MGW NURSING PROGRAM STUDENT HANDBOOK

2024-2025 Academic Year

CHESAPEAKE COLLEGE

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General Information

Nursing is a health career open to individuals with various goals, interests, and capabilities. Many opportunities are available for nurses in hospitals, long term care facilities, clinics, community settings, industry and provider's offices.

The Associate of Science Degree in nursing option requires students to complete NUR 114, NUR 121, NUR 212, NUR 222 and several prescribed general education courses to be eligible to sit for the National Council Licensure Examination (NCLEX-RN) for registered nurses.

The Maryland Board of Nursing determines admission to the NCLEX-RN examination. By law, the board may deny licensure for a variety of reasons that include conviction of a felony or crime involving moral turpitude, if the nature of the offense bears directly on the fitness of the person to practice nursing.

The Chesapeake College/MGW Nursing Program is fully approved by the Maryland Board of Nursing and the Maryland Higher Education Commission. In addition, the program is accredited by:

The Accreditation Commission for Education in Nursing, Inc.
3390 Peachtree Rd. NE, Suite 1400
Atlanta, Georgia 30326
Phone: 404-975-5000

Disclaimer

This handbook is intended to be a fair summary of matters of interest to nursing students and should be used in conjunction with the **Chesapeake College Catalog** and the **Chesapeake College Student Handbook.** Readers will note:

- This handbook is not intended to be a complete statement of all procedures, policies, rules, or regulations.

- The college reserves the right to change, without notice, any academic or other requirements, course offerings, course contents, programs, procedures, policies, rules, and regulations that may be contained in this handbook.

- Other nursing department procedures, policies, rules, and regulations, whether or not contained in this handbook may be applicable to students in this department.

- Student accommodations must be received from Director of Accessibility Services. Students receiving accommodations are responsible for meeting all course objectives in the classroom and clinical settings.

The student is responsible for meeting all graduation requirements. Advisors may assist in planning programs, but the final responsibility for fulfilling all graduation requirements rests with each student.

Chesapeake College/MGW Nursing Program History

The Macqueen Gibbs Willis School of Nursing (MGW) was a hospital-based diploma nursing education program affiliated with The Memorial Hospital at Easton, MD Inc. since 1907. In 1996, an advisory committee was formed to strategically address the school's future.

The mission driving the strategic planning process was to offer education for professional nursing within an institution of higher learning that met the needs of potential students, health care employers and consumers. When all data was analyzed, it became evident that MGW should partner with Chesapeake College and transition itself from a hospital-based diploma Nursing Program to an Associate of Science in Nursing Degree Program.

In May 1997, the proposal to transition the MGW School of Nursing to Chesapeake College was presented to the Board of Directors of The Memorial Hospital at Easton, MD, Inc., which was the governing board of the School of Nursing and the Board of Trustees of Chesapeake College. Both boards unanimously approved the proposal. Chesapeake College received approval from the Maryland Higher Education Commission and the Maryland Board of Nursing to proceed with the program in December 1997.

The Chesapeake College/MGW Nursing Program admitted its first nursing students in fall 1998, as approved by the Maryland Board of Nursing and the Maryland Higher Education Commission. During the spring of 2004, the program received full accreditation by the National League for Nursing Accreditation Commission (NLNAC), which is now the Accreditation Commission for Education in Nursing (ACEN).

Chesapeake College Mission Statement

Chesapeake College prepares students from diverse communities to excel in further education and employment, and participation in an interconnected world.

CC/MGW Nursing Program Mission and Philosophy

Mission
The mission of the nursing department is to provide a sustainable and transformative educational experience. The nursing department prepares students for licensure eligibility, entry-level positions and continued education in nursing.

Philosophy
The Chesapeake College/MGW Nursing Program functions within the mission and vision of Chesapeake College. Nursing faculty embrace the core values of the college which include:

- **Student Centered**-Empowering and supporting each student to achieve their greatest potential while making decisions with our students in mind
- **Quality**- Creating a dynamic environment for learning and development that establishes high standards for individual excellence
- **Sustainability and Responsibility**- Taking responsibility for our actions, acting as responsible stewards of our resources, and adhering to the highest standards of ethical and civic behavior
- **Community**-Engaging our community and serving as a catalyst for positive change on campus and in our region through effective communication
- **Teamwork and Shared Governance**- Working together through collaboration to develop ideas, knowledge, and creative solutions
- **Innovation**- Creating an environment where campus stakeholders are empowered to exercise collaborative creativity and innovation
- **Diversity and Respect** Fostering inclusiveness and an appreciation for individual differences
- **Adaptability**- Responding rapidly to local and global change

Graduates of the Chesapeake College/MGW Nursing Program are accountable, adaptable generalists prepared with the knowledge, skills and behaviors to enter the practice of nursing in a variety of settings and continue study at the Baccalaureate level.

Nursing Practice
Faculty believe that nursing practice is based on the interlocking core values of caring, diversity, ethics, excellence, holism, integrity and patient-centeredness as stated and defined by the National League of Nursing (National League of Nursing, 2022-2024). Caring is the core of nursing practice and requires that the nurse consider the patient as a complete human being whose worth and dignity is to be respected and valued. A nurse integrates the moral values and professional conduct inherent in nursing practice and strives for excellence, constantly seeking to improve self and practice. Integrity encompasses caring, diversity, ethics, excellence and holism as it is the presence the nurse brings to patient-centered care.

Practice of Associate of Science in Nursing Degree Graduate
The Associate of Science in nursing graduate is an integral member of the health care team and cares for individuals, families, groups and communities in a variety of settings. As per the NLN Education Competencies Model (2010, p.7), the Associate Degree Nursing Graduate is prepared to:
- Provide safe care that is culturally competent, developmentally appropriate and that is centered on building and sustaining positive, healthful relationships with individuals, families, groups and communities.
- Practice within a legal, ethical and professional scope that is guided by accepted standards of practice

- Continually learn and grow as professionals whose practice is supported by evidence
- Advocate for access to and quality of health care

Nursing Education
Nursing faculty believe that education is a lifelong process centered on the student and student learning. Education incorporates a spirit of inquiry, supported by evidence based research. It is a collaborative reciprocal process that seeks to maximize the potential of the student and requires an environment of mutual respect, responsibility and support. Learning is a dynamic process that involves inquiry, motivation, adaptability, self-direction and accountability on the part of the learner and is evidenced by behavioral change. The concept of life-long learning commands respect for previous learning/experience of the student, and the knowledge that previous learning significantly enriches the current educational endeavor. Nursing faculty believe that students are enriched by learning from those whose experiences, beliefs and perspectives are different, and that diversity, nurtured in the intellectual environment, will ultimately benefit the global society.

Nursing education provides the student with the basic knowledge, skills and behaviors necessary for competent beginning level practice, and includes a balance of general education and nursing theory. Principles from the humanities, math, written and oral communication and biopsychosocial sciences are integrally related to nursing theory and research and the learner is required to apply this knowledge to individuals, families, groups and communities in increasingly complex situations as they progress through the curriculum. Theoretical application takes place in a variety of planned Directed Clinical Practice (DCP) settings and is an invaluable aspect of nursing education.

Organizing Framework of the Nursing Program

The organizing framework for the Chesapeake College/MGW nursing program flows from the stated philosophy and is based on the 2010 model put forth by the National Leagues of Nursing (NLN) using a systems perspective with the main three elements of input, throughput and output. The NLN education competency model graphically illustrates the dynamic process of mastering core competencies that are essential to the practice of contemporary and futuristic nursing (NLN, 2010, p 8). The model represents a dynamic flow of the following components:

- Core Values: caring, diversity, ethics, excellence, holism, integrity, patient-centeredness (NLN, 2010 p. 8)

- Integrating Concepts emerging from the six (6) Core Values: Context and Environment; Knowledge and Science; Personal/Professional Development; Quality and Safety; Relationship-Centered Care; and Teamwork

- The goals for Associate Degree Nursing Education can be summarized in four (4) broad program goals of the model: Human Flourishing: Nursing Judgment: Professional Identity; and Spirit of Inquiry (NLN, 2010, p.9)

    o **Human Flourishing** – an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right pursue their own such efforts. Integrated Concept: Relationship Centered Care.

    o **Nursing Judgment** – encompasses three processes:, critical thinking, clinical judgment, and integration of best evidence into practice. Integrated Concepts: Context & Environment; Quality & Safety.

    o **Professional Identity** – internalization of core values and perspectives recognized as integral to the art and science of nursing. Integrated Concepts: Personal & Professional Development; Teamwork.

    o **Spirit of Inquiry** – persistent sense of curiosity that informs both learning and practice. Integrated Concept: Knowledge & Science.

- Nursing Practice: Unbounded by any closed structures, the four program goals converge into nursing practice at the Associate Degree level.

- The model put forth by NLN (2010) aligns closely with the knowledge, skills and attitudes for Quality and Safety Standards for Education in Nursing (QSEN). As such, QSEN standards also are integral to the CC/MGW organizing framework:

    o Human Flourishing is closely aligned with QSEN knowledge, skills and attitudes related to client centered care.

    o Nursing judgment is closely aligned with QSEN knowledge, skills and attitudes related to safety standards and information.

    o Professional identity is closely aligned with QSEN knowledge, skills and attitudes related to team work and collaboration.

    o Spirit of Inquiry is closely aligned with QSEN knowledge, skills and attitudes related to quality improvement and evidenced based practice.

End-of-Program Student Learning Outcomes

End-of-Program Student Learning Outcomes (EPSLO) for the Associate of Science in Nursing Degree are derived from the program philosophy and organizing framework as well as from the core competencies of the National League for Nursing Council of Associate Degree Nursing. All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general aims.

- **EPSLO for Human Flourishing:** The graduate will advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

- **EPSLO for Nursing Judgment:** The graduate will make judgments in practice, substantiated in evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

- **EPSLO for Professional Identity:** The graduate will implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.

- **EPSLO for Spirit of Inquiry:** The graduate will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families and communities.

Nursing Program Policies

Academic Dishonesty/Misconduct/Cheating

- [Chesapeake College Student Code of Conduct](#)
- Cheating as defined in the Chesapeake College Code of Conduct is: "Intentional use and/or attempted use of any unauthorized assistance in any academic exercise including dependence upon the aid of sources beyond those authorized by the instructor" and is considered academic misconduct.
- Any form of cheating in the CC/MGW Nursing Program will result in failure of the course and dismissal from the nursing program.
- Any student dismissed from the CC/MGW Nursing Program for reasons of academic integrity, egregious violations of program or college policy, or Maryland civil or criminal law or regulations can be denied readmission.
- An example of academic dishonesty/misconduct/cheating may be discussion of exam content/questions, in any form (verbal, written, electronic) with your peers.

Academic Standing

Academic guidelines for Dean's list, Good Standing, Academic Warning, Academic Probation and Academic Suspension are outlined in the [Chesapeake College Catalog (2024-2025).](#) A student's Academic Standing is determined by their cumulative Grade Point Average (GPA).

Access to Records

Complete records of requirements specific to the program are maintained at the Health Professions and Athletic Center (HPAC) on all currently enrolled students. Graduate files remain intact in a locked area for one-year post graduation. After one-year, information pertaining to admissions, health records and NCLEX results are forwarded to the college registrar, and all other records shredded. Students may review their record upon written request to the Director of the Nursing Program. Advance notice is requested in order to maintain privacy. It is the policy of Chesapeake College to ensure the right of privacy and access to students regarding their educational records in accordance with the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). Students are referred to the [Chesapeake College Catalog (2024-2025)](#) for a full review of the Annual Notice to Rights of Students under FERPA.

Student files contain:
- Application for admission- point sheet
- Signed letter of acceptance to the Nursing Program
- Signed acknowledgement of receipt of student handbook from each academic year
- Any signed addendum to student handbooks
- Grievance documentation, if applicable

- Signed letter regarding additional provisional requirements within the program if applicable

Each graduate file contains:
- Application for admission-point sheet
- Signed letter of acceptance to the Nursing Program

Address Form

The Chesapeake College/MGW Nursing Program will request a current address, telephone and an emergency telephone number each semester on the first day of class. If a student changes addresses, telephone numbers, or names during the semester, it is the responsibility of the student to submit the change to the administrative assistant at the office for Health Professions as well as with the college Registrar.

Addressing Concerns about Graded Assignments

Students have five (5) business days from the time any graded assignment is returned to discuss any issues with the activity and/or points earned for that activity *(excluding unit and final exams- see exam procedures for guidelines about addressing concerns about exam grades)*. After five (5) business days, there will be no further opportunity to discuss the assignment or points earned on that activity. In the event that a student has concerns about any learning activity or grade within any nursing course, the line of communication will be followed as outlined below. It is important to follow this path, so that all appropriate persons are apprised of the situation:

1. Meet with the instructor or nursing faculty member with whom you have the concern.

2. Meet with the coordinator of the particular nursing course. If the situation is not resolved through informal discussion with the course coordinator, the student may formally request a hearing with a panel of nursing faculty.

3. The student will provide the course coordinator **with written documentation of the concern and suggested change**, and formally request a hearing with a panel of nursing faculty. **Please be advised that a panel of nursing faculty cannot change policy (such as alter grading scales or permit rounding).** The panel will be arranged, scheduled and facilitated by the Course Coordinator within 10 business days of the student request The panel will be comprised of the Course Coordinator as a facilitator and three (3) full-time teaching nursing faculty. Two (2) of the panel members may be requested by the student (every attempt to honor the request will be made). The student will come prepared to fully discuss the issue and present appropriate documentation from the course resources. The panel will forward their decision, in writing, to the student no later than three (3) business days after the conclusion of the panel.

4. The student may appeal the decision of the panel to the Director of the Nursing Program within three (3) business days of receiving the panel's decision. The student will provide ***all written documentation pertaining to the concern with the request for an appeal***. The Director will review all documentation, meet with the student to discuss the situation and confer with those involved as appropriate. The Director will forward their decision, in writing, within five (5) business days of meeting with the students about the concern.

5. If the student is not satisfied with the decision of the Nursing Director, they will refer to the College's Appeal Procedures, fully outlined in the [Chesapeake College Catalog (2024-2025).](#)

* Panels are not designed to address concerns with course delivery. Any comments or concerns about a course should be brought to the class curriculum rep and/or the course survey. Students also have the option to follow the chain of command to address any concerns by meeting directly with the content specialist, then course coordinator and finally the DON.

Advising and Counseling

Once admitted to the Nursing Program, each student is assigned to a specific nursing faculty member for on-going advisement regarding courses and program requirements. Students meet individually with their primary advisor each semester. The student and advisor jointly make program plans. It is the faculty's intent to be as helpful and supportive as possible to assist with student success. Communication between student and advisor is essential. Students should carefully note the advisor's office hours and schedule at least one appointment each semester. The initial advisement meeting is on a one-on-one basis. After that, advisors may meet with advisees on an individual basis, in a group, by phone, virtual or electronic mail.

Students should schedule an appointment to see their advisor:
1. To discuss issues that affect academic performance.
2. To select courses for the upcoming semester (during pre-registration or registration periods).
3. To discuss academic progress in all courses.
4. To discuss graduation requirements.
5. To discuss career considerations.
6. To discuss unsatisfactory work in a course.

The faculty assists students to maximize their potential for success throughout the Nursing Program by means of a series of planned and as-needed meetings.
Some of the ways in which advisors support students are to:
- Assist students to improve time management skills;
- Discuss study habits and test-taking skills;

- Refer students to appropriate resources for assistance with academic and/or personal problems; and
- Provide support that encourages self-direction and problem-solving.

It is the advisor's responsibility to:
- Contact the advisee to schedule the initial advisement meeting;
- Document all meetings and telephone consultations (including those cancelled or missed), advisee/advisor concerns, recommendations, action plans and outcomes;
- Respect advisee privacy by keeping the advisee file secure; and
- Keep information shared by the advisee confidential, unless in the professional judgment of the advisor, the Director of the Nursing Program must be made aware of a particular situation.

It is the student's responsibility to:
- Keep the initial advisement appointment;
- Schedule and keep subsequent advisement appointments;
- Notify the advisor if an advisement appointment must be cancelled or missed and reschedule the missed appointment in a timely manner;
- Keep the advisor informed regarding academic performance;
- Recognize when additional support may be needed; and
- Contribute to development of action plans for improvement and follow through with those plans, evaluating the results.

Artificial Intelligence (AI) by Students

The use of artificial intelligence (AI) by students can be a great way to enhance learning and critical thinking skills as long as it is used ethically and responsibly. Examples of acceptable AI tools may include language processing software, natural language generation tools, machine learning algorithms, and intelligent tutoring systems. It is important to address the potential issue of plagiarism and abuse, as AI can make it easier for students to copy and paste information without fully understanding it.

Definition of AI: any software or technology that can perform tasks that would normally require human intelligence, such as learning, decision-making, problem-solving, or composition.

Expectations when using AI:
- understand the limitations and benefits of using AI tools for research, and how to ethically use it to augment the learning experience
- question the sources and quality of information and analyze the data presented

- cite artificial intelligence (AI) in academic work by acknowledging the specific tools, algorithms, or models used to produce the results (e.g. ChatGPT was used as a learning tool for this assignment)

Prohibited conduct:

- Plagiarism: submitted work generated by AI as one's own work, which includes using it to answer class assignments, quiz or test questions
- False information: submitting false information based on AI without researching the output, the student is fully responsible for what they submit
- Over-reliance: relying too heavily on AI tools leading to a lack of critical thinking and independent learning

Any student found to be in violation of this policy will be subject to disciplinary action, including but not limited to; 1) receiving a failing grade on the assignment, 2) receiving a failing grade in the course, 3) program dismissal.

Attendance

Registration in a nursing course is required prior to attending any learning experience in the program. Attendance during Directed Clinical Practice (DCP) learning experiences is *mandatory* in order to meet the objectives and evaluate the student's performance in the Nursing Program. The Chesapeake College/MGW Nursing Program policy on attendance is that student participation in all required learning activities is expected. Students are expected to be on time for all learning activities.

Students are required to make up all missed DCP experiences. Any absence from a scheduled DCP experience regardless of the number of hours missed is considered one (1) occurrence. Tardiness for any DCP experience greater than 15 minutes will be considered an occurrence. There is a maximum allowance of two (2) occurrences for DCP experiences per course, with the exception of NUR 131 where the maximum occurrence is one (1). Students with more than 2 (two) occurrences (NUR 114, NUR 121, NUR 212, NUR 222), or more than one (1) occurrence in NUR 131, will fail the course. The date/time and DCP site for the makeup experience will be at the discretion of the Course Coordinator and availability of simulation/clinical sites/instructors. For NUR 114 DCP Wye Mills, students must attend open lab prior to the next scheduled DCP Wye Mills date and will make up with DCP day at a date/time established by the Course Coordinator. Attendance at makeup experiences is mandatory and non-negotiable in terms of date/time and DCP site. Failure to attend DCP makeup will result in course failure.

In the event a student is required to leave (or misses time in) DCP related to injury/exposure incurred during the experience, the need for make-up will be determined collaboratively between the Course Coordinator and the Director of Nursing (Refer to Unusual Occurrence/Injury in the DCP Area).

General Attendance Information

- To avoid disruption of scheduled class time the door will be closed at the beginning of class, if entering class after this time please be sure to do so in a respectful manner.

- Students need to be aware that prospective employers frequently seek an accurate reference related to patterns of attendance and lateness prior to employment. Therefore, patterns of lateness/absence may negatively influence future employment opportunities.

- If a student is absent from class/DCP due to a serious illness or injury, the student will need to provide validation from a qualified health care provider that the student is able to return to class/DCP without restriction. Validation of unrestricted activity is to be submitted to the Course Coordinator.

- If a student is absent from class/DCP due to military service the student will need to provide documentation of dates of service prior to missing any experience. Prior notification is required for any consideration of make up of assignments, DCP or Exams.

    o Bereavement

    Students are entitled to 5 consecutive days of bereavement leave for immediate family by birth or marriage, including: spouse, child, grandchild, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, as well as all immediate step relationships, or any other dependent as defined by the IRS.

    - Documentation must be provided to the course coordinator.
    - Missed DCP experiences for bereavement will be made up at the discretion of the course coordinator and will not be included in the 2 occurrence policy. Students are required to make up all missed experiences.
    - A missed exam due to bereavement leave will not result in the 10 point deduction as with other exams (see Exam Procedures).

Class/Lecture Absence

If an unavoidable absence/lateness is anticipated, the student must notify the instructor involved and course coordinator 30 minutes prior to the absence. If the student does not contact the instructor and course coordinator within 30minutes of the absence there will be **no** further opportunity to make up points associated with any missed learning activity. The course coordinator will enter a **"0"** grade for any points that could have been earned on the day absent.

Directed Clinical Practice (DCP) Absence/DCP Make-up

Each DCP experience has been designed by the nursing faculty to provide the student the opportunity to meet specific learning objectives. All DCP objectives need to be met **consistently at a competent level** in order for the student to successfully complete any course in nursing. Therefore, attendance at every DCP experience is **mandatory**.

In the rare event that a serious illness or catastrophic emergency prevents the student from attending an assigned DCP experience, it is the responsibility of the **student** to adhere to the following procedure:

1. The student will directly inform the instructor AND course coordinator of the absence/lateness at least 30 minutes before the DCP day begins. **Failure to do so for any absence/lateness may subject the student to dismissal from the nursing program.**
2. Students are **not** to independently contact any DCP agency to attempt to reschedule or make-up the missed DCP experience.

Students are required to make up all missed DCP experiences. Any absence from a scheduled DCP experience regardless of the number of hours is considered one (1) occurrence. Tardiness for any DCP experience greater than fifteen (15) minutes will be considered an occurrence. There is a maximum allowance of two (2) occurrences for DCP experiences per course, with the exception of NUR 131 where the maximum occurrence is one (1). Students with more than 2 (two) occurrences (NUR 114, NUR 121, NUR 212, NUR 222), or more than one (1) occurrence in NUR 131, will fail the course. The date/time and DCP site for the makeup experience will be at the discretion of the Course Coordinator. For NUR 114 DCP Wye Mills, students must attend open lab prior to the next scheduled DCP Wye Mills date and will make up with DCP day at a date/time established by the Course Coordinator

Attendance at makeup experiences is mandatory and non-negotiable in terms of date/time and DCP site. Failure to attend DCP makeup will result in course failure. Please note that some of the assigned DCP experiences cannot be duplicated. Therefore, any absence may render the student unable to meet DCP objectives, and subsequently the requirements for the course.

Audio/Video Taping/and Photographs in Class

Audio and video taping content during any nursing course is permitted ONLY if a student has been granted permission through an accommodation plan in place with the director of accessibility services.

Taking photographs during any nursing course lecture is permitted ONLY if permission is obtained from the faculty member presenting the content.

Cardiopulmonary Resuscitation Certification (CPR)

Each student is required to be certified in CPR as a health care provider. This certification needs to remain current throughout the school year in order for the student to attend any DCP experience. These classes are offered through Chesapeake College when possible. Verification of this certification must be uploaded into Pre-Check/Sentry. Students must be certified as BLS Healthcare Providers through the American Red Cross or American Heart Association.

No student will be permitted to enter the DCP area without current CPR as a health care provider certification from one of the two above mentioned agencies.

Children and/or Guests

To provide an environment that promotes optimum learning for all students enrolled in a nursing course, students may not invite any unauthorized guests to attend any learning activity in the nursing program. Children are not permitted to attend any learning activity.

DCP Agencies

Travel

The Chesapeake College/MGW Nursing Program does not provide transportation for nursing students to and from their DCP experience. Students are responsible for their own transportation and/or car pool.

Visits to DCP Agencies

Faculty supervision is provided for students during scheduled DCP hours. Specific agency information and schedules are provided at the beginning of each semester. Students are not to visit any DCP agency in a student role without faculty knowledge and permission. Students may be exposed to environmental allergens such as animals, smoking, latex products etc. Students with environmental allergies must disclose such on their health documentation forms and with their Course Coordinator so alternative arrangements may be made if possible.

Student Performance

During the DCP experience, nursing faculty may confer with the hospital/agency staff and assigned clients for feedback related to student performance.

Written Statements of Agreement

There are written statements of agreement between the College and the DCP agencies. Students must meet all requirements of these agreements. It is understood and agreed that the agency may withdraw any student or students from any specific area which is not conducive to optimum learning experiences, and may withdraw any student or students from any area when the student's or

students' actions, attitudes, or conduct may, in the agency's judgment, have a detrimental effect on the patients or personnel. Students must abide by all policies of the affiliating institutions.

Unusual Occurrence/Injury in the DCP Area

The following procedure must be followed when students are injured in any DCP area:

1. Immediately notify the DCP instructor

2. Arrange for appropriate, immediate care. The student is responsible for any charges. The Chesapeake College/MGW Nursing Program is NOT responsible for any health costs incurred if injury occurs.

3. Complete an Incident Report according to agency policy and complete a Chesapeake College Incident Report form.

Code of Conduct (Adhering to Safe Practice in all Settings)

Students are expected to follow the Chesapeake College Student Honor Code and Code of Conduct as detailed in the Chesapeake College Catalog and Chesapeake College Student Guide. In addition, nursing students are expected to follow The National Student Nurses' Association (NSNA) Code of Professional Conduct and The American Nurses Association (ANA) Code of Ethics. For purposes of clarity, the Chesapeake College Honor Code and the ANA Code of Ethics and NSNA code are incorporated below:

Chesapeake College Code of Honor

Students of Chesapeake College agree to demonstrate academic and personal integrity.

Chesapeake College students are persons of integrity:
- They stand for that which is right. They tell the truth and ensure that the full necessary truth is known. They do not lie.*

- They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.*

- They respect the material and intellectual property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*

Therefore, each student at Chesapeake College pledges to:
   o Submit assignments that reflect their own work;

- Cite and properly acknowledge the thoughts and work of others;
- Complete all tests and other work in class assignments using their own thoughts;
- Reject the use of materials acquired illegally; and
- Respect the rights and property of others.

Those students found to be in violation of this code agree to disciplinary sanctions and appeal processes outlined within the Chesapeake College Student Code of Conduct.

* Adapted from the US Naval Academy Code of Honor

American Nurses Association Code of Ethics
https://www.nursingworld.org/coe-view-only

ANA Nursing Ethics is part of The Center for Ethics and Human Rights, which maintains the ANA Nursing Code of Ethics.

Provision 1 The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6 The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conductive to safe, quality health care.

Provision 7 The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

Code of Academic and Clinical Conduct for Nursing Students

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients;
2. Maintain client confidentiality;
3. Take appropriate action to ensure the safety of clients, self, and others;
4. Provide care for the client in a timely, compassionate and professional manner;
5. Communicate client care in a truthful, timely and accurate manner;
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions;
7. Promote excellence in nursing by encouraging lifelong learning and professional development;
8. Treat others with respect and promote an environment that respects human rights, values, and choice of spiritual beliefs;
9. Abstain from performing any technique or procedure for which we have not been adequately prepared;

10. Abstain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others;
11. Abstain from the use of alcoholic beverages or any substance that impairs judgment in the academic or clinical setting; and
12. Strive to achieve and maintain an optimal level of health.

(Adopted by the National Student Nurse Association at their 49th Annual Convention in Nashville TN, 2001)

Conduct within the Chesapeake College/MGW Nursing Program

The nursing student is expected to demonstrate safe professional behavior which includes promoting the actual or potential well-being of clients, health care workers, peers and self in the biological, psychological, sociological, and cultural realms. The nursing student is expected to demonstrate accountability and ethical behavior in preparation for, provision and documentation of nursing care according to course objectives.

The purpose for setting safe performance standards is to:
- Identify expectations of the nursing program;
- Comply with licensure regulations and agency agreements; and
- Identify and help students who need assistance and support to succeed in the nursing program.

*Indicators to be used as guidelines for determining **SAFE** performance are:*

Regulatory: students practice within the boundaries of the Maryland State Nurse Practice Act, the ANA Code of Ethics, the Code of Academic and DCP Conduct adopted by the National Student Nurses Association, the guidelines, objectives and policies within each course of study in the Chesapeake College/MGW Nursing Program as well as within the Chesapeake College/MGW Nursing Student Handbook; and the rules and regulations of the health care agency where students are assigned for DCP learning.

Violations of Code of Conduct
Unsafe Practice

Examples of UNSAFE practice include but are not limited to the following:

a. Fails to notify the agency and instructor of DCP absence;

b. Fails to follow Nursing Program and/or agency policies and procedures;

c. Reports for the DCP experience in an impaired state as determined by the DCP faculty member (examples may include lack of sleep or being under the influence of drugs and or alcohol);

d. Refuses assignments based on the client's race, culture, religious preference, sex, national origin, age, handicapping condition, medical diagnosis or any other protected status category;

e. Fails to address concerns with assignment to the DCP faculty member;

f. Denies, covers-up or does not report own errors in clinical practice;

g. Ignores and fails to report unethical behavior of other health care persons in the DCP setting which may affect client welfare;

h. Participates in unethical behavior in the DCP setting which may affect client welfare;

i. Displays mental, physical, or emotional behavior(s) which may adversely affect self or others wellbeing;

j. Fails to follow through on suggested referrals or interventions to correct areas that need to be improved, which may result in harm to others;

k. Commits acts of omission or commission in the preparation for care/ or actual care of clients. (Examples include but are not limited to: physical abuse, placing client(s) in hazardous positions, conditions, or circumstances, mental or emotional abuse, and medication errors);

l. Interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, and/or faculty;

m. Lacks motor ability, sensory ability, interpersonal communication skills, mental/emotional stability and/or critical thinking ability to carry out nursing procedures;

n. Lacks information processing ability necessary for making appropriate clinical judgments or decisions;

o. Performs activities not prepared for as a nursing student or which are beyond the capabilities of the student. (**Examples include, but are not limited to, administering medications without knowledge and permission of the DCP Instructor);**

p. Performing activities which do not fall within the legal realm of professional nursing practice.

A faculty member may take the following measures if a nursing student demonstrates unsafe behavior(s) in any setting:

- Immediate dismissal from the learning activity – which will serve as a DCP occurrence, and an immediate plan for corrective action would be developed in collaboration with the course coordinator.

Probation

1. Probation is a period of time to closely monitor and correct DCP or academic behaviors that need improvement or are unsatisfactory.

2. The student will be placed on probation with a written plan that specifies certain criteria and/or activities the student must meet in order to improve the behavior or change the unsatisfactory behavior. If the behavior(s) persist, the student will fail the nursing course.

3. The probation period may be extended during the duration of the semester or into the next semester as determined in the sole discretion of the Director of Nursing. If immediate and sustained sufficient improvement has not been demonstrated or the student demonstrates unsatisfactory behavior in subsequent course requirements, they may fail the course.

4. Students may be taken off probation before the end of the semester only upon recommendation of the nursing faculty.

5. Students on probation are not permitted to serve on nursing or college committees.

6. Any student who returns to the program after failing in a previous semester will be placed on probationary status and may be required to remediate specific learning objectives as determined in the sole discretion of the Director of Nursing.

7. If the student has a concern regarding the probationary status they must follow the guidelines for Addressing Concerns about Graded Assignments as set forth in this handbook.

Immediate Dismissal from the Nursing Program

If the specific behavior is of a grave nature, immediate dismissal from the program may be in order. Behavior of sufficiently significant nature is determined by the nursing faculty and includes, but is not limited to, safety violations, substance abuse, unlawful and unethical acts. ***Any student that is immediately dismissed from the program will receive a failing grade for the course and may not be eligible for readmission to the program. If the student has a concern regarding the decision to immediately dismiss, they must follow the guidelines for*** Addressing *Concerns about Graded Assignments* found in this handbook.

Dismissal from the Nursing Program

Behaviors that may lead to dismissal from the nursing program include, but are not limited to:

a. Failure to successfully complete any course required in the nursing curriculum with a grade of "C" or better.

b. Unauthorized possession, use, sale or distribution of alcoholic beverages or any illegal or controlled substance

c. Unauthorized use, possession, or storage of any weapon

d. Physical and/or psychological abuse, threat or harassment of any client, visitor, DCP agency employee, student or faculty member.

e. Theft, abuse, misuse or destruction of another person's, the college's or DCP agency's property.

f. Unauthorized disclosure, removal or misuse of confidential information about another, including any client, student or DCP agency employee.

g. Violation of the Student Code of Conduct as stated in the Chesapeake College Catalog and/or Chesapeake College Nursing Student Handbook or other applicable policy or procedure.

h. Engagement in, inducement of, or prompting others to engage in conduct which threatens or endangers the health, safety, physical or psychological wellbeing of another person.

i. Leaving the DCP agency without permission of the DCP instructor.

j. Being on DCP agency property, in a student capacity, without proper authorization.

k. Failure to report absence or tardiness to DCP faculty.

l. Unsafe practice in the DCP area.

m. Administering medications without knowledge and permission of the DCP Instructor.

If the student has a concern regarding the dismissal, they will follow the guidelines for Addressing Concerns about Graded Assignments.

Confidentiality

Information obtained by students through their activities and experiences in all facilities is considered confidential. This policy reinforces the ethical and legal responsibility of nurses and allied health professionals in working with clients and families. Each student must sign and practice according to the Directed DCP Practice Confidentiality Contract shown below.

I, _____, hereby state that I will not divulge information, WRITTEN, VERBAL, ELECTRONICALLY, and/or AUDIO/VIDEO TAPED about any clients and/or families I or my classmates will encounter in classroom discussion, DCP practice, laboratory settings, and/or agency visits while enrolled as a nursing student at Chesapeake College. I will omit client/agency identifying data in any written assignments. I understand that any breach of this confidentiality may result in consequences to me ranging from being placed on probation to dismissal from the program.

Name:
Date:

A copy of this Statement of Confidentiality will be returned to the student and the original will be placed in the student file.

Contacting Nursing Faculty/Staff Outside of Business Hours.

Nursing faculty/nursing staff are readily available to respond to questions, issues, or concerns Monday through Friday during business hours (9 am to 5 pm). When contacted after 5 pm Monday through Thursday, students may reasonably expect a response within 24 hours. When contacted after 5 pm on Friday, students may reasonably expect a response before the close of the next business day.

Course Fees

Each nursing course in the Chesapeake College/MGW Nursing Program has a course fee.

Course of Study (Syllabus)

Each nursing course has a syllabus that identifies all requirements to be accomplished by the completion of the course. Each syllabus defines objectives that need to be completed in order to successfully progress to the next nursing course in the curriculum. The syllabus also details pre-requisite requirements, required texts, grading, attendance, and evaluation policies for the course. Each syllabus also clearly defines the total credit hours and theory/DCP breakdown for each course.
The syllabus will be posted electronically by the first day of class. Orientation information specific to the course will be discussed at that time. Each student is responsible for adhering to all course requirements.

Criminal Background Checks / Drug Screening

All students accepted into any Chesapeake College Health Professions Program (conditionally offered a slot pending successful background check and drug screen or currently in a slot) must submit to and satisfactorily complete a background check and drug screen review as a condition to final admission and permission to continue. An offer of admission will not be final until the completion of the background check and drug screen with results deemed favorable by the clinical agencies. Admission may be denied or rescinded based on a review of the background check or drug screen. Students may be required to complete a drug screening each semester in order to continue in the program.

Students contract directly with the approved vendor and results are confidential and provided only to the DCP agency(ies). The DCP agency(ies)will make the decision to approve or deny the student for DCP privileges. The Nursing Director will have access to an approved/denied list provided by the DCP agency(s), not specific results of the background check or drug screen. Refusal of an agency to accept a student may prevent a student from completing the Nursing Program. Upon the refusal of one agency for DCP enrollment, the Nursing Director will request placement at another DCP agency if one is available and appropriate for the DCP experience. If a second agency also issues a refusal, or if no alternative placement is possible with any cooperating DCP agency, the student will be unable to complete the Nursing Program and will be referred to an advisor to explore other educational programs. The student is responsible for appealing any reported adverse action with the **company conducting the background check,** not the nursing program or DCP agency. Students who are unable to resolve any denials and are unable to be placed at an alternate DCP site will be withdrawn from the Nursing Program. Some DCP settings may continue to require a separate background check,

including fingerprints. The costs of the background checks and drug screenings are the responsibility of the student.

Dress Code

Standards of personal care and dress represent the student as an individual, the nursing program, and the profession of nursing. Professional persons set examples for others and students are expected to be neat, clean and well groomed in addition to the following:

Student Identification

Picture identification badges must be worn at all times while in any DCP setting. Students requiring replacement badges must communicate with the Course Coordinator who will arrange for a replacement. Any cost for replacing the identification badge are the sole responsibility of the student regardless of the reason.

DCP Uniform

- The standard white tunic top and navy blue pant uniform ***ordered through the college bookstore is the only acceptable attire for DCP***, unless directed otherwise by nursing faculty in writing. The only exception is during NUR 114 DCP-Wye Mills students must wear scrubs, any color or pattern they choose.

- Uniforms must be clean and ironed.

- White scrub jackets are permitted, but not required. A plain long sleeved white shirt is permitted under the uniform top.

- Nursing Program patches will be inserted into the sleeve (s) of the white tunic top. The "Chesapeake College" patch will be inserted into the right sleeve, and the "nursing student" patch will be inserted into the left sleeve.

- White enclosed shoes are to be clean and polished with clean white socks/stockings.

- A navy blue polo top ordered through the college bookstore. Khaki full length pants or full length skirt are required for community health settings. Scrub pants, capris and shorts are not permitted in the community setting).

- Shoes worn with the community uniform must be closed (front and back) and be brown, black or white in color.

- Cosmetics should be used in moderation.

- Hair must be a natural hair color, worn off face and be restrained if below collar level.

- Wrist watch with second hand is required (no smart watches are permitted);

- Engagement ring sand/or wedding bands are the only rings permitted

- Only small earrings are permitted; no other jewelry is permitted(Note reference to earrings below)

- Nails must be short, with clear nail polish and no overlays, gels or acrylic.

- No visible tattoos are permitted.

- One pair of small stud earrings is permitted in the ear lobes only. No other jewelry is permitted on any other visible body part that has been pierced.

- Facial hair must be short and neatly trimmed.

- Clothing must be loose enough to provide ease of movement in DCP activities and must be appropriate to body size.

- Undergarments are expected and cannot be visible under DCP attire.

- Odors can be offensive and can be a health hazard. No perfume, cologne, aftershaves or personal hand sanitizers are permitted. Noxious odors such as those related to poor dental and/or physical hygiene, body odor and cigarette smoke are not tolerated.

- The CC/MGW nursing program DCP uniform must be worn for DCP learning experience **only**. Students are representatives of the program when they appear in public in either the required white or community DCP uniform. As such, it is important that the Chesapeake College Nursing Program standards and Chesapeake College Student Code of Conduct be strictly observed when in uniform.

Open Lab
Students must wear scrubs (any color or pattern they choose) and follow the DCP Uniform Policy while in open lab.

Appropriate Street Clothes
For some DCP experiences, students are required to wear street clothes. The appearance of students reflects the image of Chesapeake College/MGW Nursing Program as well as the profession of nursing. Therefore, students are required to dress in appropriate attire, which presents a neat and professional appearance. **Attire must fit**

and be appropriate to body size. There should be no extremes of style or shortness of hemline.

When in street clothes, students' attire should be non-trendy, conservative, and non-faddish. Halter tops, torn and/or tattered jeans, short skirts, and clothes greater than two inches above the knee, clothing that is too revealing of one's anatomy, bicycle shorts, leggings, stirrup pants, jogging/warm/up outfits and the like are unacceptable. Although clean, ironed jeans are acceptable for class, they are <u>never acceptable</u> or permitted in any DCP setting when the uniform is not required.

Pinning Ceremony Dress Requirements

All students must adhere to the required dress code in order to participate in the Chesapeake College/MGW pinning ceremony.

- A white professional uniform including a dress (one inch below the knee to mid-calf) or tunic top and scrub pants.

- White hose are required for graduates wearing a dress.

- Clean white enclosed shoes are required for all graduates.

- White socks are required if the students is not wearing white hose.

- Please refer to Dress Code for further requirements.

Electronic Devices-Guidelines for use in Nursing Program Learning Activities

The following guidelines apply to the use of electronic devices during DCP and classroom activities:

- Professional behavior and proper technology etiquette should be observed at all times when using electronic devices (description of these types of devices includes, but is not limited to: cellular/smart phones, smart glasses, smart watches, i-pods, i-pads, PDA's, laptops).

- No electronic devices are allowed to be audible in the classroom. Any device is to be on a "silent" status only.

- No personal phone calls are to be made or received during class or DCP experiences. <u>In the event of an **emergency**</u>, messages can be communicated through the administrative assistant at the Health Professions and Athletic Center at 410- 827-5917, and the student will be notified of the message as soon as possible.

- These devices may be used only for learning activities and when authorized by faculty. Personal use is not permitted.

- No personal phone conversations or texting is allowed at any time while in a client area. Silence the phone by placing it in "airplane mode."

- Students are expected to have any electronic device turned off if agency policy requires it. Students will access information only in designated areas approved by the agency.

- Students must be respectful to the client at all times and ensure that their entire attention is focused on the client when they are in the clients' room. If students are using an electronic device at the bedside they must explain the purpose for the interruption in care and further explain how this will assist in their care *(if permitted by institutional policy). Smart glasses are never permitted in the DCP setting.*

- Faculty or hospital staff may ask to see what programs students are using at any time.

- The use of an electronic device allows students to retrieve information quickly and unobtrusively. Students must protect the confidentiality of client information at all times in accordance with HIPAA. Photographs and/or videos may never be taken of clients. Smart glasses are never permitted in the DCP setting. If you receive a photograph and/or video of a client you are not permitted to redistribute and must report to the Course Coordinator immediacy.

- Electronic devices, like other medical equipment may act as a reservoir for microorganisms and contribute to the transfer of pathogens. Students must be sure to appropriately disinfect/decontaminate devices as needed. Do not bring them into patient rooms.

- Students who violate client privacy with the electronic device(s) will be subject to appropriate disciplinary actions consistent with college, program, and/or DCP agency policy, as well as repercussions under applicable law, including HIPPA.

- Approved laptops are the only electronic device permitted in the testing room. In response to the increased potential for cheating and disruptive behavior during testing situations, **no electronic devices, including but not limited to smart watches, smart glasses, phones, iPods, iPads, are permitted in the room** during a quiz/test/exam. Setting the device on vibrate or silent mode or "off" is **not** an option.

In the event an electronic device is heard during any quiz/test/exam, the student with the device must stop the quiz/test/exam at the moment the sound is heard and must surrender the device to the proctor until the exam times out, at which time the device will be given back to the student for exam upload. The student will exit the room once the device is surrendered to the proctor and may return once the quiz/test/exam has been completed by the entire class. The quiz/test/exam will be scored based on the number of questions completed at the time the sound was heard.

Note: Students that have an electronic <u>medical </u>device must discuss that with the course coordinator prior to the first learning activity to determine the most appropriate accommodations.

Emergency Closing Information

When inclement weather or other events necessitate emergency cancellation of all classes and closing of the Chesapeake College, special radio and television announcements and college telephone recordings will notify the community of such closings.

1. In the event that it becomes necessary to close the college entirely, radio stations in the surrounding five counties will be notified no later than 0630 for day classes and by 1530 for evening classes. Any college closings or delays will be posted on the college website and may be available via the Chesapeake College Twitter account. Prior to notification from the college, the Course Coordinator, in collaboration with DCP instructors may choose to delay the start of DCP based on predicted weather conditions. In the event that the weather is predicted to become hazardous, a delay in the start time of the DCP day may be made. The students will be notified by their DCP instructor and will report at the newly designated time.

2. In the event that the college closes early or after the start of a DCP experience, the DCP experience will end at the time the College closes.

3. Students are encouraged to download the [Alertus app](#) for campus-wide emergency notifications. This app will allow students to receive timely push notifications regarding any emergency incidents impacting Chesapeake College, including inclement weather events.

Employment

Recognizing that employment is often a necessity in the nursing program, it is the student's responsibility to see that work schedules do not interfere with any course obligations. The student will not be excused from any class/DCP hours to meet work

obligations. It is highly recommended that students appropriately limit work hours to maximize success in the nursing program.

Exam Procedures

- Unit exams are scheduled throughout each semester. Refer to the specific course calendar for specific dates and content included in each exam.

- All nursing students must complete unit/final exams within those specified periods.

- Special test accommodations will be provided for those with an accommodations plan in place through the Chesapeake College Accessibility & Student Conduct Coordinator. It is the responsibility of the student to provide faculty with an updated plan each semester, at least five (5) business days prior to the exam. Students that require an accommodation will test in the testing center on the Wye Mills campus during regularly scheduled hours of operation.

- Preliminary exam results will be provided to students immediately following submission of the exam. Within one week, the entire exam and analysis will be extensively reviewed by faculty and final exam scores will be posted in the LMS.

- Examinations may be taken only once and must be taken in the class section in which the student is registered, unless prior specific permission is granted by the instructor.

- Any student arriving late or absent for any scheduled exam must contact the Course Coordinator immediately to arrange another date/place to take the exam. This opportunity to make-up the exam must occur within a one week time-frame. Students who fail to take the exam within the specified time frame will receive a score of zero (0) for that exam. Students permitted to make up an exam are required to schedule a time in the testing center during regularly scheduled hours of operation.

- Students who take more than one make up exam during the course will have 10 points deducted from those exams.

Exam/Medication Calculation Competency (MCC) Protocol

- Approved laptops are the only electronic devise permitted in the testing room. All other electronic devices including but not limited to, smart watches, smart glasses, phones, iPhone, iPad, mouse, stylus, etc. must be turned OFF and **secured outside of the classroom** during testing/MCC, per Chesapeake College MGW Nursing Student Handbook, Electronic Device Policy (lockers are available in the HPAC building). Smart glasses will not be permitted in the testing room. If

glasses are required for testing then the student is required to wear non-electronic/recording glasses.

- All personal belongings and materials such as keys, purses, book bags, etc. may not be in room when testing/MCC is taking place. Please secure these items in lockers located in the HPAC building.

- Hats and other non-religious head coverings are not permitted.

- Only a clear bottle of water with the label removed is allowed in the room during testing.

- All students should use the bathroom prior to the exam/MCC.

- Please answer all questions to the best of your ability. Faculty will only respond to questions related to technical issues. If any **technical issues** arise during your exam/MCC, raise your hand and the proctor will come over to assist.

- Please ensure that testing devices are fully charged prior to starting the exam/MCC.

- Preliminary exam results will be provided immediately following submission of the exam. Students will not see exam questions again after this time therefore students must be sure to take time to review the results and incorrect questions with rationales immediately following submission of the exam.

- Following administration of any unit or final exam students will have until noon the following day to ask clarifying questions regarding the exam via the electronic form provided by the course coordinator. This is the only time students may submit clarifying questions from resources such as page numbers, charts etc.

Guidelines for all Concept Reviews
- The purpose of concept review is to enhance student learning. It is not to debate the validity of questions. Students will not see exam questions again, rather faculty will review concepts from the exams. Students will not be permitted to write anything down during concept review.

- All electronic devices including smart watches (other than the device being used for exams) will be turned OFF and **secured outside of the classroom** during testing/MCC, per Chesapeake College MGW Nursing Student Handbook, Electronic Device Policy (lockers are available in the HPAC building).

- All personal belongings and materials such as keys, purses, book bags, etc. may not be in room when concept review is taking place. Please secure in lockers located in the HPAC building.

- Hats and other non-religious head covering are not permitted in the room

- Only a clear bottle of water with the label removed is allowed in the room during concept review.

- During concept review students are asked to consider all possible factors contributing to their exam score (e.g., fund of knowledge, ineffective study strategies, test-taking errors, reading comprehension, or attention issues, poor time management, personal problems, etc.). Questions on concepts/content will be answered by instructors.

- If students require further clarification <u>on a concept</u> after concept review they are encouraged to schedule a meeting with the faculty member who taught the content in question. Please be sure to make an appointment with the faculty member <u>after</u> you have attended the scheduled concept review. <u>Questions regarding specific exam questions will not be addressed following concept review.</u>

Expenses

Expenses which are the student's responsibility include, but are not limited to,: textbooks, nurse packs, , laptops, physical examinations, immunizations, certification in CPR, transportation to DCP sites, required uniform and shoes, stethoscope, nursing program pin, standardized exams within the program and course/graduation fees.

Grading/Evaluation

Students must earn a 75% average on all examinations in every course in the nursing program. This 75% average is calculated by taking the total number of points earned by the student on all unit, laboratory, and final exams divided by the total number of points possible for those same exams. Students who fail to pass the course examinations with an overall average of 75% or higher will not be able to progress in the program. ***Points earned for assignments other than exams (Ex. ATI, Competencies, Class points, quizzes etc.) will not be factored into the student's final grade if the student has not met the minimum pass rate of 75% average on all examinations.***

The theory component of each course must be completed successfully (i.e. with a grade of C or better) in order to pass the course.

To achieve a passing grade for DCP by the end of the semester students must consistently demonstrate competence for each SLO at a minimum of 75% on the Performance Scale. Failure to pass DCP will result in a failing grade for the entire course regardless of the theory grade.

Grading Procedures

Grading Scale for Nursing Courses

The grading scale for the Chesapeake College/MGW Nursing Program is as follows:

NUR 114, 121, 212, 222

1000-920 points	A
919-830 points	B
829-750 points	C
749-670 points	D
≤669 points	F

- Grades will not be rounded to the next highest point except for following: Students earning exam points of 674.5-674.9 will be rounded to 675 exam points.

- Ninety percent (90%) of each course will be comprised of exam points.

- Points earned for assignments other than exams (Ex. ATI, Competencies, Class points, quizzes etc.) will not be factored into the student's final grade if the student has not met the minimum pass rate of seventy-five percent (75%) average or 675 points on all examinations.

Grading Criteria

Unit Examinations

Unit exams will be given only as scheduled; no retests will be given.

Final Examination

A cumulative final examination will be given as scheduled for each nursing course.

Grades in Supporting Courses

Students receiving a grade below "C" at mid-term or as a final grade in any required general education course must provide this information in writing to the Director of the Nursing Program immediately to determine eligibility to progress in the program.

Graduation Requirements

The culmination of nursing education at Chesapeake College is the awarding of the academic degree. Graduation and pinning ceremonies offer the opportunity to celebrate achievements with family, friends and peers. Students are strongly encouraged to participate in Graduation and Pinning ceremonies.

- An Associate of Science in Nursing Degree will be awarded to a student who has a minimum of 69 credit hours of prescribed academic work.

- A Grade Point Average (GPA) of 2.0 is required for graduation.

- Nursing students must achieve a grade of "C" or better in all courses that are part of the nursing curriculum. In addition to the theoretical component, students must consistently demonstrate the ability to successfully meet the DCP objectives outlined for each nursing course in the curriculum.

Health Requirements-Mental and Physical Competency to Participate in the DCP Practice Setting.

Assessment of the student's mental and physical competency to participate in DCP experiences is an ongoing process performed by faculty.

If the student demonstrates behaviors that may indicate that they are not physically, mentally or emotionally competent to provide safe client care, the faculty may request an examination by a qualified health-care practitioner.

If the qualified practitioner determines that the mental and/or physical health of the student interferes with safe DCP practice, the student will be granted a medical leave of absence (Refer to Leave of Absence). The medical leave of absence will be terminated after the student submits a written **Health Status Report** from a qualified health practitioner to the Director of the Nursing Program stating the student is mentally, emotionally and physically competent (as applicable) to resume all school activities, including DCP experiences. The Director and faculty will then decide the appropriate point of re-entry into the Nursing Program, based on the time missed, the ability of the student to achieve the course objectives and the sequence of courses being offered. The Director of the Nursing Program will inform the student of the decision in writing.

Physical Examination

All students are required to have the results of a current physical examination on file with the Nursing Program. The Director of the Nursing Program will notify students in writing when this information will be due to be uploaded to PreCheck/Sentry. If

changes in physical and/or mental health and /or medications occur after this initial health form is submitted, it is the responsibility of the **student** to notify the Director of Nursing of the same, as soon as possible. A nursing student's physical and emotional condition must be such that the performance of nursing actions will not jeopardize the student or client's safety.

Strenuous physical activities are expected when performing nursing actions. Activities may include but are not limited to, lifting, pushing, pulling, stooping, walking, and carrying more than 50 pounds. The ability to see, hear, and communicate must be at a level which enables the collection of client data and the safe administration of nursing actions to meet client needs.

When, in the judgment of the faculty, there is a concern for a student's physical or emotional well-being or client's safety, the student may be referred to a qualified health care provider to determine whether continuation in the Nursing Program is prudent. The faculty may request that the student submit a **Health Status Report** stating that the student is mentally, emotionally, and physically capable of resuming all learning activities, including DCP experiences. The faculty reserves the right to prohibit the student from additional DCP experience until such information is obtained from a qualified health care provider.

Immunizations

All students must have an annual Tuberculin Skin Test (TST). A chest x-ray will be required if the skin test is positive. If the chest x-ray is negative, repeat x-rays are not needed unless symptoms develop that may indicate positive pathology.
Serologic confirmation of immune status to rubella, mumps, rubeola and varicella is required of each student. Tdap immunization is required. Student must be fully vaccinated against COVID-19 (received all does in the primary series). Medical/Religious waivers may be granted for COVID-19 vaccinations; however, waivers are dependent on each clinical site. Hepatitis B vaccination is strongly recommended.
Documentation of immune status must be submitted and approved by PreCheck/Sentry by the due date provided in writing to the student upon acceptance into the nursing program or a waiver must be on file. Other immunizations as required by clinical facilities. Any student requesting a waiver must contact the Director of Nursing.

Medical Marijuana

Maryland legislation under MARYLAND MEDICAL CANNABIS LAW / NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION (Code of Maryland Regulations (COMAR) 10.62.01.00) allows for the controlled use of medical marijuana in the State. Thus, Maryland citizens may legally obtain a medical marijuana "identification card" from the NATALIE M. LAPRADE MEDICAL CANNABIS COMMISSION. Recreational Marijuana is also legal in Maryland. However, Federal law outlined by the Controlled Substances Act of 1970 (CSA) has classified marijuana as a schedule 1 drug which prohibits the use,

possession and/or cultivation of cannabis and contains no exception. Therefore, the use, possession, cultivation, or sale of marijuana/cannabis in any form violates federal law. Facilities that receive federal funding (Hospitals and Health Care facilities) are required to abide by the Drug-free Workplace Act of 1988, which cannot accommodate medical marijuana.

Hospitals and Medical Centers that participate in the College's clinical rotations all abide by the Drug-Free Workplace Act of 1988. In addition, the College also is bound by the Federal Drug-Free Schools and Communities Act as well as the Drug-Free Workplace Act of 1988, and therefore maintains a strict policy prohibiting the consumption, use, sale, possession, or manufacture of cannabis products on College campus property, or in connection with any College-sponsored activity. Therefore, any student testing positive for Cannabis currently cannot be accepted into a clinical rotation by Maryland hospitals or health care facilities, regardless of a legally obtained identification card. Positive results on a drug screen may preclude completion of course/program objectives and program completion until the issue is resolved. Students unable to complete the clinical/practicum components of the nursing program will result in students being unable to complete course requirements and therefore an inability to successfully complete the program.

Leave of Absence

A leave of absence from the Nursing Program may be granted for extenuating circumstances related to health, providing this leave is short-term and the student will return to the Nursing Program in less than one year. Students who are failing a nursing course or who need to cease attending school for reasons other than health must follow the Policy on Withdrawal.

A request for a leave of absence is to be submitted by the student, in writing, to the Director of the Nursing Program. The request must state the reason for the leave and the anticipated date of the leave and the anticipated date of return. The student will be informed, in writing, of the decision of the Director of Nursing and faculty.

Students requesting readmission following a leave of absence must follow the Policy on Readmission. In addition, it will be necessary for the student to provide a completed **Health Status Report Form** from a qualified health care provider indicating that the student is physically, emotionally and mentally able to return to the Nursing Program and assume all responsibilities and activities associated with the program.

Maryland Board of Nursing

Successful completion of all course requirements in the Nursing Program renders the student eligible for the Associate of Science Degree in Nursing from the College. The

Director of the Nursing Program is responsible for communicating to the Maryland Board of Nursing the following:

1. The name and social security number of each person to whom the certificate or degree has been conferred.

2. The name of each nursing student who is covered by the Nurse Practice Act, Md. Code Ann. Health General Article 43, Section 299. The Maryland Board of Nursing (the "Board") determines the eligibility for entrance into the licensing examination. The Board may: "Withhold, deny, revoke, suspend, or refuse to renew the license of a nurse or applicant for a variety of reasons. This includes conviction of a felony or conviction of a crime involving moral turpitude if the nature of the offense bears directly on the fitness of the person to practice nursing or violation of any provision of the Nurse Practice Act."

Medication Administration Policy

Students **must** present **each** medication to the instructor **prior to administering them to any client** and be prepared to discuss information about each of the medications. After discussing and reviewing the clients' medications with the DCP instructor, **final permission to administer the medication must be confirmed with the DCP instructor before the medication is administered.** Administering **any** medication to a client without the DCP instructor's knowledge and permission is considered unsafe behavior and may result in dismissal from the program (Refer to Code of Conduct (Adhering to Safe Practice in all Settings).

Pregnancy

It is the student's responsibility to report in writing their pregnancy and the expected date of delivery to the Course Coordinator as early in the pregnancy as possible along with documentation signed by a qualified health care provider stating that the students has "no restrictions" while in the program.   This must be documented each semester in which the student is enrolled.   It is the student's responsibility to inform the faculty of any change in this status, and submit the changes with documentation completed by a qualified health care provider. The pregnant student who is in good health may continue DCP nursing courses as long as, in the judgment of the faculty and health care provider, the requirements of the course will not interfere with their health or their pregnancy; or, the pregnancy will not interfere with the ability to meet course objectives. Depending upon the situation, the student may need to withdraw with a "W" or receive an "incomplete."

Pinning Ceremony

Graduates are recognized for their specific nursing achievements at an annual pinning ceremony. Faculty members welcome the graduates into the nursing profession by pinning on the Chesapeake College Nursing Program Pin. ***Only students with the Chesapeake College Nursing Program pin will be permitted to participate in the ceremony.*** The ceremony is planned and conducted by the CC/MGW Faculty with input from the graduating class. The advisor(s) for the graduating class is/are the principal coordinator(s) for the event.

Faculty Responsibilities for the event include:
- Logistics: location, set-up, supplies
- Planning the program
- Music (processional and recessional)
- College speakers
- Develop program
- Awards
- Pinning invitations
- Pinning programs
- Choose photographer
- Sending invitations to selected college officials and key community partners

Graduating Class Responsibilities Include:
- Purchase of roses from florist
- The class President will serve as the class speaker
- Submitting information for program in a timely manner
- Strictly adhering to Pinning Ceremony Dress Requirements
- Participating in Pinning practice

Procedure for Blood-Borne Pathogen Exposure

As part of their DCP nursing courses, students will be taught to use appropriate precautions to prevent exposure to pathogens. Students are responsible for putting those techniques into practice when caring for clients. If exposure occurs despite scrupulous technique, the student must inform their DCP instructor IMMEDIATELY. Blood-Borne Pathogen Exposure is defined as being exposed to blood and/or body fluids through needle stick or other percutaneous or permucosal exposure.

If clothing becomes exposed during a DCP experience, the student will immediately remove any garment penetrated by blood or other potentially infectious material. Clothing shall be removed prior to leaving the work area and shall be placed in a designated container for storage, washing, decontamination or disposal.

- All students are advised to have an additional set of clothing available for any DCP experience. Chesapeake College is not responsible for providing alternative clothing.

Should a student experience an unprotected exposure to blood and/or body fluids while in a DCP setting, they must report it to their DCP instructor and know that the agency policy may mandate that an incident report be filed. While the Nursing Program will make every effort to maintain confidentiality, the Nursing Program cannot be held responsible for actions taken by the DCP agency.

The Nursing Program does not assume responsibility for costs of any resulting health care.

Procedure for Program Feedback

Nursing students are strongly encouraged to provide feedback regarding the program. Students have ample, on-going opportunity to provide input and/or suggestions through an elected class representative that attends monthly curriculum meetings, as well as through course and end of program feedback forms.

Progression in the Program

The student is expected to maintain enrollment and complete the nursing courses sequentially. Each nursing course has required pre-requisites as listed on the courses sequenced below. The student is responsible for fulfilling prerequisite requirements before progressing through the curriculum. A student needs a cumulative grade point average (GPA) of 2.0 to graduate.
A failure to register in a scheduled DCP nursing course will forfeit a student's place in the program.
A grade below "C" in any course requires re-enrollment in that course. Re-enrollment is on space available basis and may not always be in the following semester or year.

Associate of Science in Nursing Degree Course Sequence

See College Catalog- Nursing: Registered Nurse A.S. Degree (132)

Withdrawal from the Nursing Program

The student is responsible for initiating withdrawal procedures as outlined in the Chesapeake College Catalog. In addition, when withdrawing from any nursing course, the following procedure must be followed:

Student-Initiated Withdrawal:

1. Students who withdraw from a nursing course must notify their instructor of that intent prior to missing the next scheduled class.
2. Upon withdrawal (or dismissal) from the program, students must return their hospital ID badge and empty their locker in the HPAC building.

Ratio of Clock Hours to Credit Hours in Nursing Courses

Consistent with all other courses at the College, one hour of theory in a nursing course is equal to one credit hour. Three hours of DCP is equal to one credit hour. Each course of study clearly defines the total credit hours and theory/DCP/simulation breakdown for each course.

NUR 114 as an Example		NUR 212 as an Example	
9 hours DCP/week	3 credits	12 hours of DCP/week	4 credits
6 hours theory/week	6 credits	5 hours theory/week	5 credits
Total	9 credits	**Total**	9 credits

Students with Provisional Requirements

Throughout the program any student progressing to the next semester with 675-719.99 exam points will be required to participate in additional supplemental instruction activities to enhance the likelihood of their success in the program. Students who do not fully utilize the prescribed academic supports as outlined will not be eligible to re-enroll upon failure of the course. These provisional requirements will be fully outlined at the beginning of the semester and the students will indicate knowledge of the requirements by signing that they agree to meet the prescribed requirements or forfeit the opportunity to re-enroll.

Readmission Policy

A student desiring readmission into NUR 114 must submit an application for admission by May 25th and will be put into the general pool of applicants. A student desiring readmission to the Nursing Program into NUR 121, 131, 212 or 222 must submit a written petition to re-enroll to the Director of the Nursing Program by **May 1** for and 212 and **November 1** for NUR 121, 131 and NUR 222. Re-enrollment forms can be found on the nursing program webpage. Students will be considered for readmission if:

- Student is able to successfully validate that knowledge and skills learned in previous nursing courses are current and at the level required to safely function in the DCP area. In general, the time lapsed from the **initial** course in the program should not exceed more than three years.

- Space is available in the Nursing Program. Enrollment with advanced standing and re-enrollment can only be accommodated on a space available basis. The following priorities will be used:

  - Students who have chosen to interrupt the Nursing Program sequence by withdrawing by adhering to the college withdraw policy.

  - Students who did not earn a "C" or better in any required course. Petitioners in this category will be rank ordered for re-enrollment (highest to lowest) by criteria identified on the re-enrollment form. Petitioners with the highest total of points will receive the first available spaces. Petitioners with equal point totals will be rank-ordered by their science/math/nursing GPA, highest to lowest.

The Director of the Nursing Program will review and consider each petition for re-enrollment and consider each petition on stated merits. Faculty will consensually agree whether to approve re-enrollment to any nursing course. The Director of the Nursing Program is responsible for informing the student of the decision and the rationale for the decision. Once approved, re-enrollment will be contingent on:

1. Space Availability (see above)

2. Successful validation that knowledge and DCP skills previously learned are current and at the level required to safely function in the DCP setting. The validation of competencies will include: Math skills/drug and dosage calculation, physical assessment skills, medication administration and sterile technique.

3. The student will develop a written plan for success in the academic and/or DCP setting. This plan will demonstrate an assessment of strengths as well as opportunities to improve. In addition, the plan will identify specific actions/resources that will be initiated to facilitate successful completion of the course and the program.

4. The student will be readmitted on probationary status, with academic and DCP progress closely monitored by the course coordinator. This status will remain until no longer deemed necessary by the nursing faculty.

5. The student must update the health requirements in PreCheck/Sentry and complete an updated background check and drug screening.

Students who withdraw or receive a failing grade in a nursing course (including accelerated pathway students) may be readmitted to the nursing program one time given the conditions noted above. ***Students involved in situations warranting***

immediate dismissal from the program may not be eligible for readmission to the nursing program.

After two admissions to the RN program, students are eligible to apply for a third **admission** to the program **after a minimum wait period of five (5) years from the date of exit from the Nursing Course Sequence**. As an additional option, the student may apply at any time, **once they are licensed as an LPN and have a minimum of one (1) year full-time experience. These students may apply to the accelerated pathway option.**

Smoking-Tobacco-Free Campus

For nursing students, the Chesapeake College smoking policy expands to include all DCP sites and all learning activities. The Chesapeake College policy is as follows:

"Chesapeake College is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. Therefore, the use of tobacco product(s) and/or tobacco substitute(s) is prohibited on the campus of Chesapeake College ("college") and all college sites. This consists of all buildings, including all grounds, exterior open spaces, parking lots, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities; and in all college-owned or leased vehicles. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke-free and tobacco-free policies are becoming a standard to foster a healthy environment in municipalities, businesses, and colleges and universities alike.

Definition: For purposes of this policy, "tobacco" is defined as smoking tobacco, chewing tobacco, snuff or the use of any other material in any type of smoking equipment, including but not restricted to cigarettes, vaporizers, inhalers, cigars or pipes. This policy applies to all individuals on Chesapeake College's campus, including faculty, staff, students, parents, vendors and visitors.

Responsible Offices: The Vice President for Administrative Services and the Vice President for Academic and Workforce Programs are responsible for implementing this policy.

Procedures: Faculty, staff and students who violate this policy are subject to disciplinary action by the college. Visitors who violate this policy may be denied access to the college campus. Concerns regarding student, faculty/staff, and visitor violations of this policy should be referred to the Office of Public Safety."

Any nursing student who violates this College policy will have a panel of nursing faculty convened by the course coordinator as soon as possible to determine appropriate disciplinary action.

Social Media Policy

The Chesapeake College/MGW (CC/MGW) Nursing Program recognizes that various websites are used as a means of communication. Future employers often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "live on" in cache beyond its removal from the original website and continue to circulate in other venues. All communication on social networking sites (i.e., Facebook, Twitter, YouTube, Snapchat, TikTok etc.), and other online venues (such as blogs, image hosting, and discussion boards) should be kept in accordance with the same standard professional legal and ethical practices accorded to protected health care information by established legal and ethical practice. No student may create a social media site/page using Chesapeake College or CC/MGW nursing program in the name.

In your professional role as a care-giver:
Do not present the personal health information of other individuals. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of photographs/videos may still allow the reader to recognize the identity of a specific individual. These are all HIPAA covered identifiers.

Do not present yourself as an official representative or spokesperson for the Chesapeake College/MGW Nursing Program. Do not post any confidential or proprietary information about CC/MGW, any affiliated health care agency, faculty, or client.

Individuals should make every effort to present themselves in a mature, responsible, and professional manner. Discussion should always be civil and respectful. The actions listed below are strongly discouraged:

Presentation of information that may be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.

Display of language or photographs that are harassing, discriminatory or retaliatory, whether explicitly or implicitly are not permitted. This include language and/or photographs that imply disrespect for any individual or group because of age, race, sex, national origin, gender, disability, ethnicity, gender identity, sexual orientation or any other protected characteristic.

Exercise sound ethical judgment and adhere to all College, Chesapeake College/MGW Nursing Program, policies and requirements, and State of Maryland legal and ethical guidelines. ***Inappropriate, unethical or unprofessional posts, pictures, comments, etc., may result in dismissal from the nursing program. When accepted into the nursing***

program students are representing the CC/MGW nursing program and the profession of nursing.

Standardized Testing Within the Program

Standardized exams are given throughout the program to determine competency in concepts related to medication administration. Calculation of medication dosages are important and foundational to the safe practice of nursing. Math is incorporated in class as well as DCP experiences. Students are responsible for keeping current with math skills. Many resources are available through the academic progression coordinator to assist with that effort. Several other resources are also available through the college and the Learning Resource Center. Students are responsible for collaborating with Nursing Faculty and identifying appropriate resources if supplemental instruction in this content area is needed.

A Medication Calculation Competency (MCC) will be administered each semester of the Chesapeake College/MGW Nursing Program, per the following schedule:
- In NUR 114 – at the end of the semester.
- In NUR 121, 131, 212 & 222 at the beginning of the semester.
- Actual Dates of Administration will be clearly published on individual course calendars distributed on the first day of class.

The student must pass the MCC to successfully complete each semester. All students in the CC/MGW Nursing Program must successfully pass the MCC exam with a 90% after no more than three attempts. Students that are not successful on their first or second attempt will complete the entire exam (all categories) again for a total of three (3) attempts. In NUR 114, students must pass MCC with 90% in order to pass the course and progress to NUR 121. Students enrolled in NUR 121, NUR 131, NUR 212 and NUR 222 must pass MCC with 90% as a requirement to administer medications in the DCP area. Students that do not achieve 90% may attend DCP, but will not be able to administer medications until the MCC has been successfully completed with a score of 90%. Students will receive a "not competent" in the knowledge and science SLO each day/week that they are unable to administer medications due to failure to pass the MCC. A student unsuccessful in scoring 90% on the MCC after the third attempt must meet with the Course Coordinator to discuss the student's ability to meet the required course objectives. Depending on the ability of the student to meet required course objectives, faculty will recommend probation, dismissal or withdrawal from the program.

Standardized exams will be administered throughout the program to prepare for the NCLEX – RN. Requirements for each of these exams will be fully explained within individual course syllabi.

Student Nurse Organization (SNO)

All CC/MGW students may belong to the Student Nurse Organization (SNO). Participation in the SNO's numerous activities expand student awareness of the many facets of nursing and enhances service opportunities. An active association benefits the students, the Nursing Program and the community. The SNO is structured so that each of the two classes of nursing students has a faculty advisor, elects class officers, and holds meetings.

The objectives of the SNO are to:
- Promote collaborative relationships
- Foster leadership skills
- Coordinate and actively participate in community focused activities
- Provide feedback/input into issues that affect the CC/MGW student nurse experience.

The officers of the SNO Class Organizations will be:
- President   (1)
- Vice President (1)
- Secretary   (1)
- Treasurer   (1)
- Representative to curriculum committee (1)

These officers will be elected by a majority vote of the students who hold membership in that Class Organization. Elections will be held in the beginning of each Fall semester.

Elected members of the Class Organizations will hold office for a period of one year beginning with the September meeting will maintain passing grades and will be eligible for reelection each year.

Any officer of the SNO who fails to execute the duties of the office may be asked to resign by a majority vote of the students who hold membership in that Class Organization. This student will not be eligible for any elected position in the SNO thereafter.
Any officer may voluntarily elect to resign their office by submitting a written resignation to the class advisor. If the officer resigned in good standing with the class, they will be eligible to seek an elected position in the SNO at a later time. If the officer resigned under pressure from the class due to failure to fulfill the responsibilities of the office, they will not be eligible for any elected position in the SNO thereafter.
Any vacant office in the SNO will be filled by a special class election.

Duties of the Officers

President
- Preside at all class meetings;
- Confer with the class advisor prior to meetings;
- Appoint special committees as necessary for special class projects serve as ex-officio member of any appointed special committee; and
- Serve as the class speaker at the pinning ceremony.

Vice-President
- Assume the duties of the president in their absence;
- Assume duties/responsibilities delegated by the president; and
- Serve as chairmen of the class Nominating Committee.

Secretary
- Record the minutes of all meetings of the class and submit a copy to the class advisor;
- Take attendance at each meeting and record in the minutes;
- Send the minutes of each meeting to the class advisors within one week of the meeting;
- Conduct all correspondences for the class; and
- Create an end-of-year report on class activities and submit to the adviser two weeks prior to the end of the semester.

Treasurer
- Collect and record dues as determined by the class membership;
- Maintain financial records which record class revenue: amount, source of money, and expenses;
- Ensure that funds are spent correctly;
- Give reports to the Class Organization at each meeting stating the amount in the treasury and the expenditures since the last meeting; and
- Meet with the class advisor periodically to audit financial records.

Representative to Curriculum Committee
- Liaison between class and faculty for curriculum related issues;
- Attends scheduled monthly nursing faculty curriculum meetings; and
- Reports to class at class meetings after attending these meetings.

Meetings and Activities:
The Class Organization shall meet on a date and time determined by each faculty advisor(s). Tentative meeting dates and times will be published during the first week of class each semester. Special meetings may be called by the class president or by the class advisor. Class Organization meetings must have a faculty advisor present. Any

other class-related activity must have prior approval by the faculty advisor(s). Any activity with the SNO will require permission from the class advisors and students will be required to adhere to the dress code in the community uniform or as directed by the class advisors.

OADN Alpha Delta Nu Nursing Honors Society

Chesapeake College's Chapter of the Alpha Delta Nu Honor Society is titled Gamma Iota

Objective
The objective of the OADN Alpha Delta Nu Nursing Honor Society is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Additionally, the society will participate in the recruitment of qualified individuals into the profession of nursing.

Membership
Membership will be offered after the first two semesters in the program to students who have maintained a cumulative GPA of 3.0 or above and have earned a grade of B or better in each nursing class of the nursing program with no previous failures in any nursing course. Students will be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership will be granted to students who maintain the cumulative 3.0 GPA and earn a grade of B or better in all nursing courses in the third semester of study during the second year of the core nursing curriculum. Students must have demonstrated conduct on campus and DCP areas that reflects integrity and professionalism.

Any non-generic student who has maintained a 3.0 or above GPA in nursing (with letter grades of B or better) and a cumulative GPA of 3.0 or above in semesters prior to the fourth semester of the program will be offered membership.

Purpose
The OADN Alpha Delta Nu Nursing Honor Society will, at the discretion of the advisor, sponsor one educational or recruitment project during the provisional membership period prior to the induction ceremony at the discretion of the advisor (preferably in the third semester).

Criteria
The project must be approved by the faculty advisor(s). The project must be conducted by the provisional members and full participation is expected. The activity is a requirement for full membership.

Officers

The OADN Alpha Delta Nu Nursing Honor Society will elect a President, Vice President, and Secretary from the body of the provisional members in the third semester of the second year of the core curriculum. These officers shall serve for the entire academic year.

The President of the society is responsible for calling a minimum of two meetings, during the third semester. The President is responsible for conducting the meetings, transacting business, appointing members to committees, and communicating information of the society's activities to the membership. The President will have voting powers only to break a tie. The President will serve as an ex-officio member on all committees. In the absence of the President, the Vice President will perform the duties of the President.

The Secretary is responsible for providing at least one week advance notification to the membership of meetings to be held. The Secretary must maintain clear and concise minutes of all meetings. All minutes of the meetings must be forwarded to the advisor(s).

A faculty advisor(s) will serve to assist and facilitate society's activities. They must meet with the Officers, as needed, to provide advice and counsel in promoting the society's objectives. The faculty advisor(s) is/are responsible for keeping the entire nursing faculty informed of the society's activities. The faculty advisor(s) must submit the annual report to OADN by the end of the fourth semester of the core curriculum.

Fees

Each member who has met the requirements for induction into the society are required to pay a nominal fee for their society membership, pin and honor cord.

Induction Ceremony

The induction ceremony will occur during the fourth semester of the core curriculum. The ceremony will be dignified and reflect the honor being bestowed for academic excellence in the educational pursuit of nursing as well as the essence of what it means to be a nurse. Each chapter will be able to create the induction ceremony that will embody these elements.

Adapted from the OADN ALPHA DELTA NU NURSING HONOR SOCIETY National Bylaws Adopted May 2019: N-OADN Board of Directors
Chesapeake College is an equal opportunity institution.

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