Nursing Program

Student Handbook

Spring 2026

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MOUNTAIN EMPIRE COMMUNITY COLLEGE NURSING PROGRAM

Preface

The intent of this handbook is to familiarize nursing students with the policies and procedures specific to the Mountain Empire Community College (MECC) Nursing Program. Please read the handbook carefully and refer to it often. Students are accountable for knowledge and understanding of the contents of this handbook. Students are also responsible for the knowledge and understanding of the Mountain Empire Community College Academic Catalog and Handbook

Program Approval and Accreditation

Pursuant to United States Department of Education (US DOE) regulation 34 CFR 668.43 (a) (5) (v), the Mountain Empire Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The Mountain Empire Community College ADN program meets all Virginia Board of Nursing requirements for pre-licensure nursing education programs in the Commonwealth of Virginia. In addition, the ADN nursing program at Mountain Empire Community College located in Big Stone Gap, Virginia is accredited by the:

> **Accreditation Commission for Education in Nursing (ACEN)**
> **3390 Peachtree Road, NE, Suite 1400 Atlanta, GA 30326**
> **(404) 975-5000**

ACEN is officially recognized as a national accrediting agency for nursing education by the Council on Post-Secondary Accreditation (COPA) and by the U.S. Department of Education. The most recent accreditation decision made by the ACEN Board of Commissioners for the ADN nursing program is Continued Accreditation with Conditions. View the public information regarding this program as disclosed by the ACEN

Compact Licensure and Reciprocity Information

The Commonwealth of Virginia participates with multiple other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states. Review licensure information .

Program Location and Contact Information

The Nursing Program is located in the Health Sciences Division at MECC.

Mailing Address:
MECC Nursing Program
Phillips-Taylor Hall
3441 Mountain Empire Road
Big Stone Gap, VA 24219
Phone: 276-523-9009

The faculty and staff are committed to education and preparing students to be nurses. The faculty is ready to help students in any way possible to help students achieve the goal of becoming registered nurses. Students are encouraged to reach out to the faculty and staff for any assistance. The provisions of this MECC Nursing Program Student Handbook do not constitute a contract, express or implied, between an applicant or student and any faculty member of MECC.

Non-discrimination Policy

The MECC Nursing Program adheres to the MECC Non-discrimination Policy

Program Outcomes

Prior to 2020 MECC was a member of the Virginia Appalachian Tricollege Nursing Program (VATNP). The first graduates of the MECC Nursing Program were in 2021.

Year of Graduation	NCLEX-RN Pass Rate*	National NCLEX-RN Pass Rate for All US Graduates*	Program On-Time Completion
2020 (N=193)	72.54%	86.57%	81% 150%-time frame
2021 (N =57)	73.68%	78.78%	61.1%
2022 (N=50	78.18%	77.91%	47%
2023 (N=43)	97.67%	88.56%	76.7%
2024 (N=41)	97.56%	91.16%	83%
2025 (N=31)	90.32%	87.1%	

* www.NCSBN.org

Occupational Objectives

The occupational objective of nursing graduates is to secure and sustain employment as a registered nurse providing nursing care to individuals, families, communities, and/or populations in a variety of healthcare settings.

MECC Nursing Mission/Purpose

The mission of the MECC Nursing Program is to provide affordable community access to quality nursing education. The MECC Nursing Program prepares qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

Upon successful completion of the program, graduates earn an Associates of Applied Science Degree in Nursing. Qualified graduates can apply to take the National Council Licensure Examination (NCLEX-RN) leading to licensure as a registered nurse.

MECC Nursing Philosophy

The Mountain Empire Community College Nursing Program faculty ascribes to the core competencies for nursing and nursing education.

- While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care.

- Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care.

- The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings.

- Nursing care is provided in collaboration with the patient, the family and members of the health care team.

- The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes.

- Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care.

- Information management essential to nursing care is communicated via a variety of technological and human means.

The program philosophy and curricular framework reflects the mission of the college and the VCCS Common Curriculum for Associate of Applied Science in Nursing. MECC is dedicated to the belief that everyone should be given a continuing opportunity to develop skills, extend knowledge, and increase awareness of their roles and responsibilities to society. The philosophy and curricular framework are consistent with the legal framework of the Virginia Board of Nursing.

Student Learning Outcomes and Competencies

Students who complete the Associate of Applied Science degree with a major in Nursing are expected to demonstrate the outcomes identified in the following table, evidenced by achievement of identified competencies:

Student Learning Outcomes	Competencies
1. Provide patient-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.	a. Manage patient-centered care with sensitivity and respect.
	b. Formulate a patient-centered plan of care based on the nursing process.
	c. Deliver care in an organized and efficient manner.
	d. Assess learning needs, develop teaching plans, implement necessary teaching, and evaluate effectiveness of teaching to achieve desired outcomes.
	e. Incorporate evidence-based practices and information technology to deliver safe, quality care.
	g. Promote patient self-determination in making health care decisions.
	h. Utilize therapeutic communication skills when interacting with patients and the patient's support network.
	i. Safely, and competently perform all nursing interventions and skills within the healthcare/community setting.
	j. Advocate for diverse individuals, families and communities across the lifespan in ways that promote their self-determination, integrity and ongoing growth as human beings.
	a. Evaluate human factors and safety design principles.

2. Practice safe nursing care that minimizes risk of harm across systems and client populations.	b. Describe processes used to analyze causes of errors and allocation of responsibility and accountability.
	c. Report errors to members of the health care team and value a culture of safety through reporting of near misses and hazards in patient care.
	d. Utilize safety-enhancing technologies to identify and prevent potential errors in patient care.
	e. Incorporate National Patient Safety goals into the provision of safe patient care.
3. Integrate clinical judgement when collaborating with the healthcare team in the management of care for complex patients.	a. Apply clinical judgment when prioritizing the delivery of client-centered care with multiple needs and in various clinical settings. b. Integrate clinical judgment in the management of care for multiple complex clients across the lifespan.
4. Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.	a. Display ethical behaviors and confidentiality when caring for patients.
	b. Assume responsibility and accountability for delivering safe patient care.
	c. Deliver nursing care within the legal scope of nursing practice.
	d. Demonstrate a professional demeanor in interactions with patients, families, and healthcare providers.
	e. Engage in reflective thinking for the purpose of improving nursing practice.
	f. Value lifelong learning by initiating a plan for ongoing professional development.
5. Manage client care through quality improvement processes, informational technology, and fiscal responsibility to meet client needs and support organizational outcomes.	a. Describe common quality measures encountered in clinical practice.
	b. Apply technology and information management tools to support safe, patient care.
	c. Value fiscal responsibility in the delivery of patient care.
6. Demonstrate principles of collaborative practice within the nursing and interdisciplinary teams fostering	a. Recognize the effect nursing and other interdisciplinary team members have upon care processes and outcomes for patients and families within any healthcare setting.

mutual respect and shared decision-making to achieve stated outcomes of care.	b. Collaborate with members of the healthcare team to provide safe care.
	c. Appreciate different communication styles and cultural differences in team members.
	d. Apply management skills and principles of delegation when working with other members of the healthcare team.
	e. Identify own strengths and weaknesses to improve individual as well as team performance.
7.Manage the appropriateness, accuracy and client response to pharmacology principles for clients with complex conditions.	a. Integrate the principles of pharmacology into the identified concepts for all client populations across the life span. b. Integrate pathophysiology and principles of pharmacology in the delivery of in a variety of populations. c. Manage the principles of pharmacology to the identified concepts for clients with complex conditions. d. Apply the principles of leadership and management regarding the legal and ethical responsibilities related to safe medication administration.

VCCS General Education Core Competencies

VCCS General Education Core Competencies	VCCS General Education Core Competencies in this program include: 1. Written Communication 2. Critical Thinking 3. Civic Engagement 4. Professional Readiness 5. Quantitative Reasoning 6. Scientific Reasoning

FINANCIAL REQUIREMENTS

In addition to the usual college tuition and fees, the nursing program requires pre-admission testing and other expenses as identified below. Students are responsible for these costs as well as the cost of transportation to and from the college and health agencies used for clinical experiences.

Pre-admissions Testing (Test of Essential Academic Skills or TEAS)	$70.00
Uniforms/Shoes/Watch/Stethoscope	$400.00
Textbooks/Electronic Resources	$1800.00
ATI	$1908.00
CastleBranch Criminal Background Check, Drug Screen, Document Manager	$154.94
Physical Exam, Immunizations, TB Test	$250.00
CPR	$166.90
Estimated in-state Tuition, 67 Credit Hours @ $166.90 per credit hour (note Tracks 2 & 4 are 56 credits)	$11,182.30
NCLEX-RN Application Fees	$436.00
Transportation (to and from college and clinical agencies)	Variable
These costs are estimates and are subject to change without notification to faculty or students. The bookstore may have a mark-up on Textbooks and ATI	

FACULTY

Program Coordinator – Deborah Clarkston, RN, MSN

Health Sciences Administrative Assistant – Amber Boring

Teaching Faculty

Kristen Clark, RN, MSN

Donna Cluesman, RN, MSN

Amanda Davis, RN, MSN

Amanda Robbins, RN, MSN

Deborah Wright, RN, MSN

Clinical Faculty

Trinity Bledsoe, RN, BSN

Marlee Hall, RN, BSN

Christina Hammonds, RN, MSN

Samantha Jones, RN, BSN

Kathryn Livingston, RN, BSN

Kristal Miles, RN, BSN

Jada Oakes, RN, Ed.D

Rebecca O'Quinn, RN, MSN

Michael Rice, RN, BSN

Amber Rich, RN, BSN

Natasha Schaffer, RN, MSN

Taylor Sturgill, RN, BSN

Monica Toohey, RN BSN

Simulation Laboratory Faculty

Kristen Clark, RN, MSN

Kim Rasnick, RN, MSN

Clinical Coordinator

Amamda Robbins, RN, MSN

Faculty Office Hours

Each faculty member posts office hours on their office door. Please be aware of posted office hours.

Students can arrange appointments outside the regularly scheduled hours with the instructor.

Academic Advising

MECC assigns each student an advisor to assist with academic progress and student concerns. Students can locate the name of their advisor with contact information in the Student Information System (SIS). The advisor will authorize all course work the student plans to take and will provide guidance for future course requirements and career development.

ENROLLMENT AND ATTENDANCE POLICIES

Enrollment

Admission and enrollment in the nursing program requires that the student register during the designated registration period and pay tuition prior to the published deadline. Enrollment services will drop any student who fails to pay tuition before the deadline. The student must follow procedures for reenrollment.

Before starting nursing courses, students must be compliant with all clinical requirements with the following exceptions:

- Hepatitis B (Hep B) 3-dose vaccination series - if nursing students need to start or complete the Hep B series, it is imperative to address this requirement **immediately** to meet clinical participation deadlines. The Hep B vaccination schedule is dose #1 now, dose #2 in 1 month, dose #3 approximately 5 months after dose #2.

- Faculty will assign Health Insurance Portability and Accountability Act (HIPAA) training. Students must complete and upload to CastleBranch by the stipulated deadline after classes begin.

- Faculty will announce the deadline for flu vaccination. Students should not obtain a flu shot prior to this announcement.

- Ballard Orientation documents are not due until clinical is at a Ballad facility.

Failure to maintain clinical requirements is considered unprofessional behavior thus can be considered as violating the student code of conduct therefore subject to disciplinary action. Refer to the <u>MECC Student Code of Conduct</u> . More details regarding clinical prerequisites later in this document under the heading, **Clinical Pre-Requisites and Documentation.**

Class Attendance

Regular class attendance is essential to student success and is required for all nursing courses. When an absence is necessary, students are responsible for the content they missed, regardless of the reason for the absence. Any coursework missed and not subsequently completed will affect the grade for the course. **Frequent absences can be seen as unprofessional behavior thus can be considered as violating the** MECC Student Code of Conduct **therefore subject to disciplinary action.**

Clinical/Simulation/Lab Attendance

This policy is based on the Virginia Board of Nursing's (VBON) regulations. *Section 18VAC90-27-100 A. Curriculum for direct client care: A nursing education program preparing a student for licensure as a registered nurse shall provide a minimum of 500 hours of direct client care supervised by qualified faculty. Section 18VAC90-27-100 B. Curriculum for direct client care: Licensed practical nurses transitioning into prelicensure registered nursing programs may be awarded no more than 150 clinical hours of the 400 clinical hours received in a practical nursing program. In a practical nursing to registered nursing transitional program, the remainder of the clinical hours shall include registered nursing experience across the life cycle in adult medical/surgical nursing, maternal/infant nursing (obstetrics, gynecology, neonatal) nursing, mental health/psychiatric nursing, and pediatric nursing.* Clinical hours to meet these VBON requirements are built into the nursing program. Inability to meet this clinical hour requirement will result in non-completion of the nursing program.

Students are expected to attend all scheduled clinical and lab experiences. Attendance consists of arriving on time, being dressed according to the nursing program dress code for that activity and being prepared to work. Any absence must be reported to the appropriate lab or clinical instructor within one hour prior to the time the student is expected to arrive. Specifics of this notification process will be supplied by the clinical or lab instructor. The nursing program is required to offer the number of clinical hours listed in the curriculum for each clinical course. If clinical is canceled because of a college closure, clinical site closure or cancellation, or faculty absence, a make-up session will be scheduled for all students in the affected clinical group(s).

Lab, simulation and clinical absences will be documented, and the student will be held accountable to meet all lab and clinical attendance policy requirements. The course instructor will determine action to be taken regarding lab absence. The simulation instructor will reschedule a simulation one time, if the student misses a simulation the second time they will not be allowed to reschedule. Since simulation hours are clinical hours and must be completed to be successful in a course the student will fail the course. Students are to notify the Clinical Coordinator within 24 hours of a clinical absence to determine the action to be taken.

Arrangements for making up missed laboratory, simulation or clinical time are based on availability of the laboratory or clinical site as well as the availability of faculty and specific learner needs. **Clinical access is limited to a specific number of days and most clinical instructors are not contracted to teach more than the allocated time for clinicals. In addition, the number of students in each clinical group is limited by the VBON and/or the clinical agency. Making up missed clinical time may be difficult or impossible. Since clinical hours must be completed to be successful in a course the student will fail the course if the student does not complete the specific number of clinical hours.**

Students may be required to attend clinical activities at a variety of clinical agencies or make-up may be scheduled after all regularly scheduled clinical days are completed.
Students who miss a clinical/simulation day must directly notify the instructor prior to the absence. Failure to do so is considered a "no call/no show." A no call/no show is **seen as unprofessional behavior thus can be considered as violating the** MECC Code of Conduct **therefore subject to disciplinary action.**

Students who miss clinical and if the time cannot be made up will not pass the course. Clinical space is limited, and makeup days cannot be guaranteed. Students who miss more than one simulation day in a semester will not pass the course.

Lab and Clinical Tardiness

In the event the student anticipates tardiness, the student must notify faculty prior to the beginning of the lab or clinical day.

1. Any incidence of tardiness will result in a remediation plan.
2. If a student is late for clinicals, simulation or lab without notifying the instructor, the faculty will dismiss the student for the activity, and the student will receive an unsatisfactory grade. The clinical, simulation or lab instructor will determine whether to send the student home or allow the student to complete the remaining clinical simulation or lab time.

Faculty Initiated Withdrawal

Fifteen percent of the semester

The instructor must withdraw students who have not attended class during the first 15 percent of the semester. The last day to drop, pay, and receive tuition refund is indicated on the academic calendar. Enrollment services will remove the student from the class roster, and the faculty will not award a grade. Only the instructor may approve an appeal for reinstatement into the class. A withdrawn student may petition the instructor for reinstatement within five (5) working days of the official processing date on the withdrawal form. Please see policy in the MECC Academic Catalog .

Sixty percent of the semester

The instructor may withdraw students who have stopped attending and/or have not completed sixty (60) percent of the course work on or before the official 60% withdrawal date indicated on the college academic calendar as the last day to withdraw from class without academic penalty. In this situation, enrollment services will assign a grade of "W" for the course. Only the instructor may approve an appeal for reinstatement into the class. A student's request for reinstatement must be made to the instructor within five (5) working days of the official processing date on the withdrawal. Please see policy in the MECC Academic Catalog .

Dynamically dated classes

A dynamically dated class is any class that meets within a term but typically for a shorter time than an entire semester. It will have different dates for fifteen and sixty percent of the semester, these dates

will be listed in the course syllabus. All students receiving financial aid should check with the Financial Aid Office to determine the effect on their award when taking a dynamically dated class.

GRADING

General Grading Scale

The grading scale for the Mountain Empire Community College Nursing Program is as follows:

A = 100 – 92%

B = 91 – 84%

C = 83 – 80%

D = 79 – 70%

F = 69% and below

U = Unsatisfactory

S = Satisfactory

A point system equivalent to the above percentage score and letter grade is used in all nursing courses. Please see the course syllabus for the point spreadsheet for that course.

1. A grade of "C" is required for passing in all nursing and required general education courses.

2. A clinical rating of "satisfactory" is required for passing and will result in a final grade that corresponds to the theory average.

3. A clinical rating of "unsatisfactory" will result in a final grade of "F" regardless of the theory average.

Assessment of Student Learning

Written tests:

 Tests will consist of multiple choice, short answers, fill in the blank, or alternate item format with emphasis on critical thinking and application of knowledge. All final examinations will be comprehensive covering materials of the current semester and concepts from previous semester(s). The difficulty level of each test demonstrates the program's progression from simple to complex and the student's progression from the novice learner to the proficient learner.

Percent of questions on Tests by Level: Guideline.

Fall, Semester 1	Spring, Semester II	Fall, Semester III	Spring, Semester IV
Novice Learner	Advanced Beginner	Competent Learner	Proficient Learner

K=20%; C=30%; A=50%	K=10%; C=30%; A=60%	K=5%; C=15%; A=80%	A=100%

KEY:

K – Knowledge – This category may be called "Remembering" and is defined as recalling or retrieving previous learned information

C – Comprehension – This category may be referred to as Understanding and refers to comprehending the meaning, translation, interpolation, and interpretation of instructions and problems.

A – Application and Analysis. Applying refers to the use of a concept in a new situation and applies what was learned in the classroom into novel situations in the workplace. Analyzing refers to separating material or concepts into component parts so that its organization structure may be understood.

Faculty may administer tests using traditional paper-and-pencil methods or online. The only answers accepted on paper and pencil tests will be those on the Scantron (test answer sheets).

Missed tests: If students miss a test, they must complete a makeup test. The format and date for makeup tests is at the discretion of the instructor. Failure to take a makeup test as scheduled will result in a zero (0) grade for that test.

Test grades: Course faculty will post grades on the learning management system. Prior to posting test grades, the course faculty will review all scores for accuracy and make necessary revisions. Once a student receives a test grade, the student has 10 college in session days to review tests or to request that the faculty review the test items for scoring or accuracy. After two weeks, the test grade is final. Faculty may not be able to review tests and exams with individual students after 10 college in session days of notification of the test (or course) grade. Faculty will not give test scores or grades over the telephone or email.

Online computer test taking.

1. Faculty expect students to be familiar with online testing procedures using Respondus Lockdown Browser and Respondus Monitor. Through Respondus Monitor, students use their own computer and webcam to record assessment sessions, all without leaving Canvas. The software captures video during the student's assessment period and then allows the instructor to review the video. Respondus monitor provides students with a way to prove their identity and that they are not cheating. Students will take one practice test at the beginning of the semester to practice using Respondus Monitor. Students will receive information regarding downloading Respondus Monitor in each course syllabus.

Students should dress the same way they would if they were taking a test in class. Students should prepare their test-taking environment by removing any materials that are not appropriate for their instructor to see. Again, this is an opportunity for students to prove they are not cheating.

2. Sharing of test content outside the test site and the printing of any test material constitutes a violation of the MECC Student Code of Conduct and will result in disciplinary action.

   ATI has prosecuted students for sharing copyrighted ATI testing materials.

Grades for course assignments. All courses include specific assignments that faculty grade as part of the total course grade. These activities are critical components of the final student evaluation/course grade. The student must complete with a satisfactory grade. All written assignments must follow the American Psychological Association (APA) format unless otherwise specified by the instructor. A useful source for APA style is the Purdue Online Writing Lab

Written assignments are due to the instructor at the beginning of the class period on the due date or at another time specified by the instructor. If the student anticipates that a written assignment will be late, the student must discuss this with the instructor prior to the due date. At the discretion of the instructor given a valid reason the instructor may give an alternate date. All written work must be completed by the individual without collaboration with another student unless course assignment includes collaboration. Students should maintain copies of both the original ungraded assignment and the graded assignment.

Grades for written assignments. The instructor assigns and grades written work according to the Grading Rubric (guidelines) provided with the assignment instructions. Students must submit written work by the date and time specified by the faculty.

Late assignments. Assignments are due at the beginning of class. An assignment turned in late will result in a deduction of one (1) point per day including weekends, up to five days. After five days, no late assignments will be accepted and the grade will result in a zero.

Standardized progressive testing/achievement tests. Students must take standardized progressive testing utilizing Assessment Technologies Institute (ATI) resources throughout the program. These resources assist students in determining areas of individual strengths and weaknesses. A minimum score is set for each test. The faculty will develop a remediation plan for any student who does not achieve the minimum score. Costs of the progressive testing are the responsibility of the student.

Clinical Evaluation

Student performance in the clinical area will be formally evaluated at the end of each clinical rotation. Students may be denied continued enrollment in a clinical nursing course if, after reasonable accommodation, the clinical faculty concludes they are unable to perform safe clinical practice. A final grade of "satisfactory" in the clinical area is required to pass the nursing course.

LABORATORY AND CLINICAL POLICIES

Students receive experience in a variety of settings outside the traditional classroom. These may include computer labs, nursing skills/simulation labs, and clinical agencies.

Nursing Skills Lab and Simulation Lab

The nursing skills lab and the simulation lab activities are a critical component of each student's educational experience. To participate in the lab environment, students must meet the guidelines listed below.

Nursing Lab Safety Guidelines

1. The skills lab is a simulated healthcare environment, and students should treat it as an ACTUAL clinical experience. Approach all lab situations and simulated scenarios as if they were ACTUAL client interactions.
2. The lab is a safe learning environment, and all HIPAA/confidentiality rules apply. Students are not to discuss student performance during lab situations or simulated scenarios outside of the lab setting.
3. Students must place food and beverages in non-client care areas (tables in the center of the room).

4. Students shall wash their hands or use hand sanitizer prior to using manikins or equipment in the lab.

5. Students shall only touch manikins with clean hands or gloves. Do not use water, povidone-iodine, surgical lubricant, ink, or markers on manikins. Students can only use paper tape on manikins.

6. Students should wear student IDs & uniforms or appropriate attire for the lab as directed by the course instructor. Students are to follow professional appearance guidelines as in the clinical setting.

7. Students should discard needles and syringes used for practice in the lab in designated red sharps containers (not regular trash containers). In the lab setting while practicing, use a one-hand scoop technique to recap a non-contaminated (sterile) needle. NOTE: Students should never recap a contaminated needle. Students should dispose of contaminated needles immediately in a sharp container.

8. Report any incidents, including glass or sharps injuries (whether clean or dirty needle or other sharp) to your course instructor and document on an Injury/Incident Report Form.

9. Non-reusable supplies (open alcohol swabs, ear specula, tape, and used gloves) and other waste materials shall be disposed of in regular trash containers.

1. The program purchases equipment in the lab for simulation of client care. The program cannot guarantee it is sterile or safe for human use. Students should not use equipment in or on an actual person.

2. Practice medications and IV fluids are for demonstration/simulation use only. Students should not ingest, inject, or apply practice medications or IV fluids in any other manner. Medications and their labels are for simulation only and students should not consider them accurate for any substance in the container (vial, capsule, inhaler, or tablet).

3. Items in the lab, including manikins, may contain latex. It is the responsibility of the student to report to the course instructor if a latex sensitivity/allergy exists and to take appropriate precautions. The faculty will make latex free gloves available in the lab for those students with documented latex sensitivity/allergy.

4. Students should return all beds to the flat, lowest position with linens straightened, manikins in bed, side rails up, and overbed tables placed over beds.

5. Students should return furnishings including chairs, tables, curtains, linens, supplies, and equipment to their proper location when the lab is complete.

6. Students should report any damage to or malfunction of equipment to the course instructor immediately.

7. Any equipment or materials in the lab for which a Material Safety Data Sheet (MSDS) exists will have the MSDS sheets available in a reference notebook in the lab.

Clinical Practice of Students

Nursing students need to be aware that while they are students, they may perform tasks that constitute the practice of nursing. Therefore, students are also responsible and accountable for the care they give. This is addressed by the code of Virginia and by the Virginia Board of Nursing: **18VAC90-27-110 (A)** *In accordance with § 54.1-3001 of the code of Virginia, a student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.* Students should make the clinical coordinator aware of any clinical faculty, preceptors, facility staff that have concerns that students are "practicing on their license" so the clinical coordinator can make them aware of this regulation.

Core Performance Standards for Admission to and Progression through the Nursing Program

In addition to the nursing program's admission requirements, the nursing program sets forth eligibility requirements by citing the core performance standards. The standards set forth cognitive, sensory, affective, and psychomotor performance requirements for every nursing student. Each core performance standard is accompanied by examples of activities nursing students and nurses are required to perform while executing nursing care. Students must be able to demonstrate satisfactory application of these core performance standards in classroom, clinical and laboratory settings, with or without reasonable accommodation, during the nursing program.

Requirement	Performance Standard	Examples
Critical Thinking	Critical thinking ability sufficient for clinical judgment and delivery of safe client care	Identify cause and effect relationships in clinical situations; evaluate effectiveness of nursing interventions; use the scientific method in the development of nursing interventions; prioritize nursing tasks and solve problems

Quantitative Literacy	Quantitative literacy sufficient for clinical judgment and delivery of safe client care	Ability to take measurements; perform arithmetic and numerical operations (such as is necessary for calculating medication dosages and rates); read and record graphical displays of scientific and real-time physiological data
Professional Relationships	Interpersonal and emotional skills sufficient for professional interactions with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Establish rapport with clients and colleagues; ability to engage in conflict resolution, demonstrate peer accountability; adapt to changing environments/stressors; perform multiple responsibilities concurrently; establish therapeutic boundaries
Communication	Ability for professional interactions with others in verbal, non-verbal and written form	Explain treatment procedures; initiate health teaching; document and interpret nursing actions and client responses; ability to interpret common non-verbal expressions indicating pain, discomfort, anxiety, and other behavioral states
Mobility/Endurance	Physical abilities sufficient for movement from room to room and in small spaces; ability to execute movements required to provide care and treatment to clients in all health settings including functioning in emergency situations	Move around in client rooms, workspaces and treatment areas; administer cardiopulmonary resuscitation; walk and/or stand for prolonged periods during a 12-hour shift
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Ability to bend, squat, kneel, climb stairs, push, pull, reach for extended periods, and assist in lifting, transferring, ambulating and positioning clients of all age groups and weights; calibrate and use equipment such as IV pumps; manipulate small equipment and containers such as

		syringes, vials and medication packages
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear alarms and other emergency signals, normal speaking level sounds, cries for help and auscultatory sounds on assessment
Visual	Visual ability sufficient for observation and assessment necessary in client care	Ability to observe client's condition and responses to treatments; ability to discern colors and changes in color shading; ability to read handwritten and printed data such as orders, medication labels, calibrations on syringes; ability to read chart content and interpret data correctly by clearly viewing monitors
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to sufficiently perform physical assessments including palpation, pulses, changes in skin temperature and anatomical appearance

Clinical Pre-Requisites and Documentation

Individual contracts are in effect with each affiliate clinical agency, and these contracts differ in terms of requirements for students. If students cannot comply with these contractual requirements, they will not be able to participate in clinical activities, and the program coordinator will ask them to withdraw from the program. In general, contracts include the following:

1. Clinical agencies reserve the right to dismiss a student from their agency at any time with due cause. The clinical agency will do this with advance notice except in an emergency.
2. Students must follow the published policies of the clinical agency.
3. Students must wear the proper uniform, adhering to program and healthcare agency standards.
4. Students must attend and complete the healthcare agency's orientation program prior to participating in clinical activities.
5. Clinical agencies require that all students have documentation of ability to perform the physical demands required in direct patient care activities.
6. Students must meet health, immunity, and immunization requirements.

7. Students release clinical agencies, its agents, and employees from any liability for any injury or death to self or damage to individual property arising out of the clinical agreement or use of the clinical agency's facilities. Students must sign an Assumption of Risk document that serves to provide a general outline of hazards encountered within nursing. This list includes exposure to infectious, biological, chemical, environmental/mechanical, and psychosocial hazards, as well as loss of individual property.

8. Students are financially responsible for any medical care required while in the clinical setting.

9. Students must provide current copy of course completion card for American Heart Association CPR BLS for Healthcare Provider or American Red Cross Professional CPR.

10. Students must successfully complete HIPAA training prior to clinical as assigned by nursing instructor.

11. Students must complete a criminal background check and drug screen. A clinical agency or program coordinator can ask a student at any time to repeat a background check and or drug screen as a condition of staying in the program. The healthcare agency may deny a student participation in direct patient care based on results of the criminal background check and drug screen.

12. Students shall demonstrate professional behavior at all clinical learning experiences. Faculty will direct a student to leave the learning environment if the faculty observes unacceptable behaviors.

13. Clinical agencies may require health insurance as a condition for student placement.

14. Students must submit required clinical documents with each clinical rotation. A student who does not meet published deadlines for submission forfeits their enrollment.

15. If a clinical agency dismisses a student, alternate placement (if available) will require disclosure of information related to the dismissal. The student must consent to disclosure through completion of a Family Educational Rights and Privacy Act (FERPA) form. Important Note: All prospective students must be eligible to participate in all clinical facilities. The program coordinator may exclude students from clinical experiences if they are not eligible to rehire in a clinical facility. Students may forfeit their seats in the nursing program if the student cannot meet clinical obligations. Students must disclose upon admission whether they are current or former employees of any regional healthcare agencies.

16. Clinical agencies may require the last five digits of a student's social security number, their birth date, and student ID for identification purposes.

Clinical Requirements

Required clinical documentation for first year students. Students must submit all documentation to their Castlebranch account by Aug 1 for students beginning in the fall and by Jan 2 for students beginning in the spring. The clinical agencies have established the following list of requirements.

- o Required student forms.
- o Annual Student Statement of Health Form
- o Student Information, Physical and Immunization forms. A medical practitioner, MD, PA, or NP must complete the nursing program physical examination form.
    - o Immunizations include Tetanus, Mumps-Measles-Rubella (MMR), Varicella, Hepatitis B. At this time Covid-19 vaccination is voluntary but recommended.
    - o Proof of negative two-step TB Skin Test (TST) or proof of negative approved TB screening blood test or if a person has previously documented positive TB screening test or a documented diagnosis of TB or latent TB infection (LTBI) in the past, perform an annual risk assessment/symptom check with your healthcare provider. Clinical agencies require a chest x-ray if symptoms develop.
    - o Documentation of ability to perform physical demands required in direct patient care activities.
    - o Healthcare Provider must complete medical clearance for N-95 Fit testing (Program Coordinator will complete N-95 Fit testing if needed).
- o Purchase a background check, drug screen and medical document package.
- o Clearance of criminal background check and drug testing (see section regarding drug testing for more details).
- o Students must provide current copy of course completion card for American Heart Association CPR BLS for Healthcare Provider or American Red Cross Professional CPR
- o Additional annual immunization requirements: Most healthcare agencies require flu immunizations. Students should obtain flu shots only when instructed to.
- o Personal health insurance
- o Other mandatory clinical facility requirements include professional responsibilities and patient confidentiality disclaimers.

Required clinical documentation for semesters after the first semester of nursing classes: All documentation must be submitted through CastleBranch by the identified date in January for spring and August for fall semesters. Failure to comply can result in dismissal from the program.

- o Drug Test - Purchase Castlebranch Package Name: IP80dt for $45.00 if requested.
- o Student Statement of Health
- o Student Statement of Criminal Background
- o Tuberculosis (TB) Symptom Screening Questionnaire and complete TB assignment in CoursePoint. Upload results of assigned TB PrepU to Castlebranch. Must obtain mastery level 8 or higher.
- o CPR, (American Heart Association, Basic Life Support for Health Care Providers OR American Red Cross Professional CPR) current for the duration of the program.
- o Proof of flu vaccination each year submitting the record of immunization based on clinical agencies requirements. Students should obtain flu shots only when instructed to.

Required clinical documentation for readmitted students. Students who have NOT maintained continuous enrollment in a clinical course will be required to re-submit clinical documentation. Students readmitted into the fall semester must submit clinical documentation by August 1. Students readmitted into the spring semester must submit paperwork by January 2. Students who have not been continually enrolled in the nursing program must complete the same documentation as a new first-year student. A recheck of criminal background/drug screen can be purchased at a lower rate.

Background Check and Drug Testing Policy

1. This policy applies to all nursing students. All nursing students providing client care in a healthcare facility must be cleared by a background check and drug testing prior to entering clinical sites. Admission and continued progression in the nursing program is contingent upon completion of background investigation and drug testing. Onboarding students will be given until January 2 for spring admissions and August 1 for fall admissions to complete the payment and clearance process. All fees are subject to change as prices fluctuate. All background checks and drug testing services are provided by a third-party provider, Castlebranch. Any discrepancies or appeals will be between the student and Castlebranch. Any additional fees incurred with these discrepancies and appeals will be the responsibility of the student. MECC, Health Sciences, and the MECC Nursing Program do not provide background or drug testing services.

GENERAL PRINCIPLES:

2. Each onboarding nursing student will be enrolled in a Nursing Orientation Canvas site. Information outlining the requirements for payment for background check and drug testing will be provided there.

3. Once payment is made Castlebranch immediately starts the background check and posts results to the student's document manager. Once payment is made the student receives a digital code via email which is scanned at the Castlebranch approved lab for the drug test to be completed by the expiration date and time on the bar code. The results are posted to the student's document manager. Failure to complete by the January 2 or August 1 deadline results in **the student forfeiting the seat in the admitted co-hort.**

4. All students in the MECC Nursing Program are subject to the college's drug and alcohol policy as stated in the MECC Student Code of Conduct . Positive drug screen results will be investigated by Castlebranch through their Medical Review Officer (MRO). Students are responsible for following up on all investigation processes. Students will be notified by Castlebranch through their MECC email account on any discrepancies with background checks and/or drug testing. The student is responsible for responding in a timely manner to Castlebranch as requested with all follow-up information requested. After investigation of positive screens is completed and found to be warranted, sanctions noted in the MECC Catalog and Student Handbook http://catalog.mecc.edu/ will be followed. Third party determination (Castlebranch) will be upheld as the final deciding factor for screening purposes.

5. Supplemental to college policy, all MECC Nursing students attending classes, on duty, representing the program, or while in uniform must not be under the influence of alcohol or any substance that may cause impairment affecting the students' ability to perform safely or effectively.

6. During clinical rotations, if any physical indication or aberrant behavior is noted by the supervising nurse (adjunct faculty, preceptor, instructor) the supervising nurse will ask the student to leave the current clinical experience. Students will be requested to immediately obtain a drug screen (cost of drug screening or any fees incurred will be at the student's expense). The incident is then reported to the managing supervisor of the facility and coordinator of the program. MECC Student Handbook/Catalog sanctions will be followed.

PROCEDURE
Castlebranck is purchased by following instructions on Nursing Orientation Canvas site.

1. Positive findings (both drug testing and background checks) will result in an individual student being investigated. The coordinator of the nursing program evaluates background checks for barrier crime violations. Castlebranch investigates drug testing results. If a student is found to have committed a barrier crime or has a positive drug test, the student may face dismissal and will not be allowed to continue in MECC Nursing Program. The student may reapply for admission during the next application period.

2. The drug screen will be completed at a Quest Lab designated by Castlebranch.
3. Upon making payment to Castlebranch the student has until the expiration date on the digital bar code sent to the students email to present to the lab for testing.
4. Students must present a photo ID for identification purposes at the lab.
5. Students will not be allowed to leave the facility until the drug screening process is complete.
6. If a student is unable to urinate during this designated time, the drug screen will be presumed positive and will be withdrawn from the program. If a student presents a diluted sample, he or she will have to pay for another drug test (contact coordinator of program for information).
7. Students will have three business days to appeal to CastleBranch, the company completing the background check/drug screen, if the student believes the information included in the processed background check/drug screen is incorrect. Any cost incurred during this appeal is the responsibility of the student. The standards and threshold set by the MECC Nursing Program, and the clinical providers is not negotiable.
8. Students with positive background screenings (excepting barrier crimes) must also be cleared by the individual facilities that participate in clinical with MECC Nursing Program. The program coordinator will provide this contact information when needed. Students cannot begin clinical rotations until clearance is received.
9. Cost of Castlebranch: $154.49 (note: price is subject to change without notice)
10. All documents (physical forms, proof of health insurance, immunizations, certifications, etc.) are to be uploaded into CastleBranch account. These items need to be uploaded to Castlebranch by January 2 for spring admission students and by Aug 1 for fall admission students.
11. All documentation, submissions, and costs incurred are the responsibility of the student.
12. Students will be withdrawn due to non-compliance if background check, drug testing and required documents are not posted in Castlebranch by January 2 for spring admission students and by Aug 1 for fall admission students.

NOTE: The criteria used by MECC to assess information regarding continued admission in the nursing program may not be the same criteria used by an employer for employment purposes or by the state to sit for professional licensure. The results of the background check/drug screen are reviewed by Castlebranch to ensure that the student meets program standards but can provide no assurance that any previous conviction of any magnitude will not impact ability to sit for nursing licensure or obtain employment.

From the Virginia Board of Nursing Laws Governing Nursing *§ 54.1-3005.1. Criminal history background checks.*

The Board shall require each applicant for licensure as a practical nurse, registered nurse, or licensed massage therapist to submit fingerprints and provide personal descriptive information to be forwarded along with his fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding the applicant. The cost of fingerprinting and the criminal history record search shall be paid by the applicant.

The Central Criminal Records Exchange shall forward the results of the state and federal criminal history record search to the Board, which shall be a governmental entity. If an applicant is denied licensure because of information appearing on his criminal history record and the applicant disputes the information upon which the denial was based, the Central Criminal Records Exchange shall, upon written request, furnish to the applicant the procedures for obtaining a copy of the criminal history record from the Federal Bureau of Investigation and the Central Criminal Records Exchange. The information shall not be disseminated except as provided in this section.

2015, c. 307; 2016, c. 324.

Fitness for Duty

Clinical agencies require that all students provide evidence that they meet fitness for duty or physical requirements of their agency. Prior to returning to the classroom or clinical setting after experiencing an illness, injury, hospitalization, or other circumstance that results in either a physical or psychological limitation(s) or an absence from the program, the student is required to submit on CastleBranch a *completed Fitness for Duty Form* (available for download on CastleBranch) from the appropriate health care provider. In the event that a health care provider places limitation on the student's ability to perform direct patient-care activities, the student will be restricted accordingly. In addition, the rules and regulations of participating clinical agencies will prevail in determining whether a student who has limitations imposed by their health care provider can participate in the clinical experience.

Clinical Agency Assignments and Clinical Orientation

Inability to complete clinical activities by the required date will result in failure of the course, regardless of other course grades. Clinical agencies require students to complete an orientation to the clinical agency. There is no exception to this requirement; students must complete the agency required orientation. Clinical assignments will be made by the clinical instructor; changes to assigned clinical times can only be made by the clinical instructor.

National Student Nurses' Association (NSNA) Code of Academic and Clinical Conduct

The National Student Nurses' Association provides a code of academic and clinical conduct for nursing students. All nursing students must always follow these ethical principles. Any breach of code will be documented in the student's permanent record and appropriate action will be taken.

NSNA Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

NSNA Code for Academic and Clinical Conduct

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

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

(National Student Nurses' Association, (2009). A Code for Academic and Clinical Conduct for Nursing Students. Retrieved from nsna.org/nsna-code-of-ethics.html

Dress Code

The nursing program expects students to present a professional and positive image in the clinical settings. High standards of conduct and appearance reflect the nursing program, the profession, and the agency in which practice occurs. The approved uniform will be the official dress for the Pinning Ceremony.

The approved uniform or agency professional attire and photo ID must be worn in all clinical settings including clinical simulation and clinical orientation activities. When a student is required to return to the campus during or after clinical, the scrub jacket may be worn over approved uniform or professional attire.

The clinical or simulation lab instructor has final judgment on the appropriateness of student attire and corrective action for dress code infractions. Unprofessional attire may result in dismissal from the lab, clinical or simulation activity resulting a grade of "U" for that clinical day and the student will be considered to have an unexcused absence. Any missed clinical and/or simulation time must be made up in order to progress in the program. See Lab, Simulation, and Clinical Attendance/Tardiness.

Photo ID. A photo ID is considered part of the uniform or agency dress code attire and is to be worn on a lapel, collar or chest pocket, never at waist level or below (This is a Virginia Board of Nursing regulation). The front of the badge and photograph should be always visible. The photo ID should not be worn in settings other than the clinical or laboratory setting. Some clinical agencies will make students a photo ID for that agency, students are to turn in these IDs to their clinical instructor at the end of each semester, if required. If students do NOT comply with this request, they will be considered unsatisfactory in clinical and will not pass that clinical course.

Clinical Uniform. The uniforms consist of black pants or skirt, a grey scrub top, and a black scrub jacket. Only the designated Mountain Empire Community College Nursing Program uniforms can be worn while participating in clinicals either on or off campus. "Mountain Empire Community College Nursing Program" must be monogrammed by the uniform provider on the front pocket of

the scrub top and the lab coat consistent with guidelines provided. A solid black undershirt with no emblems or visible writing may be worn under the scrub top. Shirts worn under the scrub top may not extend below the scrub top.

- Uniforms should be clean, in good repair (free of wrinkles, stains, tears, frays and rips), and with appropriate size and fit to the wearer. Skin toned full-length non-sheer stockings/hosiery must be worn when a skirt is preferred. No sweaters or hoodies may be worn with the uniform. Undergarments and/or cleavage must not show when leaning or bending over. Appropriate undergarments are white, black, or neutral colored and fit appropriately. Black scrub jackets are required and are the only acceptable garment to be worn with the uniform while not engaged in direct patient care. Shoes must be made of nonpermeable material, such as black leather or rubber, to prevent possible soak-through of spilled liquids including blood and body fluids. Closed-toed shoes should be clean, in good repair and without colored laces. Black knee highs/socks (that come above the ankle) are required. High top sneakers, canvas shoes or shoes with sport logos are not permitted.

- Jewelry should be conservative, not excessive in style or amount, and not interfere with the provision of nursing care in any way. Gauge earrings, nose, tongue, eyebrow, lip, or cheek jewelry is not compliant with the professional image of a nurse. Students should not wear hoops or dangling earrings and necklaces which present a safety concern for direct patient care. A watch with a second hand, wedding rings, small white or yellow metal earrings (one small stud per earlobe) may be worn.

- Hair is to be clean and well groomed. Students should pull long hair back and restrain it; hair must clear the uniform collar and control it in such a way that it will not cause contamination or become contaminated. Students must trim beards and moustaches (no longer than ½ inch) to allow for proper use of masks. Extreme hair colors (including, but not limited to pink, green, blue, blue, purple, and rainbow colors) and exaggerated hair styles are not compliant with the professional image of a nurse.

- Students should trim and clean their nails. If nails are polished, they should be conservatively polished with no chipped polish. Bright or dark colored nail polish or

nail art is not appropriate. All nail enhancements (false nails and nail decorations) are an infection hazard and risk injury to patient and student, so students must not wear them.

- Cosmetics should be used sparingly, avoiding shocking colors (blue, pink, purple, and black for example.).
- No perfumes, colognes, aftershaves or scented lotions are to be worn. Noxious or unpleasant body odors and poor dental hygiene are unacceptable. Students are to shower or bathe. Students are to use deodorant or antiperspirant.

Uniform accessories. Each student is expected to have the following accessories when participating in clinical/lab activities:

- Bandage scissors
- Black pen
- Penlight
- Stethoscope
- Watch with a second hand.
- Calculator (optional)

Personal appearance and behavior.

- In clinical settings students should not eat food, drink beverages nor chew gum.
- Students should not receive personal phone calls or visitors in the clinical or lab setting except in an emergency. Students must have cell phones on silence, and should not accept calls or make personal contacts, including text messages, during clinical or lab times.
- Students will use cell phones to record time in Trajecsys as well as have skills documented. Try to do this in non-clinical areas like the nurses' lounge or report room.
- Students may use cell phones for access to nursing references only if approved by the clinical faculty and the clinical agency. Students must receive this approval in advance of use for each clinical assignment. Instructors can dismiss students from clinical with an unsatisfactory grade for the day for cell phone use for personal purposes or without prior permission.

- Students must follow the clinical site policy regarding smoking. Most clinical agencies do not allow smoking on the premises.
- A small and discreet tattoo may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Facial, neck, large and sleeve tattoos must not be visible. Tattoos that do not meet the above expectations must be covered with bandages, clothing, or cosmetics. MECC faculty and healthcare agency nursing administration reserves the right to judge the appearance of visible tattoos.

Agency Professional Attire. Some agencies prefer students to wear professional attire instead of student uniforms. The instructor will inform students when this is the case and what attire the agency will approve. Appearance must be clean and neat. Generally, jeans, sweatshirts, sport clothing, underwear-type shirts, see-through clothing, shorts, sleeveless shirts or any clothing which exposes a bare midriff, back, chest or underwear are prohibited. Skirts must be knee length or longer, pants must be ankle length and must fit properly, be clean and pressed, and representative of conservative attire. A student entering a clinical agency in street clothing for any activity as nursing students (e.g. orientation) must dress professionally and wear the program's scrub jacket and photo ID required by agency.

PROGRAM PROGRESSION, REAPPLICATION/READMISSION

Reapplication/Readmission/Program Progression Policy and Process

All courses in the curriculum, both general education and nursing, must be completed in sequence prior to progressing to the next semester. Students must earn a minimum grade of "C" (80) in all nursing courses, a minimum grade of "C" in all non-nursing courses and maintain a minimum cumulative GPA of 2.0 to remain eligible for continued enrollment in the nursing program. A student may enroll only in nursing courses listed in his/her current semester in the nursing program. Clinical performance in a course is graded as Satisfactory/Unsatisfactory. A student who does not meet the clinical learning outcomes will fail the course. In addition, during the NSG 106/100, 115, 170, 210/211, and 252 courses, a Comprehensive Drug Calculation Exam (CDCE) will be administered to verify dosage calculation skills. Students must achieve at least 90

percent of maximum score on the CDCE with no more than three attempts in order to achieve a passing grade in the course. Any student who earns a final grade lower than a "C" in a required course (either general education or nursing courses) must repeat the course and earn a final grade of "C" or better before taking the next course in the sequence.

Policy: Students must meet academic and clinical eligibility requirements to progress in the nursing program.

Purpose: To ensure academic and clinical success in the Nursing Program

First Semester all tracks			
<u>Who</u> Student is a Track 1 Student	**<u>IF</u>** Does not successfully complete Earns grade D or F Withdraws from a first semester course or courses.	**Any course or combination of the following:** NSG 100 NSG 106 NSG 130 NSG 200	**<u>THEN</u>** 1. Re-entry is never a guarantee. To pursue re-entry the student must re-apply to the nursing program during the posted application period to be considered for admission for a second time. <u>A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a</u>

			reaccceptance, unless they become a LPN and desire to pursue one of the LPN-RN tracks or wait 3 years to apply again.
			2. The program must be completed within 6 consecutive semesters from the start of the first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2028.
			3. If a student earns a grade of D or F or withdraws from NSG 100, NSG 106, NSG 130 or NSG 200, progression stops, and they must re-apply to the program to restart. Any course(s) passed will be good for 3 years and will not have to be repeated if the student returns in less than 3 years.
			4. If a student passes NSG 106 and/or NSG 200 on a previous entry in the program, they must demonstrate competency in course skills before the start of the first clinical course they take. If the student fails to demonstrate competency, they must repeat the corresponding course(s).
WHO Student is a Track 2 or Track 4	**IF** Does not successfully complete Earns grade D or F	**Any course or combination of the following:** NSG 115 NSG 200	**THEN** 1. Re-entry is never a guarantee. To pursue re-entry the student must re-apply to the nursing program during posted application periods to be

Transition Student	Withdraws from first semester course or courses		considered for admission for a second time. <u>A student may only be re-accepted to the associate degree nursing program once; the student will not be allowed to request re-entry following a reacceptance.</u> 2. For Track 2 the program must be completed within 5 consecutive semesters from the start of the first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Fall of 2027. 3. For Track 4 the program must be completed within 6 consecutive semesters from the start of the first NSG course. Example: If a student starts in the Fall of 2025, the program must prior to or be completed in the Spring 2028. 4. If a student earns a grade of D or F or withdraws from NSG 115, or NSG 200, progression stops, and they must re-apply to the program to restart. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if the student returns in less than 3 years. 5. If a student passes NSG 200 the first admission, they must demonstrate

			competency in course skills before the start of NSG 115. If the student fails to demonstrate competency, they must repeat NSG 200. .
			6. If a student fails both NSG 200 and NSG 115 if reaccepted the student would re-enter NSG 115 and NSG 200 Or the student may choose Track 1 or 3 and take those first semester courses. Any student that reapplies may only re-enter once.
WHO	**IF**	**Any course or combination of the following:**	**THEN**
Student is a Track 3 Student	Does not successfully complete Earns grade D or F Withdraws from a first semester course or courses.	NSG 106 NSG 130 NSG 200	1. Re-entry is never a guarantee. To pursue re-entry the student must re-apply to the nursing program during posted application periods to be considered for admission for a second time. A student may only be re-accepted to the associate degree nursing program once, the student will not be allowed to request re-entry following a reacceptance, unless they become a LPN and want to pursue one of the LPN-RN tracks or wait 3 years to apply again. 2. The program must be completed within 8 consecutive semesters from the start of the first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2029. 5. If a student earns a grade of D or F or withdraws from NSG 106, NSG 130

| | | | or NSG 200, progression stops, and they must re-apply to the program to restart. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if the student returns in less than 3 years. |
| | | | 6. If a student passes NSG 106 and/or NSG 200 on a previous entry in the program, they must demonstrate competency in course skills before the start of the first clinical course they take. If the student fails to demonstrate competence, they must repeat the corresponding course. |

Second Semester all tracks

WHO	**IF**	**Any course or combination of the following:**	**THEN**
Student is Track 1 student	Does not successfully complete

Earns a grade D or F

Withdraws from a second semester course or courses | NSG 152

NSG 170 | 1. If a student earns a grade of D or F or withdraws from NSG 152 and/or NSG 170, progression stops.
2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200. If |

WHO	IF	Any of the following:	THEN
			the student fails to demonstrate competency, they will not be allowed to return to the nursing program <u>unless they become a LPN and want to pursue one of the LPN-RN tracks or wait 3 years to apply again</u>. 3.If this is the second semester a failure has occurred in the current entry to the program the student is out of the program and cannot return 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or a withdrawal. 5. Re-entry is never a guarantee. 6.The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2028.
<u>WHO</u> Student is a Track 2 student	**<u>IF</u>** Does not successfully complete Earns a grade D or F Withdraws from a post-first semester course or courses	**Any of the following:** NSG 210 NSG 211	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 210 and/or NSG 211, progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical

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			group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns for a later semester the student must demonstrate skills from NSG 115 and NSG 200. If the student fails to demonstrate competency, they will not be allowed to return to the nursing program un<u>less they wait 3 years to apply again</u>. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6. The program must be completed within 5 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2027.
<u>**WHO**</u> Student is a Track 3 student	<u>**IF**</u> Does not successfully complete	**Any of the following:** NSG 100 NSG 152	<u>**THEN**</u> 1. If a student earns a grade of D or F or withdraws from NSG 100 and/or NSG 152, progression stops.

	Earns a grade D or F		2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200. If the student fails to demonstrate competency, they will not be allowed to return to the nursing program un<u>less they wait 3 years to apply again</u>.
	Withdraws from a post-first semester course or courses		
			3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again.
			4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal.
			5. Re-entry is never a guarantee.
			7. The program must be completed within 8 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be

			completed prior to or in the Spring of 2028.
WHO Student is a Track 4 student	**IF** Does not successfully complete: Earns a grade D or F Withdraws from a post-first semester course or courses	**Of the following** NSG 210	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 210 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns for a later semester the student must demonstrate skills from NSG 115 and NSG 200. If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee.

| | | | 6.The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2028. |

All Tracks Third Semester

WHO	**IF**	**Any of the following:**	**THEN**
If a student is a Track 1 student	Does not successfully complete (earns a grade D or F) Withdraws from a post-first semester course or courses	NSG 210 NSG 211	1. If a student earns a grade of D or F or withdraws from NSG 210 or NSG 211 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200. If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the

| | | | program and cannot return for 3 years to apply again. |

The top row content spans into the "THEN" column:

			program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Spring of 2028.
WHO If the student is a Track 2 student	**IF** Does not successfully complete Earns a grade D or F Withdraws from a post-first semester course or courses	**Any of the following** NSG 230 NSG 252 NSG 270	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 230, NSG 252 and/or NSG 270 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 115 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing

program unless they wait 3 years to apply again.

3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again.

4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal.

5. Re-entry is never a guarantee.

6The program must be completed within 5 consecutive semesters from the start of their first NSG course. Example: If a student starts in the Fall of 2025, the program must be completed prior to or in the Fall 2027.

WHO If the student is a Track 3 student	**IF** Does not successfully complete (earns a grade D or F) Withdraws from a post-first semester course	**From the following** NSG 211	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 211 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must

WHO	IF	Any of the following:	THEN
			demonstrate skills from NSG 106 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6. The program must be completed within 8 consecutive semesters from the start of their first NSG course. Example: If a student starts in the fall of 2025, the program must be completed prior to or in the Spring of 2029.
WHO Student is a Track 4 student	**IF** Does not successfully complete Earns a grade D or F Withdraws from a post-first semester course	**Any of the following:** NSG 211 NSG 230	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 211 and/or NSG 230 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical

			group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 115 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the summer of 2025, the program must be completed prior to or in the Spring 2028.
Tracks 1, 3 and 4 Fourth Semester			
WHO	**IF**	**Any of the following:**	**THEN**
Student is a Track 1 Student	Does not successfully complete	NSG 252 NSG 230	1. If a student earns a grade of D or F or withdraws from NSG 230, NSG 252 and/or NSG 270 progression stops.

| | Earns a grade D or F | NSG 270 | 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6. The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the summer of 2025, the program must be completed prior to or in the Spring of 2028. |
| | Withdraws from post first semester course | | |

WHO Student is a Track 3 student	**IF** Does not successfully complete Earns a grade of D or F Withdraws from post first semester course	**Any of the following** NSG 211 NSG 230	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 211 and/or NSG 230 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee.

			6. The program must be completed within 8 consecutive semesters from the start of their first NSG course. Example: If a student starts in the fall of 2025, the program must be completed prior to or by Spring 2029.
WHO Student is a Track 4 student	**IF** Does not successfully complete Earns a grade of D or F Withdraws from post first semester course	**Any of the following** NSG 252 NSG 270	**THEN** 1. If a student earns a grade of D or F or withdraws from NSG 252 and/or NSG 270 progression stops. 2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 115 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to return to the nursing program unless they wait 3 years to apply again. 3. If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again.

			4. Any course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6. The program must be completed within 6 consecutive semesters from the start of their first NSG course. Example: If a student starts in the fall of 2025, the program must be completed prior to or in the Spring of 2027.

Track 3 Semesters 5 and 6

WHO	**IF**	**Any of the following:**	**THEN**
Student is a Track 3 Student	Does not successfully complete	NSG 211	1. If a student earns a grade of D or F or withdraws from NSG 211, 230, NSG 252 and/or NSG 270 progression stops.
		NSG 230	
	Earns a grade of D or F	NSG 252	2. If this is the first semester a failure has occurred in the current entry to the program the student may request to repeat the failed or withdrawn from course or courses. It is not guaranteed the student can return the next semester due to clinical group sizes, availability of clinical sites and/or instructors. If the student does not return the next semester the course is offered but returns a later semester the student must demonstrate skills from NSG 106 and NSG 200 If the student fails to demonstrate competency, they will not be allowed to
		NSG 270	
	Withdraws from post first semester course.		

			return to the nursing program unless they wait 3 years to apply again. 3.If this is the second semester a failure has occurred in the current entry to the program, the student is out of the program and cannot return for 3 years to apply again. 4. Any NSG course(s) passed will be good for 3 years and will not have to be repeated when the student returns if they return in less than 3 years for a first-time failure or for a withdrawal. 5. Re-entry is never a guarantee. 6The program must be completed within 8 consecutive semesters from the start of their first NSG course. Example: If a student starts in the fall of 2025, the program must be completed prior to or in the Spring of 2029.

Other situations

WHO Nursing student	**IF** Fails a required general education co-requisite	**Any combination of the following:** BIO 142, BIO 150, ENG 112 and HUM EEE for Track 1 ENG 112 or HUM EEE for Tracks 2, 3 & 4	**THEN** 1. Any student who is unsuccessful in a general education required co-requisite course for the nursing program (receives a grade of D or F) is on academic suspension from the nursing program until the course is completed with a grade of C or higher. Re-entry is not a guarantee and will be approved on a space available basis. 2. Any NSG course(s) passed will be good for 3

WHO	IF	Any of the following but not limited to	THEN
			years and will not have to be repeated when the student returns if they return in less than 3 years from completion of first semester courses.
WHO Nursing Student	**IF** is dismissed from the nursing program due to violations of program policies or due to violation of probationary status	**Any of the following but not limited to** Attendance Clinical Incompetence Honor Code Violations Student Code of Conduct (any program policy)	**THEN** Student is ineligible for re-entry to the program and may not request re-admission or re-apply to the program.

- Any student who drops or withdraws from NSG 106 or NSG 200 must also drop or withdraw from NSG 100 due to the inability to complete clinical requirements.
- A student may continue in NSG 200 regardless of dropping or withdrawing from NSG 100 and/or NSG 106.
- Students who are not successful in any first semester nursing (NSG) course must reapply to the nursing program. Re-enrollment must occur no later than three years from successful completion of any other first semester nursing course otherwise the student will have to repeat all nursing courses.
- A student earning less than a "C" or who withdrew from a course past the first semester and wishes to reenter the nursing curriculum (e.g., NSG 152, 170, 210, 211, 230, 252, 270) must write a letter to the Program Coordinator requesting readmission in the semester prior to the semester of enrollment. The nursing faculty will consider each student's application for readmission and the decision to readmit will be based on additional requested data, prior performance in the nursing program, and space availability. The program coordinator may require a student who is readmitted to complete a skills competency course or demonstrate competency in critical nursing skills before progressing to the next level.
- A Track 1 or 3 student who has two academic failures (grades below a "C") in nursing courses in two separate semesters will be ineligible for re-enrollment in the program. A student in this circumstance can obtain an LPN and apply to either Track 2 or Track 4 advanced placement options for LPNs or will be ineligible for re-enrollment in the program for 3 years and will have to repeat all courses taken previously. A Track 2 or 4 student who has two academic failures in nursing courses in two separate semesters will be ineligible for re-enrollment in the program for 3 years and will have to repeat all courses taken previously.

- According to the VCCS Policy 5.7.4, "A student will normally be limited to two enrollments in the same credit course." Students seeking approval of any exception to this policy must complete an enrollment request form and send it to the dean of health sciences.

A student must obtain permission from the nursing program coordinator to continue in the Nursing Program under the following conditions:

- Repeating a course with a grade below "C".
- Withdrawal from a nursing course.
- Cumulative GPA below 2.0.

Any student who is not enrolled in a clinical course for one semester or longer must repeat clinical agency requirements including a new criminal background check and drug screen, CPR, statement of health, and physical prior to re-enrolling in nursing courses. A student who is not enrolled in a clinical course for one semester or longer, will be required to demonstrate competency in critical nursing skills including head-to-toe assessments, before re-enrolling in the program. Failure to demonstrate skills/assessment competencies will result in the student not being allowed to re-enroll in the program. If competence is not demonstrated the student may be required to repeat NSG 106, NSG 115 or NSG 200.

Guidelines for Requesting Readmission

Students requesting readmission must follow these guidelines:

1. Indicate in writing to the program coordinator the desire to be readmitted. Students wishing to re-enroll in the fall semester should send the program coordinator a letter no later than May 1; for re-enrollment into the spring semester, no later than December 15. The program coordinator will not consider requests after these deadlines until the following semester. Students can send requests via email or by US Mail to the Coordinator of the Nursing Program at Mountain Empire Community College, 3441 Mountain Empire Road, Big Stone Gap, VA 24219.

2. Provide full name, Empl (student) ID, and the specific course for consideration.

3. The student should state in the letter what they are doing to ensure success if the faculty approves reenrollment. This letter is the student's argument for readmission. The program coordinator will present the letter to the faculty for the final decision. Appropriate formatting, correct grammar and spelling are crucial factors to consider in preparing the letter. The student can request confirmation that the program coordinator received the letter.

PLEASE NOTE: Since readmission decisions are dependent on availability of clinical and classroom space, the faculty will not make decisions on requests until the faculty have submitted final semester grades. The program coordinator will notify students of the decision concerning the re-admission request by phone call, letter, or email prior to the first day of the requested class.

Priority of readmission. Faculty decide on readmission requests based on space availability and ranked by cumulative GPA in the following order of priority:

1. Returning students who have dropped out of the nursing curriculum with a passing grade prior to taking the courses for which they have applied and are still eligible to continue in the program.
2. Returning students who have been unsuccessful in the course for which they are applying and are still eligible to continue in the program.
3. Transfer students.

Inter-program Transfer

In extenuating circumstances, a student may submit a written request to the program coordinator for transfer to a different track in the nursing program. The request must include an explanation of the extenuating circumstances and the steps the student will take to insure success if the request is granted. The request will be considered by the faculty. Since readmission decisions are dependent on availability of clinical and classroom space, decisions are not typically made until the final semester grades have been submitted. The student will be notified of the decision concerning the request in writing prior to the first day of the requested class.

PROFESSIONAL AND ACADEMIC INTEGRITY

Professional Integrity

Stress is a reality for nursing students and professional nurses. How individuals respond during highly stressful situations is paramount to effectiveness as professionals and nurses. During difficult situations in the classroom or in a clinical situation, students must be mindful of communication with peers, the staff, faculty, patients and other healthcare providers.

Nursing students must function as professionals in the academic and health care settings. This professionalism includes exhibiting sensitivity and concern, maintaining therapeutic relationships

and patient confidentiality. Unprofessional behavior may result in academic or legal consequences. Students should take a moment to reflect on what they are about to say, particularly in difficult situations. Profanity and threats will not be tolerated and will be managed according to college policy, as well as the policies of the healthcare agency when applicable. This includes e-mail and or letters written by students.

Nursing students must demonstrate accountability for nursing practice by functioning within legally and ethically prescribed limits determined by the Commonwealth of Virginia Board of Nursing Statutes and Regulations; the American Nurses Association Code for Ethics and NSNA Code of Academic and Clinical Conduct (see earlier section).

Laws Governing the Practice of Nursing and Health Professions in General (Excerpts)
Chapter 30 or Title 54.1 of the Code of Virginia

§ 54.1-3007. Refusal, revocation or suspension, censure or probation.
The Board may refuse to admit a candidate to any examination, refuse to issue a license, certificate, or registration to any applicant and may suspend any license, certificate, registration, or multistate licensure privilege for a stated period or indefinitely, or revoke any license, certificate, registration, or multistate licensure privilege, or censure or reprimand any licensee, certificate holder, registrant, or multistate licensure privilege holder, or place him on probation for such time as it may designate for any of the following causes:
1. Fraud or deceit in procuring or attempting to procure a license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of any of the provisions of this chapter;
4. Conviction of any felony or any misdemeanor involving moral turpitude;
5. Practicing in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or to the public;
6. Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice;
7. The denial, revocation, suspension or restriction of a license, certificate, registration, or multistate licensure privilege to practice in another state, the District of Columbia or a United States possession or territory; or
8. Abuse, negligent practice, or misappropriation of a patient's or resident's property.
(Code 1950, § 54-353 ; 1970, c. 116 ; 1979, c. 5, § 54-367.32 ; 1982, c. 598 ; 1988, c. 765 ; 1989, c. 278 ; 2003, c. 249 ; 2005, cc. 610, 924.)

§ 54.1-3008. Particular violations; prosecution.
   A. It shall be a Class 1 misdemeanor for any person to:

   1. Practice nursing under the authority of a license or record illegally or fraudulently obtained or signed or issued unlawfully or under fraudulent representation;
   2. Practice nursing unless licensed to do so under the provisions of this chapter;

3. Knowingly employ an unlicensed person as a professional or practical nurse or knowingly permit an unlicensed person to represent himself as a professional or practical nurse;

4. Use in connection with his name any designation tending to imply that he is a professional nurse or a practical nurse unless duly licensed to practice under the provisions of this chapter;

5. Practice professional nursing or practical nursing during the time his license is suspended or revoked;

6. Conduct a nursing education program for the preparation of professional or practical nurses unless the program has been approved by the Board;

7. Engage in the practice of massage therapy or hold himself out as practicing massage therapy unless he holds a license as a massage therapist issued by the Board.

B. The provisions of this section shall apply, mutatis mutandis, to persons holding a multistate licensure privilege to practice nursing.

Code 1950, § 54-359; 1970, c. 116; 1982, c. 598, § 54-367.35; 1988, c. 765; 1996, c. 166; 2004, c. 49; 2016, c. 324

Virginia Board of Nursing (2018). Laws governing the practice of nursing, §§ 54.1-3000 and chapter 30 of Title 54.1of the *Code of Virginia*. Retrieved from http://www.dhp.virginia.gov/nursing/nursing_laws_regs.htm.

Regulations Governing the Practice of Nursing, Virginia Board of Nursing

§§ 54.1-2400 and Chapter 30 of Title 54.1 of the Code of Virginia
18VAC-90-19-230. Disciplinary provisions.

A. The board has the authority to deny, revoke or suspend a license or multistate licensure privilege issued, or to otherwise discipline a licensee or holder of a multistate licensure privilege upon proof that the licensee or holder of a multistate licensure privilege has violated any of the provisions of §54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit in procuring or maintaining a license means, but shall not be limited to:
   a. Filing false credentials;
   b. Falsely representing facts on an application for initial license, reinstatement or renewal of a license; or
   c. Giving or receiving assistance in the taking of the licensing examination.

2. Unprofessional conduct means, but shall not be limited to:
   a. Performing acts beyond the limits of the practice of professional or practical nursing as defined in Chapter 30 (§54.1-3000 et seq.) of Title 54.1 of the Code of Virginia, or as provided by §54.1-2901 and 54.1-2957 of the Code of Virginia;
   b. Assuming duties and responsibilities within the practice of nursing without adequate training or when competency has not been maintained;
   c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;

d. Employing or assigning unqualified persons to perform functions that require a licensed practitioner of nursing;

e. Falsifying or otherwise altering patient, employer, student, or educational program records, including falsely representing facts on a job application or other employment-related documents;

f. Abusing, neglecting or abandoning patients or clients;

g. Practice of a clinical nurse specialist beyond that defined in 18VAC90-19-220 and; § 54.1-3000 of the Code of Virginia;

h. Representing oneself as or performing acts constituting the practice of a clinical nurse specialist unless so registered by the board;

i. Delegating nursing tasks to an unlicensed person in violation of the provisions of Part VI (18VAC90-19-240 et seq.) of this chapter;

j. Giving to or accepting from a patient or client property or money for any reason other than fee for service or a nominal token of appreciation;

k. Obtaining money or property of a patient or client by fraud, misrepresentation or duress;

l. Entering into a relationship with a patient or client that constitutes a professional boundary violation in which the nurse uses his professional position to take advantage of the vulnerability of a patient, a client or his family, to include but not limited to actions that result in personal gain at the expense of the patient or client, a nontherapeutic personal involvement or sexual conduct with a patient or client;

m. Violating state laws relating to the privacy of patient information, including but not limited to §32.1-127.1:03 of the Code of Virginia;

n. Providing false information to staff or board members in the course of an investigation or proceeding;

o. Failing to report evidence of child abuse or neglect as required in § 63.2-1509 of the Code of Virginia or elder abuse or neglect as required in § 63.2-1606 of the Code of Virginia; or

p. Violating any provision of this chapter.

B. Any sanction imposed on the registered nurse license of a clinical nurse specialist shall have the same effect on the clinical nurse specialist registration.

Virginia Board of Nursing (2017). Regulations governing the practice of nursing, §§ 54.1-2400 and chapter 30 of Title 54.1of the *Code of Virginia*. Retrieved from Virginia Board of Nursing - Laws & Regulations

American Nurses Association, Code of Ethics for Nurses 2025

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

Provision 2. The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community or population.

Provision 3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness and to provide optimal care.

Provision 5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that foster flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7. Nurses advance the profession through multiple approaches for knowledge development, professional standards and the generation of policies for nursing, health and social concerns.

Provision 8. Nurses build collaborative relationships and networks with nurses, with other healthcare and non-healthcare disciplines and the public to greater ends.

Provision 9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10 Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

(American Nursing Association (2025). Retrieved from 2025 Code of Ethics for Nurses Provisions.

Academic Integrity

Mountain Empire Community College students are expected to maintain academic integrity. Academic integrity in a college setting refers to the ethical principles and values that guide students, faculty, and the academic community in maintaining honesty, fairness, and trustworthiness in all aspects of their educational pursuits. It encompasses a range of behaviors and practices, including but not limited to:

- Originality: Producing one's work without plagiarism. Plagiarism involves using someone else's ideas, words, or work without proper attribution or citation. Students are expected to submit their own, original work. Students will not utilize artificial intelligence (AI) or large language models to generate unauthorized work. Use of AI is only permissible in circumstances when it is a condition or requirement of an assignment.

- Fairness: Treating all individuals with equity and respecting their right to learn and succeed without unfair advantages. This includes not cheating or helping others cheat. Cheating is engaging in dishonest actions to gain an unfair advantage in academic assessments, such as using unauthorized materials, information, or study aids on graded assignments. Instructors

will take steps to prevent cheating in the classroom, which includes but is not limited to-disallowing electronic devices as appropriate.

- Respect for Intellectual Property: Treating educational materials and resources with care and respecting the rules, copyright law, and policies related to their use. Students may not reproduce or distribute materials and resources created by the college, course instructors, or fellow students without proper permission and attribution of credit.

- Ethical Practices: Completing assignments and conducting research with integrity. Students may not fabricate or falsify assignments. Fabrication is creating false or misleading information, data, or citations in academic assignments or research.

- All violations of academic integrity will be reported to Student Services

- Refer to the MECC Academic Catalog and Student Handbook section regarding Academic Integrity . As noted in the MECC Academic Catalog and Student Handbook, "Individual instructors and college degree programs may institute their own guidelines and penalties for violating academic integrity". Nursing students who plagiarize or cheat will be dismissed from class and receive an "F" for the course and risk expulsion from the program/college. Nursing students need to be aware ATI has prosecuted those who have copied or shared ATI materials against the company's policies.

Additional guidelines for the nursing program include:

Unauthorized testing/examination behavior. Examples of unauthorized testing examination behavior include but are not limited to conversing with another person, passing or receiving information/material to or from another person, or temporarily leaving an examination site to visit an unauthorized site; having a cell phone, tablet, smartwatch or earbuds; having food or drinks in the testing area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face. This behavior is viewed as cheating and will be treated as such. When testing is administered in a proctored environment, either by the faculty, faculty designee, or by testing center staff, nursing students will not violate testing rules as established in the syllabus, nursing program handbook or the MECC Academic Catalog and Student Handbook. If a violation occurs it will be reported to Student Services. As stated previously, nursing students who plagiarize or cheat will be dismissed from class and receive an "F" for the course and risk expulsion from the program/college.

Unauthorized test review behavior. Test reviews can be good opportunities for learning, but students must behave in a manner that protects test security. Unless the faculty conducting the review says it is ok, students should not be having side conversations during the review. Examples of unauthorized test review behavior include but are not limited to leaving the site of the review with the test or notes regarding the test unless approved by the instructor, leaving the site of the review prior to turning in test, having a cell phone, tablet, smartwatch or earbuds; having food or drinks in the review area; wearing hats, caps, hoodies or other head coverings/garments that cover the head or face. This behavior is viewed as lack of respect for intellectual property.

Failing to report acts of academic dishonesty. Nursing Students who witness any form of academic dishonesty are expected to report this to Student Services as outlined in the MECC Student Code of Conduct

Illegal Substance Policy

Students attending a Virginia community college shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or alcohol while on campus, attending a college sponsored off-campus event or clinical activity, or while serving as a representative of the college at off-campus meetings. Students who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution. See Substance Abuse Policy in the Academic Catalog and Student Handbook

Clinical agencies reserve the right to ask for a random drug screen at any time a student is in a clinical agency; the cost of random drug screening is the responsibility of the student. The student is to follow the directions of the agency and if the student chooses not to comply, dismissal from the program will occur.

TECHNOLOGY REQUIREMENTS

Traditional Face to Face Courses and Online/Blended Courses

The Learning Management System (LMS) is utilized for each course. User name and passwords are set up by the college. Once this is completed, log into the LMS and locate tutorials for using the LMS.

Laptop Requirements and Recommendations

All students enrolled in the Mountain Empire Community College Nursing Program are required to have their own personal laptop computer. Students are not required to purchase a new laptop and may use an existing laptop. If a student cannot obtain an appropriate laptop for any reason, they can check with Student Services regarding borrowing one. The computer must be turned in at the end of each semester. Students must have a laptop computer that meets the minimum requirements, listed in the online orientation site for hardware and software operating systems, and for compatibility with software and websites in use by the school. Students will use their laptop daily in the classroom, skills laboratory and at home for utilizing digital resources including the required textbook and the ATI packages.

Students must have a laptop with a full Windows or MacOS operating system. iPads, Android tablets, mobile devices, Chromebooks or any other device that does not have a full operating system (Windows or MacOS) is not recommended.
Student laptops must use a Windows or Apple operating system, be in good working condition and free of viruses, malware, and spyware, with working wireless access, microphone, and webcam (internal or external), for use for examinations and classroom work and for communication with faculty and administration during the year.

Students may need to install the **GroupMe app** on mobile phones. Students can access this app in the App Store or Google Play. The nursing instructors may use GroupMe to create class or clinical groups for communication. Within the app, there is capability to communicate to a whole group or direct message privately to another in the group.

Students will use **Respondus Lockdown Browser** and **Respondus Monitor** for online testing in the nursing program. Lockdown Browser is an application that each student will need to install on their laptop. Students will also need to download **Microsoft 365**. VCCS Student Resources

provides students with free access to these resources as well as free antivirus software.

Use of Technology in the Classroom and Lab/Clinical Areas

Cell phone and electronic device usage in the classroom and college laboratory setting. All cell phone and other electronic device usage will be prohibited during class, clinical and simulation laboratory activities, tests and test reviews unless authorized by instructor for classroom/lab activities. During testing and test review/remediation, all personal belongings including cell phones, electronic devices, book bags, and purses will be placed in a secure area of the classroom. These items may be retrieved after all testing or review is complete. Laptops are welcome for note-taking or research but should be in sleep mode when the class is involved in interactive activities not requiring online information. Students are expected to participate in interactive discussions. Laptop computers or mobile devices can become distractions preventing active participation in the classroom. Any student who violates this policy may be asked to leave the classroom. Any student using a cell phone or other electronic device during a test/exam or during a test review will be seen as cheating and reported to Student Services. Please refer to the **Academic Integrity** section in this handbook for more information.

Email and social media

The nursing program encourages networking among students. However, the nature of our clinical and classroom activities involves sensitive patient information. Patient information is protected by the federal law, Health Insurance Portability and Accountability Act (HIPAA). Violating HIPAA can lead to both civil and criminal penalties, with fines potentially reaching $1.5 million per violation category per year, and in some cases, jail time. The specific penalties depend on the nature of the violation, the level of culpability, and whether the violation was corrected promptly. Therefore, HIPAA must be followed in every aspect of communication including verbal, texting, internet social networks, etc. Nursing students found in violation of HIPAA face immediate dismissal from the nursing program.

Students must use extreme caution and carefully review any information distributed by email or posted to websites accessible to the public. As a student of the Mountain Empire Community College Nursing Program, students represent themselves, their peers, their college, and others in the nursing profession.

Electronic mail or "email" is an official method of communication at the Virginia Community College System (VCCS). All official email communication is distributed to VCCS email accounts only. Students are expected to regularly check their campus email accounts. Students must have sufficient email and Internet access to do all class activities as scheduled. Faculty members, administration and staff will only respond to messages sent from VCCS email addresses. Students who choose to have their VCCS email forwarded to a private (unofficial) email address outside the official college network address, do so at their own risk.

Students **must** be able to perform the following email functions:

- Check for and access new email.
- Save copies of all incoming mail for records
- Send email and save a copy of all outgoing mail.
- Send, receive, read, and save attachments to email.
- Print email messages and file attachments.
- Scan documents, save to pdf files, and email.

It is important to remember appropriate etiquette when emailing correspondence (including those sent via electronic devices) related to academic/professional matters. Below is a resource which will help the student to become an effective writer and reader/manager of email.

1. Always fill in the subject line with a topic that means something to your reader. Not "Decals" or "Important! but "Deadline for New Parking Decals."
2. Put your main point in the opening sentence. Most readers won't stick around for a surprise ending.
3. Never begin a message with a vague "This"--as in "This needs to be done by 5:00." Always specify what you're writing about.
4. Don't use ALL CAPITALS (no shouting!), or all lower-case letters either.
5. As a general rule, PLZ avoid text speak (abbreviations and acronyms): *you* may be ROFLOL (rolling on the floor laughing out loud), but your reader may be left wondering WUWT (what's up with that).
6. Be brief *and* polite. If your message runs longer than two or three short paragraphs, consider (a) reducing the message, or (b) providing an attachment. But in any case, don't snap, growl, or bark.
7. Remember to say "please" and "thank you." And mean it. "Thank you for understanding why afternoon breaks have been eliminated" is prissy and petty. It's *not* polite.
8. Add a signature block with appropriate contact information (in most cases, your name, business address, and phone number, along with a legal disclaimer if required by your

company). Do you *need* to clutter the signature block with a clever quotation and artwork? Probably not.

9. Edit and proofread before hitting "send." You may think you're too busy to sweat the small stuff, but unfortunately your reader may think you're a careless dolt.
10. Finally, reply promptly to serious messages. If you need more than 24 hours to collect information or make a decision, send a brief response explaining the delay.
    (R. Nordquist (2017). 10 Tips on how to write a professional email. Retrieved from How to Write a Professional Email

The Mountain Empire Community College Nursing Program supports the use of social media to reach audiences such as students, prospective students, faculty and staff. This policy applies to nursing students who engage in internet conversations for school-related purposes or school related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Wikipedia, Second Life, Tik Tok, Flickr, blogs, podcasts, X, Facebook, YouTube, Snapchat, and Instagram.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Students should always represent the nursing program and the community college in a fair, accurate and legal manner while protecting the reputation of the program and the college.

Information posted on social media sites may be public for anyone to see and can be traced back to the original origin or individual posting the information. Since social media typically enables two-way communications, there is less control about how posted materials will be used by others. Once information is posted on the internet, it becomes available to the whole world.

Consequences of inappropriate use of social media. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. Students who share confidential or unprofessional information do so at the risk of disciplinary action.

A student will be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

The nursing program adheres to the guidelines provided by the National Council of State Boards of Nursing in a brochure regarding the use of social media. See brochure at [NCSBN and Social Media](#) .

CURRICULUM TRACKS

Curriculum Tracks

The nursing program offers four curriculum tracks that provide opportunities for students to participate in the program in a time-frame that is best for their individual needs. Students have the option to complete all general education courses required by the nursing curriculum and receive a Health Sciences certificate before beginning nursing classes. This option takes three years or longer depending on the amount of time taken to complete the general education classes. Many students, who have families, work or other responsibilities often choose to complete all general education (non-nursing) courses before entering the program. Tracks 1 and 2 are available for students who plan to complete the program through the traditional format with students taking a full credit load and most nursing classes offered during a day schedule. Tracks 3 & 4 are based on a part-time schedule with most nursing classes offered during an evening/weekend schedule.

The LPN Transition tracks are advanced placement curriculums designed to recognize the common abilities of nurses and to bridge the difference between the LPN and RN knowledge base and to allow these students to complete the program in a shortened period. If there is sufficient enrollment of LPNs in the program, those who meet the eligibility requirements for the advanced placement will take "Transition Courses" in the spring or fall term for Track 2 or the fall term for Track 4. After completion of the transition courses, the LPN earns credit for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript, and the student will be eligible to enroll in sophomore level courses and graduate within one (1) academic year with an AAS Degree in Nursing by joining the Track 1 cohort or within two (2) academic years by joining the Track 3 part-time evening/weekend cohort.

Nursing Track 1: 2 Year Curriculum

Track 1 offers eligible students the opportunity to complete the nursing degree program after 5 semesters of full-time attendance. Required general education courses can be taken in the summer semester. Note there are no nursing courses in the summer. This is a rigorous and academically challenging program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
First Semester				
BIO 141	Human Anatomy and Physiology I	3	3	4
ENG 111	College Composition I	3	0	3
LBR 105	Library Skills for Research	1	0	1
NUR 135	Drug Dosage Calculations	2	0	2
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to Careers in Health Sciences	1	0	1
	TOTAL	**13**	**3**	**14**
Second Semester				
BIO 142	Human Anatomy & Physiology II	3	3	4
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 106	Competencies for Nursing Practice	0	6	2
NSG 130	Professional Nursing Concepts	1	0	1
NSG 200	Health Promotion & Assessment	2	3	3
	TOTAL	**9**	**15**	**14**
Third Semester				
BIO 150	Introductory Microbiology	3	3	4
NSG 152	Health Care Participant	2	3	3
NSG 170	Health/Illness Concepts	4	6	6
	TOTAL	**9**	**12**	**13**
Fourth Semester				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	TOTAL	**9**	**12**	**13**
Fifth Semester				
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
HUM EEE	See list of approved Humanities courses on college website	3	0	3
	TOTAL	**9**	**12**	**13**
Total Minimum Credits for the AAS Degree				**67**

Nursing Track 2: LPN Transition Curriculum

Students who are LPNs are required to complete at least 22 hours of general education courses before beginning the LPN Transition nursing class. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in 3 semesters or 1.5 academic years since there are no nursing classes in summer. This is a rigorous and academically challenging program.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Courses				
BIO 141	Human Anatomy & Physiology I	3	3	4
BIO 142	Human Anatomy & Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
ENG 111	College Composition I	3	0	3
LBR 105	Library Skills for Research	1	0	1
NUR 135	Drug Dosage Calculations	2	0	2
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to Careers in Health Sciences	1	0	1
	Total	**19**	**9**	**22**
First Semester				
NSG 115[1]	Health Care Concepts for Transition	3	6	5
NSG 200	Health Promotion and Assessment	2	3	3
	Total	**5**	**9**	**8**
Second Semester				
ENG 112	College Composition II	3	0	3
NSG 210	Health Care Concepts I	3	6	5
NSG 211	Health Care Concepts II	3	6	5
	Total	**9**	**12**	**13**
Third Semester				
NSG 230	Advanced Professional Nursing Concepts	2	0	2
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
HUM EEE	See list of approved Humanities courses on college website	3	0	3
	Total	**9**	**12**	**13**
Total Minimum Credits for the AAS Degree				**56**

Footnote:

[1]Upon completion of NSG 115 credit will be awarded for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript.

Nursing Track 3: Part-time Evening/Weekend Curriculum

Admission Requirements: Students must complete 22 credits of support (general education) courses: BIO 141, BIO 142, BIO 150, ENG 111, LBR 105, PSY 230 and SDV 101. Additional required general education courses can be completed after acceptance to the program. General education courses listed in year one must be completed before the student will be able to begin nursing courses in Year 2. Note: No nursing courses are offered in the summer semester. General education requirements are offered every semester. The program is rigorous and academically challenging.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Courses				
ENG 111	College Composition I	3	0	3
BIO 141	Human Anatomy & Physiology I	3	3	4
BIO 142	Anatomy & Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
LBR 105	Library Skills for Research	1	0	1
NUR 135	Drug Dosage Calculations	2	0	2
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to Careers in Health Sciences	1	0	1
	TOTAL	**19**	**9**	**22**
First Semester				
NSG 200	Health Promotion & Assessment	2	3	3
NSG 106	Competencies for Nursing Practice	0	6	2
NSG 130	Professional Nursing Concepts	1	0	1
	TOTAL	**3**	**9**	**6**
Second Semester				
NSG 100	Introduction to Nursing Concepts	3	3	4
NSG 152	Health Care Participant	2	3	3
	TOTAL	**5**	**6**	**7**
Third semester				
NSG 170	Health/Illness Concepts	4	6	6
	TOTAL	**4**	**6**	**6**
Fourth Semester				
NSG 210	Health Care Concepts I	3	6	5
	TOTAL	**3**	**6**	**5**
Fifth Semester				
HUM EEE	See list of approved Humanities courses on college website	3	0	3
ENG 112	College Composition II	3	0	3
	TOTAL	**6**	**0**	**6**
Fifth Semester				
NSG 211	Health Care Concepts II	3	6	5
NSG 230	Advanced Professional Nursing Concepts	2	0	2
	TOAL	**5**	**6**	**7**
Sixth Semester				
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
	TOTAL	**4**	**12**	**8**
Total Minimum Credits for the AAS Degree				**67**

Nursing Track 4: Part-time Evening/Weekend LPN Transition Curriculum

Students who are LPNs are required to complete at least 22 hours of the general education courses before beginning the PTEW LPN Transition nursing class. The length of this track depends on the amount of time needed to complete the general education classes. The nursing classes can be completed in two years. Note: No nursing courses are offered in the summer semester. General education requirements are offered every semester. The program is rigorous and academically challenging.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
Pre-Nursing Courses - Year 1				
BIO 141	Human Anatomy and Physiology I	3	3	4
BIO 142	Human Anatomy and Physiology II	3	3	4
BIO 150	Introductory Microbiology	3	3	4
ENG 111	College Composition I	3	0	3
LBR 105	Library Skills for Research	1	0	1
NUR 135	Drug Dosage Calculations	2	0	2
PSY 230	Developmental Psychology	3	0	3
SDV 101	Orientation to Careers in Health Sciences	1	0	1
	TOTAL	**19**	**9**	**22**
Fall Session - Year 2				
NSG 115[1]	Health Care Concepts for Transition	3	6	5
NSG 200	Health Promotion & Assessment	2	3	3
	TOTAL	**5**	**9**	**8**
Spring Semester - Year 2				
NSG 210	Health Care Concepts I	3	6	5
	TOTAL	**3**	**6**	**5**
Summer Session - Year 3				
ENG 112	College Composition II	3	0	3
HUM EEE	See list of approved Humanities courses on college website	3	0	3
	TOTAL	**6**	**0**	**6**
Fall Semester - Year 3				
NSG 211	Health Care Concepts II	3	6	5
NSG 230	Advanced Professional Nursing Concepts	2	0	2
	TOTAL	**5**	**6**	**7**
Spring Semester - Year 3				
NSG 252	Complex Health Care Concepts	4	0	4
NSG 270	Nursing Capstone	0	12	4
	TOTAL	**4**	**12**	**8**
Total Minimum Credits for the AAS Degree				**56**

Footnote:

[1]Upon completion of NSG 115 credit will be awarded for NSG 100, 106, 130, 152, 170 (16 credits). These credits will appear on the student's official transcript.

COURSE DESCRIPTIONS

The nursing curriculum consists of 28 credit hours of general education classes. Courses in the sciences and humanities provide the foundation for the nursing curriculum. The Virginia Council of Higher Education (SHEV), the Virginia Board of Nursing (VBON), and the Southern Association of Colleges and Schools (SACS) are all involved in determining course requirements for degree programs. Students must complete courses taught by the general education faculty. Nursing courses are sequential and built on content from previous courses. Therefore, students must take courses in the order listed in the curriculum.

Nursing (NSG) course details: Course	Crs	Title	Pre-Req.	Course Description
NSG 100	4	Introduction to Nursing Concepts	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, LBR 105 (or ITE 119), NUR 135, PSY 230 (or PSY 231 and 232), SDV 101(or SDV 100)	Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture: 3 hours per week, Campus Lab Hours: none. Clinical: 42 hours long term care; 3 hours simulation per semester.
NSG 106	2	Competencies for Nursing Practice	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, LBR 105 (or ITE 119) NUR 135, PSY 230 (or PSY 231 and 232), SDV 101 (or SDV 100)	Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition. Includes principles of safety, evidence-based practice, informatics and math computational skills. Prepares students to demonstrate competence in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture: none. Lab 6 hours per week.

| NSG 130 | 1 | Professional Nursing Concepts | Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, LBR 105 (or ITE 119), NUR 135, PSY 230 (or PSY 231 and 232), SDV 101 (SDV 100) | Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing.
Lecture 1 hour per week. |

NSG 152	3	Health Care Participant	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200.	Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare. Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Lecture 2 hours per week. Campus Lab Hours none. Clinical: 45 hours of community care per semester.
NSG 170	6	Health/Illness Concepts	BIO 142 (or BIO 232 or NAS 162), NSG 100, NSG 106, NSG 130, NSG 200	Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture: 4 hours per week, Campus Lab Hours: 15 per semester. Clinical: 67 hours acute care; 8 hours simulation per semester.
NSG 200	3	Health Promotion and Assessment	Acceptance to the Nursing Program, BIO 141 (or BIO 231 or NAS 161), ENG 111, LBR 105 (or ITE 119), NUR 135, PSY 230 (or PSY 231 and 232), SDV 101 (or SDV 100)	Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture 2 hours per week. Campus Lab 3 hours per week. Clinical-none.

NSG 115	5	Healthcare Concepts for Transition	Prerequisites: Acceptance to the LPN-RN Transition Program; BIO 141, 142, & 150, ENG 111, PSY 230 (or PSY 231 and 232), SDV 101 (or SDV 100); LBR 105 (or ITE 119), NUR 135, Corequisite: NSG 200	Focuses on role transition from Licensed Practical Nurse to Registered professional nurse. Incorporates concepts of nursing practice and conceptual learning to promote health and wellness across the lifespan. Uses the nursing process to explore care delivery for selected diverse populations with common and predictable illnesses. Emphasizes the use of clinical judgement in skill acquisition. Lecture 3 hours per week. Campus Lab 30 hours per semester. Clinical 44 hours acute care, 8 hours community care and 8 hours simulation per semester.
NSG 210	5	Health Care Concepts I	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Lecture 3 hours per week. Campus Lab: none. Clinical: 42 hours Acute Care, 24 hours Maternal Newborn, 16 hours simulation lab and 8 hours virtual simulation per semester.
NSG 211	5	Health Care Concepts II	BIO 150 (or BIO 205), NSG 152 & 170	Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Lecture 3 hours per week. Campus Lab Hours none. Clinical: 42 Hours Acute Care, 24 Hours Mental Health, 16 Hours simulation lab and 8 hours virtual simulation per semester.
NSG 230	2	Advanced Professional Nursing Concepts	NSG 210 & 211	Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Lecture 2 hours. Total 2 hours per week. 2 credits

NSG 252	4	Complex Health Care Concepts	NSG 210 & 211	Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care and collaboration. Lecture 4 hours per week.
NSG 270	4	Nursing Capstone	NSG 210 & 211	Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient- centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Lecture none. Campus Lab none. Clinical 132 hours precepting, 16 pediatric hours, 8 supervisory hours, 16 hours simulation lab and 8 hours virtual simulation per semester.

RHO NU NURSING CLUB

Rho Nu is a student-led club for those in the nursing program at Mountain Empire Community College. The goal is to promote community and servitude among the nursing students. Opportunities are provided for students to engage and educate the community while increasing awareness of the nursing program and healthy lifestyles. Members of Rho Nu participate in fundraising which supports nursing students in various ways during their time in the nursing program.

LICENSURE APPLICATION REQUIREMENTS

Application for NCLEX-RN Examination

The Virginia Board of Nursing - Registered Nurse provides instruction for online applications for the NCLEX-RN Examination for graduates, whose legal residence is in Virginia. Completing the NCLEX and state licensure application process is the responsibility of the student.

1. Virginia residents should not apply prior to 2 weeks before graduation date.

2. Virginia residents do **not** need to request transcripts from MECC to send to VBON. The nursing program coordinator sends completion information to the VBON confirming graduation from the program.

3. Virginia residents must prove they are Virginia residents to obtain a multi-state/compact license. **A post office box number in the address on driver's license will NOT prove residency**. Must provide physical address on driver's license, voter registration or tax information from Virginia.

Graduates from states other than Virginia should contact their state of residence Board of Nursing for detailed instructions. Graduates from other states should contact the MECC nursing program coordinator regarding any requirements the nursing program must meet as part of the application process for that state. Prior to enrolling in the nursing program it is highly recommended that students who live in other states review information regarding licensure and Licensure Reciprocity

REGULATIONS GOVERNING THE PRACTICE OF NURSING
VIRGINIA BOARD OF NURSING
§§ 54.1-3017 and Chapter 30 of Title 54.1 of the Code of Virginia

Qualifications of applicant for registered nurse's license; examination; graduates of foreign nursing education programs.

A. An applicant for a license to practice professional nursing shall submit evidence satisfactory to the Board that such applicant:
1. Has completed an approved four-year high school course of study or the equivalent as determined by the appropriate educational agency.
2. Has received a diploma or degree from an approved professional nursing education program.
3. Has passed a written examination as required by the Board; and
4. Has committed no acts which are grounds for disciplinary action as set forth in this chapter.

B. The Board shall consider and may accept relevant practical experience and didactic and clinical components of education and training completed by an applicant for licensure as a registered nurse during his service as a member of any branch of the armed forces of the United States as evidence of the satisfaction of the educational requirements for licensure.

C. An applicant who graduated from a nursing education program in a foreign country may be required to pass the Commission on Graduates of Foreign Nursing Schools Qualifying Examination prior to admission to the examination for licensure in the Commonwealth.

(Code 1950, § 54-346; 1970, c. 116; 1979, c. 5, § 54-367.13; 1982, c. 598; 1988, c. 765; 2011, c. 390.)

Virginia Board of Nursing (2018). Regulations governing the practice of nursing, §§ 54.1-3017 and chapter 30 of title 54.1 of the Code of Virginia, February 24, 2017. Retrieved from Law.lis.virginia.gov/vacode/title54.1/chapter30/section54.1-3017/

MECC NURSING PROGRAM ORGANIZATIONAL CHART

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                        ┌─────────────────┐
                        │    President     │
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                        ┌─────────────────┐
                        │ Vice-President of│
                        │ Academic Affairs │
                        │   & Workforce    │
                        │    Solutions     │
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                        │   Dean- Health   │
                        │ Sciences Division│          ┌──────────┐
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│  Administrative  │                                 │Facilities│
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│    Sciences      │     │   ┌─────────────────┐
└──────────────────┘     └───│ Nursing Program │
                             │   Coordinator   │       ┌──────────┐
                             └─────────────────┘       │  Joint   │
                                      │                │ Advisory │
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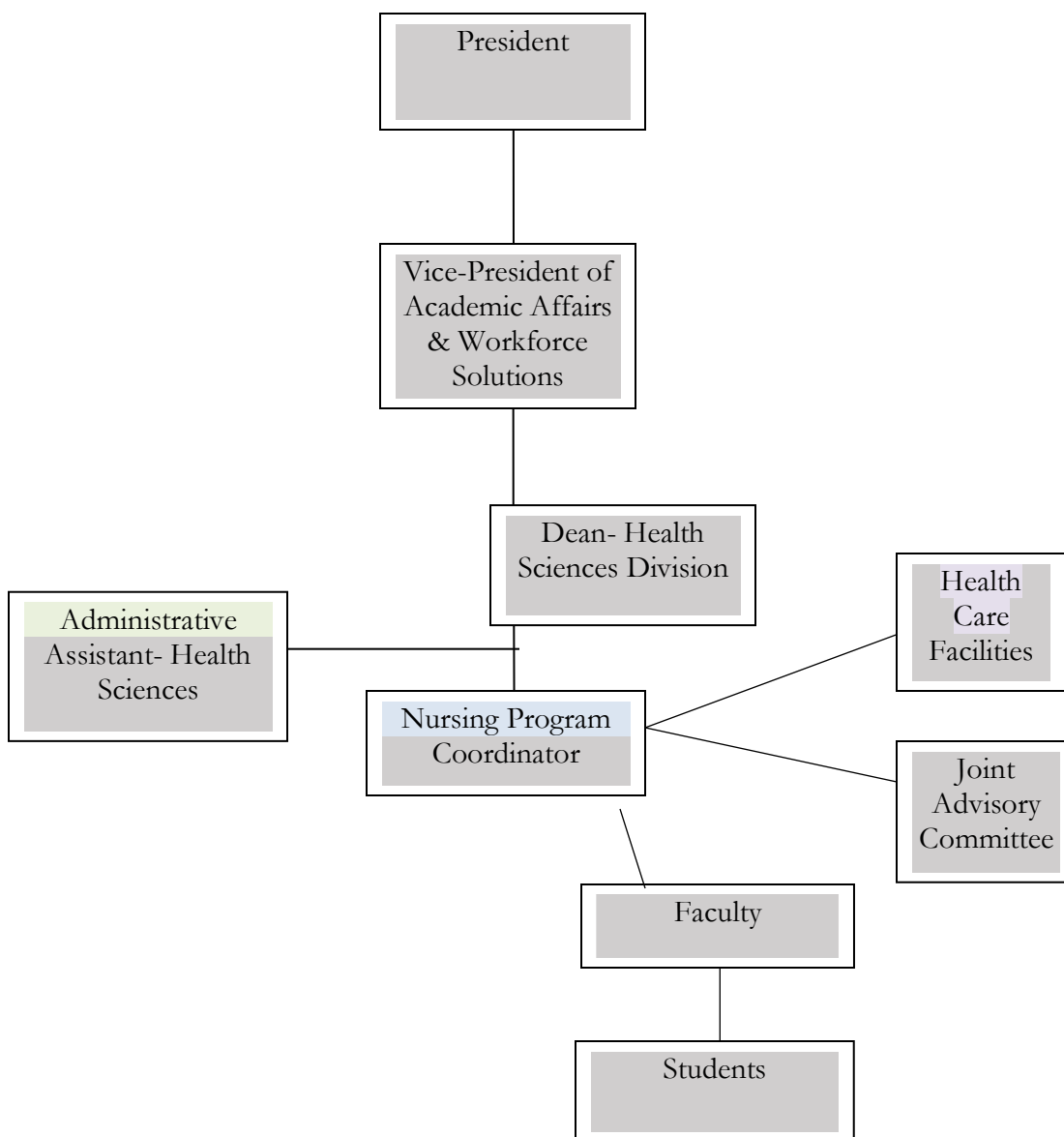
MECC ACADEMIC CATALOG AND STUDENT HANDBOOK

The MECC Academic Catalog and Student Handbook contains information regarding Student Complaint, Grade Appeal and Discrimination Procedures. And Student Conduct Policy. These procedures include, but not necessarily be limited to concerns and disputes between a community college employee(s) and student(s) or between students involving:

1. Application of a policy or procedure of the program,
2. Grades/academic record,
3. Discrimination based on race, sex, handicap, or sexual harassment.

Definitions and Scope

1. **Complaint** - A difference or dispute between a student and an employee of the Mountain Empire Community College Nursing Program with respect to the application of the provisions of MECC or the nursing program's policies, procedures, and regulations as they affect the activities or status of the student. Mountain Empire Community College (MECC) endeavors to find an equitable resolution to all student complaints at the lowest administrative level. MECC students have the right to file formal complaints regarding MECC personnel or actions. Student complaints are defined as those which are nontrivial in nature, either academic or non-academic, made formally by submitting a completed and signed Student Complaint Form to a college employee within ten (10) business days of occurrence. The Student Complaint Form is located at on the College Website under "Student Support"

2. **Appeal of grades** - Faculty members at Mountain Empire Community College are responsible for assigning course grades and providing objective grading criteria for which those grades are assigned in the course syllabus. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member. The Grade Appeal Procedure provides a fair and orderly process for students who wish to pursue a formal appeal of a course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, students shall follow the sequence of steps outlined in the procedure with the presumption that, as a matter of rule, instructors do not assign arbitrary and unreasonable course grades. Review MECC Grade Appeal Policy for details regarding the procedure.

3. **Discrimination** – Students concerned with discrimination follow the procedure outlined in the Non-Discrimination and Sexual Harassment Policies for complaints of alleged unlawful discrimination based on race, color, creed or religion, sex, national origin, physical or mental handicap, or factors that cannot lawfully be a basis for decisions. Review the MECC Non-Discrimination Policy and MECC Sexual Harassment Policy

Miscellaneous college policies

Student Accommodations Statement

The nursing program is committed to the policies set forth by the Virginia Community College System regarding disabilities and reasonable accommodations. Students requiring special services or accommodation should contact the Disability Services Counselor for an appointment at least 2 weeks prior to the beginning of classes. Contact information can be found at Getting-Started under "Getting Help When You Need It". Student success is contingent upon ability to fulfill the core performance standards of the program with or without reasonable accommodations.

If, after reviewing the MECC Catalog and this handbook, you have further questions regarding admission to the nursing program, contact a nursing program advisor.

Financial Aid

Information regarding financial assistance and scholarships can be found at Paying-for-College .

Graduation

Students must apply for graduation to enrollment services according to deadline dates as announced by the college. It is the student's responsibility to file the application before the deadline date. Students are to ensure they have met all current program requirements. In addition to the requirements of the nursing program, the college may require competency testing during the final semester and prior to graduation.

The nursing faculty believes that college graduation ceremonies mark the recognition of the achievement of academic success. The faculty encourages all nursing graduates to participate in the commencement exercises to signify accomplishment of a goal and the beginning of a promising career.

PINNING CEREMONY

Each nursing graduating class is honored with an annual pinning ceremony to celebrate their accomplishments. The pin is the Mountain Empire Community College Nursing Program Pin, symbolizing the student's new role as an MECC Nursing Alumni. The nursing faculty hosts the ceremony near the end of the semester of graduation. There is no restriction on who can attend.

International Nurses Pledge

In full knowledge of the obligations I am undertaking, I promise to care for the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, to alleviate suffering and to promote health.

I will respect at all times the dignity and religious beliefs of the patients under my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and to give loyal support and cooperation to all members of the health team.

I will do my utmost to honor the international code of ethics applied to nursing and to uphold the integrity of the nurse.

MOUNTAIN EMPIRE COMMUNITY COLLEGE NURSING PROGRAM

HANDBOOK DISCLAIMER & SIGNATURE PAGE

This Mountain Empire Community College Nursing Program Student Handbook is a guide to ensure understanding of the academic and conduct expectations of MECC, and the nursing program has for students during enrollment in the program. There is no mutuality between students and MECC concerning the handbook, and thus reliance upon the information contained within it when making academic decisions does not constitute, and should not be construed as, a contract with the college. Furthermore, the MECC nursing program reserves the right to amend this handbook at any time, unilaterally and without notice; however, the faculty will not hold students responsible for associated conduct expectations contained in such changes until notified of them. Students are responsible for regularly reviewing the terms of this policy.

Your signature on this page is your acknowledgement that you have received and agreed to abide by the 2025 Mountain Empire Community College Nursing Student Handbook.

_____

Printed Name

_____

Signature

_____

Date

I understand that a clinical agency may require the last 5 digits of my social security number, birth date, and student ID for identification purposes. I give permission for the program coordinator to share this information on a need-to-know basis only. The program coordinator or faculty will notify me if a clinical agency requests any other information.

_____

Printed Name

_____

Signature

_____

Date