SOUTH FLORIDA State College

2025-2027

Associate Degree Nursing Student Handbook

STUDENTS FOCUSED ON SUCCESS AND CARING

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ACCREDITATION AND APPROVAL STATEMENTS

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Florida State College.

South Florida State College's prelicensure nursing programs are approved by the Florida Board of Nursing.

South Florida State College's Associate of Science in Nursing (ADN) program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

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

STUDENT WELCOME

This SFSC Associate Degree Nursing Student Handbook has been developed to provide clear information, guidance, and answers to the questions you may have as a student in the Associate in Science Degree in Nursing (ADN) program at South Florida State College (SFSC). Our faculty and staff warmly welcome you to the program and stand ready to support you as you pursue your educational and professional goals. The Nursing Education Department embraces and upholds the mission of SFSC as outlined in the College Catalog, and our priority is to help you gain the greatest possible benefit from your learning experience. We encourage you to challenge yourself, strive for excellence, and take full advantage of the resources available to you. Our faculty is committed to ensuring that your time in the program is both meaningful and rewarding.

The Nursing Education Department reserves the right to revise policies, regulations, or program offerings contained in this handbook as needed. While we aim to outline expectations and requirements as clearly and comprehensively as possible, circumstances may require updates. Any changes will be communicated to students promptly through Panther Central and/or posted course documents.

As an SFSC nursing student, you are responsible for adhering to all applicable federal, state, and local laws, as well as College policies. This handbook is intended to clarify the mutual expectations between students and the Nursing program faculty and staff, including your rights, responsibilities, and expected conduct. Professional behavior is essential to nursing practice and is demonstrated through accountability, adherence to professional standards, and consistency with legal, ethical, and regulatory frameworks. Nursing is a profession grounded in lifelong learning and continual growth. We consider it a true privilege, as nurse educators, to welcome you into this rewarding profession at South Florida State College.

ACADEMIC CALENDAR

Important collegewide dates can be viewed through the SFSC website at https://www.southflorida.edu/college/calendar. Course-specific calendars will be posted to the course content of each course in *BrightSpace by D2L®*

SOUTH FLORIDA STATE COLLEGE
MISSION STATEMENT

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnerships with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district (DeSoto, Hardee, and Highlands counties) regardless of economic, social, or educational background to achieve success in

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

SOUTH FLORIDA STATE COLLEGE
INSTITUTIONAL CORE VALUES

The attributes that guide our behavior as we pursue our vision are:

Integrity: We encourage the free exchange of ideas in an environment that embraces honesty, fairness, personal responsibility, and ethical leadership.

Service: We actively seek opportunities to enhance achievement and success in our local and world communities.

Community: We embrace cultural diversity, inclusiveness, collaboration, mutual respect, responsive and productive partnerships, and the sharing of resources.

Learning: We are committed to providing opportunities for students and staff to succeed in a highly competitive environment so that they can become effective lifelong learners.

Excellence: We seek to provide high quality, innovative, and flexible teaching and learning opportunities in a learning-centered environment.

Accountability: We value personal and institutional ownership through integrated planning and assessment of all programs.

Responsibility: We honor our commitments in all initiatives and leadership endeavors as well as promote environmental stewardship.

SFSC NURSING EDUCATION DEPARTMENT
VISION, MISSION, AND VALUES

NURSING VISION

Transforming lives by empowering individuals to maximize their potential as competent and compassionate healthcare practitioners in a relationship-centered, caring environment.

NURSING MISSION

The mission of the nursing program is to **prepare students to become competent, compassionate** healthcare practitioners fostering the creation of a **relationship-centered, caring environment.**

NURSING VALUES

Our values form the foundation for the program's context, concepts, and outcomes across all levels of study. They guide us in cultivating compassionate, respectful relationships with ourselves, our patients and their families, fellow healthcare professionals, and the broader community.

- Competence
- Compassion
- Confidence
- Conscience
- Commitment
- Communication
- Culture

NURSING DEPARTMENT PHILOSOPHY

The philosophy of the Nursing Education Department at South Florida State College (SFSC) reflects the College's mission, which affirms the inherent worth of every student and a commitment to understanding and meeting the needs of others. Our philosophy is grounded in the principles of **Caring Science**, which recognizes preparing compassionate, competent, and culturally responsive nurses as the moral and ethical foundation of nursing and a transformative force in health and healing.

We believe that **nursing is both a science and an art**, integrating evidence-based knowledge from the sciences and humanities with the humanistic values of compassion, empathy, and respect to develop professional nurses. Our curriculum is built upon the foundational concepts of **competence, compassion, confidence, conscience, commitment, communication, and culture**, as our end-of-program student learning outcomes, as our approach to education and practice.

As nurse educators, we are committed to:

- **Upholding professional standards** of nursing practice in alignment with national accreditation criteria, including those set forth by the **AACN Essentials, ANA Standards, QSEN Competencies, and NCLEX Category,** and other regulatory bodies.
- **Creating a dynamic, inclusive, and caring learning environment** that fosters student engagement, critical thinking, and a spirit of inquiry.
- **Integrating current research and evidence-based practice** to support the development of clinical reasoning, ethical decision-making, and safe, quality care.
- **Modeling and promoting ethical and legal standards**, professionalism, and integrity in all interactions.
- **Valuing diversity and cultural humility**, and preparing students to provide holistic, person-centered care that addresses the physical, emotional, social, and spiritual needs of individuals, families, and communities.
- **Engaging in continuous quality improvement and program evaluation**, ensuring that our curriculum and teaching practices meet or exceed accreditation standards and support positive student learning outcomes.
- **Fostering lifelong learning and professional development**, empowering nursing students to pursue entry into professional nursing practice and faculty to grow as leaders, advocates, and scholars in the nursing profession.

STUDENT LEARNING OUTCOMES

Our philosophy is operationalized through the following measurable, standards-aligned **End-of- Program Student learning Outcomes**, which reflect the integration of **AACN Essentials**, **NCLEX-RN test plan**, **ANA Standards of Practice**, and **QSEN competencies**:

1. **Competence**: Demonstrate safe, evidence-based nursing care by applying clinical judgment, best practices, and healthcare technologies across the lifespan.
2. **Compassion**: Advocate for and respect the values, cultural beliefs, and preferences of clients and families while demonstrating cultural humility and delivering holistic, patient-centered care.
3. **Confidence**: Apply clinical reasoning and inquiry in diverse healthcare settings to make informed decisions and collaborate effectively with interdisciplinary teams.
4. **Conscience**: Integrate ethical and legal principles into nursing practice, demonstrating accountability, integrity, and recognition of personal and professional limitations.
5. **Commitment**: Exhibit professionalism and leadership by engaging in lifelong learning, quality improvement initiatives, and assuming responsibility for one's nursing practice.
6. **Communication**: Utilize effective communication strategies, including informatics and documentation standards, to ensure continuity and safety in client care.
7. **Culture**: Provide culturally competent care that reflects an understanding of diverse populations and integrates family and community contexts into nursing practice.

These outcomes ensure that graduates are prepared to meet the complex demands of contemporary healthcare environments and to provide compassionate, competent, and culturally responsive care.

CODE OF CONDUCT

Upon admission to SFSC, you fall under the jurisdiction of the College for the duration of your enrollment. As a member of the College community, you are expected to conduct yourself responsibly in all personal and social matters. You are accountable for adhering to all SFSC District Board of Trustees policies and procedures as outlined in the *SFSC College Catalog* and other official College publications. Violations of these regulations may result in disciplinary action, following established procedures, and may range from a formal reprimand to expulsion from the College.

ACADEMIC CIVILITY

The American Nurses Association (2015) charges all nurses with collaborating "to create a culture of respect that is free of incivility, bullying, and workplace violence" (p. 1).

Civility is defined as genuine respect for others—requiring time, presence, engagement, and a willingness to seek common ground (Clark & Carnosso, 2008). In contrast, incivility reflects disregard or insolence toward others, contributing to an atmosphere of disrespect, conflict, and stress (Emry & Holmes, 2005). In academic settings, incivility may appear as rude or discourteous speech or behaviors that disrupt the learning environment, such as chronic tardiness, side conversations, or inappropriate cell phone use (Feldman, 2001). In some cases, these behaviors may escalate to threats or acts of physical harm (Clark, 2007).

Promoting an academic environment where emerging nursing professionals can grow and succeed is a high priority. Each faculty member has the autonomy to establish expectations for their classroom, laboratory, or clinical setting. Students are encouraged to communicate directly with the instructor if questions or concerns arise in a specific course. If additional support is needed, a joint meeting with the instructor and the Nursing Success Coach is recommended. When issues persist despite these efforts, a meeting with the student, instructor, and program leader should be arranged. The purpose of this process is to foster shared understanding and uphold a civil, respectful learning environment.

Academic incivility and other disruptive behaviors may result in dismissal from the program.

When faculty and students communicate openly and work together toward solutions, the potential for positive change is significant. Our collective efforts must be grounded in teamwork, respect, and collaboration—both now and throughout the lifelong journey of learning.

ONLINE COMMUNICATION AND SOCIAL MEDIA

ONLINE COMMUNICATION

1. Students must check their college email and the *Brightspace by D2L®* course homepage(s) daily for important information.

2. Email communication is most suitable for personal questions between students and instructors or classmates.

3. In all online communication, it is expected that students will follow rules of netiquette. See details at http://www.albion.com/netiquette/index.html. Being disruptive or breaking the rules of netiquette may result in revocation of access privileges.

4. Students are strongly encouraged to refer to the *SFSC College Catalog* for information related to policies, procedures, and available student assistance and resources relating to online communication.

SOCIAL MEDIA

The healthcare environment presents unique challenges related to social media use. Nurses are expected to follow the American Nurses Association's Social Networking Principles, which outline professional expectations for online conduct. Student nurses carry an additional responsibility to understand both the benefits and risks associated with social media, as these behaviors directly impact program learning outcomes. The National Student Nurses' Association (NSNA) provides guidance for personal and professional use of social media, specifically addressing online activity outside the workplace or clinical setting. In these contexts, both nurses and student nurses may face significant consequences for inappropriate social media use, including dismissal from the program, civil liability, or criminal penalties.

NOTE: Students must respect the privacy rights of their peers and are strictly prohibited from posting any information about classmates on social media. Violations of this expectation may result in expulsion from the program.

ESTIMATED COST OF ITEMS REQUIRED

The cost of required uniforms, lab kits, lab supplies, NCLEX® examination registration, and initial licensing fees is included in the course lab fees. Additional out-of-pocket expenses may vary and may include the ATI TEAS® entrance exam, physical examination, immunizations and titers, background checks, drug screenings, document-tracking services, approved clinical footwear, personal technology requirements, graduation fees, graduation pin, and any ATI Comprehensive Predictor® retake fees. Program costs are reviewed and adjusted periodically, with appropriate approval, to reflect changing economic conditions. Updated approximate program costs are published regularly on the South Florida State College website.

GROOMING AND UNIFORM

Professionalism begins with appearance and attire. This policy is formulated to ensure high standards of dress and appearance that represent SFSC to area hospitals and community settings. The values of asepsis, client safety, and client sensitivity are also incorporated. Faculty reserve the right to ask a student to leave the clinical area or the classroom/lab if appearance is not in keeping with this policy. This will be documented as an unexcused absence.

The Director of Nursing Education and Nursing Faculty have the authority to determine dress and grooming standards for both classroom and clinical settings.

CLINICAL SETTINGS/COLLEGE UNIFORM

- Maintain a neat, clean, well-groomed professional appearance.

- Complete school uniform, as assigned by course instructor, must be worn at all times. Masks, face shields and/or goggles are to be worn per clinical facility policy.

- School uniform, which is clean and wrinkle free, must be worn to and from the clinical facility.

- A faculty-approved black uniform undershirt may be worn under the uniform.

- No lab coats or scrub jackets or sweaters are permitted to be worn with the college uniform.

- SFSC name badge must be affixed to the right side of the school uniform shirt. Students are required to use second name badge with first name only in clinical settings.

- Shoes must be flat solid white or black athletic or nursing shoes (no mesh or fabric) with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair. Shoes must be approved by the SFSC Nursing Education Department faculty.

- Hose or socks must be worn. Full-length support hose are strongly recommended. Hose and/or socks, if worn, must be solid white or black (to match color of the shoes). The upper edge of both socks and hose are to higher than the ankle and be completely covered by uniform at all times. Ankle socks/hose are not permitted.

- Color of undergarments are not to be visible beneath uniform and uniform top is not to be tucked into scrub pant bottoms.

- A watch with a second hand is required. No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.

- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.

- Fingernails must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or tips are not acceptable in the lab or clinical area.

- Face and neck should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.

- All tattoos must be covered within the confines of the required uniform or using tattoo make-up or skin colored bandaging tape.

- Professional, lightly applied make-up that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.

- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.

- Chewing gum and/or candy (mints) is not appropriate while in uniform; therefore, not to be consumed at any time in the clinical area.

- Stethoscope covers and accessories are not acceptable.

- The college uniform must not be worn at any time outside of lab and clinical settings.

CLINICAL SETTINGS/BUSINESS DRESS

- Maintain a neat, clean, well-groomed professional appearance.

- Appropriate attire, which is clean and wrinkle free, must be worn to and from the clinical facility. Masks, face shields and/or goggles are to be worn per clinical facility policy.

- SFSC polo shirt with SFSC name badge affixed to the right side is to be worn with full length slacks (no jeans) that are a solid conservative color, conservative style, and conservative fit. A skirt, if worn, must be at least below the knee in length and worn with hose.

- Flat shoes with quiet soles, closed toes, and closed heels are to be worn. They are to be clean and in good repair. Athletic shoes meeting these criteria are acceptable.

- Hose or socks must be worn. Hose and/or socks, if worn, must be solid color. The upper edge of both socks and hose are to higher than the ankle and be completely covered by uniform at all times. Ankle socks/hose are not permitted.

- A watch with a second hand is required. Smart watches are not permitted. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.

- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.

- Fingernails must be clean and short in length, as determined by your clinical instructor. Freshly applied clear nail polish or shellac is permitted; however, acrylic nails and/or tips are NOT acceptable in the lab or clinical area.

- Face should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.

- All tattoos must be covered within the confines of the required uniform or using tattoo make-up or skin colored bandaging tape

- Lightly applied make-up is acceptable; avoid heavy make-up.

- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.

SKILLS LAB SETTINGS

- Maintain a neat, clean, well-groomed professional appearance.

- Tops: Must be long enough to cover the beltline at all times. Pajamas, strapless, sleeveless, off the shoulder, cold shoulder, peek-a-boo, low-cut/deep scoop neck, see-through, mesh, tank-tops, spaghetti strap, tight fitting, slitted sides, cropped and distressed shirts are not appropriate.

- Bottoms: Will be worn at the natural waist. Shorts are not appropriate. Must not be more than one size larger than normal size. Distressed, holes, rips (including "fake rips"), see-through, tights, or leggings are not appropriate. Joggers/Sweatpants/Scrub pants must be a solid color; no designs or patterns.

- Shoes must be athletic or nursing shoes with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair.

- Socks must be worn with the upper edge of both socks to be higher than the ankle. Ankle socks/hose are not permitted.

- Head Coverings: Religious exemptions per student. Hats, caps, hoods, head-coverings (including bandannas) are not appropriate. Bonnets must be worn in the lab as directed by lab coordinator or faculty.

- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.

- Outerwear: Jackets, sweaters, sweatshirts, and coats may be worn as required for comfort due to weather conditions. Trench coat or duster style jackets are not permitted.

- Professional, lightly applied make-up that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.

- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.

- Fingernails must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or tips are not acceptable in the lab or clinical area.

- Jewelry: No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn.

SIMULATION LAB SETTING

- Maintain a neat, clean, well-groomed professional appearance.

- Clinical uniform or designated t-shirt and bottom per Nursing faculty. Masks, face shields and/or goggles are to be worn per simulation lab guidelines. A faculty-approved black uniform undershirt may be worn under the uniform. No lab coats or scrub jackets or sweaters are permitted to be worn with the college uniform.

- SFSC name badge must be affixed to the right side of the school uniform shirt. Students are required to use second name badge with first name only in clinical settings.

- Shoes must be flat solid white or black athletic or nursing shoes (no mesh or fabric) with closed toes, closed heels, and minimal perforations. They are to be clean, polished, and in good repair. Shoes must be approved by the SFSC Nursing Education Department faculty.

- Hose or socks must be worn. Full-length support hose are strongly recommended. Hose and/or socks, if worn, must be solid white or black (to match color of the shoes). The upper edge of both socks and hose are to higher than the ankle and be completely covered by uniform at all times. Ankle socks/hose are not permitted.

- Color of undergarments are not to be visible beneath uniform uniform top is not to be tucked into scrub pant bottoms.

- A watch with a second hand is required. No smartwatches are permitted in clinical or lab settings. Other jewelry is limited to a wedding band, engagement ring, and Medic Alert necklace or bracelet when appropriate. No other visible jewelry or piercing retainers may be worn. This jewelry policy is to be maintained at any time the student is in uniform.

- Hair must be kept clean and neatly pulled away from face and shoulders at all times. If hair is longer than collar length, it must be pulled up and confined so that it does not fall forward. Bangs or waves across the forehead must not fall below the eyebrows. Hairstyle must be conservative in style and of a naturally occurring color. Hair accessories are to be conservative in style and must match the color of hair or uniform and meet faculty approval.

- Fingernails must be clean and no longer than 0.25 inches beyond the fingertip in length. Freshly applied well-maintained clear nail polish or clear shellac gel is permitted; however, acrylic nails and/or tips are not acceptable in the lab or clinical area.

- Face and neck should be clean-shaven; if not, then beard and/or mustache must be cut to ¼ inch and well-groomed.

- All tattoos must be covered within the confines of the required uniform or using tattoo make-up or skin colored bandaging tape.

- Professional, lightly applied make-up that is matte and of neutral tones is acceptable. No false eyelashes or eyelash extensions are permitted.

- Perfume, scented lotion, scented aftershave, or other scented toiletries are not permitted in the clinical area and in the classroom.

- Chewing gum and/or candy (mints) is not appropriate while in uniform; therefore, not to be consumed at any time in the clinical area.

CLASSROOM SETTINGS

- Maintain a neat, clean, well-groomed professional appearance.

- Tops: Must be long enough to cover the beltline at all times. Pajamas, strapless, sleeveless, off the shoulder, cold shoulder, peek-a-boo, low-cut/deep scoop neck, see-through, mesh, tank-tops, spaghetti strap, tight fitting, slitted sides, cropped and distressed shirts are not appropriate.

- Bottoms: Will be worn at the natural waist. Must be at least fingertip length including slits. Must not be more than one size larger than normal size. Distressed, holes, rips (including "fake rips"), see-through, tights, or leggings are not appropriate. Joggers/Sweatpants/Scrub pants must be a solid color; no designs or patterns.

- Head Coverings: Religious exemptions per student. Hats, caps, hoods, head-coverings (including bandannas) are not appropriate. Bonnets must be worn in the lab as directed by lab coordinator or faculty.

- Outerwear: Jackets, sweaters, sweatshirts, and coats may be worn as required for comfort due to weather conditions. Trench coat or duster style jackets are not permitted. The use of pillows or blankets is not permitted.

- Footwear: Shoes must be worn at all times. Athletic, boots, dress, & sandal types of shoes are allowed. Bedroom slippers, Bluetooth speaker, roller-skate shoes not appropriate attire on campus. Students must wear athletic closed toe shoes for skills lab.

- VIOLATION OF DRESS CODE

    First Offense: The student will be issued a *Coaching for Caring Form* explaining the violation and will sign an occurrence form acknowledging the breach of dress code requirements.

    Second Offense: The student will be referred to the *Student Success Coach* for review of the *Grooming and Uniform Policy* and professional dress standards.

    Third Offense: The student will be required to write a two-page paper related to the dress code policies of two local clinical agencies and one college/university nursing program and submit via email to their instructor prior to return to lab/clinicals.

    Fourth Offense: The student will receive a full point reduction from their final grade for the semester and/or an unsatisfactory on their CET under the student learning outcome *Commitment.*

NOTE: Clinical/lab/simulation dress violations that could potentially affect the safety of the patient, student, or others in the learning environment will result in being sent home with an unexcused absence for the day in addition to the consequences noted above.

HEALTH REQUIREMENTS

Cumulative health records are maintained off-site. Students will be responsible for obtaining, maintaining, updating, and providing uploaded copies of health records and requested information to the document management vendor. Documentation of essential technical competencies is required of all students and must be accurate and up-to-date.

Students should maintain their own health insurance since it is not provided through the College. The College and clinical affiliates do not provide Workers' Compensation for students.

Changes in health status must be disclosed to the program director and may result in the need for additional or updated medical documentation.

NON-COMPLIANCE OR FAILURE TO MEET HEALTH DOCUMENTATION REQUIREMENTS MAY RESULT IN STUDENTS FROM CONTINUING IN CLINICAL ROTATIONS, COURSE FAILURE, OR PROGRAM DISMISSAL.

HEALTH AND SAFETY POLICY

The Associate in Science degree Nursing (ADN) program strives to afford a safe learning environment that is free of accidents and disease transmission to all students, faculty, and staff. Unfortunately, accidents and sickness do occur without notice or warning. Enrolled nursing students are required to notify program officials if they believe they may have been exposed to any communicable/contagious disease.

Reporting of any injury/accident that occurred which negatively impacts the student's attendance or meeting the physical requirements of the program is required for both the clinical and didactic setting. In the event an accident and/or injury occurs and a student cannot meet the physical requirements, an *Essential Technical Standards Form* must be completed by a licensed medical provider prior to their return.

Exposure to infectious disease, chemicals, and/or medications in the clinical environment may cause harm to the pregnant woman and/or their unborn child. A student who is pregnant or suspects they are pregnant may or may not inform the program officials. If they to inform the program officials of pregnancy, it must be in writing and indicate the expected date of delivery. The pregnant student also has the right to revoke their declaration at any time; however, the withdrawal of declaration must be in writing. Non-disclosure of pregnancy status releases SFSC and associated persons/entities from all liability resulting from exposure to known teratogens and other pregnancy-related clinical hazards.

A student declaring pregnancy may:

1. Continue in the program without modification, with the understanding, that any absences will be made up in accordance to rules governing absence.

2. Continue in the program with excused clinical absences until cleared by their medical provider to resume clinical learning. Make-up clinical hours will be provided on a space available basis. Clinical education course hours must be completed during the term immediately following medical approval by her personal physician using the *Essential Technical Standards* form. Medical deferment of clinical hours requires the student confer with the faculty team and program director to develop a revised program of study.

3. Withdraw from the program – Re-admission will be based on the student's performance records at the time of withdrawal and available clinical space at the time of re-entry.

VACCINE DISCLOSURE STATEMENT

South Florida State College Health Science Division is dedicated to protecting the wellness of our campus and the community we serve. Vaccine-preventable illnesses can have adverse effects on the health of students, staff, faculty, and the patients we serve through our clinical experiences. Documentation of vaccination status will be requested on program enrollment and periodically to ensure currency.

Vaccine requirements vary by academic program and are reflective of clinical facility requirements, exposure risk, and potential consequences of contracting a particular illness.

Current vaccine requirements are as follows:

1. Hepatitis B: Completed 3 dose series with titer documentation of immunity. 1st dose must be completed prior to program start.
2. Influenza: Annually prior to October 1
3. MMR: 2 doses or titers with proof of immunity
4. Tdap: Vaccination within the last 10 years. Please note that vaccination must be the full Tdap vaccine including *acellular pertussis* component.
5. Varicella: 2 doses or titers with proof of immunity

Note: Vaccine exemptions are rare and require review by Nursing Education leadership. Vaccine requirements may change due to changing requirements from clinical affiliates.

STUDENT SAFETY, SECURITY, and BEHAVIOR

PERSONAL PROPERTY

- Protect yourself and your possessions.
- Label notebooks, textbooks, and other possessions.
- Locker assignments may be obtained from the Nursing Education Department staff assistant. Students must provide their own locks. A second key or combination must be submitted in a sealed envelope to the Health Sciences Staff Assistant.
- The College does not provide insurance on personal property of students and is not responsible for damage to or loss of any personal property or equipment brought on the College campus, on field trips, or to any clinical area.

NURSING CLASSROOM AND LAB

- No unauthorized visitors are permitted in the classroom, skills lab, or clinical setting.
- Students are permitted to consume food in the classroom or lab only per faculty instruction. Drinks should be kept in a closed container. In the event of a spill, notify staff so cleaning supplies can be provided and carpet/furniture staining prevented.
- Care for furniture and equipment appropriately. All supplies and equipment must be properly stored. Report any broken or damaged equipment to the Nursing faculty.
- Classrooms, labs, and common areas must be neat and in order at the end of instruction. Students will assist in housekeeping duties. Duties will be assigned.
- Student refrigerators must be cleaned weekly; items remaining at the end of the week will be discarded. Each student is responsible for his/her food and drink containers.
- Computers in the Reference Room (114) are for school-related student use only.
- Department telephones may only be used in case of an emergency. Faculty/staff will handle emergency messages.
- Cellphones are to be off and not visible during class unless expressly directed by the instructor for instructional purposes. Students may not respond to messages during class.
- Cellphones are not allowed at most clinical sites. Your clinical instructor will advise you regarding facility-specific policies. Cellphones that have reference capabilities may be permitted in non-patient care areas if the phone is silenced. In the event that a cellphone rings or if the student is observed text-messaging, the student will be warned. After the third warning, the next cellphone incident will require the student to be counted as absent and makeup work may be required. Subsequent cellphone incidents may result in disciplinary action.

CLINICAL POLICIES

Students are required to:

- Seek guidance and assistance from the clinical instructor in nursing care activities in which the student is inexperienced or questions the appropriate nursing action.

- Determine that each clinical day will be a learning experience. Actively pursue nursing experiences that will enhance clinical learning; the clinical instructor will assist but the student is advised to take the initiative.

- Share learning experiences with classmates in pre- and post- conferences and clinical seminars with acknowledgement of and adherence to patient privacy regulations.

- Render safe nursing care.

- Evaluate personal performance and progress; should the student feel deficient in any area, then the clinical instructor should be consulted.

- Act in a professional manner at all times.

- Patients/clients should be addressed with friendliness, but never in terms of familiarity or endearment. Patients/clients should not be called by their first names, but be addressed as Miss, Mrs., Ms., or Mr.

- Clinical performance is documented by program faculty using the Clinical Evaluation Tool (CET).

- All health requirements must be met to participate in the clinical rotation.

- If the student demonstrates unsafe nursing practice and/or noncompliance to SFSC nursing standards or directives provided by the clinical instructor, the student may be immediately dismissed from the clinical setting. This action may result in failure in the program.

CLINICAL SAFETY

Student safety is a priority for all South Florida State College administration, faculty, and staff. At times, student clinical schedules may require travel in the early morning or late evening. Clinical site and travel student safety suggestions include:

- Walk in pairs or small groups. If available, use the parking lot shuttles provided by the agencies.

- Keep your car locked. Keep valuables out of sight in your car. Limit belongings brought to the clinical area as there is no secure storage space available at most facilities.

- Be alert to any suspicious behavior and avoid talking to strangers especially if you are alone.

- Follow agency guidelines for safety.

- Be alert to any suspicious behavior and avoid taking to strangers especially if you are alone.

- It is against College policy to carry concealed weapons on college grounds. College grounds include clinical sites. No guns, knives, sharp instruments, or other weapons may be taken to clinical site. These items are banned by College policy even with a concealed weapon permit.

ADDITIONAL SAFETY RULES

- Know outlet voltage before connecting any appliance.
- Never clean or oil a machine when it is connected to current.
- Disconnect electrical equipment when not in use by grasping plug and pulling gently.
- The wires of an electrical device should not be knotted or left trailing when not in use.
- Never get electrical cords wet.
- Dry hands before connecting and disconnecting electrical equipment, or touching switches.
- Do not touch machines and metallic objects while they are connected to electrical current.
- When moving heavy portable machines, hold at stem and top to prevent falling.
- Report faulty equipment so it may be repaired.
- Operate equipment only after proper instruction.
- Return equipment to its storage area after use.
- Lift properly - stand facing the direction of task to be performed, place feet wide enough apart to have good balance, keep back straight, bend knees to lower your body, keep elbows close to your body, get a firm grip on load, and lift by straightening legs. Ask for help if the load is too heavy.
- Use footstool or step ladder to remove or replace supplies above normal reach.
- Wipe up noticed spills to avoid slipping.
- Deposit all trash in proper containers.
- Avoid wearing large, loose sleeves, neckties, string, or decorative clothing that may get caught in equipment.
- Use materials from well-labeled containers only.

FIRE PREVENTION

Locate the fire extinguisher, fire alarm, and building exits at each clinical site.

IF YOU DISCOVER A FIRE – REMEMBER: <u>RACE</u> and <u>PASS</u>

R - RESCUE anyone in immediate danger

A - Activate the ALARM

C - CONFINE the fire (close the door)

E - EXTINGUISH small controllable fires/or EVACUATE

P - PULL the pin

A - AIM the nozzle at the base of the fire

S - SQUEEZE handle

S - SWEEP from side to side

SMOKING, VAPING, DRUGS AND ALCOHOL

South Florida State College is a "Tobacco-Free" campus and by extension students may not use tobacco products during their time at college-affiliated clinical sites.

Students who smoke and/or vape are strongly encouraged to consider a smoking cessation program. South Florida State College is a tobacco-free campus. Please see the college website for details.

Smoking and/or vaping is not permitted on hospital premises, including in the cars in the parking lot. Students are not permitted to leave the clinical site to smoke and/or vape. If the uniform worn to the clinical area smells of smoke and/or vape, the student will be sent home and counted as an unexcused absence for the day.

The college is a drug-free institution; thus, no alcohol and/or drugs may be consumed prior to or during classroom or clinical assignments or at any other SFSC-sponsored function.

DRUG TESTING

All prelicensure nursing students are required to comply with drug testing as a condition of admission and continued participation in the program. Drug testing may be conducted:

- **Prior to program entry** (pre-admission);
- **Randomly** during enrollment; and
- **For cause**, when there is reasonable suspicion of drug use or impairment.

Types of Drug Testing

1. Pre-Admission Drug Testing

- All students must complete a drug screen **before the first day of classes** in the nursing program.
- Proof of a negative drug screen must be submitted to the designated compliance system by the required deadline.

2. Random Drug Testing

- Students may be selected **at random** at any time during the program.

- Students selected must **report the same day** for specimen collection.

- Failure to comply with same-day testing will be treated as a **refusal to test** (see below).

3. For-Cause Drug Testing

- Students may be required to undergo drug testing if there is **reasonable suspicion** of drug or alcohol use. This may include, but is not limited to:
  - ο Observed impairment;
  - ο Slurred speech, unsteady gait, or erratic behavior;
  - ο Evidence of drug use or possession;
  - ο Odor of alcohol or substances;
  - ο Reports or allegations of substance use.
- Students must **report for drug testing the same day** that the request is made.

Specimen Collection and Testing Procedures

- All drug tests must be performed by a **program-approved**, certified laboratory.
- The student is responsible for **all associated costs** of drug testing.
- Testing may include, but is not limited to, screening for:
  - ο Amphetamines
  - ο Barbiturates
  - ο Benzodiazepines
  - ο Cocaine
  - ο Marijuana (THC)*
  - ο Methadone
  - ο Methaqualone
  - ο Opiates
  - ο Phencyclidine (PCP)
  - ο Propoxyphene
  - ο Synthetic drugs (e.g., synthetic cannabinoids)

Note: A positive THC result, regardless of state legalization for recreational or medical use, is considered a positive drug screen under this policy due to clinical partner and licensure requirements.

DEGREE PLAN

The *College Catalog* contains information regarding your ADN degree plan, graduation requirements, and other important information. Follow the link below or access from the College website: **SFSC College Catalog**

ATTENDANCE POLICY

Regular and punctual class and clinical attendance is expected of all students and essential to success in the Nursing program. Instructional time missed is a serious deterrent to learning. Students are responsible for fulfilling the requirements of all courses by attending and completing course assignments. An accurate record of class attendance will be kept.

Students are expected to notify the instructor prior to any tardy or absence. If unable to notify the instructor prior to class the student must notify the instructor (speak to instructor via preferred phone number or email contact provided) within 24 hours to document the absence, reason for the absence, and to receive make-up assignment plan.

If instructional time is missed due to an excused absence only, the student will be permitted to make up work to the extent possible. Due to the nature of some learning experiences, especially clinical/labs, it may not be possible to duplicate the actual experience; alternative assignments to capture the material may be required.

Attendance shall be governed by the following:

UNEXCUSED ABSENCES

1. One absence–Conference with faculty mentor and/or instructor

2. Two absences– Meeting with Director of Nursing Education and formal documentation to student file

3. Three absences–Reduction of 2 percentage points from Theory course grade.

4. Four absences-Subject to withdrawal from the program.

5. Leaving before the stated ending time of class, lab, or clinical is considered an absence. Students may not leave health agencies for any reason without first requesting permission from the clinical instructor.

6. Tardy is defined as being late to class up to 15 minutes beyond the start of class. The instructor will designate the official clock to be used in each setting. If you arrive to class tardy beyond 15 minutes, it will be accounted as an unexcused absence.

7. Clinical and lab absences will require make-up time of hour per hour.

EXCUSED ABSENCES

1. Serious illness, surgery, hospital confinement, or valid medical reason. Documentation from a health care provider verifying illness must be presented to the instructor.

2. Death in the immediate family. Documentation must be provided.

3. Statutory governmental responsibilities-jury duty, court subpoena. Documentation must be provided.

4. Other circumstances as determined by the Nursing Education Faculty/Director of Nursing Education.

5. If the student expects to be absent from a clinical rotation, she/he must speak with the instructor directly as soon as possible. Additionally, the student will be responsible to reschedule lost time. If the time cannot be rescheduled, alternate assignments or clinical rotations may be scheduled.

CLINICAL ABSENCES

Excessive absences, regardless of cause, put students at risk for poor academic performance potentially resulting in course failure and withdrawal from the nursing program. Clinical absences which exceed three (8-hour) clinical days or 24 hours total cannot be made up and may result in a student being required to repeat the course in which the absences occurred.

RELIGIOUS HOLIDAY STATEMENT

If a student must miss class to observe a religious holiday, you must notify the instructor at least seven (7) days in advance of the day(s) to be missed. You will have until the next class meeting after the observance/holiday to make up missed assignments and/or exams.

SFSC NURSING MENTORING PROGRAM

The Nursing faculty will have the primary responsibility for the counseling and guidance of each student. Each student will access to faculty and staff mentors. The integration of the *D.U.C.K. Mentoring Program* is a highlight of the nursing education's commitment to your success. You will be provided with information regarding this program that supports your development as a Nursing student, understanding, compassion, and knowledge at the Nursing Education Department's New Student Orientation session. The goal of the mentor/mentee relationship is to meet the following goals:

- Promote and assist students to perform successfully in the classroom, lab, and clinical settings.
- Serve as a sounding board for educational concerns.
- Serve as a professional role model.
- Assist with counseling and coordinating resources when personal issues potentially impede educational success.
- Provide information regarding College policies and procedures, e.g., graduation requirements, registration dates, and meeting schedules.
- Promote professionalism and adherence to standards of practice.
- Promote ownership of one's learning experience and practice.
- Promote the importance of networking and collaboration with classmates, faculty, and the healthcare team.
- Role model dedication to lifelong learning for the professional nurse.

Your mentor will provide information regarding "DUCK" meetings to facilitate your development into the professional role of a graduate nurse.

Meetings with the *Student Success Coach* may be incorporated to support holistic student learning needs.

Should a special need arise, a counselor from the Counseling Department of SFSC will be requested to aid the student. A referral form can be completed by faculty or staff and an appointment requested.

Additional support is available through the BayCare Student Assistance Program. This confidential service can be accessed by calling 800-878-5470.

STUDENT CONTACT INFORMATION

Students are required to provide current contact information including mailing address, phone numbers, and email addresses. If a student has a change in their personal information, the student must complete a Change of Information form and submit to the Registrar's Office within 10 days of the change, sooner if possible. A copy must also be provided to the Staff Assistant in the Nursing Department. Failure to comply with this requirement may result in missing information essential to your success in the Nursing program.

STUDENTS WITH DISABILITIES

In keeping with the College's open-door philosophy and in accordance with the American with Disabilities Act and section 504 of the Rehabilitation Act of 1973, SFSC provides reasonable accommodations to educational and training opportunities for otherwise qualified individuals with documented disabilities. It is the responsibility of the student or prospective student to self-identify with the Disabilities Specialist and provide appropriate documentation. Individuals who choose not to self-identify may be eligible for service and/or accommodations. Services include but are not limited to: admission, registration, and assistance, orientation, note-taking, tutoring, testing accommodations, readers, audio books, course substitutions, and assistive technology. For more information, contact the Disabilities Specialist through the College website: southflorida.edu; email at disabilities.specialist@southflorida.edu; voice/TDD 863-453-6661 ext. 7331; or in-person at the Catherine P. Cornelius Student Services and Classroom Complex, Suite B 152, Highlands Campus.

ADDITIONAL STUDENT RESOURCES

TUTORING

SFSC is committed to your success and, therefore, provides several options for tutoring support. The Tutoring and Learning Center is located on the first floor of the LRC (Building Y) and offers free tutoring. Hours may vary and sessions can be scheduled through the *Brightspace* link.

Brainfuse, an online tutoring service, will be available for a specific number of hours (designated for each class) and can be accessed through the student course page on Brightspace by D2L®. If additional online tutoring hours are desired, please consult with an instructor to review access options.

Additional assistance is available to students through arrangement with instructors, faculty mentor, peer tutors, or the Nursing Success Coach.

FINANCIAL ASSISTANCE

Nursing Scholarships: The SFSC Foundation has nursing scholarship funds available for qualified students. Applications are available online at the SFSC website under the SFSC Foundation tab and can be submitted to the Financial Aid Office. Please note that a current FAFSA (Free Application for Federal Student Aid) must be on file at the College to qualify for these funds.

Workforce Innovation and Opportunity Act (WIOA): The Workforce Innovation and Opportunity Act offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers. The goal of the WIOA program is to improve the quality of the workforce, enhance the productivity and competitiveness of the nation, and to reduce welfare dependency. Training services pay job training costs associated with WIOA-approved training programs. Training services are provided through a cooperative planning process between eligible participants and Heartland Workforce Career Counselors. WIOA funds must be coordinated with other resources. Eligibility determination for specific services is required before a job seeker may receive training services.

To apply for services, you must attend a WIOA orientation and provide all documentation required to determine program eligibility. Please contact your local office for additional information.

ACADEMIC INTEGRITY

Each student must adhere to the policy of honesty in academic affairs. The student will be subject to administrative and/or disciplinary penalties in acts of dishonesty, cheating, plagiarism, or failure to fulfill responsibilities in clinical and/or lab areas. Students in the SFSC Nursing program must meet and maintain the following requirements to be retained and promoted:

Cheating on assignments and tests, and/or plagiarism is unacceptable in the College community. Academic work submitted by a student is assumed to be the result of his/her own thought, research, or self-expression. Further, when a student borrows ideas, wording, or organization from another source, he/she must acknowledge that in an appropriate manner. When an instructor/professor has determined a student has cheated, or plagiarized, he/she may assign the student a failing grade for the assignment or the course. In addition, the student may be subject, by the Director of Nursing, to the disciplinary procedure and disciplinary action as outlined in the policies and guidelines for the College.

Plagiarism is the use of another individual's words, phrases, sentences, or ideas (whether taken word for word, in summary form, or as a paraphrase), without giving credit to the source from which they come (without proper documentation). This also includes submitting another student's writing (original or researched) as your own. An offense of willful plagiarism or cheating (verified by the instructor) will result in a grade of "F" (0 value) and is grounds for suspension from the class with a grade of "F." All instances of plagiarism and other forms of cheating will be referred to the appropriate Department Director and the Division Dean. Research papers from one course will not be accepted in another course.

A student who shares his/her work for the purpose of cheating on class assignments or tests, has also violated the College's Academic Integrity Standard and is subject to the disciplinary procedures and actions outlined above.

Students reporting the violation of the College Academic Honesty Policy or other established standards to a Nursing faculty member cannot remain anonymous. Anyone accused of academic dishonesty or violation of a standard has the right to face the accuser.

Breaches in academic integrity, even if only known to the perpetrator, seriously endanger a student's likelihood of successful nursing program completion and nursing licensure and represent grave breaches in professional ethics.

ARTIFICIAL INTELLIGENCE (AI) USE POLICY

Purpose

The purpose of this policy is to provide clear guidelines on the appropriate, ethical, and professional use of artificial intelligence (AI) tools by prelicensure nursing students in academic and clinical settings. This policy ensures that the use of AI supports learning, upholds academic integrity, and aligns with nursing standards of practice.

Scope

This policy applies to all students enrolled in the prelicensure nursing program, including classroom, lab, simulation, and clinical settings.

Policy Statement

Prelicensure nursing students may use AI tools (e.g., ChatGPT, Grammarly, generative image software, simulation-based AI platforms) **only** in ways that support learning and comply with academic, ethical, legal, and professional standards. The use of AI must never replace the student's own critical thinking, clinical judgment, or personal accountability in academic or clinical work.

Acceptable Use of AI

Students may use AI tools in the following ways, unless otherwise restricted by course-specific guidelines:

- Study support: Using AI to summarize textbook content, create flashcards, or quiz questions.
- Writing assistance: Using grammar and spelling checkers (e.g., Grammarly) for writing improvement (not content creation).
- Concept clarification: Asking AI for simplified explanations of complex nursing concepts, for study purposes only.
- Simulation platforms: Engaging with AI-driven clinical simulations as assigned by faculty.

Unacceptable Use of AI

The following uses are considered violations of this policy and may result in academic or professional consequences:

- Plagiarism or ghostwriting: Submitting AI-generated content as one's own original work (e.g., essays, care plans, reflective journals, discussion posts).
- Bypassing learning: Using AI to complete assignments or assessments without engaging in the learning process.
- Fabrication: Using AI to generate false or inaccurate data, references, or clinical documentation.
- Clinical decision-making: Relying on AI for patient care decisions, documentation, or communication in clinical or simulation settings.
- Confidentiality breaches: Inputting real patient data or protected health information (PHI) into AI platforms.
- Academic dishonesty: Using AI during exams, quizzes, or any assessments not explicitly permitting AI use.

HIPAA STATEMENT

All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes: the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications, which extend beyond the need to know for treatment and/or educational purposes.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

TECHNOLOGY GUIDELINES AND SERVICES

All students must have access to a computer, and be proficient in word processing, email, file transfer and literary searches. Specifically, the student must be able to:

- Access course and program material through Panther Central, Brightspace by D2L®, and selected publishers' sites
- Use email and post assignments to course discussion forums and drobox, complete, send, and receive assignments from faculty or other students through Brightspace by D2L®
- Read/print email and attachments/files from students, staff, and faculty
- Use the SFSC Library online services for research and completion of course assignments
- Create and upload PowerPoint presentations with voice overs, uploads videos, access Zoom
- Use appropriate software for the course/department (standard Microsoft products include MS Word, MS Excel, MS PowerPoint)
- Submit word documents in the following file formats ONLY: .doc .docx. pdf .rtf
- Use an appropriate anti-virus application to ensure the files transmitted and received are virus-free
- Navigate and evaluate web sites

A home computer with a reliable Internet connection is recommended. While many students prefer the convenience of doing their course work on their own personal computer, computer access is available on campus for students who do not own a computer.

Panther Central is the web portal for SFSC. Please call 784-7405 or email admissions@southflorida.edu if your password is not working.

The Department of Educational Technology assists students with any electronic learning or multimedia resource by developing and offering technology trainings and assisting with multimedia resource development, instructional design, eLearning courses and system management and quality assurance.

Educational Technology
600 West College Drive, Avon Park, FL 33825
Phone: 863-784-7017, Fax: 863-784-7263
Brightspacesupport@southflorida.edu

GRADING AND PROGRESSION POLICIES

The following grading scale will be used in the classroom throughout the Associate in Science degree in Nursing program:

A	=	90100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	0-59

Each student is required to achieve and maintain an overall grade of B (80%) in each Nursing course. Students are also required to achieve and maintain an exam grade average of 78% in order to pass the didactic portion of the course. Non-exam grades will only be calculated once the student has achieved an exam grade average of B (78%). Theory and clinical grades are computed separately. The minimal passing grade for each portion is 80% as per instructor's evaluation information provided in each course syllabus; achievement of less than 80% constitutes a failure in the course. If a student does not successfully pass the clinical portion of the course, they automatically fail the course.

If a student wishes to be readmitted to the Nursing program after formal dismissal, he/she must reapply. If a vacancy does occur in the specific course needed individuals may re-enter the program from the point of dismissal depending on available space and reason for prior dismissal. Only one course may be repeated during the entirety of the ADN program. If the student is unable to repeat the course at the next offering of the course, then the student must repeat the entire program, which will require them to re-enter the pool of applicants through the standard application procedure. If a student does not successfully complete a course being repeated, no additional nursing courses may be taken.

Clinical and laboratory skills will be graded as follows:

P = Pass (80%) – competent, safe and effective

**F = Fail (below 80%) – below minimum competence and/or safety

MATH COMPETENCY REQUIREMENT

Dosage calculation proficiency is necessary for the delivery of safe, competent nursing care and medication administration. Students will have math questions embedded in most nursing exams. Additional dosage calculation competency exams will be delivered throughout the program. Students not meeting course-established benchmarks may be required to remediate to achieve demonstration of math competency.

FINAL GRADE POLICY

To successfully pass a nursing course, a final grade of 80% or higher MUST be achieved. Grades will not be rounded under any circumstances; for example, a final grade of 79.5% does not meet the minimum requirement and will be considered a 79%. Please plan accordingly and monitor your progress throughout the term.

NURSING PROGRAM COURSE REPEAT AND ACADEMIC PROBATION POLICY

1. Course Repeat and Academic Probation:
   o If a student fails a nursing course, they may repeat that course one time only.
   o Upon repeating a course, the student will be placed on academic probation for the term following course failure.
   o Periodic monitoring will continue for the duration of the program (this may include required coaching, instructor meetings, study hours, etc.).
   o If the student fails the same course on the second attempt, they will be permanently dismissed from the nursing program.
2. Academic Probation Requirements:
   o Students on academic probation must adhere to a mandatory learning contract that includes:
      ▪ Documented study hours.
      ▪ Weekly consultations with tutors.
      ▪ Biweekly meetings with course faculty and the nursing success coach.
   o While on probation, students are not eligible to:
      ▪ Enroll in non-nursing courses.
      ▪ Hold leadership positions or attend special events for extracurricular activities.
   o Failure to comply with learning contract requirements may result in program dismissal. Students are responsible for meeting contract obligations and communicating proactively with faculty and support staff. Reminders should not be an expectation.
3. Dismissal Conditions:
   o A student will be permanently dismissed from the nursing program if they are unsuccessful in more than one nursing course.
   o Students will not be eligible for reapplication and reentry to the program after dismissal.
   o Only students passing at the time of course withdrawal will be eligible for reentry into nursing courses.
4. Transfer Students from ADN Program:
   o Students entering the Practical Nursing program after unsuccessful completion of the ADN program must start at the initial course of the Practical Nursing program.

5. Course Repeat Availability:
   o Repeat course attempts are offered only on a space-available basis.

PROGRAM DISMISSAL

In addition to violation of the general rules for student conduct listed in the *SFSC College Catalog* and *Student Handbook*, Nursing students are subject to dismissal from the program for any of the following reasons. Faculty shall begin the counseling documentation process at the first incident related to any of the following, as well as refer, students to the Director or Nursing Education and Dean of Health Sciences as each case warrants. Students' right to due process are carefully considered.

- Achieving less than 80% in a theory course or an exam average of under 78%. or achieving final grade of "U" in a clinical course (see Nursing Program Course Repeat and Academic Probation Policy for more information)

- Violation of Academic Probation or Breach of Learning Contract as outlined in Nursing Program Course Repeat and Academic Probation Policy

- Incidence(s) of Medication Variance.

- Exceeding maximum absence time permitted and/or inability to make-up hours missed

- Noncompliance with HIPAA Regulations (confidential information).

- Declining participation in required department drug testing procedures or receipt of positive results.

- Neglecting to report change in state or federal criminal information.

- Acquisition of criminal incident of a nature that precludes continuation in the program.

- Failure to complete requirements necessary for clinical attendance.

- Endangering a client's life or jeopardizing his/her safety:
   o Violating standard safety practices in the care of clients.

   o Delaying care that is within the student's realm of ability and/or knowledge.

   o Performing skills or procedures that are beyond the realm of the student's ability and/or knowledge

   o Failure to update CPR and/or provide documentation of renewal. Failure to maintain current status for required medical information and immunizations and/or provide documentation of renewal.

CLINICAL FACULTY MAY DISMISS A STUDENT AT ANY TIME DURING A ROTATION FOR ANY OF THE REASONS LISTED. ONCE A DECISION HAS BEEN MADE THAT A STUDENT IS NOT ACHIEVING NECESSARY CLINICAL COMPETENCE TO SAFELY CONTINUE THE STUDENT WILL BE DISMISSED AT THAT TIME AND NOT ALLOWED TO COMPLETE ADDITIONAL COURSEWORK.

GRADUATION AND PINNING

All students who expect to graduate in the spring or summer terms are strongly encouraged to participate in the collegewide graduation ceremonies at the end of the spring term and those graduating in fall term should plan to participate in the December graduation ceremony. All students will be assessed a graduation fee which includes the cost of the required graduation audit and a diploma/certificate. The additional cap and gown fee will be assessed if you participate in Commencement (strongly recommended).

Students planning to graduate must complete a graduation application online at southflorida.edu.

A link to the graduation application will be located in the Graduation section under Current Students tab, your fee will be paid online or at the Cashier's Office. All applications must be submitted by the designated deadline located online.

If the student plans to attend the Commencement ceremony a cap and gown must be ordered from the Bookstore on the Highlands Campus by the designated date.

Upon satisfactory completion of the program, the student will be eligible to receive a diploma/certificate and pin. Pinning Ceremony participation and the purchase of an approved nursing pin are required, any exceptions must be brought to the Director of Nursing Education for approval. Upon successful program completion, students will be recommended for the State Licensing Examination and instructions for filing the appropriate licensure application for the examination will be provided. Please note that the licensing fee is included in fees payable with tuition costs for the final course. SFSC processes these fees to the Florida Board of Nursing and the appropriate testing agency (Pearson-Vue).

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STUDENT HANDBOOK SIGNATURE PAGE

Complete the form below and return to the designated processor. The signature page will be kept in each student's file.

I HAVE RECEIVED A COPY OF THE NURSING STUDENT HANDBOOK

AND I AM PERSONALLY RESPONSIBLE FOR THE INFORMATION IT CONTAINS.

- I understand that the program of study I am enrolled in is a **full-time program** leading to a Nursing degree and eligibility to take the NCLEX examination. _____

  (initial)

- I understand that the **full-time** nature of my program of study will include a rigorous schedule of clinical rotations that will be posted at the beginning of each semester, in addition to the classroom hours. A limited work schedule is strongly recommended, in order to maintain required levels of clinical and academic performance (see *SFSC Catalog* for recommended hourly load/workload). _____(initial)

- The clinical schedule may require longer hours and travel depending on the course in which the clinical rotation occurs. _____(initial)

- Testing outside of classroom time may be scheduled in the Nursing Education Department or the Testing Center. _____(initial)

Date _____

Signature _____

Printed Name _____

GID# _____

CONSENT/STUDENT CONFIDENTIALITY AGREEMENT

Complete the form below and return to the designated processor. The signature page will be kept in each student's file.

I, _____ (Print Name), am fully aware that South Florida State College will be using video and other data recording during Simulation Labs and throughout the nursing education environment. Clinical agencies may require information related to student health status. By signing below, I understand and allow these videotapes/images/documents to be used for the following purposes only:

- Clinical agency requirements for safe practice

- Instructional review by myself and classmates

- Departmental quality improvement initiatives

- Community Relations productions

- Educational research related to the learning environment

- Recruitment materials

- Graduation/Pinning productions

- Other uses only as specified in writing by program faculty and/or administrators

When simulation is used it must meet the standard of care of a live clinical experience.

Therefore, confidentiality <u>will</u> be maintained during all simulations.

Privacy training will be provided at orientation. All students must strictly abide by privacy/confidentiality considerations in <u>all</u> Nursing Education settings. Any breaches in confidentiality may be grounds for dismissal from the program.

I promise to uphold the standards of confidentiality regarding my Nursing Education experience and consent to the release of student records, if requested.

Date _____

Signature _____

Printed Name _____

GID# _____