



Washtenaw
Community College

NURSING

2025- 2026

Nursing Student Handbook

4800 EAST HURON RIVER DRIVE

ANN ARBOR, MI 48105-4800

Nursing Department

Technical & Industrial (TI) Building

Room 122

Revised 08.27.25 and 09.29.2025 **(updates)**

*The WCC Nursing Student Handbook is subject to change by the WCC Nursing Program.
Students will be notified in a timely manner of any relevant changes by the WCC Nursing Program as applicable*

TABLE OF CONTENTS

PERSONNEL DIRECTORY	4
ADDITIONAL INFORMATION FOR STUDENT NEEDS WITH EMAIL/PHONE REFERENCE	5
WELCOME TO NURSING AT WASHTENAW COMMUNITY COLLEGE (WCC)	7
CURRICULUM	8
ACCREDITATION	8
WCC MISSION	9
WCC POLICIES	9
WCC DISCIPLINARY PROCESS	9
WCC ESSENTIAL SYSTEM REQUIREMENTS	9
WCC NURSING DEPARTMENT PHILOSOPHY, MISSION, AND ORGANIZING FRAMEWORK	10
NURSING PROCESS AND CLINICAL JUDGEMENT MEASUREMENT MODEL	11
ORGANIZING FRAMEWORK	11
WCC NURSING END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EOPSLOs)	12
ASSESSMENT OF EOPSLOs	12
PROGRAM OUTCOMES	12
NURSING PROGRAM COURSES AND EOPSLOs COMPETENCY STATEMENTS	13
NURSING PROGRAM POLICIES	23
NURSING COURSE PASSING STANDARD AND GRADING PROCEDURES	27
COURSE FAILURE/PROGRAM DISMISSAL	29
PROGRAM RE-ENTRY vs. READMISSION POLICY	30
PROGRAM COMPLETION: TIME REQUIREMENTS	31
GRADUATION REQUIREMENTS	31

COMPLAINTS/GRIEVANCE PROCEDURES.....	32
STUDENT RESOURCES.....	32
PROFESSIONAL BASICS.....	33
LAB/SIMULATION/CLINICAL REQUIREMENTS	35
VIRTUAL CLASSROOM ETIQUETTE FOR STUDENTS	44
DRUG-FREE ENVIRONMENT	45
DRESS CODE REQUIREMENTS (UNIFORM).....	46
CLINICAL ROTATION READINESS.....	52
APPENDIX A: APNURS PROGRAM TRACK.....	57
APPENDIX B: APNURL PROGRAM TRACK.....	58
APPENDIX C: BUREAU OF OCCUPATIONAL AND PROFESSIONAL REGULATION.....	59
APPENDIX D: MICHIGAN RIGHT TO KNOW LAW	60
APPENDIX E: NURSING PROGRAM CODE OF CONDUCT	61
APPENDIX F: LICENSURE INFORMATION	64
APPENDIX G - TECHNICAL STANDARDS FOR HEALTH SCIENCE PROGRAMS AT WASHTENAW COMMUNITY COLLEGE (WCC): NURSING (APNURL AND APNURS).....	65
APPENDIX H: ADDITIONAL INFORMATION AND DEFINITIONS.....	68
APPENDIX I: WAIVER OF LIABILITY/HOLD HARMLESS	69
APPENDIX J: FEES ABOVE AND BEYOND TUITION	70
APPENDIX K: DUE PROCESS	72

PERSONNEL DIRECTORY

Administrator	Shari Lambert, DNP, MSN, RN Dean of Health Sciences	(734) 973-3474 Office: TI 234 shlambert@wccnet.edu
	Deanna Benyo, MBA Secretary to the Dean	(734) 973-3474 Office: TI 234 dbenyo@wccnet.edu
	Julie Powell DNP, MSN, APRN, AGCNS- BC, CNEcl, EBP-C Director of Nursing	(734) 477-8704 Office: TI 122 B jupowell@wccnet.edu
Nursing Department Secretary	Andrea Maxwell, BA Secretary to the Nursing Department	(734) 677-5184 Office: TI 122 U anmaxwell@wccnet.edu
Support Staff	Theresa Bixler BSN, RN Nursing Clinical Coordinator	(734) 973-3463 Office: TI 122 Y tbixler@wccnet.edu
	Amy Robbins MHSA, RHIA Compliance Officer	(734) 677-5037 Office: TI 122 N arobbinsdickstei@wccnet.edu
	Emily Lor, BA TI 122 Pod Secretary	(734) 973-3358 Office: TI 122
Simulation Resource Center	Benjamin Morhan MSN, RN, CHSE Simulation Innovation Resource Coordinator	(734) 477-8975 Office: TI 211A bmorhan@wccnet.edu
	Topher Mayo DHS, RRT, CHSOS Health Sciences Simulation Technician	(734) 249-5654 cdmayo@wccnet.edu Office: TI 110
Full-time Faculty	Nicole Alsobrooks MSN, RN Professional Nursing Faculty	(734) 477-8588 Office: TI 122 P nalsobrooks@wccnet.edu
	Marva Brooks PhD, MSN, RN Professional Nursing Faculty	(734) 677-5012 Office: TI 122 W maebrooks@wccnet.edu
	DeAnna Gapp PhD, MSN, RN Professional Nursing Faculty	(734) 249-5915 Office: TI 122 G dgapp@wccnet.edu

	Sherry MacDonald DNP, MSN, APRN, FNP-BC, CCM Professional Nursing Faculty	(734) 677-5001 Office: TI 122 X smmacdonald@wccnet.edu
	Elise Napier MSN, RN Professional Nursing Faculty	(734) 973-3492 Office: TI 122 Z enapier@wccnet.edu
	Alisha Noel MSN, RN, AGCNS-BC, PCCN-K Professional Nursing Faculty	(734) 677-5075 Office: TI 122 O anoel@wccnet.edu
	Melina Roberts MSN, RN Professional Nursing Faculty	(734) 973-3537 Office: TI 122 J msrobert@wccnet.edu
	Pam Tolmoff MSN, APRN, CPNP- PC Professional Nursing Faculty	(734) 973-3302 Office: TI 122 E ptolmoff@wccnet.edu

ADDITIONAL INFORMATION FOR STUDENT NEEDS WITH EMAIL/PHONE REFERENCE

Students use this for:	Description	Email
Documentation Support and Compliance Tracking	Students use this to turn in requested documents to include compliance related issues/documents.	nursingprogramdocs@wccnet.edu
Orientation Support	Students use this during orientation, prior to the start of NUR classes.	nursingorientation@wccnet.edu
NCLEX-RN® and ATI support Regulatory/Accreditation Standards	Students use this for NCLEX-RN® related questions, ATI® success/Student Achievement Portfolio (SAP) questions/concerns, regulatory/accreditation standards, and program achievements.	nursingprogramquality@wccnet.edu

<p>Registration related course, clinical, and/or laboratory and support.</p> <p>Support for concerns related to course, clinical laboratory as appropriate.</p> <p>Nursing Program – progression and support</p> <p>Nursing Program questions – general and specific</p>	<p>Course/laboratory/clinical registration.</p> <p>Students use this for course, clinical, and/or laboratory concerns/questions, Nursing Program information.</p> <p>Second step in complaint/grievance process after meeting with clinical/laboratory/course faculty as appropriate.</p> <p>Program and progression questions/support.</p>	<p>nur@wccnet.edu</p>
Nursing Lab and Classroom Locations	TI 101 Skills/Simulation Lab	734-249-5668
	TI 106 Health Sciences	734-677-5381
	TI 110 Simulation Suite	734-249-5654
	TI 112 NUR Classroom	734-249-5660

	TI 114 NUR Classroom	734-249-5603
	TI 116 NUR Classroom	734-249-5669
	TI 118 NUR Classroom	734-249-5662
	TI 203 Skills Lab	734-477-8783
	TI 205 Skills Lab	734-249-5252
	TI 209 Skills/Simulation Lab	734-249-5489
	TI 211B Conference Room	734-973-3626
	TI 245 Computer Lab	734-249-5652
Fax	Located in TI 122 Workroom	734-677-5458

WELCOME TO NURSING AT WASHTENAW COMMUNITY COLLEGE (WCC)

It is our pleasure to welcome you to Nursing at WCC! This handbook is designed with you, the student, in mind. You will find helpful information about your rights and responsibilities as a participant in the Nursing Program. The policies outlined in this handbook are consistent with [WCC policies](#); additional guidelines related to nursing professional standards, clinical agency requirements, and accreditation expectations are included in this handbook.

The Director of Nursing and faculty are available to clarify any policy or procedures outlined in this handbook. This handbook is to be used in conjunction with WCC [policies](#).

The WCC Nursing Program reserves the right to change, without notice, statements in this handbook concerning, but not limited to, rules, policies, curricula, and courses. Such changes shall be effective whenever determined by the faculty and administrative bodies, and these changes will govern both current and future students. Any change that is made will be communicated to the students in writing before it is implemented.

Students are required to sign an agreement stating they have read and understand the handbook in its entirety and agree to comply with the policies and procedures of the WCC Nursing Program.

There are two tracks to nursing at WCC. Both tracks lead the student to an *Associate in Applied Science (AAS): Nursing* degree and all graduates are eligible to take the National Council Licensure Exam - RN (NCLEX-RN).

1. Associate in Applied Science: Nursing Program (APNURS-track) - Traditional

The APNURS-track prepares students for the NCLEX-RN. Individuals will also earn credits that will apply toward Bachelor of Nursing (BSN) completion programs. Learning opportunities are in the classroom, simulation lab, clinical setting, and community. Students are empowered to succeed in a changing healthcare environment.

2. Associate in Applied Science: Nursing Program (APNURS-track) - EMU/WCC Collaborative (through 12/2024)

Some students are completing a former EMU/WCC Collaborative program wherein the student started the associate degree Nursing Program at WCC after applying to EMU's BSN program. Through transfer credit and coursework, the Collaborative student meets program eligibility requirements. The student finishes the AAS degree at WCC and is eligible to take the NCLEX-RN. With one more semester of study at EMU, the student then finishes the BSN degree requirement.

An updated WCC/EMU Collaborative BSN Completion program is now available to WCC nursing students. Please contact a health careers advisor for information. Students who begin now and complete at EMU by December 2026 will be eligible for a 66% reduction in tuition through a grant designed with this program in mind.

3. Associate in Applied Science: LPN to RN Program (APNURL track)

Students who are Licensed Practical Nurses (LPNs) meet eligibility requirements through work experience, previous coursework, and LPN licensure. Students are admitted to a transition course and then mainstream into the final two clinical courses. Upon completion, the student is eligible to take the NCLEX-RN. Note: LPN to RN students are also eligible for the WCC/EMU Collaborative BSN Completion program. See a health careers advisor for information.

CURRICULUM

The Nursing Program at Washtenaw Community College is a concept-based curriculum (CBC) reflecting national trends in nursing education. The CBC covers 37 nursing concepts applicable across the lifespan to a variety of patient conditions and patient care settings. Courses are 15 weeks in length. All clinical courses are mixed mode, meaning there is an online component, an on-campus component, and a clinical (off-campus) component.

ACCREDITATION

Institutional Accreditation

Washtenaw Community College is accredited by:

The Higher Learning Commission Association

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1413

(800) 621-7440

[Higher Learning Commission](http://www.ncahlc.org) - www.ncahlc.org

Contact: 734-973-3300 for information about Washtenaw Community College

Nursing Program Accreditation and Approvals

The Washtenaw Community College Nursing Program has the approval of the Michigan Department of Licensing and Regulatory Affairs (LARA) and has been accredited through the National League for Nursing Accrediting Commission (NLNAC) since 1996. Effective May 6, 2013, the NLNAC changed its name and is now the Accreditation Commission for Education in Nursing (ACEN).

[Michigan Department of Licensing and Regulatory Affairs](#)

Bureau of Health Services

Bureau of Health Professions Licensing Division

Board of Nursing

P.O. Box 30670

Lansing, MI 48909

(517) 335-0918

[Accreditation Commission for Education in Nursing \(ACEN\)](#)

3343 Peachtree Rd. NE, Suite 850

Atlanta, GA 30326

(404) 975-5000

Fax: (404) 975-5020

Graduates of the APNURS and APNURL Nursing Programs are eligible to take the

NCLEX-RN and obtain licensure as a Registered Nurse (RN) through the Michigan Board of Nursing. The WCC School Code is US09408300.

WCC MISSION

WCC strives to make a positive difference in people's lives through accessible and excellent educational programs and services.

- We provide a caring, open-door teaching and learning environment.
- We provide excellent teaching, counseling, and support services.
- We reach out to people who have limited income or other barriers to success.
- We enable people to progress in their academic and career pursuits.
- We work in partnership with the communities we serve.

The missions of the College and Nursing Department are congruent in their focus on empowering students to realize their goals of improving their own lives, as well as the lives of others.

WCC POLICIES

The Nursing Department follows WCC policies including the WCC Student Rights, Responsibilities, and Conduct Code (SRRCC) [Trustees Policies 4095](#). Nursing students are expected to become familiar with and follow these policies. [Student Rights and Responsibilities](#) Each semester, the course syllabi and/or Learning Management System (LMS) shell will contain information and this link to the Board policies and other information useful to students.

WCC DISCIPLINARY PROCESS

The student will be notified of unacceptable behavior(s), infractions of this handbook, or violations of the WCC SRRCC by either the program faculty or appointed College staff (depending on the nature and severity of the situation). The student will have the opportunity to respond to any allegations. See above for the link to the SRRCC.

WCC ESSENTIAL SYSTEM REQUIREMENTS

Students require equipment meeting certain system specifications to be successful in the mixed-mode teaching/learning used throughout the Nursing Program. To be successful in the Nursing program, the student will spend a considerable amount of study time online. Furthermore, in the event of campus closure for any reason, even lab and possibly clinical will be held online. For your online time to be successful, the following system requirements are necessary:

1. Windows PC (7 or higher) OR Macintosh OS X (10.12 or higher)
2. 4GB RAM (8GB RAM or more highly recommended)
3. 20GB of available hard drive space
4. Screen resolution set to 1280 X 1024
5. Broadband/high-speed internet access speed of 2.0 Mbps download, 750 Kbps upload
6. Webcam, microphone, and speakers (a wearable headset is highly recommended)

Note: Smartphones and/or Chromebooks will not meet the needs. Please refer to the

above list when making purchase decisions.

Note: Exams will/may be proctored by Proctorio, Examplify/ExamSoft®, in-person, and/or faculty as you take your exams online in *front of a webcam and with your microphone on*.

For the very latest updates, see Computer Requirements and Skills at <https://www.wccnet.edu/learn/class-types/online/>

WCC NURSING DEPARTMENT PHILOSOPHY, MISSION, AND ORGANIZING FRAMEWORK

The faculty of the Nursing Department share a *philosophy* that incorporates the WCC mission and professional nursing values, as well as a model for nursing practice. These principles serve as guidelines in the design and delivery of our nursing curriculum. The concepts of QSEN (Quality and Safety Education in Nursing, www.qsen.org) are threaded throughout the program's organizing framework (see below).

The *mission* of the WCC Nursing faculty is to prepare WCC students to practice as exemplary and respected registered nurses in the community. This mission promotes the holistic development of each student into a nurse who practices as a professional: competently, ethically, safely, and compassionately for the good of the patient, family, and community. As life-long learners, WCC-educated nurses will take active roles in this dynamic profession.

Nursing is an art and science that identifies, mobilizes, and develops the strengths of the patient through acquired skill, professionalism, knowledge, attitudes, and competence. Professional nurses use critical thinking and methods of scientific inquiry to gather and analyze data, recognize patterns and cues, establish priorities, and execute evidence-based practice.

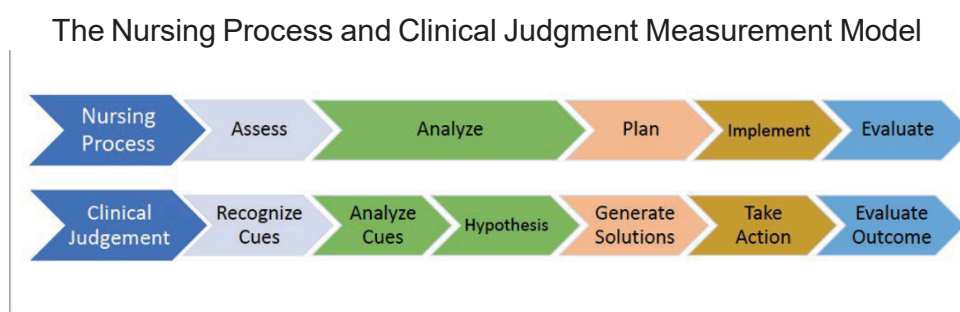
Nursing education is an interactive teaching-learning process. Education encompasses critical thinking and inquiry, caring, communication, creativity, collaboration, cultural awareness, and professional competence. Student-centered teaching includes assessing, advising, guiding, facilitating, sharing knowledge, and evaluating. Learning is a lifelong, self-directed process of change that begins with basic concepts and progresses to complex knowledge and critical thinking skills.

The Associate Degree Nurse (ADN) graduate is prepared to work in a variety of healthcare settings to assist individuals in meeting their health goals. The focus is on providing safe care that is patient-centered, culturally aware, respectful, reflective, and based on nursing knowledge. ADN graduates utilize the nursing process, technology, critical thinking, sound clinical judgment, and effective communication skills in all aspects of care. This care is individualized and comprehensive. ADN graduates use these same skills to manage a group of patients and to provide leadership to other healthcare team members.

NURSING PROCESS AND CLINICAL JUDGEMENT MEASUREMENT MODEL

The *Nursing Process* model is currently used by practicing nurses at all levels of professional preparation and consists of five components: assessment, analyze problem identification (nursing diagnosis), outcome identification/planning, implementation, and evaluation. Details of this model are explained in the American Nurses Association's *Nursing: Scope and Standards of Practice* (2021). The *Clinical Judgment Measurement Model* reflects the way practicing nurses think to deliver safe, competent, patient-centered care through recognizing cues, analyzing cues, hypothesis prioritization, generation of solutions, taking actions, and evaluating outcomes. Details of this model are explained by the National Council State Boards of Nursing (2022). The Nursing Process and Clinical Judgment Measurement Model are used throughout the WCC Nursing Program courses and clinical experiences and provide an overarching structure for learning nursing-related knowledge and skills in conjunction with the QSEN Competencies. Students are consistently exposed to this model in all NUR courses, so they are prepared to implement it once they begin their careers.

The *Clinical Judgment Measurement Model* is used as a method for measuring and deriving valid inferences around nursing clinical judgment and decision-making ability (NCSBN, [2023](#)).



*Note: Judgement can be spelled with "e" or without an "e" to be Judgment

ORGANIZING FRAMEWORK

An organizing framework provides a scaffold for the nursing curriculum that encompasses the nursing knowledge, skills, and attitudes needed by registered nurses. The WCC framework, modeled after QSEN and conceptually oriented, is composed of six core components:

1. **Professionalism/Leadership** is behavior within ethical and legal guidelines as defined by the Nurse Practice Act to achieve safe, quality patient-centered care. Leadership is the ability to influence others to work together in pursuit of a shared goal.
2. **Patient-Centered Care** characterizes the patient's values, preferences, goals, and needs as the central focus of safe, competent, culturally aware nursing care.
3. **Teamwork and Collaboration** are the abilities of the nurse to function effectively within interprofessional teams to foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
4. **Clinical Judgment/Evidence-Based Practice** is the practice of nursing in which the nurse makes clinical decisions based on the best available current research

evidence, the nurse's expertise and the needs and preferences of the patient using various tools such as the nursing process, critical thinking and, clinical judgment principles.

5. **Safety and Quality Improvement** includes minimizing the risk of harm to patients and providers and using data to monitor outcomes of care processes through improvement methods to maximize the quality of patient care.
6. **Informatics and Technology** involves using methods and tools to communicate, manage knowledge, reduce error, and/or support decision-making.

Adapted from www.QSEN.org

WCC NURSING END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EOPSLOs)

The core components in the organizing framework take the form of general competencies for the program and are derived from QSEN Competencies in conjunction with the operationalization of the Nursing Process/Clinical Judgement Measurement Model for entry-level nursing practice. Students are expected to achieve the listed outcomes at the completion of the Associate Degree Nursing program.

1. Provide **patient-centered care** across the lifespan in a variety of healthcare settings.
2. **Collaborate and communicate** effectively with the patient, family, and healthcare team.
3. Provide **safe** patient care and participate in processes that maximize the **quality** of patient outcomes.
4. Utilize **informatics and technology** to increase communication, decision-making, knowledge management, and error reduction.
5. Use **evidence-based** clinical judgment when providing care to patients/families throughout the lifespan.
6. Demonstrate **professionalism** expected of registered nurses adhering to the current standards of practice and exhibiting beginning leadership skills.

ASSESSMENT OF EOPSLOs

The Nursing Program offers learning experiences to assist students in becoming beginning registered nurses who can provide patient care accurately, competently, and safely. The extent to which students achieve the end-of-program student learning outcomes is assessed by the following measures:

- Proctored ATI RN Comprehensive Predictor (or equivalent)
- NUR 288 Clinical Evaluation Tool based on the six program student learning outcomes.

PROGRAM OUTCOMES

1. NCLEX-RN® Success – Based on first-time test-taker pass rate.
2. Job Placement – Based on post-graduation survey results.
3. Program Completion – Based on graduation/program completion in the allotted time.

NURSING PROGRAM COURSES AND EOPSLOs COMPETENCY STATEMENTS

Specific and leveled competency statements have been identified for each end-of-program student learning outcome. These statements provide direction for a logical progression in the development of critical skills. Students develop their skills in these competencies through a sequenced set of courses and clinical experiences, over four semesters. Tables 1 and 2 below show the course sequencing and the competencies. The Clinical Evaluation Tool (CET) for each clinical course (not included within this handbook) lists the competencies developed in that course.

The development of specific lab skills is distributed throughout the program. Each skill is linked to a particular course and is introduced in that course; and then reinforced in other courses. Assessment measures for each skill have been identified and take the following forms: quizzes for knowledge and processes, and Laboratory Skills Checklists for rating student performance of new skills and for validating previously learned skills.

Table 1. Required Courses with Descriptions by Semester

Semester 1 (Pre-Requisite Courses)	Semester 2 (APNURS Admission)	Semester 3 (APNURL Admission)	Semester 4	Semester 5
ENG 111 or ENG 111X: English Composition I	NUR 108: Nursing Concepts I: students will apply foundational nursing concepts across the lifespan with an emphasis on late adulthood. The organizing framework for the nursing practice will be introduced including patient-centered care, teamwork and collaboration, safety and quality improvement, informatics and technology, evidence-based practice, and professionalism. Basic psychomotor and psychosocial concepts and skills will be practiced through clinical, lab and simulation.	<p>NUR 128: Nursing Concepts II: Students will apply the nursing process to provide safe, quality nursing care for patients with common acute and chronic health problems across the lifespan, including care of the family during the uncomplicated childbearing experience. This course also includes clinical, lab and simulation in a variety of settings where students will apply informatics and technology for effective communication.</p> <p>PSY 206: Life Span Developmental Psychology: Students are provided with an overview of the biological, cognitive, social, and affective domains of human growth and development from the prenatal period until death. The course emphasizes the relationship of growth and development to behavior through the lifespan. Major theories of human development, as well as research methods, are reviewed and contrasted. The course is specially constructed and taught to be of value to those entering the fields of social work, elementary or secondary education, or nursing and various allied health fields.</p> <p>OR PSY 100 plus HSC 147</p>	NUR 138: Nursing Concepts III: Students will use clinical judgment based on evidence and informatics to prioritize safe, quality care for patients with complex physical and mental health problems across the lifespan. Students will begin using delegation and leadership skills in managing their patient care assignments through clinical and simulation experiences in a variety of settings. Students will demonstrate professional conduct within current legal and ethical standards of practice.	NUR 288: Nursing Concepts IV: Students will demonstrate clinical judgment in collaboration with the interprofessional team to prioritize safe, quality care for patients with multi-system and emergent health problems, including the high-risk childbearing experience. Students will expand their use of delegation and leadership skills in managing their patient care assignments through clinical and simulation experiences in a variety of settings. Students will expand their knowledge of psychomotor, affective, cognitive skills in managing their patient assignments through clinical and simulation experiences in a variety of settings. Students will synthesize knowledge of nursing principles and concepts and begin to refine their professional nursing roles. Emphasis is placed on clinical reasoning and clinical judgment in the integration of care management for multiple, complex patients. Students prepare NCLEX-RN.

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
COM 101 OR 10 2 OR 200: Communication Elective	NUR 115: Pharmacology <i>(Can be completed prior to the start of the program/108 for APNURS admission only):</i> students learn basic principles of pharmacology with a strong emphasis on medication safety along with drug dosage calculations. Pharmacodynamics, pharmacokinetics, and pharmacotherapy of major drug classifications are discussed using a pathophysiological approach and then applied to patient situations. Drug contraindications, drug interactions, adverse effects, nursing management, and patient education are also discussed and then applied to patient situations. Anatomy and Physiology is a course prerequisite.	OR, for APNURL: NUR 134: LPN to RN Transitions: This course facilitates the licensed practical nurses (LPN) transition into a new role as an associate degree nursing (ADN) student, with the ultimate goal of becoming a registered nurse (RN). Emphasis is placed on roles/responsibilities of the RN, the nursing process and critical thinking/clinical judgment and focuses on adult clients experiencing selected health alterations. The course orients the student to the philosophy, major concepts, and program outcomes of the ADN program.	PHL 244: Ethical and Legal Issues in Healthcare: Students are introduced to issues arising from the application of philosophical ethics or moral theory to the health care context. Different models of ethical decision-making will be used to examine current issues in healthcare. The course also provides an overview of legal theory and responsibility as it applies to the health care context with an emphasis placed on professional negligence. Topics to be discussed may include patients' rights, informed consent, confidentiality, medical research or experimentation, genetics, treatment of impaired newborns, end of life care, HIV/AIDS, and moral/legal responsibilities toward colleagues.	
MTH 160 or MTH 160X or MTH 176 or a Math course number 176 or higher	BIO 212: Pathophysiology <i>(Can be completed prior to start of program/NUR 108 for APNURS admission only):</i> Alterations in Structure and Function: The focus of this course is the application of the concepts of normal anatomy and physiology to the study of disease processes in humans. The course includes identification of the etiology and pathogenesis of disease, alteration in normal body function, and the reaction and adaptation of the body to disease.			

<p>BIO 111: Anatomy and Physiology- Normal Structure and Function</p>	<p>BIO 147: Hospital Microbiology (<i>Can be completed prior to start of program/NUR 108 for APNURS admission only</i>): This course is a brief introduction to topics in microbiology involving human health and disease. The biological characteristics of bacteria and viruses are described, and selected pathogens are discussed. The innate and adaptive defenses of the human body against microbial pathogens are described. The course also discusses the appropriate use of anti-microbes. Public health efforts to control pathogens are also discussed, including vaccination and infection control.</p> <p>(OR BIO 237 Microbiology)</p>			
<p>*NUR 165: Success Strategies for Nursing Students: In this course, nursing students will develop skills and identify habits that enhance academic success. Topics include learning styles; study, reading and writing strategies; note-taking, test- taking, learning, memory and time-management techniques; and organizational skills in the context of nursing content and clinical judgment (application).</p> <p><i>*This course is not limited to 1st semester only and is a 1 credit required course for nursing students who are unsuccessful (receive a failing grade of "C" or lower or withdraw from the class) in a NUR course.</i></p>				

Table 2. Alignment of End-of-Program SLOs with Nursing Course Outcomes (taken from master syllabi), by Semester and Course

To be aligned with the requirements and standards of the Curriculum and Assessment Committee at WCC, Student Learning Outcomes in each course are equivalent to end of course outcomes/objectives a student will achieve at the end of the nursing (NUR) course. These build into the EOPSLOs that all nursing students will achieve by the end of the Nursing Program.

*Courses identified with an asterisk have additional information in course number and name.

Student Learning Outcomes by Course	EOPSLO 1	EOPSLO 2	EOPSLO 3	EOPSLO 4	EOPSLO 5	EOPSLO 6
NUR 108 - Nursing Concepts I						
1. Utilize a contemporary organizing framework in the development of the professional nurse's responsibilities of practice within a patient care setting	X					X
2. Identify the impact that evidence-based practice and informatics/technology has on clinical judgment to promote wellness in patient-centered care settings.				X	X	
3. Apply concepts of communication and collaboration to promote patient-centered nursing care with emphasis on late adulthood.		X				
4. Demonstrate principles of ethically safe nursing care that promotes quality patient outcomes.			X	X		
*NUR 115 – Pharmacology (Able to complete prior to APNURS Program track entry and/or while in program during 1 st semester)						
1. Recognize drug classifications and related prototypes using a pathophysiological approach to provide safe patient care.			X			
2. Interpret the pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of each prototype to impact patient-centered care and associated quality patient outcomes.	X		X			
3. Apply principles of effective nursing collaboration and communication to promote safety, evidence-based clinical judgment, and error reduction in the pharmacological management	X	X	X		X	

of patients.						
4. Evaluate the professional nurse's role in adhering to standards of practice when using pharmacodynamics, pharmacokinetics, and pharmacotherapeutics of each prototype to patient situations.					X	
NUR 128 – Nursing Concepts II						
1. Apply the nursing process to provide safe patient-centered care for adult patients with acute and chronic health problems and childbearing experience.	X					
2. Apply the nursing process and critical thinking concepts/clinical judgement to provide safe patient-centered care for mother/baby couplets and their families during the childbearing experience.	X		X		X	
3. Apply the nursing process and critical thinking concepts/clinical judgement to provide safe patient-centered care for patients and their families across the lifespan.	X		X		X	
4. Apply concepts of growth and development to plan safe family-centered care for children of all ages with acute/chronic pediatric conditions.	X		X			
5. Apply concepts of growth and development to plan safe family-centered care across the lifespan for patients with acute and chronic conditions including the childbearing family.	X		X			
6. Employ concepts of communication to promote collaboration and teamwork within the multidisciplinary health care-team to impact patient outcomes across the lifespan.	X	X				
7. Demonstrate professional conduct within current legal and ethical standards of practice across the lifespan.						X
8. Interpret and utilize technology (informatics) across the lifespan to deliver quality, safe nursing care.			X	X		

***NUR 134 – LPN to RN Transition**
(APNURL Program track only)

1. Utilize concepts of critical thinking/clinical judgement and the nursing process to provide safe, quality care that impacts patient outcomes across the lifespan.	X		X			X
2. Analyze effective communication using technology, written documentation, and verbal expression that impacts teamwork and collaboration.		X		X		
3. Examine the impact evidence-based practice and informatics/technology has on care delivery to promote diversity, equity, and inclusion (DEI) while reducing health disparity and promoting wellness in patient-centered care across the lifespan.	X			X	X	
4. Differentiate the scope of practice and standards of care for the professional nurse to promote health and wellness across the lifespan.	X	X	X			X
5. Evaluate the professional nurse's roles and responsibilities that impact patient outcomes, communication and collaboration, and safety and quality of care delivery across the lifespan.		X	X			X
NUR 138 - Nursing Concepts III						
1. Apply clinical judgement to prioritize safe, quality care for patients with complex physical and mental health psychosocial problems across the lifespan.	X		X			
2. Analyze the theoretical concepts of leadership, management, prioritization, and collaboration in care delivery to impact patient centered care across the lifespan.	X	X				
3. Utilize professional conduct within current legal and ethical standards of practice across the lifespan.						X
4. Appraise the impact of evidence-based practice and informatics/technology has on care delivery to promote diversity,	X			X	X	

equity, and inclusion (DEI) while reducing health disparity and promoting wellness in patient-centered care.						
NUR 288 - Nursing Concepts IV						
1. Apply learned concepts to provide accurate, safe, and evidence-based nursing care for patients with multi-system and emergent health problems across the lifespan	X		X		X	
2. Analyze the outcome of nursing interventions and modify, if needed, the plan of care to ensure safe nursing practice and quality of care.	X		X			X
3. Synthesize professional and leadership learned concepts to communicate and delegate as a professional nurse.		X				X
4. Analyze the professional nurse's role to impact safety and quality outcomes related to patients and nursing initiatives through use of evidence-based practice.				X		X
5. Differentiate components of the clinical decision-making model to inform nursing care that is patient-centered across the lifespan.	X				X	
6. Use professional nursing standards of care and ethical principles to impact the nurse's role in patient-centered care delivery, practice, safety, and teamwork and collaboration.		X	X			X
*NUR 165 – Nursing Strategies for Success (Required completion for program progression after 1 st NUR course failure)						
1. Analyze and evaluate current beliefs, attitudes, behaviors, and skills that relate to academic success.						X
2. Design and implement an academic success plan.						X

Concepts threaded throughout WCC Nursing Curriculum with Leveling

Table Legend		NUR 108 Concepts I	NUR 115 Pharmacology	NUR 128 Concepts II	NUR 134 (LPN Only)	NUR 138 Concepts III	NUR 288 Concepts IV
I – Introduction							
R – Reinforced							
M – Mastery							
NCC- Not Covered Completely (for reporting purposes)							
*Nursing Process							
*WCC EOPSLOs							
1	*Professionalism	I	I	R	R/M	M	R/M
2	*Patient-centered Care	I	I	R	R/M	M	R/M
3	*Collaboration and Communication	I	I	R	R/M	M	R/M
4	*Evidence-based Practice/Clinical Judgment (Nursing Process)*	I	I	R	R/M	R	R/M
5	*Safety/Quality	I	I	R	R/M	M	R/M
6	*Informatics	I	I	R	R/M	M	R/M
7	Development	I Older adult	I	R I - Newborn	R/M	R/M I - Pediatrics R- older adult	M- Adult R- Older adult, newborn & pediatrics
8	Family Dynamics	I	I	R	R	R	R/M
9	Culture	I	I	R	R	R	R/M
10	Spirituality	I	I	R	R	R	R/M
11	Fluid & Electrolyte Balance	I	I	R	R	R	R/M
12	Acid-Base Balance	NCC	I	I	I	R	R/M
13	Thermoregulation	NCC	I	I	R	R	R/M
14	Cellular Regulation	NCC	I	NCC	NCC	I	R/M
15	Intracranial Regulation	NCC	I	NCC	NCC	I	R/M
16	Metabolism (Hormonal Regulation)	NCC	I	I	I	R	R/M
17	Nutrition	I	I	R	R	R	R
18	Elimination	I	I	R	R	R	R/M

19	Perfusion	I	I	I	R	R	R	R/M
20	Oxygenation	I	I	I	R	R	R	R/M
21	Clotting	NCC		I	I	R	R	R/M
22	Reproduction	NCC		I	I	R	R	R
23	Sexuality	NCC		I	I	R	R	R
24	Immunity	I		I	R	R	R	R/M
25	Infection	I		I	R	R	R	R/M
26	Inflammation	I		I	R	R	R	R/M
27	Mobility	I		I	R	R	R	R/M
28	Tissue Integrity	I		I	R	R	R	R/M
29	Sensory Perception	I		I	R	R	R	R/M
30	Cognition	I		I	R	R	R	R/M
31	Comfort	I		I	R	R	R	R/M
32	Stress & Coping	I		I	R	R	R	R/M
33	Trauma	NCC		NCC	I	R	R	R/M
34	Addiction	NCC		NCC	NCC	NCC	I	R
35	Mood & Affect	I		I	R	R	R	R/M
36	Self	NCC		NCC	NCC	I	I	R/M
37	Perioperative Care	I		I	I	NCC	R	R/M
38	Grief and Loss	NCC		NCC	I	R	R	R/M

NURSING PROGRAM POLICIES

Nursing Department Student Policies are in place to support the program's student learning outcomes, program outcomes, and affiliating agency requirements. Students are expected to follow the policies listed below.

A. ACADEMIC ADVISORS

Academic health advisors serve as a resource to facilitate the academic progression of a student through the Nursing Program. Academic health advisors direct students to available student support services as needed, such as program progression, financial aid (minimal), and transfer credits. Each student in the Nursing Program is assigned a nursing faculty academic advisor, according to the student's current course.

B. DegreeWorks

Each student is responsible for monitoring their progress toward earning an AAS degree. This includes ensuring the successful completion of all required Nursing Program prerequisites and corequisite courses. In addition, students should ensure they have received the applicable approved validation of course substitutes/acceptance for Nursing Program prerequisite and corequisite courses. Students should be reviewing their DegreeWorks minimally at the start and end of each semester. It is the student's responsibility to contact their nursing faculty advisor in the event there is a discrepancy in DegreeWorks.

[Link for DegreeWorks.](#)

C. TESTING

The faculty follows educational best practices in testing. Rigor in testing is increased with progression in the Nursing Program. Item analysis and content validity reviews are performed by faculty for each theory exam/quiz to ensure fairness in testing. Details regarding testing and evaluation in each course are available within each course syllabus and from the faculty. Students are to adhere to Board Policy 4095 (BOT Policy 4095 [Link](#)) regarding academic integrity which includes not disclosing contents of the exam after completion/remediation and adherence to WCC Student Responsibilities – Core Values and Behavioral Expectations.

Procedures related to exams are identified under the WCC Nursing Student Exam Procedures.

D. TESTING CENTER

Faculty may schedule course exams in the WCC Testing Center or classroom. Rules of academic integrity (Board Policy 4095) apply regardless of testing location. Refer to course syllabi for course testing locations and times.

WCC Nursing Student Exam Procedures

Adapted from the NCSBN Examination Candidate Rules (2022)

Exam Statement Related to Academic Integrity

"I agree to adhere to Academic Standards per the WCC Nursing Student Handbook and fully understand that academic dishonesty jeopardizes a student's theoretical foundation for safe practice, and therefore any academic dishonesty is unacceptable. I will:

1. Avoid cheating on any exam (study notes, collaboration, securing an unauthorized copy of exam or exam key, unauthorized use of the internet, etc.). and
2. Refuse to assist another in any form of academic dishonesty.

Entering this exam serves as an acknowledgment of these expectations and confirms the

understanding of the school policies concerning academic integrity detailed above and in both the WCC Conduct Code and the WCC Nursing Program Student Handbook.”

Personal Belongings

If in violation per faculty/proctor, course faculty reserves the right to not allow testing.

Backpacks, bags, etc. are to be stored in the testing room away from students.

The wearing of coats, hats, scarves/gloves, hoodies, shirts with hoodies, and zip-up hoodies/jackets is not permitted during testing. *You must plan to dress accordingly on these days.*

Personal use of food, drink, gum/candy, lip balm, lotion, hand sanitizers, etc. is not permitted during testing.

Scrap paper, pencils, etc.

If in violation per faculty/proctor, course faculty reserves the right to not allow testing. Materials such as scrap paper, whiteboards with markers, pencils, etc. will be provided to students for testing purposes only. Scrap paper, if used or not, is to be returned to the Course Faculty and not removed from the testing room. Removal of paper, whether used or not, is a direct violation of Academic Standards. *Testing Center staff will supply scrap paper and calculators which must be returned upon completion of the exam.*

Assigned Seating

If in violation per faculty/proctor, course faculty reserves the right to not allow testing.

Faculty reserves the right to assign seating and spacing of students per exam and course.

Electronic Devices

If in violation per faculty/proctor, course faculty reserves the right to not allow testing.

All electronic devices (cell/mobile/smart phones, smart watches, MP3 players, fitness bands, jump drives, cameras, Bluetooth headphones, etc.) are not allowed during testing.

Examination Confidentiality

Disclosure of examination items before, during, or after the examination is prohibited and clarification of the consequences of this action is outlined in the Nursing Student Handbook and Course Syllabi.

Break Procedures

Breaks are not permitted during a 60-minute (1-hour) exam time or less. If needing a restroom break at 61 minutes (1 hour and 1 minute), faculty reserves the right to have students escorted to the restroom, and only one student at a time. *No phones or personal items are to be accessed during this time.* Time for the exam will continue to run (i.e., time left for examination). If the break during an exam is greater than six (6) minutes, the Proctor/course faculty reserves the right to not allow continued testing/completion of the exam by the student.

Absence During Exams and Testing

If a student is going to be absent due to extenuating circumstances, they must notify the course coordinators by the exam date and time. Failure to appear and complete an exam without prior notification (“no call, no show, no email”) on the published exam date and time will result in a score of zero on that exam. No exceptions will be granted.

ATI Student Achievement Portfolio

To ensure full preparation and utilization of resources to promote students' success in the Nursing Program and maximize the use of ATI® resources NCLEX-RN® planning, all students are required to complete the ATI Student Achievement Portfolio (SAP) prior to graduation (end of program) starting in Fall 2023. **The portfolio work is intended to afford students additional resources and opportunities to prepare for NCLEX-RN® and promote course and program success** outside of scheduled nursing course time and in addition to learned concepts and content across the WCC Nursing Program. Students are highly recommended to complete all additional ATI Content Mastery Series (CMS) exams and modules; the additional exams and modules are not required to be completed with submission of the ATI SAP prior to graduation. *Students who complete the ATI SAP with all exams and modules will receive an entry into the NCLEX expense reimbursement raffle.*

- The resources utilized are part of the ATI package purchased each semester in the program and will fulfill the requirements of full portfolio completion.
- Students can schedule proctoring of defined Content Mastery Series (CMS) exams (below) and modules (below) on their time outside of course time.
- All graduating APNURS (Nursing, Registered) and APNURL (Nursing, LPN to RN) track students are required to have the portfolio completed by the end of the program (i.e., NUR 288).
 - The ATI SAP is to be completed by Week 12 of the final semester (i.e., NUR 288) and submitted via the Learning Management System (LMS) in the Cohort LMS site as assigned.
 - Failure to complete the portfolio by this deadline can result in the delay of certificate completion at the end of the program for NCLEX-RN® testing authorization by the WCC Nursing Program.
 - Please reach out to the Director of Nursing for further questions/clarifications.

Scheduling ATI Exams – Procedures and Guidelines

1. Students are responsible for completing ALL course-required ATI exams per NUR course syllabi.
2. Scheduling instructions for ATI SAP-specific exams will be available each semester. Scheduling of ATI SAP-specific exams will be provided at the end of the Winter semester or the start of the Spring/Summer semester through the Community Learning Management System (LMS) site.
3. Failure to show/be on time for the scheduled exam(s) will result in a missed exam (i.e., a score of "0"/Zero) and an inability to reschedule the exam per the NUR course syllabi.
4. If the student will be unable to attend an exam as scheduled, the student must contact the course faculty a minimum of 2 (two) hours before the exam. *Rescheduling a missed exam is at the discretion of the course faculty.*
5. Failure to contact course faculty at a minimum of 2 (two) hours prior to the scheduled exam can result in a missed exam with a result of a "0" (zero) score and inability to make up the missed exam.
6. The student is responsible for bringing proper ID (unexpired photo) to the scheduled exam and must adhere to the WCC Nursing Student Exam Procedures.
7. Failure to adhere to the WCC Nursing Student Exam Procedures will result in dismissal from the Proctoring Center with an exam score of "0"/zero and an inability to reschedule the exam.
8. Required ATI remediation and meeting of course requirements related to completion is the responsibility of the student as defined in the course syllabus.

9. Students must wait a minimum of 5 consecutive days between Content Mastery Series (CMS) and Retake CMS (Level 1 or less) to allow time to remediate if required to do so.
10. Students refer to their course syllabus for grading criteria for exams and remediation if related to a course grade.
11. All students are required to submit the ATI Student Achievement Portfolio (SAP) and load it to the cohort Learning Management System (LMS) as assigned. The SAP must contain all required exams noted in the ATI Exam Guide Across Program. The SAP should also contain any additional exams and learning modules completed, including Dosage Calculations Exam, Nutrition Exam, Community Health Exam, and Leadership Exam.
These additional exams are optional but highly encouraged work to prepare for the NCLEX examination.
12. All APNURL and APNURS students who began the Nursing Program prior to Fall 2023 are strongly encouraged to complete the Dosage Calculations Exam, Nutrition Exam, Community Health Exam, Leadership Exam, and required ATI learning modules with the noted deadlines/prior to the program.

Dosage Calculation Competency Assessment

1. Students are required to complete a clinical dosage calculations assessment within each nursing clinical course every semester.
2. Utilizing ATI® Dosage Calculation Assessment, students are to:
 - Complete the Pre-assignment Module/Practice Test and complete it to achieve a 100%.
 - Complete the Practice Assessment and achieve a minimum of 90%.
3. ATI® Dosage Calculation Assessments are assigned in each nursing clinical course. Refer to course syllabi for additional information.
 - NUR 108: Safe Dosage and Oral Medications with Fundamentals Assessment
 - NUR 128: Medication Administration and Parenteral Administration with Maternal Health and Medical-Surgical Assessments
 - NUR 138: Injectable and Dose by Weight with Pediatric Assessment
 - NUR 288: Critical Care with Critical Care Assessment
4. If a student is unable to achieve the required 90% “pass” score on their first Assessment attempt, they are to remediate with course faculty and re-schedule another attempt of the Assessment.
5. If a student is unable to achieve the required 90% “pass” score on their second and subsequent attempts, they are to meet with course faculty for remediation receive a referral to the math and/or nurse tutor, and re-schedule another attempt of the Assessment.
6. Faculty reserve the right to offer alternate dosage calculation assignment alternatives (check-off, paper, quiz, etc.) to multiple Assessment retakes.
7. Students are required to achieve a “pass” (90%) by the end of the course.
8. Additional remediation/dosage calculation activities may be assigned in laboratory and/or clinical learning to support the student in achieving satisfactory (“pass”/90%) dosage calculation competency.
9. Students are required to pass the Dosage Calculation Competency Assessment in their NUR course to competently administer medications at clinical.
 - a. Per affiliated clinical agencies’ policies, students are required to demonstrate competency prior to administering medications in the clinical environment.
 - b. An inability to pass the Dosage Calculation Competency Assessment can result in a clinical failure due to not meeting the clinical course outcomes by not passing medications.

NURSING COURSE PASSING STANDARD AND GRADING PROCEDURES

It is important to understand the passing standard in the Nursing Program is **78% (C+)**. For each NUR course, the student must achieve all the following to pass:

1. Pass the lab/clinical component, if applicable (NUR 115 has no lab/clinical). Note: If the student fails lab or clinical, the exams and other assignments will not apply, and the student will earn an F in the course.
 - a. *Nursing clinical evaluation* is based on student achievement of course objectives. The grading scale for the clinical aspect of NUR courses is Pass (P) or No Pass (NP). Note: A numerical tool may be used by the clinical instructor to determine the achievement of Pass (P) or No Pass (NP) in core components/competencies. See your course-specific syllabus and CET for details.
 - b. *Clinical Evaluation Tools (CETs)* will be used to record the clinical instructor's observation of a student's clinical performance. Students will see the tool at the start of the course and will understand the criteria by which their performance is measured. Formative (midterm) and summative (final) grading is completed by the instructor.
 - c. *Critical components* in the CET are required to have a Pass by the summative (final) to successfully pass the clinical experience/rotation.
 - d. *NUR 128, NUR 138, and NUR 288* CETs have specific grading criteria and requirements for a successful grade of Pass for the clinical day experience and overall clinical experience/rotation. Refer to course syllabi and/or CET for grading criteria and requirements.
 - e. *Ongoing open communication* between the clinical instructor, the faculty course leader, and the student will provide the student with information about progress toward the achievement of course objectives. It also allows for discussion of areas that need improvement.
 - f. *Attendance* could affect the student's grade. Attendance is discussed below, in detail.
2. Achieve a 78% or greater exam average. Note: If clinical is passed, but less than 78% is achieved on the exam average (less than C+ letter grade), the exam average becomes the final grade in the course.
3. Course Grading
 - a. 60% of the course grade is composed of course exams wherein an exam average of 78% or greater is required to minimally pass the nursing course.
 - b. 40% of the course grade is composed of non-exam grades except in NUR 288 where 30% of the course grade is composed of non-exam grades.
 - The non-exam assignment earned grades are applied after the achievement of the required 78% or greater exam average.
 - The total course average after application of non-exam points must be 78% or higher to successfully pass nursing courses.
 - c. NUR 288 ATI® Comprehensive Predictor is taken twice at 5% each (total of 10%) for the course grade. Refer to NUR 288 course syllabi.
 - d. A successful "Pass" of laboratory and/or clinical experiences is required (as applicable to the course).
 - e. Successful completion with "Pass" of all skills checkoffs.
 - f. If required, completion of all required lab activities or makeup activities in the event of absence.

4. NUR 115 is 60% course exams and 40% non-exam grades.
 - 78% or greater is required to minimally pass the nursing course.
 - The non-exam earned grades are applied after the achievement of the required 78% or greater exam average.
 - The total course average after the application of non-exam points must be 78% or greater exam average.
 - Course failure of NUR 115, despite Nursing Program admission, is reflected as a nursing course failure.
 - Two failures of NUR 115 will result in an inability to apply to the Nursing Program.
5. Achieve a 78% overall within the course after all other course points are added.

Additional grading practices:

- Individual tests/assignments will receive no more than 100%.
- Extra credit assignments/points are not available. Exception: When group tests following exams are conducted, points may be earned. See faculty and course syllabi for each course.
- ATI-proctored exams will be worth no more than 10% of the overall course grade. Note: NUR 288 counts a portion of the ATI Comprehensive Exam into the course points (10%); see NUR 288 syllabus for details.
- Nursing grades are not rounded in any way.
- Nursing courses are not graded on a curve.

Grading is based on the following WCC grading/percentage scale:

A	94 - 100%	C	75 - 77.9%
A-	90 - 93.99%	C-	70 - 74.99%
B+	87 - 89.99%	D+	67 - 69.99%
B	84 - 86.99%	D	64 - 66.99%
B-	80 - 83.99%	D-	60 - 63.99%
C+	78 - 79.99%	F	< 60%
C+ is the minimum grade needed to pass NUR courses		W	Withdraw: Equal to a failing grade for NUR courses; does not affect overall WCC GPA
		I	Incomplete

COURSE FAILURE/PROGRAM DISMISSAL

Students who fail (defined as a C or lower for the Nursing Program) a NUR course usually fail for one of two reasons: 1) clinical safety reasons or 2) academic reasons. Students who fail due to clinical safety violations will be dismissed from the Nursing Program, even if the failure is a first NUR course failure. Refer to course syllabi for grading expectations in each course. Students who fail clinical due to safety reasons are not eligible to reapply to the Nursing Program.

For failures due to academics, the first NUR course failure will require a repeat of the failed or withdrawn course along with successful completion of NUR 165, Success Strategies for Nursing Students, a one-credit course. When available, NUR 165 may be taken prior to the repeated course or in conjunction with the failed course. If a second NUR course failure occurs, the student will be dismissed from the Nursing Program. Two (2) NUR course failures and/or withdrawals *at any time at WCC* result in automatic dismissal from the Nursing Program. The student may not reapply if they have two (2) NUR course failures. Any student who is dismissed from the Nursing Program is not eligible for reapplication or reentry.

6. If a student fails (C or below) a NUR course:
 - a. The final course grade is less than a C+ (below 78%) in the Nursing (NUR) course (NUR 115; NUR 108; NUR 128; NUR 134; NUR 138; NUR 288; NUR 165); progression in the Nursing program is affected.
 - b. A Withdraw ("W") is considered a Nursing (NUR) course failure.
 - c. A WCC Nursing Course Failure/Program Progression form will be completed by the Director of Nursing after the posting of final nursing.
 - While not required, the student is encouraged to meet with the Director of Nursing or designee to complete the WCC Nursing Course Failure/Program Progression Form.
 - The nursing course faculty and student will receive a copy of the WCC Nursing Course Failure/Program Progression form.
 - d. The student is required to schedule and meet with the Dean of Health Sciences to complete an Exit Interview when being dismissed from the program.
 - e. If eligible to retake the course, continuation in the Nursing Program will be on a space-available basis and may not be immediate. In the event of more students needing a course than seats available in the course, selection will take place by lottery.
 - Students who are at risk of "timeout" in the required time for Nursing Program completion will have priority course registration to support timely completion (see C. PROGRAM RE-ENTRY vs. READMISSION POLICY and D. PROGRAM COMPLETION-TIME REQUIREMENTS).
 - Students who are not at risk of "timeout" in the required time for Nursing Program completion will be entered into a lottery for any available seats within the course.
 - Students are not guaranteed a seat to repeat a NUR course despite the risk of "timeout" for program completion.
 - f. The student will be required to take a remediation course such as NUR 165

- (one credit), before or concurrently with the repeated course if able to continue in the program.
- g. If a student fails (C or below) a NUR course the student will receive a *Target X Program Status Update* Letter stating their current status in the program due to the failure of their first NUR course.
 - h. If a student is dismissed from the program, a certified letter will be sent to the student's mailing address on file with WCC, and/or the student will receive a *Target X Program Status Update* Letter stating their current dismissal status.
7. In the event of a NUR course failure (C or below) and/or withdrawal, the student also has the following options, if applicable to the situation:
- a. Submit a Final Grade appeal per *WCC Procedure for Grade Appeals and Course Concerns*.
Grade Appeals and Course Concerns Website:
<https://www.wccnet.edu/learn/grades/appeals-concerns.php>
 - b. Submit a Course Concern per *WCC Procedure for Grade Appeals and Course Concerns*.
Grade Appeals and Course Concerns Website:
<https://www.wccnet.edu/learn/grades/appeals-concerns.php>
 - c. Apply for a Refund Exception:
Refund Exception Website:
<http://www.wccnet.edu/studentconnection/payingtuition/refundexception/>

PROGRAM RE-ENTRY vs. READMISSION POLICY

Re-entry into the Nursing Program is possible only when a student interrupts their progression while in good standing (passing). Reasons may include, but are not limited to, deployment with the military, medical, **pregnant or nursing students refer to WCC Title IX website** (<https://www.wccnet.edu/succeed/personal/title-ix/>) or extenuating personal reasons, or temporary leave of absence. Students who wish to take advantage of this policy must:

- 8. Schedule an appointment with their nursing academic advisor to discuss their intentions to interrupt program progression.
- 9. Schedule a **required** meeting with the Director of Nursing to complete Nursing Course Failure/Program Progression Form and attach any required documentation (physician or therapist recommendation, military orders, etc.).
 - a. The student can request an appointment with the DON using the nur@wccnet.edu email address.
 - b. The student **MUST** receive a completed WCC Nursing Course Failure/Program Progression Form prior to interrupting their program progression.
- 10. Approval or breaks in program progression/change in the academic plan must be approved by the nursing administration (Director of Nursing). **Failure to receive approval for academic plan changes will result in immediate dismissal from the Nursing Program.**
- 11. Return within one (1) calendar year (and complete the program within four (4) calendar years of originally starting the APNURS track OR two (2) calendar years of originally starting the APNURL track. Example: Start in Fall 2020, the program must be completed by Fall 2024 for the APNURS track; Start in Summer 2020, the program must be completed by Fall 2022 for the APNURL track.

12. Arrange for the successful completion of a refresher course(s) prior to program re-entry if applicable.
13. Follow the current Health Requirement policies for updating health credentials, upon return.
14. The Director of Nursing will arrange for registration pending the availability of classroom or clinical space.
15. Students interested in Nursing Program re-entry or readmission should email nur@wccnet.edu first to discuss the requirements for re-entering or being readmitted to the Nursing Program.
 - a. Includes the completion of all required clinical readiness and program/course requirements.
 - b. Re-entry the program in the required time (see below).
16. Nursing Program re-entry/readmission is not guaranteed due to space (seats) availability.

Re-Application: Students who fail two (2) NUR courses, including NUR 115 and NUR 165, will be dismissed from the program and are **not eligible to reapply**. Students who exit in good standing (see above) before completing the program must re-enter within one academic year to fulfill the four-year requirement for APNURS and the two-year requirement for APNURL (see below). If more than four years (APNURS) or two years (APNURL) have elapsed since the original admission date, a student who has exited in good standing may start over by reapplying to the program through the usual means. Be advised, program requirements may have changed, necessitating a student to take additional support courses.

PROGRAM COMPLETION: TIME REQUIREMENTS

It is important the student understands the Nursing Program must be completed within four (4) years for APNURS track students and two (2) years for APNURL track students of the original admission date. As required by the MBON, failure to complete the program within this time limit will result in dismissal from the WCC Nursing Program regardless of current academic standing.

GRADUATION REQUIREMENTS

The following graduation requirements apply to the Associate in Applied Science for WCC's APNURS and APNURL program students:

1. Complete all NUR courses specified as required for the AAS: Nursing Program with a minimum grade of 'C+' or the equivalent.
2. Complete all other required support courses (general education, HSC) with a minimum of C, except BIO 111 A&P which is B-. *Refer to DegreeWorks for degree completion requirements.*
3. Meet all WCC general education requirements in effect at the time the student enrolled in the Nursing Program. *Refer to DegreeWorks for degree completion requirements.*
4. Maintain an overall GPA of 2.0, per WCC policy.
5. Complete an Application for Graduation (preferably, in the semester preceding the student's anticipated date of program completion).

Certification of Program Completion will be sent to the Michigan Board of Nursing after the student does **all** the following:

1. Completes all AAS-Nursing degree requirements, and this has been verified by the Student Records Department through DegreeWorks - must show 100% completion.
2. Completes the Final Program Evaluation for the Nursing Program on the WCC Learning Management System (LMS) site.
3. Provides post-graduation contact information, through the Graduate LMS site.
4. Fulfills all financial obligations to WCC.
5. Returns student nursing badge to the nursing office (TI 122U).

COMPLAINTS/GRIEVANCE PROCEDURES

- Concerns related to laboratory/clinical should be addressed first with the laboratory/clinical instructor/faculty and then followed up with the course faculty if no resolution.
- Concerns related to course content, policies, grading criteria, and/or procedures should first be addressed to the course faculty leader.
- If issues are not resolved, whether laboratory/clinical or course, contact the Director of Nursing next (see the directory at the front of this document).
- Prior to completing a complaint/grievance, the student is encouraged to speak with all parties above. In the event there is no resolution, the below link provides more information regarding WCC's policy on filing a complaint/grievance:
- [Consumer Information Complaint Procedure](#)

STUDENT RESOURCES

17. WCC Student Resources

- a. [Student Resource Center \(SRC\)](#) - Helps with admissions, financial aid, student records, and resource directory. Helps with tuition, books, transportation issues, on- and off-campus childcare, emergency food pantry, etc. for financial and emergency needs.
- b. [WCC Afford Your Education](#) - Assisting with finding funds to include grants and scholarships for school, paying tuition, and work-study programs.
- c. [Learning Support Services \(LSS\)](#) - Support for individual needs of accommodations.
- d. [Learning Commons](#) - Helps with tutoring at WCC, Registered Nurse tutor available through Learning Commons.
- e. Academic Advising and Career Guidance Center – Short-term personal counseling and connections to community resources to include a Success Coach.
- f. [Wadham's Veterans Center](#) – Veteran's Center on campus for all former and current active-duty military, spouses, and dependents of veterans and students of the National Guard or Reserves.
- g. [English as a Second Language \(ESL\)](#) – Support for students where English is their second language.

- h. [Math Resource Center](#) -Tutoring for math-related topics
 - i. [Student Parents at WCC](#) – Resources for parents who are current students.
 - j. [Writing Center](#) – Assistance with writing
 - k. [Information Technologies](#) – Information Technologies help and support
 - l. [Personal Counseling](#) – Personal support for solution-focused counseling for current students.
18. Nursing Student Program Resources
- a. [Scrub Hub](#) – Email to Nursing Admin (nur@wccnet.edu) for donating or acquiring used WCC Student Nurse scrubs.
 - b. [WCC Foundation](#) – Email to Nursing Admin (nur@wccnet.edu) for fiscal assistance through the nursing scholarship foundation.
 - c. [Peer Tutoring](#) – Assistance by nursing student peers for study and tutoring time. *The availability of tutors can vary from semester to semester. Please check course and cohort Learning Management System (LMS) sites for specific information.*
 - d. [Refresh and Learns](#) – Faculty-supported, guided learning sessions related to identified topics and/or preferences. *Availability of sessions can vary from semester to semester to include in-person and/or online delivery. Please check course and cohort LMS sites for specific information to include potential listing of topics.*
 - e. [Town Hall Meetings](#) – Semester offered a student-centered town hall forum for students to be updated on the Nursing Program and participate in an open forum with the Nursing Administration and Faculty. *This is optional, and students are highly encouraged to attend. The meeting schedule for each semester will be sent to students via the cohort LMS site, with meeting minutes posted for review.*

PROFESSIONAL BASICS

A. Communication

1. Students are required to use their **WCC email** account to receive course/departmental updates. **Students are expected to check their email daily and respond to nursing faculty/staff as requested. This includes daily checking of email during college breaks and the spring/summer period.** *Faculty and nursing administration reserve the right not to respond to emails from a non-WCC account.*
2. There is also an expectation that students will become proficient in using the college-designated learning management system (LMS), as course and program information are housed within it. Information about available LMS training and other technological support can be found in Student Support Resources and on the WCC website.
3. Often, students and faculty must fill in and sign documents electronically. The student is expected to download the **free Adobe Acrobat Reader software** and create a digital signature. The student must be able to fill and digitally sign documents for upload to any number of websites. This would be necessary for many reasons including course assignments, clinical requirements, graduation forms, lab referrals, Written Counseling-Collaborative Action Plan (WC-CAP) forms, etc.
4. **Emergency Closing Procedures** - When WCC is closed or classes are canceled on WCC's main campus, all extension center classes are also canceled. This includes clinical sites and other practicum sites, except when the agreement with

the clinical site specifies the clinical must be held. Note: If there is more than one (1) If a clinical is canceled in a semester, provisions will be made for scheduling a make-up week/day after the end of the semester. This make-up week will be identified at the start of the semester so that students can plan accordingly. The course faculty leader will determine how the clinical time will be made up. Information will be provided in your course syllabus.

5. Detailed **closing information** will be placed on:
 - School Closing Information line at 734-677-5288
 - WCC home page at <http://www.wccnet.edu>
 - WCC Alert which is the College Emergency Notification Service at: [Clery Act \(public safety\)](#)

B. Social Media/Networking

1. Professional Boundaries

Maintaining professional boundaries can be a challenge for students and faculty in the information technology age. **To ensure professionalism (a Nursing Program student learning outcome)**, it is imperative to set clear boundaries for both nurse-client and faculty-student communications and relationships. This policy establishes guidelines for these relationships and for professional behaviors related to communications that utilize **information technology (a Nursing Program student learning outcome)**, including email, texts, and social networking sites. Violations of these guidelines may be considered unprofessional behavior and may be the basis for disciplinary action up to and including dismissal from the Nursing Program.

- Faculty-Student Communications
 - I. The appropriate use of information technology between faculty and students involves the use of college email, not personal email.
 - II. Social networking sites are not suitable for communication between faculty and students (or patients and students, see below). Students who are found to be in violation may be subject to disciplinary action in accordance with WCC Board policy 4095. See also the National Council of State Boards of Nursing (NCSBN) Nurse's Guide to Use of social media.
- Nurse-Client/Patient Communications
 - I. Do not become a 'friend' on a client/patient's social networking site or allow clients/patients to become a 'friend' on your site.
 - II. Do not reveal the personal health information of individuals you access in your professional role. This constitutes a violation of the Health Insurance Portability and Accountability Act (HIPAA).
 - III. Do not use computers from WCC or clinical facilities for personal business. These resources are monitored and are provided for either academic or clinically related business.
 - IV. Do not photograph yourself or anything else in the clinical unit with a personal phone/camera.

2. Professional Behaviors Related to Social Networking

- a. Do not report private academic information of other students on social media sites. This is a FERPA (Family Educational Rights and Privacy Act) violation.

- b. When using social networking sites, always present yourself in a mature and professional manner. Be aware future employers review these network sites when considering potential candidates for employment.
- c. Refrain from the following actions on social networking sites:
 - Display of vulgar language or known abbreviations for such.
 - Posting derogatory comments about an instructor, faculty, or staff as a group, an individual student or group of students, a clinical facility, or staff of such.
 - Display of language or photographs that are disrespectful of any individual or group secondary to age, race, gender, ethnicity, political affiliation, faith, or sexual orientation.
 - Posting of personal photographs or photographs of others that may be interpreted as condoning irresponsible use of alcohol or firearms, substance abuse, or sexual promiscuity.
 - Posting potentially inflammatory or unflattering material on another's website (e.g., on the page of that person's social media site).
 - Maintain professional conduct between colleagues on social networks.
- d. NCSBN has produced additional social media guidelines including the *White Paper: A Nurse's Guidelines to Social Media*. Please consult the NCSBN website for more information.

C. Health Information Portability and Accountability Act (HIPAA) violation.

1. The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other individually identifiable health information and applies to all healthcare interactions. This Rule requires appropriate safeguards to protect the privacy of protected health information (HHS, 2023).
2. Many HIPAA violations occur when accessing or sharing patients' protected health information (PHI) which can include but are not limited to:
 - a. In-person discussion about a patient when not related to healthcare treatment
 - b. Copying of medical records when not authorized to do so.
 - c. Social sharing of patients, care providers, and the healthcare community when not authorized to do so.
 - d. Sharing of log-in to computer/medical record access
3. Suspected violations of HIPAA will be reviewed and mitigated by the Nursing Program Administration at WCC.
4. A student with a HIPAA violation will be dismissed from the Nursing Program.

LAB/SIMULATION/CLINICAL REQUIREMENTS

A. SKILLS/SIM LAB

1. Philosophy

The Nursing labs offer supervised, 'hands-on' practice for basic and advanced nursing skills, clinical decision-making activities, and procedures, as well as building confidence with effective communication skills. Lab experiences provide an opportunity for students to ask questions and apply the theory learned in the online portion of the course and lab presentations. Students have the opportunity to organize and perform procedures and to practice their approach before doing so with an actual hospitalized patient.

2. Student Responsibilities

The Nursing Skills/Sim Lab is an extension of your clinical and academic programs. **Therefore, all the same requirements for maintaining professional behaviors in both clinical and academic settings apply to the lab/sim setting.**

- a) **Appropriate dress** is required for the lab and should meet the expectations of the clinical setting, as outlined in the current dress code requirements of the WCC Nursing Program (explained below).
 - b) All students are responsible for **cleaning and storing** the equipment used during lab time, as well as maintaining the cleanliness of their assigned unit or station. It is expected that students will use laboratory and WCC supplies appropriately and economically.
 - c) Students must adhere to the following:
 - **No children** are allowed in the lab (practice OR check-off).
 - **Cell phones** must be silenced and not used for recording or photography, except as directed by faculty for the purpose of completing an assignment.
 - Professional HIPAA standards
3. Students must purchase the prescribed lab kit before the start of the semester. Information for purchasing the appropriate course-associated lab kit will be provided on the Learning Management System (LMS) Community site. To avoid a late charge from the vendor, students must purchase by the specified deadline.

4. Open Lab

- a) It is the goal of the nursing department to provide open lab hours during the week, for student practice. In the meantime, students may use their lab kits to practice skills outside of scheduled class time and attend their faculty's office hours for guidance. When possible, campus open lab time will be established and posted by the Lab Coordinator.
- b) When open lab hours are posted, students are required to sign up for supervised practice or repeat checkoffs, as appropriate.
 - Make-up check-off requirements are determined by the course syllabus.
 - Supervised practice will be conducted by faculty according to the schedule as posted. Students and faculty will work together to arrange a repeat check-off time.
 - Signing in and out will be required for use of all open lab time.

5. Lab Referrals

Students may be given a written 'Student Referral for On-Campus Lab' form (See Appendices at the end of this Handbook). This is a formal referral to work on a particular skill(s) in the lab during supervised practice/open lab time. Students must sign up for a time slot with an instructor during supervised practice time/open lab. The supervising practice instructor must sign the form and the student will return it to their instructor demonstrating successful completion of the skill(s).

B. Human Patient Simulations

Simulation is an evolving method of teaching and learning in nursing. Simulation allows students to become familiar with patient care situations in the safety of the

academic environment.

1. Simulation Summary

Human Patient Simulation (HPS) is the use of interactive patient substitutes in realistic environments using evidence-based scenarios to improve participant comprehension of key patient care concepts at levels appropriate to the participants' education, experience, and scope of practice.

2. Simulation Mission

To expand, enhance, and validate the educational and skill-set capacity of nursing students and practicing nurses in Washtenaw and surrounding counties, as well as offer state-of-the-art facilities for certification/recertification of other health professionals through human patient simulation.

3. Simulation Team

The Simulation Team includes the nursing Lab Coordinator and representatives from the faculty, who possess an understanding of the capabilities and limitations of the patient simulators, and the expertise in the simulation development process and use of simulation in health education. They are responsible for reviewing, approving, and executing simulations for the Nursing Program and other outside partners. Simulation conditions are subject to change based on laboratory conditions, availability of resources, and the clinical judgment of the Simulation Team based on evidence-based literature.

4. Simulation Laboratory Use

The Human Patient Simulations Laboratory (HPSL) consists of the clinical area and the simulation control area. The clinical area consists of HPS, patient care sections, nursing stations, a medication distribution unit, and the associated equipment and supplies that can be used to simulate a variety of healthcare facilities.

- a) The HPSL is a dedicated-use facility whose primary purpose is human patient simulations for the Nursing and Allied Health programs and CPR/AED training at WCC. It may be used by other departments within WCC as well as other community partners. The use of the lab by these partners is described in the document HPSL Outside Use Request, available from the Nursing Lab Coordinator.
- b) Maintenance of the HPSL is the responsibility of the Nursing Lab Coordinator and the part-time simulation faculty.
- c) Use of the HPSL for purposes other than those listed above must be requested and approved in writing and in advance by the Simulation Team.
- d) No food or drink of any kind is permitted in the HPSL clinical area, except for use as part of a simulation or simulator-related activity.
- e) Photography, video, and audio recording in the HPSL by persons other than the simulator faculty are strictly prohibited, unless with the expressed, written, and advanced permission of the Simulation Team.
- f) HPS are sensitive medical devices. They are not to be used for any purposes other than patient simulation. HPS cannot be adjusted, posed, moved, inspected, or in any other way used without the permission of, and supervision by, the Simulation Team.
- g) Any misuse or mishandling of the HPS will result in immediate removal from the HPSL and appropriate disciplinary actions will be taken.

5. Student Role in Simulation

The HPSL is a clinical unit as defined by the WCC Nursing Program Student Handbook. As such, student behavior and performance are expected to adhere to all HPSL rules for laboratory use, as well as the professional behaviors clinical rules, and safe practices explained throughout the Handbook.

- a) Students are held to the same standards for evaluation when a scenario is in progress (i.e., clinical course objectives) as if performed in the clinical setting.
- b) Students observed to be exceeding their scope of practice, or acting in an inappropriate or unsafe manner, are subject to counseling (e.g., verbal, written, lab referral) by their faculty leader or Simulation Team.
- c) As in the clinical setting, repeated incidents of unsafe practice during simulation assignments will result in a grade of 'No Pass' for the clinical course.
- d) Simulation scenarios are protected patient data, and students are required to maintain the privacy and integrity of all simulations.
- e) Make-up time for missed patient simulations will be done at the discretion of the course faculty leader and Simulation Team.

C. CLINICAL/CLASS RULES/ATTENDANCE

1. General Expectations

Each student is expected to behave in a professional manner in all settings (bookstore, email, Zoom, classroom, lab, simulation, clinical, social media, etc.). This is especially true when wearing the WCC nursing student uniform in public.

Each student's conduct reflects on the college, the department, and the nursing profession. An optional, but highly recommended, resource for all nursing students is the American Nurses Association's *Nursing: Scope and Standards of Practice*, 4th ed. The standards of professional practice and professional performance are woven throughout the WCC Nursing Program and are expected of all faculty and students.

2. Introductory Clinical Information

- a) The student's clinical eligibility is the heart of Nursing Program participation and success.
- b) To remain eligible for clinical, the student must meet all health requirements, technical standards, and deadlines as stated in this Handbook, in ACEMAPP (explained below), in the Learning Management System (LMS) site, etc. Do not wait until the deadline to ask for help. Students who do not meet deadlines must drop or withdraw from the course. A second withdrawal or failure will result in dismissal from the program.
- c) Transportation to the affiliating health agency (clinical) is the student's responsibility. There is no reimbursement by WCC for transportation costs.
- d) WCC cannot guarantee a specific agency placement for any student. Clinical schedules (days, shifts, units) are determined by our affiliating healthcare agencies.
- e) Clinical or class time may be between the hours of 5:30 a.m. and 12 midnight, Monday through Sunday.

3. Clinical Site Assignments

- a) Student assignments are created and assigned by the nursing department after clinical rotation requests have been granted by the agencies.
- b) The student assignments are announced to students through the Learning Management System (LMS) Community site, usually within one month of the start of the semester.
- c) It is the student's responsibility to stay up to date on clinical site assignments and notifications prior to the semester start date.
- d) Upon announcement of student assignments via the LMS site, special accommodations may be considered for extenuating circumstances on an individual basis with *no guarantee* of switching.
- e) Once students are placed in their ACEMAPP roster, their rotations are locked, and accommodations can no longer be considered.
- f) Every effort is made to provide students with one month's notice of their specific clinical assignment (not guaranteed); due to the ACEMAPP process that WCC must follow, more notice than 1 month is rare.

4. Attendance (Clinical, Lab, Simulation, and Lecture)

Students are expected to attend all clinical, laboratory, simulation, and lecture learning opportunities. Punctual attendance for the entire scheduled class, Zoom (or other online meeting), laboratory, simulation, and clinical sessions is required for all nursing students and is tracked by faculty for verification purposes to our accreditors and the State of Michigan. ANY missed time (absence or tardy) is called a *Student Occurrence*. Student Occurrences are measured in time missed, are documented by course or laboratory/clinical faculty, and forwarded to the department secretary for tracking. The following are guidelines by which the WCC Nursing Program enforces attendance:

- a) Before any unavoidable miss (clinical, laboratory, lecture), the student must contact the instructor and the course faculty leader, as a first step. This is done via WCC email. Notification received *from another student* will not be accepted.
- b) An absence without prior instructor notification (no call/no show) can result in failure of the course and dismissal from the program.
- c) The student should not report for lab/clinical day if experiencing fever (temperature equal to or greater than 100.4°F).
- d) It is not acceptable to miss clinical and/or laboratory learning time.
- e) Missing clinical/laboratory learning time can impact a student's standing in their current clinical course and the program overall.
- f) No more than 10% (ten percent) of course and/or program clinical/laboratory time can be missed.
 - i) Clinical absence, clinical tardy, laboratory absence, and laboratory tardy are cumulated times for each nursing course and program overall. This cumulative time is tracked by the Nursing Program administration and course faculty.
 - ii) A **first** missed/late clinical time will result in a Professionalism competency deduction/citation on the Clinical Evaluation Tool.
 - iii) A **second** missed/late clinical time will result in a further Professionalism competency deduction/citation on the Clinical

Evaluation Tool and meeting with FT faculty and subsequent scheduled meeting(s) with the Director of Nursing. It is the student's responsibility to email nur@wccnet.edu and request an appointment.

- iv) Three or more missed/late clinical time can result in clinical failure due to an inability to meet minimal competency standards for Professionalism and course outcomes identified on the Clinical Evaluation Tool.
- v) Missed/late laboratory time will result in a points deduction from laboratory assignments. Subsequent missed/late laboratory time can result in laboratory failure and/or earning a score of zero ("0")/reduction in points for laboratory assignments despite required submission per course faculty's discretion. Refer to course syllabi.
- vi) All clinical, laboratory, and lecture experiences are intentionally chosen and tied to course outcomes. It may be that a student is not able to meet course outcomes due to a missed experience (e.g., orientation, presentation, seminar, etc.). In some cases, a student's absence can result in a course incomplete or failure due to not meeting course outcomes as outlined in the course syllabi.
- vii) Repeating a course may be required to achieve the outcomes.
Repeating courses will be on a space-available basis. **No student will receive a passing grade who misses greater than 10% clinical/laboratory hours in a semester (or 10% laboratory hours in NUR 134), regardless of circumstances.** For students who miss greater than 10% of clinical/laboratory hours due to devastating life circumstances, contact your nursing faculty advisor and academic student advisor for guidance.
- viii) All clinical/laboratory hour content/learning is tied to course outcomes. Alternate assignments will be assigned by clinical/course faculty to approximate the missed experience/hours and demonstrate to the faculty the student has achieved the required competencies and course outcomes associated with the missed experience(s). These alternate assignments are not optional, and they **do not replenish** missed hours.
- ix) Each clinical course has 135 hours of time on task through clinical/laboratory learning. Replacement/alternate assignment work does not restore the hours missed. Replacement work helps a student to achieve course outcomes when circumstances prevent them from attending the originally intended and optimal means of meeting the course outcomes.

Laboratory and clinical hours completion and missing hours are tracked throughout the program. A student who repeatedly misses laboratory/clinical required hours is at risk for not meeting program expectations (refer to the End of Program Student Learning Outcomes) and can jeopardize their ability to graduate from the Nursing Program. In this instance, faculty and/or the Director of Nursing will work with the student on a performance improvement plan to meet program outcomes, program progression and/or meeting

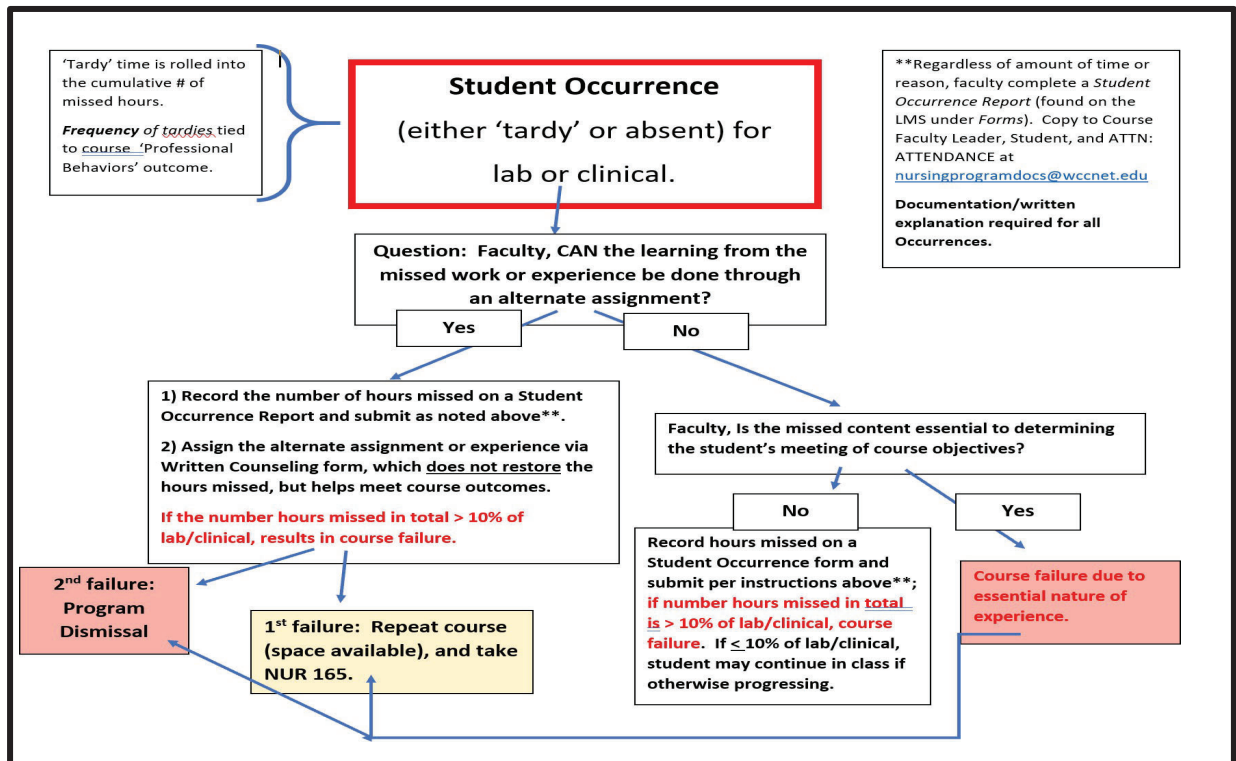
of EOPSLOs is not guaranteed. The policy in this section addresses missed laboratory/clinical/ simulation. For missed exams, contact the course faculty leader, and consult the course syllabus.

5. Other Clinical Considerations

Below are some additional WCC policies applicable to laboratory/simulation/clinical:

- a) The clinical instructor will supervise all procedures performed by the student until the student is evaluated as competent.
- b) Patient assignment
 - Students are to be assigned patient(s) on their assigned clinical unit.
 - Students are not permitted to have off-unit or off-site observation experiences during clinical time.
 - If shadowing a staff RN on the assigned clinical unit for clinical learning, the student is not permitted to do procedures or pass medications with the staff RN unless clinical instructor is present to supervise.
- c) Students must be closely supervised while administering all medications to patient(s) in clinical. This applies to students at all levels of the program.
 - The clinical instructor and student are responsible for safe medication practices.
 - The student must be always supervised by the clinical instructor with medication administration without exception.
- d) **Students under no circumstances able to administer intravenous push (IVP) medications.**
- e) While in a facility as a WCC student, students must practice according to student scope of practice regardless of other expertise. If an employee of the agency, refrain from using employee access while there as a student.
- f) Likewise, faculty wees of an agency must refrain from using employee access while serving in the capacity of a WCC clinical instructor.
- g) An instructor may ask a student to leave the clinical unit or laboratory area if there is a concern about the student's ability to render **safe** patient care. Reasons may include (but are not limited to) illness, excessive fatigue, emotional instability, combativeness, offensive body odor (could include strong fragrances), or behaviors suggestive of intoxication or drug use.
- h) If a student is asked to leave the clinical unit or laboratory area, the student can be referred to WCC Public Safety, Emergency Room (ER/ED), or local/hospital authorities.
- i) During the clinical experience, the student will remain in the agency for breaks and meals.
- j) Facility phones on clinical units may not be used for personal calls.
- k) Facility computers may not be used for personal use.
- l) Use of personal cell phones in the clinical setting for any reason (e.g., phone call, look up medications, camera, calculator, etc.) **is strictly prohibited**.
- m) Students are required to notify the clinical/laboratory instructor/faculty immediately should they receive an injury in the learning setting. A Nursing Program Incident Report will be completed, in addition to the agency's requirements. The WCC Incident Report is on the Learning Management System (LMS) site for Faculty.

Student Occurrence Graphic:



D. EXAMPLES OF UNSAFE OR UNSATISFACTORY PRACTICE, BY SLO

The statements under each SLO (Student Learning Outcome) are to be used in conjunction with the evaluation of course objectives for all clinical nursing courses. Refer to specific course Clinical Evaluation Tools (CETs). The student is in jeopardy of failing the clinical course and/or being dismissed from the Nursing Program when the following areas are compromised. A Written Counseling-Collaborative Action Plan (WC-CAP) form will be completed by the clinical instructor/faculty, which identifies the unsafe or unsatisfactory practice area and a plan for improvement. The student is expected to digitally sign the form, indicating receipt of the form, and may add comments as desired. **These examples are not all-inclusive.**

1. Patient-Centered Care

- Repeatedly unable to manage patient care assignments within the constraints of the assigned clinical time.
- Fails to respond appropriately to impromptu patient situations.
- Repeatedly wasteful with organizational resources.
- Violates ethical, legal, and regulatory frameworks of nursing:
 - Consistently shows disrespect for patients and/or significant support persons.
 - Violates patient confidentiality (e.g., invasion of privacy, discussion of patient's condition inappropriately).
 - Shows a lack of integrity by being untruthful with faculty, clinical staff, etc.
 - Fails to seek assistance and supervision when

performing procedures for the first time or as directed by the clinical instructor (i.e., attempting to function beyond the level of preparation).

- e) Does not report unsafe practices of healthcare providers.
- f) Does not demonstrate accountability for assigned nursing care.

A) General Attitude

- a) Fails to recognize errors and to assume responsibility for own actions and/or mistakes.
- b) Unable to maintain composure during nursing care, whereby tenseness and anxiety interfere or inhibit the person's ability to function in clinical settings.
- c) Fails to separate professional and personal responsibilities and set patient's needs above those of self while in the clinical setting.
- d) Attends clinical in a state of health where one's judgment is impaired (e.g., drug intoxication, emotional stress, sleep deprivation).
- e) Fails to follow through on instructions from clinical instructors, hospital staff, and providers.

B) Clinical Preparation

- a) Fails to use sufficient time to assess patients prior to assigned clinical time, whereby assigned paperwork is incomplete.
- b) Unable to answer pertinent questions regarding the patient's medical condition posed by the clinical instructor on repeated occasions.

C) Dependability/Reliability

- a) Unable to maintain appropriate professional boundaries (e.g., gives out phone numbers to patients and/or significant support persons, accepts money and/or gifts, etc.)
- b) Attends clinical in a state of health that may endanger the patient.

2. Teamwork and Collaboration

- a) Lacks the ability to communicate essential information to other staff or instructors verbally and promptly.
- b) Fails to report significant changes in patient's physical and/or psychological condition.
- c) Fails to recognize the effect of one's own behavior on patients and how patients' behavior might affect a student's response.
- d) Lacks the ability to relay pertinent patient information through documentation.

3. Safety and Quality Improvement

- a) Fails to report to peer(s), unit staff, and clinical instructor when leaving the unit. Fails to follow through with instructions given by a co-nurse.
- b) Fails to cooperate with unit staff by helping when time is available (does not function as a team player).
- c) Fails to ensure safe clinical practice.
- d) Repeatedly performs nursing treatments or procedures incorrectly or inaccurately.
- e) Fails to recognize and implement independent nursing functions, i.e., turning and positioning bedridden patients every 2 hours, handwashing,

etc.

- f) Fails to initiate appropriate nursing interventions based on priority needs.
- g) Fails to administer medications following agency guidelines.
- h) Performs dependent functions without a health care provider's order.

4. Information and Technology

- a) Fails to document patient assessment and intervention details in a complete, accurate manner.
- b) Fails to use the given information (provider orders, nursing notes, MAR) to provide care safely and adequately during clinical/lab.
- c) Fails to ensure that accurate, up-to-date, and safe care is given to patients.

5. Clinical Judgment/Evidence-Based Practice

Fails to make sound, appropriate clinical judgments due to inadequate knowledge of:

- a) Individual disease conditions and related pathophysiology
- b) Diagnostic tests
- c) Medications:
 - i. Relation to diagnosis
 - ii. Necessary precautions
 - iii. Evaluation of the therapeutic effect
 - iv. Side effects and adverse reactions
 - v. Safe dose
 - vi. Inability to compute dosages accurately
- d) Treatments and procedures relating to diagnosis and pathology
- e) Fails to recognize significant or reportable patient findings.
- f) Fails to determine priority areas of nursing care, including an appropriate plan of action with rationales.
- g) Fails to evaluate nursing care appropriately by not identifying pertinent patient data from carrying out the care plan.

6. Professionalism/Leadership

- a) Does not practice within ethical, legal, and regulatory frameworks of nursing:
 - i. Violates patient confidentiality (e.g., invasion of privacy, discussion of patient condition inappropriately)
 - ii. Shows a lack of integrity by being untruthful with faculty, clinical staff, etc.
- b) Fails to seek assistance and supervision when performing procedures for the first time or as directed by the clinical instructor (i.e., attempting to function beyond the level of preparation).
- c) Demonstrates incivility by showing aggression and/or disrespect for patients and/or significant support persons, peers, faculty, etc.

VIRTUAL CLASSROOM ETIQUETTE FOR STUDENTS

In a virtual classroom, appropriate classroom behavior is expected. To ensure a successful virtual classroom meeting and a productive learning environment, please keep the following 'dos and don'ts' in mind:

Do:

- Find a clean, quiet space and dress appropriately (i.e., scrubs).
- Let all household members know when and where you will be in class and ask them not to disturb you.
- Ensure your full name appears correctly.
- Be aware of your background, lighting, and noise.
- Mute until you are required to talk. Use the platform functions to communicate if needed (chat, raise your hand, answer yes/no, etc.).
- Use an appropriate background.
- Turn off/silence your cell phone and close other windows on your computer.
- Be on time for class. Communicate with the course faculty leader (via the preferred communication method listed on the syllabus) if you will be late or lose your connection during class.
- Pay attention. Maintain eye contact with the speaker on the screen.
- Be prepared to take notes (on your computer or in a designated notebook) or to access course materials.

Do not:

- Enter a virtual meeting you were not invited to, share an access code for your class with others, or enter under a different name.
- Take screenshots, cell phone pictures, or otherwise record the meeting, your classmates, or your instructor/faculty without express permission to do so. The Family Educational Rights to Privacy Act (FERPA), intellectual property rights, and federal law prohibit the saving, copying, electronically capturing, or sharing of student and teacher images and recordings without pre-requested written consent. If all parties grant permission, the recording or image may only be used for personal use, such as note-taking, and not disseminated. Failure to comply with these rules may result in expulsion from the college and potential criminal prosecution.
- Change your name or change your background during the meeting (unless asked to do so as part of the exercises in class).
- Walk around during the virtual class meeting.
- Use the chat for side social conversations with classmates.
- Sit in front of a window or bright light; this will make your face too dark to see.
- Have conversations with household members off-camera.
- Allow household members to walk around behind you during the meeting.
- Engage in texting, social media, working on other classes, or other distractions while in class.
- Tune into class while driving or shopping, for example.

Adapted from Zoom Etiquette for Students, University of Scranton (n.d.)

DRUG-FREE ENVIRONMENT

The WCC Nursing program has zero tolerance for illicit drug and substance abuse or misuse in the practice lab, classroom, and clinical locations. Being under the influence of a drug or alcohol is strictly prohibited and may result in dismissal from the program.

Refer to Board of Trustees Policy 4095: <http://www.wccnet.edu/trustees/policies/4095/>

1) Upon Admission

All accepted and alternate applicants must purchase an initial criminal background check and ten (10) a ten-panel urine drug screen using a WCC-approved outside vendor (contact information to be provided). This purchase/order includes the required nursing health documents and immunizations to meet WCC program requirements. Any student who has a positive drug screen without medical documentation will not be admitted into the Nursing Program. Due to federal regulations, a medical marijuana card is not an acceptable form of documentation.

If you have been convicted of a crime, it is your responsibility to determine if your history will prohibit you from being licensed as a registered nurse. The Michigan Department of Community Health (MDCH) does not evaluate a conviction for nursing school students. The MDCH will only review the conviction at the time of application for licensure. You must disclose on the application for licensure any misdemeanor or felony conviction. Failure to admit will affect your eligibility for licensure. A student's criminal record may prevent them from participating in clinical placement, which is a requirement for the Nursing Program. **This can impact admission/progression/graduation within the WCC Nursing Program. Clinical agencies reserve the right to deny students clinical placement based on their conviction history at any time. The WCC Nursing Program cannot guarantee clinical placement semester to semester, as this may impact program progression and graduation.** If you need assistance with this statute, contact legal counsel; WCC staff/counselors cannot provide legal advice.

A student charged with a misdemeanor or felony while enrolled in the nursing program must *immediately* report this to the Director of Nursing (DON). Such incidents can affect their progression in the WCC Nursing Program. An inability to report immediately is a violation of Board Policy 4095 and can result in immediate dismissal from the WCC Nursing Program.

Random 'For Cause' Drug Screens

At any time during the classroom, lab, or clinical portions of the Nursing Program, if a student is suspected of being under the influence of drugs or alcohol, the program faculty or clinical facility personnel may require the student to undergo a drug and/or alcohol assessment at the student's expense. If the clinical facility has the capability of doing the screen on-site, the facility may use that service. If a student must be dismissed from the clinical facility during a clinical assignment to undergo testing and/or for inappropriate behavior due to drug or alcohol influence, the student will be responsible for providing contact information for someone to provide transportation for the student to be taken away from the site and, as necessary, to the college-designated testing agency. Failure by the student to comply with this policy is grounds for dismissal from the Nursing Program. A positive drug or alcohol test is also grounds for dismissal from the Nursing Program.

DRESS CODE REQUIREMENTS (UNIFORM)

The term 'uniform' signifies similarity, consistency, and singleness of purpose. Listed within

the table is what is meant by 'complete uniform' at WCC; and when, where, and how the uniform is worn.

Element	Description
Uniform:	<p>The uniform consists of an appropriate shirt and pants of the current accepted color. The acceptable brands for WCC nursing student uniforms are Cherokee®, Beyond Scrubs®, Med Couture®, and Dickies® in olive green color. The TI 122 Scrub Hub has a limited stock of Cherokee®. No exception for alternate brands and/or color will be granted. All shirt sleeves (both outer and under clothing) should not exceed three- quarter in length (must be pushed up to this length if long-sleeved) to facilitate proper hand washing. Jeans or denim, and sweatshirts are not acceptable substitutes for the uniform. Excessively tight uniforms are not permitted. If you are in doubt, check with your clinical instructor/faculty leader.</p> <p>Any exceptions to the use of the current accepted color are facility/patient population specific.</p>
Program Embroidery:	<p>A WCC Nursing Program Logo is optional. If the logo is desired, the logo must be stitched by Scrubs and Beyond on Washtenaw Ave, Ann Arbor, MI. Embroidery displaying logos other than WCC Nursing is not permitted.</p>
Scrub Jackets:	<p>Students may choose to wear a scrub jacket as an accessory to their uniform. To maintain consistency, students must choose the currently accepted color. A black fleece and/or scrub jacket or cotton zip jacket with no hood is allowed but must either be plain or have the WCC logo stitched by Scrubs and Beyond on Washtenaw Ave. in Ann Arbor.</p>
Underclothing:	<p>Appropriate white or skin-colored underpants and bra or undershirt should be worn under the uniform. Complimentary socks can be seen above the shoe (no footies) are required. White t-shirts (long or short-sleeved) or white turtlenecks may also be worn under the uniform for warmth or to cover tattoos.</p>

Solid Color Nursing Shoes in Dark or White:	<p>Clean, dark, or white nursing shoes are required. Shoes worn in clinical and laboratory environments are required to be OSHA compliant and offer protection from fluid spills and sharp objects falling or crushing under foot. No exceptions for compliance with the required shoe type will be granted for students. Infection control standards are to be always adhered to include the wearing and usage of shoes worn in the clinical and laboratory environments: Shoes are to be clean to avoid contaminating the nursing facility and in good repair for safety reasons. <u>We strongly encourage students to have a dedicated pair of nursing shoes for clinical and laboratory learning experiences.</u></p> <p><u>Shoes must meet the following requirements without exception:</u></p> <ul style="list-style-type: none"> • These may be oxford or slip-on styles, flat or with an appropriate walking heel (the shoe must fit completely over the heel). • No sandals, mules, clogs, open toes or heels, or casual shoes may be worn. Completely dark leather athletic shoes are acceptable. • Canvas or mesh athletic shoes (i.e., 'Chuck Taylors') nor Crocs are allowed. • Shoes must be a solid non-faddish color (i.e. No pinks, purples, etc. allowed; dark brown, black, or grey is acceptable), no patterns allowed.

<p>Photo ID Badges and Badge Buddy:</p>	<p>Students are expected to wear Student Nurse Photo ID cards for ALL lab and clinical experiences, as these identify you as an active nursing student at WCC. These cards will be over and above the standard WCC picture ID, which is needed for the Testing Center and the LRC.</p> <ol style="list-style-type: none"> 1. Wear ID at upper chest level with the picture side facing out. 2. Information to be included on the card: <ul style="list-style-type: none"> ● Student's first initial or full first name, and complete last name ● Student Nurse title ● Expiration date - photo ID cards will have an expiration date of 2 years after the start of NUR 108. 3. The student will be responsible for obtaining a replacement card. <ul style="list-style-type: none"> ● Contact the Nursing Secretary (see Directory at front of this handbook) for a Lost ID Card Replacement form. Fillable form available on Learning Management System (LMS) Community site under Forms. ● Take the form to the Cashier's office (in SRC) and pay the \$10 replacement fee. ● Return the payment receipt to the Nursing Secretary (scan and email) to place the order. ● Students will be notified by SCC email with instructions for pick up. ● Student Nurse Photo ID cards must be turned into the Nursing Office at the time the student exits the Nursing Program. 4. Required Badge Buddies (to attach to your ID card) will be handed out to all students.

<p>Hygiene:</p>	<p>One of the special aspects of nursing is the close relationship with patients. Students will be working closely with many people; therefore, a neat, clean professional appearance is expected, as follows:</p> <ol style="list-style-type: none"> 1. Daily bathing and use of an effective deodorant are imperative. The body must be odor-free and as fragrance-free as possible, including odors from cigarette smoke and food odors. 2. Hair must be arranged in a style that eliminates excessive length, which may bring the hair in contact with the patient, aseptic field, linen, instrument, etc. <ul style="list-style-type: none"> • The hair must be secured away from the face and off the collar. The hair must be secured in such a way that eliminates the need for touching the face regularly to remove the hair from dangling. This is an important infection control point for both student nurse and patient. • Frequent shampooing is a necessity. • Style and color should be controlled and non-distracting. • Facial hair must be neatly trimmed and clean. May be asked to cover, i.e., agency policy. If facial hair interferes with the fit of necessary masks, the student must be prepared to do what it takes to achieve safe practices per the agency policy. Reassignment of clinical because of such matters is not possible. • Religious, cultural, or medical head coverings for men and women are subject to agency policy. Appropriate colors to be worn per WCC are solid colors of white, black, or olive green. 3. Nails, per Association of perioperative Nurses (AORN) <u>Guidelines</u> <ul style="list-style-type: none"> • Must be kept clean and no longer than ¼ inch. • Artificial or gel nails are not permitted. • Nail polish must be intact, not chipped and changed every 4 days. Nail polish is free of nail art (gems, stickers, raised designs) due to bacteria harboring and patient safety. • Nails are to be clean and of a length that could not scratch the patient during care or harbor bacteria. Must be trimmed, filed, and maintained so the edges and surfaces are clean and not rough. 4. Makeup should be only used in moderation and be fragrance-free.

Jewelry:	<p><i>The only acceptable jewelry:</i></p> <ol style="list-style-type: none"> 1. A plain wedding band may be worn. 2. Students with pierced ears may wear one pair of plain metal 'post' earrings. The post may not have any type of decoration suspended from it or attached to it. 3. A simple watch. <p>Unacceptable:</p> <ol style="list-style-type: none"> 1. Decorative hair accessories are prohibited. (Plain clips or bands may be necessary to achieve the above stated objective of keeping the hair out of the face and off the neck.) 2. No visible body piercings other than the ears.
Tattoos or Body Art:	If exposed, tattoos/body art must not be offensive to patients, visitors, employees, clinical instructors, or faculty leader. You may be required to cover these areas during the clinical time if requested.
Classroom Attire:	Students must wear appropriate, modest attire when on campus. For lab and simulation, the nursing uniform is required.
Nursing Lab Attire:	Students must wear complete uniform as stated for clinical and for all lab sessions (whether in person or virtual). Name badges must be current, and the other requirements must be met (hygiene, jewelry, gum chewing, smoking, nails, etc.). Students are expected to carry all equipment needed for each nursing laboratory session.

Other:	<ol style="list-style-type: none"> 1. Gum chewing is not permitted in the laboratory, simulation, or clinical areas. 2. Tobacco or any related product including smoking is not allowed in the classroom, laboratory, or clinical areas. This includes any alternative smoking device that emits vapor, dust, or mist. Non-tobacco herbal cigarettes are also prohibited. All students and faculty must follow the college policy. Specifics can be located on the WCC website. 3. All healthcare sites are smoke-free. 4. Students are required to notify the laboratory/simulation/clinical
---------------	---

	instructor immediately should they receive an injury in the learning setting. A Nursing Program Incident Report will be completed, in addition to the agency's requirements. The WCC Incident Report is on the Learning Management System (LMS) site for Faculty.
Equipment to Carry when in Uniform	<ol style="list-style-type: none"> 1. Black ball-point pen. 2. Small pad of paper. 3. 5 ½ inch bandage scissors. 4. Watch that can indicate seconds. 5. Penlight 6. Stethoscope 7. Pocket calculator. <p>Other supplies may be required for a specific course.</p>
<p>Note: If appearance and uniform do not meet these standards, the student may be asked to leave, receive deduction of attendance hours via a Student Occurrence form and will be required to do an alternate assignment to achieve course outcomes.</p>	

CLINICAL ROTATION READINESS

ACEMAPP

The 'ACEMAPP' system, managed by the Alliance for Clinical Experience, is a secure online system used for students and faculty to complete annual HIPAA, OSHA, and Bloodborne Pathogens courses and assessments, as well as specific courses and assessments for a student's assigned clinical rotation. Additionally, this system tracks faculty and student health requirements for the clinical sites.

Thanks to our partnership with ACEMAPP, WCC is able to participate with many organizations to secure meaningful clinical placements for our students. All nursing students are required to participate in ACEMAPP and are responsible for paying a \$50 annual (you will pay it twice while with WCC) membership fee.

Failure to pay by the deadline or complete the yearly required modules will result in the loss of clinical placement and possible program dismissal.

NOTE: Clinical agencies reserve the right to amend clinical health and professional requirements for the WCC Nursing Program for the continuation of clinical learning experiences.

Additional Clinical Forms

Students will be notified when their clinical rotation is posted to the Learning Management System (LMS) site each semester. After checking the LMS, each student must then proceed to the LMS link labeled 'Clinical Paperwork' and follow the instructions for their assigned location. Failure to meet the deadlines will delay processing for your entire section. For the entire section to meet the clinical agency's deadlines, it may become necessary to remove a student from the rotation due to incomplete requirements. If this occurs, a student will be without placement and unable to meet course requirements. Dismissal from the course will be the consequence. If it is a second dismissal/failure, the student will be dismissed from the program.

Participation Requirements

Our clinical partners allow guests (faculty and students) into their facility only with proper clearances to ensure their patients remain protected. Certain requirements are mandated by these agencies based on current State and Federal Public Health regulations, are non-negotiable, and are subject to change. Students are not permitted to attend clinical practice unless all requirements are met. Students will be notified should any of these regulations change. Students who are not willing to comply with changes that may occur during their time in the Nursing Program are not guaranteed clinical placement. At the student's expense, compliance with and documentation of many things are required.

Required WCC Nursing Student Forms – Health and Technical

Note at the start: The forms and instructions needed for the requirements below are included in the New Student Orientation Learning Management System (LMS) site, and in the LMS Community site.

At the time of admission to the Nursing Program, students are required to submit the *Health Certification Form* (WCC Form), which includes three sections:

- a. *Technical Standards for Health Science Program at WCC: Nursing:* Standards encompass what is minimally required to perform tasks that are safe and effective in-patient care delivery.
- b. *Emergency Information*
- c. *Signed Examiner's Statement*

Additional notes: If the student is inactive for more than two (2) core semesters (clinical courses), OR if the student experiences a significant change in health status (e.g., injury, surgery, etc.) will require review of their technical standards.

7. Immunizations

- MMR – one of the following:
 - Two doses of MMR vaccine unless born before January 1, 1957.

- Positive titers lab report for Measles, Mumps and Rubella will be accepted.
- Varicella Zoster – one of the following:
 - Two doses of Varicella vaccine
 - A positive titer lab report for varicella will be accepted.
 - Written statement by student's healthcare provider (HCP) stating that the student has had the disease, along with the date of the disease.
- Hepatitis B – one of the following:
 - Completed three-dose series (example: Heptavax)
 - Completed two-dose series (example: Heplisav-B)
 - A Positive hepatitis B antibody titer lab report
- T-dap – Tetanus, diphtheria, and pertussis
 - Must have documentation of Tdap received
 - If vaccine was given more than 10 years ago, booster must be received
- Influenza immunization is required annually by October 1 or the next business day in the event October 1 falls on a weekend or holiday. Failure to show proof of influenza immunization (or any other required documentation) by the deadline will result in loss of a clinical placement and possible program dismissal.
- COVID immunization varies among our clinical agencies. Requirements related to immunization status will be communicated with students on as needed basis. Please refer to VA clinical requirements for specific guidance to this agency.

8. Tuberculosis (TB) Requirements

Students are required to submit documentation, repeated annually, showing they are negative for TB. Documentation may be ONE of the following:

- QuantiFERON Gold Blood Test (WCC's preferred method)
- Negative 2-step TB skin test (Mantoux) upon initial entry, and then 1-step TB skin test no more than 364 days after administration of the second TB skin test.
- Negative Chest X-ray and signed TB Evaluation form
- T-Spot TB Blood Test

9. Certification of Basic Life Support (BLS) FOR PROVIDERS

BLS Certification must be taken through the American Heart Association (AHA). Recertification is required prior to expiration and within the renewal window required by the Nursing Program (see Continuing Eligibility section). *No exceptions.*

10. Insurance: Health and Liability

Health: All students must provide proof of healthcare insurance coverage to attend clinical. The student is responsible for paying the cost of any medical care that might be necessary if the student is injured or becomes ill because of clinical practice activities. The student is responsible for maintaining current health insurance coverage throughout their time in the nursing program. If in need of student health insurance information options, please review [WCC's 4090 Student Health Insurance Policy](#).

Liability: All students are covered for liability by the college's 'blanket policy.'

11. Professional License

- APNURS – Students must meet the following requirements without exception: complete a Foundations of Caregiving/Nurse Aide/Nurse Assistant course or copy of current or expired Certified Nurse Aide/Assistant license.

- APNURL (LPN to RN) – Students must submit an active Michigan LPN license. The LPN license must remain active throughout the time within the APNURL program.

12. Putting It All Together

The student is expected to maintain a satisfactory level of mental and physical stability to function safely and competently in the clinical area. The student demonstrates preparedness by maintaining current health records with the nursing department via a secure third-party system, where documents are stored and reviewed (this is explained fully in orientation).

13. Work-Life Balance

It is highly recommended that students have a minimum of 12 (twelve) hours between work, class, and laboratory/clinical learning to optimize success and performance in the nursing course and program. If working, the student should maintain a number of work hours that permit adequate time for required coursework completion (laboratory, clinical, lecture preparation, assignments, etc.), study time, and rest.

A. Final Acceptance Requirements (New Students):

- The above-mentioned Participation Requirements are required by the due date announced at Orientation to include successful completion/fulfillment of all mandatory orientation/onboarding Nursing Program requirements.
- Any changes in health occurring during the academic year must be reported to the nursing department.
- The student must submit copies of their health documentation to the secure third party as instructed at Orientation.
- Failure to complete by the deadline will result in loss of clinical placement and possible program dismissal.
- Failure to submit the requested documentation as outlined above by the deadline given at Orientation will result in the closure of your student file for admission into the Nursing Program. For the Fall influenza deadline, failure to submit documentation as stated above will result in course failure due to not being able to attend clinical.

B. Continuing Eligibility (Continuing Students):

- Annual program requirement renewals and updates after program admission are due **by July 14th of every calendar year. Failure to complete and submit the requirements below can result in program dismissal.**
- These requirements include:
 - Annual documentation of negative TB test (must be completed between May 15 and July 14, regardless of expiration date). This is due July 14th of the calendar year without exception.
 - Documentation of BLS Provider certification is due July 14th of the calendar year if renewed without exception.
 - Recertification is every two years and certification cannot expire between July and April of the calendar year.) Put another way, the expiration date must be between **(the end of May, June, or July)**.
 - BLS renewal, when indicated, is to be done in either May, June, or the

beginning of July to meet requirements for the upcoming academic year. BLS renewal is due July 14th of the calendar year without exception when indicated.

- Proof of up-to-date TDaP (Tetanus, Diphtheria & Pertussis) Vaccination (cannot expire between July 14 and May 15 of the school year).

iii. Deadlines:

- All updates must be submitted by July 14th of the calendar year. *Exception:* Influenza vaccination update will be due October 1 or the next business day in the case of a weekend or holiday. Any updates done outside this time limit will not be accepted and may result in loss of clinical placement or program dismissal.

iv. Consequences:

- Failure to submit health documentation by July 14th of the calendar year will result in delayed progression which can result in program dismissal.

C. Provisional Registration

Students are granted provisional registration, which means that although students can register online, they may be removed from the course if they have not fulfilled their health requirements by the deadlines.

Please note: Registration in any NUR course is NOT final until all participation requirements have been received, reviewed, and approved.

Recommendations for clinical experience restrictions

- a. Recommendations for clinical experience restrictions usually apply to **temporary** conditions that a student may experience during clinical courses. It is expected that the student informs the instructor whenever such situations exist.
- b. Nursing Program advisors can advise of the additional guidelines available for pregnant students and nursing mothers in class and clinical rotations.
 - i. Please refer to The WCC Pregnant Student Rights web page: [Students Rights](#)
 - ii. Please refer to services for nursing mothers: [Lactation Room](#)

APPENDIX A: APNURS PROGRAM TRACK

Washtenaw Community College

Associate in Applied Science: RN Program (APNURS)

Semester 1		Semester 2		Semester 3	
ENG 111 OR ENG 111X – English Composition I	4	*NUR 108 – Nursing Concepts I	8	*NUR 128 – Nursing Concepts II	8
COM 101 OR 102 OR 200 – Communications Elective (only one required)	3	NUR 115 - Pharmacology	3	PSY 206 – Lifespan Developmental Psychology	4
MTH 160 OR 160X– Basic Statistics OR MTH 176 - College Algebra or higher.	4	BIO 147 – Hospital Microbiology OR BIO 237 - Microbiology	1-4		
BIO 111 – Anatomy & Physiology	5	BIO 212 - Pathophysiology	4		
Total Semester Credits	16	Total Semester Credits	16-18	Total Semester Credits	12
Semester 4		Semester 5			
*NUR 138 – Nursing Concepts III	8	*NUR 288 – Nursing Concepts IV	8		
PHL 244 – Ethical and Legal Issues	3				
Total Semester Credits	11	Total Semester Credits	8		
Total Program Credits: 63-65 credit hours		Total Program Combined Clinical/Laboratory/Simulation Hours: 540 (325 Clinical and 215 Lab/Simulation)			

**Indicates clinical and/or laboratory course experiences.*

NUR 165 is required for first-time NUR course failure (C or lower) to progress.

APPENDIX B: APNURL PROGRAM TRACK

Washtenaw Community College

Associate in Applied Science: RN Program (APNURL)

Semester 1		Semester 2		Semester 3	
ENG 111 OR 111X – English Composition I	4	*NUR 134 – LPN to RN Transition Course	3	*NUR 138 – Nursing Concepts III	8
COM 101 OR 102 OR 200 – Communications Elective (only one required)	3	BIO 212 - Pathophysiology	4	PHL 244 – Ethical and Legal Issues	3
MTH 160 OR MTH 160X – Basic Statistics OR MTH 176 - College Algebra or higher.	4	PSY 206 – Lifespan Developmental Psychology	4		
BIO 111 – Anatomy & Physiology	5				
Total Semester Credits	16	Total Semester Credits	11	Total Semester Credits	11
Semester 4		Semester 5			
*NUR 288 – Nursing Concepts IV	8				
LPN unrestricted license and experiential	14				
Total Semester Credits	22				
Total Program Credits: 60 credit hours		Total Program Combined Clinical/Laboratory/Simulation Hours: 300 (180 Clinical and 120 Lab/Simulation)			

**Indicates clinical and/or laboratory course experiences.*

NUR 165 is required for first-time NUR course failure (C or lower) to progress

APPENDIX C: BUREAU OF OCCUPATIONAL AND PROFESSIONAL REGULATION

Michigan Public Code
Act 368 of 1978
Article 15. Occupations
Part 172. Nursing

Michigan Legislature

Section 17201. (1) As used in this part:

- a) “Practice of nursing” means the systematic application of substantial specialized knowledge and skill, derived from the biological, physical, and behavioral sciences to the care, treatment, counsel, and health teaching of individuals who are experiencing changes in the normal health processes or who require assistance in maintenance of health and the prevention or management of illness, injury, or disability.
- b) “Practice of nursing as a licensed practical nurse” or “L.P.N.” means the practice of nursing based on less comprehensive knowledge and skill than required of a registered professional nurse and performed under the supervision of a registered professional nurse, physician, or dentist.
- c) “Registered professional nurse” or “R.N.” means an individual licensed under this article to engage in the practice of nursing whose scope of practice includes the teaching, direction, and supervision of less skilled personnel in the performance of delegated nursing activities.

APPENDIX D: MICHIGAN RIGHT TO KNOW LAW

The Michigan Right to Know Law is designed to provide information to employers and employees exposed to hazardous chemicals in their workplace. Contracted clinical agencies have provided this information for their employees and our students have access to this information.

Information on hazardous chemicals used at Washtenaw Community College can be obtained from the Office of Campus Safety and Security. This includes chemicals in the biology and chemistry labs.

For further assistance or questions regarding the Michigan Right to Know Law, call, or visit:

Michigan Department of Labor
Safety Education and Training Division
P.O. Box 30015
Lansing, MI 48909
(517) 322-1809

Michigan Department of Public Health
Division of Occupational Health
P.O. Box 30035
Lansing, MI 48909
(517) 335-8250

APPENDIX E: NURSING PROGRAM CODE OF CONDUCT

Nurses traditionally have been trusted and respected by the public they serve. The nursing profession has attempted to protect this trust and respect by requiring its members to adhere to the American Code of Ethics for Nurses (2015):

The ANA Code of Ethics (2015)

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to oneself as to others, including the responsibility to preserve integrity and safety, maintain competence, and continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, maintaining the integrity of the profession and its practice, and shaping social policy.

American Nurses Association, (2015). *Code of Ethics for Nurses with Interpretive Statements*.

In addition, nurses are expected to be honest, responsible citizens in all aspects of their lives: professional, academic, and personal. Since entering the WCC Nursing Program is a first step toward entering the nursing profession, students are expected to uphold all standards referred to above.

Professional Expectations

The ANA Code of Ethics is the foundation for professional behavior. General clinical guidelines and rules are listed in a separate section of this handbook. Specific practice guidelines will be presented during each nursing course and must be followed to ensure safe client care and nursing practice. Honesty, civility, and responsible behavior are expected in all areas.

Academic Expectations

Students are expected to put forth their best effort in the classroom as well as in the clinical setting; without a solid understanding of theory, clinical practice will never be all it should be.

Academic achievement requires consistent study and effort to learn complex material. Some students are tempted to lapse into academic dishonesty (cheating, collusion, fabrication, plagiarism, etc.) when other pressures limit their time or ability to study. The faculty, however, believes academic dishonesty jeopardizes a student's theoretical foundation for safe practice, and therefore any academic dishonesty is unacceptable.

Students are expected to uphold the following academic standards. Failure to adhere to academic standards will result in program dismissal.

1. Submit only your own work (papers, homework, computer assignments, test answers).
2. When using other sources in preparing a paper or a discussion post, always provide correct citations and quotation marks as required (avoid plagiarism).
3. Provide accurate data without falsification or fabrication.
4. No cheating on any exam (crib notes, collaboration, securing unauthorized copy of exam or exam key, unauthorized use of calculators, etc.).
5. Refuse to assist another in any form of academic dishonesty.
6. Report to the faculty leader any observed dishonesty.
7. Respond to an exam or assignment, if requested to do so by the faculty leader, "I have neither given nor received aid on this exam" and add a signature.

In summary, upholding this Code of Conduct will support the integrity of the nursing profession. In addition, such behavior will foster trust and respect between faculty and students, further enhancing the learning environment. Failure to adhere to the academic standards outlined in this handbook will result in immediate program dismissal.

Artificial Intelligence (AI) Policy

The WCC Nursing Program values critical thinking, creativity, and independent learning. Students are responsible for following the AI policy outlined in each course syllabus. Using AI in ways that are not allowed in a course undermines your learning and violates academic integrity.

If a student uses AI in violation of a course policy, the matter may be referred to the Academic Dean's Office and/or Dean of Students. Consequences can include disciplinary action, up to and including dismissal from the Nursing Program. Refer to Consequences below related to student responsibilities.

Consequences

The WCC Student Rights, Responsibilities, and Conduct Code (SRRCC) has defined student responsibilities that are consistent with the institution's core values. It also describes behaviors that are considered inappropriate for the College community and in opposition to those core values. These behaviors are listed in Board Policy 4095 at <http://www.wccnet.edu/trustees/policies/4095>

Sanctions may include, but are not limited to, zero grades on assignments, failing

course grades, loss of privileges, behavioral requirements, expulsion, removal from the academic program, probation, suspension, and others. See the policy at the link for more information.

APPENDIX F: LICENSURE INFORMATION

Graduates of the program will be eligible to take the licensing examination for Registered Nurses (NCLEX-RN). Fees in total, as of May 2024 are approximately \$500, which includes application for license, testing, and fingerprints. Students interested in more information regarding NCLEX-RN may review the Candidate's Bulletin found at www.NCSBN.org/1213.htm

Application for the RN license is made to the state from which you wish to be licensed. IF NOT MICHIGAN, contact that state's Board of Nursing for their procedure. States' Boards of Nursing contact information can be found at www.ncsbn.org

In the final semester (NUR 288), students will be provided with up-to-date information regarding licensure and testing.

APPENDIX G - TECHNICAL STANDARDS FOR HEALTH SCIENCE PROGRAMS AT WASHTENAW COMMUNITY COLLEGE (WCC): NURSING (APNURL AND APNURS)

The technical standards for each program provide the minimal requirements that must be met for coursework objectives and student outcomes. Included are cognitive, emotional, professional, motor (physical), sensory, and other abilities that must be met with or without reasonable accommodation. The list of technical standards is not exhaustive and can be modified as the College determines necessary. Students enrolled in a Health Science program at WCC must provide safe and effective care, as determined by WCC and its clinical partners.

In addition to classroom learning, clinical placement, and skills laboratory experiences are required for several of WCC's health programs.

Clinical placement and lab experiences involve considerations such as patient, population, and clinical facility safety aspects that are not present in lecture classroom settings. Please review and understand all technical standards for your applicable health program asking your health program advisor any clarifying questions. Please note, applicable health program requirements cannot be waived in whole or part for students who cannot perform required work with or without reasonable accommodation. It is not possible to capture all clinical placement requirements within the Technical Standards documents at Washtenaw Community College. Each clinical placement site may have its own specific requirements.

If you need accommodations due to a disability, please contact WCC Learning Support Services and your health program advisor.

Students have the primary responsibility to request accommodations in a timely manner. Accommodations must be reasonable (given course and program requirements) and are not retroactive. *It is recommended that students request accommodations as early as possible, e.g. upon admission prior to a clinical rotation assignment to allow adequate time to evaluate accommodation requests.*

Faculty or staff are not required to anticipate individual student needs. Please note that accommodations are not in place until requests are evaluated and approved. While students may request accommodations at any time, questions about clinical requirements should be addressed with the health program advisor after reviewing the Technical Standards document(s).

Please see the Learning Support Services website for information about requesting accommodations: <https://www.wccnet.edu/succeed/disability/accommodations>

Student, Staff and Faculty Responsibilities:

<https://www.wccnet.edu/succeed/disability/accommodations/guidelines.php>

The applicable health program faculty will work with Learning Support Services and any necessary stakeholders to determine reasonable accommodations for lecture classrooms, classroom laboratories, and clinical placement sites. An offer of admission may be withdrawn, or a student may

be dismissed from the program *at any point* if the student cannot articulate or demonstrate how a standard will be met, even with reasonable accommodation.

Clinical placements used by WCC health programs make an independent determination of reasonable accommodations specific to that site. WCC will make a good-faith effort to assist you in requesting clinical site accommodations. The College cannot guarantee a placement site will be able to reasonably accommodate you. This may mean you could fall out of sequence with your clinical placement schedule and/or affect your completion of your Program for lack of progress.

Technical Standards for Health Science Programs at Washtenaw Community College (WCC): Nursing (APNURL and APNURS)

The purpose of the technical standards is to inform students choosing to enter into a Health Sciences Certificate and Degree Programs at WCC with the basic minimal technical standard requirements which must be met in order to complete all course work objectives and student outcomes. The listed standards encompass what is minimally required to perform the tasks necessary, with a few associated examples provided. This list is not exhaustive and can be modified as the College deems necessary at any time. Students enrolled in a Health Science program at WCC must provide care that is safe and effective. These technical standards apply to any student enrolling in any one of the health sciences programs. The student must be able to demonstrate sufficient cognitive, emotional, professional, motor (physical), sensory, and other abilities, with or without accommodation, to meet program technical standards.

Students with documented disabilities, or who believe that they may have a protected disability, can request accommodations which may assist with meeting the Technical Standards for Health Science Programs at WCC. Please contact the WCC/Learning Support Service at learningsupport@wccnet.edu or call 734-973-3342.

DISCLAIMER: EXAMPLES PROVIDED ARE NOT AN EXHAUSTIVE LIST OF ASSOCIATED TASKS TO MEET PROGRAM TECHNICAL STANDARDS.

Requirements	Standard	Examples
Critical Thinking, Emotional, and Cognitive Competencies	Sufficient critical thinking and cognitive abilities in classroom and clinical settings	Make safe, immediate, well-reasoned clinical judgments. Identify cause/effect relationships in all clinical situations and respond appropriately. Utilize the scientific method and current standards of evidence-based medicine/practice (EBM) to plan, prioritize, and implement patient care. Evaluate effectiveness of health-related interventions. Accurately follow course syllabi, assignments, directions, academic and facility patient protocols, and any action plan(s) developed by the dean, faculty, administration, or healthcare institution. Measure, calculate, reason, analyze and/or synthesize data as it applies to patient care and medication administration. Show emotional resilience and exercise autonomous judgement and discretion to safeguard patient well-being.
Professionalism	Interpersonal skills sufficient for professional interaction with a diverse population of individuals, families and groups	Establish effective, professional, relationships with clients, families, staff and colleagues with varied socioeconomic, emotional, cultural, and intellectual backgrounds. Capacity to comply with all ethical and legal standards, including those of the healthcare profession and the corresponding policies of the College and Clinical Placements Facilities. Respond appropriately to constructive criticism. Displays attributes of professionalism such as: integrity, honesty, responsibility, accountability, altruism, compassion, empathy, trust, tolerance, and unbiased attitudes. Ability to maintain patient confidentiality.
Communication	Communication sufficient for professional interactions	Explanation of treatment, procedure, initiation of health teaching (e.g., teach-back or show-me method). Accurately obtain information from clients, family members/significant others, health team members, and/or faculty. Documentation and interpretation of health-related interventions and client responses. Read, write, interpret, comprehend, and legibly document in multiple formats using standard English. Speak clearly in order to communicate with patients, families, healthcare team members, peers, and faculty.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Functional movement about patient's room, workspaces, and treatment areas. Administer rescue procedures such as cardiopulmonary resuscitation. The physical ability to transition quickly to accommodate patient needs and to maneuver easily in urgent situations for client safety.
Motor Skills	Gross and fine motor abilities which are sufficiently effective and safe for providing Health Care	Ability to effectively calibrate and use equipment. Strength to carry out patient care procedures, such as assisting in the turning and lifting/transferring of patients. Perform and/or assist with expected procedures, treatments, and medication administration using appropriate sterile or clean technique (for example, medication administration, CPR, insertion of catheters). Physical endurance sufficient to complete all required tasks during the assigned period of clinical practice.
Sensory	Auditory and visual ability sufficient for observing, monitoring and assessing health needs	Ability to detect monitoring device alarm and other emergency signals. Ability to discern sounds and cries for help. Ability to observe client's condition and responses to treatments. Ability to collect information through listening, seeing, smelling, and observation and respond appropriately. Ability to detect foul odors, smoke, changes in skin temperature, skin texture, edema, and other anatomical abnormalities and assess patient's needs.
Observation	Ability to sufficiently make observations in a health care environment, consistent with program competencies	Accurate interpretation of information obtained from digital, analog, and waveform diagnostic tools such as temperatures, blood pressures, and cardiac rhythms as well as diagnostic tools. Observation and interpretation of the following: client heart and body sounds, body language; color of wounds, drainage, urine, feces, expectoration; sensitivity to heat, cold, pain and pressure; and signs and symptoms of disease, pain, and infection. Initiate proper emergency care protocols, including CPR.
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpate in physical examinations and various therapeutic interventions to detect temperature changes and feel vibrations (pulses) and palpate veins for cannulation. Possess tactile and hearing senses sufficient to identify patient vital signs.

APPENDIX H: ADDITIONAL INFORMATION AND DEFINITIONS

1. Lab kit order guide/deadline will be posted on the Community Learning Management System (LMS) site for course-specific ordering. Each student will be responsible for ordering by a specified deadline to avoid late fees from the supplier and to have the supplies available for use in class.
2. The Food and Drug Administration (FDA) offers the following resources for collection and disposal of sharps. It summarizes that rules vary between communities, but suggests calling 1-800-643-1643, emailing info@safeneedledisposal.org, or going to <https://safeneedledisposal.org/> for state-specific information.
3. First-aid in the event of an accidental needle stick injury:
 - a. Wash needle sticks and cuts with soap and water.
 - b. Do not squeeze the area of a needle stick or cut. Do not wash the area with antiseptics or bleach.
 - c. Ensure tetanus has been updated in the past 10 years (5 years if cut by an object contaminated with dirt, soil, or saliva).
 - d. Please consult the linked CDC needlestick first aid information in the event of accidental injury:
<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>
4. Definitions:
 - Synchronous: Activities where all participants are engaging in the activity together at the same time.
 - Asynchronous: Activities that a group of people participate in, however, at different times.
 - Remote: Happening off campus or away from a practice setting.
 - Virtual: An event that is happening online rather than in a face-to-face setting.
 - Mixed-mode: A course that has more than one type of learning built into it, such as online theory and site-based clinical.
 - Distance learning: A course that includes no synchronous component and happens with all participants in differing locations.
 - Simulation: Patient/student encounters that are not clinical, planned to meet course outcomes, and available to all students.
 - Virtual simulation: Computer programs or case studies that allow all students to participate in patient care without a face-to-face encounter with an actual patient.
 - On-campus simulation: Physical presence of manikin or simulated patient in a lab on campus, along with students and other participants working through a faculty-designed encounter.
 - Clinical Coordinator: WCC employee who makes clinical requests to our partnering agencies via ACEMAPP, email, or phone, as appropriate for the site.
 - Compliance Officer: WCC employee who manages student participation requirement compliance.

APPENDIX I: WAIVER OF LIABILITY/HOLD HARMLESS

WASHTENAW COMMUNITY COLLEGE NURSING DEPARTMENT

WAIVER OF LIABILITY / HOLD HARMLESS AGREEMENT

Safe Use of Nursing Supplies

I understand that all invasive supplies in the school of nursing labs and supply kits including, but not limited to, needles, IV supplies, catheters, nasogastric tubes, etc., are **never to be used on any living being**. I understand that it is **my** responsibility to secure my lab and kit supplies at all times, both on and off campus. Violation of this agreement may result in dismissal from the Washtenaw Community College Nursing program. These skills are practiced by program participants to reinforce learning and promote efficiency. The undersigned understands the risk of such activities and assumes all responsibilities and risks related to, or in any way connected to such activities. The student is at all times responsible for his/her own safety while participating in this activity; and further understands that he/she is responsible for all medical expenses caused by accident, personal injury, or needle sticks associated with use. I hereby waive for myself and for anyone else claiming through me, any and all rights and claims of any kind that I may have against Washtenaw Community College Nursing Department, and any of its participants, for and against any and all injuries or damages of any kind while voluntarily participating in the school of nursing's skills practice.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT:

- I HAVE READ THE FORGOING *WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT*, • UNDERSTAND AND SIGN VOLUNTARILY OF MY OWN FREE ACT AND DEED, • I AM AT LEAST EIGHTEEN (18) YEARS OF AGE AND FULLY COMPETENT TO EXECUTE THIS AGREEMENT.
- THIS AGREEMENT WILL REMAIN IN EFFECT FOR THE CURRENT ACADEMIC YEAR.

Student Printed Name Date

Student Signature

The signed original Waiver of Liability will be placed in the student's academic nursing file.

APPENDIX J: FEES ABOVE AND BEYOND TUITION

Below are explanations for the various fees please note, that the Nursing Department administers the Nursing Lab Supplies Fee, only. WCC administers the Contact Hour fee and Technology Fee. This is an approximate estimation of Nursing Programs fees and is subject to change.

Regarding the *Nursing Lab Supplies Fee*, as shown on the semesterly tuition bill:

- WCC Nursing has partnered with ATI (Assessment Technologies Institute). ATI is a respected educational partner in nursing education. The suite of resources available to WCC students and faculty through this partnership will help us hone critical thinking skills as nurses, and ultimately support NCLEX success and practice readiness. What this does for students is provide several of the products you have been purchasing individually under a single umbrella of consistent access for all the semesters you are in the Nursing Program. As an example, you will have access to pharmacology and dosage calculation materials and EHR Tutor (from the first semester) into your last semester and on into practice. The ATI resources include your EHR Tutor program, your NCLEX Review, and many other resources you will learn about and use throughout your time at WCC and for a year beyond. The student fee for these resources per semester is **identified in the WCC Course Catalog** and is included in your course fees. You will notice a fee labeled *Nursing Lab Supplies Fee*, which covers the ATI suite.
- More about ATI: Through our partnership with ATI, all students will pay per semester, yet all students will have immediate access to the full complement of ATI resources (a \$ 2,200.00 value). Therefore, regardless of your current position in the program, you will have access to all materials immediately. We are thankful and pleased that we were able to negotiate these significant savings for our students. Watch for an email from ATI regarding student access and the ATI orientation tutorials.
- As part of your ATI course fee, students also receive *Nurse in a Box* books from ATI. These are hard-copy supplemental resources to accompany your course texts and help prepare for ATI assessments. The books are delivered to WCC and distributed to students in the first semester.
- ExamSoft testing, a fee of \$75.00, will also be included in the total shown on the tuition bill under the *Nursing Lab Supplies Fee*. Students enrolled in a distance learning course/section (DL), NUR 115, will be assessed an additional fee of approximately \$7.00 for remote proctoring services.

Regarding the WCC \$300 Contact Fee, information can be found on the WCC website here: <https://www.wccnet.edu/afford/cost/tuition/>

“When the course includes contact with the instructor for more than the ratio of 15 hours per semester for each credit hour, you will be charged a contact hour fee of \$5 for each additional contact hour, in addition to tuition and any other applicable fees. The contact hours are specified in the class listings and will be limited to no more than \$300 per course.”

To break it down, there is a ratio of 1 credit hour, for every 15 hours of instructor contact.

- **Example 1** (no contact hour fee): NUR 115 (Pharmacology)
 - It is a 3-credit course, with 45 contact hours with the instructor (ratio 1:15)
 - There are no labs or clinical rotations, associated with the course, thus does not have additional contact hour fees because it only includes those 45 contact hours.
- **Example 2** (additional contact hour fee of \$300): NUR 108
 - Total of 3 parts (Theory section (B Section), Lab (L) Section, Clinical (C) Section) to the 8-credit course, for a total of 210 contact hours (ratio 1:26.25)
 - $210 \text{ contact hours} / 8 \text{ credit hours} = 26.25 \text{ contact hours with the instructor(s) per credit hour}$, so there is a \$5 charge for each additional contact hour.
 - That is over the ratio of 15 hours per credit hour by 11.25.
 - To figure out the additional contact hour fee:
 - $\$ 11.25 \text{ hours (number of hours over the 15 hours)} * 8 \text{ (number of credit hours)} = 90 \text{ hours over}$
 - $\$ 90 \text{ hours} * \$5 \text{ per hour} = \$450 \text{ additional contact hour}$
 - The maximum contact hour fee students are charged is \$300 per course.
 - Example 2 applies to NUR 108, NUR 128, NUR 134, NUR 138, and NUR 288

Regarding the Technology Enrollment Fee, information can be found on the WCC website here: <https://www.wccnet.edu/afford/cost/tuition/>

“This fee supports ongoing technical support for the classroom and defrays the costs associated with the enrollment process. This fee assessment is per credit hour and applies to all credit classes. This fee will be refunded for any class dropped by the published Refund Deadline. “

Regarding the Lab Kit, refer to the **WCC Nursing Student Community LMS and/or Nursing Student Orientation LMS pages** for further details. The kit is purchased by students directly from a third-party vendor (information provided at the time) each semester, based on information provided to the student approximately two months before the start of a given course. This is not to be confused with the Nursing Lab Supplies Fee.

APPENDIX K: DUE PROCESS

Right to Due Process

(Revised: 8/19/2025)

In administering college policies, rules and codes, Washtenaw Community College guarantees each student accused of a violation the right to due process and fundamental fairness. Due process at Washtenaw Community College means that a student is assured that their rights as a student will be protected.

Specifically, a student accused of violating a policy, rule or code that resulted in removal from an academic program, has the right to be given written notice of all charges brought against them, the right to appeal a decision, and an opportunity to refute any charges through the:

- Ability to meet in-person with Faculty Member imposing program dismissal;
- Ability to review all witness statements and documents/evidence supporting decision to impose program dismissal against student;
- Ability to cross examine witnesses;
- Ability to request additional evidence;
- Ability to submit written appeal statements to the Dean; and
- Ability to obtain final appeal decision by the Executive Vice President for Instruction.

Program Dismissal Appeal Process

The following appeal process only applies when a student has violated a college, program or clinical site policy or rule and is being recommended for program dismissal. This process does not apply to grade appeals.

Step One: Notification of Violation to Student

The student will receive written notice within two (2) business days of the program dismissal decision. The notification will include a detailed summary of the alleged violation, identity who reported the violation to faculty member, citation to the specific policy violated, and the deadline to appeal the program dismissal decision at Step Two.

Step Two: Meeting with Faculty Member

If the student disagrees that the violation occurred and the program dismissal decision, they may request a face-to-face meeting with the faculty member within three (3) business days of receipt of the written dismissal notice. The student will have an opportunity to present supporting information and documents to refute the violation decision. This meeting will occur within three (3) business days of the student's request for a meeting.

The faculty member will provide a written decision on whether they are upholding the finding of a violation and program dismissal decision or whether the student should remain in the program within three (3) business days of the meeting. The written decision must include a rationale regarding why the decision is being upheld and the date of the deadline to appeal to Step Three.

Step Three: Appeal to Program Director

If a student wishes to appeal the decision of the faculty member, the student may submit a written appeal of the dismissal decision to the Program Director within two (2) business days. The Program Director will schedule a meeting with the student within three (3) days to afford the student another opportunity to provide any additional information and documents to support their appeal of the faculty member's decision.

The Program Director will provide a written decision to the student within two (2) business days of the meeting. This decision will include a summary of why the faculty member's decision is being upheld or reversed and the deadline to appeal to Step Four.

Step Four: Appeal to Dean

If the student wishes to appeal the dismissal decision of the Program Director, the student has the right to appeal the decision with the Dean within two (2) business days of notification that the dismissal decision was not reversed in Step Three.

The Dean will schedule a first meeting with the student on a mutually convenient date within three (3) business days of notice of the appeal. The purpose of the first meeting with the Dean will be to grant the student access to review all witness statements and evidence that were relied upon in the decisions for Steps 1-3.

Within three (3) business days of the meeting with the Dean, the student will have an opportunity to submit proposed written questions to cross-examine any witnesses identified about their knowledge of the alleged violations and written requests for additional evidence. This is to ensure the student has the right to question any witness prior to the appeal decision of the Dean.

In the event that the student does not submit proposed written questions or written requests for additional evidence and the submission deadline expires, the Dean will furnish their appeal decision to the student and faculty member within two (2) business days.

If requested, the student will be assigned an advisor to prepare the proposed written questions and requests for rebuttal evidence. The Dean will assign the requested advisor, who must be a member of the College and in good standing.

Upon receipt of the responses to the written questions and requests for rebuttal evidence, the Dean will ensure that the student received all of the information deemed relevant within three (3) business days.

The student and faculty member will then have an opportunity to present their cases by submitting written statement(s) to the Dean. These written statements shall outline the witnesses testimony/statements and supporting evidence. The student and faculty member have the option to submit the written statements to the Dean within two (2) business days of receipt of the responses to written questions and any additional evidence.

In the appeal decision, the Dean will make relevancy determinations regarding witness testimony and other evidence and also make any necessary credibility determinations.

The Dean will provide a written decision on whether the policy or rule violation occurred and whether the student's program dismissal will be upheld or overturned. This decision will be provided to the student and faculty member within three (3) business days of receipt of the written statements.

In the event that the student or faculty member does not submit written statements to the Dean and the submission deadline expires, the Dean will furnish their appeal decision to the student and faculty member within two (2) business days.

Step Five: Appeal to Executive Vice President for Instruction

If a student wishes to appeal the dismissal decision of the Dean, they must do so in writing to the Executive Vice President for Instruction within three (3) business days of receipt of the written decision. The Executive Vice President for Instruction will provide the final determination on whether the policy or rule violation occurred and whether the student's program dismissal will be upheld or overturned within five (5) business days.

