



# **MVCC NURSING STUDENT HANDBOOK 2024-2025**

**The Associate Degree Nursing Program is accredited by ACEN.  
Information about the program is available at:  
Accreditation Commission for Education in Nursing, Inc.  
3390 Peachtree Road NE, Suite 1400 Atlanta, G.A. 30326  
[www.acenursing.org](http://www.acenursing.org)**

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# Welcome to Nursing at MVCC!

The Nursing faculty and staff welcome you and wish you success in our associate degree Nursing program. Your success is important to us! If you have questions or concerns, please contact your Nursing advisor.

Refer to this handbook each semester in addition to the MVCC Student Handbook and the MVCC College Catalog.

MVCC Nursing Students are responsible for reading, comprehending, and adhering to all information, policies, protocols, and procedures found in the:

- MVCC College Catalog,
  - MVCC Student Handbook, and
  - MVCC Nursing Student Handbook,
- 
- including, but not limited to, the
  - Code of Conduct
  - Academic Complaint Policy
  - Academic Integrity
  - General College policies and regulations

Failure to read and understand the policies and procedures contained in any of the aforementioned documents and publications does not relieve the student of the responsibilities contained therein.

The MVCC College Catalog may be obtained online at <http://catalog.mvcc.edu/current/programs/>.

A Nursing academic advisor will be available to clarify policies and procedures and to assist you in planning your academic progress toward the completion of your Nursing program. You should meet with your assigned Nursing academic advisor each semester. Failure to contact an academic advisor when indicated in these documents does not relieve the student of this responsibility.

You also will have an assigned Student Support Advisor (SSA) to provide expert planning, accurate guidance, and stable support for you as you create, work toward, modify, and attain your educational goals. You and your SSA work together as a team to best understand the direction and purpose of a college education for you. SSAs are assigned to help students based upon their program of study.

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits faculty or advisors from giving the following information about students in person to anyone other than the student, or over the telephone to anyone including the student: GPA, grades, student schedules, information on probationary status, financial information, and number of transfer hours.

**The MVCC Nursing Program reserves the right to modify the content and structure of this handbook at anytime.**

## Message from the Dean

Dear Students:

Congratulations on your decision to attend Mohawk Valley Community College and welcome to the Mohawk Valley Community College associate degree Nursing program! The College has been educating nursing students since 1965 through a rich tradition of commitment to excellence in education. Every member of our MVCC community has, and will continue to put forth great effort in assisting you with achieving success in school and in your nursing career. Nursing faculty are a very talented group of professionals who possess diverse knowledge and skills. These attributes will assist you in the development and strengthening of your individual knowledge and skills in order to graduate as a safe and competent entry level nurse.

The mission of the Nursing Program complements the mission of the College. The Mission of the Nursing Program is to cultivate and transform lives by providing affordable high-quality educational opportunities for a diverse student population. The Nursing program at MVCC is very rigorous and it will be continuously challenged. The nursing faculty, staff, and I are here to assist and guide you through any and all challenges you may encounter. We are all eager to help you meet your greatest potential and I encourage you to seek any one of us out if, and when, necessary. I would like to also suggest that if you have a question, please be proactive and speak to your nursing faculty, liaison, coordinator, or me. You may also reference your Student Handbook and course syllabus for information. It is important to seek answers from a reliable source since clear communication is the foundation of great nursing care as well as a sound education.

In closing, I again welcome you to the Nursing Program and congratulate you in gaining acceptance into this highly competitive program. Your choice to pursue a career in nursing demonstrates your desire to make a difference, not only in the lives of others, but yours as well. I wish you all the best in your journey ahead and am confident that your experience at MVCC will exceed your expectations.

If at any point in your academic career you should need additional assistance, please do not hesitate to contact me. I can be reached at 315-792-5499 and by email at [mcopperwheat@mvcc.edu](mailto:mcopperwheat@mvcc.edu).

Sincerely,



*Melissa Copperwheat*

Melissa Copperwheat, MS RN OCN  
Dean  
School of Health Sciences  
Mohawk Valley Community College

# Program Statements

## Mission Statement

The Nursing program cultivates and transforms lives by providing affordable, high-quality educational opportunities for a diverse student population. This will be accomplished by:

- Embracing our community and partners.
- Faculty modeling the way.
- Inspiring confidence.
- Encouraging excellence through lifelong learning.

## Vision Statement

To be the leading innovative program in the Mohawk Valley in preparing safe, competent, autonomous nurse leaders who will engage in lifelong learning to improve the health of people within the Mohawk Valley and global communities.

## Philosophy Statement

We believe that human beings possess self-worth, dignity, the right to self-determination and distinctive lifestyles. Individuals exist as members of interacting social groups with mores, beliefs, and behaviors that are learned and shared. Each member moves through the lifespan experiencing predictable stages of development and potential for growth.

We believe that humans are unique, holistic beings with bio-psycho-social, cultural, and spiritual needs as reflected in Maslow's Hierarchy of Basic Human Needs.

We believe that man exists on a continuum of health-illness from conception to death. An individual's position on this continuum is influenced by changing needs, environmental adaptability, and the stage of growth and development.

We believe health is a dynamic and individualized state of bio-psycho-social, cultural, and spiritual well-being affected by environment, access to healthcare, lifestyle choices, education, and culture. Health is an individual state of well-being that is positively valued, affects all aspects of life, and determines one's quality of life.

We believe a state of illness exists when an individual experiences disruption in any of these areas resulting in a less than optimal level of functioning. An individual's ability to adapt to disruptions in functioning affects the intensity and duration of the state of illness.

We believe that nursing is a caring, helping, professional relationship. The practice of nursing is based upon a growing body of knowledge unique to nursing as well as an integration of knowledge from the sciences.

Nursing is both an art and a science. The practice of

maintain, and restore the clients' well-being, as well

nursing requires critical thinking which is guided by the nursing process. The goal of nursing is to promote,

as to assist individuals to die with dignity. Therapeutic nursing interventions are aimed at supporting and promoting individuals' abilities to adapt to disruptions in functioning.

We believe the therapeutic nursing relationship evolves mutually between the client and the nurse and takes into consideration the clients' health practices, beliefs, and values.

We believe the role of the nurse, as a health educator, is essential in promoting clients' self-determination. Nursing values integrity, honesty, and a commitment to caring.

We believe that education is a lifelong process involving the acquisition of knowledge and the development of critical thinking skills. Learning occurs in various settings and should be self-directed, flexible, and learner focused and progresses from simple to complex.

We view nursing education as dynamic and ongoing resulting in a change in knowledge, attitude, and behavior of students.

We believe nursing education requires that students develop a scientific and psychosocial theory base, communication skills, and the ability to apply the nursing process.

We believe nursing education encompasses the teaching of cognitive, interpersonal, and psychomotor skills as well as professional attitudes and beliefs. Students are unique and come to nursing education with different life experiences, learning styles, and socio-cultural backgrounds.

We believe nursing education must account for diversity in the student population while ensuring that the high standards and rigor of the profession are upheld. It is the responsibility of nursing educators to be aware of the trends in healthcare and to educate students for the workplace of the future.

We believe the associate degree nurse assumes multiple roles as provider of care, manager of care, and a member within the discipline of nursing in meeting the needs of individuals and families.

We provide our students with the educational preparation to apply the nursing process in making critical decisions in their role as healthcare providers.

We prepare graduates to function successfully within the scope of their academic preparation and to make

a commitment to the value of caring and to their own professional growth.

## General Information

- Nursing is a program in the School of Health Sciences.
- All Nursing faculty offices are in Academic Building room 175.
- The office of the Dean and secretary is in Payne Hall room 349.
- The Health Profession Lab is in the Academic Building room 174. The phone number is 315-731-5857.
- There are open computer labs in Wilcox Hall on the Utica Campus and in the Rome Campus Library.
- The Nursing program is accredited by ACEN (Accreditation Commission for Education in Nursing) and registered with the New York State Department of Education Office of the Professions.

### New York State Education Dept. Office of the Professions

State Education Building - 2nd floor Albany, N.Y.

Telephone: 518-474-3817

Website: [www.op.nysed.gov/home.htm](http://www.op.nysed.gov/home.htm)

### ACEN (Accreditation Commission for Education in Nursing)

3390 Peachtree Road, NE, Suite 1400

Atlanta, G.A., 30326

Telephone: 404-975-5000

Fax: 404-975-5020

Website: <http://acenursing.org>

## Nursing Course Curriculum (Undergraduate) A.A.S

This program is for people interested in becoming a Registered Nurse. Graduates are prepared as beginning practitioners in entry level nursing. Graduates are eligible to take the national licensing examination (NCLEX- RN). This program is approved by the New York State Department of Education Office of the Professions and the Accreditation Commission for Education in Nursing.

### FIRST SEMESTER

ID	Course Name	Cr
BI216	Human Anatomy & Physiology 1	4.0
EN101	English 1: Composition	3.0
NU101	Nursing 1	5.0
NU111	Nursing Pharmacotherapeutics 1	1.0
PY101	Intro General Psychology	3.0
CF100	College Seminar	1.0
<b>Total Credits</b>		<b>17.0</b>

### THIRD SEMESTER

ID	Course Name	Cr
NU201	Nursing 3 Medical-Surgical	10.0
BI201	Microbiology	4.0
<b>Total Credits</b>		<b>14.0</b>

### SECOND SEMESTER

ID	Course Name	Cr
BI217	Human Anatomy & Physiology 2	4.0
EN102	English 2: Ideas/Values Literature	3.0
NU102	Nursing 2A Maternity/Family	4.0
NU103	Nursing 2B Psych/Mental Health	4.0
PY207	Life-Span Development Psych.	3.0
<b>Total Credits</b>		<b>18.0</b>

### FOURTH SEMESTER

ID	Course Name	Cr
NU202	Nursing 4 Medical-Surgical	10.0
MA108	Concepts in Mathematics	3.0
OR		
MA110	Elementary Statistics	3.0
OR		
MA115	Intermediate Mathematics	4.0
<b>Total Credits</b>		<b>13.0/14.0</b>

**TOTAL CREDITS: 62.0 / 63.0**

### Definitions

A **class period** is defined as a 50-minute period in which a group teaching method is employed, including presentations, lectures, discussions, demonstrations, or combinations of these.

A **practicum period** is defined as a 50-minute period devoted to the direction and guidance of student application or development of principles, concepts, and skills in a particular physical environment. The practicum period is college laboratory and clinical learning.

A **contact hour** is a class period or a practicum period.



## Nursing Courses

### **NU101 Nursing 1 C-3, P-6, Cr-5 – Fundamentals of Nursing**

This course explores the art and science of nursing and provides the foundation for all subsequent nursing courses. The physical, physiological, psychological, sociocultural, and spiritual needs of the client are emphasized in the promotion of health and wellness. The roles and responsibilities of nursing practice in contemporary society are explored. Basic concepts of Maslow's Hierarchy of Needs theory, the nursing process, communication, critical thinking, leadership and management principles, ethical and legal aspects, and scientific principles of nursing and nursing skills are introduced. Clinical practicums are provided in a variety of healthcare facilities. Prerequisites: An appropriate Mathematics Placement test result or MA045 Basic Math Skills or MA050 Introductory Mathematics; High School Chemistry with laboratory or its equivalent. Corequisite: BI216 Human Anatomy & Physiology 1, NU111 Nursing Pharmacotherapeutics 1. (Fall semester)

### **NU102 Nursing 2A C-2, P-6, Cr-4 (7 weeks) – Family Centered Maternity Nursing during the Pregnancy Cycle**

This course focuses on the physical, physiological, cultural, spiritual, and psychological needs experienced by the expanding family during pregnancy, labor, delivery, and post-partum periods. The nursing process, Maslow's Hierarchy of Needs theory, and critical thinking are integrated to meet the needs of the family in the perinatal cycle. Clinical experiences are provided in general hospital units and community agencies. Prerequisites: NU101 Nursing 1 with a minimum grade of 75.0; NU111 Nursing Pharmacotherapeutics 1 with a minimum grade of 75.0; BI216 Human Anatomy & Physiology 1 with a minimum grade of 70. Corequisite: BI217 Human Anatomy & Physiology 2. (Spring Semester)

### **NU103 Nursing 2B C-2, P-6, Cr-4 (7 weeks) – Mental Health and Psychiatric Nursing throughout the Life Cycle**

This course addresses the foundations of mental health and psychiatric nursing. It examines threats to the basic psychological needs of security, love and belonging, self-esteem, and self-actualization throughout the life cycle. The nursing process, Maslow's Hierarchy of Needs theory, and critical thinking are integrated to meet the needs of the client experiencing a disruption in mental health. Interpersonal relationships between the nurse and client are emphasized as a therapeutic modality.

Clinical practicums are provided in mental health and psychiatric settings. Prerequisites: NU101 Nursing 1 with a minimum grade of 75.0; NU111 Nursing Pharmacotherapeutics 1 with a minimum grade of 75.0; BI216 Human Anatomy & Physiology 1 with a minimum grade of 70. Corequisite: BI217 Human Anatomy & Physiology 2. (Spring Semester)

### **NU111 C-2, Cr-1 (7 weeks) – Nursing Pharmacotherapeutics**

This course introduces the concepts pertaining to the pharmacodynamics and pharmacokinetics of medications and dosage calculation for medication administration. Corequisite: NU101 Nursing 1. (Fall Semester)

### **NU201 Nursing 3 C-6, P-12, Cr-10 – Threats to Basic Human Needs throughout the Life Cycle: Part 1**

This course focuses on the pathophysiologic and psychosocial responses in clients experiencing disruptions in protection, oxygenation, cardiac and nutrition function. It analyzes the role of the professional registered nurse in assisting clients to adapt to these stressors. The nursing process, Maslow's Hierarchy of Needs theory and critical thinking are integrated to meet the needs of the client experiencing a disruption in a medical/ surgical setting. Concepts of nursing leadership and management are applied in providing care for a group of clients. A clinical practicum in a medical/ surgical setting provides opportunities to assess and meet the needs of selected clients throughout the life cycle.

Prerequisites: NU101 Nursing 1, NU111 Nursing Pharmacotherapeutics 1, NU102 Nursing 2A, NU103 Nursing 2B with a minimum grade of 75.0; BI216 Human Anatomy & Physiology 1 and BI217 Human Anatomy & Physiology 2 with a minimum grade of 70; ED100 College Seminar.

**Corequisite:** BI201 Microbiology. (Fall Semester)

### **NU202 Nursing 4 C-6, P-12, Cr-10 – Threats to Basic Human Needs throughout the Life Cycle: Part 2**

This course focuses on the pathophysiologic and psychosocial responses in clients experiencing disruptions in elimination, cognition and sensation, musculoskeletal function, metabolic, reproduction and cellular aberration. The nursing process, Maslow's Hierarchy of Needs theory and critical thinking are integrated to meet the needs of the client experiencing a disruption in a medical/surgical setting. It explores the political, economic, social, and cultural influences on nursing practice and healthcare. It assists the second-year student to become a contributing member within the discipline of nursing. A clinical practicum in a medical/surgical setting provides opportunities to assess and meet the needs of selected clients throughout the life cycle. Prerequisite: NU201 Nursing 3 with a minimum grade of 75.0, BI201 Microbiology with a minimum grade of 70.

## End of Program Student Learning Outcomes (EPSLO)

**Upon successful completion of the program the graduate will:**

### **Safety (S)**

Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2019).

### **Patient-Centered Care (PCC)**

Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2019).

### **Evidence-Based Practice (EBP)**

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal healthcare (QSEN, 2019).

### **Teamwork and Collaboration (TC)**

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2019).

### **Informatics (I)**

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making (QSEN, 2019).

### **Quality improvement (QI)**

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems (QSEN, 2019).

## Nursing Program Outcomes

**Program Completion:** Sixty percent of students admitted to the Nursing program will graduate within four semesters.

**Licensure Exam Performance:** Eighty percent of graduates will pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) on their first attempt.

**Employment:** Eighty percent of graduates will be employed as Graduate or Registered Nurses or enrolled in a bachelor's program within six months of graduation.

## Advisement 2023-2024

All matriculated nursing students will be assigned a Nursing faculty advisor by the first week of class, Fall term. Nursing faculty advisors will continue to monitor student progress through the program. During the Fall and Spring semesters, each faculty member will have five office hours per week. Advisor office hours are posted outside Academic Building room 175. Prior to scheduling Nursing courses, it is recommended that students contact their Nursing faculty advisor for an in-person meeting, as necessary.

### Nursing Faculty/Advisor/Advisee List



Lori Hughes, MSN, RN  
Associate Professor  
Academic Building room 175C  
lhughes@mvcc.edu  
315-792-5341



Samuel Lilly, MSN, RN  
Associate Professor  
Academic Building room 175D  
slilly@mvcc.edu  
315-792-5557



Stacey Day MS, RN  
Instructor  
Academic Building room 175D  
sday@mvcc.edu  
315-792-5476



Michelle Parker, MSN, RN  
Assistant Professor  
Academic Building room 175B  
mparker@mvcc.edu  
315-792-5626



Amanda Sandstrom  
Instructor  
Academic Building room 175  
asandstrom@mvcc.edu  
315-792-5368



Valerie Anguilli MS, RN  
Instructor  
Academic Building room 175  
vanguilli@mvcc.edu  
315-792-5593



Justin Rahn  
Student Support Advisor  
Payne Hall room 111  
jrahn@mvcc.edu  
315-731-5810



Kathleen Montague MS, RN  
Instructor  
Academic Building AB175  
kmontague@mvcc.edu  
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Erin Rooks, RN, BSN  
Health Professions  
Resource Specialist  
AB174  
erooks@mvcc.edu  
315-731-5857



Georgia Crossway  
College Service Associate  
Academic Building AB113  
gcrossway@mvcc.edu  
315-792-5375

Nursing faculty are only available during the Spring and Fall semesters. All other times, contact the Dean for the School of Health Sciences, Melissa Copperwheat MS RN, at mcopperwheat@mvcc.edu or 315-731-5499.

## Email Communication

The primary methods of communication with faculty and resource personnel are through direct communication, Brightspace, or MVCC email. It is the student's responsibility to check their student email and Brightspace account frequently.

Text messaging is unacceptable and will not be tolerated as a means of communication between student and faculty members/resource personnel.

All registered students are assigned an email account and a Brightspace account. Students are required to use student email for all matters associated with the College. You can access your student email account through the MVCC homepage at [www.mvcc.edu](http://www.mvcc.edu).

- Username: First initial, last name, day of birth (jdoe05)
- Password: last four digits of your social security number or M number

Your email address: username followed by **@student.mvcc.edu**

For example, John Doe's email address would be **jdoe05@student.mvcc.edu**.

## Brightspace

Faculty use Brightspace to convey important course information and completion of certain tutorials are required to graduate. Brightspace courses are opened a week before the first day of instruction. In addition, students taking courses that have an online component will need to use Brightspace.

### Accessing Brightspace

1. Access the MVCC homepage.
2. Click **Current Students**, and then click the Brightspace button.
3. Sign in with your username and password (same as your email account) to get to the Brightspace homepage.
4. In the upper right-hand corner, you will see a list of online courses in which you are "enrolled."

### Student Computer Account

All registered students will have a computer account (same username and password your email account). There are several places on campus where you may access a computer.

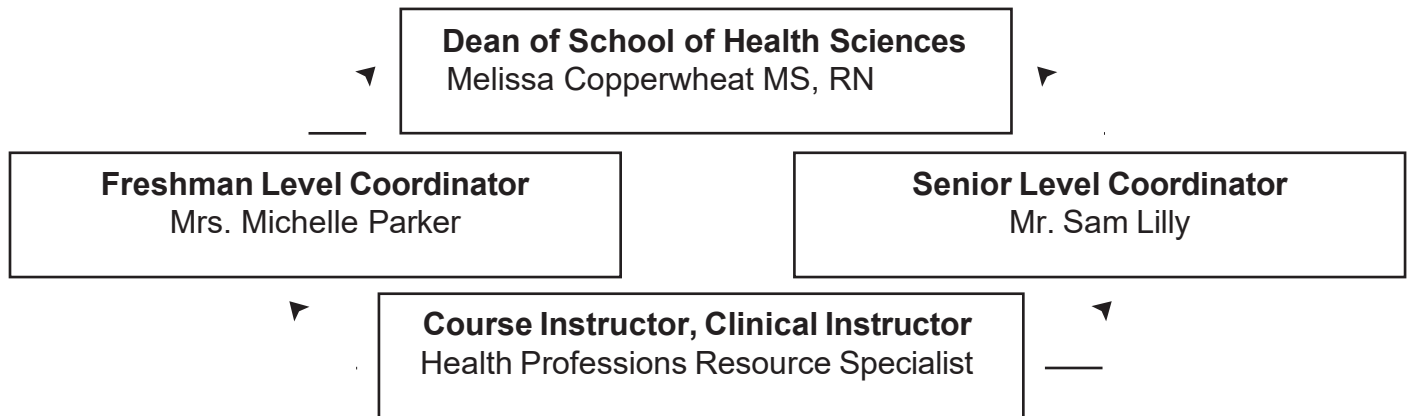
# Nursing Program Chain of Command

All students are expected to always follow the Chain of Command.

If a student has a concern/complaint at any time during the program, they should first address their concern with their faculty member.

If the student still has a concern, they should then make an appointment and meet with the level coordinator.

If the concern remains, the student should then make an appointment to meet with the Dean. Students are expected to always conduct themselves as professionals and follow this chain of command. **Failure to do so will result in an Academic Alert Form being initiated.**



## Essential Functions for Nursing Students

MVCC complies with the Americans with Disabilities Act of 1990. The College will endeavor to make reasonable accommodations for an applicant with a disability who is otherwise qualified. Applicants who are unsure if they can meet these essential skills or know they will need help in meeting them should contact the Office of Accessibility Resources at 315-792-5644. They are in Francis A. Wilcox Hall room 129E.

If there are any reasons why students may not be able to perform these functions with or without reasonable accommodation, they must follow the Chain of Command. A student in the associate degree Nursing program must have the abilities and skills necessary for the performance of the nursing process. The following is a representative list of the essential skills, with or without accommodation, expected of students enrolled in the Nursing program:

- Demonstrate the ability to perform essential functions for a maximum of a 10-hour shift
- Demonstrate the ability to protect a client when the client is standing and ambulating on all surfaces with or without the use of assistive devices, including canes, crutches, and walkers
- Demonstrate the ability to safely move a client over 35 pounds from one surface to another using the appropriate level of help
- Demonstrate safe body mechanics in the process of all client treatments, including lifting and carrying equipment (35- 50 pounds)
- Demonstrate the ability to manipulate dials on equipment
- Demonstrate the ability to coordinate simultaneous motions
- Demonstrate the ability to perform occasional overhead extension
- Demonstrate the ability to hear blood pressure, heart, and lungs sounds with or without corrective devices
- Demonstrate the ability to palpate soft tissue including pulse, muscle, and bones
- Demonstrate the ability to perform nursing interventions such as sterile procedures and dressing changes following infection control procedures
- Demonstrate the ability to administer medications (IM, subcutaneous, IV, suppositories, etc. [including dosage calculations] when necessary)
- Display adaptability to change
- Establish effective relationships with others
- Communicate effectively, safely, and efficiently in English (both written and spoken) by:
  - Explaining procedures
  - Receiving information from others
  - Receiving information from written documents
  - Exhibiting appropriate interpersonal skill (refer to ANA Code of Ethics for Nurses)
  - Analyzing and documenting assessment findings and interventions
- Detect an unsafe environment and carry out appropriate emergency procedures including:
  - Detecting subtle environment changes and odors including, but not limited to, the smell of burning electrical equipment, smoke, and spills
  - Detect high and low frequency sounds, including but not limited to, alarms, bells, and emergency signals

## Student Responsibilities

It is the responsibility of each student enrolled in the Nursing program to ensure that records are complete with special attention to the following:

- All courses identified as degree requirements in the MVCC College Catalog and the Nursing Student Handbook are completed prior to graduation
- All demographic and biographic data requested by the College are current and complete
- Official transcripts from all schools from which you are seeking transfer credit are requested by the student using the appropriate forms and format so that they can be received and recorded by the College
- Concurrent enrollment is requested prior to taking any course or challenge examination outside the Nursing program after matriculation (including core, school, and elective requirements)
- All regulatory requirements (immunizations, health assessment, and physical examination, PPD tests, AHA BLS certification, HIPAA, Confidentiality, etc.) are to be kept current as directed by the student's academic advisor, coordinator, and/or dean.
- Students who find themselves in academic difficulty are strongly advised to promptly consult the **MVCC College Catalog**, **MVCC Student Handbook**, and **MVCC Nursing Student Handbook** for policy information and to seek out their Nursing academic advisor for guidance.

## Estimated Program Expenses

- MVCC Uniform (required: tunic, pant, lab jacket): \$73-\$104
- White or Black Shoes: \$65
- MVCC Photo ID: \$5
- Watch with Second Hand: \$50
- Blood Pressure Cuff: \$20
- Stethoscope: \$70
- Nursing Lab Fee: \$125/per semester
- NCLEX Preparation and Curriculum Support (ATI): \$700/semester
- Estimated Textbook expense: \$450-\$900
- MVCC Graduation Fee: \$35
- Graduation Composite Picture Fee: \$30
- Convocation/Graduation Uniform/Shoes: \$120

**Prices are subject to change.**

### Procedure for Acquisition of Student Uniform

You may order/purchase your MVCC Nursing uniform/shoes/lab jacket at:

Josie's Uniform and Shoes  
54 New Hartford Shopping Plaza  
New Hartford, N.Y. 13413  
Phone: 315-735-6794

Dr. Uniforms  
1311 Oriskany St. W.  
Utica, N.Y. 13502  
Phone: 315-266-0093

### Required uniform includes

- Hunter green tunic and pant
- White lab jacket
- White shoes
- Watch

### Payment to Josie's Uniform Shop or Dr. Uniforms

Payment to Josie's Uniform and Shoes or Dr. Uniforms will be made in a lump sum for all Nursing students. Students are responsible to pay for their uniforms either out of pocket or with financial aid, if eligible. The uniform will be billed to and paid for from your MVCC financial aid account.

### Financial Aid—Payne Hall Student Service Center

To pay with financial aid funds, students must wait until August to go to the Auxiliary Services Office located in Alumni College Center room 206 to obtain a voucher, which they would then submit to either uniform shop. All paperwork for financial aid must be completed before requesting funds to cover your uniform. Uniform vouchers are available the same day as book vouchers (usually three weeks before classes) and expire the same day as book vouchers.

**NOTE:** If your financial aid changes for any reason (i.e., attendance, verification) you will be responsible for the cost of your uniform, etc.

If you are not using financial aid, you may purchase the uniform at a location of your choice.

### Auxiliary Services—Alumni College Center room 206

Once you have completed the above, Auxiliary Services will issue you an authorization voucher to bring to Josie's Uniform and Shoes or Dr. Uniforms to purchase your required items. You will need to personally visit Auxiliary Services to request a voucher. If you have any questions, please contact Marcia Bramhall at 315-792-5457.

## Student Health Requirements

Nursing Student Health Requirements differ from the college's health requirements. Nursing students must submit a completed **Nursing Health Requirements Physical Form** separately and in addition to the College health form. **Students are to update Health Requirements as necessary to maintain compliance.**

All required health documents must be submitted to Complio online. The deadline is in accordance with the health requirement letter, which includes specific dates of submission.

Students entering without their completed health documents will be dismissed from the program.

An "X" designates a requirement.

First Year	Second Year	Health Form Requirements	Additional Information
X	X	Physical obtained after May 15 of the year the student starts NU101/201.	A complete physical is required every year.
X	X	Documentation of Tuberculin Test (also referred to as Mantoux or PPD) (If PPD is positive, a chest x-ray is required every two years)	This test is required every year results must be documented by a healthcare provider and submitted through a copy of the report. This test is required within three months of clinical beginning.
X		<ul style="list-style-type: none"> <li>· Healthcare provider to provide a script for the titers below; include a copy of the lab reports for the four titers listed below:</li> <li>· Rubella titer Lab results must be positive*</li> <li>· Rubeola titer Lab results must be positive*</li> <li>· Mumps titer Lab results must be positive*</li> <li>· Varicella titer Lab results must be positive*</li> </ul>	*If results are not positive but are equivocal or negative, booster shots are required. Follow up titers must be scheduled with your healthcare provider.
X		Healthcare provider documentation of Tetanus toxoid.	Immunization within 10 years.
X	X	Students should expect to submit proof of flu vaccine to include date, lot, manufacturer, and expiration date.	Flu vaccine is required each fall per dates specified by clinical agencies.
X	X	Documentation of the Hepatitis B immunization sequence on the Student Health Requirements Form found on MVCC's Nursing webpage.	Recommended. After reading pages four and five of the Student Health Requirements Form, students may opt out to sign the waiver found on page two of the same Form.
X	X	Student must provide a copy of their AHA BLS card documenting American Heart Association BLS for the Healthcare Provider. This certification must remain current throughout the program.	<u>It must be American Heart Association BLS for the Healthcare Provider.</u>
X	X	Covid Vaccination	

**Students are strongly advised to make copies of all submitted health documents.**

## **Approved by College-Wide Curriculum Committee (May 2016)**

Courses in the associate degree Nursing program have content and practicum experiences. All students:

- are required to meet the prerequisites prior to taking the first Nursing course as outlined in the How to Apply document online.
- must provide their own transportation to and from the healthcare facility for practicum. Instructors cannot assist.
- must provide proof of professional liability insurance which is available through the College and included in the Nursing course registration fee.
- must provide proof of current American Heart Association BLS for the Healthcare Provider certification. It must be on file in the Nursing Faculty Offices/Department Office prior to the first day of lecture/practicum. This certification must remain current throughout the program.
- must maintain a minimum grade of 75 in each Nursing course for advancement to the next Nursing course.
- must achieve a minimum grade of C in every course on the Nursing curriculum display page (courses required to graduate).
- enrolled in NU101 must successfully complete BI216 Human Anatomy & Physiology 1 (with a 70 or greater) to be eligible for NU102/NU103.
- enrolled in NU 102/103 must successfully complete BI217 Human Anatomy & Physiology 2 (with a 70 or greater) to be eligible for NU201 Nursing 3.
- are recommended to take BI216 Human Anatomy & Physiology 1 and BI217 Human Anatomy & Physiology 2 at MVCC.

All Nursing students enrolled in NU202 Nursing 4 are required to take the ATI Comprehensive Predictor and the designated ATI Live Review course to be eligible for program graduation. Students must attend each day of the ATI Live Review course.

Graduation from the Nursing program does not guarantee Registered Nurse licensure by the New York State Department of Education Office of the Professions. If an applicant has charges pending or has been convicted of a felony and/or a misdemeanor, a license may be delayed or denied by the New York State Department of Education Office of the Professions.

### **Transportation Policy**

Students must provide their own transportation to all assigned learning activities. Faculty are not allowed to transport students to or from any facility.

### **Withdrawal Policy**

It is the student's responsibility to officially withdraw from classes. Students that withdraw from Nursing courses are not eligible for readmission to the Nursing program. See guidelines of the Nursing Program Admission Policy in the How to Apply document online.

### **Student Governance**

Students are encouraged to bring any concerns/suggestions to full-time faculty for discussion or visit forums on the Student Nurses Organization's (SNO) Blackboard page. Students are represented in governance through their elected SNO representatives and will have opportunities to attend faculty meetings.

## **Student Learning Methodologies**

The MVCC Nursing Program utilizes three methodologies to facilitate student learning. They are termed laboratory, theory, and clinical. To meet course objectives, students are expected to be present and engaged in all theory, lab, and clinical learning. Excessive absences in any of the learning environments may impede a student's ability to meet course objectives resulting in the unsuccessful completion of a course. Students are expected to be familiar with the guidelines for each learning environment.

It is the expectation of all faculty that cell phones will be turned off and put away in all learning environments. Students found in violation of this rule are subject to removal from the class.

It is at the discretion of the individual faculty whether recording devices may be used. If the faculty agrees to lectures being recorded, a recording contract MUST be signed by the student and instructor each semester.

The faculty reserves the right to prevent entrance into any learning environment for students with repeated tardiness. It will be the responsibility of the student to obtain missed material from peers.



# THEORY

Theory is designed to facilitate student learning of the concepts, science, and evidence that guide professional nursing practice. Approaches to content delivery take place in the classroom as well as via technology. Evaluation of student learning is done using quizzes and/or examinations.

## Classroom Learning

Students are expected to attend, participate, and be prepared for all classes. Students are expected to arrive to class on time.

It is the expectation of all faculty that cell phones will be turned off during classroom learning. Any student found in violation of this rule is subject to dismissal from the class.

It is at the discretion of the individual faculty whether recorders will be allowed. If the faculty agrees to lectures being recorded, a recording contract MUST be signed by the student and instructor each semester.

## Professional Classroom Behaviors

Students are reminded that they represent the MVCC community and its mission to our colleagues with all they say (verbally and nonverbally) and do. Use of racist or sexist language or language that is derogatory is grounds for disciplinary actions.

Students at MVCC, whether engaged in campus-based or online “virtual” classrooms, are expected to behave with academic integrity as addressed in the MVCC Student Handbook. Students are expected to be prepared to participate actively in course-related activities. Students and faculty have the right to an environment conducive to learning. Nursing students are expected to always conduct themselves in a respectful and professional manner in the academic setting. To meet this expectation, students should respect the rights of fellow students to have a class free of personal criticism, distracting noise, and disruptive and inappropriate behaviors. Use of racist or sexist language or language that is derogatory is grounds for disciplinary action.

All behaviors that are disruptive to classroom activities and/or learning processes, to include arriving late, are unprofessional and inappropriate classroom behaviors. If the faculty considers the behavior of a student to be disruptive to the class, the student may be asked to leave. The consequences for missing class activities will depend on the expectations of individual courses.

Other examples of inappropriate and unprofessional campus-based classroom behaviors include, but are not limited to,

- Using a cell phone in class. (If the student has an emergency circumstance that may require that s/he be contacted, the faculty is to be approached for permission to have the cell phone on silent or vibrate mode.
- Using a computer in a way that is disruptive to classroom processes and/or teaching and learning.
- Talking to other students during faculty or student discussion.
- Sleeping in class.
- Being late for class.
- Repeatedly going in and out of class.

Cheating, plagiarism, fabrication, collusion, or any form of academic dishonesty will be grounds for dismissal (please refer to the MVCC Academic Integrity Policy).

## Professional Behaviors Related to Attendance and Punctuality

On-time attendance is expected at all classes, seminars, conferences, laboratory, and clinical experiences. Faculty retain the right to request a written excuse from a healthcare provider for illness-related absences. Students are expected to come prepared and to actively participate in all course experiences.

## Professional Behaviors Related to Social Media

MVCC Nursing students and faculty are not allowed to post anything on a social media site that is in violation of any healthcare regulatory policy or deemed unprofessional. Students will not post anything negative related to MVCC faculty, program, or clinical agencies.

## **Quizzes and Exams**

Quizzes and/or examinations are the primary means of evaluating students' attainment of student learning outcomes. Each course has specific quiz and/or examination requirements regarding timing, frequency, and objectives. Students are required to be familiar with the requirements of their specific course, which can be found in the associated course syllabus and/or course calendar. In addition, students are expected to be well acquainted with the Examination Policy found in this Handbook.

## **Assessments Technology Institute (ATI)**

ATI is an online supplement to learning that aids in student understanding and application of critical nursing concepts. ATI is designed to assist students to successfully pass the NCLEX-RN State Board Examination. Students are required to access ATI services and complete modules pertaining to the topic(s) being discussed during classroom learning. In some units, the completion of an ATI module that corresponds to the material being learned in that unit is a prerequisite to a student's ability to sit for the related unit exam. In addition, ATI has Practice Assessments and Proctored Assessments that may or may not be a requirement of the successful completion of a course. Students are required to be familiar with the expectations of their specific course, which can be found in the associated course syllabus and/or course calendar.

## **ATI Live Review — NU202 only**

Students must attend each day of the ATI Live Review course to satisfy NU202 course requirements. Dates, times, and locations will be disseminated during the course. Failure to attend these classes each day and in their entirety will result in an "F" in NU 202.

## **Nursing Program Examination Policy**

- Students are required to take all scheduled assessments at the scheduled date and time. There are no make-ups for missed unit and final exams. Any exam missed will result in an exam grade of zero. Extenuating circumstances must be submitted to the coordinator within 24 hours for a full faculty review and consideration. Failure to follow this timeline will result in a zero for the exam.
- Additional time to take an assessment is only granted through arrangements made with the Office of Accessibility Resources.
- Students arriving late to an assessment will be prohibited from taking that assessment and will receive a zero.
- Dictionaries of any sort are not permitted during any assessment.
- Cheating on an assessment, before, during, or after the fact will be addressed and handled per the MVCC Academic Integrity Policy.
- No electronic devices are permitted during assessments to include cell phones, watches, etc.
- Only scratch paper and writing implements provided by the instructor will be allowed during assessments.
- Hats, hoodies, and coats/jackets must be removed while taking an assessment.
- Unit and Concept Overview exams will be available for review until one day prior to the next exam. After that time, the exam is no longer available for review. Students are responsible for contacting the instructor who taught the content to set up a meeting time for exam review. Refer to the Exam Remediation Policy located in each course syllabus.
- Children are not allowed at assessments. Students who bring children will be asked to leave the assessment with no opportunity for a make-up.

## **LAB**

The lab portion of the curriculum is an integral part of learning. It allows students to learn and practice nursing skills essential for nursing practice. Lab objectives focus on psychomotor skills as well as professional practice modalities such as leadership and lifelong learning. For students to gain the full value of the lab experience, the guidelines that have been developed must be adhered to by all students. These guidelines address required attire, equipment, and the expected professional behaviors that are essential for successful completion of lab requirements.

### **Lab Class**

Students are expected to attend, participate, and be prepared for all lab classes.

Students are required to wear a clean, neatly pressed, white lab coat to all lab classes and any lab activity (when assigned), as indicated by faculty.

Students must bring their blood pressure cuff, stethoscope, watch with a second hand, and penlight to all lab classes and/or practice sessions unless otherwise instructed.

### **Skill Testing**

- Each student will complete a scheduled course-specific skill proficiency examination(s) (a.k.a. skill testing)
- (See specific course outline).
- The student must be in full uniform for the skill proficiency examination.
- The critical elements for each skill must be performed with 100% accuracy.
- The student is responsible for retesting the skill following at least one week of remediation.
- Failure in the retest will result in a clinical failure and, thus, a course failure. The student will not be permitted in the clinical area and will not be permitted to take any subsequent class examinations.
- Full clinical uniform is required during skills testing, which includes all necessary assessment equipment. Students will be allowed two retakes, if they are not successful on a skill or skills. If a student is unsuccessful on the second retake (with two instructors/staff present), they will fail the course. If a student is unsuccessful during skills testing, the student must email the Health Profession Resource Specialist within two days to arrange for remediation prior to retaking the skills test. The student must also email the instructor to arrange for a retest date, which cannot be established before skills remediation is completed. Skills remediation and retesting must be completed within two weeks of the initial test date unless extenuating circumstances exist. Approval of extenuating circumstances is at the instructor's discretion.

### **Health Presentations**

Depending on the course, students may be required to attend various scheduled presentations throughout the year. These are predetermined and may substitute for a lab day. Students are required to be familiar with the expectations of their specific course, which can be found in the associated course syllabus and/or course calendar.

### **Nursing Learning Resource Center/Lab Regulations**

- Foul language will not be tolerated.
- The labs are to be quiet locations for skill practice and computer use. Please take conversations outside of the labs.
- Food is not allowed (discretion of the lab faculty to change this at any time).
- Show respect to faculty, staff, and peers.
- Respect all equipment. If a student damages any piece of equipment/resource tool in any of the labs, they will be held responsible for accepting the cost of replacing such equipment. Payment must be received by the College by the date determined by the Dean of the School of Health Sciences. Failure to make payment by the date determined will result in greater sanctions including mandatory withdrawal from classes as well as ineligibility for future registration and or graduation.
- Faculty and staff will be addressed as Mr., Mrs., Ms., Miss, or Professor, always.
- No unauthorized use of the lab phone unless it is an emergency.
- No cell phone usage inside of the labs.
- Do not write on lab equipment.
- Children are not allowed in the labs.
- Pick up and return supplies/equipment and chairs when you are finished.
- Students will be always supervised by a designated College employee.
- Respond positively to constructive criticism.

### **Sharps Incident Policy**

The following procedure is to be followed if a faculty/staff member or a student receives a contaminated sharps/needle

stick exposure incident in the clinical facility, college laboratory, or during any clinical rotation.

- The incident is to be reported immediately to the clinical instructor.
- Any sharps/needle stick exposure incident is to be reported by the clinical instructor to the Dean of the School of Health Sciences within 24 hours.
- The individual must be treated according to the CDC Guidelines.
- A college and/or clinical agency incident report is to be completed by the student at the time of injury and coordinate with the charge nurse to inform the hospital supervisor.
- The individual is to be sent immediately to the Emergency Department if a contaminated sharps/needle stick exposure incident occurred in a healthcare facility.
- If the incident occurred in the MVCC lab, the student/faculty must report to the MVCC Student Health and Wellness Center or appropriate medical facility immediately. If the Student Health and Wellness Center is closed, the individual must report on the next day of business. If the incident is with a contaminated sharp/needle stick the student must report to the Emergency Department.

**A copy of the incident report and the ED report, if applicable, must be on file in the MVCC Student Health and Wellness Center.**

**NOTE:**

If a student is not within compliance of any one of the above written rules, the faculty/staff reserves the right to request that the student leave the lab. The student will then be responsible for missed content as well as make-up requirements as deemed necessary by their instructor. If the discovery of the infraction is disclosed after normal lab hours, the lab employee will write a written statement citing details of the occurrence and schedule a meeting with the student as well as the Dean of the School of Health Sciences. This meeting will occur within one week of the violation.

# CLINICAL

Clinical provides a real-life environment for students to bridge the gaps between theory and practice by applying the knowledge, skills, and attitudes necessary for safe, professional practice. All students must be able to perform the essential functions of the MVCC associate degree Nursing Program. Current health clearance and American Heart Association BLS certification is mandatory to participate in the clinical experience. Students are required to bring a watch with a second hand, stethoscope, black ink pen, bandage scissors, and penlight to all clinical rotations.

Clinicals take place off-campus at selected healthcare institutions across the community. While participating in clinical experiences, students are representing the nursing profession as well as MVCC. To that end, strict guidelines have been developed and will be enforced to maintain client safety, preserve program integrity, and promote professional principles.

## Clinical Attire

The goal of required clinical attire and presentation is to

- display professionalism to patients and staff,
- ensure that students are equipped with proper assessment tools,
- help with infection prevention.

While in clinical, students are expected to adhere to the MVCC Nursing Program *Clinical Dress Code* and sign the *Clinical Attire Contract*

- The hunter green student nursing uniform must be worn, except for the NU103 course, where attire will be based on the facility's dress code. **Uniform must be clean and pressed.**
- The **SUNY/MVCC Photo ID** must always be displayed with badge extender (if available).
- White socks/hose must be worn, and **all leg skin must be covered.**
- White or black professional leather or leather-looking shoes/sneakers (**no canvas, open toe, open heel, Crocs, or clogs**) must be worn. Footwear should be clean and may display the footwear brand logo.
- Hair must be neatly groomed, clean, and **off the collar.**
- **Hair must be of a natural-looking** black, brunette, blonde, or red (auburn) color. Highlights of the same standard are acceptable.
- Beards, mustaches, and sideburns must be **neatly trimmed**. Mustaches must not pass the sides of the mouth. Sideburns must not pass the middle of the ear.
- Be free of **scented fragrances** including, but not limited to, perfume/cologne, lotions, and body sprays.
- Students may wear one, non-dangling earring in each ear lobe. **No other body piercings should be displayed.**
- No bracelets or rings, other than a **wedding band**, may be worn.
- Fingernails must be trimmed, short (not visible when looking at the palm of the hand), and clean with **no nail polish**. Artificial nails are not acceptable.
- Proper body hygiene is expected, including being free of offensive odors including **cigarette smoke**.
- **Gum chewing** is prohibited during the clinical experience.

Not adhering to these guidelines can result in consequences including, but not limited to, occurrences and being sent home from clinical.

## Professional Clinical/Practicum Behaviors

During the period of clinical/practicum assignment to any healthcare agency, each student in the program is expected to understand and to follow all policies and procedures of the clinical agency to which they are assigned. All Nursing students are to wear their MVCC Photo ID when in the clinical area preparing for and/or attending clinical or practicum experiences.

Patients cared for by the MVCC student have a right to expect confidentiality (see the Health Information Portability and Accountability Act [HIPAA] policy and Confidentiality Statement in the Handbook). All students are expected to maintain patient confidentiality and practice according to sound ethical and professional principles.

This means:

- Students must guard against the inadvertent or purposeful sharing of information regarding any aspect of a patient's

treatment in any setting in any setting, except as required by the necessities of professional education, treatment, or management.

- Confidential information includes the patient's name or any identifying diagnoses.
- All correspondence related to a patient must be carefully safeguarded.

As the purpose of clinical experience is one of providing authentic learning for students with the help of our professional colleagues in healthcare settings, the following are a few examples of inappropriate clinical behavior that can compromise clinical learning, quality nursing care, and healthy relationships with our clinical partners:

- Making personal phone calls or texting from a cell phone or from an agency phone during clinical time;
- Disruptive behavior during change of shift report;
- Photocopying from a patient's chart;
- Arriving late or unprepared to clinical.

Faculty and clinical affiliate faculty (part-time/adjuncts) often have a need to communicate with students outside of clinical hours and away from the clinical site. **Students are expected to check their MVCC email regularly and respond to faculty and clinical affiliate faculty requests within 24 hours.**

### Other Guidelines

- A student may not administer care to a family member, significant other, or social acquaintance. It is the student's responsibility to notify the clinical instructor if assigned to any patient known to him/her.
- The use of alcohol or other mind-altering substances is prohibited during clinical practicum. Students are prohibited from attending practicum while under the influence of alcohol or other mind-altering substances.
- There is no smoking at any time during clinical (including any breaks).
- Cell phones are prohibited on all units during clinical.
- Clinical requirements and opportunities vary by course. Students are required to be familiar with the expectations of their specific course, which can be found in the associated course syllabus and/or course schedule.
- Students are not to be in faculty offices unsupervised.
- Students are highly encouraged to stay at the same facility each semester for clinical.

## ATTENDANCE POLICIES

### TERMINOLOGY

**Excused** – any attendance infraction that an instructor deems appropriate, based on accepted documentation (i.e., physician's note, obituary, court paperwork, etc.).

**Unexcused** – any attendance infraction, either planned or unplanned, that does not meet the criteria of being excused.

**Make-up** – the requirement of a student to attend an alternate day of lab or clinical, in coordination with the assigned instructor, to cover missed material and content. Students are NOT to arrange their own makeups. During clinical makeups, students are prohibited from floating to other units. All clinical assignments will be submitted to the student's regularly assigned clinical instructor.

### Theory

- ❖ If a student has a course grade of < 75 at any point during that course, attendance is mandatory, unless excused, until the final grade reaches 75. Unexcused absences during this period will result in an **occurrence**.
- ❖ Students are allowed three (3) unexcused absences during a semester. Subsequent unexcused absences will result in an **occurrence**.
- ❖ A student's first unexcused lateness or early departure will result in a **verbal warning**. Any subsequent unexcused lateness or early departure will result in an **occurrence**.
- ❖ All attempts should be made to notify the theory instructor at least 24 hours prior to an absence, lateness, or early departure.

### Lab

- ❖ Lab attendance is mandatory. Should an emergency arise, please reach out to your lab instructor as soon as possible, preferably within 24 hours of a missed lab, lateness, or early departure.
- ❖ Students are allowed one (1) unexcused absence from lab class during a semester. Subsequent unexcused absences will result in an **occurrence**.
- ❖ Unexcused absences during a scheduled guest speaker will result in an **occurrence** and alternate assignment at the lab instructor's discretion.
- ❖ Missed lab classes, excused or unexcused, requires a make-up within one (1) week of the missed lab. Not making up a missed lab within one (1) week will result in an **occurrence**. Failure to make-up a missed lab, as outlined, will result in a lab failure.
- ❖ Lab absences during the last week of the semester cannot be made up and may result in a lab failure.

- ❖ A student's first unexcused lateness or early departure during a lab class will result in a **verbal warning**. Any subsequent unexcused lateness or early departure will result in an **occurrence**. An unexcused lateness or early departure during a scheduled guest speaker will result in an **occurrence** and alternate assignment at the lab instructor's discretion.

### Clinical

- ❖ Clinical attendance is mandatory. Should an emergency arise, please reach out to your clinical instructor as soon as possible, preferably within 24 hours of a missed lab, lateness, or early departure.
- ❖ A missed clinical requires a make-up within two (2) weeks of the missed clinical. Not making up missed clinical within two (2) weeks of absence will result in an **occurrence**. Failure to make-up a missed clinical, as outlined, will result in a clinical failure.
- ❖ A student's first unexcused absence, lateness, or early departure will result in a **verbal warning**. Any subsequent unexcused absence, lateness, or early departure will result in an **occurrence**.
- ❖ Clinical absences during the last week of clinical rotation cannot be made up and may result in a clinical failure.



# MOHAWK VALLEY COMMUNITY COLLEGE SCHOOL OF HEALTH SCIENCES—NURSING PROGRAM

## Student Concern/Complaint Policy

The purpose of this document and its related form is to provide an avenue for students to address concerns/ complaints on a programmatic level. The student should fully understand the components of this policy prior to completing and submitting the form. Examples of concerns/complaints that this policy and associated form address include, but are not limited to issues arising related to:

- Exam or assignment grades and/or procedures
- Course/class policies
- Course content
- Teaching methodology
- Academic Alerts (occurrences or referrals)

The concept of this process is best fulfilled when the student first approaches the individual with whom they have a concern/complaint and seeks an amicable resolution. If such resolution is not evident to the student's satisfaction, he/she may initiate the Student Concern/Complaint Form.

If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint or grievance, the student should begin with the next highest level of responsibility, which commonly would be the Level Coordinator. The student can request an appointment to meet with the Level Coordinator by completing the form and checking the box labeled "Please keep my identity confidential." That request will be honored unless there are overriding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty or staff member, the Level Coordinator/Dean must forward that information, to include the identity of the complainant, to MVCC's Department of Public Safety. Please note the following:

- Concerns/complaints related to student safety should be reported to the Department of Public Safety, located at AB106, x5566 (emergency x5777).
- Students should be aware that neither Level Coordinators nor Deans can require an instructor to change a properly assigned course grade. Issues of disagreement about whether, for example, a given assignment was worth, say, a B or an A is decided solely by the individual instructor in charge.
- Students should follow the chain of command as outlined in the Nursing Student Handbook (Faculty > Level Coordinator > Dean of the School of Health Sciences).
- This policy does not supersede the MVCC Academic Complaint Policy located in the MVCC Student Handbook and online at <https://www.mvcc.edu/student-handbook/policies-regulations/academic-complaint-policy.php>.
- It is a Nursing program and MVCC policy that all students have the right to lodge a complaint or grievance which they deem important without fear of retaliation of any sort or any other adverse consequence because of doing so.

**Mohawk Valley Community College  
School of Health Sciences Nursing Program  
Student Concern/Complaint Form**

<b>Student Information</b>	
Student Name:	MVCC Email:
<p>Before completing and submitting this form, please review the Nursing Program Student Concern/Complaint Policy located in the Nursing Student Handbook to ensure compliance with established protocols.</p>	
Situation (briefly describe the nature of the concern)	Background (describe the history of the concern)
Assessment (provide relevant information to support your concern)	Recommendation (how would you like to see the concern resolved)
<p>Have you made an attempt to resolve the issue with the individual involved? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If 'Yes', describe the outcome (attach documentation, if necessary)</p>	
Please keep my identity confidential <input type="checkbox"/>	
<p>By checking the above box, I understand that information contained on this form will be held confidential to the extent possible. Information of a safety nature can and will be shared with College officials in order to conduct a thorough investigation.</p>	

I hereby declare that the information on this form is accurate and complete to the best of my knowledge. I understand that any misrepresentation of information may result in disciplinary actions in accordance with the College's Academic Integrity Policy.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This form may be completed and submitted manually or electronically (via email).**

## For Office Use Only

Form initially received by:		Date received:	
<b>Initial Action Taken</b>	Forwarded to <input type="checkbox"/> Name/Office:		Date forwarded:
	Resolved <input type="checkbox"/> (please specify below)		
	Date resolved:		Other <input type="checkbox"/> (please specify below)
	Date of action:		

If forwarded, form received by:		Date received:	
<b>Final Action Taken</b>	Forwarded to <input type="checkbox"/> Name/Office:		Date forwarded:
	Resolved <input type="checkbox"/> (please specify below)		
	Date resolved:		Other <input type="checkbox"/> (please specify below)
	Date of action:		

## Peer Tutors

Peer tutors may be available by contacting the Learning Commons.

## Nursing Program Grading Policy

Grading policy for ALL course beginning with NU:

<i>Letter Grade</i>	<i>Numeric Grade</i>	<i>Letter Grade</i>	<i>Numeric Grade</i>
There is no grade of A+		A	90-100
B+	85-89	B	80-84
<b>C+</b>	<b>75-79</b> <b>Minimum passing grade</b>	C	70-74
D+	65-69	D	60-64
F below 60			

## Graduation Requirements

To graduate, the student will (per the College Catalog):

- Be matriculated in the Nursing program.
- Complete all required courses and courses listed see Nursing Course Curriculum with a grade of C or higher.
- Achieve a minimum of a 2.0 cumulative average.
- In all Nursing courses, achieve a minimum grade of C+ (75%) or better.
- In Human Anatomy & Physiology (A&P) 1 (BI216), A&P 2 (BI217), and Microbiology (BI201), achieve a minimum final grade of C (70%) or better.
- In all liberal arts courses, achieve a minimum final grade of C (70%) or better.
- Fulfill all financial obligations to the College.
- Have a high school transcript or GED on file at the College.
- Apply for graduation: see <https://www.mvcc.edu/commencement/may/>.
- Pay the graduation fee.
- Complete the computerized state board RN Comprehensive Predictor examination.
- Complete each day of the ATI Live Review course.

## Convocation/Pinning Policy

Students are required to wear the white professional graduation uniform and shoes for Convocation:

- Clinical standards with white uniform
- White nylons/hose
- Jewelry per clinical policy
- Freshman students are required to attend in their clinical attire.

Failure to comply will result in the student not being able to participate in Convocation.

## State Licensure

Graduation from the Nursing program does not guarantee RN licensure by the New York State Office of the Professions. If the applicant for licensure has charges pending or has been convicted of a felony and/or misdemeanor, a license may be delayed or denied by the Board of Registration despite the graduate passing the NCLEX State Board Examination. All candidates are screened for charges and the outcome of the candidate being awarded a license is determined by the New York State Department of Education Office of the Professions.

## Application forms/fees for NCLEX-RN

Website: [www.op.nysed.gov/nurse.htm](http://www.op.nysed.gov/nurse.htm)

The NCLEX State Board application process will be reviewed with senior Nursing students during the NU202 Nursing course.

1. Steps to obtain student NYS Board Examination date:
2. Students complete their applications and mail during the spring semester.
3. MVCC certifies students that meet all requirements to graduate after grades are certified. Students must meet all MVCC graduation requirements to be certified to graduate (<https://www.mvcc.edu/commencement/may/>).
4. MVCC's Office of Records and Registration notifies the NYS Licensure Board of the names of the students certified to graduate.
5. Students receive a notification that they may sign up for their NCLEX Board Examination date (per application form/via email).

Students who complete the coursework required to graduate after the spring certification cannot be certified to graduate until the next certification date. Certification dates are determined by the Office of Records and Registration.

### **Steps for Success on The National Counsel Licensure Exam for Registered Nurses (NCLEX-RN)**

- Apply for licensure by the New York State Department of Education Office of the Professions or the appropriate agency approving licensure in another state.
- Register and pay the required fee to Pearson VUE via the Internet or telephone. Payment via MasterCard, Visa, or American Express will be accepted. You must be made eligible by the Board of Nursing (see Step 4 on the previous page) within 365 days of your registration and payment.
- Receive Acknowledgement of Receipt of Registration from Pearson VUE by email. Your username and password for the Pearson VUE website will be in the email.
- The Board of Nursing makes you eligible in the Pearson VUE system.
- Receive the Authorization to Test (ATT) email from Pearson VUE.
  - You must test within the validity dates (an average of 90 days) on the ATT.
  - There are no extensions.
  - You no longer have to present the ATT email at your exam appointment.
- Schedule your exam appointment via the Internet (by accessing your online account) or by telephone (international scheduling may only be done by phone).
- Arrive for the exam appointment and present your acceptable identification.
- Receive your official results from your Board of Nursing within two business days after your exam (this period varies among Boards of Nursing). For more information, please visit the following websites:
  - <http://www.op.nysed.gov/prof/nurse/nurseforms.htm>
  - <https://www.ncsbn.org/1213.htm>

### **Graduation/Composite Picture Policy**

Students who intend to graduate will be eligible to have their pictures taken for the master composite which hangs in hallway outside of the Nursing Lab (AB174).

- A photographer will be on campus during the spring semester to take individual photographs.
- You will receive a notice via email/Blackboard advising you when and where to sign up.
- Students are expected to be well-groomed and in white professional uniform.
- Body piercing jewelry is to be worn in the earlobes only (one post per ear, non-dangling).
- Visible tattoos are to be covered.

Students will be subject to faculty inspection prior to having their photo taken. Any student who fails to comply with established guidelines will need to make corrections for compliance or forfeit their right to be in the composite.

- It is important to arrive promptly for your appointment, already in uniform, and fully prepared for your photo session.
- Payment is required on the day that your picture is taken. All photo fees are nonrefundable.
- Students and their families will have the opportunity to purchase additional photographs.

## Mohawk Valley Community College School of Health Sciences Academic Appeal Process Policy

Students who wish to appeal their dismissal from a School of Health Sciences program shall be held to the following timeline.

Working Days from Receipt of Program Dismissal	Action Step
10	Student consults with the Dean of the School of Health Sciences to discuss process.
13	Student submits written appeal to Dean of the School of Health Sciences.
18	Appeal review committee is convened, and student's academic appeal is reviewed.
20	Outcome of appeal is communicated in writing with the student.

Questions should be directed to the Office of the Vice President for Learning and Academic Affairs (VPLAA).

Students shall submit a written academic appeal, with supporting documentation, to the Dean of the School of Health Sciences. Supporting documentation may include verifiable written statements from physicians, therapists, police, attorneys, financial counselors, family members, or others who can confirm the circumstances supporting the appeal. The student's appeal letter must include the following:

- Complete name, M number, email address, and telephone number.
- Narrative statements about why the School of Health Sciences should consider the student's academic appeal (resulting in the student being allowed to remain in the degree program).
- Description of extraordinary situations or unusual difficulties encountered by the student that should be considered during review of this academic appeal.
- Planned strategies for future success if allowed to continue in the degree program.

The School of Health Sciences Appeal Committee shall include three academic program coordinators of the School of Health Sciences not affiliated with the complaint and an MVCC Student Support Advisor (SSA). A thorough review of the student's submitted written material shall be performed along with a review of the student's academic history. The Dean of the School of Health Sciences shall notify the student about the Committee's decision in writing.

NOTE: Students who are successful in their academic appeal shall remain in the academic program and must contact the Dean of the School of Health Sciences to reschedule and/or reassess their academic progress. Such students may be required to participate in academic activities as a condition of their academic appeal approval.

## Mohawk Valley Community College School of Health Sciences Academic Appeal Process Policy

I acknowledge that I have received the School of Health Sciences Academic Appeal Policy.

Name (Print) \_\_\_\_\_

Name (Sign) \_\_\_\_\_

Program of Study \_\_\_\_\_

## 2024-2025 Curriculum Contract

Student's Name (Print): \_\_\_\_\_ Student's M Number:   M#  

Please read and initial each line below:

- I understand that the following grading policy will be used for all Nursing courses. Passing a Nursing course requires a minimum final course grade of C+ (75).
1. \_\_\_\_\_ A = 100-90; B+ = 89-85; B = 84-80; C+ = 79-75; C = 74-70; D+ = 69-65; D = 64-60; F = < 60.
  2. \_\_\_\_\_ I am aware of the criteria required to be eligible for the Second Chance Policy.  
If I am unsuccessful twice because of an F–failure, W–withdrawal, or a D grade in Human Anatomy & Physiology 1, Human Anatomy & Physiology 2, and/or Microbiology courses at MVCC or any other college, I will
  3. \_\_\_\_\_ be dismissed from the program without the option to reapply.
  4. \_\_\_\_\_ I take responsibility for meeting all academic requirements to include completing prerequisites and co-requisites.  
I must achieve a minimum grade of C+ (75%) in all Nursing program-required courses listed on the curricular
  5. \_\_\_\_\_ display sheet for the Nursing program.
  6. \_\_\_\_\_ I understand the College Attendance Policy.  
I have received a copy of the **Nursing Student Handbook** and accept responsibility to comply with all policies/
  7. \_\_\_\_\_ protocols.
  8. \_\_\_\_\_ I have access to the **MVCC Student Handbook** for the current year and accept responsibility for its contents.
  9. \_\_\_\_\_ I am aware of the College Academic Complaint Policy as outlined in the **MVCC Student Handbook**.  
I have received and signed a copy of the Nursing Confidentiality Statement and HIPAA Guidelines and agree to
  10. \_\_\_\_\_ comply. Any failure to comply with the terms of these documents will result in dismissal from the program without  
the option to reapply.  
I take responsibility for meeting the MVCC associate degree Nursing Program Essential Functions. If, for any
  11. \_\_\_\_\_ reason, I am not able to fulfill the Essential Functions, I am responsible for notifying the coordinator within 24  
hours of the circumstance that prevents me from meeting the program essential functions.  
I am aware that there is no makeup for missed unit or final exams. Any exam missed will result in an exam grade
  12. \_\_\_\_\_ of zero. Extenuating circumstances must be submitted to the coordinator within 24 hours for a full faculty review  
and consideration. Failure to follow this timeline will result in a zero for the exam.  
I am aware that the MVCC Nursing program has many resources available to students. These include, but are
  13. \_\_\_\_\_ not limited to faculty, the Health Sciences Resource Specialist, financial aid, health career advisors, Counseling  
Center, student support advisors, and the Learning Commons. I take responsibility for seeking resources if  
necessary.
  14. \_\_\_\_\_ I am aware of the Student Nurse Physical Health Form requirements and take responsibility for compliance  
including updating any health requirements as necessary. Failure to complete the form in its entirety by the first  
clinical day will result in dismissal from the program with no option to reapply.
  15. \_\_\_\_\_ I am aware that my schedule for clinical may change at any time due to being a guest at the healthcare facilities.
  16. \_\_\_\_\_ I take responsibility for having my high school diploma or a GED on file to be certified to graduate.
  17. \_\_\_\_\_ I take responsibility for official transcripts to be sent to MVCC and evaluated for equivalency to be certified to  
graduate. Final grades of C are not transferable into the MVCC Nursing program.
  18. \_\_\_\_\_ I grant permission to MVCC/Nursing program upon request to release my medical information to the healthcare  
affiliation agency where I am assigned to attend clinical.
  19. \_\_\_\_\_ I grant permission to MVCC/Nursing program upon request to release my date of birth and or social security  
number required to the healthcare affiliation agency where I am assigned to attend clinical.
  20. \_\_\_\_\_ I grant permission to the MVCC's Office of Records and Registration to send all necessary personal information  
including, but not limited to, date of birth and social security number to the New York State Education Department  
after I have been certified to graduate.  
I am aware that the Nursing faculty will inform students of the possible requirement of a criminal background
  21. \_\_\_\_\_ check and/or drug screening. Students who fail a criminal background check or drug screening test may be  
unable to fulfill the academic requirements necessary to obtain their degree. It is the student's obligation, at  
his/her expense, to obtain his/her background check and/or drug screening as required by the applicable agency.
  22. \_\_\_\_\_ The student must maintain his/her results and present them upon appropriate request.  
I am aware that the Dean of the School of Health Sciences will inform the student that has charges pending or a
  23. \_\_\_\_\_ felony and/or misdemeanor conviction that his/her license may be delayed or denied.  
I have received and read the School of Health Sciences Appeal Policy and have signed the School of Health  
Sciences Appeal Policy Acknowledgement form.

Signature: \_\_\_\_\_

# HIPAA Health Insurance Portability & Accountability Act of 1996 Privacy Rule Overview

The goals for maintaining rigorous adherence to HIPAA compliance requirements within all MVCC-sponsored programs, projects, and activities are designed to:

- Ensure the security and confidentiality of Protected Health Information (PHI) and Electronic Protected Health Information (ePHI) as covered by HIPAA;
- Protect against any anticipated threats or hazards to the security or integrity of such information; and
- Protect against unauthorized access, use, or disclosure of such information.

Each student should complete the necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance.

Each student should complete the necessary training on how to comply with the policies and procedures for maintaining HIPAA compliance.

Reminders:

Protected health information is any information that allows you to associate a person's identity with their healthcare information. This applies to all forms of media including paper documents, electronic files and data, course notes, research papers, video and sound recordings, photos, charts, etc. As it pertains to MVCC-sponsored programs, project and activities, the following are reminders of common privacy and security practices for protected health information that must be followed:

- Any personal documents and notes in any form that contain individually identifiable health information on patients you come into contact with as a result of MVCC-sponsored training must be properly protected and its confidentiality must be maintained.
- MVCC students who are training at partner health provider organizations are prohibited from removing documents that contain individually identifiable health information without a written and signed authorization from the institutional Health Information Management Department (HIM) or authorized representative and the proper patient authorization.
- For MVCC students participating in MVCC-sponsored healthcare training, the following activities involving individually identifiable health information are explicitly prohibited:
  - Sending such information through unsecure email,
  - Posting such information on any social networking site—regardless of the user account used by the MVCC student, faculty, or staff to post the information, and
  - Disclosing such information during classroom discussions and/or presentations.

All violations of HIPAA privacy and security policies and practices are taken very seriously. All violations will be reported to the Dean of the School of Health Sciences for review to determine the extent of the violation and the appropriate sanctions to be applied, where necessary.

Sanctions may include notification of the student's advisor with a note in the student's advising file, reductions in the grade for the course up to and including failure, and remedial action as directed by the MVCC Conduct Officer.

## American Nursing Association Code of Ethics

Nurses have a responsibility to practice ethically and safely. The Code of Ethics recognizes that nursing practice has changed, and that nurses of today are responsible for more than just their patients. The code provides guidance, and all nurses should be familiar with its provisions and interpretive statements. However, situations may arise in which the code provides only limited direction. Nurses must remain knowledgeable and abreast of the literature and changes in ethical issues so that they may make appropriate decisions in difficult situations.

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum care.



- The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other healthcare professionals and the public in promoting community, national, and international efforts to meet healthcare needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

**\*MVCC Nursing program students will adhere to the ANA Code of Ethics and the NYS Nurse Practice Act. Failure to do so will warrant disciplinary action.**

## **Ethical Principles for MVCC Nursing**

Nursing faculty and staff espouse Ethical Principles as adapted from the 2012 National League for Nursing Ethical Principles for Nursing Education which is based upon the core values of caring, integrity, diversity, and excellence. We are proud to foster an environment of academic and professional integrity which in turn will enhance patient care and positive outcomes.

### **Professional Behaviors**

A breach of confidentiality in the clinical site, the classroom setting, or online is both unprofessional and unsafe and may be grounds for immediate dismissal from the Nursing program (see the Health Information Portability and Accountability Act (HIPAA) Policy and Confidentiality Statement in the Handbook).

### **Professionalism**

**Disruptive to learning:** behaviors that impede the ability of the instructor to effectively teach or learners to effectively learn:

- Talkative
- Cell phone use
- Tardiness

**Failure to comply:** inadequately conforming to the standards and protocols identified within, but not limited to, the Nursing Student Handbook, course syllabus, and course calendar:

- Not completing Health Form requirements
- Not adhering to remediation requirements
- Not completing required lab hours, as indicated
- Not contacting relevant instructor prior an absence from any setting
- Not contacting relevant coordinator prior to absence from lab or clinical
- Not completing alternate activities, as assigned
- Inappropriate dress in the learning environment

**Unprofessional conduct:** behavior that contradicts professionalism as defined by MVCC, the Nursing program, or professional nursing standards and codes of conduct:

- Disrespectful speech or tone to faculty, peers, patients, or clinical staff
- Inappropriate comments made about any group or individual (verbalized or written, including on social media)
- Inappropriate comments made about MVCC, the Nursing Program or affiliates (verbalized or written, including on social media)

### **Other**

- Anything that the faculty member feels may not fall within the above Event Descriptors.

## MVCC Nursing Program Confidentiality Statement

When a patient enters any healthcare facility, we assume an obligation to keep in confidence all that pertains to that patient and to that patient's affairs. This responsibility is shared by every person employed in the health facility and by all who have any direct or indirect care-giving relationships to patients. Reasons for admission, as well as information about diagnosis and treatment, are confidential and must be respected as such.

As a student in each healthcare facility or community setting, you are bound to the same obligation. You are obliged to refrain, both in and out of the facility, from discussing any patient or any information about a patient or family except in the line of duty. You may discuss patient information only with the nursing staff, physician(s), and other healthcare providers caring for the patient, the nursing instructor and nursing students, on a need-to-know basis, only at an appropriate time and location such as post-conference.

To engage in other discussions for any reason is not only a breach of confidentiality, but may also involve you in legal proceedings. This includes all social media. Such behavior is sufficient reason for immediate dismissal from the clinical facility/community setting, and from the Nursing program.

## MVCC Nursing Program Confidentiality Agreement

### DEFINITIONS:

**Confidential Communication:** information given by a client/family member, regardless of the method in which it is acquired, in the belief that NO disclosure will be made to another party (moral/ethical obligation).

**Privileged Communication:** refers to the confidential information relayed to a healthcare professional that prohibits disclosure unless the patient waives the privilege (legal obligation).

### STATEMENTS:

1. I understand and agree that as a student I will come into possession of the most intimate personal information about patients I have both a legal and an ethical duty NOT to reveal confidential communications.
2. I understand the legal duty arises because the law recognizes a RIGHT TO PRIVACY. To protect this right, there is a corresponding DUTY to obey.
3. I understand and agree that all information obtained in a learning environment related to the client MUST be kept in strict confidence.
4. I further understand that a breach of confidentiality may involve me in legal proceedings.
5. I accept the responsibility for maintaining the confidentiality of all patient/family information.
6. I understand that I am prohibited from photocopying patient records.
7. I understand I cannot carry a cell phone or other electronic device into clinical facilities.
8. I have received and reviewed a copy of HIPAA guidelines and agree to abide by these.
9. I understand that a breach in confidentiality will result in disciplinary action up to and including expulsion from the clinical facility/community setting and from the Nursing program.

Name: \_\_\_\_\_

M#: M \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The signed document will be placed in the student's file.**

## Recording Contract for Nursing Student

I, \_\_\_\_\_, a student in \_\_\_\_\_ taught by \_\_\_\_\_ at Mohawk Valley

Community College (MVCC), promise to use lectures recorded in the class named above specifically and solely to assist and enhance my personal educational experience and acquisition of course material, having no malicious, self-profiting, and/or other than good intentions.

I will not reproduce, in any way, the recordings of the lectures or transcripts produced from those recordings, nor will I share the recordings/transcripts with anyone other than my instructor. These recordings/transcripts are for my personal study use only and will not be used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Any information obtained about patients, counseling recipients, and all others will be kept strictly confidential and must not be discussed or shared with others under any circumstances.

At the conclusion of the course, I will erase all recordings and destroy all transcripts of class lectures. I am aware that all information contained in recorded lectures/transcripts is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

**Pledge: I hereby acknowledge that I have read and understand the above policy and will abide by the policy regarding all lectures or transcripts while enrolled as a student at MVCC.**

Student (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**The signed document will be placed in the student's file.**

## MVCC Nursing Student Academic Integrity Pledge Form

It is expected that all Nursing students will support the Academic Integrity/Honor Code of MVCC in all activities related to their studies and **will refrain from any form of academic and professional dishonesty or deception in the classroom, clinical agencies, Clinical Learning Unit, online, and other learning settings. These behaviors include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty.** The professional nurse is also responsible and accountable to maintain a safe and respectful environment in the practice arena. Therefore, the MVCC student is expected to adhere to and model the professional values of the American Nurses' Association Standards of Nursing Practice, The Nursing Code of Ethics.

### Academic Integrity Pledge

I \_\_\_\_\_ pledge to support the MVCC Academic Integrity Policy. I will refrain from any form of academic and professional dishonesty or deception in the classroom, clinical agencies, Clinical Learning Unit, online, and other learning settings. The behaviors I will not participate in include cheating, plagiarism, violation of client confidentiality, falsification of data, falsification of records, and/or aiding and abetting dishonesty. I will adhere to the model of professional values of the American Nurses' Association Standards of Nursing Practice, The Nursing Code of Ethics.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The signed document will be placed in the student's file.**

# Academic Alert Form Companion

Academic Alerts are intended to identify behaviors that are detrimental to the professional landscape of nursing, the academic environment, and/or patient safety. These behaviors are deficiencies in knowledge, skills, or attitudes that may impede success, as identified by faculty.

## Definitions:

An **At-Risk Referral** should be used if a Nursing Program faculty or staff member identifies a student action or behavior that may be detrimental to student success if not addressed through remediation. Referrals are usually made to the Health Professions Resource Specialist.

A **Verbal Warning** should be used, at discretion of the Nursing Program faculty or staff member, if a student action or behavior occurs one time, but can lead to an occurrence, if it happens again.

An **Occurrence** should be used if a Nursing Program faculty or staff member identifies a student action or behavior that either has been addressed with a verbal warning already or is of a significant level which warrants more than an at-risk referral or verbal warning.

- Students receiving three occurrences within the same Event Descriptor during the length of the program will be dismissed from the program.
- Students receiving three occurrences within an academic year, regardless of the Event Descriptor, will be dismissed from the program.

## Examples of Event Descriptors

NOTE: The Event Descriptors are not limited to the examples provided.

### PROFESSIONALISM

**Disruptive to learning** – behaviors that impede the ability of the instructor to effectively teach or learners to effectively learn.

- Talkative
- Cell phone use

**Failure to comply** – inadequately conforming to the standards and protocols identified within, but not limited to, the Nursing Student Handbook, Course Syllabus, and Course Calendar.

- Not completing Health Form requirements
- Not adhering to remediation requirements
- Not completing required lab hours, as indicated
- Not contacting relevant instructor within one hour of an absence from any setting
- Not contacting relevant coordinator within 24 hours of an absence from lab or clinical
- Not completing alternate activities, as assigned
- Inappropriate dress in the learning environment

**Unprofessional conduct** – behavior that contradicts professionalism as defined by MVCC, Nursing Program, or professional nursing standards and codes of conduct.

- Disrespectful speech or tone to faculty, peers, patients, or clinical staff
- Inappropriate comments made about any group or individual (verbalized or written, including on social media)
- Inappropriate comments made about MVCC or the Nursing program (verbalized or written, including on social media)

### Other

- Anything that the faculty member feels may not fall within the above Event Descriptors

## ACADEMIC COMPLIANCE

**Academic Integrity** – any activity which violates or intends to violate the components of the Academic Integrity Policy:

- Cheating
- Plagiarism
- Deceitful actions towards peers and/or faculty

**Lack of preparation** – inadequate preparation for theory, lab, or clinical that does not pertain to formal assessments within the course.

- Consistent inability to answer instructor questions when called upon
- Demonstrating that required readings or videos were not reviewed

**Missing/Incomplete/Late assignment** – failure to submit an assignment on time or in its completed state more than one time during a semester.

- Not submitting or late submission of required templates
- Not submitting or late submission of care plans, reflections, etc.

**Other**

- Anything that the faculty member feels may not fall within the above Event Descriptors

## SAFETY

**Breach of Confidentiality**

- HIPAA violation
- Talking about client information in “common” areas
- Searching for client information that is unrelated to the learning outcomes for the clinical experience

**Medication Error** – any medication administration practice that brings potential or actual harm to a client.

- Administering medication in violation of the five rights of medication administration

**Unsafe Practice** – any clinical practice, other than medication errors, that brings potential or actual harm to a client.

- Leaving a client’s bed elevated
- Not wearing proper protective equipment when required
- Poor hand hygiene practices
- Leaving medications unattended

**Other**

- Anything that the faculty member feels may not fall within the above Event Descriptors

# Academic Alert Form

Student Name: \_\_\_\_\_

Faculty Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Event occurred in: Theory  Lab  Clinical

Type of Alert: At-Risk Referral  Occurrence

Event Descriptor (choose the one (1) best descriptor)

Professionalism	Academic Compliance	Safety
<input type="checkbox"/> Academic Integrity <input type="checkbox"/> Disruptive to learning <input type="checkbox"/> Failure to comply <input type="checkbox"/> Unprofessional conduct <input type="checkbox"/> Other (specify in Event Details)	<input type="checkbox"/> Attendance/tardiness <input type="checkbox"/> Lack of preparation <input type="checkbox"/> Missing/Incomplete/Late assignment <input type="checkbox"/> Other (specify in Event Details)	<input type="checkbox"/> Breach of confidentiality <input type="checkbox"/> Clinical progress <input type="checkbox"/> Medication error <input type="checkbox"/> Unsafe Practice <input type="checkbox"/> Other (specify in Event Details)

Event Details:	Student Comments:
Recommended Plan of Action:	Student Progress (if referral):

## Signatures

### At-Risk Referral

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty: \_\_\_\_\_

Date: \_\_\_\_\_

Resource Specialist: \_\_\_\_\_

Date: \_\_\_\_\_

### Occurrence

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty: \_\_\_\_\_

Date: \_\_\_\_\_

Level Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

Refer to the Academic Alert Form Companion for specific guidelines which govern this form.

The completed form should be placed in student's academic file located in AB175. In addition, document on Academic Alert Dashboard.

## SECOND CHANCE POLICY

The MVCC Nursing program agrees that nurses are a vital commodity in healthcare and, as such, believes it necessary to afford viable, yet reasonable, opportunities for students to progress in the program towards the goal of becoming Registered Professional RNs. Though the program has strict guidelines related to what constitutes a passing grade in a Nursing course, this policy serves as a set of parameters to evaluate students who wish to progress in the Nursing program after achieving a grade that is, otherwise, deemed to be below the required passing grade. This allows for the possibility of uninterrupted progression in the Nursing program.

To be considered under the Second Chance Policy, students must meet **ALL** of the following criteria:

- Have an unsuccessful grade in the Nursing course between 69.5 – 74.4
- Clinical Grade for the respective Nursing course  $\geq$  85%
- Grade on each ATI Series Proctored Assessment in the respective Nursing course  $\geq$  Level 1
- No Academic Alerts (Occurrences) during the respective Nursing course

It is the student's responsibility to identify if he/she meets **ALL** the criteria. If so, the student must initiate the process by submitting a **Letter for Consideration** to the respective Level Coordinator within two days of the unsuccessful Final Course Grade being entered into Banner. The letter should be typed and contain the following:

- a formal request for allowance to continue, sequentially, in the Nursing program
- a detailed description of what the student feels contributed to his/her lack of success in the course
- how, if provided the opportunity, the student plans to overcome the challenges that impacted his/her success
- a statement verifying that he/she has read the Academic Warning and Learning Contract for the respective Nursing course and acceptance of the terms of the contract

If the student satisfies all requirements within the allotted timeframe, he/she will be, conditionally, granted the opportunity to continue, sequentially, in the Nursing program, provided the student signs the **Academic Warning and Learning Contract** and complies with the remediation plan included therein.

### SECOND CHANCE POLICY CONSIDERATION CHECKLIST

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Level Coordinator: \_\_\_\_\_

Nursing Course: NU \_\_\_\_

	Criteria for Consideration (all boxes must be checked for consideration)
	Unsuccessful grade in respective Nursing course between 69.5 – 74.4 (Actual grade: _____)
	Clinical Grade for the respective nursing course $\geq$ 85%
	Grade on each ATI Series Proctored Assessment in the respective Nursing course $\geq$ Level 1
	No Academic Alerts (Occurrence) during the respective Nursing course
	Letter for Consideration submitted
	Signed and returned Academic Warning and Learning Contract

If **ALL** boxes are checked, the student falls within the guidelines for the Second Chance Policy.

Level Coordinator Signature:		Date:	
Dean of the School of Health Sciences Signature:		Date:	



# Scholarship Opportunities

Below is a list of scholarships available to students. Students interested in applying can stop by PH220 or visit [mvcc.edu/scholarships](http://mvcc.edu/scholarships).

## Scholarship Name: Nancy Caputo Nursing Scholarship

**Deadline to Apply:** April 1

**GPA:** Min. Cum. 2.85 GPA

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** The Nancy Caputo Nursing Scholarship was established in May 2011 by the Caputo Family, colleagues, and friends in celebration of her retirement as the Dean of Nursing & Allied Health. This scholarship is the legacy that will continue to assist a Nursing student who demonstrates a caring heart, healing hands, and the intellectual ability and determination to become a registered nurse.

**Amount Awarded:** \$500

### Criteria Checklist:

- Must be a Full-Time Student who has completed their first semester in Nursing (Curriculum Code 45) and successfully completed Nursing 101 (NU101) and Human Anatomy & Physiology 1 (BI106)
- Must be an Oneida County Resident
- Must have a Min. Cum. 2.85 GPA
- Student must submit letter addressing:
  - why they want to be a nurse
  - state their long-term professional goal
  - state why they feel they should be selected to receive this scholarship
- Academic Achievement
- Education/Work Ethic
- Must show Financial Need
- Community Involvement and/or Service
- Entrepreneurial Skills, Endeavors, and/or Achievements

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

## Scholarship Name: Salvatore (Sam) Drogo Memorial Scholarship

**Deadline to Apply:** Nov. 15

**GPA:** 3.0

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** For his entire 36-year career at MVCC, Professor Sam Drogo (Mr. D.) was the heart and soul of anatomy and physiology instruction. Because of his dedication to teaching and mentorship, countless of his students have gone on to stimulating and productive careers in healthcare, medicine, science, and education. This \$1,000 scholarship in his memory is intended to recognize and reward a student who has excelled in the College's Anatomy & Physiology course sequence. It is open to students who have successfully completed 30 credits of study with at least a 3.0 GPA and who have also completed both semesters of Human Anatomy & Physiology with at least a grade of

B. In addition, applicants must submit a short essay of 500-1,000 words detailing the role and value of Anatomy & Physiology in their academic preparation and career plans and goals. Applications must be accompanied by two faculty letters of recommendation, one of which must be from an Anatomy & Physiology instructor.

**Amount Awarded:** \$1,000

### Criteria Checklist:

- Must be part-time or full-time matriculated student
- Must have completed two semesters or a minimum of 30 credit hours of study with at least a 3.0 GPA and who have completed both semesters of Human Anatomy & Physiology with at least a grade of B.
- Must submit a short essay of 500-1,000 words detailing the role and value of Anatomy & Physiology in their academic preparation and career plans and goals
- Two faculty letters of recommendation, one of which must be from an Anatomy & Physiology Instructor
- Academic Achievement
- Education/Work Ethic
- Community Involvement and/or Service

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Natural Sciences Faculty

**Scholarship Name: Excellus Blue Cross/  
Blue Shield Scholarship**

**Deadline to Apply:** April 1

**GPA:** 3.0

**1st Year:** X (must have completed a minimum of one semester at MVCC)

**2nd Year:**

**Duration:** 1 Semester - Renewable (student must apply each year)

**Description:** This scholarship was established by Excellus Blue Cross/Blue Shield for full-time students pursuing a degree in Allied Health/Health Information Technology.

**Amount Awarded:** \$500

**Criteria Checklist:**

- Pursuing a degree in Allied Health/Health Information Technology program
- Must be a full-time matriculated student
- Must be a resident of Herkimer County or Oneida County
- Must show financial need
- Academic achievement

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: Faxton Hospital  
Alumni Association**

**Deadline to Apply:** April 1

**GPA:** 2.5

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** The Alumni Association, organized in 1902, established from the contributions and generosity of alumni, continue to support education in the profession of nursing.

**Amount Awarded:** Three Awards @ \$600 (\$300 per semester) dependent on funds

**Criteria Checklist:**

- Must be a nursing student entering Nursing 201
- Must demonstrate the potential for degree completion and success in the field of Nursing
- Preference will be given to students who would have difficulty continuing without support
- Must have a minimum 2.5 GPA each semester
- Must reside in Oneida or Herkimer County

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: Jill A. Korrasik Memorial**

**Deadline to Apply:** April 1

**GPA:** 3.0

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** In memory of Jill A. Korrasik, 21, who was a second-year nursing student when her life ended tragically as a result of a car accident.

**Amount Awarded:** Up to \$500 as tuition credit

**Criteria Checklist:**

- Must be a Nursing student who has successfully completed Nursing 101, 102, and 103
- Must be a member of the Student Nurses' Organization
- The winning candidate chosen will be considered most improved, both academically and clinically.

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: Lions Club of Utica**

**Deadline to Apply:** Nov. 15

**GPA:** 2.5

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** Lions Club of Utica was founded in 1924 and is dedicated to serving people with impairments and to serving youth through education.

**Amount Awarded:** \$250 in tuition credit

**Criteria Checklist:**

- Must be a Nursing, Human Services, or Life Science major
- Must have at least a 2.5 GPA
- Must be from the City of Utica
- Must be in second year at MVCC and be of good character, civic-minded

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Scholarship Review Committee

**Scholarship Name: Lisa A. Parlato & Clark M. Brown  
Scholarship in Health Services**

**Deadline to Apply:** April 1

**GPA:** 2.5

**1st Year:** See Description Below

**2nd Year:** X

**Duration:** 1 Semester

**Description:** This scholarship was established to support the efforts of adult students in any health services field – whether they are beginning for the first time or working toward completion of a previously launched degree program.

**Amount Awarded:** Amount varies to be used for tuition, fees, or books

**Criteria Checklist:**

- Must have a minimum 2.5 GPA
- May be full-time or part-time
- Must be at least 30 years of age at time of application
- Must receive a recommendation from a faculty member in School of Health Sciences

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: M. Eustelle McMillan Memorial**

**Deadline to Apply:** April 1

**GPA:** 3.0

**1st Year:**

**2nd Year:** X

**Duration:** 1 Year

**Description:** The family of Eustelle McMillan, led by her husband, John H. McMillan, MVCC Dept. Head/ Professor Emeritus, Mechanical and Civil Engineering, has established this scholarship in her memory to celebrate her lifetime of nurturing and caring for others.

**Amount Awarded:** \$1,000 for tuition, fees, and books only

**Criteria Checklist:**

- Must have completed the first year of his/her Nursing program
- Must be in good standing and demonstrate the potential for degree completion and success in the field of nursing
- Preference given to students who would have difficulty continuing without support

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: Millar Memorial**

**Deadline to Apply:** April 1

**GPA:** 2.5

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** An annual nursing student scholarship awarded to a second-year student from MVCC's Nursing program.

**Amount Awarded:** \$200 as tuition credit

**Criteria Checklist:**

- Award is based on need, academic achievement, and potential in a nursing career.

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

**Scholarship Name: William & Bonnie Waldron**

**Deadline to Apply:** April 1

**GPA:** 3.0

**1st Year:**

**2nd Year:** X

**Duration:** 1 Semester

**Description:** William & Bonnie Waldron and their family have always felt the responsibility of being members of their community. After raising their children, Bonnie returned to MVCC where she received a degree in Nursing. Bonnie went to work for Hospice Care where she spent 16 years in a "labor of love" nurturing and caring for the terminally ill and their families. Established this scholarship as a way to say "thank you" for all the bounty and blessings of their lives. Through it, they hope to make a real difference in the lives of future caregivers. This award is given to a Nursing student who has completed their first year in the Nursing program.

**Amount Awarded:** Amount varies as tuition credit

**Criteria Checklist:**

- Must be in good standing
- Must demonstrate the potential for degree completion and success in the field of nursing
- Preference will be given to students who would have difficulty continuing without support
- Must be a resident of Oneida or Herkimer County

**Application Process:** Contact Institutional Advancement in Payne Hall room 220 for a General MVCC application

**Selection by:** Health Sciences Faculty

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