract. Violation in the clinical setting may result in dismissal from the program. The wall phone in the classroom is for faculty use in case of an emergency.

Student Identification (ID)

Students are required to wear their student picture ID badges in the classroom daily while attending classes on campus. This is for security purposes. Seward County Community College maintains a safe and healthy campus. Student identification should always be worn while in the classroom, simulation center, skills labs, clinical sites, professional conferences, or student travel. Students who are not wearing ID will receive a warning and result in a crucial conversation. Repeated occurrences may result in unsatisfactory professional behaviors and result in dismissal from class or the program.

Classroom Safety

Out of respect and safety for students and faculty, there may be times that the option of locking the classroom door may be required. Nursing faculty want to provide the opportunity for students to have hourly classroom breaks, while conducting timely classroom discussions and lectures. If nursing faculty elect to lock the classroom, please follow the guidelines established within the classroom environment. Be on time for class and limit leaving the classroom as the door is locked and someone will have to open it. This is a disruption for fellow students and inhibits the security parameters established. If class has begun, you will have to wait until the next scheduled break. This guideline is subject to change as needed and determined by individual faculty, the dean of allied health or campus security. Failure to comply with this policy will result in a crucial conversation.

General Policies

English Language Proficiency

This is a **policy** regarding English language proficiency.

The **goal** of this policy is to ensure adequate proficiency in written and spoken English necessary for the student/applicant to benefit from instruction and provide clear oral communication in the clinical area.

The **person(s) responsible** for the implementation is/are the applicant and the program coordinator. The policy will be implemented for the individual for whom English is not the primary language or for the individual who has graduated from high school in a country where English is not the primary language.

The **steps** of this policy are:

1. The applicant makes known that English is not his/her primary language for written or oral communication.
2. The applicant chooses one of two routes for validating proficiency of the English language.
 - a. **Testing.** Standard tests used to measure English proficiency and the required minimum scores are:
 - Test of English as a Foreign Language (TOEFL iBT) — writing 20; speaking 20; reading 19; listening 20; Each score must meet the minimum requirement.
 - Test of Spoken English (TSE) — 50 (minimum score)

- b. **College Courses.** Specific courses, which require use of English, can provide evidence of proficiency.
- Written proficiency can be shown by passing a 3-credit hour college level freshman English course with a grade of C or better, excluding developmental courses.
 - Spoken proficiency can be shown by passing a 3-credit hour college level speech course with a grade of C or better.
 - Courses must be taken from an accredited institution of higher education in the United States.
3. Admission to the program will be contingent on successful testing (refer to item “2a” above) or successful completion of college courses (refer to item “2b” above).

The **anticipated outcome** of this policy is the efficient orientation of students into the program.

Admission, Promotion and Graduation Policies

Admission

Seward County Community College offers a bi-level nursing program. Following the first year of the nursing program (Level I), the student receives a certificate in Practical Nursing and eligibility for the NCLEX-PN for licensure. The second year provides the graduate with an Associate Degree in Nursing and eligibility for the NCLEX-RN. Up to thirty (30) students are admitted to Level I each year. Level I students continue to Level II without a separate admission process, however if the program is not full, **those with an LPN/LVN license will be considered for advanced placement into the level II portion of the program following the application process.** Application materials are accepted beginning **October 1st**, and the application and testing process (TEAs) must be completed on or before **December 31st**.

In addition to the admission procedures of the college, a separate admission procedure is required for allied health nursing students.

This procedure for application into the nursing program is as follows:

1. Complete the following forms:
 - a. SCCC Application for Admission
 - b. SCCC Scholarship Form
 - c. Application to Allied Health Division
 - d. Misdemeanor/Felony Form
 - e. Technical Standards Policy
 - f. Employment Verification Form
 - g. Reference Forms (3)
 - h. Verification of Understanding Requirements for Kansas Licensure. All students who wish to take the NCLEXPN, or the NCLE RN **must have** a social security number.
 - i. Transfer of all College transcripts to the SCCC registrar's office (see below).
2. Students should submit **all** official transcripts of previous college credits to the SCCC registrar to process. Courses completed will then be placed in the SCCC portal. The application will not be processed without these documents. It is imperative to see general education courses completed and for the final calculation of the GPA.
3. Students need to obtain three references (see guidelines in application packet).
4. The TEAs Test must also be taken prior to the closing of the application process which is December 31st. Information and appointments can be made to take the TEAs Test at the SCCC Testing Center. The phone number is 620-417-1042. A proficient score or above must be obtained to enter the program. Scores below this range will not be accepted.
5. Schedule an interview with Financial Aid Office personnel. Complete a FAFSA and apply for scholarships.

6. If applying to the **Level II** program and the applicant is a graduate of another **Practical Nursing Program** or from another state, they must have an active LPN/LVN License to be admitted in the level II portion of the nursing program
7. To qualify for an interview, the applicant must have a GPA of 3.0 or higher and receive 25 points on the point criteria system prior to the interview score. The 25 points are applicable to the level I applicants only.
8. Interview with a nursing faculty member.
9. Completion of steps 1-8 qualifies for the applicant to be considered for admission by the Nursing Admission/Progression and Allied Health Admissions Committees.
10. Complete the Health Protection Form.

Verification of all immunizations must be in place/started to be eligible for enrollment in the nursing program. All records must be on file no later than September 1st. Failure to comply may result in being dropped from the nursing program. **Clinical sites require proof of immunization. A valid copy of the immunizations must be submitted during the first week of classes to the nursing program in addition to the Health Protection Form. Upon acceptance into the nursing program, if any immunizations are needed to meet the requirements of admission, the student must begin the immunization process and have proof of all required immunizations by the beginning of class. Failure to meet this requirement may result in forfeiting the student's place in the program. Missing clinical may result in failure to progress in the nursing program.**

Please be aware that Seward County Community College partners with multiple health systems and healthcare providers to provide clinical experiences for our students. These clinical partners may require all students to have received the COVID-19 vaccine before being allowed to begin their on-site experiences. As a result, unvaccinated students could be precluded from participating in such experiences, which could impact their completion of program requirements.

SCCC Nursing Program Clinical Compliance Tracking Checklist

Requirement	What You Need	Complete ✓
MMR	2 vaccines OR positive titer	☐
Hepatitis B	3 vaccines OR positive titer	☐
Varicella	2 vaccines OR positive titer	☐
Tdap	Current within 10 years	☐
Influenza	Current seasonal vaccine	☐
COVID-19	Current COVID-19 vaccination OR approved waiver	☐
Tuberculosis (TB)	Annual negative PPD OR TB Gold blood test. If you have received the BCG vaccine, you may test positive on a PPD. A TB Gold blood test or chest X-ray is acceptable.	☐
CPR	Current AHA BLS for Healthcare Providers	☐

If desired, a student may take any of the required general education courses prior to seeking admission to the nursing program. It is required that the student take English Comp I, General Psychology, and Human Anatomy and Physiology first to foster the articulation process to other nursing programs in Kansas if desired. Admission to either program means that a student is eligible to take the specific nursing courses designated for the program to which admission was received. Any falsification of information provided during the admission process may affect the eligibility for admission.

Admission Grade Point Average

Acceptance into the nursing program at Seward County Community College requires a minimum cumulative grade point average of at least 3.0 for all required general education courses and required nursing courses completed for the level admission is being sought (Level I or Level II).

The following are Level I Nursing Program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, and Developmental Psychology, Microbiology (**KBOR PN Alignment**).

https://www.kansasregents.gov/resources/PracticalNursing_Program_Alignment_Map.pdf

The following are Level II Nursing Program general education courses: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology and English Composition II or Public Speaking (**KBOR ADN Alignment**).

https://www.kansasregents.gov/resources/ADN_NursingProgram.pdf

Re-admission

For students who have previously been in the nursing program, re-admission to the program can be sought as follows (this re-admission will be subject to openings in the class to which admission is being sought): a. Readmission will require completion of the entire application process; b. Re-admissions to each level will review and demonstrate the following competencies: math competency – 90% competency mastery (maximum of 2 re-takes). The decision regarding re-admissions to the program would be determined by the Nursing Admission Progression committees and would be contingent based on openings in the class.

A re-admission form must be completed which includes the applicants' plan for success, addressing areas that may have contributed to being unsuccessful. References must include two previous nursing instructors. Readmission can be sought to the semester or session that needs to be completed to meet the requirements for the program.

Applicants for re-admission who have not completed a course within the nursing program during the last three calendar years must repeat the entire program. A student may be admitted and re-admitted a maximum of three times to the nursing program. **A course can only be repeated once.** Any deviation from this will be at the discretion of the Nursing Admission/Progression Committee.

Level I students who are not successful in passing Foundations of Nursing Care I, or Pharmacology for Nursing Care I, must reapply for admission into the nursing program. Both courses must be successfully completed to progress further in the program. The student will be responsible for completing the application process and will be allowed back into the program only if their tabulation score is in the top 30 students selected. If the student demonstrated academic success in Foundations of Nursing Care I, but failed in Pharmacology for Nursing I, the Foundations of Nursing Care I may be audited by the student and fees charged for this process as per institutional policy. If a student is unsuccessful in Pharmacology I, it is recommended that the student should repeat the Foundations of Nursing Care I course as it may contribute to the overall academic success of the student. Upon acceptance into the program the student must then attend Pharmacology for Nursing Care I. If the student failed Foundations of Nursing Care I, they will need to repeat this course and follow the normal progression through the nursing program. This application process is only available for Level I students who were not successful in the first semester of the nursing program. Unsuccessful academic progression in the 2nd semester of the first year will be subject to the re-admission process contingent to openings in the program.

Progression

A **3.0** GPA or above is required for all general education courses that are part of the nursing program: Human Anatomy and Physiology, General Psychology, English Composition I, Nutrition, Developmental Psychology, Microbiology, and English Composition II or Public Speaking. A GPA of **3.0** in the nursing general education courses: Foundations of Nursing Care I, Pharmacology for Nursing I, Nursing Care II, Pharmacology for Nursing II, Nursing Care III, Pharmacology for Nursing III, Nursing Care IV, Integration Seminar and **From LPN to ADN Student (**Required only for non-SCCC practical nursing program graduates or SCCC practical nursing graduates of more than 2 years previously). To receive a passing grade ("C" or above) in each nursing course, an average of at least 80% is required for all major exams including the final.

If the nursing student in any nursing course does not have an average test mastery grade of 80% on unit exams, they will not be eligible for the final comprehensive exam.

If a student receives a "D", "F", or "I" in any course in the program requirements, he/she will not be able to proceed with nursing courses until the deficiency is made up. If the deficiency is in a general education course and this course is retaken with at least a "C" grade obtained, the student can then seek re-admission to the nursing program. If the deficiency is in a nursing course, the student can reapply to the nursing program for the semester in which the course is taught. Any deviation from this policy requires a formal written request by the student to the Nursing Admissions/Progression Committee. The Nursing Admissions/Progression Committee will then review and respond to this request. Re-admission to the program will be based on the overall admission point tabulation score. Previous Foundations of Nursing Care I and Pharmacology for Nursing I scores will be included in the GPA calculation for the nursing program. Re-entry to the nursing program is contingent to openings within that level.

Applicants can only re-take a failed course one time. It will be the student's responsibility to speak with financial aid regarding funding of any repeated coursework.

Grading Scale:

A = 93-100%

B = 84-92%

C = 78-83%

D = 70-77%

F = 69% and below

Passing grade = C (78% or above) Seward County Community College.

Exam Mastery must be 80% or above to progress on in the nursing program. Students who do not maintain this test mastery on unit exams will not be eligible to take the final exam.

Nursing Program

Student Withdrawal Interview Form

- I. Identify the reason for the withdrawal.
2. Is the student dropping all nursing courses including general education classes? If yes, complete total withdrawal form.
3. What would the student like for us to tell the other students regarding the withdrawal?
4. Does the student anticipate re-admission later?
5. What requirements are there for the student regarding re-admission?
6. Complete the following:
 - a. Have student turn in name tag. (Notify Admissions) Including those from other clinical sites
 - b. Notify IT and Pharmacy at SWMC to DC student privileges for Omni Cell.
 - c. Contact ATI
 - d. Contact Director of Nursing regarding re-admission at 2 months prior to desired date of re-admission including a written plan for success.
 - e. Contact the Registrar regarding withdrawal, if applicable.
 - f. Refer to college policy regarding refund policy.
 - g. Remind student of policy regarding re-admission (limit of three times).
 - h. Student must meet with Financial Aid, Cashier, and Scholarship Foundation

Student Signature

Faculty Signature

Date_____

Date _____

Faculty Signature_____

Date_____

Academic Counseling Policy (Crucial Conversation)

Examination Performance and Academic Success Plan

Students are expected to demonstrate exam mastery throughout the nursing program. Any student who earns **less than 80% on a nursing examination** will be required to meet with the course instructor following the exam.

First Examination Below 80%

- The student will meet with the course instructor to review exam performance.
- The student will develop a written **Plan for Success** outlining strategies for improvement on future examinations.
- The written Plan for Success will be attached to a **Crucial Conversation** form.
- The Crucial Conversation must be signed by the student, the course instructor, and the student's nursing advisor.

Second Examination Below 80% (Within the Same Course)

- The student will meet with the course instructor(s) to review ongoing academic performance.
- The student will complete a second **Crucial Conversation** and develop a revised written **Plan for Success**, including a detailed remediation plan designed to improve academic performance and examination mastery.
- The Crucial Conversation must be signed by all course instructors (if the course is team taught), the student's nursing advisor, and the Director of the Nursing Program.

Third Examination Below 80% (Within the Same Course)

- A student who earns a third examination score below 80% within the same nursing course will be required to meet with the course instructor(s), nursing advisor, and Director of the Nursing Program.
- The student will be placed on an academic success contract and referred for academic advising to discuss program progression and potential withdrawal from the nursing program in accordance with program policies.

Seward County Community College
Nursing Program
Crucial Conversations

Student: _____

Date: _____

Please Document below why student was in your office

Any Course of action or recommendations:

Please Select the following

- ☐ Assisted student to find more resources
- ☐ Student is seeking personal guidance
- ☐ Previously scheduled meeting
- ☐ Penalty or Contract action taken/recommended
- ☐ Follow up meeting/appointment needed- When? _____
- ☐ Other: _____

Student Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Instructor Signature: _____ Date: _____

Director of Nursing _____ Date: _____

Concurrent Course Policy

Most nursing courses have both theory and a clinical component. The clinical component is graded pass/fail and the theory with a letter grade. **If either component is not successfully completed with a letter grade of "C" or above or a "P", the concurrent component is also failed.** If this occurs, the student cannot progress in the nursing program. Each nursing and general education course must be completed with a letter grade of "C" or above each semester to progress in the program.

An average of at least 80% is required on unit exams and the final exam in each nursing course to receive a passing grade. An average of at least 80% is required on clinical assignments in each nursing course to receive a passing grade for the course. An **average of 80% on all exams** must be met to be eligible to sit for the course final exam. An overall average of 80% on all exams including the final must be obtained to receive a passing grade for the course. **Test mastery percentages will not be rounded to meet the next whole percentage. For example, an exam average of 79.9% will not round to 80%. If an examination is not taken on the scheduled day and time, 5% will be deducted from the exam grade.**

Clinical Evaluation Tools

Students will be evaluated by nursing faculty using evaluation tools. Clinical evaluations should be completed **before** the student may progress from one clinical rotation to the next. Exceptions will be at the discretion of the nursing instructor.

The final clinical grade will be assigned Pass (P)/Fail(F)

Pass

Satisfactory completion of 80% of all clinical objectives, experiences and satisfactory completion of all critical objectives experienced.

Satisfactory completion of all assigned clinical hours and clinical work, including all clinical experiences, teaching experiences, worksheets, and clinical focuses. Assignments have been made to enrich the clinical experience. Each assignment is considered as a clinical objective.

An average of 80% is required on clinical assignments to receive a passing grade for clinical and in turn pass the nursing course enrolled.

Fail

Satisfactory completion of less than 80% of all critical objectives experienced and failure to satisfactorily complete one or more critical clinical objectives experienced will result in a failure in clinical. This includes assigned observation and preceptorship experiences, unsatisfactory completion of less than 80% on clinical assignments, and unsatisfactory completion of clinical time

Examinations

An **average of 80% on all exams** (including the final exam) must be obtained to receive a passing grade for the course. **Test mastery percentages will not be rounded to meet the next whole percentage. For example, an exam average of 79.9% will not round to 80%.** Nursing students who do not maintain 80% test mastery on unit exams will not be eligible for the comprehensive final exam.

If an examination is not taken on the scheduled day and time, 5% will be deducted from your exam grade.

Grading Policy

Traditional in Class Grades and Weights

Grading Scale: Theory grades will be assigned as follows:

Grading Scale:

A = 93-100%

B = 84-92%

C = 78-83%

D = 70-77%

F = 69% and below

Passing grade = C (78% or above) Seward County Community College.

Course Competencies: Evaluation of theory content will be as follows:

Weighted Grades: Traditional in Class Grades and Weights

50%-Unit Exams, Final Comprehensive Exam

20% ATI Assignments

20% Daily Assignments/Quizzes

5% Attendance/Discussion Posts

5% Professionalism

Grades for Online Classes

NR1102 Pharmacology for Nursing I

NR 1411 Pharmacology for Nursing II

NR 1801 Pharmacology for Nursing III

A = 93 - 100%

B = 83 - 92%

C = 78 - 82%

D = 70 - 77%

F = 69% or below

Weighted Grades

50%-Unit Exams, Final Comprehensive Exam

20% ATI Daily Assignments/Quizzes

20% Reflections/Attendance/Professionalism

10% Skills Labs, Math Worksheets, Math Competency

Seward County Community College**Associate Degree in Nursing Program****Student Nurse Policy: Utilization of ATI (Assessment Technologies Institute) Materials****Effective Date: 08/19/2026****Reviewed/Revised: 08/05/2026****Purpose:**

The purpose of this policy is to establish clear expectations and guidelines for the utilization of Assessment Technologies Institute (ATI) educational tools and assessments throughout the duration of the Seward County Community College associate degree nursing (ADN) program. ATI resources are an essential component of student learning, clinical judgment development, and NCLEX-RN preparation.

Policy Statement:

All nursing students enrolled in the ADN Program (Level I and Level II) at Seward County Community College are required to fully participate in all components of ATI from the time of program entry until completion. This includes successful completion of:

- The mandatory ATI Capstone Review Course
- The ATI Live NCLEX Review
- The Virtual ATI (VATI) process, including achievement of Green Light status and 100% completion of all assigned components
- Any additional ATI coursework or assignments designated by course faculty throughout the program

Policy Guidelines:

ATI Integration Throughout the Program:

Students will engage with ATI resources as part of their required curriculum across all semesters.

ATI resources used may include:

- Tutorials
- Practice and proctored assessments
- Focused reviews
- Skills modules
- Case studies and scenario simulations
- Remediation tools
- Faculty-assigned ATI coursework specific to individual or class learning needs

Orientation & Access:

Students will be introduced to ATI at the start of the program and are expected to maintain regular access to the ATI platform.

Students must monitor their ATI dashboard for assignments, scores, feedback, and deadlines.

Course Requirements:

ATI assignments will be embedded within each nursing course and contribute to course grades and progression criteria.

Failure to complete ATI components will result in academic penalties and/or inability to advance within the program.

Remediation & Mastery:

Students not meeting expected performance benchmarks on ATI assessments will be required to complete focused remediation as directed by faculty.

Completion of remediation activities is mandatory prior to retesting or further progression.

Final Semester NCLEX Preparation Requirements:

During the final semester, students are required to complete the following ATI-based activities in sequence:

- **ATI Capstone Review Course**
A structured, faculty-guided Capstone course is required to reinforce critical nursing content, evaluate readiness, and identify areas for improvement prior to entering the VATI process.
- **ATI Live NCLEX Review**
Students must attend the scheduled live, instructor-led review course provided by ATI, which serves as a comprehensive final preparation for NCLEX.
- **Virtual ATI (VATI)**

Students must complete the full VATI program, including:

- Active engagement with an assigned ATI NCLEX Coach
- Achievement of Green Light status, indicating readiness for the NCLEX-RN
- 100% completion of all VATI assignments and modules

Additional ATI Assignments:

Throughout the program, faculty may assign additional ATI content, modules, or remediation based on course performance, assessment data, or individual student needs. These assignments are required and must be completed as instructed.

Graduation and NCLEX Eligibility:

Students must complete all ATI-related requirements — including the Capstone Review Course, ATI Live Review, VATI Green Light status, and 100% VATI completion — to be eligible for graduation and program endorsement for NCLEX-RN testing.

Student Responsibility:

Each student is responsible for:

- Completing all assigned ATI activities, modules, assessments, and remediation
- Monitoring deadlines and accessing ATI regularly
- Engaging in all phases of NCLEX preparation, including the Capstone, Live Review, and VATI processes
- Communicating promptly with faculty regarding any challenges with ATI access or performance

Faculty Role:

Faculty will:

- Integrate ATI content into course delivery
- Monitor student progress within ATI
- Assign remediation or additional ATI work as needed
- Guide students through the Capstone, Live Review, and VATI processes

Non-Compliance:

Failure to adhere to the ATI utilization policy may result in:

- Academic consequences as outlined in course syllabi
- Delay in program progression
- Ineligibility for graduation or NCLEX-RN testing endorsement

Acknowledgment:

All students will sign the ATI Policy Acknowledgment Form upon program entry to confirm understanding and acceptance of these requirements.

Approved by:

Program Director, Seward County Community College ADN Program
Nursing Faculty Committee

Revised 08/06/2026si

Dismissal from Course Policy

Behaviors that constitute unsafe or unprofessional clinical practice may result in clinical failure and consequent dismissal from the nursing program. These identified behaviors can be found pg. of the handbook.

If a student's clinical behavior results in clinical failure and subsequent dismissal from the nursing program, the student may withdraw from the course as consistent with SCCC policy; however, this dismissal information will become a part of the student's record and will be considered in the event the student seeks readmission to the program.

Dropping A Class

Students wishing to drop/withdraw from any class, including nursing classes, **must consult with their advisor prior to dropping**. Students failing a nursing clinical must withdraw before the last clinical day to receive a "W". Students failing in a nursing theory course must withdraw prior to the final exam or by the designated last day to drop, whichever occurs earlier, to receive a "W". Should a student withdraw after the SCCC Approved withdrawal date they will receive the grade earned in the course.

Assignments

Late Assignment Policy

The ability to meet deadlines and deliver safe, timely patient care is an essential component of professional nursing practice. Therefore, students are expected to submit all classroom and clinical assignments on or before the assigned due date and time.

Assignments submitted after the published deadline will receive a grade of zero (0).

If a student anticipates that an assignment will be submitted late, the student must notify the course instructor at least 24 hours prior to the assignment deadline. If an emergency or extenuating circumstance occurs within 24 hours of the due date, the student must notify the instructor as soon as possible. Acceptance of a late assignment due to an emergency or extenuating circumstance is at the discretion of the course instructor.

All required assignments must be submitted, even if they receive a grade of zero for late submission, in order to successfully complete course requirements.

Progressive Intervention for Late Assignments

Students are expected to demonstrate professional responsibility by meeting assignment deadlines.

- **Three (3) late assignments:** A student who accumulates three late assignments in any nursing course will be required to meet with the course instructor and the Director of the Nursing Program to develop a plan for improving time management and preventing future late assignments. The student will receive a one-time warning regarding additional late submissions. Late assignments may also negatively impact the student's Professional Behavior grade.
- **Five (5) late assignments:** A student who accumulates five late assignments during a semester across all nursing coursework will be considered to have demonstrated a pattern of unprofessional behavior and may be dismissed from the nursing program.

Electronic Assignment Submission

Students are responsible for ensuring that assignments are submitted correctly and completely. Submission of a blank, incomplete, incorrect, or corrupted electronic file will be considered a failure to submit the assignment and will receive a grade of zero (0). Students are responsible for verifying that the correct document has been successfully uploaded prior to the assignment deadline.

Extenuating Circumstances

The Nursing Program recognizes that unforeseen circumstances beyond a student's control may occasionally affect academic performance.

Extenuating Circumstances (ECs) are serious and exceptional situations that are outside of a student's control and adversely affect their ability to complete coursework or meet assignment deadlines. These circumstances may prevent a student from attending examinations, completing timed assessments, or submitting assignments on time.

If an extenuating circumstance arises, **the student is responsible** for contacting the course instructor before the assignment due date and time, whenever possible, to request an extension. Approval of an extension or acceptance of a late assignment due to extenuating circumstances is at the discretion of the course instructor.

Examples of extenuating circumstances may include, but are not limited to:

- Involvement in a serious accident
- Being the victim of a crime
- Other significant emergencies beyond the student's control

Clinical Assignments

Clinical assignments are required to demonstrate competency and must be submitted, even if a grade of zero is assigned due to late submission. Completion of all required clinical assignments is necessary to successfully complete the clinical component of the course.

Students are responsible for monitoring assignment due dates, including assignments due on weekends, holidays, or during times when assignments are posted in Canvas.

APA and Academic Integrity

All written assignments must adhere to the current American Psychological Association (APA) formatting guidelines, unless otherwise specified by the course instructor.

Plagiarism and other forms of academic dishonesty are not tolerated. Any assignment determined to contain plagiarism will receive a grade of zero (0). In addition, incidents of plagiarism will be reported in writing to the SCCC Academic Integrity Committee, the Vice President of Student Services, and the Vice President of Academic Affairs.

Students are responsible for appropriately citing all sources and properly paraphrasing reference material. Assignments must be submitted to the designated assignment folder when instructed.

Classes and Clinical Attendance

Attendance and Punctuality

Punctuality and attendance are essential professional behaviors in nursing. Nurses are expected to report to work on time and remain present for the duration of their assigned shifts. The Nursing Program is committed to fostering these professional expectations by requiring students to be present and on time for all classrooms, laboratory, simulation, and clinical experiences.

Class Attendance and Timeliness

Students are expected to arrive prior to the scheduled start time and remain in class until dismissed by the instructor. Classes will begin and end as scheduled.

To minimize disruptions to the learning environment, classroom doors will close and be locked at the scheduled class start time. Students who arrive after class begins will not be admitted until the first scheduled break.

Students are expected to attend all scheduled classroom and clinical activities. Students may not leave the clinical site unless they have permission from their clinical instructor. Students may leave the clinical site for emergencies only such as illness or a family emergency.

Scheduling Personal Appointments

Students are expected to schedule personal appointments, employment obligations, and other commitments outside of scheduled class, laboratory, simulation, clinical, and preceptor hours.

The academic calendar provides designated breaks and days off to accommodate personal appointments. Students who leave class or clinical early or miss scheduled instructional time due to personal appointments will be considered absent.

Students may not schedule preceptor hours during scheduled class time. Failure to comply with this policy will result in a grade of **zero (0)** for the associated clinical assignment.

Reporting an Absence

Students should not request permission to miss class or leave early except in the event of an emergency or extenuating circumstance.

If a student is unable to attend class, the student must notify the course instructor by email prior to the beginning of class whenever possible.

If a student is unable to attend a clinical experience, the student must personally notify the clinical instructor by telephone using the contact information provided for the clinical course **before the scheduled start of the clinical experience**. Leaving a message with another individual or notifying classmates does not constitute proper notification.

A **no call/no show** for any scheduled clinical experience is considered unprofessional conduct and may result in dismissal from the Nursing Program.

Importance of Attendance

The nursing faculty believe that regular attendance is essential to achieving the course and program learning outcomes. Each classroom, laboratory, simulation, and clinical experience is intentionally designed to provide knowledge, skills, and professional behaviors necessary for safe nursing practice. Because many learning experiences involve patient care, simulation, group activities, or other unique educational opportunities, they cannot always be duplicated. Therefore, students who miss required learning activities may be required to complete make-up assignments or alternative learning

experiences at the discretion of the course faculty. Completion of make-up work does not guarantee that the original learning experience can be fully replicated.

Absence Calculation

Attendance is calculated by Canvas and constitutes 5% of a student's overall grade. When a student exceeds twenty percent 2 in absences of scheduled theory classes (for any reason), the instructor may recommend to the student withdrawal from the course, or the student may receive a failing grade. Any deviation from this policy will be at the discretion of the nursing faculty in a nursing admission/progression committee meeting.

When a student exceeds one clinical day in absences of scheduled clinical experiences (for any reason), the instructor may recommend the student to withdraw from the course, or the student may receive a failing grade.

Clinical makeup is at the discretion of the clinical instructor and may include additional written assignments, and if requested, the additional makeup work will be due within 5 days. In addition, clinical make-up may also include make-up at the clinical facility. Any deviation from this policy will be at the discretion of the nursing faculty.

Incomplete Policy

A student may be given an "I" (incomplete) grade in a course if he/she was unable to complete the course work due to a condition beyond his/her control. The instructor will have the discretion of deciding if the conditions are beyond the student's control.

The student will be assigned a deadline on the incomplete form, within the next semester, to complete the work in the course in which an "I" was received. The original incomplete form will be filed with the Registrar, and the instructor will keep a copy for his/her files.

The instructor will notify the Registrar to enter a grade when the work is completed by the student, or the time has expired for the student to complete the required work. If an instructor is no longer employed at SCCC, the Registrar will have the right to complete the instructor's incomplete scores with the stipulations as assigned on the incomplete form and concurrence with the division chair.

Students receiving an "I" in a course that has been designated as a pre-requisite for another course may not enroll in the advanced course until the incomplete course work has been completed or the instructor has given permission.

An **Incomplete Grade Agreement** must be completed by the instructor, signed by the student, the instructor, and the Registrar prior to issuance of an “I”. The **Incomplete Grade Agreement** will be in effect a maximum of one subsequent semester (excluding summer session). On **the Incomplete Grade Agreement**, the instructor will designate the following:

- The month, day, and year the Incomplete Grade Agreement expires,
- the assignments / requirements to successfully complete the course,
- and the course grade to be recorded if the requirements are not met.

At the end of the specified time, the “incomplete designation” (I) will be changed by the Registrar to either:

- The current course grade indicated by the instructor when the Incomplete Grade Agreement is signed

Or

- The new grade, reported by the instructor to the Registrar, results from completion of the requirements specified on the Incomplete Grade Agreement.

It should be noted that when a student agrees to an “*incomplete designation*” (I) in a course, the student’s financial aid eligibility could be jeopardized. Copies of the **Incomplete Grade Agreement** will be distributed to the student and the instructor, and the original placed in the student’s file in the Registrar’s Office.

Illness

Absences due to illness fall within the scope of the attendance and absence policies discussed previously. If a student is injured and/or hospitalized, he/she must present a written physician release to return to class and clinical. In the event a student has been exposed to a communicable disease, the student must notify his/her clinical instructor prior to patient contact. If a student needs to be quarantined, the assigned class and clinical work will need to be completed upon return to class

Name Change

If a student has a name change during the school year or over the summer, **they must notify the Director of Nursing, the Allied Health Division Secretary, the Registrar, and the business office within 10 business days.** The legal name that is listed at the Office of the Registrar is what will be used for the capping and pinning ceremony and for NCLEX Testing.

Transfer and Advanced Standing

Transfer students must go through the same admission process as other students. Admission of transfer students to the college will be granted based on credit earned in other accredited post-secondary institutions. Official transcripts are required from each institution attended by the student. Credit is awarded based on transcript evaluation.

The Kansas statewide Nursing Articulation Plan has been adopted by the nursing program at Seward County Community College for transfer and advanced standing applicants to the Associate Degree in Nursing program.

<i>Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse</i>			
Articulation Criteria: • Must meet program admission requirements. • Must be a graduate of a Kansas program. • Must receive credit equivalent to a minimum of 40% of the admitting program's nursing credit hours. • Must validate previous nursing information when required through NCLEX-PN, testing, escrow, or portfolio according to school policy (see below).			
Variables	0 -5 Years After Graduation	6 - 10 Years After Graduation	More Than 10 Years After Graduation
Applies to:	Kansas Graduate	Kansas Graduate	Kansas Graduate
Nursing Credits:	No validation required if holds current PN license. No work experience required.	No validation required if holds current PN license. College may require 1000 hours nursing work experience during last three years.	Validation required. Current PN license required. College may require 1,000 hours nursing work experience during last three years.
Non-Nursing Credits:	May be transferred from colleges (subject to individual college policies).	May be transferred from colleges (subject to individual college policies).	Must be transferred from colleges (subject to individual college policies).

Students who wish to apply to the level II nursing program who did not graduate from the SCCC level I certificate program must have a LPN/LVN license and good standing in the state of the license.

Advisee Instruction Guide for Nursing Students

Each nursing student at Seward County Community College is assigned to a nursing advisor. This advisor is available to give guidance regarding choosing the appropriate courses needed to meet educational goals at SCCC. The student nursing advisor is also here to provide direction regarding study habits, available resources, and general information regarding college life.

To obtain the maximum benefit from the nursing faculty advisor, the following instructions are given: Always consult the advisor before adding or dropping any class.

The nursing student should be in contact with the faculty nursing advisor on a regular basis. Each nursing student should meet with their nursing faculty advisor monthly or more frequently as needed. Students will be given a degree checklist. Keep this as a guide to chart your progress in your planned course of study.

Application for Graduation

In November, obtain a degree checklist from the assigned nursing advisor. Complete an application for graduation form on the college website. Print the completed form, obtain your advisor's signature, and take the amount of money due to the Registrar by the due date to process the graduation application.

Be prepared when you meet with your advisor. Discuss and create a degree plan for continued nursing education toward a bachelor's degree.

Graduation

Requirements for graduation for **Level I** program include the successful completion of 47-51 credit hours. For graduation from the **Level II** program, a student must successfully complete 66-70 credit hours. Passing grades ("C" or above) must be received in all required courses.

Graduation exercises are held in May. The **Level I** student who has successfully completed the required courses of the first two semesters will go through graduation exercises in May and receive the certificate of **Practical Nursing**. The **level II** nursing student who has successfully completed the required courses in the nursing program (4 semesters) will receive the Associate of Applied Science degree.

An application for graduation must be on file as designated by the office of the registrar with fees paid. A degree check must be completed by the advisor and turned in with the application for graduation. A cap/gown/tassel may be ordered in the bookstore.

Capping and Pinning Ceremony

The Capping and Pinning Ceremony for both Level I and Level II nursing students is held during the first part of May and serves as a significant milestone in recognizing students' accomplishments.

During the ceremony, Level I students will receive a nursing cap (male students will receive a nursing pin) and a Certificate of Completion for the Practical Nursing program. Level II students will be

presented with the Seward County Community College Associate Degree Nursing (ADN) pin and will be awarded the Associate of Applied Science (A.A.S.) degree.

Attendance at the Capping and Pinning Ceremony is mandatory for all Level I and Level II nursing students. Exceptions to this requirement may be granted only by the Director of Nursing or the Dean of Allied Health.

Capping/Pinning Uniform

1. A white uniform dress or white full-length pants with a white scrub top is to be worn for the capping/pinning ceremony.
2. Uniform dresses are to be professional in style and pure white (not cream or off-white) and of appropriate length (no shorter than knee length and no longer than mid-calf).
3. White pants are to be professional in style (no jeans, shorts, skorts, ribbed cuffs, leggings or capris) and of a fabric that is not see-through.
4. Scrub tops worn with pants are to be of professional style (no t-shirts, see-through, tank tops, halter tops, sleeveless) and are to cover the hips.
5. A white scrub jacket may be worn over the professional type of scrub top if desired.
6. White nursing shoes with white or flesh colored hose (for dresses) or white socks (with pants) are to be worn with the uniform.
7. The uniform is to be clean, pressed, and pure white (not dingy or frayed). Undergarments must not be visible under the uniform.
8. Beige underwear is recommended under the uniform.

Commencement Ceremonies

Students meeting the requirements for graduation should participate in Commencement ceremonies. Numerous graduation activities are held annually in May and may include a public reception honoring the graduates.

In order to participate in graduation exercises, the following are required of students:

- An Application for Graduation form must be filed in the Registrar's Office by the published deadline.
- A Degree Check will be completed by the student and inform the advisor and submitted to the Registrar along with the graduation application. The Registrar will inform the advisor of any deficiencies; the advisor will notify the student of any deficiencies by the enrollment period in January.
- A student must be within nine (9) credit hours of completing graduation requirements to participate in the commencement activities.
- Exceptions are made for some certificate programs. A student who withdraws from a course or courses included in the "within nine" credit hour requirement will be ineligible to participate in commencement activities. If all requirements are not met by the semester applied for, the student must reapply for graduation and pay for another diploma. The date on the diploma will be the month and year that all requirements are met.

TRANSCRIPT INFORMATION A transcript is a copy of a student's permanent academic record. A transcript contains confidential information and will be released in accordance with provisions of the Family Educational Rights and Privacy Act (FERPA). Transcripts are released to students, or persons designated by the student, with signed written permission. Official transcripts are issued from the Office of the Registrar. The transcript is official if it is signed by the Registrar and imprinted with the college seal.

How to Order a Transcript

- Go to www.sccc.edu to request a transcript to be sent electronically, by mail or by fax.
- In person - Bring a completed copy of the transcript request form to the Office of the Registrar during regular campus office hours. Personal identification will be required.
- Requests by phone and/or email are not accepted. Written, signed requests are required whether by mail, fax, electronically, or in person. Transcripts requests are usually processed within 2 working days of receipt of request; however, a longer period of time may be required for processing at the end of each semester and during peak enrollment periods.

Transcript Charges The cost for an Official Transcript is \$5 per copy or \$7.50 for an electronic request and must be paid in advance by cash, check, money order, Visa, or MasterCard. The fee for a Faxed transcript is \$5 (paid in advance). Student copies, which are unofficial, are issued in person at no cost from the Registrar or may be obtained from the Student Records secure login page on the SCCC web site. Students should be aware that some holds prevent access to transcripts; contact the Registrar's office for more information on holds against your student records.

Evaluation of Transcripts for College Credit Official transcripts, certificates, licenses, training documents may be submitted to the Registrar for evaluation when SCCC credit is requested. When necessary, the Registrar will consult with the instructor, Dean, agency, certification, etc. to determine educational content and appropriate classification of work presented. The maximum allowable credit for prior learning is 75% of the total program hours. Types of learning or educational experiences that can be evaluated for SCCC credit include:

- College Level Examination Program (CLEP)
- Advanced Placement (AP)
- Advanced standing tests from College Entrance Examination Board (CEEB)
- Skill based tests (MOUS, A+, ASE, ASPA, MCSE, etc.)
- License and Certificates (LPN, EMT, Medical Lab Technicians, Law Enforcement Training Certificates, Cosmetology/Barber Licenses, Certified Dietary Management Certificate, etc.)
- Military service/courses
- Proprietary and Trade Schools

*To receive credit for coursework done in another country, you will need to request a course-by-course evaluation to be done on your transcript by a NACES or AICE member organization, then request that the evaluation be sent to Seward County Community College. The list of NACES & AICE organizations can be found here: <http://www.naces.org/members.html> and <http://aiceeval.org/members/> There is no fee charged when students submit official transcripts from accredited colleges and universities in order to transfer credit to SCCC.

CHANGE OF NAME & ADDRESS INFORMATION If you are an employee (faculty, staff, or student), federal regulations require employers to validate that the employee's name and social security number on record exactly matches the name/S.S.N. which appears on the individual's social security card to ensure proper tax reporting. Thus, in order to reflect your name/S.S.N. change on your personnel and payroll records, your social security card which reflects your new name/S.S.N. to the Human Resources Department in the Hobble Academic Building. To change your name, please bring two forms of government issued identification to the Registrar's Office in the Hobble Academic Building. Students can also change their address on-line through the SCCC Portal. If you have not requested a change of name with the Social Security Administration, please apply for a new social security card with the nearest Social Security Administration Office. (Note: You will need to bring two original legal documents reflecting your new name to support

your request for the name/S.S.N. change. Examples of accepted legal documents include a birth certificate, marriage license, divorce decree, 18 etc.) Once you receive your new Social Security card, please bring it to the appropriate office. If you have any questions or concerns, please call the appropriate office.

Transcripts for State Boards of Nursing

Processing of transcripts following spring commencement ceremonies will be available for request for NCLEX-PN, NCLEX-RN testing **June 1st**. **Please do not request transcripts** for State Boards of Nursing until after **June 1st** due to campus processing times for the degree that is completed in May.

Transcript requests prior to this time will result with incomplete transcripts for credit. State Boards of Nursing will not be able to utilize these transcripts.

Inclement Weather

In the event of severe weather that results in the closure of Seward County Community College, official announcements will be communicated through the following radio stations: **1420 AM, 106.7 FM, 1270 AM, 107.5 FM, 99.1 FM, and 101.5 FM**. Students may also receive notifications by enrolling in the college's **RAVE Emergency Notification System** through the campus portal.

If the college cancels classes due to inclement weather, all nursing clinical experiences are also canceled.

There may be occasions when clinical experiences are scheduled at sites outside the local area where weather conditions differ from those on campus. In these situations, nursing faculty will determine whether clinical will be held and will communicate that decision to students as soon as possible.

Students are expected to use sound judgment when determining whether travel to a clinical site can be completed safely. However, if the college remains open and clinical has not been canceled by nursing faculty, students who do not attend the scheduled clinical experience will be considered absent and the absence policy will apply.

If the college closes after students have arrived at the clinical site, the clinical experience will be canceled, and students will be dismissed from the site as directed by nursing faculty.

CPR Policy

Students enrolled in the Seward County Community College Nursing Program are required to maintain current American Heart Association (AHA) Basic Life Support (BLS) Provider certification throughout the duration of the program. Certification must include adult, child, and infant CPR.

It is the student's responsibility to obtain and maintain current certification and to provide proof of certification when requested. Students are responsible for ensuring that their certification does not expire while enrolled in the nursing program.

Students who do not maintain current AHA BLS Provider certification will not be permitted to participate in clinical experiences. Because clinical participation is a required component of the

nursing curriculum, failure to maintain current certification may prevent progression in the nursing program. Any exceptions to this policy are at the discretion of the nursing faculty.

Note: Seward County Community College Allied Health students should consult with the nursing faculty regarding the availability of an on-campus Skills Lab CPR course offered at the beginning of the fall semester.

Health Requirements

Immunizations

All applicants are expected to provide documentation of the required immunizations as part of the admission process. Upon acceptance into the Nursing Program, students must complete all required immunizations and submit documentation by the beginning of fall nursing classes.

Students who are completing a required immunization series must provide documentation of each dose according to the recommended schedule and submit updated records to the designated nursing faculty in a timely manner.

The annual influenza vaccine is required and must be received no later than **October 31** of each academic year. Students are responsible for submitting proof of vaccination to the designated nursing faculty by the established deadline.

Clinical agencies require students to maintain current immunization records as a condition of participation in clinical experiences. Failure to comply with immunization requirements or submission deadlines may result in a student success contract, loss of clinical time, inability to attend clinical experiences, delay in program progression, or dismissal from the Nursing Program.

Students requesting an exemption from required immunizations due to a documented medical condition or sincerely held religious belief must meet with the Director of the Allied Health Nursing Program. Approval of an exemption does not guarantee placement at all clinical sites, as individual clinical agencies determine their own health and immunization requirements. If a clinical agency denies placement based on immunization status, the student may be unable to meet program requirements, which may affect progression or result in dismissal from the Nursing Program.

Tuberculosis (TB) Screening

Students must provide documentation demonstrating they are free of active tuberculosis (TB) before participating in clinical experiences.

A negative TB skin test (PPD) is the standard screening requirement. Students with a documented positive TB skin test must provide either:

- Documentation of a negative **QuantiFERON®-TB Gold** blood test, if appropriate; or
- Documentation of a negative chest x-ray. A chest x-ray is valid for **three (3) years**, unless otherwise indicated by a healthcare provider or clinical agency requirements.

TB screening documentation must remain current throughout enrollment in the Nursing Program. For compliance purposes:

- **Level I students** must maintain valid TB documentation through **June 15**.
- **Level II students** must maintain valid TB documentation through **May 15**.

All required immunization and TB documentation must be submitted and approved before students are permitted to attend clinical experiences.

SCCC Nursing Program Clinical Compliance Tracking Checklist		
Requirement	What You Need	Complete ✓
MMR	2 vaccines OR positive titer	☐
Hepatitis B	3 vaccines OR positive titer	☐
Varicella	2 vaccines OR positive titer	☐
Tdap	Current within 10 years	☐
Influenza	Current seasonal vaccine	☐
COVID-19	Current COVID-19 vaccination OR approved waiver	☐
Tuberculosis (TB)	Annual negative PPD OR TB Gold blood test. If you have received the BCG vaccine, you may test positive on a PPD. A TB Gold blood test or chest X- ray is acceptable.	☐
CPR	Current AHA BLS for Healthcare Providers	☐

Influenza vaccine is required each fall no later than October 31st, and the polio vaccine is recommended, but not required. Most clinical sites require the influenza vaccine. Students who do not receive the influenza vaccine may be restricted by some clinical facilities and must meet with the Director of Nursing.

Immunizations can be obtained at the Seward County Health Department located at 1411 W 15th St, you may contact them at 620-626-3369 or contact your personal physician. Immunizations may also be obtained from local area pharmacies. For other health care concerns, there are a variety of options. The Genesis Family Health Clinic fees for service are based on income. The clinic is located at 311 N. Grant and can be contacted by calling 620-624-6865. For more information, see the SCCC Student Handbook at www.sccc.edu. Health services are also made available at Southwest Medical Center located at 315 W 15th St, or by calling at 620-624-1651. For immediate emergencies contact 911.

Accidental Medical Expense Benefit

Accidental medical insurance is required for all allied health students and is provided by Seward County Community College. This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, more than the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the allied health student for this insurance coverage.

Liability Insurance

Professional liability insurance is provided for nursing students by Seward County Community College. This insurance is in effect only while the student is in the clinical/laboratory area.

The total liability limit per person is \$4,000,000. A course fee is paid by the nursing student for this insurance coverage.

Substance Abuse Protocol

Seward County Community College's Drug-Free Institution of Higher Education Policy is contained in the SCCC Student Handbook at www.sccc.edu

The SCCC Board of Trustees recognizes that the possession, manufacture, consumption, use or distribution of alcoholic liquor, beer, cereal malt beverage or controlled substances may constitute a hazard to the emotional, social and physical health of students and employees and may be a threat to a positive campus learning environment.

The SCCC allied health programs abide by the Drug-Free Institution of Higher Education Policy as set forth in the college catalog and incorporate the same as though fully set forth herein.

In addition, the SCCC Allied Health Division adopts the following protocols, to be implemented in conjunction with the Drug-Free Institution of Higher Education Policy:

- SCCC Allied Health Division students who are involved in theory and clinical activities at health care facilities must comply with substance abuse regulations of the facilities.
- If the program coordinator or any Allied Health instructor determines from the behavior, appearance and/or demeanor of the student or otherwise detects the odor of alcoholic liquor, beer, cereal malt beverage or any controlled substance:
 - a. If the student is in the theory or clinical setting, he/she will be dismissed from the setting. The student will not be allowed to drive themselves from the clinical site. The program coordinator will determine the appropriate time that the student may return to the theory or clinical setting.

- b. The student will be asked to submit to a medical blood alcohol screen and/or a urine drug screen at the discretion of the faculty and/or program coordinator. The student will be accompanied to a medical laboratory by a faculty member for the screen. All charges for laboratory tests are accrued by the program, subject to reimbursement by the student. The student agrees that there is no physician-patient privilege implicated in obtaining the screen and that SCCC is entitled to know the results of the screen. The student is informed of the test results and any further action considered by the program. The student is also informed of his/her right to obtain a second screen at his/her own cost. Refusal by the student to submit to a drug screen may result in dismissal from the program. SCCC has an account at the SWMC lab and there is no requirement for a physician to be contacted prior to the test.
- c. If the results are positive, a mandatory assessment (at the student's expense) will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the student's file, and the program coordinator will be notified. The student must sign a release of information form for the program coordinator. Refusal to sign this form will result in dismissal of the student from the program. The counselor will send reports to the program coordinator on a continual basis as warranted.
- d. When indicated by the counselor, mandatory treatment will take place in one of two ways: out-patient follow-up or in-patient admission.
- e. The student will be allowed to continue in the allied health program on a probationary status. Any recurrence will result in documentation by an instructor, notification of the program coordinator, and dismissal from the program.
- f. If the student holds a license to practice nursing (second year student, LPN), the student will be reported to the Kansas State Board of Nursing after one occurrence.

Conduct in The Classroom

Think of the student-teacher relationship as a partnership with a common goal -your success! Here are a few tips to keep your relationship with your instructor on track:

- Be on time for your class and give your instructor your full attention. Show that you're serious about your studies.
- Participate in class discussions and volunteer answers to questions, without dominating the discussion. Show that you're interested and willing to work.
- Accept corrections and criticism as part of the learning process. We often learn more from our failures than we do from our successes.
- Ask questions. Instructors are not mind readers-they need to know if something isn't clear.
- Make an appointment to talk to your instructor. If you're having trouble with the course work, don't wait until you're completely lost to ask for help.

See SCCC Student Handbook at www.sccc.edu for more information.

See SCCC Honor Code

Professionalism

Nursing Student Professionalism, Communication, and Work-Life Balance Policy

Purpose

The Nursing Program is committed to fostering a professional, respectful, and supportive learning environment. Professional behaviors demonstrated during the nursing program are expected to reflect the standards of the nursing profession and prepare students for successful practice.

Professional Conduct

Students are expected to demonstrate professionalism in all interactions with faculty, staff, peers, clinical partners, patients, and community members.

Professional behavior includes, but is not limited to:

- Treating all individuals with courtesy, dignity, and respect.
- Communicating in a professional, civil, and constructive manner.
- Demonstrating accountability for personal actions and responsibilities.
- Maintaining confidentiality in accordance with nursing program and clinical agency policies.
- Resolving concerns through appropriate channels while maintaining professional decorum.

Disrespectful, disruptive, intimidating, or inappropriate behavior toward faculty, staff, fellow students, or clinical personnel will not be tolerated and may result in disciplinary action in accordance with Nursing Program and College policies.

Professional Communication

Professional communication is an essential component of nursing practice. Students are expected to communicate with faculty in a respectful, courteous, and professional manner always. The Nursing Program utilizes **college email as the primary method of communication** for academic matters, including questions related to coursework, assignments, grades, scheduling, and other program-related concerns. Students may also leave a voicemail on a faculty office phone when appropriate.

Faculty members **check and respond to email during normal college business hours**. Students should allow **24–48 business hours** for a response. Emails received after business hours, on weekends, holidays, or during college closures will be addressed during the **next** business day(s). Faculty members' personal cell phone numbers are not an approved method of communication for routine academic matters. **Students should not contact faculty by text message** regarding coursework, grades, scheduling, assignments, or other non-emergency issues.

The only exception is during assigned clinical experiences when faculty have specifically instructed students to use text messaging for time-sensitive communication, such as notifying the instructor of an illness, delay, emergency, or other clinical-related issues.

Students are expected to plan accordingly and communicate in a timely manner, recognizing that immediate responses should not be expected outside of **normal business hours**.

Text Messaging

Faculty personal cell phone numbers are not considered an approved method of communication. Students **should not send text messages to faculty** regarding coursework, grades, scheduling, assignments, or other academic matters.

The only exception is during assigned clinical experiences when faculty have instructed students to use text messaging for time-sensitive communication related to:

- Clinical attendance
- Arrival or delays
- Clinical site logistics
- Emergencies occurring during clinical

Outside of these circumstances, **all communication** should occur through college email or office voicemail.

Work-Life Balance

Nursing school is academically rigorous and requires students to effectively balance educational responsibilities with work, family, and personal commitments.

Students are encouraged to:

- Develop healthy time-management skills.
- Maintain appropriate sleep, nutrition, and self-care practices.
- Establish realistic work schedules that support academic success.
- Seek assistance early when academic or personal challenges arise.
- Utilize available college and program resources when additional support is needed.

Faculty recognize that students often balance multiple responsibilities; however, students remain responsible for meeting all course and clinical requirements.

Likewise, faculty maintain professional work-life boundaries to ensure they can provide effective instruction, timely feedback, and high-quality educational experiences. Respecting established communication methods and response times supports a healthy and professional learning environment for everyone.

Shared Responsibility

The Nursing Program values mutual respect, professionalism, accountability, and collaboration. Students and faculty share responsibility for creating a positive educational environment that reflects the ethical standards of the nursing profession.

Adherence to this policy promotes professional communication, healthy boundaries, and behaviors expected of future registered nurses.

Professionalism Grade

Professionalism is an essential component of nursing education and reflects the standards expected of professional nurses. Each student will begin each nursing course with **100 professionalism points**. Professionalism points will be deducted for behaviors that do not meet the expectations outlined in this Nursing Student Handbook.

Professionalism is evaluated based on behaviors demonstrated in both the classroom and clinical settings, including, but not limited to:

- Respectful and professional interactions with peers, faculty, staff, patients, families, and healthcare team members.
- **Preparation** for classroom, laboratory, simulation, and clinical experiences.
- **Active engagement and participation in all learning activities.**
- Compliance with the Nursing Program dress code and professional appearance standards, including proper uniform, appropriate footwear, identification badge, and hair secured as required during clinical experiences, skills laboratories, community events, and whenever representing the Nursing Program.
- **Timely completion and submission of assignments.**
- Adherence to attendance and **punctuality** expectations.

Failure to demonstrate professional behavior will result in deductions from the professionalism grade as outlined below:

- **Late or missing assignments:** A deduction of **5 professionalism points** for each late or missing assignment. In addition, the assignment grade will be subject to the late assignment policy outlined in this Nursing Student Handbook.
- **Unexcused tardy or absence:** A deduction of **10 professionalism points** for each unexcused tardy or absence from class, laboratory, simulation, or clinical. Attendance penalties, as outlined in the attendance policy, may also apply.
- **Other professionalism infractions:** A minimum deduction of **2 professionalism points** per occurrence. The number of points deducted will be determined by the instructor based on the severity and frequency of the infraction.

Faculty reserve the right to evaluate professionalism using their professional judgment and to assign deductions that are appropriate to the nature of the behavior. Repeated or serious violations of professional standards may result in additional disciplinary action, including a student success contract, clinical probation, course failure, or dismissal from the Nursing Program, as outlined in the policies of this handbook.

Academic Integrity

Academic integrity is vital to the development of genuine learning in the individual. It rests on two principles: First, that academic work is represented truthfully as to its source and its accuracy. Second, academic results are obtained by fair and authorized means.

Examples of Academic Misconduct:

- A. **CHEATING** - Giving, using, or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise, including unauthorized communication of information.

EXAMPLES:

- copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination.
- using books, notes, or other devices (e.g. phones, PDA's, calculators, smart watches) when these are not authorized.
- procuring without authorization, tests or examinations before the scheduled exercise.
- copying reports, laboratory work, computer programs or files from other students.

- B. **Fabrication and Falsification** - Unauthorized alteration or invention of any information or citation in an academic exercise.

EXAMPLES:

(Fabrication)

- inventing or counterfeiting data or research procedures to make it appear that the results of one process are the results of several processes.

(Falsification)

- false citation of the source of information.
- altering the record of or reporting false information about practicum or clinical experiences.
- altering grade reports or other academic records, submitting a false excuse for absence or tardiness in a scheduled academic exercise.
- altering a returned examination paper and seeking regrading.

- C. **Plagiarism** - Knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information are common knowledge.

EXAMPLES:

- submitting as one's own the work of a research assistant, ghost writer' or commercial writing service;
- directly quoting from a source without citation.
- paraphrasing or summarizing another's work without acknowledging the source.
- using facts, figures, graphs, charts, or information without acknowledgment of the source.

Plagiarism may occur orally and in writing. It may involve computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information which belongs to another and which is not acknowledged as such.

- D. **Facilitating Academic Misconduct** - Giving or attempting to help another commit an act of academic misconduct.

EXAMPLES:

- allowing another to copy from one's paper during an examination or test.
- distributing test questions or substantive information about the material to be tested before the scheduled exercise.
- collaborating on academic work with the knowledge that the collaboration will not be reported.
- taking an examination or test for another student or signing a false name on an academic exercise.

- E. **Tampering with Materials, Grades, Or Records** - Interfering with, altering, or attempting to alter college records, grades or other documents without authorization from an appropriate college official for changing, falsifying, or removing the original information found in such records.

EXAMPLES:

- using a computer or false written document to change or effect the grade recorded for a student.
- forging the signature of a college official on an enrollment, add or drop card.
- erasing records or information of a student.
- unauthorized access of a college record by computer or through unauthorized entry into an office or file for changing information in a university document.
- or obtaining information from a college file without proper authorization.

Examples are taken from a publication of the University of Kansas.

A nursing student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the assignment involved is graded, i.e., test, papers, etc.

Dishonesty in pass/fail assignments will require that the experience be repeated, and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the nursing program. Refer to the **Unsatisfactory Behaviors**.

SCCC Student Honor Code:

One of the most significant aspects of Seward County Community College is its commitment to high ethical standards and integrity. The faculty and administration at SCCC are committed to the belief that strong moral values build an atmosphere of trust between faculty and students, enhance academic standards, build character, and develop better citizens.

SCCC Honor Code

I will not resort to lying, cheating, or stealing in my academic work.

- I will courageously oppose any instance of academic unscrupulousness.

- I will promptly notify faculty members or administrators either verbally or in writing when I observe any deed of academic cheating in any course.
- I will allow my conscience to be my guide when I report evidence of cheating as to whether I will name the person or persons who have committed a violation of the Honor Code at SCCC.

Cheating Policy

Academic Dishonesty

Academic dishonesty is defined as any act of cheating, plagiarism, or deceit. Examples of such conduct would include:

- Either copying another's exam or allowing another to copy the exam.
- Collaboration that is not permitted by the instructor.
- Plagiarism, i.e., the use of another's ideas or words and pretending they're one's own.
- Providing and/or receiving aid on an assignment without the permission of the instructor.
- Providing and/or receiving aid on an assignment under conditions in which a reasonable person would know such aid was unethical.

Consequences

First Offense-The instructor will determine the appropriate punishment as set forth in the class policies. The instructor will also report the incident to the Dean of Allied Health, Vice President of Academic Affairs and Vice President of Student Services, who will keep records of infractions. A letter will be sent to the student from the Vice President of Academic Affairs and the Dean of Student Services acknowledging the incident and warning the student of the consequences of a second offense.

Second or Third Offense (doesn't have to be in the same course)-The instructor will again determine the appropriate punishment as set forth in the course policies and report the incident to the Vice President of Academic Affairs and Vice President of Student Services. The Dean of Allied Health, the Vice President of Academic Affairs and the Vice President of Student Services will appoint a committee, composed of themselves and three other full-time faculty members and/or Deans of Academic Divisions who will then review any written information and interview appropriate sources. The accused student will have the right to appear before the committee to provide explanation. If the committee determines that the student is guilty of cheating, then the committee will determine an appropriate punishment.

A nursing student who is found to be dishonest in the performance of classroom or clinical assignments will receive a score of zero if the involved assignment is graded, i.e., test, papers, etc. Dishonesty in pass/fail assignments will require that the experience be repeated, and additional compensating activity may be completed by the offending student. The magnitude of this compensating work will be at the discretion of the instructor. Certain dishonest student clinical behaviors could result in immediate clinical failure and consequent dismissal from the nursing program. Refer to the **Unsatisfactory Clinical Behaviors** handout (See Unsatisfactory Clinical Behaviors)

Student Right of Due Process

SCCC assures students the right of due process. When violations of the Student Code of Conduct are alleged, students have the right to a hearing before the Vice President of Student Services. The Vice President of Student Services will determine if sanctions are warranted. When sanctions involve suspension or expulsion from college, the student may make an appeal to the President of the college. The appeal must be presented in writing within five (5) working days after the decision. The appeal must be based on an excessively severe sanction, the introduction of new evidence, or substantial procedural irregularities in the original hearing. The President will determine if the sanction was appropriate for the violation.

Academic Counseling/Student Contract

When a student does not satisfactorily achieve test mastery on any exam in any of the nursing program courses the student will be expected to write a plan of correction for future success. This plan will be attached to an academic counseling statement that will be signed by nursing faculty and the student's advisor. If the student fails to meet test mastery a second time on an exam the student will have a second academic counseling statement, and the form must be signed by all nursing faculty who are teaching the class and the director of nursing. A written plan by the student will be attached for the student's plan for success. If a student fails to reach test mastery for a third time the student will be placed on contract. If at any time a faculty member feels that a student's clinical/theory work or behavior is unsatisfactory and has a bearing on passing the class, a contract will list the concerns of the instructor and what must be done to correct the concern. The contract will list a deadline for the correction and consequences if the corrections are not met. The contract will be signed by the student, the faculty member, and the director of nursing.

Confidentiality Policy

Due to the nature of the nursing course, students are exposed to information regarding patients that are very confidential. This could include any information regarding the names of patients in the hospital as well as their diagnosis, progress, status (which may include family members), etc.

According to the law, as put forth by the **Kansas Nurse Practice Act**, a nurse's license can be revoked if the nurse violates the confidentiality of information or knowledge concerning the patient. (K.S.A. 60-3-110)

SCCC Nursing Program's policy is that a student is required to maintain confidentiality of all information relating to patients. A violation of this policy is taken very seriously and can result in dismissal from the program. Special care must be taken with social media sites. Patients or clinical experiences in general should never be mentioned in addition to verbal or written breeches in confidentiality.

SCCC maintains HIPAA (Health Insurance Portability and Accountability Act of 1996) compliance.

In addition, instructor content should not be posted on social media, email, or internet. **Permission must be obtained from the instructor before sharing with another student. If posted without permission, the student will come before the admission progression committee.**

Nursing Journal Use Policy

Students have access to nursing literature in the library and per computer access (CINAHL, Kansas Library Card, ProQuest). Go to www.sccc.edu and click on library. An orientation with library staff will be scheduled each year as needed.

Math Competency

Medication Dosage Calculation (Math Proficiency) Examination

Medication dosage calculation competency is essential for safe nursing practice. Students are required to successfully complete a Math Proficiency Examination at designated points throughout the Nursing Program.

Level I Students

Level I students will complete a Math Proficiency Examination during **Pharmacology I** and **Pharmacology II**.

Level II Students

Level II students will complete a Math Proficiency Examination at the beginning of **Pharmacology III**. Students must achieve a minimum score of **90%** on each examination. A maximum of **two (2) retakes** will be permitted if the required competency is not achieved on the initial attempt. Failure to achieve the required 90% competency after the allowable retakes will result in the student being ineligible to continue in the Nursing Program.

Tutoring and remediation opportunities will be available between examination attempts upon the student's request.

LPN to ADN Students

Students admitted through the **LPN to ADN** pathway are required to successfully complete a Math Proficiency Examination during the **LPN to ADN Student** course. The examination is equivalent to the final medication dosage calculation examination required of Level I nursing students.

Students must achieve a minimum score of **90%** and are permitted a maximum of **two (2) retakes**.

Failure to achieve the required competency will result in the student being ineligible to continue in the Nursing Program.

A schedule of examination dates and review materials will be provided with the student's acceptance letter.

Students returning to the Nursing Program who have previously completed the **LPN to ADN Student** course must successfully complete the Math Proficiency Examination prior to the start of the fall semester.

Computer Lab/Technology Center

The following guidelines will be enforced:

1. No food or drinks are allowed in the SCCC computer labs. PLEASE, we are on a very limited budget and can't afford to replace equipment due to spilling of drink or food.
2. The lab is available for student use but may be scheduled for special classroom instruction or testing. The lab will be closed to all other students during these scheduled sessions.
3. To minimize distractions please limit conversation and all cell phones should be turned off.
4. Please be courteous to faculty and other students.
5. Plan by looking at the calendar posted by each lab door to determine lab availability.
6. Each student must have an email address on file with their advisor.
7. Computer work must be saved to a flash drive or sent to the student's email account. Anything saved to the computer is deleted at midnight each day.

Computer Use Guidelines

Students who use college computing resources are expected to adhere to the **SCCC Network Computing Use Policy**. Misuse can result in computer use privileges being revoked, suspension from college, and possible legal action. A summary of the general guidelines of the Policy are listed below. A copy of the complete policy is available upon request.

Guidelines for use of SCCC Computing Resources

1. All aspects of the SCCC Network Computer System are owned by the College and are provided for the use by SCCC students, faculty, and staff in support of the educational programs of the college. All use of computing resources should be related to the educational mission and goals of the College. Publishing, downloading, transmitting, or receiving (with prior knowledge) any threatening or obscene material is prohibited.
2. Personal commercial use of computing resources is prohibited.
3. It is the student's responsibility to use computing resources in an effective, efficient, ethical, and lawful manner consistent with the policies/procedures of SCCC and of the laws of the State of Kansas and of the Federal Government.
4. SCCC reserves the right to terminate computer services to any student without notice.
5. Students are responsible for maintaining and protecting individual usernames and passwords; these should not be disclosed or shared with other students.
6. Students are expected to follow proper accepted computer etiquette when using e-mail, the Internet and local and outside networks.
7. Computer software protected by copyright shall not be copied from, into, or by SCCC computing resources except as permitted by law.

8. Harassment using SCCC computing resources is prohibited. Harassment includes the persistent annoyance of other users, interference in another user work, sending unwanted mail, etc. Harassment has the effect of creating a hostile, intimidating or offensive environment.

9. Vandalism using SCCC computing resources is prohibited; vandalism is a malicious attempt to harm or destroy data of another user, including creating and/or uploading computer viruses.

10. Changing settings, i.e., unauthorized modification of computer resources is prohibited.

11. Use of Computers, Software, and Related Equipment – Students are expected to use college computers, software, networks, and related equipment in ways consistent with the mission and goals of SCCC. All students who use of computers should support educational programs of the college. Proper computer etiquette by all students is expected when using computer resources. The following uses of computer resources are examples of prohibited activities: commercial use, sharing username and/or password, attempting to gain unauthorized access to computer resources, modification of settings, destruction of computer resources, willful introduction of computer viruses, computer use to communicate defamatory, derogatory, hostile, or threatening messages, illegally copying of software, etc. Student use of the Internet on college computers for research, E-mail or browsing should access only websites that are socially appropriate and do not contain obscene material, pictures, messages, etc. The college uses computer software that identifies the specific computer and time that an undesirable website is accessed. Violations of computer use guidelines may result in disciplinary action; the student's computer use privileges may be suspended immediately and indefinitely. Notification of law enforcement agencies may occur when appropriate. Students may request a complete "SCCC Networking Computer Use Policy" for review from a college dean.

Enrollment in any SCCC course constitutes agreement, by the student, to abide by the terms of the **SCCC Network Computing Use Policy**. Violations are considered unethical and may result in disciplinary actions by the College including computer use privileges being revoked, possible suspension from classes and from college, and appropriate legal action by the College and law enforcement agencies.

Social Media Policy

Social Media and Electronic Communication Policy

In accordance with the recommendations of the **National Council of State Boards of Nursing (NCSBN)**, the Seward County Community College (SCCC) Nursing Program has adopted the following social media and Electronic Communication Policy. While the Nursing Program recognizes that social media is a valuable means of communication and personal expression, students are expected to use sound professional judgment and always uphold the ethical and legal standards of the nursing profession.

Patient Confidentiality

Students are prohibited from discussing or disclosing any patient information obtained through classroom, laboratory, simulation, clinical, or observational experiences in any verbal, written, photographic, audio, electronic, or digital format.

This policy applies to all forms of social media and electronic communication, including, but not limited to:

- Text messaging
- Email
- Blogs and personal websites
- Online journals or diaries
- Discussion boards and chat rooms
- Podcasts
- Video or live-streaming platforms
- Social networking platforms such as Facebook, Instagram, Snapchat, TikTok, X (formerly Twitter), YouTube, LinkedIn, and other current or future social media platforms

Patient information obtained during clinical experiences is confidential and protected by federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA).

Confidential information may be shared only with members of the healthcare team directly involved in the patient's care or as otherwise permitted or required by law.

Breach of Confidentiality

A breach of confidentiality may occur through social media or other electronic communication, including, but not limited to:

- Posting photographs, videos, or audio recordings of patients or patient care areas.
- Sharing patient information that could directly or indirectly identify a patient.
- Discussing patient diagnoses, treatments, clinical situations, or experiences in a manner that could reveal a patient's identity.
- Posting negative, disrespectful, or derogatory comments regarding patients, families, clinical agencies, or clinical experiences.

A breach of patient confidentiality is considered a **critical unsatisfactory clinical behavior** and may result in immediate removal from the clinical setting, course failure, dismissal from the Nursing Program, and/or reporting to the appropriate regulatory authorities.

Professional Conduct on Social Media

Students are expected to maintain professional behavior in all electronic communications. Comments, photographs, videos, or other online content involving classmates, faculty, clinical staff, physicians, healthcare organizations, or the Nursing Program should reflect professional standards of conduct. Posts or communications that constitute harassment, intimidation, bullying, discrimination, threats, or other forms of lateral violence, whether made in person or through electronic media, are inconsistent with the values of the nursing profession and the SCCC Nursing Program. Such behavior may negatively affect learning, teamwork, patient safety, and professional relationships and may result in disciplinary action in accordance with the Nursing Student Handbook and the Unsatisfactory Clinical Behaviors policy.

Photography and Recording

The use of personal photography, video recording, audio recording, or other recording devices is strictly prohibited in patient care areas and at all clinical or observational sites unless specifically authorized by the clinical agency and nursing faculty.

Students may be photographed or recorded during simulation or skills laboratory activities for educational purposes. Students must sign the appropriate SCCC media release form before photographs or recordings may be used by the College for promotional or educational purposes. Recordings created for educational purposes within the simulation or skills laboratory environment will be maintained according to program policy and securely deleted after **60 days**.

Students may not tape record, photograph, video, distribute, post, or otherwise share classroom lectures, faculty presentations, PowerPoint materials, examinations, or other instructional materials without the prior written permission of the instructor.

Likewise, Nursing Program faculty will not post photographs or videos of students on their personal social media accounts.

Reporting and Disciplinary Action

Instances of inappropriate use of social media or electronic communication may be reported to the Kansas State Board of Nursing (KSBN) when applicable. Violations involving breaches of confidentiality, failure to safeguard patient information, unprofessional conduct, unethical behavior, or other violations of the Kansas Nurse Practice Act may be subject to investigation by the KSBN in addition to disciplinary action by the Nursing Program.

Students are expected to exercise sound judgment and maintain the highest standards of professionalism in all forms of communication. Failure to comply with this policy may result in disciplinary action, including removal from the clinical setting, course failure, dismissal from the Nursing Program, and/or reporting to the Kansas State Board of Nursing.

Reference

National Council of State Boards of Nursing. (2011). *A Nurse's Guide to the Use of Social Media*. Chicago, IL: National Council of State Boards of Nursing.

Student Grievances

Individual Concerns:

If an individual student or group of students has a complaint concerning a decision of a nursing instructor or the nursing department and the decision affects him/her personally, the following procedure should be implemented by the student:

- Step 1 Discuss the concern with the appropriate instructor.
- Step 2 If the student(s) is/are not satisfied with the decision after discussing the problem with the instructor, discuss the concern with the course coordinator.
- Step 3 If the student(s) is/are not satisfied after discussing the problem with the course coordinator, the student should then contact the director of the nursing department.
- Step 4 If the student's concern still has not been resolved, and if the concern regards an academic decision, the matter will be addressed by the Nursing Admission/Progression Committee.
- Step 5 If the student(s) is/are still dissatisfied with the decisions the Vice President of Academic Affairs and/or the Vice President of Student Services of the College should be notified by the student, as outlined in the appeal procedures of the SCCC's Student Handbook.

Note: Steps 1 thru 5 should be accomplished within two weeks or sooner if indicated.

If many individuals have concerns regarding decisions or policies of the Nursing Department or have suggestions for improvement, the following procedure should be implemented by the students:

- Step 1 The student class representatives who attend the nursing faculty meetings should be notified of the concern. Student representatives are the official communication "link" between the nursing student body and the nursing faculty. The representatives are expected to present the issue to the nursing faculty and relay the decision back to the nursing student body.
- Step 2 If the concerned students remain dissatisfied with the action of the nursing faculty, an appointment can be made with the Director of the Nursing Department to request a personal meeting with the nursing faculty.
- Step 3 If the concerned students are still dissatisfied with the solution, the Vice President of Academic Affairs and/or the Vice President of Student Services should be contacted by the students, as outlined in the appeal procedure of the SCCC Student Handbook.

Sexual Harassment

Harassment of any student based on sex shall be considered a violation of college policy and Federal Law.

Conduct involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting the students; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive environment.
4. When any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advances is made a condition of reward, or of penalty.

In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The President shall establish and promulgate a procedure for resolving sexual harassment complaints.

Any student who feels he/she has been the victim of sexual harassment should contact the Vice President of Finance and Operations within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint. This contact can be in an oral or written form, but a confidential, written and signed statement of the complaint must be submitted by the complainant to the Vice President of Finance and Operations within five (5) calendar days of the initial contact so that the Vice President can proceed with an investigation into this matter.

Privacy Rights of Students

The Family Educational Rights and Privacy Act (FERPA) of 1974 assures students of confidentiality of records. Your records consist of your admission application, high school and/or college transcripts, grades and academic standing, and any notes, memos or letters about your scholastic progress, etc.

The only people who can have access to information concerning you are:

- College faculty and staff who have legitimate educational interest.
- Parents claiming you as a dependent on their federal income tax returns.
- Scholarship and other financial aid organizations supporting you.
- Federal, state, and local officials who by law must receive information from the college.
- Any party designated by judicial order or subpoena, provided the college notifies you.
- Anyone with your written consent, or your parents or guardians if you are under 18 years old.

In keeping with this law, SCCC will adhere to the following procedure and policy relative to the collection, maintenance, and dissemination of student records.

See the SCCC College Student Handbook for more information (www.sccc.edu).

Student Employment and Extra Curricular Activities

Because the Nursing Program is academically rigorous and requires significant preparation for classroom, laboratory, simulation, and clinical experiences, students are strongly encouraged to limit outside employment to no more than 12 hours per week while enrolled in the program.

If outside employment or other personal commitments appear to interfere with a student's academic or clinical performance, nursing faculty may require the student to meet with faculty to evaluate time management and reassess personal and professional priorities to promote academic success.

To ensure patient safety, students must not participate in clinical experiences if they have been awake for more than 24 consecutive hours. Students are expected to report to all clinical experiences physically and mentally prepared to provide safe patient care.

Students who are employed by a healthcare agency are responsible for understanding that their role as an employee is separate and distinct from their role as a nursing student. The employing agency is solely responsible for the student's performance while working as an employee. Clinical agencies must not require or expect students to perform employment-related duties during scheduled clinical experiences associated with the Seward County Community College Nursing Program.

Employment-related responsibilities, including work assignments, communications, and documentation, must be conducted outside of scheduled clinical hours.

The College's professional liability insurance applies only to approved educational activities that are part of the Nursing Program. It does not provide coverage while students are

functioning as employees or while providing volunteer services outside of approved program activities.

To maintain a clear distinction between the student and employee roles:

- Students must wear their Seward County Community College student identification badge only while participating in Nursing Program educational activities.
- Employer-issued identification badges must not be worn during student clinical experiences.
- Student identification must never be used when administering medications or performing duties as an employee.
- Students must sign all documentation using the credentials appropriate to their current educational status (e.g., Level I Nursing Student or Level II Nursing Student) and must not represent themselves as licensed nurses unless appropriately licensed.

While participating in clinical experiences as a student, individuals must function solely in the role of a nursing student and must not represent or perform duties on behalf of their employer. Students are expected to maintain a clear separation between their employment responsibilities and their educational clinical experiences at all times.

Clinical agencies partner with the Nursing Program to provide educational experiences that support student learning and professional development. Clinical sites do **not** rely on nursing students to meet staffing needs or provide replacement coverage for healthcare personnel. Students are present in the clinical setting for educational purposes and must function within the scope and expectations of the student nurse role under the guidance of nursing faculty and clinical staff.

Counseling Services

The Counseling Office is available for support with academic, career, and personal counseling. It's yours and it's free, so take advantage of it! There's no anxiety that a little information won't cure. Here's what is available:

Academic Counseling—If you are a new student or you haven't declared a major, you can see an advisor in the Counseling office for help planning your class schedule. They can help all new and non-degree students plan their classes for the short or long term. (If you have already declared a major, your faculty advisor is your source for academic counseling.)

Career Counseling—If you need help defining your career goals and identifying the skills you'll need, ask for career counseling. The Counseling Office helps you match your skills and interests with career choices. You can take a class or get individual counseling. The center is also ready to help you with job-search training, resume writing and interviewing techniques when you're ready to go for that job.

Personal Counseling—Personal problems can interfere with academic success. If you're having trouble concentrating on your status or are depressed for any reason, make an appointment with a counselor. The Counseling Office will help you sort things out and get back on track.

Substance Abuse Prevention—The Counseling Office has information and counseling for substance abuse problems. This office can also refer clients to community agencies from long-term counseling.

Student Health—For health concerns, the student may go to the SCCC Health Nurse free of charge or Seward County Health Department or Southwest Medical Center. In an emergency call 911.

Student Support Services/TRIO

Student Support Services (SSS) is a federally funded program that provides opportunities for academic development, assists students with basic college requirements and motivates students toward a successful completion of their postsecondary education. They aid students who are academically disadvantaged, with transfer programs, low income, first generation or documented disabled.

Student Nurses Association

Seward County Community College Student Nurses Association shall be comprised of at least fifteen members from SCCC nursing programs including Level I and Level II nursing students, any outreach BSN or MS programs if classes are taken through Seward County Community College.

Pre-Nursing and nursing students may join the Student Nurses Association at Seward County Community College by paying the appropriate yearly dues. Information can be obtained from the Association president or from the Director of Nursing at Seward County Community College.

To be eligible for the privileges of memberships, at least 50% of the scheduled meetings would need to be attended.

The purposes of the Student Nurses Association are to:

1. Assume responsibility for contributing to nursing education to provide for the highest quality of health care.
2. Provide programs representative of fundamental interests and concerns to nursing students.
3. Aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

The functions of the Student Nurses Association are to:

1. Have direct input into standards of nursing education and influence the education process.
2. Promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
3. Represent nursing students to the consumer, to institutions, and other organizations.
4. Promote and encourage students' participation in inter-disciplinary activities.
5. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, economic status, disease entity or physical limitations.
6. Promote and encourage collaborative relationships with nursing and health related organizations.
7. Promote and encourage the development of leadership skills in the nursing profession.

Seward County Community College
Student Representative Policy

PURPOSE:

1. Serve as liaison between faculty and nursing student body.
2. Provide input from the student perspective on various issues concerning the nursing program.

SELECTION:

At the beginning of each school term (in August or September) two representatives will be selected from each level.

RESPONSIBILITIES:

1. Attend monthly faculty meetings. The two representatives from each level can alternate attendance if so desired. Attendance of student representatives at each nursing faculty meeting will be documented in the nursing faculty meeting minutes.
2. Upon request of the Director or faculty, seek input from students regarding specific program issues or concerns.
3. Relay student input regarding program issues or concerns to faculty at faculty meetings.
4. Student representatives do not have voting privileges at faculty meetings.
5. Example of these program issues or concerns to be brought before faculty:
 - a. Philosophy and learning outcomes of program
 - b. Course requirements
 - c. Policies regarding student's behavior, expectations etc.
 - d. Class and clinical schedules
 - e. Resources and activities available to student
 - f. Textbook selection

Concerns that deal with individual faculty requirements or faculty relationships should be directed back to the individual student and faculty member.

Criminal Background Checks

All applicants admitted to the allied health programs at Seward County Community College must submit to a criminal background check (CBC). This will be conducted on an annual basis. This policy is based on a standard of The Joint Commission which requires healthcare organizations to verify criminal background information on students who provide care, treatment, and services to patients/clients during clinical activities. The cost of the CBC is student responsibility and is non-waiverable and non-refundable. The CBC will be performed only by an external vendor designated by the SCCC business office. Student eligibility for clinical activities is determined by the affiliated clinical agencies based on the CBC. Inability to participate in clinical activities prohibits successful completion of clinical courses and therefore prohibits program progression, since the classroom and clinical courses must be successfully completed in the same semester.

For Licensure Qualifications and exclusionary listing for licensure in Allied Health Programs please see the Kansas State Board of Nursing website at

<https://ksbn.kansas.gov/>

Nurse Practice Act

<https://ksbn.kansas.gov/npa/>

Tuition and Fees-Follow the link below

[TUITION AND FEES | SCCC](#)

SEWARD COUNTY COMMUNITY COLLEGE

ESTIMATED EXPENSES FOR LEVEL I & LEVEL II

Please refer to the SCCC Website

<https://sccc.edu/academics/areas-of-study/allied-health/nursing/approximate-cost/>

Seward County Community College Nursing Program Professional Standards, Clinical Safety, and Student Conduct Policy

Purpose

The Seward County Community College Nursing Program is committed to preparing students to provide safe, ethical, compassionate, and evidence-based nursing care. Students are expected to demonstrate professional conduct consistent with the standards of the nursing profession, the Kansas Nurse Practice Act, the American Nurses Association (ANA) Code of Ethics, the Nursing Program Student Handbook, and the policies of affiliated clinical agencies. Professional nursing practice requires accountability, integrity, respect, effective communication, sound clinical judgment, and a commitment to patient safety. Students are expected to uphold these standards in all settings including the classroom, laboratory, simulation, clinical, and program-related activities.

The behaviors identified in this policy represent examples of conduct that are inconsistent with the expectations of the Nursing Program. Because it is impossible to identify every situation that may arise, this list is **illustrative rather than all-inclusive**.

The Nursing Program reserves the right to address any behavior that compromises patient safety, violates professional or ethical standards, disrupts the learning environment, or fails to meet the expectations of the nursing profession.

Violations of this policy will be addressed based on nature, severity, frequency, and impact of the behavior. Depending on the circumstances, corrective action may include verbal counseling, written counseling, a learning contract, removal from the clinical setting, clinical failure, course failure, dismissal from the Nursing Program, or referral for action under applicable College policies.

The Nursing Program's primary responsibility is to protect the safety and well-being of patients, students, faculty, clinical partners, and the public. Accordingly, any student whose conduct is determined to present an immediate threat to patient safety or to violate legal, ethical, or professional standards may be removed immediately from the clinical setting pending further review.

Seward County Community College Nursing Program Policy on Unsafe and Unprofessional Student Behaviors

Purpose

The Nursing Program is committed to preparing students to provide safe, ethical, and competent nursing care. Students are expected to demonstrate professional behavior, clinical competence, accountability, integrity, and adherence to all nursing program, college, and clinical agency policies.

Any behavior that jeopardizes patient safety, violates professional or ethical standards, or interferes with the learning environment may result in corrective action, clinical failure, or dismissal from the Nursing Program.

The behaviors listed below are representative examples and are **not intended to be all-inclusive**.

I. Attendance and Professional Accountability

Students are expected to attend all classroom, laboratory, simulation, clinical, pre-conference, and post-conference experiences.

Unsatisfactory behaviors include, but are not limited to:

- **Absence** from scheduled classroom or clinical experiences.
- **Failure** to notify the instructor according to Nursing Program policy when absent or tardy.
- **No Call/No Show** for a scheduled clinical experience.
- **Habitual tardiness**.
- **Failure** to attend required pre-conference or post-conference.
- **Excessive** classroom absences prevent adequate preparation for safe clinical practice.

Students who demonstrate inadequate preparation due to absenteeism or repeated tardiness may be denied participation in clinical and may receive a clinical failure.

II. Preparation and Academic Responsibility

Students are expected to arrive prepared to safely care for assigned patients.

Unsatisfactory behaviors include:

- Failure to complete required assignments.
- Late submission of clinical assignments.
- Consistently poor-quality clinical documentation or written assignments.
- Failure to research assigned diagnoses, medications, procedures, or treatments.
- Failure to prepare for clinical experiences.

Students who are inadequately prepared may be prohibited from providing patient care and may receive an unsatisfactory clinical evaluation.

III. Professional Conduct

Professional nursing practice requires honesty, accountability, respect, and effective communication.

Unprofessional behaviors include, but are not limited to:

- Academic or clinical dishonesty.
- Falsification of patient records or clinical documentation.
- Failure to report errors or omissions honestly.
- Working while impaired by alcohol, illegal drugs, or any substance that compromises safe patient care.
- Bullying, intimidation, harassment, discrimination, retaliation, or lateral violence.
- Threatening or intimidating behavior toward patients, families, faculty, staff, peers, or healthcare personnel.
- Inappropriate verbal or nonverbal communication, including disrespectful comments, eyerolling, sarcasm, hostile tone of voice, inappropriate laughter, or dismissive behavior.
- Failure to follow instructor direction or clinical agency policy.
- Failure to establish therapeutic and professional relationships with patients and members of the healthcare team.
- Failure to wear the required clinical uniform, identification badge, or other required attire.
- Inappropriate use of personal electronic devices during classroom, laboratory, simulation, or clinical experiences.
- Sleeping during class or clinical experiences.
- Reporting to clinical fatigued or sleep-deprived to the extent that safe patient care may be compromised.

Students are expected to treat all individuals with dignity, courtesy, cultural sensitivity, and respect.

IV. Safe Clinical Practice

Patient safety is the highest priority of the Nursing Program.

Unsafe clinical behaviors include, but are not limited to:

- Failure to correctly identify a patient using approved patient identifiers.
 - Failure to verify allergies before administering medications or treatments.
 - Performing procedures without instructor approval when required.
 - Failure to follow medication administration safety principles.
 - Administering medications or treatments without adequate knowledge.
 - Failure to recognize contraindications or potential adverse effects.
 - Performing procedures beyond the student's educational preparation.
 - Failure to follow accepted standards of infection prevention and control.
 - Failure to accurately assess, monitor, document, and report changes in patient condition.
 - Failure to appropriately prioritize nursing care.
 - Neglecting patient care needs.
 - Delayed or omitted treatments or medications without appropriate justification.
 - Inaccurate, incomplete, or falsified documentation.
 - Inability to explain the rationale for nursing interventions.
 - Failure to recognize and appropriately respond to significant changes in a patient's condition.
 - Any behavior that places a patient, peer, faculty member, or healthcare worker at risk for harm.
 - Leaving the clinical site.
-

V. Confidentiality and HIPAA Compliance

Students are responsible for maintaining strict confidentiality regarding all patient information.

Violations include, but are not limited to:

- Discussing patient information with individuals not involved in the patient's care.
- Accessing patient information without authorization.
- Photographing, copying, printing, downloading, or removing patient records.
- Posting or sharing patient information through social media, text messaging, email, or other electronic communication.
- Sharing information that could reasonably identify a patient, family member, clinical agency, or healthcare provider.

Social media posts that include comments regarding patients, classmates, faculty, nurses, physicians, or clinical experiences that are disrespectful, harassing, or violating confidentiality may constitute unprofessional conduct, lateral violence, or a HIPAA violation.

VI. Clinical Agency Requirements

Students must comply with all policies and requirements established by the clinical agency. Failure to meet agency requirements or conduct which results in a clinical agency refusing placement of a student may result in inability to meet course objectives and may lead to dismissal from the Nursing Program.

VII. Corrective Action

Faculty will evaluate student performance using professional judgment and established clinical evaluation criteria.

Depending on the severity, frequency, or pattern of behavior, corrective action may include:

- Verbal counseling
- Written counseling
- Learning contract
- Clinical warning
- Removal from the clinical setting
- Clinical failure
- Course failure

- Dismissal from the Nursing Program
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VIII. Behaviors Resulting in Immediate Clinical Failure and Possible Program Dismissal

Certain behaviors are considered so serious that they may result in immediate removal from the clinical setting, clinical failure, and possible dismissal from the Nursing Program. These include, but are not limited to:

- Any action that places a patient or another individual at immediate risk of harm.
- Practicing while impaired by alcohol or drugs.
- Falsification of patient records, clinical documentation, or program documents.
- Academic or clinical dishonesty involving patient care.
- Breach of patient confidentiality or HIPAA violations.
- Medication errors resulting from reckless or grossly negligent conduct.
- Performing procedures beyond the authorized scope of a student nurse without supervision.
- Theft or diversion of medications or property.
- Physical abuse, verbal abuse, harassment, discrimination, threats, or violence.
- Refusal to follow faculty direction when patient safety is at risk.
- Conduct resulting in removal or exclusion by a clinical agency.

The Nursing Program reserves the right to take immediate action when student behavior jeopardizes patient safety, violates professional standards, or compromises the integrity of the Nursing Program.

Seward County Community College Clinical Policy for Student Nurses

Purpose:

To define the clinical practice of student nurses at the clinical site.

POLICY:

The clinical site nursing service department will maintain responsibility and accountability for all care performed by student practical nurses and student professional nurses. Student nurses will be supervised by instructors from the school of nursing with the clinical site retaining ultimate responsibility for patient care. Student nurses are guests of the clinical site and have the authority to care for patients on their clinical areas based on a contract between their school of nursing and the clinical site, nursing department staffs according to unit-based staffing grids. Student nurses are not counted in actual care hours; therefore, staffing is not adjusted based on the presence or absence of student nurses. Student nurses who are employed with the clinical site must not act as an employee while attending school clinical. They will always maintain the role of a student nurse while functioning as a student nurse at the clinical site. Student nurses will not act as an employee while engaged in clinical activities with the Seward County Community College nursing program.

The clinical site Nursing Department will work cooperatively with student nurses and their instructors.

Student nurses are held to the same Standard of Care as registered nurses and licensed practical nurses. Instructors will provide adequate supervision and instruction for their students. Student nurses shall not perform any act or procedure for which they are not fully trained or adequately prepared.

Student Nurses will:

1. Use two patient identifiers before any procedure and scan patient identification band and medication to be administered prior to administration.
2. Report any significant patient observations to the nurse in charge before leaving the clinical area.
3. Maintain confidentiality of patient information.
4. Comply with policies of their school and the clinical site.

Physician Orders:

1. Most physician orders will be entered in the computer by the physician, using Care Provider Order Entry (CPOE).
2. Under the direct supervision of the RN, Level II Nursing Students may receive a telephone or verbal order and/or place the order into the Patient Care System (PCS).
3. LEVEL I nurse students will not accept verbal or telephone orders.

Documentation:

1. The Level I and Level II nursing students will follow the clinical site documentation policies/procedures.
2. Level I may document in the PCS with the same dictionary access as the clinical site LPN, including, but not limited to daily flowsheets, interventions and eMAR. PNS nursing instructors may document a review of the students' documentation in the PCS.
3. Level II may document in the PCS with the same dictionary access as the clinical site RN, including, but not limited to assessments notes, interventions, and eMAR. If the ADNS is a Licensed Practical Nurse (LPN), nursing instructors are not required to review and sign the student's documentation; if the ADNS is not an LPN, the instructor will document a review of the student's documentation in the PCS.

Student Nurses at the clinical site will not:

1. Breach patient confidentiality.
2. Give prescriptions to patients that have not been signed by the physician (Level II only).
3. Dispense medications to discharged patients unless labeled with patient's name, med dose, and Doctor's signature (Level II only).

The clinical site will provide:

1. A clinical setting for learning experiences.
2. Space for student discussions.
3. Orientation for instructors and students.

The School of Nursing will provide:

1. Instructors.
2. Theoretical instruction.
3. Clinical Supervision.
4. Assignments for student nurses.
5. Validation of current licensure for all nursing instructors at the clinical site.

The students will provide their own:

1. Meals
2. Books
3. Uniforms
4. Liability insurance

Drug Testing

Students will be required to undergo drug testing per clinical facility requirements. Students may undergo the drug testing at Southwest Medical Center, or a location required by the clinical site. The fees for the drug testing will be included in the student course fees that are associated with clinical. The students will not be provided with notice of the drug testing to ensure validity of the test. If the students' results are positive, please see the substance abuse policy.

Seward County Community College Nursing Program

Preceptor Guidelines

I. Purpose of the Preceptorship Experience

The Seward County Community College Nursing Program utilizes a preceptorship model in selected clinical courses to promote the development of competent, confident, and practice-ready graduates.

The preceptorship provides students with a structured, supervised, one-on-one clinical learning experience with a registered nurse preceptor in a real-world clinical environment over a concentrated length of time. This experience supports transition to professional nursing practice and strengthens clinical judgment, prioritization, communication, and accountability.

II. Definition of Preceptor

In accordance with the Kansas Nurse Practice Act

A **preceptor** is a registered professional nurse who is not employed by the nursing program, but who provides clinical supervision for nursing students in nursing courses within a nursing education program. Nothing in this definition prohibits agency-employed registered nurses from assisting with student learning experiences as selected by the nursing program faculty. Faculty are not required to be physically present in the clinical agency but must be immediately available by telephone or electronic communication.

III. Roles and Responsibilities Overview

The preceptorship model modifies traditional faculty–student–nurse relationships to promote professional transition into practice.

- The **student** assumes increasing responsibility for patient care under supervision.
- The **preceptor** provides direct clinical supervision, guidance, and formative feedback.
- The **faculty liaison** retains ultimate responsibility for student evaluation, course oversight, and assignment of the final clinical grade.

Communication is primarily direct between the student and preceptor. The faculty liaison functions as a consultant, facilitator, and evaluator.

If concerns arise, the student and preceptor should first communicate directly. If resolution is not achieved or concerns involve safety, professionalism, or student progression, the faculty liaison must be notified immediately.

IV. Student Responsibilities

The student will:

1. Practice under the supervision of both the assigned preceptor and faculty liaison, utilizing additional qualified clinical personnel (e.g., charge nurse, RN staff, supervisors) as appropriate.
2. Actively pursue course and clinical learning outcomes at a satisfactory level of performance.
3. Participate in formative and summative evaluation processes, including joint evaluation by the preceptor and faculty liaison.
4. Complete all required written assignments, documentation tools, and reflective learning activities within established timelines.
5. Demonstrate accountability for safe, ethical, and professional nursing practice all times.

V. Faculty Liaison Responsibilities

The faculty liaison retains academic and clinical oversight and is responsible for overall course coordination and student evaluation.

The faculty liaison will:

1. Plan, coordinate, and implement preceptor orientation and preceptorship experiences.
2. Serve as the primary liaison between the Nursing Program, clinical agency, preceptors, and students.
3. Collaborate with nursing administration and clinical leadership to identify and assign qualified preceptors.
4. Confirm preceptor participation and obtain required credentials and documentation.
5. Provide course instruction and fulfill all related academic responsibilities.
6. Orient students prior to the preceptorship experience regarding expectations, objectives, and evaluation processes.
7. Support and guide preceptors in their role, including:
 - Clarifying student learning objectives
 - Providing consultation regarding student performance
 - Meeting as needed with preceptors to review student progress
 - Serving as a resource for clinical or professional concerns
8. Maintain availability for consultation throughout the preceptorship experience.
9. Retain final responsibility for student clinical evaluation and pass/fail determination.

10. Evaluate the effectiveness of the preceptorship experience for continuous quality improvement.
11. Maintain accurate records of approved preceptors and submit them to the Director of Nursing, including:
 - License number
 - Years of nursing experience
 - Area(s) of clinical expertise
 - Highest nursing degree attained

VI. Preceptor Responsibilities

The preceptor is responsible for facilitating clinical learning and supporting student progression toward safe, entry-level professional practice.

The preceptor will:

1. Review and formally accept preceptor responsibilities prior to student assignment.
 2. Notify the faculty liaison promptly regarding any schedule changes or conflicts.
 3. Review student learning objectives and guide clinical learning experiences accordingly.
 4. Provide progressive clinical experiences that increase in complexity as appropriate to student readiness.
 5. Provide ongoing verbal feedback to the student on a daily basis or as appropriate.
 6. Supervise and monitor student performance in the clinical setting to ensure patient safety.
 7. Complete formal written evaluations of student performance at designated intervals and at the conclusion of the experience.
 8. Communicate concerns regarding student performance promptly to the faculty liaison.
 9. Collaborate with the faculty liaison regarding student evaluation and progression.
 10. Utilize the faculty liaison as a resource for consultation, clarification, or escalation of concerns.
-

VII. Criteria for Selection of Preceptors

All preceptors must meet the following minimum criteria:

1. Hold an active, unencumbered license as a Registered Nurse in the state of practice.
2. Be currently employed in a clinical agency contracted with Seward County Community College for student clinical experiences.
3. Have a minimum of two years of clinical nursing experience (preferred).
4. Demonstrate clinical competence as validated by nursing leadership or supervisory recommendation.
5. Express willingness to serve as a preceptor for Level II nursing students.
6. Demonstrate effective communication and collaboration with patients and interprofessional healthcare teams.
7. Show evidence of teaching ability, interest in student learning, and commitment to professional role modeling.
8. Successfully complete preceptor orientation prior to student assignment.

VIII. Preceptor Orientation

The Course Coordinator, in collaboration with the faculty liaison, will provide structured preceptor orientation prior to student placement.

Orientation will include:

- Course syllabus and objectives
- Clinical learning outcomes
- Evaluation tools and grading expectations
- Student expectations and scope of practice
- Communication processes and escalation pathways
- Roles and responsibilities of preceptor, student, and faculty liaison
- Clinical agency policies and Nursing Program requirements

Preceptors will be provided with all relevant course materials necessary to support student learning.

IX. Evaluation of the Preceptorship Experience

Student Evaluation of Preceptor

At the completion of the experience, students will complete a formal evaluation of the preceptor. This feedback is used for program quality improvement and may inform future preceptor selection and development.

Program Evaluation of Student Performance

Student performance will be evaluated collaboratively by the preceptor and faculty liaison. Final determination of whether course and clinical objectives have been met, including pass/fail status, rests with the faculty liaison.

Program Evaluation of the Experience

The Nursing Program faculty will review the preceptorship experience regularly to evaluate effectiveness, identify areas for improvement, and ensure alignment with program outcomes and accreditation standards.

Major Clinical Facilities

Seward County Community College	620-624-1951	1-800-373-9951
Nursing Department SCCC	620-417-1401	
Nursing Department Fax	620-417-1449	
Larned State Hospital	620-285-2131	
Lone Tree Retirement Center	620-873-2146	
Seward County Health Department	620-626-3369	
Southwest Medical Center	620-624-1651	
Administrative Conference Room	620-629-6809	
Conference Room #1	620-629-6826	
Conference Room #2	620-629-6850	
Conference Room #3 (Computer training room)	620-629-6852	
Conference Room #4	620-629-6809	
Conference Room #5	620-629-6427	
Skilled Nursing Station	620-629-6226	
Skilled Waiting Room	620-629-6384	
Skilled Dining Room	620-629-6220	
Medical Floor	620-629-6477	
Medical Floor Conference Room	620-629-6472	
OB Floor	620-629-6316	
Surgical Floor	620-629-6376	
Surgical Floor Conference Room	620-629-6371	
Wheat Ridge Park Care Center	620-624-0130	
Satanta District Hospital	620-682-8414	
Stevens County Community Health Services	620-544-7157	
Sublette Clinic	620-675-2686	
Wound Care Center (Curative Health Services)	620-272-2700	
Genesis Family Health	620-624-6865	
Brookdale Independent Living Center	620-626-5082	
Beaver County Nursing Home	580-625-4571	
Liberal Family Medicine	620-624-1651	
Memorial Hospital of Texas County	580-338-6515	
Western Plains, Dodge City Kansas	620-225-8400	
St. Catherine's Hospital	620-272-2222	
Pioneer Manor Hugoton Kansas	620-544-2023	
Bethel Home Montezuma, Kansas	620-846-2241	
High Plains Clinic, Guymon Oklahoma	580-338-7792	
Hays Medical Center, Hays Kansas	855-429-7633	
Via Christi St. Joes	(316) 268-5000	
Via Christi St. Francis	(316) 268-5000	

Clinical Setting Expectations

Personal Appearance and Professional Image

The personal appearance and conduct of student nurses directly influence the image of nursing projected to patients, families, healthcare team members, and the community. The Seward County Community College Nursing Program expects students to maintain a professional appearance and demonstrate behaviors that reflect the standards, values, and expectations of the nursing profession.

Students are representatives of Seward County Community College and the Nursing Program while participating in clinical experiences, simulation activities, community events, conferences, and other professional activities. Students are expected to consistently demonstrate professionalism, respect, accountability, and commitment to patient safety.

Clinical Uniform Requirements

Students are responsible for obtaining and maintaining the required Nursing Program uniform. Nursing faculty will provide specific ordering instructions and timelines.

The approved clinical uniform consists of:

Green scrub pants and green scrub top.

The scrub top must be purchased through Meridy's Uniforms and include the Seward County Community College Nursing Program logo.

Students may purchase black scrub pants from another vendor if desired, provided they meet program requirements.

All uniforms must be properly fitted, clean, pressed, and hemmed appropriately so that the uniform does not touch the floor.

Professional nursing shoes must be worn with the uniform. Shoes must be solid white or black with matching white or black shoelaces and must be clean and maintained for clinical use only.

A green approved scrub jacket may be worn over the uniform when needed.

White lab coats or non-approved jackets are not permitted during clinical experiences.

A Seward County Community College Polo shirt with the college logo may be purchased through the SCCC Bookstore for approved field trips or designated clinical activities as directed by nursing faculty.

Each Level I and Level II nursing student will receive an SCCC nursing name badge annually prior to the first clinical experience. The name badge is considered part of the professional uniform and must be worn during clinical experiences, simulation, skills laboratory, conferences, classroom activities when designated, and other program-related activities as instructed by nursing faculty.

Students should wait for directions from nursing faculty before obtaining or wearing the required name badge.

Uniform Requirements by Student

Female students will wear:

Green scrub pants or approved scrub skirt.

Green scrub top purchased through Meridy's Uniforms with the SCCC Nursing Program logo.

An approved black or green scrub jacket may be worn over the scrub top.

A plain white or black shirt may be worn underneath the scrub top if desired.

The following are not permitted:

Shorts

Skorts

Spandex or leggings

Capri-length pants

Male Students

Male students will wear:

Green scrub pants.

Green scrub top purchased through Meridy's Uniforms with the SCCC Nursing Program logo.

An approved black or green scrub jacket may be worn over the scrub top.

Clinical Assignments and Facility Access

When entering a clinical facility for assignments, chart review, obtaining patient information, or other clinical preparation activities, students must wear appropriate professional attire and identification.

The approved attire includes:

SCCC green scrub jacket with student name badge; or

SCCC polo shirt with student name badge.

Professional street clothing and shoes are required when not wearing the clinical uniform. The following attire is prohibited:

Blue jeans

Shorts

Leggings or spandex

Capri pants

Sweatpants or athletic wear

Wind suits

Mini skirts

Low-cut tops

Flip-flops

The midriff, flank, and lower back must remain covered at all times.

Children, family members, or individuals not associated with the Nursing Program are not permitted to accompany students into clinical areas.

Students may not obtain patient information, access medical records, or complete clinical preparation activities without appropriate attire and identification.

Failure to comply with clinical attire requirements may result in the student being dismissed from the clinical area and the day being recorded as an absence.

Cell phone use is prohibited in clinical areas unless specifically authorized by nursing faculty.

Guidelines for Personal Appearance and Professional Conduct

Students must maintain the following standards while participating in clinical experiences:

Personal Hygiene

Maintain personal cleanliness, including appropriate oral hygiene.

Avoid strong odors, including cigarette smoke, excessive perfume, cologne, or aftershave.

Hair

Hair must be clean, neat, and pulled away from the face and patient care area.

Students are expected to maintain a professional appearance that reflects the standards of the nursing profession. Hair color must be appropriate for the clinical setting and comply with individual clinical site policies. Some clinical agencies require hair color to remain within natural hair color ranges. Students are responsible for understanding and following the hair color requirements of each assigned clinical site. Clinical agency policies supersede Nursing Program guidelines when applicable. Decorative hair accessories, including bows, scarves, feathers, beads, and similar items, are not permitted. Simple clips or appropriate hair restraints may be used.

Facial Hair

Beards and mustaches must be clean and neatly trimmed.

Eyelashes

Artificial eyelashes must be maintained in a clean, professional manner and must present a natural appearance. Eyelashes must be securely applied and may not interfere with patient care, safety, or infection prevention practices. Artificial eyelashes must not create a risk of falling into the patient care environment or compromising patient safety.

Students are responsible for ensuring that eyelashes remain intact and well maintained throughout the clinical experience. Any artificial eyelashes that are excessive, unsecured, or determined to pose a safety or infection control concern may not be permitted in the clinical setting. Clinical agency policies regarding artificial eyelashes and personal appearance must be always followed.

Nails

Natural nails must be worn by all students providing direct patient care.

Nails must be clean, well-maintained, and must not extend beyond the fingertip.

Nail polish, gel polish, or shellac may be worn if well maintained, intact, and not chipped.

Artificial nails, nail tips, acrylics, overlays, silks, or any artificial nail extensions are prohibited.

Jewelry

Jewelry is limited to:

Wedding bands or engagement rings.

One small pair of earrings in the earlobe (smaller than a dime).

Gauges must have a flesh-colored plug smaller than a dime.

Facial Jewelry

Facial jewelry must be modest, professional, and well maintained. Small, discreet facial jewelry may be permitted if it does not interfere with patient care, safety, or the professional image of nursing. Nose piercings must consist of a very small, subtle stud only. Nose rings, hoops, or other large or visible nose jewelry are not permitted.

Facial jewelry, including eyebrows, septum, lip, or tongue jewelry, is prohibited. Students must always comply with all clinical site policies regarding jewelry and personal appearance requirements. Clinical agency policies supersede Nursing Program guidelines when applicable.

Makeup

Makeup should be minimal and professional.

Tattoos

Visible tattoos must be professional in nature and may not contain offensive, discriminatory, inappropriate, or unprofessional images, words, or symbols. Tattoos that may negatively impact on the professional image of nursing or create concern within the clinical environment may be required to be covered at the discretion of nursing faculty or the clinical agency. Students must comply with all clinical site policies regarding visible tattoos and professional appearance requirements. Clinical agency policies supersede Nursing Program guidelines when applicable.

Required Clinical Equipment

The complete clinical uniform includes:

Clean, pressed, properly fitting uniform.

Approved scrub jacket or scrub top.

Student name badge.

Undecorated stethoscope.

Penlight.

Bandage scissors.

Black ink pen.

Watch with a second-hand display or second readout.

Cell Phones

Cell phones are not permitted for personal use in clinical areas.

Blood Exposure Incidents

Seward County Community College Exposure Control Procedure for Blood borne Pathogens (Student Form)

Reporting Procedures for First Aid Incidents

Whenever a student is involved in a first aid incident which results in potential exposure, the student shall report the incident to their instructor before the end of the work shift during which the incident occurred. The student must provide the instructor with the names of all first aid providers (those who assisted with the incident) involved in the incident, a description of the circumstances of the accident, the date and time of the incident, and a determination of whether an exposure incident, as in the OSHA standard, has occurred. The information shall be reduced to writing by the student and maintained in the first aid incident report file with the instructor. If an exposure incident has occurred, other post-exposure evaluation and follow-up procedures will be discussed with the student. The nursing faculty member will then notify the Director of the Nursing Program.

Post-Exposure Evaluation and Follow-up

An exposure incident occurs when there is specific mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials (OPIMs). Whenever a student has an exposure incident in the performance of his or her clinical assignment, an opportunity for a confidential post-exposure evaluation and follow-up will be provided to the student at the expense of the student. Accidental medical insurance is required for all allied health students and is provided by Seward County Community College (SCCC). This insurance is in effect only while the student is participating in program activities sponsored and supervised by SCCC. The maximum benefit for accident medical expenses is \$5000. This insurance policy will pay the reasonable expenses incurred by an insured person, more than the deductible amount, for medical care if the first expense is incurred within 30 days after the accident; and the expense is incurred within 52 weeks after the accident. The student will be responsible for paying the deductible amount of \$50 per occurrence. A course fee is paid by the allied health student for this insurance coverage. Each nursing faculty member will keep a copy of the insurance form to be completed at the time of an occurrence.

Post-exposure evaluation and follow-up shall be performed at the clinical site as per the clinical site protocol. The cost of any laboratory tests required for the evaluation or follow-up procedures is the responsibility of the student. The student should check in at the Admissions area to complete all required paperwork.

Whenever an exposure incident occurs, the exposed student shall report the incident to their instructor, who will explain to the student his or her right to a post-exposure evaluation and follow-up. **All costs associated with the post-exposure evaluation are the responsibility of the student. Exposure Control Procedure for Bloodborne Pathogens.**

(Student Form)**STUDENT ACCIDENT INVESTIGATION/TRACKING FORM**

Date of Accident: _____ Time of Accident: _____ Place of Occurrence: _____

Student Name: _____ Address: _____

Phone/Cell: _____ ID # _____

Instructor's Name: _____ Contact # _____

Clinical Field of Study: _____

Notified Instructor of Accident: Yes _____ No _____

Provide witness names when/if applicable:

Was any property/equipment damaged? _____ If so, please explain:

Student's description of incident:

Witness/instructor's account:

Type of Exposure (circle the appropriate response): Needle stick Puncture/laceration

Mucosal Splash

Other:

Describe injury in detail:

Exposure Device: _____ Brand: _____

Type:

_____ Did equipment have safety features available? Yes _____ No _____

If yes, was it activated properly? Yes _____ No _____ If no, please

explain: _____

Was immediate first aid administered following the exposure? Yes _____ No _____

If yes, please describe: _____

Student's vaccination status: HBV series: _____ Tdap: _____

Allergies/Reactions: _____

Student received information sheet with initial post-exposure counseling: Yes__ No__

PROTOCOL FOR EXPOSURE

Source Individual Information

1. Determine the individual's name from which the exposure occurred; also referred to as the Source Individual.
2. The exposed student should contact their local physician for evaluation, if available.
3. If their local physician is not available, the source individual and the exposed student should go to the emergency room for evaluation and the hospital Employee Health/Infection Control Nurse should be contacted, if available. *Student should begin this process at the Admission Department.* If the source individual is a patient in a medical facility, the patient's physician should be contacted. Obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies). Write orders on the patient chart as follows: Write "No Charge", followed by Rapid HIV, HBsAg, & Anti-HCV, VO (verbal order) or PO (phone order), physician's name/nurse's signature; include date and time of order. The student will be billed for this expense.
4. If the source individual is not a patient in a medical facility, obtain an order for a Rapid HIV, HBsAg (Hepatitis B surface antigen), and Anti-HCV (Hepatitis C antibodies) from the student's physician or the emergency room physician.
5. Have the source individual sign the consent/refusal for the necessary lab work. If the source individual consents, lab personnel will be notified of the blood draw.

Student Information

1. Have the student read, sign, and date the Post Occupational Exposure Information/Education sheet. Give the original to the student, make a copy and place in the exposure file.
2. If needed, have the student complete and sign the SCCC Release of Medical Information form.
3. Have the student carefully read the Consent/Refusal for Post Occupational Exposure Testing of Blood/Body Fluids for SCCC students prior to blood draw of the following labs: Rapid HIV, HBsAg, Anti-HCV, and Hepatic panel. The student needs to indicate either consent or refusal for the lab work by their signature.
4. Complete the lab requisition. Should the student choose to have blood drawn but not tested and held for 90 days, then write "No Testing, Hold Specimen for 90 Days" on top right-hand corner of requisition. Initial blood specimen must be drawn within 72 hours postexposure.
5. If the student wishes to start prophylactic treatment for HIV, he/she needs to read and sign the consent form (Consent for Prophylactic Treatment Following Blood/Body Fluid Occupational

Exposure). Medication must be started within 72 hours post exposure. An order for this medication will be obtained from the student's physician or the emergency room physician.

6. Help the student complete the Student Accident Investigation/Tracking Form.
7. Expenses related to this incident will be paid for by the student.

Post Occupational Exposure Student Information/Education

With regard to the occupational exposure you have sustained, it is important for you to read and understand the following information:

1. You are at risk for acquiring certain diseases which may be transmitted by blood and body fluids. Blood is the number one source of transmission for Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) which are three very serious bloodborne diseases.
2. There is a vaccine available to prevent Hepatitis B. You may have already had this vaccine and if you have a documented, adequate antibody titer response, you are at a lesser risk for acquiring Hepatitis B. If you have not had the vaccine or you do not have an adequate antibody titer response, you are at increased risk for acquiring Hepatitis B.
3. There is no vaccine available to prevent HIV or Hepatitis C. If the source of your exposure is known, the source individual will be contacted to obtain permission to perform HIV, Hepatitis C, as well as Hepatitis B testing. If the source individual refuses the testing, you will be notified. If the source individual consents to the testing, you will be informed of the results as soon as they become available. You must not disclose these results to anyone else. Doing so is a breach of confidentiality and is subject to disciplinary action. If the source of the exposure is unknown (i.e. needle in a needle box), no source testing can be performed.
4. It is recommended that you have your blood tested for HIV and Hepatitis B, and Hepatitis C following the exposure by contacting your physician or the local health department. If you elect to have this testing done, you will be asked to sign a consent for the testing. If you are unsure whether you want the testing done now, you may have your blood drawn and saved for 90 days. Should you change your mind during that time and decide you want to have the testing done, you will need to notify your physician and sign a consent and blood will be tested at that time. If you do not notify your physician before the 90-day time limit has ended, the blood will be destroyed without further notice to you. Blood must be drawn within 72 hours following the exposure.
5. A hepatic profile will also be done to establish your current liver function status.
6. If the initial lab results on both you and the source individual are negative, no further blood work will be necessary. If either you or the source patient has any positive results, additional testing is required, and blood work will need to be repeated at six weeks, three months, and six months.
7. It is your responsibility to notify your physician if you develop any symptoms of viral illness within 12 weeks following the exposure.
8. You may obtain more information about AIDS by calling the Center for Disease Control AIDS hotline at: 1-800-342-AIDS. You may obtain more information about Hepatitis by calling 1-404-332-4555.
9. If you have questions, or would like further information, you are encouraged to meet with your personal physician.

Student Signature

Date

Witness

Date

Seward County Community College
POST OCCUPATIONAL EXPOSURE
(Student Form)

Source Individual Form

(The source individual is to sign in the event a SCCC student is exposed to the source individual's blood/body fluids)

CONSENT FORM

Source Individual: _____
 Print Name

I understand that an occupational exposure occurred to a SCCC student involving my blood or body fluids.

As a result of this exposure, I am being asked to give consent for testing of my blood for the presence of HIV (Human Immunodeficiency Virus which leads to the AIDS Virus), HBV (Hepatitis B Virus), and HCV (Hepatitis C Virus) unless the HIV, HBV or HCV status is already documented in my medical record. In such cases, testing with consent will be done accordingly. I further understand that I have a right to refuse testing.

If I consent to blood testing, my physician will review the results of my test with me. I further understand that the involved student will be responsible for the cost of the HIV, HBV, and HCV testing of this exposure.

With all my questions answered, I, or my legal guardian, consent to or decline testing of my blood for HIV, HBV, and HCV as signified below by initials and signature.

_____ I give consent to HIV, HBV and HCV blood testing as outlined in this document.

_____ I DO NOT give consent to HIV, HBV and HCV blood testing as outline in this document.

Source Individual/Legal Guardian: _____ Date: _____
 Signature

Witness: _____ Title: _____ Date: _____

Hospital Use:

If consent has been given by the source individual, please check the appropriate post exposure laboratory test(s): Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Virus Antibody (Anti-HCV) _____

Note:

- This form is to be used when asking the source individual to consent to HIV, HBV, HCV tests after a SCCC student has been exposed to his/her blood and/or body fluids.
- Orders are not placed in the Meditech system. Use the lab requisitions provided in the exposure packet, and once completed give requisition along with a copy of this form to Lab.

Seward County Community College
Consent/Refusal for Post-Occupational Exposure Testing of
Blood/Body Fluids for SCCC Students

I have received an occupational exposure to one or more of the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, amniotic fluid, blood, blood components, products made from human blood, saliva in dental procedures, or any body fluid that is visibly contaminated with blood.

Occupational exposure could also include contact with an unfixed tissue or organ from a human, living or dead. Cell tissue culture, organs, cultures, or other media for laboratory use are potentially infectious materials for exposure.

This exposure was a splash of fluid into my eyes, mouth or nose, or contact with my skin which was not intact (such as sores, acne, cuts, chapping), or a stick, stab or slice of my body by an object such as a lancet, needle, scalpel, glass that had any contact with the aforementioned body fluids or tissues. **(Circle exposure type).**

I understand that I am responsible for maintaining barrier precautions as instructed until all testing is completed and I am released by the physician.

If I am a non-responder to the Hepatitis B vaccine, I will receive a Hepatitis B booster at my expense.

I understand also that if the source individual is known and gives consent, a blood test will be done to determine the presence of HIV, HBV, HCV in that individual, unless the HIV, HBV, HCV status of the individual is already known.

The results of my post exposure testing and the patient source testing will be sent to my physician or the Human Resource department at SCCC and maintained confidentially. My physician or the SCCC Human Resource department will notify me of the results. The results of my test and the source individual will be reviewed with me during counseling. I realize that I am responsible for the confidentiality of the source individual's test results.

I understand that I am responsible for reporting any signs and symptoms of disease during the testing period to my physician, such as: malaise, swollen lymph nodes or unusual symptoms. A copy of the test results and counseling done by my physician and/or designee will be provided to me within 15 working days of the completion of the tests and referred to my physician if further follow-up and treatment is indicated.

If the initial blood test results are negative, no further testing will be needed. If indicated, I understand that the following blood tests may need to be done in six weeks, three months and six months:

Human Immunodeficiency Virus (Rapid HIV) _____

Hepatitis B titer _____

Hepatitis B Surface Antigen (HBsAg) _____

Hepatitis C Antibody (Anti-HCV) _____

Hepatic Profile _____

I **give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outline in this document:

Student Signature _____ Date _____

I **do not give** consent to HIV, HBV, HCV, and Hepatic profile blood testing as outlined in this document:

Student Signature _____ Date _____

Witness: _____ Date _____

**Seward County Community College
Release of Medical Information Form**

I, _____, authorize Seward County Community College to release the following information from my student record:

—

—

The above listed records are to be sent to:

—

—

Student Signature

Date

STUDENT HANDBOOK

The student is highly encouraged to obtain and read the college student handbook. This contains policies and statements that relate to all students on campus.

No license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto (Kansas Nurse Practice Act 65-1120).

POLICY ON DISCRIMINATION

Applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Seward County Community College are hereby notified that this institution does not discriminate based on race, religion, color, national origin, gender, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Seward County Community College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact Mr. Dennis Sander, 1801 North Kansas, Liberal, KS, 67901, telephone: 620-417-1951, email address: dennis.sander@sccc.edu. His office is in the Hobbie Academic Building, office #A116.

Mr. Sander has been designated by Seward County Community College to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

ACCREDITATION

Seward County Community College is accredited by the Higher Learning Commission and the Kansas Board of Regents.

Level I program is approved by the Kansas State Board of Nursing (KSBN). The Level II program is approved by the Kansas State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The most recent accreditation decision by the ACEN Board of Commissioners for the associate degree nursing program is continuing accreditation. The most recent status with the Kansas State Board of nursing for the associate degree nursing program is approval with conditions.

ACEN
3390 Peachtree Road NE
Suite 1400
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Rm 1051
Topeka, KS 66612-1230
785-296-4929
www.ksbn.org

revised 5/96,1/97,5/97,7/98,6/99,8/2000, 7/2001,7/2002,6/2003, 6/2004, 6/2005, 6/06 7/07, 7/08, 7/09, 6/10, 7/11,7/12,7/13,7/14, 3/16, 3/17, 3/21

STATEMENT OF UNDERSTANDING

I have read the Seward County Community College Nursing Student Handbook, understand its content and agree to abide by the policies contained therein.

Student Signature

Date

ACKNOWLEDGMENT OF SCCC'S ALLIED HEALTH DIVISION PROTOCOL FOR A DRUG AND ALCOHOL-FREE ENVIRONMENT

I have reviewed the Seward County Community College's Drug-Free Institution of Higher Education Policy. I understand and will abide by said Policy.

I further agree that, should I be requested to submit to a blood and/or urine drug and/or alcohol screen and further agree that, should I be subject to any of the disciplinary actions set forth in the protocol, I waive any privilege regarding my alleged drug and/or alcohol use and consent to the release of information to Seward County Community College.

Signature: _____

Date: _____

CONTRACT FOR SOCIAL MEDIA

I have read the Social Media Policy for SCCC nursing program. I agree to comply with all issues regarding confidentiality and/or communication involving social media.

Student Name (print) _____

Student Signature _____ Date: _____

TECHNICAL STANDARDS POLICY

The Seward County Community College nursing program's faculty has identified specific abilities that are critical to the nursing students' success. Students must demonstrate the ability to meet these standards, with or without reasonable accommodations.

AL:

- Ability to make appropriate observations required in providing nursing care.
- Ability to manipulate equipment and supplies as required in providing nursing care.
- Ability to use senses of hearing, seeing, touch and smell to make observations regarding client conditions for demonstrating competency to engage in nursing practice.
- Ability to lift a minimum of 50 pounds.

COMMUNICATION:

- Ability to effectively communicate with members of the health care team, clients, peers, and faculty. Skills include verbal, written/computerized, and non-verbal abilities.
- The clinical rotations require independent reading of medical records and independent recording of nursing care plans and communication analysis.

EMOTIONAL:

- Ability to demonstrate emotional coping skills necessary to provide nursing care as determined by standards of practice.
- Ability to carry out activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on any drug that might impair behavior or judgment.

COGNITIVE:

- Ability to measure, calculate, and problem solve to engage in the safe practice of nursing.
- Ability to exercise judgment skills as required in providing nursing care.
- Ability to identify, assess, and understand patient conditions to provide nursing care.
- Ability to determine appropriate conclusions and course of action necessary for providing client care.
- Ability to demonstrate responsibility and accountability for actions as a student that are required by nursing practice.

The Seward County Community College nursing program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD is in compliance with the Federal Americans with Disabilities Act.

If anyone needs accommodations to meet the above criteria, please contact the Program Director immediately.

I have read and understand the above criteria and believe I can meet these requirements with reasonable accommodations.

STUDENT NAME _____

WITNESS: _____

Please sign with a witness and return with application to Seward County Community College nursing program.

Seward County Community College

Associate Degree in Nursing (ADN) Program

ATI Policy Acknowledgement Form

Student Acknowledgement of ATI (Assessment Technologies Institute) Utilization Policy

I, _____ (Print Full Name), acknowledge that I have received, read, and understand the **ATI Policy** as outlined by the Seward County Community College (SCCC) associate degree nursing (ADN) program.

I understand the following expectations and requirements regarding the use of ATI materials throughout the duration of the program:

1. **Immediate Use Upon Program Entry:**

I will begin using ATI resources as an integrated component of all nursing courses starting in the first semester of the ADN Program.

2. **Active Participation and Engagement:**

I am expected to fully engage with all ATI learning tools, including but not limited to:

- Tutorials
- Practice and proctored assessments
- Focused review assignments
- Skills modules
- Case studies and simulations
- Real-life scenarios
- Remediation activities

3. **Course Integration and Grading:**

ATI materials and assignments are a required and graded component of each course in the nursing program. I understand that failure to complete ATI-related requirements may result in academic penalties and/or impact my eligibility to progress in the program.

4. **Faculty-Assigned ATI Work:**

I am responsible for completing **any additional ATI-related coursework, modules, or remediation** assigned by faculty throughout the program to support my learning and academic success.

5. **Remediation Expectations:**

If I do not meet benchmark scores on ATI assessments, I will complete the required focused review and remediation work as directed by faculty before retesting or moving forward.

Final Semester NCLEX Preparation Requirements:

I understand that, as part of my preparation for the NCLEX-RN in the final semester of the program, I am required to complete the following components in sequence:

ATI Capstone Review Course:

A mandatory, faculty-guided ATI Capstone Review Course will be completed prior to VATI. This course is designed to reinforce core nursing content, identify areas for improvement, and assess readiness for licensure preparation.

ATI Live NCLEX Review:

I am required to attend the **mandatory ATI Live NCLEX Review**, scheduled by the program.

Virtual ATI (VATI) Review Process:

After the Capstone and Live Review, I must fully participate in the **Virtual ATI (VATI)** process, which includes:

- Working with an assigned ATI NCLEX Coach
- Achieving **Green Light** status from the ATI Coach
- Completing **100% of all VATI requirements within the time line mandated by the course**

6. **Graduation and NCLEX Eligibility:**

I understand that **graduation and/or authorization to take the NCLEX-RN exam may be delayed** if I do not complete:

- All assigned ATI coursework throughout the program
- The ATI Capstone Review Course
- The ATI Live NCLEX Review
- The full VATI process including Green Light and 100% completion

7. **Ongoing Responsibility:**

It is my responsibility to:

- Monitor ATI deadlines and assignments
- Ensure timely completion of all ATI activities
- Communicate proactively with faculty about any difficulties accessing or completing ATI materials
- Engage fully in all ATI components as an essential part of my nursing education

Student Agreement

By signing below, I confirm that:

- I have read and understand the ATI Policy as outlined by the Seward County Community College ADN Program.
- I agree to fully comply with the ATI requirements and all associated assignments, including the Capstone Review Course, Live NCLEX Review, and Virtual ATI (VATI).
- I acknowledge that ATI is a required and essential component of my nursing education and NCLEX preparation.
- I accept that non-compliance with ATI requirements may affect my academic standing, graduation eligibility, and NCLEX authorization.

Student Name (Print): _____

Student Signature: _____

Date: _____

Program Representative Signature: _____

Date: _____

Nursing Program Student Communication Policy Acknowledgment

I acknowledge that I have received, read, and understand the Nursing Program Student Communication Policy.

I understand that professional communication with nursing faculty is an expectation of the Nursing Program and is consistent with the standards of professional nursing practice.

By signing below, I acknowledge that I agree to:

- Use college email and approved communication platforms (e.g., Remind) as my primary methods of communication with faculty.
- Limit text messaging to situations specifically authorized by faculty or for urgent clinical matters, when appropriate.
- Respect faculty business hours and understand that responses are generally provided during normal business hours.
- Contact only the faculty member responsible for the course, clinical experience, or issue, and refrain from contacting multiple faculty members regarding the same concern unless directed to do so.
- Follow the Nursing Program chain of command when addressing questions, concerns, or requests.
- Communicate with faculty in a professional, respectful, and courteous manner.

I understand that failure to adhere to these communication expectations may be addressed as a professionalism concern in accordance with the Nursing Program Student Handbook and College policies.

Student Name (Print): _____

Student Signature: _____

Date: _____

Course/Cohort: _____

Faculty Witness: _____

Date: _____

**Seward County Community College Nursing Program
Professional Standards, Clinical Safety, and Student Conduct Policy
Student Acknowledgment Form**

I acknowledge that I have received, reviewed, and understand the **Seward County Community College Nursing Program Professional Standards, Clinical Safety, and Student Conduct Policy** as outlined in the Nursing Student Handbook.

I understand that, as a nursing student, I am expected to demonstrate professional behavior, accountability, integrity, respect, and safe nursing practices in the classroom, laboratory, simulation, clinical, community, and program-related activities.

I understand that this policy outlines expectations related to, but not limited to:

- Professional appearance and conduct.
- Clinical safety requirements and patient care responsibilities.
- Confidentiality and protection of patient information.
- Appropriate use of social media and electronic communication.
- Clinical attendance, preparation, and participation.
- Communication and professional interactions with patients, families, faculty, peers, and healthcare team members.
- Compliance with Nursing Program policies and clinical agency requirements.
- Behaviors that may result in disciplinary action, removal from the clinical setting, failure of a clinical experience, or dismissal from the Nursing Program.

I understand that clinical agencies may have additional policies and requirements that must be followed while participating in clinical experiences. I acknowledge that clinical site policies may supersede Nursing Program guidelines when applicable.

I understand that it is my responsibility to seek clarification from nursing faculty if I have questions regarding any policy, expectation, or professional standard.

By signing below, I confirm that I have read and understand the **SCCC Professional Standards, Clinical Safety, and Student Conduct Policy** and agree to comply with the expectations outlined within the Nursing Student Handbook and all associated program policies.

Student Name (Print): _____

Student Signature: _____

Date: _____

Nursing Faculty Signature: _____

Date: _____