



Practical Nursing (PN) Program Handbook Spring 2025

Approved for Candidacy for Accreditation



Accreditation Commission for Education in Nursing, Inc.
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All policies, course requirements, and the contents of this handbook are subject to revision on a semester by semester basis.

Students are governed by and responsible for the content therein and are expected to review the most current academic year handbook at the beginning of each semester.

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Welcome to Nursing

Dear Student:

Welcome to Chipola College's Practical Nursing Program. We look forward to meeting your educational goals and fostering your career pathway as a professional nurse. This handbook provides the foundational professional skills required as you enter what is still considered the most ethical profession: nursing.

The policies are specific to the Practical Nursing Program. It is to be used in conjunction with the Chipola College Catalog, student planner, nursing course syllabi, and nursing course first day handout. These expectations parallel those of the Health Care Agencies that employ our graduates. Please refer to the College Student Catalog or Chipola Student Handbook/Planner for policies related to students with disabilities, sexual harassment, substance abuse, discrimination, and student rights and responsibilities, as well as other important information.

Every effort is made to keep this Program Handbook current. However, policy and procedure changes may be made at any time. Therefore, check with your nursing instructor each semester. It is your responsibility to remain up to date.

Sincerely,
Dr. Trilla Mays, Dean
School of Health Sciences

Chipola College
School of Health Sciences
General Information

Nursing Faculty & Staff Directory

The official communication tool between students and faculty are the following office numbers and via online Canvas.

Full-time Faculty	Phone #	Office #	Email Address:
Sherry Brannen, MEd, RN	718-2327	S-106	brannens@chipola.edu
Amber Bruner, DNP, RN	718-2323	Q-217	brunera@chipola.edu
Chastity Duke, Ed.D, EdS, MSN, RN	718-2334	Q-220	dukec@chipola.edu
Kali Gray, DNP, RN	718-2294	Q-214	grayk@chipola.edu
Amy Sampson, MSN, RN	718-2453	Q-213	sampsona@chipola.edu
Annamarie Johnson, DNP, RN CNA Coordinator	718-2346	Q-224	johnsona@chipola.edu
Katie Hayes, BSN, RN Patient Simulation Coordinator	718-2434	Q-216	hayesk@chipola.edu
Trilla Mays, Ph.D., Ed. D, RN Dean, School of Health Sciences	718-2278	Q-211	mayst@chipola.edu
Pamela Rentz, Ph.D. Dean of Instructional Affairs	718-2213	A-188	rentzp@chipola.edu
Sarah Clemmons, Ph.D. Chipola College President	718-2288	A-190	clemmonss@chipola.edu

Please allow faculty up to 48 business hours excluding holidays and weekends to respond to emails or phone calls from students. If students have issues contacting an instructor after 48 hours, please contact Dr. Trilla Mays.

Mission, Vision, and Philosophy

Mission Statement

Chipola College Health Sciences Nursing Program provides accessible, affordable, quality health care education to qualified students.

Vision

Chipola College Health Sciences Nursing program utilizes innovative teaching modalities and community partnerships to promote education in the healthcare field. Faculty promote quality healthcare education that embraces cultural, ethnic and social diversity, thus empowering the student to provide quality healthcare for individuals, families, and communities.

Philosophy

Individuals reflect their constant interaction with the environment as it relates to health care from a perspective of adaptation, self-preservation, and self-actualization. The program's function is to serve the student and the community by providing nursing education that holds its constituents to the highest healthcare standards.

Professional Standards and Guidelines

The Practical Nursing Program curriculum at Chipola College incorporates the following established professional standards, guidelines, and competencies: 1) American Nurses Association, 2) the American Nurses Association Code of Ethics, 3) the Accreditation Commission for Education in Nursing, 4) Joint Commission National Patient Safety Goals, 5) Quality and Safety Education for Nurses (QSEN), 6) the Florida Board of Nursing (FBON) Educational Requirements, 7) the Alabama Board of Nursing (ABON) Educational requirements and 8) the Florida Department of Education requirements. In addition, recent graduates and clinical affiliates participated in its development by providing feedback about the preparation of our graduates. The content of the Chipola College curriculum is based on the NCLEX-PN blueprint provided by the National Council of State Board Exams and aggregated data from standardized intra-curricular testing.

Performance Standards

Nursing students must be able to demonstrate the abilities listed below. Reasonable accommodations will be made for students with disabilities. However, a candidate is expected to perform in a reasonable independent manner.

Issue	Standard	Examples
<i>Critical Reasoning</i>	<i>Critical reasoning ability sufficient for clinical judgment</i>	<i>Identify cause-effect relationships in clinical situations, develop nursing care plans</i>
<i>Interpersonal</i>	<i>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotion, cultural, and intellectual backgrounds. Ability to cope with stress.</i>	<i>Establish rapport with patients/clients and colleagues</i>
<i>Communication</i>	<i>Communication abilities sufficient for interaction with others in verbal and written form. Ability to cope with anger/fear/hostility of others in a calm manner.</i>	<i>Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.</i>
<i>Mobility</i>	<i>Physical abilities sufficient to move from room to room and maneuver in small spaces.</i>	<i>Move around inside patient rooms, work, spaces, and treatment areas; administer cardiopulmonary procedures</i>
<i>Motor Skills</i>	<i>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</i>	<i>Calibrate and use equipment; position patients/ clients.</i>
<i>Hearing</i>	<i>Auditory ability sufficient to monitor and assess health needs.</i>	<i>Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.</i>
<i>Visual</i>	<i>Visual ability sufficient for observation and assessment necessary in nursing care.</i>	<i>Observe patient/client responses. Accurately prepare and administer medication.</i>
<i>Tactile</i>	<i>Tactile ability sufficient for physical assessment.</i>	<i>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g. sense temperature change, assess peripheral pulses, and insert a catheter.</i>
<i>Strength/ Stamina</i>	<i>Sufficient stamina to provide patient care and related responsibilities for extended periods of time.</i>	<i>Adapt to shift work. Lift without restrictions, from standing position. Students with weight restrictions cannot be accepted into clinical courses.</i>

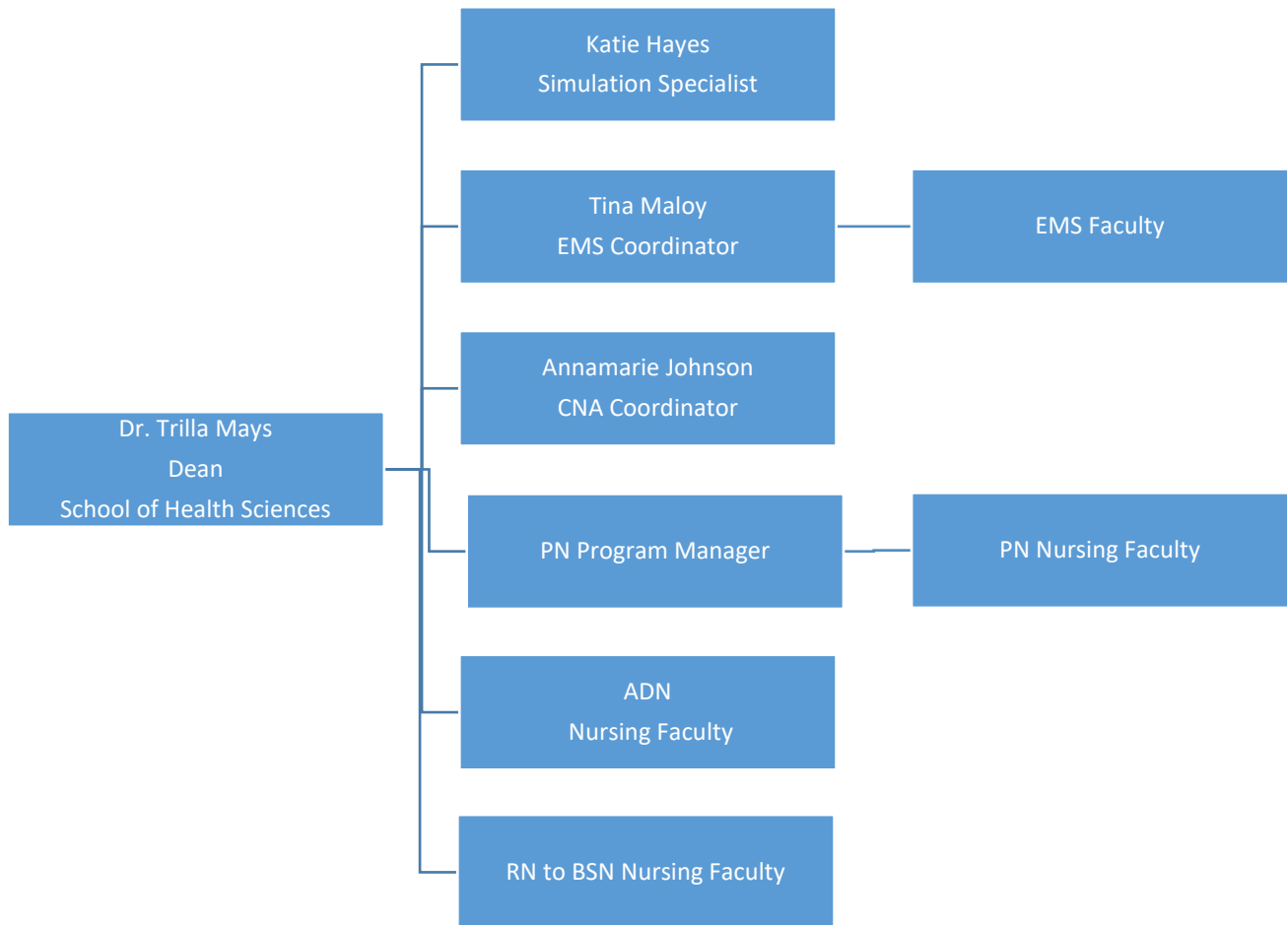
PN End of Program Student Learning Outcomes

- PN1 Utilize communication skills effectively in interactions with patients and their families and healthcare team members.
- PN2 Provide patient centered-care to a diverse patient population as a member of the healthcare team.
- PN3 Participate in collaborative relationships with the interdisciplinary team, the patient, and the patient's support person.
- PN4 Utilize information and technology to communicate, mitigate errors, and support decision-making.
- PN5 Demonstrate professional practice aligned with the State Board of Nursing Scope of Practice for the licensed practical nurse.

Health Sciences Organizational Chart

The chart below depicts the organizational structure of Health Sciences. The EMS, CNA, and the nursing programs report to the Dean of the School of Health Sciences. Nursing faculty consists of full-time and adjunct (part-time) faculty. Regarding a nursing student issue or concern, the chain of command is as follows:

1. Clinical Instructor
2. Course/lecture instructor
3. Dean of Health Sciences



General College Information

Non-discrimination Policy

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination. Questions about compliance with Title IX or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence, should contact the College's Equity Officer and Title IX Coordinator:

Wendy Phippen, Associate Vice President of Human Resources
Equity Officer and Title IX Coordinator
3094 Indian Circle, Building A, Room 183C
Marianna, FL 32446
850-718-2269
pippenw@chipola.edu

Student Success

Faculty focus at Chipola College is on the success of every student throughout the PN program. To facilitate success, the College supports students through the Student Affairs Department that is accessible and equally available to all enrolled students. Resources include: financial aid, scholarship information, academic appeals, and other services. These resources are available on the College website, College Catalog, and College Student Handbook/Planner. Several examples of these services are listed below.

Student Services

Academic Advisement is available to all students to provide professional academic, career, and pre-enrollment services through the Office of Student Affairs.

Academic Center for Excellence (ACE Lab) provides free tutoring or test reviews in almost every subject to all students at the institution. Subjects include accounting, biology, chemistry, most mathematics courses, physics, history, computer science, literature and humanities. Tutoring begins the first week of class and concludes on the last day of finals. Schedules are posted on campus bulletin boards and on the ACE website. There is an ACE Tutoring link in your Canvas Course.

Alternative Modalities are provided for all enrolled students requiring special accommodations. Some of these accommodations include but are not limited to, note taker, time extension for class assignments and tests, and assistance with registration. A complete list of these accommodations can be found in the Students Handbook/Planner; the College Catalog; the colleges website; and students with disabilities office, on campus. The student is responsible for initiating contact with the Office of Students with Disabilities located in A-104. Students must identify themselves and provide appropriate documentation which will be

used to determine eligibility for reasonable accommodations; students are requested to voluntarily provide this information prior to the beginning of classes for each semester.

Bookstore on campus has been in partnership with Barnes & Nobles since 1998 to provide exceptional services to the student. The PN student has the ability to utilize this service for ordering program textbooks, skill lab equipment, and accessories.

Distance Learning is utilized for less than 25% of the PN program. Utilizing the College's distance learning is in alignment with the institutions Mission Statement to provide accessible, affordable, quality educational opportunities for area citizens through the use of technology.

Library services are available to all students. The Library is a comprehensive, learning resource center that is an integral part of the College's instructional program. Multimedia materials support the course offerings of the college and the professional and personal growth of the students. The collection includes approximately 30,000 books, 67,000 electronic books, 900+ audiovisuals and 150 periodical subscriptions. The Library is open 60.5 hours a week fall and spring semesters and 40 hours a week during the summer semesters. The Library staff provides services that include reference and research support. The Library has an audiovisual viewing area, photocopier machine, study rooms, and carrels. There are 14 computers downstairs (main floor) in reference area, 24 computers in the library tech lab, and 2 additional computers with lockdown browser and webcams available for reference work. Students with a current Chipola Photo ID can access the online catalog, databases, and electronic books 24 hours a day from LINCCWeb. The Library website (www.chipola.edu/library) has information about LINCCWeb and other library services

Safety and Security is maintained through an agreement with the Jackson County Sheriff's Department and onsite campus security. The services are provided 24 hours a day. The Safety policies are listed in the College Catalog, Student Handbook/Planner, and College website.

Scholarship information is available through the Chipola College Foundation, Financial Aid Department. Specific nursing scholarship information is available at the Health Sciences Department.

Student Participation in Governance Activities: Chipola College PN program encourages students to participate in the governance of the department and the College; the feedback and participation of the student is essential for the nursing program's success. PN students are invited to attend Faculty and biannual Advisory Committee meetings.

Veterans are provided services at Chipola College; the college is certified by the Florida State Approving Agency for training under the various veterans' training laws. College policies and procedures are applicable to all eligible students who complete application for, and receive, Veterans Affairs assistance. Educational assistance, counseling, and advisory services are available to all veterans through the Veterans Affairs Office.

Student Files College Records comply with the Buckley Amendment and all other applicable federal and state laws in order to protect the privacy of Chipola College student educational records. The process for maintaining student records is available in the College's Catalog, College Handbook/Planner, and on the College website. Students must keep a copy of all records turned into the Health Sciences Department. This includes, but is not limited to, plan of study, the Student Handbook Agreement signature page, and other program-related documents.

School of Health Sciences

PN Policies: Academic and Progression

Academic Policies

The following policies have been established regarding progression, re-entry, probation, suspension, dismissal, and termination in the nursing program.

Grading Policies

The following general grading criteria have been established for all nursing courses.

A	90 – 100
B	80 – 89
C	75 – 79
D	60 – 74
F	0 – 59

Students must achieve a grade of 75% (C) or higher to progress in the program.

There is **NO ROUNDING UP** of any grade. A grade of 75 is a C, 74.99 is a D, and so on. All students must complete the required nursing courses with a grade of “C” or higher. Students who do not complete a required nursing courses within the designated semester with at least a “C” **will not** be allowed to progress in the nursing program.

1. A student should demonstrate a level of competency on course material. This is demonstrated by achieving a 75% or above as a final cumulative course grade. **Reminder: grades do not round up.**
2. Satisfactory clinical practice must be achieved concurrently with a satisfactory theory grade to pass the course. To obtain a satisfactory grade in clinical practice, the student must perform all of the clinical objectives satisfactorily including written assignments. If at any time during the semester a student has received a sufficient number of NI or U marks on the clinical evaluation to constitute an overall unsatisfactory clinical evaluation, the student will be assigned a grade of F for the course and will not be allowed to continue in clinical or the course.
 - a. **Dosage Calculation Exams:** dosage calculation exams are administered in certain nursing clinical courses. The exam must be passed to administer medications and pass clinical. Failure to pass this exam will result in a clinical failure. A grade of F will be given for that course. See Dosage Calculation Policy on page 17.
 - b. **Skills Check-offs:** skill check-offs must be done successfully to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be given for that course.
 - c. Critical nursing behaviors/skills will be evaluated in both areas (clinical & simulation). If a student earns (3) unsatisfactory (U) grades in a critical element for either area (clinical or simulation), the student must withdraw from and will not be able to continue in that course.
 - d. Any student who fails the clinical portion of the course, regardless of the theory grade, will receive a grade of “F” for that course.
 - e. Any student who fails to satisfactorily perform and complete clinical hours at a pace with the rest of the class will receive either a failing grade for the course & clinical or a grade of incomplete. Grades of incomplete may be granted if the student is passing the course. Please refer to the Chipola College policy on “F” or “I” grades located in the college catalog and student planner.

3. All classroom (lecture course) assignments are due on the assigned dates. If a written assignment is late, faculty will count 25% off the final grade of the assignment for each day the assignment is late, not to include weekends, regardless of the reason the assignment is late. It is the student's responsibility to communicate with the instructor about extenuating circumstances. It is the instructor's prerogative to excuse the circumstances. Late assignments will only be accepted up to 3-days after the due date. Any assignments submitted greater than 3 days after the due date will receive a grade of zero (0).

Dosage Calculation Policy

To promote safety in medication administration, students must demonstrate proficiency in calculating medication dosages.

1. A dosage calculation exam is administered in PRN 0099 Fundamentals 2, in PRN 0290 Medical Surgical 1 prior to starting clinical and administering medications. Dosage calculation exams will continue to be administered prior to clinicals in PRN 0291 Medical Surgical 2 and in PRN 0690 Comprehensive Nursing and Transitional Skills. This examination will include dosage calculations written as medication orders, to include when needed, medication labels, lab results, etc.
2. Students will have three attempts to achieve a score of 90% in PRN 0099, PRN 0290, and PRN 0291.
3. Students will have two attempts to achieve a score of 90% in PRN 0690.
4. Students who do not achieve a score of 90% will receive a U – unsatisfactory on their clinical evaluation under safety.
5. Students must pass the dosage calculation exam before they are allowed to administer medications in clinical.
6. Students who do not achieve a passing score on the first attempt will be required to remediate and retake the second exam for the respective clinical courses. Students who do not achieve a passing score on the second attempt will be required to remediate and retake the third exam in all PRN 0099, PRN 0290, and PRN 0291. A student is not allowed to retake the exam on the same day of a failure.
7. Students who do not pass the dosage calculation exam by the second attempt (PRN 0690) or third attempt (PRN 0099, PRN 0290, and PRN 0291) demonstrates they cannot calculate safe medication dosages and cannot safely administer medications, resulting in a clinical failure. A grade of "F" will be assigned for that course.

Academic Requirements for Progression

The following criteria must be met in order for a student to progress in the Nursing Program:

1. Final grade of "C" or better in all nursing courses.
2. Students must satisfactorily pass both the theory and clinical portions of each clinical/theory course.
 - a. **Skills Check-offs:** skill check-offs must be completed successfully to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be given for that course.
 - b. Critical nursing behaviors/skills will be evaluated in both areas (clinical & simulation). If a student earns (3) unsatisfactory (U) grades in a critical element for either area (clinical or simulation), the student will receive a failing grade in the assigned semester course and will not be able to continue in the course.
 - c. Any student who fails the clinical portion of the course, regardless of the theory grade, will receive a grade of "F" for that course.
 - d. Any student who fails to satisfactorily perform and complete clinical hours at a pace with the rest of the class will receive either a failing grade for the course & clinical or a grade of incomplete. Grades

of incomplete may be granted if the student is passing the course. Please refer to the Chipola College policy on “F” or “I” grades located in the college catalog and student planner.

4. A student who does not have an average at or above 75% in any course at mid-semester is encouraged to discuss his/her situation with the instructor.
5. The Nursing Program follows Chipola College’s policy and procedures for withdrawing from courses.
6. Students are required to take ATI Assessment examinations periodically throughout the curriculum. If the student makes a low score on the assessment exams, it indicates that he/she has not mastered the content and is at risk of not doing well on the future NCLEX exam.

Non-Academic Criteria for Progression

1. Clinical objectives require that students keep health requirements up-to-date. Required documentation includes up-to-date records of vaccinations, PPD testing results, and CPR cards/training. Students must upload the updated documentation to the CastleBranch website. Verification of the influenza vaccine and PPD must be uploaded each year. CPR renewal of certification is due every two years.
2. In the fall and spring semesters, evidence of receiving an influenza vaccine is required. Any student who declines flu shots cannot attend clinical, and will be withdrawn from the course due to the inability to attend clinical.
3. Failure to meet the updated health and CPR requirements will result in a “NI” under the objective “Professional Behavior” on the clinical evaluation the first week this requirement is not met, and will receive an unsatisfactory (U) each subsequent week.
4. Students with an expired CPR or PPD will not be allowed to attend clinical. The student must make up the clinical time and receive U on their clinical evaluation. If the CPR or PPD is not updated before the next clinical, it will result in termination from the PN nursing program.
5. Students must report to the Dean, School of Health Sciences, ANY arrests and/or criminal charges or convictions (including traffic violations, bad checks, etc.) filed after the completion of the admission criminal background investigation. Failure to do so within three days will result in dismissal from the Nursing Program. The arrest and/or criminal charge will be reported to the clinical facility and a determination will be made as to whether or not the student can continue in the Nursing Program.
6. Negative results are required on random drug tests or when done for cause. Students who test positive/non-negative for drugs will be withdrawn. The student must seek counseling at his/her expense. The student may return after submitting proof of substance abuse counseling and a negative drug screen. Students who test positive a second time or fail to follow this policy will be terminated from the nursing program. Paying for testing and retesting is the responsibility of the student not the college. Students can be required to take a random urine drug screen at any time during the program at their expense.
7. A student who is suspended from Chipola College for any reason will automatically and immediately be terminated from Nursing. The student may reapply to nursing when eligible to return to the college; reacceptance is not guaranteed. If it is determined that a student is eligible to return to nursing, the student will be required to meet current admission criteria and attend orientation. Failures from an earlier admission will stand and will count as first attempts.
8. Affiliate policies in the clinical agencies may require students to submit to the same drug testing procedures that apply to employees of the facility.
9. For students who are unable to attend clinical as scheduled, a flexible schedule is required and will be defined by the college/clinical agencies’ needs and may include different shifts and weekends.

Termination

1. A student will be terminated from the nursing program if the same PRN course is taken and attempted (D, or W grade) or failed twice. If a student receives a grade of “W,” “D,” or “F,” for the second time in the same PRN course, the student will be terminated from the nursing program and not allowed a third attempt at that same PRN course.
2. If a student has used the two attempts and is unsuccessful in their final semester courses (PRN 0291 and PRN 0690), they may submit an appeal for a third attempt in writing to the Dean of Health Sciences. The dean will review the facts of the appeal and may grant the student one last opportunity to retake PRN 0291 and PRN 0690.
3. If a student demonstrates unsafe or otherwise unacceptable nursing practice that actually or potentially results in danger or injury to the patient, the student will receive an “F” in the course.
4. A breach of patient confidentiality regarding any agency, hospital, or school district will result in immediate termination.
5. Any student who willfully violates established policies and regulations of Chipola College, the affiliating hospitals, or the School of Health Sciences will receive an “F” in the course and may be terminated from the nursing program.
6. A positive (non-negative) urine drug screen or positive alcohol test will result in dismissal from the program.

Re-entry Requirements

1. Students who receive a grade of “W,” “D,” or “F” in any nursing course must seek re-entry to the program level in order to repeat the course. Students who choose to interrupt progression must also seek re-entry. Re-entry is not automatic.
2. A “Request to Re-enter Form” (page 46) must be completed each time there is an interruption in the normal sequence of progression, such as a withdrawal, failure, or choice to sit out. This form is submitted to the Dean of Health Sciences at the time the student withdraws or fails a course or chooses not to continue the following semester.
3. After submitting the “Request to Re-Enter” form, students must contact their instructor by email for their individualized remediation plan. The remediation must be submitted by the deadline written on the “Request to Re-Enter” form. Failure to submit remediation by the deadline can result in termination from the Nursing Program.
4. A student who has an interruption in the normal sequence of progression may be required to submit updated background investigation results and updated drug screening results at his/her expense.
5. A student may seek re-entry provided he/she had a cumulative GPA of 2.00 prior to having dropped or failed a course. Re-entry is based on space availability and eligibility. The withdrawn or failed course must be successfully completed before the student can take another clinical course.
6. If there are more students seeking re-entry than can be accommodated, the date the student completed all requirements for re-entry will be the deciding factor in the order in which available space is awarded.
7. A student who has not completed a clinical nursing course for more than three (3) semesters will not be allowed re-entry into the nursing program.
8. All courses for the Practical Nursing Program must be completed within three semesters from the date the student begins the first clinical nursing course. A student requesting re-entry who is unable to complete the program within the required time limit must submit a letter documenting his or her plan to successfully complete the remaining courses on the first attempt of each course.

Graduation Requirements

The following criteria must be met in order for a student to graduate from the Nursing Program:

1. Cumulative GPA of 2.0 or better must be maintained, with a final grade of "C" or above in each required nursing curriculum course.
2. Clinical evaluations must show safe and acceptable nursing practice.
3. All nursing courses for the Practical Nursing Program must be completed within three semesters from the date the student begins the first clinical nursing course.
4. All financial obligations to the college must be satisfied.
5. An Application for Graduation form must be completed and submitted.
6. A minimum of 25% of the program course work must have been earned at Chipola College.

Eligibility for Licensure

Upon successful completion of the Practical Nursing Program, graduates are eligible to take the licensure examination administered by the Florida Board of Nursing, and upon satisfactory completion, he/she will be designated as a Licensed Practical Nurse (LPN). Candidates who have criminal records may be required to appear before the State Board of Nursing, who will determine eligibility to take the NCLEX exams. If a student has any criminal conviction more serious than a minor traffic violation, he or she must notify the Florida Board of Nursing at least 90 days prior to the date of program completion.

Instructions for Application for Licensure:

- **School of Health Sciences' Submission of Names to the Florida Board of Nursing (FBON)**

The nursing program will provide proof to FBON that you have met the program requirements and all obligations to the college which indicates you may apply for licensure. This information will be sent to the BON once your degree has been verified by the college. If you follow the steps outlined in order, you should not have any difficulty testing. You do not need to request your transcript from the college if you follow the steps in the order as listed below.
- **Your Application for NCLEX**

ONLY AFTER you receive notification from the nursing department that your degree verification has been received by the FBON, can you begin the process of applying for licensure.

 1. Submit your application for licensure/registration through the FBON website using Link <http://flhealthsource.gov/mqa-services> .The application to the Board of Nursing is to clear your eligibility for taking the NCLEX-PN.
 2. Applicants for the initial licensure must use a Live scan service provider to have their fingerprints submitted electronically to the Florida Department of Law Enforcement (FDLE) for conducting a search for any Florida and national criminal history records that may pertain to the applicant. Fingerprint submission per FBON Application requirements must be completed at the time of application.
 3. Register for the NCLEX with Pearson Vue, utilizing one of the methods below. You will need to use your school program code to register: PN: US70100000. An email address must be provided with your registration as correspondence with Pearson Vue is available only via email.
- **What Happens Next?**
 1. Once you have completed the above steps, you have created an open registration that is open for 365 days for candidate eligibility to be approved by the Florida Board of Nursing. Once you have

been made eligible, you must test within the validity dates on the Authorization to Test (ATT) which will be emailed to you by Pearson Vue.

2. Once the Florida Board of Nursing makes you eligible to take the examination your approval is automatically transferred to Pearson Vue, the examination vendor, via electronic transfer within two business days. Pearson Vue will email the Authorization to Test (ATT) using the email that you provided when registering.
3. With your ATT you will be able to go back to the Pearson Vue Website and select the “schedule a test” Link. When this tab opens, you will enter your user name and password that has previously been established and emailed to you by ATT. Available dates and locations for testing will be shown from which you select your choice for testing.
4. If you are not made eligible or are denied eligibility by the FBON within the 365-day time period, you will forfeit your NCLEX registration and exam fee. When this occurs, you will need to re-register and pay another exam fee after the current registration expires. Please note, that you cannot reregister before your current registration expires. If you do, the second registration will be processed and denied, and the fee collected will be non-refundable.

- **How will You know if you passed or failed?**

You can log into the MQA Online Services System to check your NCLEX Results You can also look on the FBON website by checking the Health Provider Lookup Screen. Licensing numbers are generally issued within 1-3 business days after successfully passing the NCLEX examination. If you passed your license will be sent to the address on file 7-10 business days after the BON receives Notification that you passed.

- **What if I Fail?**

1. Reapply by submitting a re-examination application with a re-take fee. You will also have to re-apply with Pearson Vue and pay a non-refundable fee of \$200.00. You must wait a minimum of 45 days to retest.
2. After three failures the applicant must successfully complete a Florida Board of Nursing approved Remedial course. The course includes classroom and clinical components and proof of completion must be submitted directly from the course provider prior to approval for taking the exam a fourth time.

School of Health Sciences

PN: General Student Policies

Honor Code

As a member of the Chipola College Nursing Program, you are entering one of the most ethical professions. Therefore, you are expected to abide by American Nurses' Association (ANA) Code of Ethics, Chipola College's Academic Honor Code, and the Nursing Program Honor Code

ANA Code of Ethics: <https://www.nursingworld.org/coe-view-only>

Chipola College Academic Honor Code: [Academic Honor Code - Chipola College](#)

Nursing Department Honor Code:

- I will be honest in actions and words and expect honesty from others.
- I will demonstrate only behaviors that reflect personal integrity by not giving or receiving aid on examinations or individually graded coursework at any time during my education. I understand that academic integrity includes but is not limited to refraining from: plagiarism, sharing test items before, during, or after a test, turning in work that a student (myself or another) has already been given credit for, collaboration with others unless specifically authorized and/or doing anything to gain an unfair advantage.

“Plagiarism:” Researchers do not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11)...Each time you paraphrase another author (i.e. summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text...The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words.” (Publication Manual of the American Psychological Association, 6th edition).
- I will demonstrate clinical honesty and integrity by refraining from falsifying information (such as vital signs and intake and output records), seeking out my clinical instructor if I have made a mistake, and only documenting care that was provided.
- I will arrive on time for a test and leave the testing area promptly when dismissed.
- I will forthrightly oppose any instance of academic dishonesty by reporting any violations.
- I will leave cell phones, paper, keys, and calculators outside the testing area to avoid the temptation to violate my honor code.
- I will treat others with respect and expect respect for myself.
- I will demonstrate respect for my instructors by calling them by their last names, refraining from talking when the instructor is speaking, and raising my hand if I have a question in class. These behaviors are the expectation in all environments, including virtual classrooms.
- In class, I will demonstrate respect for my peers by refraining from talking when another student is speaking, refraining from making comments when another student has a question, and never making fun of other students.
- In clinical, I will demonstrate respect for my patient by refraining from talking down to my patients, maintaining an appropriate provider/patient relationship, and treating my patients as I would want to be treated.
- I will observe silence during testing so that my peers and I may do our best work.
- I will treat others fairly and expect fair consequences when mistakes are made.
- I will take an active part in ensuring that my peers and I uphold the integrity of the honor code.
- I understand that the consequences outlined in the handbook will apply to me if I am found cheating or in violation of this Honor Code.

Criminal Background Checks

Upon admission each student accepted into a nursing program must obtain a criminal background and level two background check with fingerprints. Any student whose level two background check indicates a history of a charge may be at risk for not being able to gain placement within clinical rotations. Each facility that would be part of the student's progression through the program would need to be apprised of the student's background as not being clear. Some facilities may deny entrance to their facility based on this alone. Other facilities may choose to meet with the student, review the charges and disposition prior to ruling whether the student would be allowed to complete his/her clinical rotation at the site. The clinical agency has the right to deny a student access to their facility, which may result in the student's inability to both satisfy the course clinical objectives and complete the nursing program. The school is not responsible for securing a replacement clinical rotation for the student. Should a student be denied access to the clinical site, the student would not be able to progress in the program. The student may find themselves in the position where they would need to withdraw from the course, however, still be financially responsible for the course, should the date pass for DROP-ADD.

All students are required to obtain a Criminal Background and level two background check with fingerprints at Chipola College during Phase III of the admission process and as requested during the program. The cost of these required elements is separate from the cost of CastleBranch. The cost of the fingerprints and background check must be paid at the time of the fingerprinting appointment.

In addition, students may be required to provide an updated background check after their first year in the nursing program. They must also report to the Nursing Department any changes to their background status should this occur during their enrollment in the program. Failure to report a change in one's criminal background status to the Nursing Department will result in the student's immediate dismissal from the program without eligibility to re-enroll. If a student does not attest truthfully to all charges/ convictions/or arrests on the background attestation form which is required to be completed as part of the admissions process once accepted into the program, the student will be immediately dismissed without eligibility for reenrollment.

Health Clearance

Upon admission to the Health Programs, a current complete physical examination along with immunizations, and PPD is required utilizing the Health Programs Physical Examination forms, which can be downloaded from CastleBranch. Students cannot enter the clinical setting until this requirement has been satisfied. The health records are reviewed and are retained by CastleBranch.

For all new incoming students who are notified that an offer of a seat to the Nursing Program has been extended to them, it is done so on condition that compliance with the submission of all required clinical documents will be met by the established due dates as indicated in your notification packet. Failure to comply with submission of such required clinical documentation by the established due dates will result in a forfeiture of the student's seat into that program. For all continuing students, failure to comply with submission of required clinical documentation by the established due dates will result in a withdrawal or the inability to progress in the program. This includes, but not limited to, yearly PPD and updated CPR. Students cannot enter the clinical setting until this requirement has been satisfied.

In instances of major illness, surgery, accident, pregnancy, or an infectious disease, students will be asked by faculty (or if needed the Dean of Health Sciences) to submit a physician's statement of release prior to reentering campus and/or clinical settings. A repeat physical exam may be required. Failure to provide faculty of any health concerns places the client, staff and other students in jeopardy.

Drug/Alcohol Screen Policy

Upon admission to the nursing programs a negative drug/alcohol screening is required. Student may be required to repeat the drug/alcohol screens per clinical agency request. The initial and any repeat drug/alcohol screening is done at the student's expense. Students cannot enter specific clinical settings until the requirement is satisfied. The drug/alcohol screens are reviewed by the clinical records specialist or an approved designee and may be utilized by the clinical agency to determine student clearance for clinical placement. Failure to submit drug/alcohol screens or positive results may prevent progression in the program.

Students are advised against the use of CBD and Hemp products or products that contain these substances. The Food and Drug Administration (FDA) published several letters warning consumers of the inaccurate content of various CBD oil products and states that "many were found to not contain the levels of CBD they claimed to contain." Further the FDA advises, "Many hemp or CBD oil products, regardless of their legality in your state, are unregulated and can contain THC which might show up on a drug test." The use of marijuana for medicinal purposes has been legalized in some states, however, on a federal level all marijuana remains illegal and is classified along with heroin and cocaine as a Schedule I drug. Therefore, clinical agencies will deny students access to their facilities if their drug screen results indicate the presence of cannabis.

Health Sciences Policy of Transmitted Diseases

Background: Health Sciences Nursing students and faculty should be particularly aware of potential contamination from infectious agents in the health care environment. It is important that everyone be alert to prevent accidental exposure. Since we cannot reliably identify all patients with a transmissible disease, especially those in an emergency situation, it follows that health care practitioners should treat all patients at all times as if they were a potential source of infection. This approach includes precautions for contact with a patient's blood and body fluids. This is referred to by CDC (Center for Disease Control) as "standard precautions." Practice of these precautions will help ensure protection against HIV (Human Immunodeficiency Virus), the cause of AIDS, HBV (Hepatitis B Virus), the primary cause of viral hepatitis, and all other blood borne infectious agents. Rigorous adherence to these guidelines will be required of all students and faculty.

Precautions for the Transmission of HIV and Other Blood Borne Agents

1. Basic Aseptic Technique practiced by health care students/faculty in conjunction with the following blood and body fluid precautions can help prevent the transmission of HIV, HBV and other blood borne agents.
2. All patients, their blood and other body fluids, will be considered to be infectious at all times.
3. Whether or not the patient is known to be infected with HIV or HBV, the student and faculty will:
 - a. Wear gloves when handling a patient's blood, body fluids, and/or soiled items.
 - b. Use gloves when performing injections, venipunctures, arterial punctures and capillary sticks. Wear gown, mask and eye covering when performing procedures where aerosolization or splattering is likely to occur.
 - c. Wash hands thoroughly with soap and water before and immediately after contact with patients, their blood, urine, or other body fluids.
 - d. Consider sharp items (needles, scalpel blades, other sharp instruments) as being potentially contaminated and handle with extreme care to prevent accidental injury.

- e. Dispose of sharp items in puncture-resistant containers immediately after use. Do not recap, purposefully bend, or otherwise manipulate by hand needles that are to be disposed.
- f. Minimize the need for emergency mouth-to-mouth resuscitation by using pocket masks, bag valve masks, or other ventilation devices.
- g. Clean up spills of blood or body fluids immediately with a disinfectant such as a 1:10 dilution of chlorine bleach.

Procedure for Reporting Potential Exposure

1. Any incident of potential contamination must be reported to and fully documented by the immediate supervisor, college or clinical faculty, and the appropriate college dean.
2. The Dean of Health Sciences will be responsible for assessing the situation and recommending action.

Procedure for Handling Critical Incident

The students and faculty of Health Sciences will be expected to adhere to the following protocol in the event of a "critical incident" while in the clinical or laboratory portion of a college course or activity. A "critical incident" is defined as any occurrence in which there is a medication error, treatment error, accident involving a student, patient or faculty member, or where there is unusual exposure to a communicable disease. NOTE: Nothing in this protocol is intended to delay emergency treatment deemed necessary in such an incident.

When the occurrence is an accident in a clinical facility that involves the student, or when there is unusual exposure to a communicable disease in a clinical facility, the following protocol will be followed:

1. Incident should be reported immediately to the instructor in charge and to the area supervisor or nurse manager. If the incident was a sharps stick injury, the area should be washed and then dressed with a first aid dressing, or in the case of mucous membranes, irrigated with water for 15 minutes.
2. The instructor and/or student will call the Dean of Health Sciences and report the incident (leave a message if necessary) if the injury was related to a sharps stick

Each clinical agency may have its own individual policy concerning transmitted diseases. Please refer to the individual agency Policies and Procedures Manual for specific information. Students who are pregnant or who have immunosuppression validated by a physician must advise their instructor of their status for safety in clinical assignments by avoiding unnecessary communicable disease exposure.

Medical Treatment for Students

In the event of a medical emergency off campus at a clinical facility:

1. Follow the clinical facilities policies and procedures.
2. Keep records and documentation of exactly what happened (i.e. needle stick injury or student accident) along with the name, address, and phone number of witnesses.
3. Complete Allied Health Incident Report – can be retrieved from www.fcsrhc.com
4. Complete Accident/Incident Report.
5. Email both reports immediately to: Joshua Davis at jdavis@FCSRMC.COM

Hepatitis B Virus Vaccine Information

This vaccine induces immunity against the Hepatitis B virus in 90-95% of those who take the vaccine, which is a serious disease. Most people who acquire the disease recover completely, the following can occur: chronic carriers (5-10%), chronic active hepatitis and cirrhosis (1-3%), liver cancer, or death (1-2%).

Possible Side Effects: The incidence of side effects is low, consisting mainly of tenderness at the site of injection. Less common reactions include erythema, swelling, warmth, induration, and low-grade fever

which usually subsides within 2 days of vaccination. Systemic complaints including malaise, fatigue, headache, nausea, vomiting, dizziness, myalgia, and arthralgia have been infrequently reported.

Contraindications and Warnings: Persons with immunodeficiency or those receiving immunosuppressive therapy require larger vaccine doses and respond less to the vaccine (consult your physician). Because of the long incubation period of Hepatitis B, it is possible for unrecognized infection to be present at the time the vaccine is given, and the vaccine may not prevent the disease in these persons.

Precautions: Any serious active infection is reason for delaying use of the vaccine except when, in the opinion of the physician, withholding the vaccine entails a greater risk. Caution should be exercised in administering the vaccine to persons with severely compromised cardiopulmonary status or to others in whom a febrile or systemic reaction could pose a significant risk. Since there are no well-controlled studies in pregnant women, the vaccine should be given to pregnant women only if clearly needed. (Consult your physician). If you have any medical problems you are unsure of, consult your physician before taking the vaccine.

Malpractice Insurance

All nursing students are required to purchase malpractice insurance each semester as a part of their student fees.

Hazardous Weather Policy

Refer to Chipola College Catalog

Campus Emergency Protocol

Refer to Chipola College Catalog

Disability Statement

Refer to Chipola College Catalog

COVID-19 Policy

1. Students are required to follow Chipola College's policy regarding COVID-19.
2. If a student tests positive for COVID-19 or has direct exposure to a person who tested positive for COVID-19, the student must notify the instructor immediately by phone and/or email and follow-up with proof of the positive result. The student must follow Chipola College's policy regarding when they can return to campus.
3. If students miss lecture, skills lab, clinical, or a scheduled exam due to testing positive for COVID-19 or on self-isolation due to exposure, it is the student's responsibility to notify the instructor immediately to schedule a time to make-up skills lab, clinical time, and tests. Required assignments or anything that is due online should be submitted as scheduled per the course calendar. Review the nursing policies in this handbook, course syllabi, and first day handout regarding missing skills lab, clinical, lecture class, exams, and assignments.

4. Health Sciences recommends; however, we do not require COVID vaccinations. Clinical facilities require each student to either submit proof of COVID vaccination or request a medical or religious exemption.
5. This policy is subject to change based on our clinical affiliates policies and CDC Guidelines.

School of Health Sciences PN Policies: Classroom, Skills Lab, and Clinical

General Guidelines

Guidelines for student behavior when attending class/clinical/labs have been established in order to provide an optimal learning environment.

1. Students are expected to be attentive and courteous and are required to behave in a proper manner in class, laboratory and clinical. It is a violation of the student code and state law to interfere with the learning process in classrooms, laboratories and the libraries. Respect shall be shown to the instructor, visitors, and peers in these areas. Profanity is not allowed in the classroom, labs or clinical areas. Failure to comply with these requirements will result in dismissal and will count as an unexcused absence for that day.
2. It is the policy of Chipola College to provide a healthy, comfortable and productive work environment for students, faculty and staff and to fully comply with the laws governing smoking. Based on this policy and in recognition of the health hazards to nonsmokers by involuntary exposure to secondary smoke, smoking is allowed in designated areas only. This includes smokeless tobacco and products that simulate smoking. All Chipola College buildings are designated as non-smoking areas.
3. Students may not bring children to class, clinical, or any lab-related activity. This can create problems for instructors and fellow students. The college does not accept responsibility for minors on campus.
4. Absolutely no talking during examinations.
5. Unless group work is assigned, all written course work is to be completed independently.
6. Students are allowed to audio (not video) record class lectures with the recorder placed near the instructor and which must be turned off during class breaks.
7. Academic dishonesty in all its forms, including, but without being limited to, cheating on tests, signing the roll for another student, falsifying of information, plagiarism, and collusion, will be handled in accordance with the "Student Rights, Responsibilities, and Code of Conduct" in the Chipola College Student Handbook.
8. Cellular phones
 - a. Must be turned off while in the classroom.
 - b. Not allowed in the clinical setting.
 - c. During an emergency situation, if someone must contact you, they may call the operator who will notify the clinical instructor. The instructor will give you the message or arrange for you to return the call.
 - d. Adhere to cell phone etiquette by avoiding the use of expletives and refraining from writing in all caps which is considered to be "yelling."
9. Social Media
 - a. Online activities that include but not limited to social media such as Facebook should include only appropriate and respectful content. Conduct on social media can impact future employment.
 - b. Inappropriate postings that include discriminatory remarks, photos, patient information, harassment, and threats of violence or similar inappropriate or unlawful conduct, will not be tolerated and will subject the student to disciplinary action, including possible termination from the program.
10. Chipola College is a drug free campus as written in the Chipola Student Handbook.

Classroom

1. The lecture will be done on-campus, unless otherwise stated. If the on-campus course needs to meet via Zoom, you will need to follow the requirements stated in Appendix B.
2. Cell phones and any other electronic devices which may cause disruption of the classroom environment must be silenced and out of sight in the classroom. Cell phones may not be taken in the clinical area. This is a facility requirement.

3. Cheating or plagiarism is not allowed. Cheating or plagiarism will result in a grade of "0".
4. Students displaying disruptive behavior will be asked to leave the classroom for the remainder of the class for that day. Students asked to leave the classroom will be absent for that class day. Examples of disruptive behavior, although not an exhaustive listing are:
 - a. Sleeping in class
 - b. Entering class late or departing early (routinely)
 - c. Personal hygiene problems impacting fellow students
 - d. Repeatedly talking in class without being recognized
 - e. Talking while others are talking
 - f. Physical display of anger
 - g. Threatening faculty or fellow students
 - h. Verbal abuse of faculty, staff, or student
 - i. Eating, drinking, gum-chewing
5. Children or other people not enrolled in a class are not allowed in the classroom under any circumstances.
6. Profanity is not tolerated in the classroom or the clinical area.
7. No eating is allowed in the classroom. The only open beverage allowed in the classroom is water.

Class Attendance, Tardiness or Absences

1. Attendance is kept from the first day of class/lab/clinical unless the college schedule accounts for and excuses the absence.
2. All absences are counted, regardless of the reason for the absence.
3. If a student has been under a doctor's care for surgery, physical or mental illness, pregnancy or delivery, he/she must present a physician's statement that specifies that he/she is able to return to school or clinical with no limitations.
4. Students who require special accommodations for classroom, skills lab, and/or clinical must provide documentation from the college to their instructor. The instructor will have a conversation with the student to ensure reasonable accommodations are met.
5. A student will be considered absent if he/she is not present when attendance is taken. If the student comes late to class, it is his/her responsibility to see the instructor after class or during break time to get an absence changed to a tardy on the day of the occurrence. Failure to do so will result in an accumulation of absences that will not be changed at a later date. If the student comes late to a test and chooses to take the test, no additional time will be allowed to take the test.
6. The maximum amount of time that can be missed is 10% of any course, to include the accumulation of tardies and absences in both the didactic and clinical portions of any course, calculated by Canvas. If the maximum percentage of allowed absences is exceeded, the student must withdraw from the course.
7. A tardy is defined as coming to class after attendance has been taken, returning from break after class has resumed, or leaving prior to the end of class.
8. No absences or tardiness will be excused for advisement or counseling with other instructors, for making-up class time or examinations in other courses, or for the purpose of employment.
9. It is the student's responsibility to keep a record of absences and tardiness; the instructor, however, will keep the official records.
10. Written work must be turned in on due dates and times regardless of classroom attendance.

Examination Attendance

1. All tests are to be taken as scheduled in the course calendar.
2. Only under the most extenuating circumstances should a test be missed.
3. To report an absence from a test, the student should call and/or email the course instructor the morning of the test day and leave a message.
4. Only one test can be missed per course. The test will be made up on a designated day determined by the instructor of that course.
5. If the missed test is not made up, it will be recorded as a zero and calculated in the final class grade.
6. The make-up test may differ in format (i.e. essay questions, multiple choice, case-studies, etc.) from the missed test.
7. If the student misses more than one scheduled test, the student will be required to withdraw from the course and submit a Request to Re-enter Form.
8. If a student is positive for COVID, the student must submit proof with a doctor's note on when the student can return to class, lab, or clinical.
9. The unit/lecture tests will be made-up as explained above.
10. If a student cannot come on-campus to take the final exam due a documented positive COVID result, the student will receive an incomplete and will be scheduled to take the exam once they can come back on-campus. The student cannot progress to the next semester until the final exam has been taken and earned a passing grade.

Testing Policies

1. The nursing faculty has developed a procedure for students to follow when taking tests. Failure to comply will result in disciplinary action up to and including dismissal from the nursing program.
2. Each course will have NCLEX-style tests and exams. Each lecture/unit test will be 50 questions. Students will have 60 minutes to answer the questions followed by 30 minutes to review the rationales for each question after they submit the test for a grade. Students cannot review the questions and rationales once they leave the testing room.
3. The final exam in all nursing courses are secure tests and are not available for post class review.
4. Within 48 hours (excluding weekends and holidays) after each test and final exam has been completed, faculty will post the test/exam grade. This provides time for faculty to review the test analysis and grade any fill in the blank, dosage calculation, or similar type questions, which may result in an adjustment to the test/exam grade.
5. Student test inquiry
 - a. Students may submit a written (e-mail) request to review a specific question after a test is completed and they have reviewed the rationales.
 - b. The written request/e-mail must include the information from the question, the textbook page number, and explanation why the student wants that question reviewed within 24 hours of the test.
 - c. All request received after that 24-hour period will not be addressed.
 - d. The faculty member will review the request and provide feedback within 72 hours, excluding weekends and holidays.
 - e. Students have one week after taking an exam (not the final exam) to review the exam questions with the instructor during the instructor's office hours.
 - f. These requests cannot be made for the course final exam.
6. Students who do not understand the rationales or need further assistance understanding the content, can schedule a meeting with the faculty during their office hours to review the test content (not test questions).

7. Medical math/dosage calculation questions:

- a. Students will be given a blank piece of paper to work out dosage calculation questions which must be turned in with their name written on the top of the page before leaving the exam room.
- b. Students should show all work on a dosage calculation problem.
- c. All answers MUST be rounded according to the instructions on each exam.

On-campus Testing

1. Students will adhere to the Academic Honor Code.
2. All belongings are to be placed at the perimeter of the classroom prior to taking any exam. This includes, but is not limited to, hats, scarves, jackets/coats, book bags, pocketbooks, keys, cellphones, glass cases, and drinks.
3. No electronic devices which save, share, or capture data are allowed in the testing room to include cellphones, USB devices, watches, and cameras of any type or any other advances in technology.
4. Only typographical error questions will be addressed.
5. Students will be informed how much time will be allotted for the test.
6. Students should spread out and leave a space between each other when possible.
7. No talking between students at any time.
8. Students should not congregate or talk outside the door when they have finished their tests. Students may proceed to the student lounge or outside the building.
9. Students may not leave the room during an examination. A student with a medical condition will be given special consideration if physician documentation is provided.
10. Students arriving late for a test, may be asked to leave.
11. Students must keep test and answer sheet covered if using a paper test.
12. The instructor will reserve the right to assign seats for testing.
13. No dark prescription or sunglasses may be worn during testing.

Online Proctored Testing using Honorlock

To utilize Honorlock, students must adhere to the Chipola College Academic Honor Code and the Online Testing Requirements listed below. Chipola College reserves the right to require a re-test at an approved proctor location. Failure to follow proper online testing requirements as stated below may result in a zero (0) grade for your exam and/or additional consequences as outlined in the Student Governance section of the Chipola College catalog.

For the best online testing experience using Honorlock, we recommend you verify your computer requirements and internet speed prior to your exam. Visit <https://honorlock.com/support/> Use the **RUN SYSTEM CHECK** button to test your operating system and browser. Then click the **SHOW SPEED TEST** button to check your internet connection. See the Proctored Testing Information in your Canvas course for additional instructions to complete proctored exams. If you run into any issues, contact Honorlock Tech support at 1-844-243-2500 or click the live chat button on the Honorlock Dashboard.

The online testing environment and testing area should mimic that of the “in class” testing environment. Failure to follow proper online testing requirements as stated below may result in a zero (0) grade for your exam. Failure to follow proper online testing requirements as stated below on two separate occasions may result in dismissal from the nursing program.

Online Testing includes the following requirements:

- No writing visible on desk or on walls.
- No websites other than Canvas and the Honorlock proctoring extension should be used or open while taking a proctored exam.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment.
- Make sure music/televisions are not playing in the background.
- Communication or receiving assistance from others is not permitted during a proctored assessment.
- No other persons except the test-taker should be in the room during testing.

- Using a phone or any other electronic device, other than your test-taking device, is not permitted.
- Remain visible in the web camera during the entire duration of the exam.
- Leaving the room during the testing period is not permitted.
- You must not take the computer into another room to finish testing (exam must be completed in the same room the “Exam Environment View” is completed in).
- Headphones or smart watches are not permitted.
- Dual monitors are not permitted.
- Caps/hats are not permitted.
- Textbooks, notes, etc. are not permitted unless clearly stated in the testing instructions provided at the beginning of the exam.
- Unless your instructor allows notes, textbook or other materials, keep your eyes on your screen, not focused on any other area of the desk or room.
- Sit at a clean desk or table (not on a bed or couch)
- Lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred; however, if overhead is not possible, the source of light should not be behind the student
- Ensure your desk or table is cleared of all other materials.
- When prompted to do a room scan, be sure to carefully include your desk/work area in your scan. Make sure to do a complete 360-degree rotation of your room, then show your work space. Replay your room scan for verification. Partial scans and/or failure to show your work space may be flagged during the proctoring review and may result in a zero (0) grade on the exam.
- Make sure your laptop is fully charged, or keep the charger within arm’s reach.
- When prompted to provide a photo ID, make sure your fingers do not cover any information on the ID. Photo capture of the photo ID must be clearly legible, and photo must clearly represent the student taking the exam. You may refer to the Academic Honor Code section of the Chipola Catalog under Student Governance – Student Rights, Responsibilities and Code of Conduct for additional information on conduct that constitutes academic dishonesty and consequences of such conduct.

ATI Testing

Information about the use of ATI for skills, clinical, classroom, and testing can be found in Appendix A.

Professional Appearance

While in uniform, the student is representing Chipola College; therefore, an acceptable appearance as described below will be expected of all students. Nursing students must be in uniform while at any of these locations: classroom, skills lab/simulation, and clinical facility. Those not meeting the dress and/or grooming criteria will be asked to leave the clinical area to make necessary changes. Time missed will be counted as absent time.

1. **Uniform:** Designated white uniform top with the PN Student Insert in the sleeve and royal blue bottom purchased from the Bookstore. Name tag is to be placed on the right side of the chest. A clean, neatly ironed uniform, which fits properly and is in good condition, is required.
2. Appropriate undergarments must be worn and undergarments must not be visible.
3. A pregnant student can wear a uniform maternity top with maternity pants.
4. Plain white crew neck short sleeve T-shirts are allowed under the uniform top. The T-shirt must not extend beyond the uniform sleeve.
5. Plain white long sleeve crew neck tops (not thermal underwear) OR plain white long sleeve turtle necks are allowed under the uniform top.
6. HOSE/SOCKS - NO BARE LEGS OR FEET white non-textured hosiery only. Plain, white, above-the ankle socks may be worn with uniform.

7. **SHOES:**
 - a. Clinical: White leather or leather-like closed toe/closed heel shoes with non-skid sole. No cloth or canvas shoes, sandals, clogs, thongs, or platform shoes may be worn. Shoes and white laces are to be clean each day.
 - b. Skills Lab and Clinical: May wear regular tennis shoes to skills lab and simulation. Students should not wear the shoes they wear to clinical in the classroom due to concerns with infection control.
 - c. Classroom: May wear regular tennis shoes or regular shoes (no flip flops/thong style shoes) to class. Students should not wear the shoes they wear to clinical in the classroom due to concerns with infection control.
8. Hair of any length must be clean, neatly groomed, and conform to generally accepted business and professional standards. Hair must not contaminate the work environment. Hair must be pulled back away from the face, off the shoulders and neck, and appropriately secured with conservative, neutral clips. No bows, scarves, hair feathers, or ornamental hair decorations of any kind. Headbands should be plain, thin (no more than ¼ inch wide), and blend with hair color. No unnatural hair color (blue, green, pink, purple, etc.) is allowed. ***For class only:** student may wear hair down.
9. No visible tattoos allowed.
10. Makeup should be conservative.
11. Beards/mustaches need to be neatly trimmed or cleanly shaven (no stubble).
12. Nails should be short, neat and clean. Only clear nail polish is allowed and it must not be chipped or cracked. Artificial fingernails and extenders are not to be worn. This includes nail wraps, overlays, and nail jewelry.
13. Jewelry should be minimal. Only an engagement/wedding ring can be worn on the left hand, fourth finger. One set of small, pierced stud earrings may be worn in the earlobes **only**, according to the hospital policy. No other visible body piercing (including the tongue) is allowed, including things such as metal allergy sleeves, invisible earrings, or retainers. A Band-Aid over a piercing is also not acceptable. Necklaces of any kind are not to be worn in patient care areas. Bracelets, except medic alert tags, are not to be worn in patient care areas.
14. Scented fragrances, perfumes, after shave, shampoos, or lotions may not be worn in the clinical areas. Student should not have the odor of smoke (i.e. cigarette, cigar, etc.) present on their person during clinical.
15. Proper hygiene and personal cleanliness are essential. No body odor of any kind will be tolerated.
16. In some clinical areas, students are required to wear hospital scrubs. If the available scrubs in the hospitals do not fit, scrubs must be purchased and brought in to the clinical area.
17. Sweaters are not to be worn in the clinical areas. An optional white lab jacket can be purchased from the bookstore if needed.
18. **EQUIPMENT:** Watch with second hand, bandage scissors, pen and note paper, simple calculator, EKG caliper, stethoscope (dual headed), penlight, and small notebook for pocket use. Safety goggles or safety glasses must be purchased for clinical practice.

Skills Lab

1. Each student **MUST** utilize the required course skills bag/packet for skills lab practice. The bags/packets are available for purchase in the bookstore.
2. No invasive procedure will be practiced outside supervised skills labs or clinical.
3. Students **SHOULD NOT** have their shoes on while lying on the beds. If student needs to be on the bed for a skill, he/she should put a paper towel under head and feet. Students **SHOULD NOT** be in or on the beds unless performing procedures.

4. There can be ABSOLUTELY NO EATING OR DRINKING in the patient simulation rooms, nursing demonstration classroom, or computer classrooms.
5. Skills labs are reserved for nursing courses that have a skills lab component. Any other use of skills lab space MUST be scheduled and reserved through the Simulation Coordinator for the School of Health Sciences.
6. Open Skills Laboratory sessions for voluntary skills/procedure practice are available to students every semester. Hours for the open sessions for practice will be posted and may vary by semester.

Clinical Experience

1. Students will be evaluated in the clinical and simulation lab aspect of each nursing course.
2. The clinical evaluation process (clinical, lab, and simulation) will be graded as satisfactory (S), needs improvement (NI), unsatisfactory (U), or not assessed (NA).
3. Requirements to attend clinical include, but not limited to:
 - a. Students must meet the criteria for a successful background check. A student who is ineligible to attend at any one clinical facility will not be able to progress in the program.
 - b. Yearly PPD
 - c. Up to date CPR card (expires every two years)
 - d. Negative urine drug screen
 - e. No signs or symptoms of any infectious disease such as COVID or influenza.
 - f. May be required to have a COVID-negative test 7 days prior to clinical or have been vaccinated against COVID.
4. Completion of the entire hepatitis vaccine series is preferred prior to beginning the clinical sequence. The Nursing Program will allow a student to begin the clinical sequence as long as the series has been started. The following policies apply:
 - a. Receiving the second vaccine more than two months after the first vaccine will result in the student receiving a NI each week the vaccine is delayed.
 - b. Receiving the third vaccine more than six months after the second vaccine will result in the student receiving a NI each week the vaccine is delayed.
5. Documentation must be submitted to the CastleBranch website after each step is completed.
6. The clinical experience in each course of the program:
 - a. Most of the theory portion of the course must be completed satisfactorily PRIOR to clinical experience.
 - b. Clinical component must be completed in a timely and satisfactory manner.
 - c. Students not completing the required hours of experience will receive an Incomplete (I). The (I) grade must be changed to a completion grade within the next semester or it will be converted to a grade of (F).
 - d. Students must meet the criteria for a successful background check to attend clinical at each health care agency. A student who is ineligible to attend at any one clinical facility will not be able to progress in the program.

Clinical/Skills Attendance, Tardiness or Absences

1. Attendance at clinical and skills lab is necessary to meet the course objectives.
2. **Skills Check-offs:** skill check-offs must be completed successfully to progress in the program. Failure to successfully complete any skills check-off will result in a clinical failure. A grade of F will be given for that course.
3. The student is required to attend 100% of scheduled clinical/lab hours in every nursing course.
 - a. Any clinical/lab time that is missed in the other clinical courses must be made up.

- b. The time frame of the makeup will be determined by the clinical instructor but must be scheduled within two weeks of the absence and completed prior to the final exam of the individual course. If this is not done, the student will receive an F for the course.
 - c. A student missing a scheduled clinical makeup will be counted absent and will receive an Unsatisfactory under Professional Behavior. The time must still be made up.
 - d. Clinical/lab will be made up in a manner decided upon by the instructor. Clinical or skills labs missed must not exceed one week's clinical/lab time. If absences exceed one week, the student will be required to withdraw.
4. Under extenuating circumstances that allow a student to attend class but not participate in clinical or skills lab activities, the student may receive an incomplete. The incomplete must be prearranged and must be made up before the student can take any additional clinical nursing courses. It is the student's responsibility to contact the course instructor prior to the first week of the next semester to arrange makeup of the incomplete clinical work.
 5. Students MUST notify prior to the start of lab or clinical if they will be late or absent. Notify the course instructor if late to lab or clinical.
 6. A student who calls prior to the start of lab/clinical and cannot attend will be marked absent and will have to make up the lab/clinical experience.
 7. A student who is "no call, no show" to lab/clinical will be counted absent, will have to make up the clinical time, and will receive a "U" on the clinical evaluation under Professional Behavior.
 8. A student who cannot arrive within one hour of the start of lab/clinical will not be allowed to attend, will be counted absent, and will have to make up the lab/clinical time.
 9. The faculty recognizes that, on occasions, something may occur on the way to lab/clinical which causes the student to arrive late. If a student does not call but arrives within 10 minutes he/she will receive a "U" on the clinical evaluation and will remain in clinical. If the student does not call and does not come within 10 minutes, he/she will receive a "U" and may be asked to leave clinical, which will result in a clinical absence, and must schedule the time to be made up within two weeks of the absence.
 10. It is the student's responsibility to find the instructor immediately upon arrival at lab/clinical.
 11. If a student is sick while in clinical, the instructor must be notified so that the clinical assignment may be modified as needed. The student will be asked to leave the clinical facility.
 12. All required written work must be submitted on due dates and times assigned regardless of attendance (see specific course requirements).
 13. The clinical evaluation form must include an initial from the nursing faculty and student each week which verifies that the student has read and reviewed the evaluation. Any note written in the clinical evaluation must include the date/time, faculty signature, and the student signature. If a student refuses to initial and/or sign the weekly clinical evaluation, the clinical instructor will schedule a follow-up meeting with the Health Sciences Dean to witness that the student read the evaluation and refused to sign it.

School of Health Sciences Appendices

APPENDIX A

Assessment Technologies Institute (ATI)

Overview of Exams

All nursing students will be required to demonstrate mastery of curriculum content by utilizing the Comprehensive Assessment Review Package provided by ATI that are content specific and correlated to the curriculum progression, see Table 1. These include: PN Fundamentals, PN Adult Medical / Surgical, PN Pharmacology, PN Mental Health, PN Pediatric Nursing, PN Maternal Newborn, PN Management, and the Comprehensive Predictor. The purpose of these tests is to measure proficiency as well as offer identification of specific concept(s) needing remediation.

The Proctored Content Mastery Assessments for Fundamentals, Adult Medical / Surgical, Mental Health, Pediatric Nursing, and Maternal Newborn are weighted as an exam grade, which will be explained in the First Day Handout for each course. All proctored and non-proctored assessments are required to be completed with submission of completed focused reviews when applicable if proficiency levels are below a proficiency level (PL) 2 for Content Assessments and/or 75% to successfully complete the course. The exam, quiz, or assignment grade will correlate with the PL or percentage earned for that assessment, see Table 2.

Table 1.

Schedule of Proctored Exams

Program Course	Proctored Exam	Assessments
PRN 0098 Fundamentals 1		Communication
PRN 0099 Fundamentals 2	Fundamentals Pharmacology	Critical Thinking Dosage Calculations
PRN 0290 Medical / Surgical 1		Anatomy and Physiology
PRN 0291 Medical / Surgical 2	Adult Medical / Surgical Mental Health	
PRN 0690 Comprehensive Nursing and Transitional Skills	Pediatric Nursing Maternal Newborn Management Comprehensive Predictor	Required – Live ATI Review

Table 2

Corresponding Proficiency Level for the Exam Grade

Proficiency Level	Proctored Exam
PL3	95
PL2	85
PL1	75
<PL1	65

Proctored Exams

Proctored exams will be given according to the schedules specific to each course. The student is expected to perform at a minimum PL 2. All students will be **required** to remediate and retake the proctored exam. For all student remediation efforts, see Table 3 for required remediation hours and corresponding points awarded for completion of remediation.

Table 3
Minimum Required Remediation Hours for ATI Proctored Exams

Proficiency Level	Remediation	Points added to exam
PL3	One hour	3
PL2	Two hours	4
PL1	Three hours	5
<PL1	Four hours	6

Retake Proctored Exams

All students are required to retake the proctored exam. Students who receive a lower ATI score on the second attempt will have the higher of the two exams recorded as their official grade for the exam.

Non-Proctored Exams

Non-proctored exams will be used as a remediation tool and as required assessment tests. Whether assigned as a remediation tool per the proctored exam results, or as a required assignment, students must achieve a minimum competency level on the non-proctored exams. The minimum competency level for the PN student is 75%. If the student does not meet the established benchmark, then an additional test may be required to verify competency. If upon taking the additional test, the student does not meet the benchmark, a focused review will be required as evidence of remediation.

Comprehensive Predictor:

The Comprehensive Predictor is the final assessment administered in PN 0620. Receiving a 75% probability rating of passing the NCLEX on the ATI Comprehensive Predictor is a passing requirement for PN 0620. All students scoring less than an 75% probability **will be required** to retake the comprehensive predictor exam. A student will have two attempts to obtain this proficiency level. Students who increase their probability of passing the NCLEX on the second attempt will be awarded additional points to their final exam grade. Failure to meet this proficiency could result in an “F” Grade in the course. This is a requirement for all currently enrolled students and not subject to admission date. Any student who does not complete the required remediation and retake the comprehensive predictor exam, will be assigned an incomplete for their grade. Therefore, the student will not be allowed to graduate and their name will not be on the licensure eligibility list sent to the Florida Board of Nursing. Any student who fails to complete the minimum required remediation hours and the retake of the comprehensive predictor exam by the end of the following semester, the Incomplete grade will change to a grade of “F”.

Focused Reviews

For students achieving Level I Proficiency or below on the assigned proctored exams, remediation is mandatory. ATI creates a focused review for each individual student using the proctored exam results. The student must then complete the focused review prior to additional scheduled testing. Remediation is required for practice assessments. For required remediation hours, see table 2 for the proctored exams and table 3 for the comprehensive predictor. A transcript of the complete focused review must be submitted to the instructor.

Guidelines for Remediation

Remediation involves a focus review created individually for the failed attempt of that student using the ATI Active Learning Template.

1. Students will log into ATI and use the RESULTS tab.
2. Click RESULTS to view your individual performance profile for that assessment. Download and save the report on your computer so you can submit it with your focus review.
3. Highlight the Major Content Areas you scored below 75%. These are the areas you need to focus on for your remediation. Each major content area will display individual topics to review.
 - a. Use the ATI Active Learning Templates to complete the remediation for the areas identified on your report.
 - b. Write the NCLEX Major Content Area to review.
 - c. Complete the entire template written out by hand, not typed.
 - d. Repeat steps a-c until you have written out a template for each topic under the major content areas where you received less than 75%.
4. Return to the IMPROVE tab and complete #3 for each Major Content Area you received <75%.
5. After completing the focused review with ATI Active Learning Template, return to the IMPROVE tab and click BEGIN QUIZ. You must make an 75% or higher on each quiz taken. If you do not make an 75% or higher, review more of the focused content then return to retake the quiz.
6. The Focused Review Report indicating that the student has completed the **entire focused review** (Active Learning Template with quiz per content area) must be submitted to the instructor. The ATI Active Learning Template must be written legibly, illegibly written or typed is not acceptable.
7. The remediation steps 1-6 must be completed for Practice A and Practice B by the deadlines posted on the course calendar or the student will not be allowed to sit for the Proctored exam. This will result in the student having to withdraw from the course, which counts as one of the three attempts allowed in this program.
8. The remediation steps 1-6 must be completed for the proctored exam by the deadline posted on the course calendar or the student will not be allowed to sit for the retake of the proctored exam.
9. Any student who does not complete the required remediation hours for the proctored exam will not be allowed to retake the exam and will receive an incomplete (I) for their course grade. The student will not be allowed to progress to the next semester until remediation is completed and the retake of the proctored exam (if required) has been taken. Any student who fails to complete the minimum required remediation hours by the end of the following semester will have the Incomplete grade changed to a grade of "F".
10. The student may be given an additional ATI practice test to take which will serve as part of the remediation process.

Table 4
Required Remediation Hours for ATI Comprehensive Predictor

Predictability of passing NCLEX	Remediation Hours(s)	Points added to exam
95%	Two hours	3
85%	Three hours	4
<75%	Four hours	5

LIVE NCLEX REVIEW

The Live ATI NCLEX Review Program is a **Mandatory Passing Requirement of PRN 0690. Attendance is required to receive a grade for the course. If a student misses one or more days of the 3-day live review, a grade of "I" (incomplete) will be submitted until students provide proof of attendance.**

Procedure – Testing Procedure

All Proctored Content Mastery and Comprehensive Predictor Exams are administered in a proctored environment by a nursing faculty member. The procedure for the exams, remediation, and retesting is explained below and shown in Table 5.

1. During the first week of the course the Instructor will distribute the due dates of all Practice Assessments and Non-Proctored Assessments as well as the scheduled dates and times of all Proctored Content Mastery Exams (and the Comprehensive Predictor for PRN 0690) to be administered throughout the course.
2. Two practice assessments (Version A and Version B) at a proficiency of 75% need to be completed and turned in to the instructor for each content area that requires a Proctored Assessment as well as for the Comprehensive Predictor.
3. Prior to the scheduled Second Attempt for a Proctored Content Mastery Assessment, the student must submit a completed transcript of the generated focused review indicating the required hours of remediation have been completed. Should the student not complete the focused review criteria prior to the scheduled second attempt of the Proctored Content Mastery Assessment, the student is ineligible to receive additional points toward the exam.
4. If a student takes the first proctored exam, submits all required remediation, then decides to not take the second exam, a grade of 0 will be assigned for the first proctored exam.

Table 5
Testing, Remediation, and Retesting Procedure

Protocol	ACTION	EVALUATION
1st Attempt Proctored Exams Below a Proficiency Level "2"	Remediate & submit a focused review and required quiz prior to scheduled 2nd attempt	Written Submission Time Verification on ATI
1st Attempt Comprehensive Predictor: Below a score of 75% probability for passing PN NCLEX on first attempt	Remediate and submit focused review along with the ATI Board Vitals NCLEX Prep Quiz prior to scheduled 2nd attempt	Written Submission Time Verification on ATI

Comprehensive Predictor

Prior to the scheduled second attempt of the Comprehensive Predictor the instructor will instruct the student on the components and assignments to complete as the required focused review to be completed and submitted. Proof of completion of the individualized focused review, reflective of the required hours of remediation, must be submitted prior to the scheduled second attempt for eligibility to test. If the student fails to achieve an 75% predictability score on the second attempt, the student will receive an incomplete ("I") grade for the course. Therefore, the student will not be allowed to graduate and their name will not be on the licensure eligibility list sent to the Florida Board of Nursing. Any student who fails to complete the minimum required remediation hours and achieve an 75% predictability score or higher by the end of the following semester, will have the incomplete grade changed to a grade of "F".

Remediation must be completed prior to a second attempt of the Comprehensive Predictor may include but is not limited to some/all of the following:

- a. writing out (NOT TYPED) the detailed concepts noted as deficient in the ATI generated “focused review”
- b. Practice questions and assignments pertaining to the content being tested
- c. completion of additional practice exams
- d. completion of NCLEX style review questions using ATI Board Vitals.

Any student who does not complete the passing requirement in PRN 0690 due to extenuating circumstances, with documentable supporting evidence, and excused by the Dean of Health Sciences will receive a grade of “I” (incomplete) in the course with a specified time identified for completion of the coursework. The student will not be eligible for graduation until the Incomplete Grade has been satisfied and a passing grade submitted. If a student does not complete the required coursework to satisfy the incomplete grade with a passing grade within the scheduled timeline, the Incomplete Grade will be changed to a grade of “F”.

APPENDIX B

Synchronous Online Classroom

Definition

Synchronous learning happens in real time. You will arrive to your Zoom classroom at the same time on the same day you would if you were coming to campus. For example, if your class would have met Mondays 8:30 to 10:30 AM in the Health Sciences Building. You will be logged into your Zoom classroom prior to the start of class at 8:30. Your instructor will have class from 8:30 to 10:30 am which will include lecture, individual/group activities, videos, student presentations, etc. You are expected to be in the Zoom classroom every day that it meets just like you would if the class was held on-campus. It is the student's responsibility to have the required computer and internet requirements as explained below.

Computer Skill Requirements:

To successfully complete this course, you should be able to:

- access the internet
- use Canvas comfortably
- create and submit files in commonly used word processing program formats
- use HonorLock for proctored examinations

Computer Hardware/Software Requirements:

1. Students must have Uninterrupted Internet Access, specifications listed under Internet Speed.
2. Online Textbook Access if applicable.
3. Virus protection software, installed and active to prevent spread of viruses via the internet and email. Update anti-virus software routinely.
4. Microsoft Word 2010 or higher version. Microsoft 365 can be accessed through a free Microsoft Office 365 e-mail account by following these steps:
 - Log in to your Chipola College/Office 365 e-mail account at:
<https://www.outlook.com/my.chipola.edu>
 - Select Office 365 link in the upper left corner
 - Select "Install Office Apps" dropdown list on the upper right side of the webpage Select Office 2016.
5. Students should have access to a computer that meets current hardware and software requirements:

Computer Specifications

For best performance, you should use a computer that supports the most recent browser versions. It is recommended to use a computer five years old or newer with at least 1GB of RAM.

Operating System

Canvas: Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Honorlock minimum requirements: Windows 10, MacOSX 10.13 or higher, ChromeOS.

Browsers

Canvas:

- Chrome 83 and 84
- Firefox 77 and 78 (Extended Releases are not supported*)
- Edge 83 and 84
- Safari 12 and 13 (Macintosh only)

Honorlock:

Google Chrome (version 79 and higher)

Internet Speed

Canvas: Along with compatibility and web standards, Canvas has been carefully crafted to accommodate low bandwidth environments. It is recommended to have a minimum Internet speed of 512kbps.

Honorlock minimum requirements: 1.5 Mbps download, 750 Kbps upload

Canvas on Mobile Devices:

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser. Canvas is designed to be used within Canvas mobile applications (i.e. Canvas Student app). The Canvas Student app is available as a free for download on both phones and tablets. This app provides access to Canvas while on the go. View [Canvas Student mobile features](http://bit.ly/cnvs-student-app) (<http://bit.ly/cnvs-student-app>) by version/device.

Important Note: The Canvas Student App on mobile devices does not support completing proctored exams using Honorlock. Students must use desktop or laptop computers to complete online proctored exams. Google Chrome operating system is required. iPads may not be used for proctored exams.

Online Proctored Testing:

Most courses use **Honorlock** for online proctored testing. To utilize Honorlock, students must adhere to the Chipola College Academic Honor Code and the Online Testing Requirements listed below. Chipola College reserves the right to require a re-test at an approved proctor location. Failure to follow proper online testing requirements may result in a zero (0) grade for your exam and/or additional consequences as outlined in the Student Governance section of the Chipola College catalog.

For the best online testing experience using Honorlock, we recommend you verify your computer requirements and internet speed prior to your exam. Visit <https://honorlock.com/support/> Use the **RUN SYSTEM CHECK** button to test your operating system and browser. Then click the **SHOW SPEED TEST** button to check your internet connection. See the Proctored Testing Information in your Canvas course for additional instructions to complete proctored exams. If you run into any issues, contact Honorlock Tech support at 1-844-243-2500 or click the live chat button on the Honorlock Dashboard.

Chipola College Practical Nursing Program Handbook Acknowledgement Form

Please initial each for declaration of understanding then print your name, write in the date, and sign the form at the bottom.

- I understand the College will not provide copies of submitted documents to students. Therefore, I must keep copies of all documents submitted.
- I understand and will comply with all college, clinical and didactic (theory) requirements throughout the Nursing Program.
- I understand and acknowledge that the FBI Report and Drug Screen are required as part of the admission process.
- I understand and acknowledge that I could be asked to repeat the FBI Report and/or Drug Screen while I am progressing through the program. If at anytime there is a problem with the FBI Report or Drug Screen, I will be dismissed from the program.
- I understand and acknowledge that I must report any tickets or arrests within three business days to the Dean of the School of Health Sciences.
- I understand and acknowledge that the inability to meet the physical, psychological or other requirements (see example list on page 10) will result in removal from the clinical site which, in turn, will result in a failing grade in clinical.
- I understand that some of the physiological requirements include, but *are not limited to*, direct contact with patient and bodily fluids, communication with difficult patients and others, and operating room blood and sterile protocol scenarios.
- I understand that other clinical requirements include, but *are not limited to*, competency requirements, safety of self and patients (also a part of physical and psychological requirements), following the Program Handbook, clinical syllabus, health and safety requirements, and the College Handbook and rules therein.
- I understand the information in the Student Handbook and course syllabi is subject to change. I will be held accountable for these changes. Any changes will be provided to me in written form.
- I understand that I may be dismissed from the Nursing Program for failure to follow any of the policies outlined in the College Catalog, College Student Handbook, and the Nursing Student Handbook.
- I understand that if I have any questions about the College or Nursing Student Handbook, I need to personally address the concerns with the appropriate parties using proper chain of command.
- I understand that dismissal from the clinical site may result in a failing grade ("F") for the clinical course and dismissal from the Nursing Program.
- I understand that readmission to the Nursing Program is not guaranteed and subject to the progression and termination policies in this handbook.

Student name (Print)

Student Signature

Course/Courses

Semester

Date

NOTE: This copy is for your records.

Request to Re-Enter Form

Student ID: _____ Date: _____

First Name: _____ Last Name: _____

Address: _____
Street City State/Zip

Phone: _____ Email: _____@my.chipola.edu

I am requesting to re-enter the following course(s): _____

In the following semester: _____ because (state the reason or reasons): _____

I understand that by **initialing** each line and signing below, I am agreeing to follow the policies of this Nursing Program:

_____ I must contact my instructor by email for my remediation plan. I must submit my remediation by _____. Failure to submit by the deadline can result in termination from the Nursing Program.

_____ Submitting this form **does not** guarantee that I will be placed back in the nursing program.

_____ I will be placed in the following semester in which this course is offered on a space available basis.

_____ I will be notified using my **Chipola Outlook email** if I am approved for re-entry.

_____ Notification of re-entry could occur between midterm of the previous semester up to the week before the first day of classes for the new semester.

_____ I **must** re-enter this semester within one year (3 semesters) of leaving the current course(s).

_____ It is **my responsibility** to ensure that all CastleBranch requirements are up-to-date upon Re-entry to the program and failure to do so could result in my Re-entry being denied.

Signature

Date

Form received on: _____ at _____ by _____
Date Time Signature

*A copy of this form will be returned to you. Please keep for your records. A copy of this form will also be sent to the instructors for the class you will be repeating.