



**CROWDER
COLLEGE**
NURSING DIVISION

Associate Degree Nursing

STUDENT HANDBOOK

Concept Based Curriculum Handbook

Fall 2022

Cassville and Neosho December 2022 Cohort

The Community College District of

Newton-McDonald Counties

Failure to follow any of the policies established in this handbook will result in disciplinary action and may lead to dismissal from the program.

Crowder College is an Equal Opportunity educational/employment institution and is non-discriminatory relative to race, religion, color, national origin, sex, age, and qualified disability. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status. Director of Human Resources, (Newton Hall, 417-455-5675) coordinates compliance efforts with federal and state EO rules and regulations.

Accessibility and Accommodations

Crowder College is committed to creating a learning environment that meets the need of its diverse student body. If you are requesting a disability, religious, or pregnancy/parenting accommodation, please contact the Student Accessibility Office to begin this conversation. You can find more information about the Student Accessibility Office at <https://www.crowder.edu/accessibility-services> or by calling 417.455.5733. The Student Accessibility Office is located at 115 McDonald Hall, Neosho campus. If you have already been approved for accommodations through the Student Accessibility Office, please schedule an appointment to discuss your current accommodation plan.

Pursuant to 8 U.S.C.A. 1621, the Board of Nursing is prohibited from granting professional licensure to a non-eligible, non-citizen of the United States. An individual who is qualified alien, a nonimmigrant or an alien paroled into the US as a documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law. For more information, you may visit <http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf>

Director of Nursing

Mrs. Sandra Reed Wilson, MSN, RN, ACNS-BC, CNE

Cassville Nursing Program

Program Coordinator/Faculty

Mrs. Kim Smith, MSN, RN

Full-Time Faculty

Ms. Molly Bryan, MSN, RN

McDonald County Nursing Program

Program Coordinator/Faculty

Mr. John Ezell, MSN, RN, MA

Full-Time Faculty

Ms. Jennifer Courser, MSN, APRN, FNP

Mrs. Amanda Coleman, MSN-Ed, RN

Neosho Nursing Program

Executive Program Coordinator/Faculty

Mrs. Heather VanLue, MSN, RN

Clinical Supervisor/Faculty

Mrs. Kerenza Crane, BSN, RN

Full-Time Faculty

Mrs. Leasa Evans, MSN, RN

Mrs. Courtney Goetz, BSN, RN

Mrs. Tammy Holmes, BSN, RN

Mrs. Klaire Osmun, MSN, RN

Mrs. Asia Spencer, BSN, RN

Mrs. Kandice Stephens, BSN, RN

Nevada Nursing Program

Interim Program Coordinator/Faculty

Mrs. Carissa Margrave, MSN, RN

Full-Time Faculty

Mrs. Christy Dunlap BSN, RN

Clinical Adjunct Faculty

Caitlin Allen-Randolph, BSN, RN

Matt Boles, BSN, RN

Megan Brattin, MSN, RN

Karin Cartwright, BSN, RN

Chrissy Collom, BSN, RN

Stevie Cotton, BSN, RN

Christina Darrow, BSN, RN

Melissa Gratton, BSN, RN

Emily Green, BSN, RN

Cheryl Hedrick, MSN, RN

Haley Jontz, BSN, RN

Stephanie Justus, MSN, RN

Jessica Laveroni, BSN, RN

Joy Nelson, MSN, RN

Michelle Smith, BSN, RN

Angela Williams, DNP-APRN-FNP-C

Crowder College Mission Statement

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

Crowder College Nursing Division Mission

The nursing program of Crowder College aims to provide a quality nursing education which will enrich and inspire personal growth of citizens within our communities.

Crowder College Professional 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 combination with Quality and Safety Education for Nurses (QSEN) knowledge, skills, and attitudes (KSAs) in a conceptual learning environment. The adult learner:

- is self-directed and autonomous
- utilizes knowledge and life experiences
- is goal directed
- is practical
- encourages collaboration
- recognizes pertinent information

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 a variety of educational programs.

References

Caputi, L. (2020). *Certified nurse educator review book: The official NLN guide to the CNE Exam*. Wolters Kluwer.

Ignatavicius, D. (2019). *Teaching and learning in a concept-based nursing curriculum: A how-to best practice approach*. Jones and Bartlett Learning.

International Council of Nurses. (2022). *Nursing policy: Nursing definitions*. <https://www.icn.ch/nursing-policy/nursing-definitions>

National League for Nursing. (2022). *NLN competencies for graduates of nursing programs*. <https://www.nln.org/education/nursing-education-competencies/competencies-for-graduates-of-nursing-programs>

Pappas, C. (2018). 7 top facts about the adult learning theory: 2018 update. <https://elearningindustry.com/6-top-facts-about-adult-learning-theory-every-educator-should-know>

Quality and Safety Education for Nurses. (2022). *Competencies*. <https://qsen.org/competencies/pre-licensure-ksas/>

Policy: Crowder College Professional Nursing End of Program Student Learning Outcomes**Responsibility:** Students, Faculty, Program Coordinators, DirectorEND OF PROGRAM OUTCOMES

Upon completion of the Associate of Science Degree in Nursing program, the graduate will demonstrate the ability to:

1. Practice safe care, minimizing risk of harm to clients and providers through 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. Utilize clinical judgment built on evidence-based practice in order to evaluate client outcomes and improve quality of care.
5. Use information and technology to communicate, manage knowledge, prevent errors, and support clinical judgment.
6. Demonstrate professionalism in the role of the nurse, which includes maintaining high legal and ethical standards.

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/>

Policy: Student Responsibilities

Responsibility: Students, Faculty, Program Coordinators, Director

Students enrolled in the nursing program are responsible for:

1. Personal learning and growth.
2. Understanding and abiding by the Crowder College Handbook, Nursing Student Handbook and College Catalog.
3. Awareness and understanding of personal academic and clinical status.
4. Behaving in a respectful and supportive manner at all times.
5. Membership in National Student Nursing Association (NSNA).
6. Access to computer with high-speed internet (available at all college campuses).
7. Providing updated vaccination records and current AHA CPR certification per clinical facility requirements.
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 and weather cancelation app.
10. Responding to evaluations and surveys.
11. Attending skills/simulation lab and clinical as scheduled and following the clinical dress code according to the handbook.

Policy: Functional Abilities

Responsibility: Students, Faculty, Program Coordinators, Director

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 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 professionally and effectively: In oral and written modes.

Policy: Social Media/Networking

Responsibility: Students, Faculty, Program Coordinators, Director

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.

Pictures of patients or patient's information may result in immediate dismissal from the clinical facility, and/or the nursing program as well as litigation.

Policy: Advising and Enrollment

Responsibility: Students, Faculty, Program Coordinators, Director

Preregistration for each semester is recommended. Student are required 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.

Policy: Classroom grading, testing and activity/assignments

Responsibility: Students, Faculty, Program Coordinators, Director

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 reflecting the standing of students will be displayed under “My grades” on current learning management system. 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 receive a late deduction and test at a later assigned 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 by the instructor within 48 hours of the student’s return to school. 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.*) exams 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. Concepts and exemplars will be built upon in subsequent courses and are subject to further testing. Exam scores will not be displayed nor discussed with the student at the end of exam. Exam scores will be displayed in the grade book after completion of the statistical analysis. 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 will 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 during which time the student will attend classes as scheduled. 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 two 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	Grade	Score
A	91.5-100	D (non-passing)	74.0-77.99
B	86.0-91.49	F (non-passing)	0-73.99
C	78.0-85.99		

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.

Policy: ENRICHMENT program.

Responsibility: Students, Faculty, Program Coordinators, Director

Crowder College Nursing Division is excited to announce a new Student ENRICHMENT Program starting Fall 2021. This program is designed to support student learning, identify students that might be struggling in the program, and provide some resources to assist all students in their learning endeavors. This policy gives guidance to students to understand how the ENRICHMENT program will work.

Attendance at ENRICHMENT sessions is open to all current nursing students at their respective campus. Session times will be announced to students the first week of each 8-week session and sessions will begin on week 2 and continue through week 8. (Please note session times may be different for second 8-week classes than they were for first 8-week classes—consult the Program Coordinator at your campus to confirm class times).

Mandatory attendance will be required for any of the following:

1. weighted grade of <78.0%
2. any test grade <78.0%
3. test average of <78.0%

Students with mandatory attendance requirements will be expected to attend 2 hours each week until all the following requirements are achieved:

1. weighted grade for course raises to 78.0% or above
2. next test grade for course is 78.0% or above
3. test average for course raises to 78.0% or above

Students identified for mandatory attendance by faculty members will be given a form to take to their enrichment sessions for signatures and students will be responsible for presenting this to faculty member prior to the next test. Failure to attend mandatory sessions prior to next test in a course will result the following: first offense, student conference with the faculty member for the course; second offense, scheduling of a Probation Committee meeting for the student.

ENRICHMENT sessions will be attended by nursing faculty members as well and they will offer guidance to students. Faculty will not be teaching content but will be a resource to the students and may provide structured guidance on topics such as study tips, test taking strategies, possibly test review on occasion, etc. Student support is also expected in these sessions as the ENRICHMENT sessions are open to all nursing students.

Students will be expected to come to ENRICHMENT sessions prepared to present areas where they need support and bring books, notes, etc. needed for study. These ENRICHMENT sessions are expected to be in support of students and are in addition to one-on-one meetings with faculty members. Students are still responsible to schedule an appointment and meet with course instructors for individualized test review and guidance for each course.

Policy: BONUS POINTS

Responsibility: Students, Faculty, Program Coordinators, Director

Students may earn up to one (1) bonus point per credit hour for each class (in half hour increments). Bonus points are awarded for activities that enhance learning of the material covered in class or support enrichment of nursing activities. Bonus points cannot be used to raise a non-passing grade to a passing grade or raise a grade more than one letter grade.

- One bonus point will result in a **0.25% addition** to the grade percentage total at the end of the course.
- One bonus point is awarded per hour of service or per hour of instruction.
- Activities for bonus points **must be approved in advance** by the instructor.
- After the activity is completed, documentation must be presented to the instructor within one week and have hours authenticated by a designee involved in the activity.
- Documentation will be returned to the student to hold until the end of the course and provided to appropriate instructor(s) on the due dates specified.
- Bonus points must be used in the 8-week period/course the activity was completed.

Points must be turned into the instructor on date provided in syllabus.

Example activities for bonus points include:

- *Providing blood pressure clinics on or off campus*
- *Completing training webinars and providing proof of completion or writing a one-page summary of the activity and submitting copy of notes taken during the training.*
- *Attending seminars on health-related issues*
- *Participating in blood drives (assisting with the drive)*
- *Donating plasma*
- *Donating blood (1 hour given for blood donation)*
- *Volunteering to work various health fairs and/or clinics*
- *Projects for instructors*
- *Assisting in health screenings at schools or community events*
- *Assisting staff in skills lab or sim lab.*

****To be eligible for bonus points, the student may not receive pay for the activity.**

Course Evaluations: In addition, a bonus of 0.5% will be awarded to each student who completes the college's end of course evaluation.

BONUS BUCK BREAKDOWN:

1 bonus point for 1 credit hour course

1 + course evaluation=0.75% (max of 1 bonus point + completing course evaluation)

Bonus Points Only

1=0.25%

0.5=0.125%

2 bonus points for 2 credit hour course

2+ course evaluation= 1.0% (max of 2 bonus point + completing course evaluation)

2.0=0.5%

1.5=0.375%

1.0=0.25%

0.5=0.125%

3 bonus points for 3 credit hour course

3 + course evaluation= 1.25% (max of 3 bonus point + completing course evaluation)

3.0=0.75%

2.5=0.625%

2.0=0.5%

1.5=0.375%

1.0=0.25%

0.5=0.125%

4 bonus points for 4 credit hour course

4 + course evaluation=1.5% (max of 4 bonus point + completing course evaluation)

4.0=1.0%

3.5=0.875%

3.0=0.75%

2.5=0.625%

2.0=0.5%

1.5=0.375%

1.0=0.25%

0.5=0.125%

Policy: Academic Integrity**Responsibility:** Students, Faculty, Program Coordinators, Director

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.

Policy: Civility

Responsibility: Students, Faculty, Program Coordinators, Director

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 or clinical related interactions. Violations to this policy will be referred to the Program Coordinator and/or the Probation Committee.

Policy: Computer and Internet Access**Responsibility:** Students, Faculty, Program Coordinators, Director

Computer access is necessary for students to be successful in the nursing program. Students will need computer access availability and high-speed internet. Microsoft Office365 is provided by the college for student usage. Students will be required to turn in assignments via Crowder's learning management system.

Computer labs are available for student use at all Crowder campuses. Students that do not have computer access and high-speed internet at home will need to plan on additional time on campus to complete and submit assignments. Students will also need to provide their own ear buds or headsets (not wireless) for computer audio.

Crowder campus computer labs are open Monday through Friday during the day and Monday through Thursday during evening hours. Additionally, the Lee Library at the Neosho main campus has weekend hours availability. Additionally, local public libraries generally have computer and internet services available as well.

Policy: Computer Laboratory Testing

Responsibility: Students, Faculty, Program Coordinators, Director

Policy written according to the NCLEX-RN regulations as listed in the NCLEX-RN Detailed Test Plan and NCSBN.org website.

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, or look at grades in the testing lab.
7. Tests are monitored by faculty at all times.
8. Students are allowed one ½ sheet of paper and an ink pen, both to be provided by the instructor. The student must write their name at the top of the paper and be instructed that they are not to scribble/mark out anything written. The sheets must be turned in to the instructor prior to the student leaving the testing environment. You may not write notes until the password for the test has been released and the test has been initiated.
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. Talking or disruptive behavior will not be allowed.
11. Do not discuss test questions/information/answers that you view during the test with anyone other than faculty.
12. The college is not responsible for lost, stolen, or misplaced personal items.
13. For Integrated Testing: Utilize Mozilla Firefox or Google Chrome as your browser for best results.
14. ExamSoft 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.
15. Also, for best results, prior to testing do a shutdown/restart on your computer to allow for updates to complete.
16. **Any violation of this policy will result in a probation committee meeting.**

Policy: Probation Committee

Responsibility: Students, Faculty, Program Coordinators, Director

The probation committee may consist of any of the following: Director of Nursing, Program Coordinator, Vice-President of Academic Affairs, Campus Director, nursing faculty members, a general faculty member, clinical instructor, advisory council member, the student, and/or if desired, a student peer. 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.

Policy: Transfer Students

Responsibility: Students, Faculty, Program Coordinators, Director

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 may 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 location.
10. If student has been out of original nursing program for more than one year of leaving said program, the student will be required to apply to restart the program.

Once a student has completed the above requirements, they will meet with an admission committee and may be admitted on a space available basis as authorized by the committee. A maximum of one semester of nursing classes can be transferred to Crowder's nursing program. The transfer student's admission will be pending a drug screen and criminal background screen.

Policy: Readmission Students**Responsibility:** Students, Faculty, Program Coordinators, Director

A student who has resigned or been dismissed from the nursing program may only reapply 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 September 1 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 78.0% or higher score on an exam of the previous semester classes.
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/or, if desired, a student peer. 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... as well as availability of seats.
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 readmission testing requirements by the specified deadline.
 - c. Students who failed to progress academically or dismissed from program for any reason must sit out one full semester (Spring/Fall) before reapplication.
6. Once eligibility for readmission is established, students will be readmitted **on a space available basis**. Readmission is not guaranteed even with a space available. If request for readmission is during new student selection, readmission is only based after new student selection has been made.
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. Students who have financial aid will be required to schedule a meeting with the Financial Aid office and provide the signed form to the nursing office by the specified deadline.
9. No student shall be readmitted more than one time to any Crowder College nursing program.
10. 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.
11. 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.

IMMUNIZATIONS AND CERTIFICATIONS

Nursing Faculty and Student Policy

Policy: Required Immunizations, Testing and Certifications

Responsibility: Students, Faculty, Program Coordinators, Director

All students enrolled in the Crowder College Nursing Program are required to have up to date vaccinations, annual TB testing and American Heart Association Basic Life Support (CPR) as well as required health screens. Following evidence-based practice and professional guidelines as outlined by the American Nurses Association and Centers for Disease Control and Prevention, as well as clinical partner requirements, the below list outlines our required vaccinations. This list is subject to change based on clinical facility requirements.

Written verification of the vaccination series must be in the students' file by the start of the first semester and as they become due. Annual mandatory influenza vaccine is due to the nursing office on or before October 15 each year.

Failure to submit these required documents will result in the student NOT being allowed to participate in clinical, will result in a probation meeting, a make-up clinical assignment, and a make-up clinical fee of \$75. Current COVID vaccination is required as guidance is provided by the Center for Disease Control and Prevention and our local clinical partners. Failure to comply will prevent participation in the clinical setting and will result in probation as well as failure of the clinical component of the Health Concepts courses which will result in dismissal from the program. Immunization dates are a recurring clinical facility requirement and are non-negotiable.

Required immunizations for the Nursing Division follow guidance and requirements of our clinical partners where Nursing students receive their clinical experience. Vaccinations must be current and documented in the student file within the department by the due date and prior to students attending any clinical site.

Beginning Fall 2021, pre-requisite immunizations, testing and certification Include:

Tuberculosis Skin Test	Annually
Influenza Vaccine	Annually
COVID-19	Per current recommendations by CDC
Tetanus	Within 10 years
Measles/Mumps/Rubella	Titer or immunization (2 doses at least 28 days apart)
Varicella	Titer or immunization (2 doses at least 4 weeks apart)
Hepatitis B Immunization	(Complete with 3 injections as recommended by CDC-6 month process)
Basic Life Support	Current certification; must be through American Heart Association

Please note the above list is subject to change based on clinical facility requirements.

Policy: Substance Abuse

Responsibility: Students, Faculty, Program Coordinators, Director

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. Refusal to participate in a blood and/or urine screen will result in immediate dismissal from the Nursing program.

Policy: Medical Marijuana Policy

Responsibility: All Nursing Students, Faculty and Director

National Council State Boards of Nursing published The NCSBN National Nursing Guidelines for Medical Marijuana in Volume 9 of the July Supplement to the Journal of Nursing Regulation. This is the guiding document for policy and curriculum in the Crowder College Associate of Science degree in Nursing. Based on the United States federal government classification of cannabis as a Schedule I Controlled Substance, students within the nursing program would not be eligible to obtain or take cannabis, marijuana, or THC for personal use. Physicians cannot prescribe medical marijuana even with the State legislation that allows a physician to recommend medical marijuana within Missouri.

Nursing students accepted to the nursing program cannot continue in the program with any substance abuse violation which includes medical marijuana. This includes cannabis, marijuana, or any THC including CBD products. Students who test positive for medical marijuana or any other controlled substance without a valid, current **prescription** at any point from their acceptance to the program through graduation will be expelled from the nursing program.

Students expelled from the nursing program for this purpose do have the option to reapply (based on Nursing Division Readmission Policy) and may be considered for readmission. All nursing students will have substance abuse screening throughout the program and any student may be randomly tested at any given time. Readmission students that have previously been dismissed on a substance abuse issue will be scheduled for screening at undisclosed intervals throughout the program at the student's expense up to a limit of 10 screenings unless further outlined in a probationary committee meeting. This requirement will be outlined in a readmission acceptance letter when a student is readmitted to the nursing program.

Reference:

NCSBN. (2018 July.) The NCSBN national nursing guidelines for medical marijuana. *Journal of Nursing regulation, 9 (2)*.

Policy: Emergency Care/Medical Care Policy**Responsibility:** Students, Faculty, Program Coordinators, Director

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.

Policy: Retention and Promotion Criteria**Responsibility:** Students, Faculty, Program Coordinators, Director

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 Health Concept courses.
6. Abiding by the rules and regulations of Crowder College, the Nursing Division, 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.

Policy: Clinical/Skills lab/Simulation Participation/Tardy and Absence**Responsibility:** Students, Faculty, Program Coordinators, Director

Participation is required at all clinical orientation sessions, clinical sessions, simulations, skills labs 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. Students are **not** authorized to contact clinical sites regarding clinical opportunities. There are processes in place that allow us to meet contractual agreements with clinical facilities and we must follow those guidelines. On clinical/skills lab/simulation days in which the student is absent the student must verbally contact their clinical or simulation instructor or facility prior to the beginning of their session. Failure to do so is considered a no-call, no-show and will result in an unsatisfactory clinical evaluation. Clinical/skills lab/simulation 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/skills lab/simulation 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 and skills lab. 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. Student must successfully complete all requirements in clinical, simulation and skills lab to pass the course. Electronic devices may only be used in approved areas within a clinical setting. Cell phones prohibited in patient care areas.

Clinical tardy is defined as arriving at the clinical setting after the start time and up to 29 minutes past the scheduled start time. Absence is defined as being 30 minutes late or leaving 30 minutes early, both of which will result in a clinical absence, an assigned make-up day and a \$75 make-up fee. A student is allowed one tardy and/or one clinical absence during any semester. The need for a second tardy or second clinical absence will result in an unsatisfactory clinical evaluation and will require a probation committee meeting. Simulation or Skills lab tardy is defined as arriving at the setting after the start time and up to 9 minutes past the scheduled start time and will be evaluated on a case-by-case basis, no student shall be granted admission 10 minutes past the scheduled start time and will result in an absence, an assigned make-up day and \$75 make-up fee. Clinical issues are handled on a case-by-case basis and may be cause for immediate dismissal from the program. Behaving in a manner that is dangerous to the patient, a liability to the facility or program or contrary to instructions by the clinical instructor or preceptor will result in a probation committee meeting and may result in dismissal from the program. If a student starts the appeals process they may not participate in clinical experiences until the academic appeal is complete and overturned. Student may continue in the didactic portion of the course.

The student must submit a completed physical exam, current immunization record including annual flu vaccine 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.**

Hospital Badges (Freeman and Cox): Badges must be turned in at the end of every semester. Failure to return the badge within one week of completion of clinical may result in a probation committee meeting and an additional fee of \$10.

POLICY: Clinical Weather-Related Cancellations\Issues Policy

Clinical settings for the Crowder College Nursing Program cover a large geographic area including Nevada, Butler, Springfield, Joplin, Grove, Neosho, Rogers, and Bentonville to name a few. Clinical schedules can include weekdays, weekends, evening and nights. They may be at time which the college is open or when the college is closed for breaks, holidays, or outside of normal business hours. Due to these issues it is beneficial to have a comprehensive policy regarding Clinical Weather-Related Cancellations/Issues.

First, make sure you are signed up to receive weather closing, emergency alerts & more through "School Rush". This is Crowder's official instant notification alert system. All students, faculty and adjunct faculty should be on "School Rush". To get on "School Rush", text (866) 470-5574. Then enter the Campus you are associated with:

@CrowderCassville

@CrowderMcDonald

@CrowderNeosho

@CrowderNevada

If you are associated with more than 1 campus enter all the campuses with which you are associated. Once your code is received, your cell phone number will be activated to receive SMS alerts from Crowder College.

Second, ensure that you are on "REMIND". This is the Crowder Nursing instant notification system for communication. "REMIND" will be utilized for clinical weather cancellation notifications when Crowder is not routinely in session (campus breaks, holidays, weekends, nights). All Nursing students should be on "REMIND". To get on "REMIND", contact the Administrative Assistant for the Nursing Division at your campus.

Students/Instructors will be contacted through "School Rush" and/or "REMIND" regarding class and clinical cancellations. DO NOT CONTACT INSTRUCTORS. Decisions are published through these avenues as they are made so everyone knows the information at the same time.

Campus Class/Clinical Cancellations

When a campus has cancelled classes due to weather, the clinicals for that campus are also cancelled. Clinical groups should be dismissed from the clinical site immediately regardless of where the clinical site is located geographically.

One Campus Closes Yet Another Remains Open

There are times in which a campus may cancel classes but another campus may not. Only the clinicals associated with the campus cancelling classes are to cancel clinicals regardless of where the clinical site is located geographically.

Cancellation of Clinicals

Decisions that fall outside of the criteria listed above will be handled on an individual basis per the Nursing Division Faculty Policy. That decision will be announced through REMIND messaging system to students.

Clinical Partnership Student Clinicals

Clinical Partnership Program runs differently than the Crowder Nursing Division clinical experience. Students in the Clinical Partnership Program generally are employees of their facility and as such must follow the guidelines and requirements of the facility. Generally speaking, the facilities want students to be at work for their shift especially during instances of bad weather as they are often short staffed. Students failing to complete a Clinical Partnership shift will be required to make up the day and pay a \$25 change fee even if their campus has had a cancellation of classes for the day. When we work as nurses for these institutions, they do not allow excused absences because road conditions are poor. If you have any questions about Clinical Partnership shifts, please contact one of the Clinical Supervisors for assistance and clarification.

Policy: Clinical Dress Code

Responsibility: Students, Faculty, Program Coordinators, Director

The designated school uniform will be worn in clinical facilities. Each student will purchase at least one complete uniform and one lab coat. Uniforms must be purchased from the Crowder College Bookstore. 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. **Failure to comply with any part of the dress code will result in dismissal from clinical, a probation meeting, an assigned make-up clinical day, and a make-up clinical fee of \$75.**

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

Subtle make-up, no false eye lashes (including extensions)

Tattoos:

Tattoos on the arms, head, face, neck and scalp must be covered. Tattoos on the **hands and wrist (forearm uncovered only in NICU)** may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities. Tattoos may not be obscene or offensive. Tattoos containing such images or messages must be completely covered during class, lab, clinical and simulation. Offensive tattoos on hands and wrist must be removed to remain in the Nursing program.

Crowder College committee reserves the right to judge the appearance of visible tattoos.

Dermablend or tattoo tape can be purchased to cover any tattoos except on hands.

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 foos 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 color 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

Grey lab coat (personal jackets are not allowed in the clinical setting)

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:

Watch with second hand, one pair small stud earrings non-dangling

NO apple or smart phone watch

NO more than one band type ring without prongs

NO necklaces or other jewelry

NO visible piercings

NO tongue rings, NO lip rings, NO nose 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 (including but not limited to nurses' station, hallways, patient's rooms, lobby 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), a pair of Goggles, Watch with second hand, Penlight, Bandage scissors, 2 black ink pens, and breath mints in pocket.

***Students are prohibited from practicing skills on each other or any other person on campus or at clinical.**

Failure to comply to this policy may result in immediate dismissal from the program.

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

As directed by Program Coordinator, Clinical Supervisor or Site Personnel

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

NO jeans or shorts

Name tag must be visible at all times

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 you and our program.

Check with faculty for clarification if you have any questions.

REGULATIONS

Student Policy

Policy: Regulations

Responsibility: Students, Faculty, Program Coordinators, Director

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 to include excessive talking, 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 a temperature of 100.4°F or higher.
6. Other regulations may be added as needed.
7. Clinical Instructor must be notified verbally by phone if tardy or unable to attend clinical.

Policy: Reasons for Dismissal**Responsibility:** Students, Faculty, Program Coordinators, Director*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 standardized testing and/or required remediation.
4. Failure to maintain an overall 2.0 GPA.
5. Unethical, illegal or unprofessional 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 attend a probation meeting.
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/online 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.

WITHDRAW FROM PROGRAM

Student Policy

Policy: Withdraw from Program

Responsibility: Students, Faculty, Program Coordinators, Director

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.

Policy: SNA Funds

Responsibility: Students, Faculty, Program Coordinators, Director

Money raised from Crowder College Student Nurses Association 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 an SNA advisor.

SUBJECT: Academic Appeals Process

Responsibility: Students, Faculty, Program Coordinators, Director

Prior to filing an academic appeal, students are asked to present their case to the course instructor for discussion. Instructors are asked to consider the students' request and evaluate information presented. In the case of failure to pass either a course grade or achieve the minimum test average, course instructors are asked to review all missed test question points and evaluate other assignment points to assure that student was awarded all points that were due. Instructors may not re-nullify tests as those have been through the nullification process and nullification has been set by committee decision. Instructors should notify the student either verbally or in writing when this process has been concluded and of any changes that have been made. Students have an option to file an academic appeal (further information below) or to request a course test point review by committee. (See checklist below.) Time limits pertain to each of these options. The academic appeal must be requested within 10 days of the event (grade completion) and the course test point committee review must be requested within 5 days of appeal.

If a student does not have satisfactory resolution to their case, they may start the formal appeals process at the First Level Appeal by sending an email or hard copy letter to the Director of Nursing. This email or letter needs to include the following:

- a. Student name
- b. Student ID Number
- c. State the fact that they are initiating an appeal
- d. Class in question
- e. Presentation of issue (background of what the student is asking to be reviewed).
- f. Grounds for issue (what policy or procedure is being questioned as not being followed).

Students will receive a response within 10 days of their formal appeal in writing. If a student does not have satisfactory resolution to their case, they may appeal to the Second Level Appeal by sending an email or hard copy letter to Academic Affairs Office at Crowder College. The student will receive from the Academic Affairs office an appeal forms to complete. That office will make their decision within 10 days of receiving the appeal form and will notify the student in writing.

The formal appeal process follows the guidelines of Crowder College as listed in the student handbook.

Student Name: _____

Course # and Title: _____

Course Instructor: _____

I am requesting a review of my grade for the above listed course.

Committee review of test points awarded

First-line academic appeal to Director of Nursing

Please list the policy/procedure that you are questioning in regarding to your academic appeal and give a full account of items you would like to have considered. Attach copy of pertinent documents to support your case (syllabus, handbook section, etc.)

Presentation of issue (background of what policy/procedure was not followed).

Student Signature

Date

Policy: Crowder College Grievance Procedure**Responsibility:** Students, Faculty, Program Coordinators, Director

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.

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.