

# General Policies and Information

## Admission Policy

Minimum admission standards:

1. Unconditional admission to the college.
2. Receipt of completed application for the Practical Nursing Program.
3. A minimum of 2.50 GPA for the last 24 hours of college credit for students with previous college work.
4. Eligibility for Biology 201, English 101 and Math 116 as determined by college policy.
5. Good standing with the college.
6. Meeting the essential functions or technical standards required for nursing.
7. Completion of the ATI Test of Essential Academic Skills (TEAS ®) taken within three years of the application deadline.

Admission to the Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

## Progression Policy

In order to progress in the nursing program, the following policy should be followed:

1. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
2. A student may be **reinstated** to the nursing program only one time. The **reinstatement** is not guaranteed due to limitations in clinical spaces. All nursing program admission standards must be met.
3. A student must have a 2.0 cumulative GPA at the current institution for **reinstatement**.
4. If the student has a documented extenuating circumstance that should be considered related to a withdrawal or failure, then this student may request a hearing before the Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program.

### Definitions:

**Reinstatement:** Students who have a withdrawal or failure in a nursing course and are eligible to return to that course will be considered for reinstatement to the program.

**Readmission:** Students not eligible for program reinstatement may apply for program admission as a new student. If accepted as a new student, the student must take or retake all nursing program courses.

## Transfer Policy

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree / certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
8. Student selection for transfer is based on GPA in nursing program required courses.

## Transient Student Policy

The transient policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. **Meeting minimal standards does not guarantee acceptance.**
9. Student selection for transient status is based on GPA in nursing program required courses.

### **ADN Transfer to PN Program**

Associate Degree nursing (ADN) students may apply for admission to the third semester of the Practical Nursing (PN) program after they have completed the first two semesters of coursework - MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR103, NUR104, NUR105, and NUR 106 - with a grade of C or better. Students who elect to transfer to the last semester in the PN program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

To be eligible for this option:

1. Student must complete a transfer/readmission form.
2. Have a minimum of a 2.0 cumulative GPA at current institution.
3. Meet clinical record/health record requirements.
4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.
5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.
6. Students who have two attempts in the ADN program are only allowed one attempt in the PN program.
7. Students who are successful may apply for the LPN to RN Mobility Option as outlined in the *College Catalog*.
8. If unsuccessful in the PN transfer option, the student must meet current admission/progression requirements.

### **Auditing Policy**

There shall be no auditing allowed for any Health Science Classes.

### **Location/Course Availability**

Students need to be aware that a minimum number of students are needed for each course section and at each location for classes to be considered. Therefore, placement and progression at a specific site is not guaranteed. If at all possible, consolidation measures will be utilized to prevent and/or decrease any delay in student progression.

### **Student Academic Grievances**

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Division Director.
3. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Instructional Associate Dean.
4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean, Instructional Affairs. The Dean will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
5. The student should read the Judgments section of this policy carefully before contacting the Dean, Student Affairs and Sparks Campus for a hearing before the Admissions and Academic Standards Committee.

6. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student may take a grievance in writing to the Dean, Student Affairs and Sparks Campus and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred.

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

### **Incomplete Grades**

Refer to current College Catalog-Student Handbook.

### **Attendance**

#### ***Classroom***

Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of his/her college career that a mature acceptance of his/her academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. When a student is absent, the student is responsible for all materials covered in class and for any assignments made in class. The attendance policy for each course is located in the course syllabi and will be discussed at the beginning of each term.

#### ***Clinical***

Clinical attendance is mandatory as students must meet the required clinical hours for each course. It is expected the student will assume responsibility for punctual and regular clinical attendance. When it is impossible for the student to attend a clinical session, it is the student's responsibility to call the instructor or the assigned unit at least 60 minutes prior to the beginning of the clinical experience. If the student is to be late, the instructor of assigned unit should be notified as soon as possible. Chronic tardiness is not tolerated. Refer to specific attendance policies in each course with a clinical component.

### **Inclement Weather**

Students should listen for closing announcements on local radio and TV stations. Emergency announcements can also be found on the WCC web site ([http://www.wallace.edu/student\\_services/campus\\_safetv/wcc\\_alert.aspx](http://www.wallace.edu/student_services/campus_safetv/wcc_alert.aspx)). If clinical is canceled due to inclement weather, every effort will be made to notify students in a timely manner. In the event the College is closed for day classes, all scheduled day clinicals are canceled. If the College is open for evening classes then evening clinicals will be held as scheduled. Since students reside in various locations with differing weather patterns and road conditions, it is the responsibility of the student to determine if he/she can travel safely to the clinical site. Clinicals may be rescheduled as deemed necessary.

### **Health Policy**

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students not expose clients or agency personnel to communicable disease or safety risk due to the student's inability to handle the physical or psychological stress of client care.

PN students must provide validation of health and documentation of up-to-date immunization status in order to participate in clinical experiences. Student Health Forms must be completed and turned in to the Practical Nursing Program Office (Health Science Building, Room 237) by the announced deadline. The student is responsible for the cost of any medical evaluation, titers, immunizations, and/or treatment.

Updates to health records/CPR will be required while a student is enrolled in the PN program. Any updates will be due prior to the beginning of the next semester in which the student is enrolling. For example, a TB skin test is required annually. If the test expires in March of the spring semester, the update will be due no later than the first week of class in January.

The following are required for all students:

1. **Essential Functions / Physician's Statement** - *The Essential Functions / Physician's Statement Form* must be signed by the student and signed by a physician, physician's assistant, or a nurse practitioner. Students returning to the PN program after an absence of one year must update the *Essential Functions/ Physician's Statement Form*.
2. **PPD or Tuberculosis (TB Skin Test)** - Documentation of a two-step TB skin test, consisting of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. TB skin tests are good for a period of one (1) year from the administration

date. An annual one-step TB skin test will be required thereafter. Students who have tested positive for TB in the past or who are unable to receive the TB skin test (example previous receipt of BCG vaccine) must submit documentation of a clear chest x-ray. Completion of an annual *Tuberculosis Questionnaire* will also be required.

3. **Hepatitis B Titer** - Documentation of titer results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Hepatitis B Vaccination Release / Waiver Form*. Titer results are required. Vaccination records will NOT be accepted in place of titer results.
4. **MMRV Titers** - Documentation of titer results for MMRV - Measles (Rubeola), Mumps, Rubella, and Varicella (Chicken Pox). If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a *Measles, Mumps, Rubella, Varicella Release / Waiver Form*. **Titer results are required. Vaccination records will NOT be accepted in place of titer results.**
5. **Tetanus (Tdap) Vaccination** - Documentation of an adult Tdap (tetanus, diphtheria, and pertussis) vaccination required. If the vaccination is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster is also required. An update is required every ten (10) years.

#### CPR Certification

Students must maintain current cardiopulmonary resuscitation certification throughout the PN program in order to participate in clinical experiences. Certification must be American Heart Association Basic Life Support (BLS) for Health Care Providers (CPR/AED) or American Red Cross CPR for Professional Rescuer. Students have two options for obtaining this certification:

1. It may be taken through the College by registering for EMS 100 prior to or concurrent with NUR 102.
2. It may be taken at any other approved agency or facility. Proof of successful completion must be presented prior to registration for NUR 102.

**Students MUST submit ALL updated clinical paperwork, including but not limited to, vaccinations, immunizations, titers, and CPR to the PN office prior to the first day of class the subsequent semester in which the student is enrolling.**

#### Health Insurance

WCC does not provide health insurance coverage for students. Students are financially responsible for any accident, illness or injury occurring in the clinical setting or college laboratory. This includes any follow-up testing or treatment mandated by the program or clinical agency. During clinical rotations, students are not employees of the clinical agency or the college. *If injured during clinical rotations, students are not entitled, and will not receive, workman's compensation from either the institution or the health care facility.* Health insurance coverage is strongly recommended. If you cannot provide proof of insurance, you will be required to sign a waiver that will remain on file in the PN office.

It is the student's responsibility to notify the appropriate nursing faculty member of any changes in the student's health status (i.e., pregnancy, communicable disease, major illness, surgery, or injury). Additional examinations, with documentation of results by a licensed physician (MD or DO), PA or CRNP, may be required prior to returning to clinical.

#### Liability Insurance

Students are required to maintain professional liability (malpractice) insurance coverage through the College's blanket policy. A fee is paid at registration each semester a student is enrolled in a course with a clinical component. This coverage applies while a student is enrolled in the nursing program and is functioning as a student nurse. Upon graduation, the student is responsible for his/her continuing insurance coverage.

#### Essential Functions

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to the following:

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| Sensory Perception                        | <ul style="list-style-type: none"> <li>a. Visual           <ul style="list-style-type: none"> <li>i. Observe and discern subtle changes in physical conditions and the environment</li> <li>ii. Visualize different color spectrums and color changes</li> <li>iii. Read fine print in varying levels of light</li> <li>iv. Read for prolonged periods of time</li> <li>v. Read cursive writing</li> <li>vi. Read at varying distances</li> <li>vii. Read data/information displayed on monitors/equipment</li> </ul> </li> <li>b. Auditory           <ul style="list-style-type: none"> <li>i. Interpret monitoring devices</li> <li>ii. Distinguish muffled sounds heard through a stethoscope</li> <li>iii. Hear and discriminate high and low frequency sounds produced by the body and the environment</li> <li>iv. Effectively hear to communicate with others</li> </ul> </li> <li>c. Tactile           <ul style="list-style-type: none"> <li>i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics.</li> </ul> </li> <li>d. Olfactory           <ul style="list-style-type: none"> <li>i. Detect body odors and odors in the environment</li> </ul> </li> </ul>                                                                                                                                                                                                                                                               |
| Communication/Interpersonal Relationships | <ul style="list-style-type: none"> <li>a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds</li> <li>b. Work effectively in groups</li> <li>c. Work effectively independently</li> <li>d. Discern and interpret nonverbal communication</li> <li>e. Express one's ideas and feelings clearly</li> <li>f. Communicate with others accurately in a timely manner</li> <li>g. Obtain communications from a computer</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Cognitive/Critical Thinking               | <ul style="list-style-type: none"> <li>a. Effectively read, write, and comprehend the English language</li> <li>b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</li> <li>c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</li> <li>d. Satisfactorily achieve the program objectives</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Motor Function                            | <ul style="list-style-type: none"> <li>a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction</li> <li>b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others</li> <li>c. Maintain balance from any position</li> <li>d. Stand on both legs</li> <li>e. Coordinate hand/eye movements</li> <li>f. Push/pull heavy objects without injury to client, self or others</li> <li>g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others</li> <li>h. Walk without a cane, walker or crutches</li> <li>i. Function with hands free for nursing care and transporting items</li> <li>j. Transport self and client without the use of electrical devices</li> <li>k. Flex, abduct and rotate all joints freely</li> <li>l. Respond rapidly to emergency situations</li> <li>m. Maneuver in small areas</li> <li>n. Perform daily care functions for the client</li> <li>o. Coordinate fine and gross motor hand movements to provide safe effective nursing care</li> <li>p. Calibrate/use equipment</li> <li>q. Execute movement required to provide nursing care in all health care settings</li> <li>r. Perform CPR and physical assessment</li> <li>s. Operate a computer</li> </ul>                                                                             |
| Professional Behavior                     | <ul style="list-style-type: none"> <li>a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</li> <li>b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</li> <li>c. Handle multiple tasks concurrently</li> <li>d. Perform safe, effective nursing care for clients in a caring context</li> <li>e. Understand and follow the policies and procedures of the College and clinical agencies</li> <li>f. Understand the consequences of violating the student code of conduct</li> <li>g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline</li> <li>h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing</li> <li>i. Not to pose a threat to self or others</li> <li>j. Function effectively in situations of uncertainty and stress inherent in providing nursing care</li> <li>k. Adapt to changing environments and situations</li> <li>l. Remain free of chemical dependency</li> <li>m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit</li> <li>n. Provide nursing care in an appropriate time frame</li> <li>o. Accepts responsibility, accountability, and ownership of one's actions</li> <li>p. Seek supervision/consultation in a timely manner</li> <li>q. Examine and modify one's own behavior when it interferes with nursing care or learning</li> </ul> |

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide

accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's liability to perform the essential functions.

Requests for reasonable accommodations should be directed to Dr. Ryan Spry for the Wallace Campus (334-556- 2587) or Mr. Earl Bynum for the Sparks Campus (334-687-3543 ext 4270).