



Associate of Science In Nursing Student Handbook

The guidelines noted in this document are utilized in conjunction with guidelines in the current ***MDC Student's Rights and Responsibilities*** handbook. Students will be notified in writing of any changes 30 days prior to implementation.

MISSION

The Mission of the School of Nursing is to provide our diverse student population with an excellent multicultural education that prepares them to skillfully practice nursing in a global society with an emphasis on lifelong learning.

VISION/VALUES

The Vision of Miami Dade College School of nursing is to be a school of excellence, renowned for its Values:

An environment that enhances students learning and professional development, empowered thought innovation, state of the art technologies, teaching excellence and support programs that equip each learner with knowledge, skills and values to succeed. The School of Nursing assists students to develop life-long strategies that promote professional nursing responsibilities and global citizenship.

A culture of inquiry and evidence that is characterized by the commitment of faculty, staff and students to accountability for learning excellence through scientific inquiry base on the nursing process, evidence based practice, technology, interdisciplinary experience and community partnerships.

An exceptional work environment that makes MDC's school of Nursing the "employer of choice" for an exemplary, diverse nursing faculty workforce, who benefits from extensive faculty development and educational opportunities, who engage in a true shared governance model, and who utilize state of the art technology while teaching, contributing to an exceptional quality learning environment.

Quality community partnerships with healthcare agencies in Miami Dade County to meet the community needs by educating culturally-competent nurses who can provide high quality healthcare and education to a multicultural society.

A commitment to cultural initiatives that allow students to develop an appreciation for the diversity of the individual in our global society, resulting in the delivery of holistic, culturally sensitive nursing care.

Sustainability practices that distinguish Miami Dade School of Nursing as leading innovator in educating our students as contributors to a healthy environment, and an understanding of the impact of our changing environment on the health of each individual.

Resource development and operational efficiencies that ensure effective support for the School's long- term efforts to provide an innovative and exemplary learning environment through the use of technology, research, and ongoing process evaluation.

Global awareness of health care issues that impact the curriculum and provide an international perspective on health.

Dear Students:

Congratulations! Welcome to Miami Dade College (MDC), School of Nursing. You have made the ultimate lifelong learning decision by entering one of the most trusted professions in the world- Nursing!

We are honored that you have chosen MDC- School of Nursing to begin your nursing career. We hope your educational experiences and journey will be exciting and successful. The faculty, staff and leadership team in the School of Nursing are committed to preparing you for a career in nursing, which offers meaningful rewards derived from providing service to others. Healthcare is ever changing, therefore, as patient acuity increases and the populations become increasingly diverse, nurses will be challenged to respond with greater knowledge, technological proficiency, critical thinking skills, and competence to provide safe and effective patient-centered nursing care. The conceptual framework your program focuses on is the continuum of novice to expert, culturally competent care, and safe ethical practice.

We, in the School of Nursing, are looking forward to having you and eager to assist you in exploring creative, innovative, and transformative ways for you to become a competent, safe practitioner, as you enter the professional world of service. Please remember we are here for you as you strive for excellence and success in your nursing career!

Dean
Chairpersons
Faculty
Miami Dade College
School of Nursing

Table of Contents

Item	Page Number
Section One: Administrative Guidelines	5
Statement of Expectations	5
Miami Dade College Learning Outcomes	5
School of Nursing Student learning Outcomes (Terminal Objectives)	6
Nursing Program Descriptions	6-7
Associate of Science in Nursing Program Philosophy	7-8
Associate of Science in Nursing Program Conceptual Framework	8
Associate of Science in Nursing Program Definitions of Core Components	8-9
Associate of Science in Nursing Curriculum by Program	10
Associate of Science in Nursing Program Paradigm	11
Section Two: Attendance	11
Section Three: Assignments and Tests	11
Section Four: Classroom Testing Procedures	12-13
Section Five: Test Review and Re-Test Policy	14
Section Six: Grading and Course Completion	14
Section Seven: Program Progression and Course Repetition	15
Section Eight: Student Exception Committee	16-17
Section Nine: External Transfer	18
Section Ten: Dress Code/Required Equipment	18-19
Section Eleven: Advisement, Counseling and Tutorials	20
Section Twelve: Chain-of-Command	20
Section Thirteen: Conduct	20-21
Section Fourteen: Disciplinary Process	22
Section Fifteen: Required Program Documentation	22-23
Section Sixteen: Exposure Procedure	23
Section Seventeen: Clinical Pre-Assignments/Rotations	23-24
Section Eighteen: Chemically Impaired Nursing Student	24-25
Section Nineteen: Student Affective Behaviors	25-27
Section Twenty: Code of Academic and Clinical Conduct	27-28
Section Twenty-one: Professional Behaviors	28
Section Twenty-two: School of Nursing Student Agreement	29

Section One: Administrative Guidelines

Introduction: Statement of Expectations

As indicated in the ***MDC Students' Rights and Responsibilities Handbook***, Miami Dade College and the School of Nursing takes great pride in offering a high quality and challenging learning environment that will expose you to a myriad of opportunities for discovery and growth. Students can expect:

- a. Excellence in teaching
- b. Encouragement of innovation and creativity
- c. A free exchange of ideas
- d. Respect for cultural diversity
- e. A comprehensive array of services to maximize your academic success

As a student, you play a central role in fostering and maintaining a quality environment for yourself and others. Consequently, Students are expected to:

1. Attend classes regularly and on time.
2. Succeed and do well in your classes.
3. Strive for personal excellence.
4. Treat others with courtesy and respect.
5. Contribute to the marketplace of ideas at the College.
6. Demonstrate personal and academic integrity in your dealings with others.
7. Make a positive contribution to the multicultural, multiracial environment at the College.
8. Share responsibility for maintaining the integrity of the physical surroundings.

To assist students enrolled in any of the Nursing options, sections of the School of Nursing Student Handbook are linked to specific portions of the Statement of Expectations (Statement of Expectations a-e and/or Statement of Expectations 1-8). Students enrolled in any of the PRN and/or NUR courses are expected to abide by the “**Statement of Expectations**” indicated in the ***MDC Students' Rights and Responsibilities Handbook***.

Miami Dade College Learning Outcomes

Miami Dade College has adopted the Learning Outcomes listed below. Upon completion of a program of study at the Medical Center Campus, graduates from Miami Dade College should emulate these outcomes.

1. Communicate effectively using listening, speaking, reading and writing skills.
2. Use quantitative analytical skills to evaluate and process numerical data.
3. Solve problem using critical and creative thinking and scientific reasoning.
4. Formulate strategies to locate, evaluate, and apply information.
5. Demonstrate knowledge of diverse cultures, including global and historical perspectives.
6. Create strategies that can be used to fulfill personal, civic, and social responsibilities.
7. Demonstrate knowledge of ethical thinking and its application to issues in society.
8. Use computer and emerging technologies effectively.

9. Demonstrate an appreciation for aesthetics and creative activities.
10. Describe how natural systems function and recognize the impact of humans on the environment.

Through a collaborative effort, the School of Nursing has identified which of the ten outcomes correlate with each nursing course. The specific outcomes will be identified in the course syllabi with information on the intentional activities utilized to meet the outcome and the manner of authentic assessment employed.

School of Nursing Learning Outcomes (Terminal Objectives)

To further advance the students enrolled in a School of Nursing program, the following have been identified as student learning outcomes that will be achieved at the completion of the program:

1. Adhere to standards of professional practice (is accountable for his/her own actions and behaviors) and practices nursing within legal, ethical and regulatory frameworks. (MDC Learning Outcomes 6,7)
2. Demonstrate effective or therapeutic communication, which promotes positive outcomes and/or established trusting relationships. (MDC Learning Outcome 1)
3. Display assessment skills, which establish a foundation for the provision of nursing care. (MDC Learning Outcomes 2, 3)
4. Deliver nursing care based on evidence and critical thinking, resulting in clinical decision-making (MDC Learning Outcomes 3, 4)
5. Use caring interventions to assist patients in meeting their health care needs.(MDC Learning Outcome 1,2,3,4,5,6,7,10)
6. Employ teaching and learning processes for clients, staff and health team members to promote and maintain health and reduces risks. (MDC Learning Outcomes 1,3,4,5,6,7,9,10)
7. Collaborate with patients, support persons and health team members to produce positive patient outcomes.(MDC Learning Outcomes 1,3,4,8)
8. Use human, physical, financial, and technological resources to meet patient needs and support organizational outcomes. (MDC Learning Outcomes 2,3,4,7,8)

Nursing Program Descriptions

The **Associate Degree in Nursing (ADN)** offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Health Science career cluster.

The Florida State Board of Nursing approves the program so the graduate may apply to take the examination to practice as a Registered Nurse. The Commission on Colleges of the Southern Association of Colleges and Schools (SACS) and National League of Nursing Accrediting Council (NLNAC) accredits the program.

The program content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing. Clinical experience must make up or least 50% of the total program. Clinical Simulation may be used for no more than 25% of the total clinical experience.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry planning, management, and community issues and health, safety, and environmental issues.

The location of the ADN program within the community college setting provides an appropriate academic environment for instruction in the biological, physical, social, and behavioral sciences. The community college setting further provides instruction in the communication skills basic to the successful performance of the ADN graduate in the work setting. This body of knowledge supports concepts specific to the practice of nursing. The purpose of this program is to prepare students for employment as registered nurse. Associate degree nurses (ADN) are prepared to provide nursing care to clients in a variety of settings.

Supporting the mission of the College, the nursing faculty believes that nursing education should be accessible, affordable and of high quality by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community. The School of Nursing provides access to programs, which educate students to become health care professionals. Educational offerings include opportunities for entry at various levels of nursing practice including Practical Nursing, Associate Degree Nursing and RN to Bachelors of Science Degree Nursing.

The faculty supports the mission of the College and believes that nursing education should be accessible, affordable, and of high quality by keeping the learner's needs at the center of decision-making and working in partnership with its dynamic, multi-cultural community. Miami Dade College provides avenues of practice to support the needs of the student and the community.

An overriding concept for the practical nursing student is the pattern of communication. Student learning occurs through patterns of communication. Communication occurs between the student and faculty, student and classmates, students and others on the health team. Students will use a variety of learning resources to process information. Communication for student learning also occurs through the use of textbooks, films and videos, and computer assisted software. Communication is interactive and facilitates the processing of information. By developing effective patterns of communication, students will become effective employees, coworkers, and members of the health team.

Associate of Science in Nursing Program Philosophy

The faculty believes that individuals and groups function in complex, constantly changing environments. Patient's responses to their health states are dynamic. The nurse will provide care for individuals and groups in this multi-cultural community. Caring behaviors will be provided in a variety of health care settings, including acute care, extended care and diverse community facilities. Collaboration with individuals and groups, including other members of the health care team and community agencies, will assist in meeting patient needs and reaching positive outcomes of patient care.

Nursing is a practice discipline whose goal is to provide a safe, effective care environment; promote physiologic and psychosocial integrity and to meet patient needs. Contemporary health care delivery focuses on wellness and the management of chronic conditions. Along with the shift of care into the community, the aging of our population and nation's increasing cultural diversity, the nursing focus

includes data and rationales of care based on informatics and critical thinking. The expansion of scientific knowledge and technology mark a different approach to nursing care in the new century. The nurse, in collaboration with the patient and other members of the health care team, must develop fiscal accountability as well as professional and personal accountability.

Students are responsible for their own learning, with the support of the faculty. Through the use of multiple learning modalities, students will reinforce readings with lectures, media, group discussions, and other interactive technologies. The value of life-long learning, exposure to new concepts and the continuous evolution of care are emphasized throughout the program to enhance the student's ability to remain current in this age of rapidly advancing knowledge.

The faculty believes that nursing education must prepare students to assess, plan, anticipate, and act on changes in patient status and community needs and evaluate the outcomes of their actions. Student's practice teaching and learning and use communication skills and critical thinking to make clinical decisions, which achieve desired outcomes. Students manage care for individuals and groups throughout the life span. Students adhere to standards of professional nursing practice and maintain their practice within the legal and ethical framework of nursing. The Associate Degree graduate will be prepared to apply to take the registered nurses licensure examination

Associate of Science in Nursing Program Conceptual Framework

The faculty has chosen to use human body systems around which to organize course content. The use of body systems allows students to add to the knowledge gained in previous support courses with application to nursing practice. This approach is enhanced by using Educational Competencies of Graduates of Associate Degree Nursing Programs, (NLN, NOADN, 2000) to guide the curriculum. The eight core components lead to expectations in each course and educational outcomes of the graduates.

These core components are:

- Professional Behaviors
- Communication
- Assessment
- Clinical Decision-making
- Caring Interventions
- Teaching and Learning
- Collaboration
- Managing Care

The faculty believes that commonalities of registered nursing practice identified by the National Council of State Boards of Nursing are safe, effective care environment, psychosocial integrity, physiologic integrity, and health promotion. These commonalities are subsumed within the core components.

Nursing exists in a changing environment and the curriculum requires the flexibility to adapt to the environment. Local and national trends guide curriculum and nursing practice. The faculty of Miami Dade College has pledged to identify these trends and practices and modify the curriculum as the community, technology, and environment change.

Associate Of Science in Nursing Program Definitions Of Core Components

Professional Behaviors

Professional behaviors are the actions of the associate degree nurse that demonstrate a commitment to the profession. These include adhering to legal and ethical standards of practice, demonstrating concern for others, accepting responsibility for his or her own actions, and committing to professional development.

Communication

Communication requires the exchange of information through verbal and non-verbal means, in writing, and/or through technology. All colleagues, members of the healthcare team, patients, families and significant others may be involved in the communication process. Effective communication demonstrates sensitivity toward the individual's needs, background and beliefs. Using therapeutic communication techniques, the associate degree nurse seeks to establish a trusting relationship to reach positive outcomes for the patient.

Assessment

Assessment is an orderly gathering of information about the patient's health state. Through an analysis and synthesis of the information, the associate degree nurse establishes a foundation for the provision of care. Assessment includes objective and subjective data obtained from multiple sources and includes physical, cognitive, psychosocial, and functional information. Assessment is ongoing to identify the patient's response to changes in the health state, the environment, and interventions.

Clinical Decision Making

Clinical decision making requires the associate degree nurse to use critical thinking to perform assessments, analyze and synthesize information, and formulate clinical judgments. The associate degree nurse uses evidence-based practice to individualize safe, effective care.

Caring Interventions

Caring interventions are protective, nurturing, compassionate and person-centered. The associate degree nurse uses knowledge of the physical and behavioral sciences, nursing theory and research, and nursing experiences to create an environment of hope and trust. Client choices related to cultural values, beliefs, and lifestyles are respected.

Teaching and Learning

Teaching provides the patient with the information needed to make informed decisions and participate in self-care, with the intent of producing positive outcomes. Teaching and learning requires collaboration between the nurse and the patient and/or family member or significant other. The associate degree nurse develops and implements a teaching plan based on an assessment of needs. The associate degree nurse teaches assistive personnel to carry out those tasks within their scope of practice that are delegated to them.

Collaboration

Collaboration is participation of the associate degree nurse with others in the shared planning, decision making, problem solving and goal setting to accomplish positive outcomes. The nurse interacts creatively and cooperatively with others to achieve patient and organizational outcomes that are fair and balance the needs, values, and purposes of all parties.

Managing Care

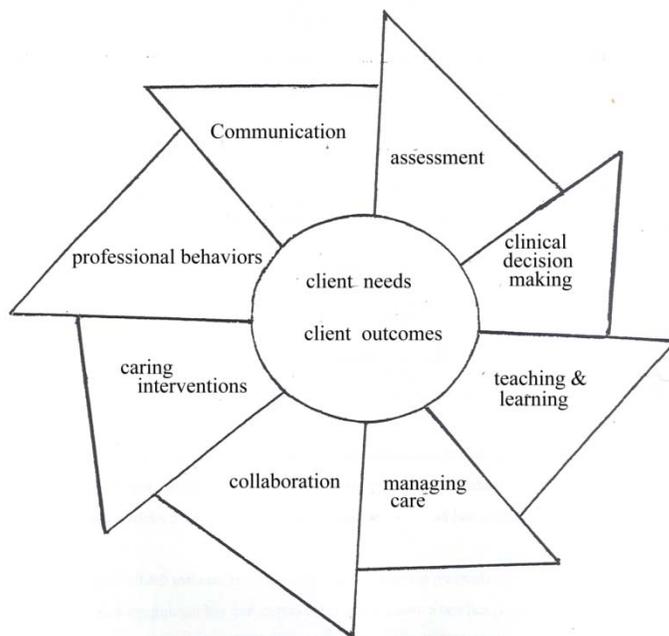
Managing care is the efficient use of human, physical, financial, and technological resources to meet client needs and support organizational outcomes. The associate degree nurse determines the priority of patient care, coordinates continuity of care, delegates care to qualified assistive personnel, implements cost efficient care and maintains competence with current treatment modalities and technologies.

Program	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8
Credits/semester	10	11	11	10				
GENERIC FT	NUR1025 NUR1025L NUR1025C NUR1060C NUR1142	NUR1141 NUR1211 NUR1211L NUR1214C	NUR2310 NUR2310L NUR2420 NUR2420L NUR2520 NUR2520L NUR2680C	NUR2212 NUR2212L NUR2811C				
Credits/semester	8	2	9	2	7	4	6	4
GENERIC PT	NUR1060 NUR1142 NUR1025 (Cross Sem) NUR1025C	NUR1025 NUR1025L	NUR1211 (Cross sem) NUR1211L (Cross sem) NUR1214C	NUR1211 NUR1211L NUR1141	NUR2310 NUR2310L NUR2423 NUR2420L NUR2680L	NUR2520 NUR2520L	NUR2212 (Cross sem) NUR2212L (Cross sem)	NUR2212 NUR2212L NUR2811C
Credits/semester	21	7	14					
ACCELERATED OPTION	NUR1025 NUR1025L NUR1025C NUR1060C NUR1141 NUR1142 NUR1211 (Cross Sem) NUR1211L (Cross Sem) NUR1214C	NUR1211 NUR1211L NUR2310 NUR2310L NUR2423 NUR2420L NUR2680L	NUR2520 NUR2520L NUR2212 NUR2212L NUR2811C					
Credits/semester	11	11	10					
TRANSITIONAL (Bridge) FT and ONLINE	NUR1002 NUR1002L NUR1142	NUR2310 NUR2310L NUR2420 NUR2420L NUR2520 NUR2520L NUR2680C	NUR2212 NUR2212L NUR2811C					
Credits/semester	11		7	4	6	4		
TRANSITIONAL (Bridge) PT	NUR1002 (Cross sem) NUR1002L (Cross sem) NUR1142	NUR1002 NUR1022L	NUR2310 NUR2310L NUR2420 NUR2420L NUR2680L	NUR2520 NUR2520L	NUR2212 (Cross sem) NUR2212L (Cross sem)	NUR2212 NUR2212L NUR2811C		

Course Number	Course Title	Course Semester Credits	Course Number	Course Title	Course Semester Credits
NUR1002	Transition to Professional Nursing	6	NUR2310	Pediatric Nursing	2
NUR1002L	Transition to Professional Nursing Clinical Lab	4	NUR2310L	Pediatric Nursing Clinical Lab	1
NUR1025	Fundamentals of Nursing	3	NUR2420	Obstetrical Nursing	2
NUR1025L	Fundamentals of Nursing Clinical Lab	2	NUR2420L	Obstetrical Nursing Lab	1
NUR1025C	Fundamentals of Nursing Skills Lab	2	NUR2520	Psychiatric Nursing	2
NUR1060	Adult Health Assessment	2	NUR2520L	Psychiatric Nursing Clinical Lab	2
NUR1142	Introduction to Nursing Math/Pharmacology	1	NUR2680L	Community Health Nursing Lab	1
NUR1141	Nursing Math and Pharmacology	2	NUR2212	Advanced Medical-Surgical Nursing	3
NUR1211	Medical Surgical Nursing	4	NUR2212L	Advanced Medical Surgical Nursing Clinical Lab	3

NUR1211L	Medical Surgical Nursing Clinical Lab	4	NUR2811C	Professional Nursing Leadership	4
NUR1214C	Medical Surgical Nursing Skills Lab	1			

Associate Of Science in Nursing Program Paradigm



Section Two: Attendance

Attendance at all classes, laboratories, clinical rotations and field experience rotations (if applicable) is mandatory.

1. Attendance will be taken at the beginning of each lecture, lab and/or clinical class. Course instructors may also take attendance at the end of each lecture, lab and/or clinical class.
2. It is the obligation of the student to notify the course instructor of any absence before the beginning of class/lab/clinical.

Section Three: Assignments and Tests *In Nursing* (Reference back to Statement of Expectations p5 #2, 3)

1. There are **no** makeup tests/exams for program courses. Students are expected to take all tests and/or exams when they are scheduled.
2. Faculty should be notified beforehand if there is a problem. If a student is unable to attend class the day a test is scheduled, the weight of the Midterm or Final exam will be increased by the weight of the missed test.
3. Students who enter the classroom late, while a quiz/test/exam is in progress will be allowed **only** the remaining testing time to complete the quiz/test/exam.

4. ATI proctored subject exams will be valued at 5% of the total Theory course grade and will be reflected in the course syllabus.

Section Four: Classroom Testing Procedures

Testing is a means of providing the student with an opportunity to demonstrate his/her knowledge of course content. Sharing of information related to test items is a violation of the Student Code of Conduct, College Procedure 4035, and is considered Academic Dishonesty as described in ***Student's Rights and Responsibilities*** in the section Code of Conduct. For detailed information about academic dishonesty please refer to College Procedure 4035 in ***Student's Rights and Responsibilities***, Academic Dishonesty.

The following guidelines for test taking are to be observed by all nursing students. Special guidelines, referring only to laboratory (performance) testing, classroom (paper and pencil) testing or computerized testing are given below.

1. For All Testing Situations:

- a. Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late.
- b. Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
- c. Do not talk to or look at other students while they are anywhere in the testing area.
- d. If assistance from the proctor is needed remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
- e. Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
- f. Recording devices of any type are not to be brought into the testing area.
- g. After completing the test and leaving the room do not re-enter while testing is in progress.
- h. Do not behave in any way commonly associated with academic dishonesty.
- i. If a fire drill or other emergency arises, the quiz or test will be considered null and void and will be rescheduled.
- j. *Non essential* materials will be allowed in the testing area.
- k. Student may not wear hats or sunglasses during any written quiz or exam.
- l. Calculators if allowed will be provided by faculty.
- m. No talking, walking, or wandering the room will be allowed during the test.

2. For Classroom (paper and pencil) Testing Situations:

- a. Write your name and student number on the test and on the answer sheet.
- b. Keep the test and answer sheet flat on the desk.
- c. Follow the instructions of the proctor before leaving your seat.
- d. Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
- e. Turn in both the test and answer sheet and any scrap paper before leaving the room.

3. Computerized Testing Situations:

- a. Student will be provided with ***Student Orientation Manual for Computerized Testing*** from the Student Success Center. There will be a training session before you begin computerized testing.
- b. Report to the assigned room 15 minutes before the test is scheduled to begin, unless otherwise instructed.
- c. Turn in your photo I.D. badge and sign in to begin the testing session.
- d. All tests are to be administered within a specific time. You will be informed of the amount of time allocated on the computer screen. A clock is accessible on the computer screen to assist you with time management.
- e. A writing instrument and paper will be provided. The paper will be collected by the test administrator when you complete the test.
- f. When the test is completed, raise your hand and the test administrator will help you with exiting the test. Your identification will be returned at this time. Leave the room immediately.

4. Laboratory (performance) Testing Situations

- a. Students must be on time for the appointments.
- b. Do not enter the testing area until instructed to do so.
- c. Leave the testing area and the waiting area when the testing session is completed.
- d. Do not discuss any part of the testing procedure with other students until testing has been completed for all students.
- e. During performance testing, the student is responsible for bringing the nurse pack with the necessary supplies to complete the performance testing process.

Section Five: Test Review and Re-Test Policy

1. Review of a test during a classroom meeting is at the discretion of the course instructor.
2. For all test reviews the students must:
 - a. Place all books, papers, etc. at the front or back of the room.
 - b. Absolutely no recording of test reviews is permitted.
 - c. Students who attempt to record any test reviews, either on paper or on tape, will be charged with Academic Dishonesty Procedures.
2. Tutorial sessions are provided in the Student Success Center on the Medical Center Campus to assist the students in correcting any weaknesses that may develop. It is highly recommended students utilize this valuable learning resource to further develop the theoretical and psychomotor skill knowledge related to program content.

Section Six: Grading and Course Completion

The following is the standard grading scale for all NURSING Program courses:

Grade	From	To
A	93%	100%
B	85%	92%
C	77%	84%
D	69%	76%
F	0%	68%

2. A minimum grade of “C” or “S” has been established as the satisfactory level of academic achievement in the Program. Failure to achieve at least 77% or an “S” grade in a course will result in failure of the course.
3. If a final grade below “C” and/or a “U” grade is obtained in any course, you will not be permitted to continue in the option and the course must be repeated successfully. **See Section Seven: Program Progression and Course Repetition).**
4. Specific policies for evaluation and grading for any course may be found in the course outline/syllabus for that course.

Section Seven: Program Progression and Course Repetition

1. A student must demonstrate required theoretical and clinical nursing competencies in each nursing course before progressing to the next more advanced nursing course.
2. Students must earn a grade of "C" or "S" in every nursing course taught in a given term before progressing to the next semester.
3. Students must progress through the curriculum in accordance with pre-requisite and co-requisite requirements. Students who participate in courses for which they are not eligible will be administratively withdrawn from those courses in the School of Nursing.
4. Students enrolled in the School of Nursing that step-out may not have a break in enrollment for more than 18 consecutive months. Students who are out of the nursing program longer than 18 months must re-apply to the college and then the nursing program through the New Student Services.
5. If a student fails the same course twice or fails three different nursing courses by earning a "D," "F," "U," or "W" then the student is dismissed from the nursing program.
6. Students who demonstrate an academic need to transfer to a different option within the school of nursing will be given consideration on an individual need and space available basis.
7. In the event a student is unable to complete the requirements of a course due to extenuating circumstances, the student may be eligible for an ***Incomplete*** or "***I***" grade. The "I" grade will be awarded in accordance with MDC College Policy and Procedure.

Section Eight: Exception committee & Exception Application

I. Purpose

The Miami Dade College School of Nursing Exceptions Committee serves as a final voice in issues of student progression and/or dismissal.

II. The Exceptions Procedure

1. Students apply for an exception to policy (failure in three or more courses or failure of the same course twice) using the provided checklist. The checklist and documentation materials are submitted to the Assistant to the Dean of Nursing. The package is then forwarded to the Exceptions Committee.
 - a. Students must have completed all informal processes following the chain of command.
 - b. Students must have exhausted grade appeal or petition processes (if qualified)
 - c. The courses in question must be in the current semester (short courses) or immediately preceding semester (semester-long courses).
 - d. The student must provide evidence of exceptional circumstances and/or compelling reasons out of the student's control for exception request. Documentation is required.
 - e. A copy of unofficial transcript must be attached.
2. Students must show a correction in circumstances in order to re-enter.
3. The Exceptions Committee review is strictly a paper process. No hearing is conducted.
4. Students will be notified of Exceptions Committee decisions within ten working days of submission.
5. If the Exceptions Committee grants readmission to a student, the student signs an agreement acknowledging that he/she waives the right to grade appeal or petition in any further coursework. A grade of D, W, F or U in any future course results in immediate and final dismissal from the nursing program. No further grade appeals, petitions, or exceptions may be filed.
6. The outcome of the Exceptions Committee action will be filed in the student's School of Nursing record.

Name _____ Date _____

MDC Student ID _____ Program _____

Reason for Exceptions Committee Application:

Documentation attached? Yes No

List:

Was the grade appeal process used? Yes No

If yes, what was the outcome?

Was the petition process used? Yes No

If yes, what was the outcome?

Submitted to: Assistant to the Dean
Exceptions Committee
Exceptions Committee Meeting

Date: _____
Date: _____
Date: _____

Exceptions Committee Recommendation:

Readmit? Yes No

Conditions for readmission:

Section Nine: External Transfer

1. Transfer students are accepted on a space available basis.
2. Only courses that have been completed with a grade of "C" or its equivalent, or above, will be accepted.
3. The chairperson will evaluate the student's academic record.
4. A letter from the transferring Dean of the School of Nursing indicating the student's ability to return to a nursing program option without restrictions is required.
5. If nursing courses for transfer have been completed more than 18 months before the student begins at Miami Dade College nursing course, the student may be asked to successfully pass a test measuring knowledge and skills performance to assist in determining placement.

Section Ten: Dress Code

The nursing profession maintains high standards for personal appearance and grooming. It is essential that the designated uniform be worn by all students throughout the program, in lecture/lab, and in the clinical setting. Good personal grooming should be maintained at all times.

1. During pre-assignment and laboratory classes, the student will wear the white Nursing lab coat (available in the MDC Bookstore). The white lab coat will be worn over business casual attire. *If no lab coat the student may wear nursing uniform.*
2. Students enrolled in the program must have the appropriate uniform during clinical hours which includes:
 - a. White MDC-RN Uniform Top White MDC and Uniform Skirt or white MDC Uniform Slacks (ADN Students).
 - b. Business professional dress with MDC Lab Coat (BSN Students).
 - c. Skin tone conservative underwear, neutral in color with no discernible patterns.
 - d. Plain white undershirt (no pictures, prints, lettering, patterns on the front or back)
 - e. All white, clean leather medical professional shoes (no clogs, heels, shower shoes, sport shoes etc.)
 - f. Plain, non-patterned white hose with skirts or white socks with slacks.
 - g. Student picture identification badge (available through Student Life).
 - h. Student Name Tag (available at MDC Bookstore).
 - i. Psychiatric Nursing (NUR 2520L) dress code will follow the facility requirements for business professional dress with MDC ID's (no nursing uniform, no lab coat).
 - j. Community Health Nursing (NUR 2680L) dress code will consist of a MDC-SON T-shirt and appropriate dress slacks, business dress shoes (no heels) with MDC ID's.
3. During clinical rotations the student must dress in the manner described above. If the student is not properly attired he/she will be sent home. The student will be counted as absent for the day as a result of inappropriate uniform, and a grade of "U" assigned for the day.

4. Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. No fancy combs or barrettes are permitted. No unusual, unnatural hair colors.
5. Students will be permitted to wear plain band rings only; rings with stones will not be permitted. One set of simple post earrings will be permitted (one post in each lower ear lobe); no hoop or dangling earrings will be permitted. Bracelets and or necklaces will not be permitted. Hats and/or sunglasses are not permitted.
6. Visible Piercings (body, tongue, lip, eye, and est.) must be removed when in the clinical setting according to the hospital policy.
7. Tattoos must be covered while on campus or in the clinical setting.
8. Fingernails will not extend beyond the fingertips. Clear un-chipped nail polish may be worn. No artificial or acrylic nails/tips are allowed.
9. A WHITE long sleeve T-shirt with no pictures, prints, lettering, or patterns on the front or back) may be worn under the uniform top for warmth.
10. Students in the medical facilities for pre assignment should wear MDC white Nursing Lab Coat over appropriate attire (no shorts, jeans, tank tops, miniskirts, etc.) along with the student's name pin and MDC identification badge.
11. The wearing of a Miami Dade College identification badge is required. A specific agency may also require students to wear agency identification.
12. Students shall practice appropriate personal hygiene and grooming. Students failing to practice appropriate personal hygiene and grooming will be dismissed from class/lab or clinical until behavior is corrected. The student will be considered absent for the day(s) as a result of inappropriate personal hygiene and a clinical grade of "U" assigned for the day(s).
13. Strong Fragrant colognes and perfumes must not be worn.
14. Makeup should be natural looking. No excessive make-up should be worn.
15. Facial hair must be clean and neatly trimmed.
16. Chewing gum is strictly prohibited in the lab/clinical setting.

Required Clinical Equipment

- Stethoscope (dual headed)
- Penlight
- Watch with sweep second hand
- Bandage scissors
- Black Pen
- Protective eyewear

Section Eleven: Advisement, Counseling and Tutorials

1. Each student enrolled in the School of Nursing will be assigned a nursing faculty advisor. This information will be posted in the East Hall way on the third floor Nursing Office area.
2. The student must meet with their faculty advisor at least once a term to ensure appropriate registration and progression through the curriculum. Failure to meet with the assigned faculty advisor may result in the student's inability to advance to the next term of coursework.
3. The full-time School of Nursing Faculty each has posted office hours for counseling and to provide academic assistance to students. Please call ahead and determine the faculty member's availability and schedule an appointment.
4. Tutorial assistance is provided for students enrolled in the School of Nursing and is available through the Student Success Center on the Medical Center Campus.
5. Faculty may require that you attend counseling and/or a tutorial session.
6. Students are permitted and encouraged to utilize the Nursing Laboratory area to facilitate the practice and mastery of required competencies. During these practice sessions, the student must obtain authorization from laboratory manager and sign in to be eligible to use the Nursing Laboratory area. During these practice sessions, the student must bring their Nurse pack for the practicing and mastery of competencies. Hours for open lab will be posted.

Section Twelve: Chain of Command

1. Any student having course problems must first approach the appropriate instructor. If the student feels the problem was not resolved appropriately, the student should then make an appointment to see the appropriate SON Department Chairperson. If still not resolved, the student should then make an appointment to meet with the Dean of Nursing.
2. Any student failing to follow this "chain of command" as stated will be sent back to the initial instructor until the procedure has been followed.
3. Any student failing to follow the chain of command more than once may be subject to disciplinary action.

Section Thirteen: Conduct

1. Acceptable quality of work and mature behavior are expected from you.
2. Students are required to follow the Handbook of MDC, as outlined in the ***MDC Students' Rights and Responsibilities Handbook***, School of Nursing Program Handbook, as well as those of the clinical facilities during clinical rotations.
3. The School of Nursing takes a **VERY** strong stand against academic misconduct. Academic misconduct such as giving and/or receiving unauthorized aid during a test or other assignment, not reporting another student who is observed cheating in any way or knowingly plagiarizing any material will result in disciplinary action including potential program dismissal. The College's

“Code of Conduct” (Procedure 4025) and/or Academic Dishonesty (Procedure 4035) will be utilized to resolve alleged violations.

4. Students are expected to deal in a positive manner with all individuals while on campus and/or in the clinical facility. You will abide by and follow the Programs’ Affective Objectives. (See Section Seventeen: Student Affective Objectives Interactions)
5. Student will be seated prior to the start of class.
6. If you wish to make a statement or ask a question, raise your hand and wait until recognized by the Course Instructor.
7. The Course Instructor will determine the length of each break. You are expected to return promptly to the classroom by the end of each break.
8. Cellular phones, and/or personal communication devices **MUST** be on “vibrate” to prevent class disruptions. During class times, (lecture, laboratory, clinical) the use of electronic communication devices for the purpose of “text messaging” communication is not permitted. In the event a student is caught using these devices, the student will be asked to leave the class for the duration of the day.
9. Cellular phones and/or personal communication devices, lap top computers are **NOT** permitted during any testing. Students are asked not to bring above devices during testing.
10. Cellular phones and/or personal communication devices are **NOT** permitted during clinical rotation hours.
11. The use of laptop computers for the purposed of program related activities is permitted during lecture presentations and laboratory activities/ exercises.
12. If student need to use the restroom during class, the student may quietly excuse self.
13. The following conditions constitute grounds for disciplinary action up to and including dismissal from the program:
 - a) Academic dishonesty
 - b) Failure to satisfy health examination requirements or criminal background check
 - c) Failure to satisfy minimum course objectives and program competencies with the minimum percentage score as outlined in the Nursing Handbook or course syllabi.
 - d) Failure to comply with the procedures outlined in the Nursing Handbook
 - e) Failure to practice safe patient care.
14. Student must notify the School of Nursing and the College if you change your address or phone number.
15. Any injury or exposure that occurs during a scheduled lecture, laboratory and/or clinical class must be reported to the instructor **IMMEDIATELY!** (See Section Fourteen: Exposure Procedure)
16. Students may only park in designated student parking areas.
17. You may not carry a gun, knife or other weapon while in lecture, lab, or clinic. Violation of this rule will result in immediate dismissal from the program. Students in possession of a firearm on

campus or at a college sponsored activity will be automatically suspended for a period of up to one year.

Section Fourteen: Disciplinary Process

The School of Nursing uses a progressive disciplinary process. However, depending on the degree of an alleged violation, the steps of the progression may be accelerated. The following procedure will be utilized within the School of Nursing program regarding alleged violations of the School of Nursing Handbook that require corrective action:

First occurrence – verbal counseling
Second occurrence – written counseling
Third occurrence – College Disciplinary Procedure 4030 will be followed

1. The College's Disciplinary Procedure (Procedure 4030) will be followed for a student who is alleged to have violated one or more of the regulations stated in the "Code of Conduct" as specified in the ***MDC Students' Rights and Responsibilities Handbook*** (Procedure 4025).
2. The student will not be afforded the opportunity of a verbal and/or written counseling in the event of an alleged violation of the College's "Code of Conduct".
3. Continued enrollment in program courses will be in accordance with the College's Disciplinary Procedure (Procedure 4030).
4. As stated in the MDC College Catalog, due to the unique responsibilities involved in the nursing and allied health professions, each program reserves the right to require that any student who does not meet all of the published technical/performance standards for a program may be requested to withdraw from the program and guided into another curriculum of study at the college.

Section Fifteen: Required Program Documentation

1. Students are expected to attend nursing program orientation prior to be accepted into any nursing program.
2. Students are expected to participate in the intake academic survey of (Critical Thinking and Self-Assessment Inventory) prior to being accepted into the program.
3. You are required to submit a completed MDC Health Form and confirmation of background check **prior** to entering any option in the School of Nursing, according to Policy and Procedure guidelines for student health records. This information must remain current for the duration of enrollment in the program.
4. Students must provide documentation of a current Basic Life Support (BLS) CPR card where instruction was provided under the sponsorship of the American Heart Association. This card must remain current for the duration of your enrollment in the program.
5. Student must sign a Health Insurance Portability and Accountability Act (HIPAA) release form which is kept in the student file.

Section Sixteen: Exposure Procedure

1. In the event of an exposure during clinical rotations, the student will seek immediate care according to the assigned clinical facility's Handbook.
2. After care is provided, the student must notify the Department Chairperson. The student must also complete an incident report on campus as soon as possible after the exposure occurs and meet with the Chairperson to complete all required documentation.
3. Students enrolled in program are automatically enrolled in a maximum coverage of \$15,000 for treatment of exposures in the clinical and laboratory setting accident /injury policy the premiums are automatically deducted as part of Fees. Any additional financial obligations and/or follow-up care, which may arise as a result of the exposure, are the responsibility of the student.

Section Seventeen: Clinical Pre-Assignment/Rotations

1. Nursing students will collect data from patients, whom have been pre-assigned by the faculty. If prior collection of patient data is not permitted by the facility, other arrangements will be made to facilitate pre-assignment preparation.
 - a. When in the health care agency collecting clinical data, students will wear appropriate attire along with the official Miami-Dade College student ID, nametag and a lab coat or uniform top (no shorts, jeans, tank tops, miniskirts, etc.).
 - b. Upon arrival, students will identify themselves to the nurse in charge and explain their reason for reviewing the chart.
 - c. Students **must** limit their data collection to those patients to whom they have been assigned.
 - d. Students cannot care for patients or talk to patients on patient pre-assignment days.
 - e. Patient care can only be given on clinical class days when the faculty is available.
 - f. Students will adhere to the confidentiality laws that protect patients' identities Health Insurance Portability and Accountability Act (HIPAA).
2. It is the student's responsibility to provide their own transportation to campus and clinical rotations.
3. Instructors make clinical assignments on an individual student basis. Students are not authorized to exchange clinical assignments among themselves.
4. Registration for nursing courses (theory, lab and clinical) is the responsibility of each individual student. Students must attend the courses they registered for. **ABSOLUTELY NO CHANGES IN THE THEORY/LAB/CLINICAL SCHEDULE WILL BE ALLOWED WITHOUT CHAIRPERSON AUTHORIZATION.** If a student changes a schedule without authorization, the student will be immediately reassigned to the original course schedule.
5. Students enrolled in any clinical portion of the Nursing program are required to meet all the

mandatory orientation requirements of the facility before being allowed to participate in a clinical rotation. Failure to complete all orientation requirements will result in the student's inability to attend clinical rotation and may jeopardize the student's ability to complete the course and/or program.

6. If a student is dismissed from a clinical facility as a result of inappropriate action and/or behaviors, the student may be required to withdraw from the clinical course with a punitive W.
7. The School of Nursing, in cooperation with the clinical facilities will provide opportunity for the program participant to observe and train in a clinical setting. Students may **only** be at a clinical site at scheduled times.
8. Students should not seek medical advice from staff and/or physicians while in the clinical setting.

Section Eighteen: Chemically Impaired Nursing Student

1. Miami Dade College endorses the federal government's effort in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226). See MDC Student's Rights & Responsibilities.
2. Students are subject to disciplinary action in accordance with the MDC's ***Student's Rights and Responsibilities*** handbook.
3. Students are prohibited from reporting to lecture, laboratory and/or clinical classes under the influence of alcohol or any substance that impairs physical or mental abilities.
4. The faculty is responsible for identifying students who display behaviors deemed inappropriate to the clinical setting and report this to the respective Chairperson or Dean of the School of Nursing.
5. The student will be responsible for any costs associated with testing for alcohol or controlled substances.
6. When the faculty has reason to suspect that a student is under the influence of alcohol or any controlled substance, the faculty will report the incident to the department chairperson or designee. The chairperson or designee will meet with the student and the faculty member. The faculty member will document the incident in writing.
 - a. Upon verification of the behavior, the chairperson will:
 - b. Inform the student that blood and/or urine testing is being requested and that refusal may result in termination from the program.
 - c. Contact security to escort a student who becomes loud or abusive to the Health Office or Emergency Room.
 - d. Refer the student to Intervention Project for Nursing (IPN) for counseling if blood or urine **test** is positive.
7. A student who has been dismissed for chemical impairment may petition for reinstatement by presenting evidence of successfully completing an intervention program to the Dean of the School of Nursing.

Section Nineteen: Student Affective Behaviors

Students are expected to interact with all college or clinical personnel in a positive professional manner.

STUDENT INTERACTIONS

A. Student/Patient Interactions

1. It is expected that Students will consistently display a professional and positive attitude in all clinical rotations.
 - a. Students will always identify yourself and explain your role to the patient.
 - b. Students will display courteous behavior towards the patient.
 - c. Students will display respect for the patient regardless of ethnicity, socioeconomic background, religion, sex, diagnosis or sexual orientation.
 - d. Students will follow the above objectives regardless of the patient's condition.
2. It is expected that you will maintain confidentiality of all patient records and information.
 - a. Students will record all information accurately in the patient's chart and correct any errors properly.
 - b. Students will discuss patient information only with other medical personnel involved in the care of the patient when out of the audible range of the patient and the patient's family and in non-public areas.
 - c. Students will preserve patient anonymity when removing information from the chart for program related projects. Copying of the patient's record is strictly forbidden and considered a violation of the Health Insurance Portability and Accountability Act (HIPAA).
 - d. Students will discuss with the patient only information already known to the patient.
3. It is expected that Students will display respect for the patient's right to privacy. (All students will be familiar with the American Hospital Association's Patient's Bill of Rights.)
 - a. Students will arrange clothing and bedding to maintain patient modesty (when practical).
 - b. Students will knock on the patient's door before entering room.
 - c. Students will address the patient using their Surname (Last name) with appropriate title (Mr., Mrs. Ms.).
 - d. Students will perform a physical examination of the patient only when indicated, and with the assistance of a medical professional of the same sex as the patient, when indicated.

4. It is expected that Students will demonstrate concern for the protection of the patient from injury during all procedures.
 - a. Students will perform only those procedures approved by the instructor.
 - b. Students will adhere to accepted guidelines when performing any procedure.
 - c. Students will assess the patient's condition and response to therapy.
 - d. Students will ensure the safety and comfort of the patient during and after procedures.

B. Student/Student Interaction

1. It is expected that Students will consistently display a professional and positive attitude in interactions with fellow students.
 - a. Students will complete all assignments expected of you, alone, without the aid of another student.
 - b. Students will perform cooperatively when working in assigned areas with other students.
 - c. Students will display respect for fellow students regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

C. Student/Instructor Interaction

1. It is expected that Students will consistently display a professional and positive attitude when interacting with instructors.
 - a. Students will work to the best of your ability to complete all assignments.
 - b. Students will use established procedures in mediating any differences between yourself and the instructor.
 - c. Students will demonstrate respect for the instructor at all times regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.
 - d. Students will demonstrate appropriate behavior at all times and adapt to instructional input.

D. Student/Clinical Personnel Interactions

1. It is expected that Students will consistently display a professional and positive attitude when interacting with the clinical personnel.
 - a. Students will identify themselves by wearing the proper uniform and MDC picture ID.
 - b. Students will display respect for all clinical personnel regardless of ethnicity, socioeconomic background, religion, sex or sexual orientation.

- c. Students will read and practice all rules, regulations, and procedures that are established for the department to which they are assigned.
2. It is expected that Students will first discuss, with the MDC instructor, any established clinical procedure or any technique observed in the facility, with which you do not agree.
 - a. Students will not discuss or debate any clinical procedure in the presence of a patient and/or family member.
3. Students will demonstrate respect for the clinical rotation site by careful and responsible use of the facility and related equipment.

Section Twenty: Code of Academic and Clinical Conduct 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:

- Advocate for the rights of all clients.
- Maintain client confidentiality. (HIPAA)
- Take appropriate action to ensure the safety of clients, self and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Refrain from performing any technique or procedure for which the student has not been approved.
- Refrain 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.
- Abstain from the use of substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Section Twenty-one: Professional Behaviors

The actions expected of all nurses and nursing students, reflect the values, rules, and practices of nursing. These must be demonstrated throughout each course and throughout the program. Deviations will result in a failing clinical grade, and/or withdrawal from the program.

1. All students are expected to:
 - Follow the policies and guidelines of the College, Program, and the affiliating agency.
 - Treat others with respect.

- Provide patient care **only** when the instructor is on the premises.
- Maintain personal appearance according to program policies.
- Maintain confidentiality.
- Report promptly to the clinical area and clinical conferences.
- Notify the instructor and unit personnel prior to lateness or absence.
- Attend all clinical sessions.
- Report to instructor and assigned staff member when coming on and leaving the clinical area.
- Prepare for clinical experiences by collecting patient data and researching and developing a preliminary plan of care.
- Cooperate with others on the health care team.
- Report all pertinent information, including abnormal findings, to the clinical instructor and staff member or designated person.
- Participate in pre- and post- conference and share learning experiences with others.
- Accept responsibility for assignment (e.g. complete assignment, complete own work, perform ongoing chart review for changes).
- Seek instructor's guidance before performing new or invasive procedures, administering a medication, or when changes occur in the patient's status.
- Apply knowledge from previous courses.
- Adhere consistently to all over riders.
- Practice nursing using legal/ethical principles that demonstrate cultural sensitivity.

Section Twenty-two: School of Nursing Student Agreement

Students are expected to comply with all policies, procedures and regulations of Miami Dade College and all Academic and Program policies of the School of Nursing.

It shall be your responsibility to receive, become thoroughly familiar with and adhere to any expectations and policies as outlined in the most recent printing of:

- a) School of Nursing Handbook
- b) School of Nursing Lecture, Laboratory, and Clinical Schedule
- c) School of Nursing Program Objectives and Syllabi
- d) MDC Student's Rights and Responsibilities Handbook

It is the student's responsibility to engage in behaviors that will lead to the successful attainment of all course objectives and competencies. This includes adhering to all information outlined in *the School of Nursing Handbook*. It is the responsibility of the School of Nursing and the Nursing program instructors to direct, assist, and encourage the student in the successful attainment of all course objectives and the fulfillment of Program competencies. This includes administering and enforcing all information outlined in the *School of Nursing Handbook* as well as providing appropriate didactic, laboratory, and clinical instruction; conducting periodic evaluations (testing) of progress; and informing students of that progress.

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REV. 11/11

MDC Associate in Nursing Student Handbook

Having received and read the School of Nursing Program Description, Policies and Procedures, I agree to obtain, read, and adhere to the listed informational material. I also agree to adhere and comply with the Handbook of MDC and the Nursing Program described herein.

My signature below acknowledges receipt of a copy of the Handbook and affirms my agreement to abide by all information described therein.

Student Name (Print): _____
(Last) (First) (Middle)

MDC ID #: _____

Student Signature: _____

Date: _____