



**CROWDER
COLLEGE**
NURSING DIVISION



Association Degree Nursing

STUDENT HANDBOOK

Level I Concept Based Curriculum Handbook

Spring 2019

The Community College District of
Newton-McDonald Counties

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Crowder College Mission Statement

Building a civil, serving, literate, learning community of responsible citizens.

Crowder College Nursing Mission

The nursing program of Crowder College aims to provide a quality nursing education which will enrich and inspire personal growth of citizens in the four state area and beyond.

Crowder College Nursing Philosophy

Definition of a Nurse

A nurse is a professional who subscribes to high ethical standards to provide quality, safe, and patient-centered care. The nurse uses clinical judgment which is built on evidence-based practice. A nurse serves as an advocate for individuals, families, and communities. A nurse is a lifelong learner, seeking excellence in autonomous and collaborative practice.

Role of the Associate Degree Nurse

At the completion of the associate degree program, the nurse is able to provide safe and competent care based on a firm foundation in current evidence based practice. A generalist nurse provides compassionate and collaborative care to individuals, families, and communities in a variety of settings. The roles of the nurse include client advocacy, health promotion, disease prevention and care of the sick. Nurses also participate as leaders in shaping health care policy and quality of care.

Nursing Education Philosophy

A conceptual framework will be utilized to teach patient centered care that is evidence based with a focus on safety and quality. The Crowder nursing faculty ascribe to adult learning theory in a conceptual learning environment. The adult learner:

- is self-directed and autonomous
- utilizes knowledge and life experiences
- is goal directed
- is relevancy-oriented
- is practical
- encourages collaboration

Conceptual learning centers on understanding broader principles or ideas that can be applied to a variety of health and illness exemplars. Conceptual learning is a means to develop deeper learning and clinical reasoning and judgment.

In addition, our nursing graduates will have the option of pursuing a baccalaureate degree in nursing through a seamless transition into other educational programs.

References

- International Council of Nurses. (2017). Retrieved from www.icn.ch/who-we-are/icn-definition-of-nursing/
- National League for Nursing. (2017). *NLN competencies for graduates of nursing programs*. Retrieved from <http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nln-competencies-for-graduates-of-nursing-programs>
- Pullagurla, A. (2014). *Instructional design: Six top facts about adult learning theory*. Retrieved from <https://elearningindustry.com/6-top-facts-about-adult-learning-theory-every-educator-should-know>
- Quality and Safety Education for Nurses. (2014). *Competencies*. Retrieved from qsen.org/competencies/

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Committee: Dr. C. Dalton, L. Evans, S. R. Wilson

END OF PROGRAM OUTCOMES

Upon completion of the Associate Degree Nursing Program, the graduate will demonstrate the ability to:

1. Practice safe care, minimizing risk of harm to clients and providers through system performance and individual performance.
2. Advocate for clients with recognition that the client is the source of control and full partner in providing compassionate and coordinated care, reflecting respect for the dignity and uniqueness of others.
3. Work competently within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality client care.
4. Use clinical reasoning based on best current evidence with clinical expertise and utilize data to monitor the outcomes of care processes to improve the quality and safety of health care systems.
5. Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making with the ability to call on system resources to provide care of optimal value
6. Demonstrate professionalism in the role of the nurse, which includes maintaining high standards of legal and ethical comportment, continued education, and professional development.

References

Missouri State Board of Nursing. (2014). *20 CSR 2200-2: Minimum standards for approved programs of professional nursing*.

National League for Nursing. (2017). *Competencies for graduates of nursing programs*. Retrieved from:

<http://www.nln.org/professional-development-programs/competencies-for-nursing-education/nln-competencies-for-graduates-of-nursing-programs>

Quality and Safety Education for Nurses. (2014). *QSEN competencies*. Retrieved from <http://qsen.org/competencies/pre-licensure-ksas/>

Students enrolled in the nursing program are responsible for:

1. Personal learning and growth.
2. Understanding of the Nursing Student Handbook and College Catalog.
3. Awareness and understanding of personal academic and clinical status.
4. Behaving in a respectful and supportive manner.
5. Membership in National Student Nursing Association.
6. Access to computer with high-speed internet (available at all college campuses).
7. Providing updated vaccination records and current AHA CPR certification.
8. Communicating with faculty by phone or email. Students are expected to read their Crowder email several times a week.
9. Registering with REMIND app.
10. Responding to evaluations and surveys.

In order to complete the Crowder College Nursing Program, the student must be able to demonstrate the following:

1. Fine and gross motor skills: Sufficient to move freely, maintain balance. Manipulate small objects, lift 25 lbs, move 50 lbs, and demonstrate appropriate body strength.
2. Visual Acuity: Sufficient to accurately see close objects within 20 inches away and distant objects up to 20 feet.
3. Auditory abilities: Sufficient to hear faint sounds of various pitches and tones.
4. Physical Stamina: Sufficient to perform nursing care for 8-12 hours.
5. Intact: Sensory functions necessary for physical assessment.
6. Reading: Ability to read at 10th grade level or above and demonstrate math abilities sufficient to perform dosage calculations.
7. Demonstrate empathy: Emotional stability sufficient to handle stress. Demonstrate accountability and responsibility for actions and judgments and provide emotional support to clients.
8. Analytical Thinking: Purposeful outcome directed thinking that aims to make decisions based on sound evidence or critical thinking and analytical skills in the use of nursing process.
9. Therapeutic Relations: Establish therapeutic relationships with clients, peers and interdisciplinary team members.
10. Communicate effectively: In oral and written modes.

Faculty cannot accept current students (exceptions for immediate family) as friends on personal social networking sites.

Students are not to use commentary deemed defamatory, obscene, or libelous when discussing the Crowder College Nursing Program. Exercise caution with regards to exaggeration, colorful language, guesswork, obscenity and derogatory remarks, which may be considered unprofessional. Do not discuss other students or publicly criticize school policies or personnel. Do not post images that include other students and/or patients. Violation of this policy could result in immediate dismissal from the Nursing Program.

Preregistration for each semester is recommended. Student will need to meet with a nursing advisor prior to enrollment for a degree audit. Permits to enroll in nursing courses must be obtained from nursing faculty prior to registration. Student will not be allowed to enroll if there is a hold on their account.

Attendance and participation in classroom sessions is expected. Course activities/assignments are included in each course. Assignments turned in late will be addressed in the course syllabi.

Grades are based on the quality of work completed. Grades showing the standing of students will be displayed under “My grades” on Blackboard. Exams will allow 1.3 minutes per question on all exams as per policy. Once exams are administered, grading action will be taken based on statistical analysis. Students not present at the start of an exam will have to take a late deduction and test at a later time. Students are allowed to take late exams with an automatic deduction from the grade. Deductions will be as follows: 5% deduction for the first late exam, 10% deduction for any further late exam. A late test may be an alternate exam or different style of test and will be administered at a time determined by the instructor. Students are responsible to notify an instructor prior to missing a test. Any alternative style testing (*i.e. group testing, take home, open book, etc.*) count as an assignment, not an exam. Students who do not score 78.0% or higher on an exam are highly recommended to meet with a faculty or coordinator to review exam and complete the recommended remediation before the next exam. Students are required to purchase the Exam Soft program for testing each semester. If school is cancelled on the day an exam is scheduled, the students will be notified by their instructor of an alternative date the exam may be administered. Kaplan integrated testing and remediation is a requirement of the program. Testing may need to be administered out of class time.

A grade may be challenged for a period of three weeks after the grade is issued. After three weeks, acceptance of the grade by the student is understood.

During capstone course in the fourth semester, all students are required to complete the approved NCLEX reviews and successfully complete NCLEX Prep online requirements to graduate.

Grading System

The nursing program requires a grade of “C” or above for continuance in the program.

Grade	Score
A	91.5-100
B	86.0-91.49
C	78.0-85.99
D (non-passing)	74.0-77.99
F (non-passing)	0-73.99

A grade of less than 78.0% in the exam average or overall grade average of less than 78.0% at the end of the semester will result in a non-passing grade and the student will be dismissed from the program.

Once a student has achieved the required minimum of a grade of 'C' or better, a 78.0% average on exams, and a 78.0% average in the overall course grade, they are eligible for extra credit.

Credit for participation in an approved instructional seminar or participation in an approved activity will be granted as follows:

- One bonus point per contact hour may be applied to the course during the current semester.
- 1/2 bonus point (1/2 hour) will be applied for every student who completes a course evaluation.
- A maximum 1.5% bonus will be added to the course grade if the maximum bonus points are achieved in that course.
- The grade cannot be raised more than one letter and bonus points cannot be used to raise a non- passing grade to a passing grade.
- For less than maximum bonus points, extra credit points will be pro-rated for bonus points completed and turned in by the due date.

Bonus point activities must be approved by the instructor prior to the event. Seminars or activities, included during class or clinical time, are exempt. Credit will be granted upon presentation of a CEU certificate or other appropriate documentation. It is the responsibility of the student to submit extra credit points to the appropriate instructor by the due date.

Crowder College is built on a foundation of academic integrity. The Crowder College Board of Trustees, faculty and staff have developed nine Student Abilities that are advanced across the curriculum. One of these Student Abilities is “Ethical Decision Making.” Ethical Decision Making is “the selection of courses of action in accordance with principles or standards of right or good conduct.” An academic community assumes the standards of right or good conduct also apply to school work.

The most common forms of academic dishonesty are cheating and plagiarism. Examples of cheating and plagiarism are provided in this policy as a means of helping to define expectations. The examples are not exhaustive and should be viewed as such.

Cheating may include using any unauthorized information, such as a copy of an examination before it is given, or personal electronic devices not allowed by the instructor. Inappropriate behavior could consist of collaborating with others on assignments without the consent of the instructor or collaborating with others to enable cheating. Other forms of dishonest behavior may include having another person take an exam for you, fabricating information such as data for a lab report, submitting material that is not yours as part of your course performance, or communicating with anyone other than a proctor or instructor during an exam.

Plagiarism is the use of another person’s words or ideas without giving that person appropriate credit. Academic work is evaluated on the assumption that the work presented is the student’s own. Plagiarism may include directly quoting the words of others without proper credit given to them and/or without using quotation marks or other accepted notations to identify the borrowed words. An additional example of plagiarism includes representing an idea or strategy as a student’s own when it comes from someone else. Plagiarism can also be simply using any prior work produced by the student for another course without prior approval from the current instructor.

Penalties for cheating in a class may include a failing grade on the assignment, a failing grade in the course, or any other course/school-related sanction the Instructor and administration determine to be appropriate for the cheating incident such as suspension from Crowder College. Penalties for Plagiarism are as follows: first offense, failing grade on assignment; second offense, failing grade in the class; third offense, suspension from Crowder College.

The student shall demonstrate behaviors that are congruent with the ANA Code of Ethics and the ANA Position Statement on Incivility, Bullying, and Workplace Violence in all class related interactions. Violations to this policy will be referred to the Program Coordinator and/or the Probation Committee.

Students will be expected to follow the computer testing policy listed below.

1. NO FOOD OR DRINK ALLOWED IN LAB.
2. Computers may be randomly assigned during testing.
3. No hats, caps, no hoodies, no head coverings, and no coats allowed during testing.
4. No notes, books, or personal calculators allowed in lab; all study materials must be removed from the testing lab prior to the test starting.
5. No phones/pagers/cameras/electronic devices/ watches of any kind allowed in lab during testing and they may not be utilized during breaks while a test is in session.
6. You may not utilize resources (peers/telephone/text/email) at any time during testing. You cannot utilize any electronic resources other than the computer's calculator during testing. Leave the lab area as soon as testing is complete; do not read emails, look at grades in the testing lab.
7. Tests are monitored by faculty.
8. **CLEAN NOTE BOARD AND MARKER (Dry erase board):** will be distributed by the instructor. You may not write notes until the password for the test has been released and the test has been initiated. Note board must be turned in to the instructor at the end of the examination prior to student leaving the testing center.
9. If you experience hardware or software problems during the examination, notify the instructor by raising your hand. Each of these issues will be handled individually.
10. Be respectful of your peers and quietly exit the testing lab; disruptive behavior will not be allowed. Do not talk during testing.
 - a. Do not discuss test questions/information/answers that you view during the test with anyone other than faculty.
11. The college is not responsible for lost, stolen, or misplaced personal items.
12. A. For Kaplan Testing: Utilize Mozilla Firefox or Google Chrome as your browser for best results.

B. Exam Soft Testing: Utilize the Exemplify link. Students are expected to upload your exam results to ExamSoft then log off computer as soon as testing is completed and leave the testing area.
13. Also for best results, prior to testing do a shutdown/restart on your computer to allow for updates to complete.
14. **Any violation of this policy will result in a probation committee meeting.**

The probation committee may consist of any of the following: program administrator, program coordinator, clinical coordinator, instructor(s), the student and an optional student peer (when requested by the student). Student Peers for the committee will be selected by the faculty. The probation committee will establish conditions for probation and strategies to correct deficiencies by the end of the semester. A student can be placed on probation for any unsatisfactory behavior and may be dismissed from the program.

A student wanting to transfer into the nursing program will be required to:

1. Complete an application for admission.
2. Submit a \$40 application fee, \$50 if applying to multiple sites.
3. Submit official copies of his/her college transcripts.
4. Submit an official copy of ACT scores.
5. Submit an official copy of his/her high school diploma or GED.
6. Submit three references that can be contacted.
7. Submit a letter from the Nursing Program Coordinator of the program they attended indicating their status at the time of withdrawal.
8. Student will be provided with a study guide and a testing schedule for the pre-requisite nursing courses including dosage calculations. Students will be required to achieve an 78.0% or higher score on the exam.
9. Provide course descriptions and syllabi for nursing courses completed at another college.
10. One semester is the maximum that can be credited to a transfer student.

Once a student has completed the above requirements, they will meet with an admission board and may be admitted as authorized by the committee. The transfer student's admission will be pending a drug screen and criminal background screen.

A student who has resigned or been dismissed from the nursing program may reapply only to the original campus of admission. The following process shall be utilized:

1. The student shall submit a written request for readmission to the coordinator of the Nursing Program by January 15 for fall semester consideration and by August 15 for spring semester consideration. The letter shall state the reason for resignation, the reason readmission is being sought and updated contact information to include email, mailing address, and phone. A readmission fee of \$40.00 should accompany the letter.
2. Students will be provided with a study guide and a testing schedule for the last successful semester. Students will be required to achieve an 78% or higher score on an exam of the previous semester classes. Kaplan Exam maybe given.
3. Students that are successful with readmission testing will be scheduled an interview with the readmission committee. The committee may consist of the Director of Nursing , program coordinator, Vice-President of Academic Affairs, Campus Director, nursing faculty members, a general faculty member, advisory council member and, if desired, a student peer selected by faculty. Each member has one (1) vote.
4. Information which will be considered for reentry will include, but not be limited to: student records, student interview, course records, GPA, clinical evaluations, and exam scores.
5. Readmission criteria that must be met includes, but is not limited to:
 - a. The student does not owe money to Crowder College
 - b. The student satisfactorily completes testing requirements by the specified deadline.
 - c. Students who failed to progress academically must sit out one full semester (Spring/Fall) before reapplication.
6. Once eligibility for readmission is established, students will be readmitted basis as determined by the Readmission Committee.
7. Students who are readmitted will be on probation and will be required to repeat all courses they did not successfully complete, be currently enrolled, and satisfactorily pass clinical. The Readmission Board may contract with the student for additional requirements.
8. No student shall be readmitted more than one time to any Crowder College nursing program.
9. If student is not selected for readmission within one year of leaving the program, the student will then be required to apply to restart the program as a readmission student to their original program.
10. The Readmission Committee is tasked with assessing individuals to help a student be successful in their readmission to the program and may outline additional requirements as part of readmission approval (such as attending Life Skills course, documentation of a meeting with Financial Aid, etc.)

The student will be notified by letter of the board's decision. The decision reached by the readmission board is subject to due process.

All students enrolled in the Crowder College Nursing Program are required to have up to date vaccinations, TB testing and American Heart BLS CPR and required health screens. Written verification of the vaccination series must be on file by the start of the first semester or as they become due. Annual mandatory flu vaccine is due to the nursing office on or before Oct. 15 of current year. Failure to comply will prevent participation in the clinical setting and will result in probation.

Students are subject to a blood and/or observed urine substance screen or blood alcohol at any time while enrolled in the nursing program. The screening will take place at a lab of Crowder College's choice with a specified time frame at the student's expense. A positive substance screen or a positive blood alcohol that has been confirmed will result in dismissal from the nursing program. Additional testing such as hair follicle testing may be required at the student's expense. Refusal to participate or tampering with substance abuse screening will result in immediate dismissal from the Nursing program.

If a student becomes ill or is injured while in class or in the clinical facility, appropriate medical care will be sought. If warranted by the student's condition, the local Emergency Medical Services system will be activated.

While performing duties in class or in the clinical facility, the student is not considered an employee or agent of the college or the clinical facility. As such, neither Crowder College or the clinical facility will be responsible for the costs incurred for medical treatment necessitated by, or loss of earnings resulting from, any injury or illness suffered by the student during class or in the clinical facility. All such costs and losses are the sole responsibility of the student. Short-term medical insurance policies are available for students to purchase.

Continuation in the nursing program is contingent on the student:

1. Maintaining a minimum 2.0 overall grade point average.
2. Achieving a grade of "C" or better in all courses.
3. Maintaining a minimum 78.0% average on exams only (excludes all bonus work and projects) for each nursing course.
4. Maintaining a minimum 78.0% overall average for each nursing course.
5. Maintaining satisfactory evaluations in the clinical areas as defined in clinical course outlines.
6. Abiding by the rules and regulations of Crowder College, the Nursing Department, and the cooperating clinical facilities.
7. Exhibiting professional, ethical, and legal behavior. Any arrest or charges for illegal behavior must be reported within 48 hours of occurrence.
8. Exhibiting behaviors that enhance the health and safety of clients and peers, as evidenced by satisfactory clinical evaluation and adherence to regulations and behavioral objectives established by the nursing program.
9. A level 1 (non LPN) student is expected to complete the program within 3 consecutive years, and an LPN bridge student must be able to complete the program within 2 consecutive years. Program must be completed within 150% of time from admission into the program.

The designated school uniform will be worn in clinical facilities. Each student will purchase at least one complete uniform and one lab coat. Students are responsible for keeping their uniforms cleaned, pressed, repaired, and/or replaced. Students are to be personally well-groomed. Students must follow the dress code provided in the clinical packet.

CLINICAL DRESS, HYGIENE, AND BEHAVIOR CODE

Students must follow these guidelines plus the guidelines at the clinical facility.

Body:

Bathe daily, use non-scented deodorant

No perfumes, colognes or after shave

All tattoos must be covered and not visible, tattoos on hands must be removed. Dermablend or tattoo tape can be purchased to cover any tattoos except on hands.

NO visible piercings except small studs in ears (limited to one pair)

Subtle make-up, no false eye lashes

Hair:

Clean; shoulder length or longer must be gathered so that it is not able to move freely.

NO decorative hair ornaments such as bows, large barrettes, etc. may use clips, cloth covered pony tail covers, etc.

NO fools tails or radical hairstyles or colors

Black, white or grey headbands allowed

Beards must be neatly trimmed and short

Nails:

Clean, short, well groomed

NO nail polish, clear polish acceptable

NO acrylics, fake, gel or shellac

Teeth:

Brushed and clean/good dental hygiene

Visible defects or decay must be addressed

NO visible jewels on teeth

Uniform:

Clean and pressed

White lab coat with patch on left sleeve

Name tag must be visible worn chest level or above

White socks or socks to match uniform color only

NO stripes, patterns etc. on socks

Shoes need to be solid color black, White or Grey (or mostly white), non-penetrable walking tennis shoes (No Mesh), clean with white shoestrings (no metallic shoestrings) or clogs *without holes* (black, white or grey solid color)

Black, white or Grey undershirts only

NO smoke smell on uniform

NO hoodies

Jewelry:

Allowed: watch with second hand, one pair small earrings-non dangling

NO apple or smart phone watch

NO more than one band type ring without prongs

NO necklaces or other jewelry

NO tongue rings, NO lip rings, NO eyebrow rings. If using spacers they must be clear or flesh colored

Gauges must be filled

Professional Etiquette:

NO loud laughter or joking in public places

NO loud talking

NO talking about patients in public places

NO inappropriate language

NO gum chewing

NO smoking during clinical day

NO CELL PHONES ALLOWED IN PATIENT CARE AREAS

MUST show respect to the patients, staff, instructors, fellow students and institutions

Clinical Supplies:

Should be with you at all times: electronic device such as an IPAD with download of clinical books, or hard copy books, Stethoscope (Littman Classic SE or better), Watch with second hand, Penlight, Bandage scissors, 2 black ink pens, and breath mints in pocket

Dress Code for Seminars:

Crowder lab coat (white) pressed with name tag on left side. Nice clothing (dresses, dress slacks)

NO jeans or shorts

Dress Code for Volunteer Services/Bonus Points Activities, Etc.:

Crowder T-Shirt with jeans, slacks or skirt, no shorts

Name tag must be visible at all times

Clinical shoes

Additionally, instructors may dictate dress code for other activities. At all times when you are representing Crowder College Nursing Program remember that your appearance makes a statement about our program. Check with faculty for clarification if you have any questions.

Participation is required at all clinical orientation sessions, clinical sessions, simulations, and all other clinical related activities. Students will be expected to provide their own transportation to the clinical sites. Clinicals are chosen based on clinical experiences provided. On clinical days in which the student is absent the student must verbally contact their clinical instructor or facility prior to the beginning of their clinical session. Failure to do so is considered a no-call, no-show and will result in an unsatisfactory clinical evaluation. Clinical absence that is not made up by the end of the semester will result in an unsatisfactory (U) in the clinical evaluation and will require a probation committee meeting. All clinical absences must be made up at the convenience of the nursing instructional staff by the end of the semester. A \$75.00 fee will be charged to the student for each make-up clinical, or clinical related activity such as simulations. A \$25 fee will be charged for any clinical schedule change. Sites are assigned based on learning opportunities. Students are required to attend the clinical site and shift assigned. Electronic devices may only be used in approved areas within a clinical setting. Cell phones prohibited in patient care areas.

Tardy is defined as arriving at the clinical setting after the clinical start time and up to 60 minutes late. When a student is tardy 60 minutes or more or is away from the clinical setting for 60 minutes or more, it is considered an absence. An absence requires a \$75 clinical make-up fee and rescheduling of an entire clinical day. Two times being tardy or two clinical absences in semester 1 clinical experience and three times being tardy or three clinical absences in semesters 2-4 clinical experiences will result in an unsatisfactory clinical evaluation and will require a probation committee meeting.

The student must submit a completed physical exam, current immunization record and current American Heart BLS CPR certification to the nursing secretary prior to entering the clinical area. **Failure to submit these required records will result in the student NOT being allowed to participate in clinical and will result in probation and requires a \$75 make-up fee to reschedule the clinical experience.**

1. No smoking in classrooms or labs.
2. Cell phones, beepers, and other electronic equipment should be turned off during class. Cell phones are prohibited in the patient care areas and public areas in the health care setting.
3. Disruptive behavior or inappropriate behavior in the classroom, lab, or clinical setting may result in dismissal of the student or students from the classroom or clinical setting and may result in a probation committee meeting and possible dismissal from the program.
4. No children or significant others or students not enrolled in that particular class are allowed in the classrooms, labs or clinical premises, unless permitted by the instructor.
5. No student will be allowed to participate in the clinical setting with an oral temperature of 100.4° or higher.
6. Other regulations may be added as needed.
7. Instructor must be notified verbally by phone if tardy or unable to attend clinical.

May include but are not limited to:

1. Lack of competence in the clinical area.
2. Failure to achieve an 78.0% average in exams or overall grade in nursing courses as outlined in retention policies.
3. Failure to complete Kaplan testing and/or required remediation.
4. Failure to maintain an overall 2.0 GPA.
5. Unethical or illegal behavior, or failure to follow the standard of student conduct as outlined in the Crowder College Student Handbook (i.e. plagiarism).
6. Failure to maintain eligibility for licensure in the State of Missouri as set forth in the Missouri Nursing Practice Act.
7. Failure to meet dosage calculation requirements.
8. Failure to abide by the rules and regulations set forth in this handbook and the Crowder College Student Handbook.
9. Failure to participate actively with client care in a clinical rotation.
10. Refusal of client assignment or to perform a skill in the clinical setting.
11. Failure to attend all sessions of a live NCLEX review and completion of online components of NCLEX review.
12. Failure to meet expectations for completion of the program in the required 3 consecutive years for generic students, 2 consecutive years for LPN bridge students.
13. The need for a third probation may result in dismissal.
14. Failure to attend a probation meeting.

A student who withdraws from the program is expected to report to the program coordinator for an exit interview at which time available options will be discussed. Failure to officially withdraw may result in a grade of "F". Students who withdraw from the Nursing Program will have tuition refunded according to college policy.

Money raised from Crowder College Student Nurses Association (SNA) members can only be used within the organization of Crowder College. Examples would be funding students to attend conferences, purchasing necessary items needed on the campus, gifting Crowder employees for services provided, paying for services or items needed by members such as the nursing pin. All allocation of funds must be voted on by the SNA members with majority vote required or according to bylaws. All voting should be supervised by a SNA advisor.

The Crowder College Due Process or Academic Appeals Committee Procedure may be utilized by nursing students. The procedure is described in the college catalog and the student handbook, these procedures may also be accessed on the Crowder College web site: www.crowder.edu and are outlined below.

Academic Processes - Academic Appeals Process The instructional methods of the instructor and his or her ability to teach are not subject to the appeals process. The basis for a student's appeal of an academic decision may be either that the academic judgment was unfair in the view of the student or that the college's academic policies were applied incorrectly in the view of the student.

Preliminary Action: If a student has questions regarding an issue in a class, the student should directly contact the faculty member. Contact should be within 10 working days of the academic deficiency or misconduct. Most issues can be resolved at this level and students are encouraged to contact the faculty member as soon as possible with any academic issue.

First Level Appeal: Division Level Mediation If there is no resolution at the faculty member level, the student may contact the appropriate Division Chair/Campus Director within 10 working days following the discussion with the faculty member. The student should put the issue in writing to the Division Chair/Campus Director and include all relevant information. In some instances the Division Chair/Campus Director will work together on issues depending on the circumstances.

Second Level Appeal: Associate Vice President of Academic Affairs Review If the complaint is unresolved and the student desires to take the issue to the next level, the student must obtain an Academic Dispute form from the Division Chair/Campus Director. A student may file a written formal appeal of a final grade in a course only, including its calculation or other action resulting in a particular grade or removal from the course. The instructional methods of the instructor and his or her ability to teach are not subject to the appeals process. The Academic Dispute Form must be completed and turned in to the Academic Affairs office either by e-mail academicaffairs@crowder.edu or delivered to McDonald Hall 124 within 10 working days of receiving the academic dispute form. The faculty member will also submit all written documentation along with supporting evidence of their academic decision. The issue will be reviewed by the Associate Vice President of Academic Affairs.

Third Level Appeal: Academic Appeals Committee The student may appeal the Associate Vice President's decision by making a written request to the Academic Appeals Committee (make request to the Academic Affairs Office) either by e-mail academicaffairs@crowder.edu or delivered to McDonald Hall 124 within 10 working days of receiving the Associate Vice President's decision. The Academic Appeals Committee decision will be forwarded to the Vice President of Academic Affairs. The Vice President will review the findings and notify the student in writing of the decision. The decision at this level is final.