



School of Nursing
Student Policy Manual
Spring 2024

The School of Nursing Student Policy Manual (the Policy Manual) is a supplement to the School of Nursing Student Handbook (the Handbook) and nursing program pages in the SCCC catalog. Students are responsible for reading each policy statement as outlined and complying with the policies as stated herein. Student signature on the Handbook Acknowledgment located in CastleBranch indicates review and understanding of the policies as stated in both the Handbook and Policy Manual.

Policy 1.0 Academic Integrity

Nursing students are expected to adhere to the School of Nursing policy on Academic Integrity as outlined in the School of Nursing Student Handbook. Any student accused of a violation of academic integrity will be referred to the Associate Dean of the School of Nursing. Consequences of violating academic integrity are outlined in the College Student Code of Conduct.

Policy 2.0 Advisement

Nursing students are assigned a full-time nursing faculty advisor to help in planning and implementing their schedule throughout the program. Students should make an appointment to meet with their faculty advisor during priority registration to review their program completion plan. Faculty advisors will provide additional advisement throughout the semester as needed for students. Students who are experiencing academic difficulty are encouraged to schedule an appointment to meet with the lecture faculty and utilize College resources for student success. Students of the School of Nursing who progress without interruption are permitted to self-register online for nursing courses within their curriculum code. Refer to the Nursing Student Handbook for more information on registration procedures.

Policy 3.0 Attendance

The School of Nursing complies with the College's attendance policy as stated in the catalog. All students are expected to attend every class session of each course for which they are registered. Students are responsible for all that transpires in class whether or not they are in attendance. The College defines excessive absence or lateness as more than the equivalent of one (1) week of class meetings based on a 15-week semester.

3.1 Attendance: Clinical

Students are required to attend all scheduled clinical sessions. The clinical instructor will record attendance. All missed clinical hours must be made up. Refer to the Handbook for additional required clinical guidelines.

3.2 Attendance: Lab

Students are required to attend all scheduled labs. The lab instructor will record attendance. Course content taught during lab is critical to providing safe clinical care during the clinical experience. Clinical eligibility to receive a direct patient care assignment is dependent on lab attendance. All missed lab content must be made up to be eligible to receive a direct patient care assignment: Students will not be permitted to care for patients until the lab make-up assignment

is submitted and confirmed by the lab instructor. Students will only be allowed to “make up” the equivalent of one week of class meetings missed based on a 15-week schedule. If another absence occurs, it will be considered excessive.

A student who is absent from a laboratory performance evaluation without prior approval of laboratory faculty has forfeited the first (1st) opportunity to demonstrate the evaluation and forfeits the allotted points. The performance evaluation that must be completed within one (1) week of the original testing date/time is considered the second (2nd) performance evaluation. The student will be observed during the second performance evaluation by two faculty, and failure of this attempt constitutes a course failure with a grade of F.

A student who is absent from a laboratory performance evaluation in the case of extenuating circumstances must notify the laboratory faculty as soon as possible of the extenuating circumstance (including but not limited to hospitalization, childbirth, major accidents, injury or bereavement). A fit-for-duty clearance may be required. Documentation from the student explaining the extenuating circumstance may be required by the faculty. The student must complete the first (1st) performance evaluation, as per laboratory faculty, within one (1) week of the original testing date/time. Students can miss a laboratory performance evaluation only once for any reason; other missed laboratory performance evaluations will result in a course failure with a grade of F. Refer to the Handbook for additional required lab guidelines.

3.3 Attendance: Lecture

Clinical eligibility to receive a direct patient care assignment is dependent on lecture attendance. Students must attend all lectures or the equivalent of student engagement in an asynchronous course. Students will not be permitted to care for patients until the lecture make-up assignment is submitted and confirmed by the lecturer. Students missing lecture due to a religious holiday should notify the instructor during the first week of the academic term so that a makeup assignment can be arranged in advance. Excessive absence or lateness may lead to failure in, or removal from, the course and a grade of F. Absences due to religious observance must still be made up in order to remain eligible to receive a direct patient care assignment but will not be considered excessive. Refer to the Nursing Student Handbook for the make-up procedure for missing lectures.

Policy 4.0 Background Check

All students accepted into the Nursing Program must submit to a background check through Castle Branch prior to enrollment into the first nursing course, and periodically if any subsequent alleged violations of federal, state, and local laws occur. The student’s Social Security Number will be used to process the background check. The incurred cost of all background checks will be the student’s responsibility.

Students must also permit the School of Nursing to release the outcome of the background check to the assigned clinical facility. Based on the results of background checks, at any point along the progression through the nursing program, an affiliated clinical site may determine that you are

not permitted to attend clinical at their facility in the capacity of a student nurse. Clinical sites make independent determinations about accepting students at their facility. The inability to complete clinical components of a course would prevent the student's successful completion of program requirements and all related education expenses, including but not limited to, tuition, books, resources, fees, etc. are non-refundable.

Students are required to report alleged violations of federal, state and local laws that occurred since submission of the initial background check. Based on the alleged violations, an affiliated clinical site may not allow the students presence at their facility. Students that fail to report alleged violations will be subject to section 4 of the SCCC code of conduct that may result in interim suspension upon notification that a student is facing criminal investigation. Further information is provided in the Nursing Student Handbook.

Students are required to report to the College Dean of Student Services and the School of Nursing alleged violations of federal, state, and local laws that occurred since submission of the original background check. Students will be responsible for an additional background check, at the student's expense, before being permitted to return to clinical. While this background check is being completed and both College and clinical sites are determining a disposition; all policies related to absences remain in effect for lecture, lab and clinical. Based on the alleged violation(s), an affiliated clinical site may not allow your presence at their facility in the capacity of a student nurse.

Students that fail to report alleged violations will be subject to Section 4 of the SCCC Code of Conduct that may result in interim suspension from the College upon notification that a student is facing criminal investigation.

Policy 5.0 Cancellation of Classes

The School of Nursing complies with the College determination if weather conditions will interfere with class attendance. Nursing students should tune in to local radio stations to determine if classes are cancelled. Cancellations will also be posted on the College Web site, www.sunysuffolk.edu. In the event of a delayed College opening time, students attending clinical will be advised by the clinical instructor using Sunysuffolk email of where to report for clinical. In the event of a College afternoon or evening cancelling of classes, students must leave the clinical site at the designated time.

Policy 6.0 Change of address, phone, or name.

Nursing students should submit any changes in address, phone and name to the Registrar's Office and campus nursing department. Failure to do so may result in missing course and/or program information, and the student is responsible for the information missed.

Policy 7.0 Illness/Injury/Hospitalization or Other Circumstance

Students who experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the classroom, skills laboratory or clinical experience must be evaluated by their health care provider for fitness for duty prior to returning to the lab/clinical. The student must be free of any restrictions or limitations which may endanger the student's health or a client's safety in the clinical setting. Clinical agencies have the final determination about allowing students to return to their agency.

To obtain approval to return to the skills lab and/or clinical setting, submit the “**Nursing student fitness for clinical duty-return to classroom, skills laboratory and clinical verification form**” located in the Student Handbook to the Academic Chair in advance of the return.

Policy 7.1 Illness/Injury Occurrence at the Clinical Site or Campus

There is an above average inherent risk of illness or personal injury through participation in the clinical and laboratory requirements of the School of Nursing. These include, but are not limited to illnesses, injuries, and death that may occur because of participating in or related to the Program; any losses or claims that occur as a result of participating in, or related to the performance of activities, duties or undertakings related to the Program; and/or other matters that may or may not be able to be anticipated.

These risks may result in injury or illness requiring medical assessment and treatment. Costs associated with such assessment and treatment are the financial responsibility of the student and not reimbursable by the College. Therefore, it is strongly recommended that students acquire personal health insurance to cover any associated assessment or treatment fees because of an illness or injury. Refer to the student handbook for the procedures to follow in the event of an illness or injury in the skills laboratory or clinical site. Clinical agencies have the final determination about allowing students to return to their agency.

Policy 8.0 Classroom Decorum

A faculty member may bring charges of misconduct against a student for disruptive behavior. Students whose behavior in class is considered disruptive may be subject to disciplinary action described in the College's Student Code of Conduct.

Therefore, nursing students in lecture will be expected to:

- Arrive on time and be prepared for class to begin promptly at the scheduled hour. Lateness interrupts the intent and structure of the class presentation.
- Take care of personal needs before or after class or during any class break. Leaving in the middle of class, unless there is an emergency, creates a disruption.
- Turn off all audible sounds from cell phones and electronic devices.

- Show respect for your classmates as well as your instructor by listening attentively, participating actively, and refraining from side conversations or other disruptions.
- Use appropriate language when addressing classmates and the instructor during the class session.
- Consult privately with the instructor when extenuating circumstances require special arrangements.
- No children are permitted in lecture, lab, or clinical classrooms.

Policy 9.0 Complaints

The School of Nursing complies with the College's Student Complaint Procedure found at <https://www.sunysuffolk.edu/legalaffairs/documents/f18-student-complaint-resolution-procedures.pdf> to address student complaints about the nursing program. The student should initiate the procedure within one month of the end of the semester in which the alleged situation occurred. Complaints should begin with an informal attempt to resolve the complaint directly with the nursing faculty. If a satisfactory resolution is not reached during this encounter, the student should then meet with the nursing campus academic chair in attempt to mediate the complaint and arrive at a resolution that is acceptable to all parties. If the student is dissatisfied with the manner in which the complaint has been handled, the complaint should be put in writing and forwarded to the Associate Dean for the School of Nursing.

Policy 10.0 Counseling Forms

Nursing faculty will document student's behavior, action or performances while in the nursing program on a counseling form to provide feedback. The counseling may be designated as a "warning" or a "failure". A student receiving counseling will be directed for follow up as per the instructor. Refer to the Student Nursing Handbook for the guidelines for student reflection. A student receiving two (2) counseling failures within a course (either lecture, lab, clinical, or in program areas) may be subject to failure of the course with a grade of F. A student receiving two (2) counseling failures within one (1) semester may be subject to dismissal from the program.

Exceptions may occur for a single behavior, action or performance interpreted by the faculty to be egregious and may result in course failure with a grade of F or dismissal from the program. Patterns of unprofessional behavior within the nursing program may result in dismissal from the program. See Student Policy Manual 13.0 Professional Behavior: Clinical, 14.0 Professional Behavior, and 14.1 Professional Behavior Nursing Labs/Lecture/Hallways.

Policy 11.0 Dosage Calculation Competency

To ensure consistent safe administration of medications in the clinical area, students must demonstrate proficiency at the start of each clinical course through a dosage calculation assessment. Procedures for administration, passing standard, and consequences of failing are outlined in the Nursing Student Handbook and course outlines. Students who are unsuccessful at demonstrating competency on the second attempt, will not be permitted to remain in the course and may not return to the clinical setting. One of the following options must be followed: Option 1: During the College's Drop/Add period, the student drops the course. This action will not

appear on the student's transcript as an unsuccessful attempt. Option 2: If it is beyond the College Drop/Add period, the student may withdraw on their own (as per College policy). This withdrawal will count as an unsuccessful course attempt and policy 16.2 will apply. College policies regarding financial consequences will apply. Option 3: (Only applies for NUR 102 students): Since the Dosage Calculation Competency is administered midway into the semester, the student may withdraw on their own (as per College policy). This withdrawal will count as an unsuccessful course attempt and policy 16.2 will apply. College policies regarding financial consequences will apply.

Policy 12.0 Electronic Communication

12.1 Electronic Communication: Email

All nursing students are expected to have basic computer literacy including but not limited to functionality in email and basic internet search and navigation. The College portal, e-mail, and on campus internet access are available from designated computers at the College at no cost to students taking credit classes. Both the College and the School of Nursing uses the College e-mail for announcements as the primary and official method to provide notices and communications to students. Students are expected to regularly access and maintain their portal and e-mail account. Students requiring assistance with the College email account should utilize the support services available at the College.

Nursing students are expected to maintain professionalism in all forms of communication. Email communication using crude or foul language is strictly prohibited. Emails that contain language interpreted as harassing, intimidating, disrespectful, or unprofessional will be subject to the School of Nursing policies and the College's Student Code of Conduct policy and may be subject to dismissal from the program.

12.2 Electronic Communication: Cell phones, Computers, and Electronic Devices

A student's use of technology resources is governed by the College's Information Technology Policies and Guidelines. The School of Nursing students use of cell phones, computers and other electronic devices during lecture, lab and clinical is established by individual instructors and/or the agency policy. Misuse of such devices may subject students to provisions of the College Student Code of Conduct relating to disruptive classroom behavior. No personal phone conversations, text messaging, instant messaging, web chat, or internet or audio or video conferencing are allowed at any time while in patient areas. If the student needs to respond to an emergency text, personal phone call, or personal message, the student should discuss the procedure for taking and responding to the message with the clinical, lab or lecture faculty. At all times it is strictly forbidden to videotape or photograph a patient or patient's documentation. Students who violate this policy will receive a failed clinical day and may be subject to course failure with a grade of F and/or program dismissal.

With regard to lectures, students require permission of the faculty prior to the use of videotaping, photographing or recording the faculty and course content. Exceptions may apply to students with documented disabilities who may need to use a device as approved accommodation.

12.3 Electronic Communication: Social Media

At all times, nursing students are expected to protect confidential, sensitive, and proprietary information. Distribution of information from clinical, lab or lecture through social media networks is strictly prohibited and protected under HIPAA guidelines and the College Academic Integrity policy. Students that violate the School of Nursing use of social media policy may be subject to course failure with a grade of F and/or program dismissal.

Policy 13.0 Professional Behavior: Clinical

Nursing students are expected to always maintain professionalism when in the clinical setting, including non-patient areas (i.e. cafeteria, elevators, hallways, lobby, parking lot). Nonprofessional communication that includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges may result in a failed clinical day, course failure with a grade of F or program dismissal. Students on campus for the clinical experience are held to the same professional behavior as expected in the clinical agency. When in the School of Nursing uniform, students should be aware that they represent both the school and the profession. Unprofessional behavior in uniform in any setting, that included approved on-campus events (i.e. alternate clinical experiences, nursing club events) may result in course failure with a grade of F or program dismissal.

Nursing students are not permitted in the clinical area unless under the supervision of a faculty member or assigned specifically by a faculty member to a specialty unit or community setting. Students are strictly prohibited from assuming duties as a student nurse when not under the supervision of faculty; including circumstances when a student is assigned on a unit where they are also employed. Nursing students must demonstrate the ability to differentiate between the student and the employee role and scope of practice. Violations may result in failing the clinical component of the course (which results in failure of the entire course with a grade of F) and dismissal from the program.

Students must maintain a professional relationship with assigned patients and families. This relationship terminates at the completion of each clinical experience. Development of a personal, non-professional relationship with a patient or family member will jeopardize the student's continuation in the nursing program and may result in failure of the course with a grade of F and/or dismissal from the program.

Students must adhere to the Confidentiality Agreement (signed upon admission to the program), all College/School of Nursing confidentiality policies, and all clinical agency confidentiality policies. Violations of the Agreement or any related policies will result in dismissal from the program.

Policy 14.0 Professional Behavior. Nursing students are expected to maintain professionalism as stated in, but not limited to, the SCCC Nursing Student Handbook, American Nurses Association's Code for Nurses, and New York State Department of Education Nursing Guide to Practice

14.1 Professional Behavior: Nursing Skills Lab, Simulation Centers, Computer Labs, Lecture Rooms and Hallways

Nursing students are expected to always maintain professionalism when in the School of Nursing classrooms and learning environments. Non-professional communication includes, but is not limited to, inappropriately loud voice volume, refusal to accept constructive criticism, using crude or foul language, harassing, intimidating, disrespectful, and/or unprofessional verbal exchanges. Demonstration of unprofessional behavior may result in a counseling form (warning or failure). Two or more counseling failures may result in a course failure with a grade of F or program dismissal.

Students must review and comply with the Laboratory Safety Packet located on the School of Nursing webpage. Violations of this policy may result in removal of open lab practice privileges, course failure with a grade of F, or dismissal from the program.

14.2 Professional Behavior: Smoking

The School of Nursing complies with the College's Tobacco Free policy. Additionally, smoking in non-designated areas in clinical settings is prohibited. Students must be free of smoke odor when in the clinical setting. Students in violation of the smoking policy at the clinical site may result in a failed clinical day (two failed days results in a failed clinical evaluation and course failure with a grade of F), course failure with a grade of F and/or dismissal from the program.

Policy 15.0 Examinations

Refer to the School of Nursing Testing Guidelines located in the Nursing Student Handbook for all procedures related to proctored assessments.

Policy 16.0 Grading

16.1 Final Letter Grade

The School of Nursing complies with the College grading policy. Students in the School of Nursing can earn a course grade of A, B+, B, C+, C, D+, D, or F as per the course requirements stated in the course outline. An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the final letter grade. See Policy 16.2. The following final numerical course average determines the letter grade awarded in NUR/PNU courses:

Final Numerical Average	Letter Grade
89.5-100	A
84.5-89.4	B+
79.5-84.4	B
74.5-79.4	C+
69.5-74.4	C
64.5-69.4	D+
59.5-64.4	D
0-59.4	F

16.2 Grading: Progression

An unweighted unit exam average of 74.5 % must first be achieved before the exam average is weighted and additional methods of evaluation are calculated for the final letter grade.

Additional methods of evaluation must meet all expectations and deadlines for submission during the semester.

If the unweighted unit exam average is less than 74.5%, the final letter grade will be equivalent to the numerical unweighted unit exam average. A successful attempt of the course consists of receiving a minimum final grade of C+ which qualifies students for program progression. A course grade less than C+ is an unsuccessful attempt. A failed final clinical evaluation and/or failed second lab performance evaluation results in a course letter grade of F. Students must achieve a minimum grade of C in the general education/liberal arts and science courses required in the nursing program.

To demonstrate progressive clinical competency, students who receive a final clinical evaluation with “approaching” scores are required to complete the action plan developed by the clinical instructor. The completed action plan must be submitted to the Academic Chair no later than one (1) week into the next clinical level course. Students who fail to submit the required action plan documentation will not be permitted to progress in the program, will be required to drop the course, and may apply for reinstatement. Students with an interruption of the specified progression through the program of study, for any reason, are not guaranteed a seat in the course requested for reinstatement.

Students who receive grades of C, D+, D, F, or a W in NUR 102 or NUR 125 will be dismissed from the program and may reapply for admission. Students who reapply are not guaranteed a seat and must meet all admission requirements. Students who receive grades of C, D+, D, F, or a W in any subsequent NUR or any PNU course may apply for reinstatement to repeat the course. Nursing students requesting reinstatement due to interruption of the specified progression through the program of study, for any reason, are not guaranteed a seat in the course requested. Reinstatement is dependent on clinical space availability and a review of the student’s academic eligibility.

Students can be reinstated into a NUR/PNU course only one (1) time. Reinstatement must occur within one (1) year from the last clinical course or the student must reapply to the program as a new student. Students must meet all program requirements within the maximum timeframe as outlined in the nursing program pages in the College Catalog.

A total of two (2) unsuccessful attempts resulting in a grade of C, D+, D, F, or a W in any NUR/PNU course will result in dismissal from the nursing program. Associate degree students who have been dismissed may apply for internal transfer to the Practical Nursing program. Requests for internal transfer must be made by email to the Associate Dean of the School of Nursing. Internal transfer is dependent on clinical space availability and a review of the student's academic eligibility.

Medical Leave/withdrawal may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition by the Campus Associate Dean of Student Services. Medical withdrawals do not amount to an unsuccessful attempt. Students with documented extenuating circumstances that should be considered related to a voluntary course withdrawal, that is unrelated to academic performance, may request a hearing with the Associate Dean and Academic Chairperson for reinstatement. If approved the withdrawal will not amount to an unsuccessful attempt.

16.3 Grading: Grievance

A Course Grade Grievance Procedure is available to resolve student grade grievances regarding a grade recorded on the transcript. This procedure shall apply when a student believes that there has been a violation of a specific policy or procedure as stated in the college catalog or course syllabus which adversely affects the student's final grade.

The student should first discuss the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus with the faculty member involved within ten (10) days of the receipt of the grade.

If the student and faculty member cannot reach an agreement regarding the grievance, the student may request in writing to meet with the Academic Chair. A succinct description of the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus must be provided at this time. If no agreement is reached, the Associate Dean for the School of Nursing will consult with the Associate Dean of Academic Affairs of the student's home campus who will provide a grade grievance decision to the student in writing.

Students who wish to appeal the grievance decision, may request in writing to meet with the Associate Dean of Academic Affairs. When requesting to meet, a succinct description of the believed violation of a specific policy or procedure as stated in the college catalog or course syllabus must be provided. The recommendation of the Associate Dean of Academic Affairs

will be given to the student and faculty member within ten (10) calendar days of the meeting with the student.

If the student remains dissatisfied, the student may present his or her case to the campus Executive Dean in writing within ten (10) calendar days of receiving the recommendation of the Associate Dean of Academic Affairs. Failure by the student to submit a written request within ten (10) calendar days shall constitute a withdrawal of the grievance and bar further action within the College. The Executive Dean may schedule a hearing for a final resolution to the grade grievance.

The recommendations of the Academic Chair, the Associate Dean for the School of Nursing, Associate Dean of Academic Affairs and the Grade Grievance Committee are only advisory since the ultimate responsibility for awarding the grade is the course faculty.

Policy 17.0 Health Requirements

Nursing students must submit health requirements and supporting documentation as outlined in the Nursing Student Handbook. Students who do not adhere to the health requirement policies may be denied access to a clinical site by the agency and therefore are at risk for excessive clinical absences, course failure (grade of F), and removal from the program.

Policy 18.0 Nursing Student Records

A cumulative file is maintained for each student in the nursing program. Files (digital and hardcopy) are kept confidential among the nursing faculty and are not disclosed to any persons outside of the School of Nursing/College (except for the background check report, DOB, SSN and immunization status and titers to the requesting clinical site). Nursing student records are maintained for two (2) years after graduation or program withdrawal in accordance with the College Record and Retention Disposal Schedule. Refer to Student Handbook for detailed list of items kept on file.

Policy 19.0 Safe Clinical Practice

All nursing students must meet safety and technical standards with or without reasonable accommodations as stated in the School of Nursing Handbook.

Students who do not demonstrate the clinical objectives for safe clinical practice (as outlined in the clinical evaluation tool) will receive a counseling form that may result in a failed clinical day. Students must demonstrate alertness for the provision of safe patient care. Students that demonstrate weariness or fatigue from sleep deprivation that negatively impacts clinical judgement may compromise patient safety and will receive a counseling form that may result in a failed clinical day.

If clinical faculty suspects the student is at risk for not being able to perform safe patient care, the student will be sent home for the day and will receive an unexcused absence. Nursing care provided by the student that exhibits clinical judgement which jeopardizes safe patient care can be interpreted

by the clinical instructor to be egregious, and will result in immediate course failure grade of F and/or dismissal from the program.

Any student who appears to be impaired by alcohol or drugs, at the sole discretion of the clinical faculty, will be dismissed from the clinical area. This may result in course failure grade of F and/or dismissal from the program.

Policy 20.0 Student Clinical Placement

Students who progress in the program without interruption, self-register for their clinical section. Students must register for classes on their assigned campus. The School of Nursing may schedule clinical sections any day of the week (Mon-Sun) day or evening or night. Students must provide their own transportation to the agency and pay for any personal costs incurred. Clinical placement is subject to change at any time (prior to the start of the clinical experience or during a clinical rotation). Affected students will be notified of changes in clinical placement by email.

Policy 21.0 Students with Disabilities

Students with disabilities must document the nature of their disabilities and request services from the disability services counselor designated on each campus. It is the student's responsibility to notify the faculty of any accommodation that need to be made.

Policy 22.0 Professional Attire

Nursing students must strictly adhere to the professional attire as outlined in the School of Nursing Handbook. Violations may result in a failed clinical day (two failed clinical days results in a failed clinical evaluation and course grade of F).

Policy 23.0 Unsuccessful Course Attempt

Students who are unsuccessful in a nursing course (final grade of C, D+, D, or W) must contact their Academic Chairperson to discuss available options to repeat the course- see policy 16.2 (Progression) in the Student Policy manual. Students who are applying for reinstatement into a nursing course will be evaluated and required to complete the Request to Be Placed on a Waitlist form and will be assigned a Reinstatement Action Plan. Reinstatement is dependent on clinical space availability and academic eligibility. Students are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program. Students must be approved by the Academic Chairperson to be reinstated into a course and are not permitted to self-register in Banner for nursing courses that they are repeating. Refer to the Nursing Student Handbook for the procedures on how to request to be reinstated and placed on a waitlist.

Special Note:

If a student is unsuccessful in NUR102, NUR 125 or both PNU116 and PNU119, they must reapply to the nursing program through the Department of Admissions.

Policy 24. Leave of Absence (LOA)

Students may request a semester LOA **prior to the first day of a nursing course**. After the first day of class, students must follow the College drop/add or withdrawal procedures. A nursing student who requests a voluntary semester LOA from the Nursing Program must complete a LOA notification form. Upon review of the student's academic record, the Associate Dean for the School of Nursing will notify the student of the semester LOA approval. Approval of semester LOA does not alter the student's original program expiration date. Approved semester LOA permits the student to retain their nursing program code and must apply for reinstatement to register for a nursing course by completing a Request to Be Placed on a Waitlist form. Reinstatement must occur within one (1) year from the last clinical course or the student's nursing program code will be removed and the student must reapply to the program as a new student. Seats are not guaranteed for students who have been granted a semester LOA. Refer to the Nursing Student Handbook for the procedures on how to request a LOA.

Policy 25.0 Medical Leave

Medical Leave may be granted, upon request, to any student who is unable to attend classes for an extended period of time due to a documented illness, injury, or medical or psychological condition. To request a Medical Leave, documentation by a physician or other appropriate health care provider is required. The student should make a written request indicating the medical reason and the period of the leave and submit to the Campus Associate Dean of Student Services. Students should consult the Associate Dean for the School of Nursing for further information. Students granted a medical leave are not guaranteed a seat in nursing courses if there is a disruption in their sequential completion of the program and must apply for reinstatement to repeat the course. Students granted medical leave must satisfy all health clearance requirements as indicated prior to course reinstatement. Students must meet all program requirements within the maximum timeframe as outlined in the nursing program pages in the College Catalog.

Policy 26.0 Late Submission of Assignments

Assignments are to be submitted by the due date/time/method as per faculty. Students requiring additional time to submit an assignment that have not received prior approval from the faculty will receive a score of zero (0). Students who receive additional time to submit an assignment, with prior approval from faculty, will be offered an extended due date/time/method as determined by the faculty, and will incur a 25% deduction penalty. Faculty will accept assignments past the original due date without prior approval only in the case of extenuating circumstances (including but not limited to hospitalization, childbirth, major accidents, injury or bereavement). Students must notify the faculty as soon as possible of the extenuating circumstance that prevented them from submitting the assignment on the due date. Documentation from the student explaining the extenuating circumstance for late submission may be required by the faculty. The extended due date/time/method will be determined by the faculty, and the deduction penalty will be waived. Students who do not meet the extended deadline will receive a grade of zero (0) on the assignment. Assignments may be submitted past the original due date/time/method only once; any additional course assignments submitted past the original due date/time/method will receive a score of zero (0).

Policy 27.0 Missed Lab Performance Evaluation Test Date

Lab Performance Evaluation testing is to be completed on the due date/time as per faculty. Students must notify the faculty as soon as possible if extenuating circumstances prevented them from performing the lab skill test on the due date. Documentation from the student explaining the extenuating circumstance for late submission may be required by the faculty. The extended due date/time will be determined by the faculty, and the deduction penalty will be waived. Students who do not meet the extended deadline will receive a grade of zero (0) on the assignment. Lab Performance Evaluation test date may be extended past the original due date/time only once; any additional lab skill extension past the original due date/time will receive a score of zero (0).

If a student misses a lab performance evaluation testing date/time and the reason is not due to extenuating circumstances, the missed lab performance evaluation is considered a first attempt, and the student will receive zero points but may have a second attempt to pass the evaluation.

If a student voluntarily waives their first attempt at a lab performance evaluation, they will receive zero points, but may have a second attempt to pass the performance.