THE LION'S ROAR

Associate Degree Nursing Student Handbook
East Mississippi Community College

East Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Dr. Jackie Stennis, Vice President for Scooba Campus, Davis Administration Building
P.O. Box 158, Scooba, MS 39358, 662-476-5000, jstennis@eastms.edu

January, 2012
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WELCOME
Welcome to East Mississippi Community College. Thank you for considering us to fill your educational needs. The purpose of the program is to prepare men and women for the role of the registered nurse, competent to function as a professional and valuable member of the health care team in providing care for individuals, families, and communities. This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning. IHL contact information: Address, 3825 Ridgewood Road Jackson, MS 39211. Telephone, (601) 432-6198. Fax, (601) 432-6972. Website, http://www.ihl.state.ms.us.

This nursing education unit is accredited by the National League for Nursing Accrediting Commission (NLNAC). Information about the Accreditation of EMCC's Associate Degree Nursing program with the NLNAC can be obtained from their website at http://nlnac.org/Forms/directory_search.htm by emailing Dr. Sharon Tanner, Chief Executive Officer of NLNAC at sjtanner@nlnac.org or by writing to National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326.

Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse (NCLEX-RN®). Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student’s expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs. Please see the National Council of State Boards of Nursing website, www.ncsbn.org, for more information.

Criminal background checks for students are valid for two years, as long as the student is continuously attending the program. If the student is not continuously enrolled in the ADN program, a new “clear” background check will be required prior to readmission. Please see the National Committee of State Boards of Nursing website, www.ncsbn.org, for more information.

As your faculty we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it you will find the nursing curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.

Sincerely,
Nursing Faculty
HISTORY OF THE ASSOCIATE DEGREE NURSING PROGRAM
August 2, 1981 East Mississippi Community College graduated its first class of Associate Degree RN students. The graduating class had a 100% rate on the NCLEX-RN®. Although the first class was very successful, it was decided that the program could not be offered the next year.
In 2005, college administration and members of various health and community agencies in the Golden Triangle area identified a need for more registered nurses in the entire state of Mississippi. In October 2008, the Mississippi Institutes of Higher Learning (IHL) granted approval to establish an Associate Degree Program in Nursing at East Mississippi Community College. Initial accreditation and permission to admit students was granted by IHL in October 2009.
In April of 2012 this nursing education received initial accreditation by the National League for Nursing Accrediting Commission.

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE
East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

VALUES
1. excellence in education, service and lifelong learning
2. access to instructional opportunities on campus and online
3. freedom in teaching and learning within a supportive, communicative, diverse, and caring environment
4. leadership built on respect for self and others and demonstrated in our local communities

EXPECTATIONS OF THE COLLEGE
Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of arts degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.
Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.
DISTANCE LEARNING MISSION STATEMENT
East Mississippi Community College seeks to provide distance learning opportunities for its
district’s constituents who are unable, for a variety of reasons, to attend classes on one of the
College’s campuses. The distance learning opportunities meet all quality standards set forth for
traditional on campus classes to carry out the mission of the College.

ADN MISSION STATEMENT
The faculty of the Department of Nursing upholds the mission and values of East Mississippi
Community College by supporting the educational and lifelong learning needs of our students
and community. The faculty is dedicated to providing excellence in nursing education and
evidence based practice, and incorporating innovations aimed at improving quality of life,
development of individuals, and service to the community. Additionally, the faculty will seek to
instill the values of: the dignity and worth of people, respect for self and others, Acceptance of
cultural and ethnic differences, and civic mindedness. The school of nursing provides quality
education which prepares the graduate for entry-level practice of nursing, for lifelong learning
and for future leadership roles.

ADN PHILOSOPHY
The Faculty of the EMCC Associate Degree Nursing program holds certain values and beliefs
about nursing and nursing education. The Program philosophy was written by the faculty and is a
reflection of their beliefs regarding the four foundational concepts of person, society, health, and
nursing. These beliefs and values form the framework in which learning activities move in a
logical progression from simple to complex.
The faculty of the Department of Associate Degree Nursing believes that:

**Person**
The person is an individual, family or community. Although unique, each person shares common
needs in relation to biological, psychological, sociocultural, and spiritual processes throughout
the lifespan. Each person has inherent worth and responsibility to fulfill their own potential. The
person has the right to access to health care and to participate in decisions related to their health
care. The person is holistic; alterations in one aspect of a person’s life affect the person as a
whole.

**Society**
Society is composed of communities, families, and individuals. Society influences human
responses to actual and potential health problems. Society responds to and adapts to changes in
the environment.
**Health**
Health is the highest level of physiological, psychological, sociocultural, and spiritual function the person is capable of achieving. Health is a dynamic state of being resulting from the adaptation to the interaction of person and environment.

**Nursing**
Nursing is an art, a science, and a profession. Nursing has a scientific body of knowledge that is uniquely nursing. Nursing is focused on assisting individuals, families, and communities to reach their optimal level of functioning.

Nursing education is most appropriately based in an institute of higher learning. It is a continuous and dynamic process that is shared by students and faculty. Nursing education facilitates the learning of critical thinking, clinical reasoning, and problem solving skills. Clinical experiences are an essential component of all nursing classes. Although the responsibility for learning lies solely with the learner, the educator is responsible for creating an atmosphere that fosters learning. The educator must incorporate diverse teaching styles and strategies in the classroom and clinical setting to meet the individualized needs of the learner. The faculty strives to provide a learning environment that both supports and challenges the student using a variety of instructional techniques and to instill the value of lifelong learning, to assure that practice is continually evidence based. Associate Degree Nursing education should build a foundation for the novice nurse to continue to the level of expert.

**CONCEPTUAL FRAMEWORK**
The conceptual framework is an extension of the mission and philosophy of the ADN department. It provides the blueprint for sequencing the curriculum. The curriculum is based on the framework developed from beliefs about the concepts of person, society, health, and nursing. These concepts are woven together with the threads to create an organized foundation for the program, guiding decision making on curriculum, content, learning opportunities, and teaching/learning strategies.

Threads are interwoven throughout the framework in order to determine the progression of content from the simple to the complex, from dependent to independent, and from teacher led to student directed learning. The threads are:

1. **Nursing Process** is a scientific problem solving approach to client care that includes assessment, analysis, planning, implementation, and evaluation. Critical thinking guides nursing practice through each step
2. **Caring** is the interaction of the nurse and the client in an atmosphere of mutual respect and trust. In this collaborative environment the nurse provides encouragement, hope, support, and compassion to help achieve desired client outcomes. Nursing care is culturally and ethnically sensitive and encompasses social diversity.
3. Communication includes the verbal and nonverbal interactions between the nurse, the client, the client’s significant others, and other members of the health care team. Events and activities associated with client care are validated in written and/or electronic records that reflect standards of practice and accountability in the provision of care.

4. Teaching/Learning is the facilitation and acquisition of knowledge, skills, and attitudes promoting change in behavior. Teaching and learning is an active process that requires cooperation between the learner and the educator.

5. Role Development is achieved through learning experiences aimed at attaining the competency necessary to practice as a professional nurse generalist in the roles of Provider of care, Manager of care, and Member of the profession.
   a. As a provider of care the student will document the ability to utilize the nursing process in the provision of safe and effective care throughout the life span, use teaching skills to impart information to clients, appropriately intercede on behalf of the client as necessary, and use verbal and nonverbal communication skills to work effectively as a member of the health care team.
   b. As a manager of care the student will collaborate with the client, family, and health care team to coordinate and manage care for a group of clients, and utilize the nursing process and critical thinking skills to manage client care, personnel, and resources.
   c. As a member of the profession the student will be active in professional organizations that promote self growth as well as growth of the profession, advocate for the nursing profession, take responsibility for lifelong learning, recognize limits of practice and expertise, and employ legal and ethical standards in providing care.

These threads are interwoven with the core concepts to form the conceptual framework, which provides the direction for the development of course descriptions, course outcomes, content and clinical experiences. The threads are integrated across the curriculum and progress from simple to complex, building higher levels of conceptualization. Threads are flexible, developmental, and self-directed. The end program competencies are used as a measurement of student achievement of knowledge, skills, and attitudes essential to the practice of nursing.
East Mississippi Community College
Associate Degree Nursing
PROGRAM OF STUDY

The Associate of Applied Science degree is a 77 hour program. The program consists of 37 hours of general academic classes and 40 hours of nursing classes. The program is designed to be completed within 2 years of entrance into the first nursing class. All students must take nursing classes in sequential order.

**PRE-REQUISITES:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Hours</th>
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<tr>
<td>BIO 2514</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
<td>4 HOURS</td>
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<tr>
<td>BIO 2524</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>4 HOURS</td>
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<tr>
<td>MAT 1313</td>
<td>COLLEGE ALGEBRA</td>
<td>3 HOURS</td>
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<tr>
<td>BIO 2924</td>
<td>MICROBIOLOGY</td>
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**TOTAL PRE-REQUISITE HOURS 15 HOURS**

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<tr>
<th>FRESHMAN</th>
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<tr>
<td>FIRST SEMESTER</td>
<td>HOURS</td>
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<tr>
<td>NUR 1119 FUNDAMENTALS OF NURSING</td>
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<td>NUR 2218 MEDICAL SURGICAL NURSING II</td>
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<td>ENG 1113 ENGLISH COMP I</td>
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<td>NUR 2113 MENTAL HEALTH NURSING</td>
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<tr>
<td>PSY 1513 GENERAL PSYCHOLOGY</td>
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<td>SPT 1113 PUBLIC SPEAKING I</td>
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<td>LLS 1311 ORIENTATION</td>
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<td><strong>TOTAL: 16 HOURS</strong></td>
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<td><strong>TOTAL: 14 HOURS</strong></td>
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<tr>
<td><strong>Summer Session</strong></td>
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<td><strong>Summer Session</strong></td>
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<tr>
<td>FCS 1253 NUTRITION</td>
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<td>SOC 2113 INTRO TO SOCIOCOLOGY</td>
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<td>SECOND SEMESTER</td>
<td>HOURS</td>
<td>SECOND SEMESTER</td>
<td>HOURS</td>
</tr>
<tr>
<td>NUR 1128 MEDICAL SURGICAL NURSING I</td>
<td>8</td>
<td>FINE ARTS ELECTIVE</td>
<td>3</td>
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<tr>
<td>NUR 1123 MATERNAL NEWBORN NURSING</td>
<td>3</td>
<td>NUR 2123 CHILD HEALTH NURSING</td>
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<tr>
<td>EPY 2533 HUMAN GROWTH AND DEVELOPMENT</td>
<td>3</td>
<td>NUR 2126 INTERNSHIP: NURSING LEADERSHIP</td>
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<td><strong>TOTAL: 14 HOURS</strong></td>
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<td><strong>TOTAL: 12 HOURS</strong></td>
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**TOTAL HOURS 77**
END OF PROGRAM COMPETENCIES

Measurable knowledge, skills, and attitudes essential to the practice of nursing

I. Nursing Process
   - Makes comprehensive assessments related to client needs.
   - Formulates appropriate nursing plan of care including nursing diagnosis, interventions, and client outcomes.
   - Uses critical thinking to analyze data, problem solve, and modify nursing plan of care.

II. Caring
   - Provides safe, accurate nursing care in diverse settings.
   - Provides care interventions that are culturally competent, ethnically sensitive, and ethically sound to diverse populations.
   - Show respect for diverse values and preferences of other individuals and groups

III. Communication
   - Communicates effectively with clients, families, and communities through the use of interpersonal skills and technologies.
   - Documents all care accurately
   - Demonstrates professional communication skills with team members.
   - Uses appropriate therapeutic communication techniques with the client and family.

IV. Teaching Learning
   - Develops, implements, and evaluates teaching plans on assessed needs for clients, families, and groups.
   - Utilizes teaching/learning principles while planning and providing nursing care to clients, families, and communities.
   - Identifies teaching/learning needs of clients, families, and communities.

V. Role Development
   - Provider Role
     - Sets priorities for client care
     - Demonstrates adaptability in relation to changes in the clinical setting
     - Manages resources efficiently and effectively in a variety of health care settings.
   - Manger Role


10
- Collaborates with the health care team to coordinate and manage health care needs of clients, families, and communities.
- Delegates and manages care for groups of clients.
- Manages time effectively.

- Member of Profession
  - Uses evidenced-based information to support clinical decision-making.
  - Participates in professional development.
  - Practices within the legal, ethical, and regulatory frameworks of nursing.

**PROGRAM OUTCOMES**

*Those expectations for student performance at the completion of ADN program of study*

1. 60% of students admitted to the program will complete the program in 150% of the allotted time.
2. First write results for national licensure exam shall be no less than 95% of that year’s national average.
3. Ninety percent (90%) of graduates will have employment as a registered nurse within nine months of graduation.
4. Ninety percent (90%) of graduates responding to a nine month survey will rate their educational experience as satisfactory or better.
5. Ninety percent (90%) of employers responding to a nine month survey will report satisfaction with graduates as employees.
STUDENT ACTIVITIES
PHI THETA KAPPA - Phi Theta Kappa, an international society for the two-year Colleges, is recognized by the American Association of Junior and Community Colleges as the official honor society. The East Mississippi Community College chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides opportunity for the development of leadership and service. Invitations are extended to academic and technical students who make the President's List on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

STUDENT GOVERNMENT ASSOCIATION - Each campus has a Student Government Association that is comprised of elected representatives of the student body and serves through executive and advisory function as the voice of the students. The SGA plans recreational and social activities, encourages student discussion of campus concerns, presents recommendations to the faculty and administration, and acts in an advisory capacity to the students of each of the campuses.

Mississippi Organization of Associate Degree Nursing Student Association (MOSA) is open to all Associate Degree Nursing students. MOSA is the student chapter of the Mississippi Organization of Associate Degree Nursing (M-OADN). The purpose of this program is to aid in the development of the individual student of nursing and the improvement of health care, and to provide educational activities designed to promote personal and professional growth. Membership in MOSA is mandatory for all students admitted into the Associate Degree Nursing Program. Students will receive information about the benefits of membership in the organization the first week of school.

STUDENT PARTICIPATION IN GOVERNANCE
Student participation in governance is important to the nursing faculty. Students participate in the following areas:
1. Curriculum committee- 1 student
2. Advisory committee- 1 upper level student and 1 former student
3. Graduation Committee- 1 student from each class
4. Student officers- selected by peers from upper and lower level students
5. Faculty meetings- 1 representative from each class. When items of a confidential nature are discussed, the student representative will be asked to leave the meeting.
GENERAL POLICIES

HEALTH

Prior to being fully admitted into the ADN program, students must submit a packet with the following information:

1. A history and physical exam performed by a qualified medical practitioner.
2. Evidence of measles and mumps vaccination or evidence of immunity documented by having one of the following:
   a. Documentation of having received two (2) live measles vaccinations (MMR) after first birthday.
   b. Documentation of having had physician-diagnosed measles
   c. Laboratory evidence of measles/mumps immunity, or
   d. Birth before 1957 and with Rubella immunity.
3. A negative TB skin test or negative Chest X-ray results in lieu of skin test for students with history of positive skin tests. This is a yearly requirement.
4. Hepatitis vaccinations are strongly recommended for all health care workers. Many clinical agencies require proof of vaccination prior to the student being allowed to attend clinical. Although the vaccination is voluntary, students are strongly encouraged to begin the series before the start of school. A waiver must be signed by students who choose not to protect themselves with the Hepatitis vaccination series.

INFECTION CONTROL AND EXPOSURE

Allied Health students and faculty should be particularly aware of the potential contamination from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called “Standard Precautions” by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in disciplinary action ranging from written counseling to removal from the program, depending on severity of the breech.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood borne pathogen in the clinical setting the faculty member and student should follow the agency’s exposure policy. The faculty/student will:

1. Notify the appropriate agency representative
2. Initiate immediate treatment by:
   a. Cleansing the wound/skin area with soap and water.
b. Flushing mucous membranes with tap water or saline.

Additionally, students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. The faculty member is responsible for documenting the information and notifying the Program Director.

COMPROMISED IMMUNE SYSTEM
Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not completely eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the Students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

PREGNANT STUDENTS
Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Associate Degree Nursing attendance policy. All course and clinical objectives must be met in order to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work.

CRIMINAL BACKGROUND RECORD CHECK
Each student pending admission must receive a “clear” criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. Clinical agencies have the sole discretion to allow a student into their facility. If a student is barred from any clinical agency for any reason they will not be eligible to continue in the program. Graduates of the program receive an Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Committee of State Boards of Nursing licensure examination for the Registered Nurse. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student’s expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.
Criminal background checks for students are valid for two years, as long as the student is continuously attending the program. If the student is not continuously enrolled in the ADN program, a new “clear” background check will be required prior to readmission.

**DRUG SCREEN POLICY**
Prior to final acceptance into the nursing program, students are required to have a drug screen and the results of the drug screen must be submitted to the program directly from the Healthcare Providers office. Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. **Students may be required to have random drug screens at any point during their enrollment in the ADN program. Drug screens for probable cause (reasonable suspicion) may be conducted.** The student will be notified in writing when they are selected for a random drug screen, or screening for cause. When notified, the student must have blood drawn for the screen within 24 hours. If the drug screen results are positive, the student will be questioned regarding prescription and over the counter medications, and will be required to provide evidence from their physician of the reason for the positive result. Failure to provide documentation will result in dismissal from the program. The cost of all drug screens will be the responsibility of the student.

**CARDIOPULMONARY RESUSCITATION (CPR)**
Health Care Provider “C” CPR certification must remain current while enrolled in the program.

**HEALTH INSURANCE**
All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. Neither East Mississippi Community College nor the clinical agencies assumes any responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students when necessary, students are responsible for payment of care provided and any transportation required.

**LIABILITY INSURANCE**
All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees which will be paid during registration. Each student will be covered in the amount of $1,000,000 limit each claim and $5,000,000 limit aggregate.

**CONFIDENTIALITY**
All students must adhere to the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in nursing classroom, practice laboratory, or clinical situations related to patients, personnel, peers, and facilities shall be considered confidential. Such matters may be discussed for the purpose of learning in nursing conferences and classes only. No photographs of classroom or practice laboratory may be uploaded to any
public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Associate degree program.

**APPROPRIATE USE OF TECHNOLOGY**
The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This includes (but is not limited to) calculators, cameras, computers, text messengers, pagers, cell phones, and Personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Laptop computers are not allowed. Any student found to be in possession of an electronic device during class, lab, or clinical time will be asked to leave the setting. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

During simulation time, audio video recording of student performance of nursing skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

Students will NOT record any laboratory, class, or clinical experiences involving themselves, their peers, instructors, or patients in any clinical setting. Students may not record any patient information including photos, videos, audio, or any patient documents, or clinical conferences.

**TRAVEL AND TRANSPORTATION**
Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle Area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

**EXAMINATION POLICY**

1. In the event of illness which prevents the student from writing the exam, it is the student’s responsibility to notify the appropriate course faculty prior to the time of test administration. (Please refer to Attendance Policy.)

2. In the event it is not possible to give prior notification that an exam will be missed because of illness the student must notify an appropriate faculty member as soon as possible, (but no later than 3:00 p.m. on the date of the examination).

3. A student must contact the faculty on the first day of their return to school regarding the date, time, and place of the make-up exam.
4. If a student fails to notify faculty of absence or fails to arrange for make-up exam by the specified times, a grade of 0 will be given for the exam.

5. Faculty may request that a student provide validation of illness by written statements from the personal health care provider.

6. A student who is less than 10 minutes late will be permitted to take the exam but will not be given any extra time to finish the exam.

7. A student who is 10 minutes late or more will not be permitted to take the exam at the scheduled time and must report to the appropriate faculty member.

8. A grade of 0 will be given for exams missed without an illness or legal excuse.

9. Make up exams will consist of essay questions. Other question formats may be used at the discretion of the course instructors.

10. Unannounced/Pop quizzes will be given at the discretion of the faculty. These quizzes cannot be made up for any reason.

11. There will be an overall review of the exam following each exam. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam. There will not be a formal review of the final exam; however, students may view their final exam by contacting their advisor.

**During the examination:**

1. Place all personal items at the side/back/front of the classroom. You may have only a pencil/pen at your computer/table. No food or drinks are allowed in the computer room or while using a laptop.

2. Place all cell phones, beepers, and other electronic devices on OFF in your purse or backpack at the side or front of the classroom, or in an area designated by your instructor. Electronic devices (including cell phones) CANNOT be used for any reason during any exam. Students found with electronic devices during a lab validation or exam of any type will be asked to leave the area immediately and will receive a grade of zero for that exam/lab validation.

3. Once you have logged on to Blackboard, go to Assessments, find the correct assessment, and click Begin Assessment. For paper and pencil exams, please read and listen to any instructions given by the proctor. Wait until the proctor says that you may begin the exam.

4. Make sure that you answer all questions before submitting your test. Any questions not answered will be counted as incorrect. Any answer not placed on the students answer sheet (scantron, etc.) will not be counted in the grade. The computerized exams will give you
several prompts to answer questions you may have left out. Only questions answered on the computer will be counted for grading purposes.

5. If you desire to review your answers before submitting the exam for grading, press the continue button, then press continue to move through the examination. If you choose to change an answer, you must click on the new answer and press Enter or Save. You may review your paper and pencil exams as desired until time is called. If you change any answers on the answer sheet, be sure to erase the original answer completely. Do not make any stray marks on the answer sheet. Only answers marked on the answer sheet (scantron, etc.) will be considered for grading purposes.

6. If you do not want to review your exam before it is graded, you may finish and submit it for grading. Turn in any test booklets, answer sheets, scratch paper and instruction pages.

7. If you have a question during the exam, remain in your seat and raise your hand. The test proctor will come to you.

8. If you have comments to make about any question on the exam please use the instruction/cover page you are given-turn it over and write your comments there. Include YOUR rationale for why your answer should be considered as correct. Your comments will be forwarded to the faculty member responsible for the individual question.

After the exam
1. All instruction pages, answer sheets, scratch paper and examination booklets are returned to the proctor at the end of the exam, EVEN if you did not make any comments.
2. You may leave the testing room upon completion of the exam. Information about exam review will be provided at the start of each exam. If you leave the room you will not be allowed to return.
3. The exam will then be reviewed as follows:
   a. The exam will be displayed on the overhead screen, with correct answers and rationales.
   b. You must sit quietly in your seat without discussion. There will be no discussion or arguing of questions.
   c. If there is any question you wish to have considered/reconsidered by the faculty, please make a note about that question on the exam instruction page.
   d. Include your rationale for why your answer should be considered as correct.

STUDENT ADVISING
The following policy has been developed by the faculty of EMCC to enhance a student’s success in the Associate Degree Nursing Program.

1. Each student in the Associate Degree Nursing program is assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the nursing program requirements. Advisors will be posted and the administrative assistant will keep a list.
2. Associate Degree Nursing students will schedule an appointment to meet with their faculty advisor every semester during pre-registration for evaluation of their transcript for completion of required courses. Scheduling appointments during pre-registration allows adequate time for evaluation of courses taken and for planning the appropriate course of study. Students who have not completed the appropriate courses according to the curriculum will be unable to progress to the next semester.

3. If a student is unsuccessful in a required nursing course they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview with the Director of the Nursing program.

4. Any student who achieves less than an 80 on a unit test must meet with their faculty advisor within one week after the scheduled exam. Recommendations for improvement of test taking skills and study habits will be given. An academic conference form will be completed during this time and will be placed in student’s permanent record.

5. During the course of each semester and during the final semester of the program each student will be administered a comprehensive specialty ATI exam. Standardized assessment testing provides students the opportunity to practice their test taking skills and demonstrate knowledge of subject content. If a student fails to achieve a satisfactory level on any of these exams, a faculty adviser will meet with the student to explore their options.

6. In order to progress in each course, it is mandatory that students follow the ATI plan, remediation and other activities assigned by the course faculty. The student must provide their advisor written confirmation that they have appropriately completed the mandatory remediation.

DEPARTMENT OF NURSING AND ALLIED HEALTH

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<tr>
<th>ACADEMIC CONFERENCE</th>
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<td>NAME:</td>
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<td>TEST GRADE:</td>
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<td>Hours worked per week:</td>
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<td>Hours studied per week:</td>
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<td>Interruptions to study:</td>
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<td>Methods used to prepare for the test:</td>
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<td>Has student followed recommendations:</td>
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GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: Only the final average will be rounded. 79.5 rounds to 80 but 79.45 does not). A final theory grade of 80 or higher, a final clinical grade/evaluation of satisfactory in each of the clinical evaluation area and successful completion of the ATI test plan (including any assigned remediation) is required for completion of each course. Any student not meeting theory or clinical requirements at midterm will be counseled by the instructors and may be assigned remediation.

Below is the grade scale used in the Associate Degree Nursing program:

<table>
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<tr>
<th>GRADE SCALE</th>
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<tr>
<td>100-94</td>
<td>A</td>
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<tr>
<td>93-88</td>
<td>B</td>
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<tr>
<td>87-80</td>
<td>C</td>
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<tr>
<td>Below 79</td>
<td>F</td>
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PROMOTION, RETENTION AND READMISSION

a. Students must maintain an overall grade point average of 2.0 with a “C” or better in all curricular coursework in order to continue in the nursing program and to be eligible to graduate. Students must demonstrate continuous progress in the nursing sequence. Students who fail to maintain a grade point average of 2.0 and/or fail a nursing course must repeat that class the next time it is offered, or restart the program from the beginning. Students must take and pass each nursing course in sequence. A “satisfactory” grade must be earned for all clinical rotations in order to progress in the program. All assignments and all ATI testing and assigned remediation must be satisfactorily completed in order to progress in each course. The following graduation requirement relates to the ATI Comprehensive Predictor taken during NUR 2126:
   i. The ATI Comprehensive Predictor Online Practice should be taken as many times as necessary until students make a composite score equivalent to 90% probability of passing NCLEX.
   ii. Take the proctored Comprehensive Predictor making a score of at least 90% probability of passing NCLEX. Any student not scoring at least a 90% probability after the first attempt will remediate by showing evidence of completion of a focused review and completing note cards on all “Topics for Review”.

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iii. When remediation focused review and note cards have been submitted, a second Comprehensive Predictor will be scheduled.

iv. Students who do not score at least a 90% probability of passing NCLEX after 2 attempts will:
   1. Receive an incomplete in NUR 2126
   2. Register and pay for the Virtual ATI Coach (currently 350.00-subject to change without notice)
   3. Complete the Virtual ATI Coach remediation and receive a “green light” from the coach to take the NCLEX-RN®.

v. When faculty receive notice from ATI that a student has been given a green light, the faculty will change the incomplete grade in NUR 2126 to the appropriate letter grade and notify the student to request their transcript.

vi. Students receiving an incomplete in NUR 2126 will be allowed to participate in graduation exercises but will not receive a diploma until all requirements for the course are met. The student has one semester for the incomplete to remain on their transcript. If course work not completed in one semester, the incomplete will become an F and the student must follow the readmission policy if readmission is desired.

The College has the following graduation policy:

**GRADUATION REQUIREMENTS**

Each student must meet the following requirements for graduation:

1. A student in an academic field must have successfully completed sixty-four (64) semester hours which must include six (6) semester hours of English Composition, three (3) semester hours of Public Speaking (SPT 1113), three (3) semester hours of College Algebra (or above), six (6) semester hours of a laboratory science, six (6) semester hours of social/behavioral science, three (3) semester hours of fine arts, six (6) semester hours of humanities and a one-hour orientation course (LLS 1311). Students also must complete a battery of assessments as part of the graduation exit exam.

2. A student in a technical field must have successfully completed sixty-four (64) semester hours (or the required technical program, whichever is greater) which must include twenty (20) semester hours of general education. These twenty semester hours of general education must include three (3) semester hours of English Composition; three (3) semester hours of College Algebra or a natural science elective course; three (3) semester hours of Public Speaking; three (3) semester hours in social/behavioral science; three (3) semester hours in humanities/ fine arts; a Job Search Skills class or equivalent based upon program curriculum) and a one-hour orientation course (LLS 1311). To be eligible for graduation in any technical field, the student must have successfully completed all program requirements including any occupation specific
skills assessment. Students must also complete a battery of assessments as part of the graduation exit exam.
3. A student in a Career program must have successfully completed the prescribed program of study as set by the College, including a college predetermined score on the COMPASS test, and any occupation specific skills assessment. Students also must complete a battery of assessments as part of the graduation exit exam.
4. The prospective graduate must have a 2.0 or above on the final overall Grade Point Average.
5. For a student to be eligible for graduation, at least 25% of the credit semester hours required must be completed through instruction offered at EMCC.
6. The student must complete all requirements and meet all obligations to the College before participating in graduation exercises.

Associate Degree Nursing Readmission Policy

Students must maintain an 80 average in each nursing class. If a final grade below 80 is received in any nursing class, the student will be withdrawn from the program. Any student leaving the Nursing program before their anticipated graduation date must follow one of the policies below:

1. If the student leaves the program before successfully completing the first semester he/she must:

   Request readmission in writing to the Director of Nursing and Allied Health. Requests for readmission must be received within one month of leaving the program. The following information must be included in the request:
   - Reasons why the student was unsuccessful or why the student withdrew from the class
   - How circumstances leading to failure or withdrawal have changed
   - A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. **No student will be readmitted without a detailed plan of academic readiness.**
   - No more than 10% of the total admission will be composed of readmission students.
   - Current contact information including: address, phone number, email address
   - Which semester the student wishes to be readmitted

2. If a student successfully completes a semester and then withdraws or is unsuccessful in a subsequent semester, the following is required for readmission:

   Request readmission in writing to the Director of Nursing and Allied Health. Requests for readmission must be received within one month of leaving the program. The following information must be included in the letter:
• Reasons why the student was unsuccessful
• How circumstances leading to failure or withdrawal have changed
• A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. **No student will be readmitted without a detailed plan of academic readiness.**
• Current contact information including: address, phone number, email address
• Which semester the student wishes to be readmitted
• Students desiring readmission must be able to document mastery of previously learned materials. Students seeking readmission must adhere to the ENCC ATI plan on page 26 of this handbook. As advisor will meet with the student to assign which tests or modules must be completed by the student. The student must perform on at least a Proficiency Level within two attempts in order to be considered for admission.
• The student will be required to demonstrate mastery of clinical skills before being allowed to perform skills in the clinical setting. The skills validation on page 30 of this handbook will be used for clinical skill validations.

The Director of Nursing and Allied health will present the request to the Readmissions Committee. The Readmissions committee will be composed of nursing instructors, Director of nursing, counselors, and a representative of administration. Depending on circumstances, the readmissions committee may request an interview. Readmission will be granted if the committee believes the student has a sound academic readiness plan, potential to complete the program and there is an opening in the requested semester.

The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, and will only be required to repeat any nursing course they were unsuccessful in. The student must complete the remainder of the program during this admission.

Although readmission depends on openings in the class every consideration and opportunity will be given to help students reach their goal of completing the nursing program. If there are more applicants than space, applicants will be ranked using the Associate of Applied Science Nursing applicant scoring sheet included in this packet. The highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first. Further ties will be decided based on nursing entrance test scores.

Any student readmitted into the program will follow policies in the handbook in use during his/her readmission. Please be aware that EMCC requires a 2.0 GPA in order to graduate in any of the Associate Degree Programs. This qualification MUST be met prior to graduating from the RN program.
Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing states that you are currently eligible to re-enter your former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants with two unsuccessful attempts in any nursing program will not be considered for admission to or readmission to the EMCC Associate Degree Program for a period of 5 years after the last date attended.

Nursing courses taken at other institutions will not transfer to EMCC’s ADN Program.

After being terminated due to drug or alcohol problem, a lapse of two (2) years, documentation of completion of a rehabilitation program, and repeating all previous levels of the program will be required. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student’s expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

All students selected for readmission are considered pending admission until all required paperwork is turned in and a “clear” criminal background check is received.

All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.

**ATTENDANCE POLICY**

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified prior to the absence. A medical or legal excuse will be required or a grade of zero will be given for that day’s work. It is further expected that every student will be present on time and prepared to participate in the class session.

2. Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Students should note that three (3) tardies constitute one (1) day’s absence. At ten (10) minutes after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. Students who arrive more than 10 minutes late to class will be assigned an absence. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students’ record.

3. Students are allowed to miss 18 hours of theory and one day of clinical a semester. Students missing more than the allotted time will be administratively withdrawn from the program.
You may appeal this decision to the Judicial Council by following the appeal guidelines in the 2011-2012 Catalog & Student Handbook, pages 162, 164-65. **STUDENTS MUST REMAIN IN CLASS WHILE IN THE APPEAL PROCESS.**

4. Clinical make up time is not possible due to scheduling conflicts with clinical agencies and other institutions. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical.

5. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be excused. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.

6. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2) days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.

7. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students, with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.

8. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.

9. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience. All clinical paperwork required for the missed day will receive a grade of zero (0).

10. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the CEO of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible.

11. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing instructor and then to the primary nurse. Upon return to school, students must present a medical (physician or nurse practitioner), legal, or family emergency excuse.

12. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Associate Degree Nursing Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.

13. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.
ATI TESTING

What is ATI?

1. Assessment Technologies Institute (ATI) is an assessment driven review program designed to improve student pass rates on nursing licensing exams, as well as lower attrition.
2. At EMCC the ATI is a comprehensive program to be utilized by students during their entire admission in the nursing program. The ATI will assist students to increase their test taking efficiency, and to increase their confidence and familiarity with content.
3. The EMCC ATI program includes books, DVDs, online practice assessments, and proctored mastery assessments in the major content areas of the nursing curriculum.
4. ATI tests the students comprehensively on a test that is very similar to the NCLEX state board exam.
5. ATI payments are added each semester to every student’s tuition and fees, and are mandatory for all nursing students in order to progress in the program.

How do I use ATI?

1. All students in nursing are required to take an ATI competency test pertaining to each of the major courses/content areas throughout the curriculum. Failure to complete the ATI testing will result in failure of the course.
2. You will get a book and DVD each course or semester. You can review what you are learning by utilizing these resources as a way to help you study throughout the semester.
3. You will be required to take online practice tests each semester as well as comprehensive online proctored tests. Your results will be compared to other nursing students from around the country. Depending on your results you may be required to review what you did not know and test again. Any remediation assigned by the instructor is mandatory for progression in that class.

What is the ATI plan for EMCC?

The ATI plan is as follows:

2. Students will receive a book and DVD at the start of the semester with selected courses. The student should plan to read and follow-up the course content, lectures, and discussion with ATI readings and DVD content.
3. The class calendar will include a non proctored/online practice assessment that must be completed as detailed on the class calendar, prior to the Final Exam. Students must make a composite score of 90 on the non proctored/online practice assessment in order to access the proctored assessment. If the student does not make at least 90 on the first attempt, they must retake the online practice as many times as needed, waiting 24 hours between attempts, until the score of 90 is achieved.
4. Students will take the online Proctored exam just prior to the final exam in the selected courses (See individual course calendars).
   a. Students making in Proficiency Level 3 on the online Proctored exam will not require remediation activities. Proficiency Level 3 indicates that the student is likely to
exceed NCLEX in the content area. Students should perform the focused review to maintain and improve their knowledge of this content.

b. Students scoring Proficiency Level 2 indicate a fairly good chance to meet NCLEX standards in this content. These students should review and remediate content as follows:
   i. Students should take the Version 2 of the non proctored/online practice ATI, making a minimum score of 90. Students may retake the non proctored as many times as they need to in order to score 90, waiting at least 24 hours between attempts.
   ii. Make 4X6 note cards on each topic area “to be reviewed”. You must use note cards, and each topic should not use more than 1 note card. Note cards will be turned in to faculty after remediation.

c. Students scoring in Proficiency Level 1 or below are in need of a thorough review of the content area. These students must develop and complete an intensive plan for focused review. Students making a Level 1 or below are required to remediate as follows:
   i. Show evidence of completion of the focused review. (Any student wishing to improve their performance may create a focused review):
      1. Log into the ATI website at http://www.atitesting.com/
      2. Select MY RESULTS on the left hand side
      3. Under “Select an assessment to review” select CREATE next to the assessment for which you wish to create a Focused Review.
      4. Click on “Select all Topics to Review
      5. Then click on CREATE FOCUSED REVIEW in the lower right hand corner.
      6. The next screen will present a focused review for the assessment.
         Select section of Review Modules: The following are listed when there is material related to the topic to review.
         a. Online content and videos
         b. NCLEX Client Need Categories
         c. Thinking Skills-Clinical Judgment
         d. Nursing Process
         e. Priority Setting
      7. Click on an area you would like to review. The related pages, DVD, or video will open and appear on screen.
   ii. Take the Version 2 of the non proctored/online practice ATI as many times as needed in order to score 90, waiting at least 24 hours between attempts.
   iii. Make 4X6 note cards on each topic area “to be reviewed”. You must use note cards, and each topic should not use more than 1 note card.
   iv. Retake the proctored ATI at a time to be determined by the course instructor, with the anticipation of making a minimum of 80% on the exam (98% chance of passing NCLEX).

5. The following ATI Assessments will be given during the following semesters
   a. ADN Program
      i. 1st Semester: NUR 1119: Fundamentals of Nursing : ATI Nursing Fundamentals
ii. Summer Session: ATI Nutrition for Nursing (Summer Session)

iii. 2nd Semester:
1. NUR 1123: Maternal Newborn Nursing: ATI Maternal Newborn Nursing
2. NUR 1128: Medical Surgical Nursing I: ATI Medical Surgical Nursing (receive book)

iv. 3rd Semester:
1. NUR 2218: Medical Surgical Nursing II: ATI Adult Medical Surgical Nursing (Non-proctored and proctored exams, and remediation)
2. NUR 2113: Mental Health Nursing: ATI Mental Health Nursing

v. 4th Semester:
1. NUR 2123 Child Health Nursing: ATI Nursing Care of Children
2. NUR 2126: Internship, Leadership and Management:
   a. ATI Leadership and Management
   b. ATI Comprehensive Predictor
      i. The ATI Comprehensive Predictor Online Practice should be taken as many times as necessary until students make a composite score equivalent to 90% probability of passing NCLEX.
      ii. Take the proctored Comprehensive Predictor making a score of at least 90% probability of passing NCLEX. Any student not scoring at least a 90% probability after the first attempt will remediate by showing evidence of completion of a focused review and completing note cards on all “Topics for Review”.
      iii. When remediation focused review and note cards have been submitted, a second Comprehensive Predictor will be scheduled.
      iv. Students who do not score at least a 90% probability of passing NCLEX after 2 attempts will:
         1. Receive an incomplete in NUR 2126
         2. Register and pay for the Virtual ATI Coach (currently 350.00-subject to change without notice)
         3. Complete the Virtual ATI Coach remediation and receive a “green light” from the coach to take the NCLEX-RN®.
      v. When faculty receive notice from ATI that a student has been given a green light, the faculty will change the incomplete grade in NUR 2126 to the appropriate letter grade and notify the student to request their transcript.
      vi. Students receiving an incomplete in NUR 2126 will be allowed to participate in graduation exercises but will not receive a diploma until all requirements for
the course are met. The student has one semester for the Incomplete to remain on their transcript. If course work not completed in one semester, the I will become an F.

SKILLS VALIDATION
Clinical skills are essential to the practice of nursing. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated validation sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, a demonstration, and practice time for each skill. A student has three attempts to successfully complete a skill. If the student is unsuccessful on their first attempt, mandatory practice will be assigned. If the student is unsuccessful on their second attempt, mandatory practice with an instructor will be assigned. A different faculty member will evaluate the student on each of their attempts. Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a nursing class renders a student unable to progress in the nursing program.

UNIFORM GUIDELINES/DRESS CODE
1. The regulation (white) uniform must be worn in the clinical setting.
2. Uniforms and lab coats are to be worn only to clinical experience areas.
3. Uniforms must be clean and pressed at all times, including the lab coat.
4. Uniform (dress) should not be shorter than the middle of the knee.
5. Name pins must be worn in the upper left hand corner of the uniform and lab coat at all times. Patches should be centered one inch below the shoulder of left arm of the lab coat.
6. The student must wear the lab coat and name pin to and from the clinical facility. The lab coat must be worn when leaving the unit. The lab coat must be removed when performing direct patient care. The name pin must be present at all times. A plain white sweater may be worn over the uniform if needed while the student is on the nursing unit. The sweater must be removed and the uniform covered with a lab coat when leaving the unit.
7. When clinical experiences do not require wearing regulation uniforms, females are required to wear an official class black Polo with Khaki pants/skirt, unless instructed otherwise. Males are required to wear an official class black Polo with Khaki pants, unless instructed otherwise.
8. Students must bathe daily, use deodorant, and practice good oral hygiene.
9. Students must keep hair (including beards) well-groomed. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style at all times. Decorative hair ornaments are not allowed. Hair coloring must be of a natural color.
10. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. No other body piercings or jewelry will be allowed.

11. Nails must be clean, short, and without nail polish. Artificial and/or acrylic nails must not be worn in the clinical or lab.

12. Perfumes and colognes are not to be worn to clinical. If make-up is worn, it must be worn in moderation.

13. Visual tattoos must be covered while in the clinical setting.

14. Neutral or white underclothes must be worn at all times. No thongs.

15. Hosiery must be white, clean and without runs.

16. Uniform shoes must be white with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.

17. Classroom attire must be appropriate as specified by the instructors and the EMCC Student Catalog/Handbook.

18. Lab attire will consist of official EMCC ADN black polo shirt and kaki pants/skirt.

19. In order to participate in the Graduation/Pinning Ceremony, the student must be in proper attire as specified by the instructors.

CLASSROOM COMPLAINTS
Any student who wishes to make a complaint regarding any aspect of instruction should take the following steps:

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the appropriate administrator to assist in resolving the issue.
3. If the complainant wishes to file a formal complaint, she/he should express the specific nature of the complaint in writing to the appropriate administrator. The administrator will refer it to the proper authority at the College for disposition; the College grievance policy will be followed in all cases in which a formal complaint has been lodged.

DUE PROCESS FOR STUDENTS
All grievances/appeals not resolved within the department will be resolved using the Due Process policy on page 162 in the 2011-2012 EMCC catalog/student handbook.

Students in violation of a college or departmental rule or regulation will receive a written notification of their violation and the disciplinary action to be imposed. The student has the right to appeal the disciplinary action to be imposed. A standing Judicial Council for each campus is appointed by the College President. The Council is comprised of 5 members of the administration/faculty and 2 students.

The steps are:
1. The student must file a written request with the appropriate administrator as designated in their disciplinary letter within 3 days of receiving written notice, stating the grounds for the appeal.
2. The appropriate administrator will notify the student forty-eight hours in advance as to the time and place of the appeal hearing.

3. The Judicial Council will conduct the appeal by parliamentary procedures with the following policies, procedures and rights in effect for all cases.
   a) Minutes of the proceeding will be taken. A tape recorder may also be used. The minutes are on file in the appropriate administrative office on each campus.
   b) The chairperson in the presence of the student will present the charges and evidence to support the charges.
   c) The student may present their case with the aid of witnesses.
   d) The student may be accompanied by an advisor. If the advisor is an attorney, the VP of Student Services must be notified 48 hours prior to the hearing.
   e) The student, not the advisor, is responsible for presenting their case.
   f) All individuals appearing at the hearing will be asked to sign a statement attesting to the truth of their statement.
   g) The Council will be responsible for deciding on the guilt or innocence of the accused and if the disciplinary action imposed was appropriate. The decision is based solely on the facts presented; the council will not have advanced notice of any facts (only the chairman).
   h) After hearing all evidence, the Council will deliberate in executive session. All decisions are by majority vote and the chairman only votes if there is a deadlock.
   i) The decision of the Council will be given to the student in writing.
   j) All hearings will be closed to the public.

4. The student has the option of accepting the Council’s decision or appealing to the Office of the President. An appeal to the President must be a written request within three (3) days of the Committee’s notice stating the grounds for the appeal.

5. The President’s review of the student’s appeal will be on the record alone, the student has no right of appearance or presentation.

6. The decision of the President will be the final appeal at EMCC. The student will be notified of the decision in writing.

**STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.**
EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

VERIFICATION OF RECEIPT OF STUDENT HANDBOOK

I have read and understand the Associated Degree Nursing Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.

In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required nursing experience or travel.

Student Name (print) __________________________________________
Student signature _____________________________________________
Witness _____________________________________________________
Class enrolled in ______________________________________________
Date _________________________________________________________

Adopted January 2012
EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

VERIFICATION OF RECEIPT OF COLLEGE CATALOG AND EMCC STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go to:

I have been given instructions on how to access the college catalog and handbook and am aware
I am responsible for knowing and following its rules and regulations.

Student Name (print) __________________________________________

Student signature _____________________________________________

Witness _____________________________________________________

Class enrolled in ______________________________________________

Date _________________________________________________________