



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE



2025-2026 NURSING STUDENT HANDBOOK

Updated 07/01/2025



DISCLAIMER

The 2025-2026 Nursing Student Handbook applies to all students enrolled in a Chattahoochee Valley Community College Nursing Program, supersedes all previous published editions, and is in effect until a subsequent Nursing Student Handbook is published either in print or online at <http://www.cv.edu>. The program content in this handbook supersedes the CVCC Catalog and Student Handbook.

Chattahoochee Valley Community College reserves the right to change items contained herein, as circumstantially dictated. All such changes are effective immediately, as determined by the proper authorities, and may apply to both prospective and currently enrolled students. Students will be notified of substantial changes made to the Nursing Student Handbook and provided with a supplemental acknowledgment form, to be signed and placed in their file.

Additionally, all formats, guidelines, and evaluation criteria, as published in this handbook, are subject to modification, at the discretion of nursing faculty, for the purpose of meeting the specific requirements of the changing professional objectives of varying nursing courses. Such modifications will be published in the respective course syllabi and posted in the course management system.

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NURSING HONOR CODE PLEDGE

I join my fellow students today to pledge my commitment to the highest ideal and academic standards of my education as a nursing student at Chattahoochee Valley Community College.

I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions.

Therefore, as a representative of the nursing program at CVCC, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients, families, peers and faculty.

I pledge to work together with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior.

I will work to safeguard the health and welfare of clients who have placed their trust in me and will advocate for the client's best interest.

I recognize that these responsibilities do not end with graduation but are a lifelong endeavor.

INTRODUCTION

Welcome to the Nursing Program at Chattahoochee Valley Community College! The first Nursing Program at CVCC was established in 1977. Graduates of the Nursing Program at CVCC are highly respected members of the healthcare community in the Bi-City and Fort Benning area, as well as in other States and abroad.

This Nursing Student Handbook has been prepared to provide nursing students information about the policies and procedures within the Nursing Program. It is the nursing student's responsibility to read this handbook carefully and understand its contents. ***If routine progression through the enrolled program is interrupted, policies in the Nursing Student Handbook at the time of reinstatement will apply.***

All information in the Nursing Student Handbook is essential to your success. After you have read this handbook in its entirety and have had the opportunity to ask questions, please sign the *Acknowledgment Forms* at the back of handbook. All signed *Acknowledgment Forms* should be submitted electronically via ACEMAPP, and a hard copy given to the Health Sciences Secretary/Coordinator to be placed in your permanent file.

The faculty and staff at Chattahoochee Valley Community College are committed to your success. If you need additional assistance at any time during your course of study, our doors are always open. Again, welcome to the Nursing Program at CVCC!

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PROGRAM INFORMATION

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Chattahoochee Valley Community College Mission

Chattahoochee Valley Community College (CVCC) promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career technical education, workforce development, and adult education. CVCC fosters an environment in which all members are respected, appreciated, and empowered to reach their full potential.

Chattahoochee Valley Community College Vision

Chattahoochee Valley Community College (CVCC) will be a dynamic engaged institution of higher learning dedicated to serving the community and students by providing excellent educational, cultural, and career opportunities allowing individuals to be successful and achieve their goals. CVCC will provide quality services through innovative practices state-of-the-art facilities and a culture of meeting individuals where they are and empowering them to succeed. CVCC will enhance the lives of students, faculty, staff, and the community by:

- Promoting instructional excellence in all program areas
- Expanding and enhancing programs to meet the needs of the area's workforce
- Strengthening partnerships to advance the mission of the College
- Creating a supportive teaching and learning environment
- Integrating technology to support all programs and services
- Implementing the use of evidence-based decision-making
- Providing exceptional student support services

Core Values

- Academic Excellence
- Student Success and Engagement
- Integrity
- Accountability/Continuous Improvement
- Quality Service
- Effective Communication
- Convenience

- Relevance

Institutional Goals

To achieve its purpose, the College has developed the following goals:

- To offer quality educational programs
- To provide diverse educational and support programs that promote student success
- To employ comprehensive planning and administration of the College's programs, services, and processes
- To provide state-of-the-art technology, infrastructure, and facilities to support the College mission

Chattahoochee Valley Community College Nursing Program Mission

The mission of the Chattahoochee Valley Community College (CVCC) nursing programs is to promote student success to enrich our community by offering accessible, quality, and engaging educational opportunities to prepare competent, compassionate, and ethical nurses to meet the diverse healthcare needs of the communities we serve.

State Approval and National Accreditation Status

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

The Nursing Program at Chattahoochee Valley Community College consists of a practical nursing track; a Mobility track (LPN/Licensed Paramedic to RN); and a Direct Entry (RN) track. All tracks are accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). The last self-study and on-site visit were in Fall 2017 with a follow-up report submitted in spring 2019. The next scheduled self-study and site visit will be fall 2025.

The Nursing Program at Chattahoochee Valley Community College is approved by the Alabama Board of Nursing. The last on-site visit by the Alabama Board of Nursing was on July 17, 2024 with a follow-up report in summer 2025.

Graduates of the Practical and Associate of Applied Science in Nursing programs are eligible to apply to write the National Council of Licensure Examination (NCLEX) which is appropriate to the discipline in any of the fifty United States. Comments or complaints can be directed to:

Accreditation Commission for Education in Nursing
(ACEN)

3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Southern Association of Colleges and Schools Commission on Colleges
(SACSCOC)

1866 Southern Lane
Decatur, GA 30033

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404-679-4500

www.sacs.org

Alabama Board of Nursing

(ABN)

P.O. Box 303900

Montgomery, Alabama 36130

1-800-656-5318 www.abn.alabama.gov

Alabama Community College System Nursing Program Mission and Philosophy

Mission – The mission of the nursing programs of the Alabama Community College System (ACCS) is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community needs.

Philosophy – We believe that nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.

We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.

Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Competencies – NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills, and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

Human Flourishing- Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. (NLN definition)

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

Nursing Judgment- Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN definition)

Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN definition)

Informatics – Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making. (QSEN definition)

Professional Identity- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN definition)

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

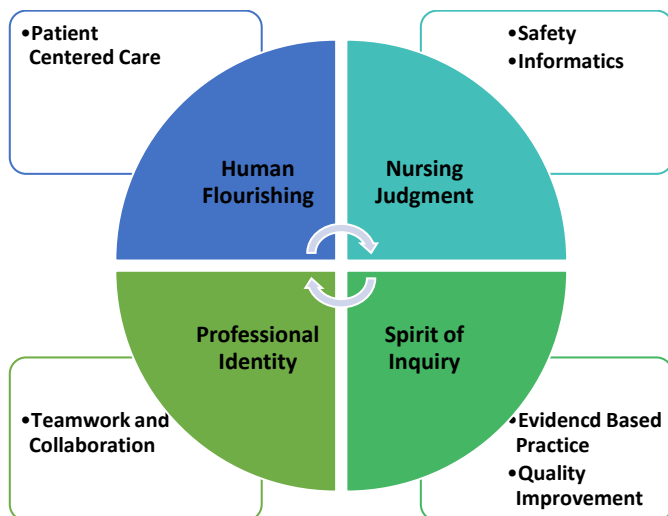
Spirit of Inquiry- Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN definition)

Evidence-based practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (QSEN definition)

Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN definition)

The Alabama Community College System (ACCS) is currently undergoing a revision of the Concept-Based Curriculum with the expectation that it will be adopted in fall of 2026. Faculty continue to bring input into the process of revision through the ACCS Nursing Directors/Chairs committee.

Alabama Community College System Conceptual Framework



The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in attaining student learning outcomes. The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the Associate of Applied Science in Nursing graduate. QSEN competencies reflect current contemporary practice. Concepts interlace NLN and QSEN competencies to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever-changing health care delivery system. Each competency includes knowledge, skills, and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

Alabama Community College System Nursing Program Outcomes

Performance on Licensure Examination	The most recent annual licensure examination pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
Program Completion	At least 60% of the students admitted will graduate within 100% of the time of the stated program length beginning with the first required nursing course as delineated below: <ul style="list-style-type: none"> AAS in Nursing – five semesters

	<ul style="list-style-type: none"> • AAS in Nursing-Mobility with NUR209 – three semesters • AAS in Nursing-Mobility without NUR209 – two semesters • Practical nursing certificate – three semesters
Job Placement Rates	At least 90% of the graduates seeking employment will be employed one year after graduation in a position for which the program prepared them.

**Alabama Community College System End-of-Program
Student Learning Outcomes/Graduate Competencies**

Practical Nursing End-of-Program Student Learning Outcomes/Graduate Competencies	A.A.S. in Nursing End-of-Program Student Learning Outcomes/Graduate Competencies
Human Flourishing Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team (NLN, 2010).	Human Flourishing Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (NLN, 2010).
Patient-Centered Care Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and well-being of patients and families (QSEN, 2012).	Patient-Centered Care Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs (QSEN, 2012).
Nursing Judgement Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context (NLN, 2010).	Nursing Judgement Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context (NLN, 2010).
Informatics Incorporate information and technology within own scope of practice to support safe processes of care (QSEN, 2012).	Informatics Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making (QSEN, 2012).

Safety Demonstrate the effective use of strategies to reduce risk of harm to self or others (QSEN, 2012).	Safety Minimize risk of harm to patients and providers through both system effectiveness and individual performance (QSEN, 2012).
Professional identity Demonstrate awareness of good practice, boundaries of practice, and professional identity formation including knowledge and attitudes derived from self-understanding and empathy, ethical questions and choices that are gleaned from a situation, awareness of patient needs, and other contextual knowing (NLN, 2014).	Professional Identity Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (NLN, 2010).
Teamwork and Collaboration Function competently within own scope of practice as a member of the health care team (QSEN, 2012).	Teamwork and Collaboration Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (QSEN, 2012).
Spirit of Inquiry By collaborating with health care team members, utilize evidence, tradition, and patient preferences in predictable patient care situations to promote optimal health status (NLN, 2014).	Spirit of Inquiry Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (NLN, 2010).
Quality Improvement Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care (QSEN, 2012).	Quality Improvement Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (QSEN, 2012).
Evidence-Based Practice Implement evidence-based practice in the provision of individualized health care (QSEN, 2012)	Evidence-Based Practice Integrate best evidence-based practice with clinical expertise, patient/family preferences, and values for delivery of optimal health care (QSEN, 2012).

Student and Faculty Responsibilities in Teaching and Learning

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teacher's guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. *The recommended amount of study time is 2 hours per day for each hour of class.*

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best conceivable way.

Instructors will do their best to provide a disciplined yet comfortable and supportive learning environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The student is responsible for learning. Although faculty members will teach, guide, assist, and encourage, learning is the student's responsibility. Learning is challenging work, and full-time students should consider being a student a full-time job. A college's priority is their students. While students pay tuition to attend school, the tuition provides the student access to the expertise of the faculty members, not a grade. ***Students must EARN their grades.*** Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

Student Participation in Program of Learning

Students can participate in the development, conduct, and evaluation of the program. The students may contribute through semester evaluation of the course work and instructors and of the program and curriculum after completion.

The semester evaluation is distributed at the end of each semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned course work, and examinations. End of the semester conferences/evaluations with faculty, provides students with one-on-one feedback. Students are asked to evaluate the entire curriculum upon completion of the program and six months to one year after graduation. Additionally, one student representative and one alternate will be elected from each nursing cohort at the beginning of each academic year. These representatives may serve as non-voting representatives at Health Sciences Student Advisory meetings. All health sciences students are welcome to attend. The Health Sciences Student Advisory Board meets a minimum of twice per year (one meeting fall semester and one meeting spring semester).

Student Class Representatives

A minimum of two (2) individuals from each cohort will occupy the role of student class representative for their cohort of students. Student class representatives will be elected by their peers through an anonymous nomination and voting process at the beginning of each academic semester.

The purpose of student class representatives is:

- To serve as a liaison for communication between students and faculty.
- To provide students with an opportunity to express their views.
- To coordinate activities between classes.
- To take an active role in representing the nursing programs in CVCC campus activities.

Student class representatives shall:

- Uphold the standards of the nursing profession to include service, integrity, leadership, citizenship, and scholarship.
- Not be subject to any disciplinary action during their course of study in the nursing program to include any violation of the CVCC Student Code of Conduct or documentation of a clinical unsatisfactory.
- Be required to have a minimum cumulative GPA of 3.0 at the time of election and maintain a minimum cumulative GPA of 3.0 for the duration of their elected office.
- Be elected by their peers by majority vote and subject to approval by the Nursing Faculty.
- Elected student class representatives who fail to meet these eligibility requirements at any time during their elected term will be removed as nursing student class representatives.

Student class representatives must:

- Attend a minimum of 1 Health Sciences Student Advisory meeting per semester.
- Communicate between students and faculty.
- Communicate news to classmates and encourage attendance and participation in nursing program and CVCC sponsored events.
- Maintain oversight of class committees and functions.
- Assist nursing faculty with curricular and instructional support as identified.
- Participate in nursing program activities which may include, but are not limited to the following:
 - New Nursing Student Orientation
 - Health Sciences Advisory Board Meetings
 - Health Sciences Student Advisory Meetings
 - Health Sciences Faculty Meetings as requested
 - Pinning Ceremonies
 - Health Fairs and/or various Health Sciences program recognition week festivities (i.e.: Nursing Week, Medical Assisting Week).

Curriculum Requirements

Students are responsible for ensuring they complete general education coursework (non-nursing classes) before or during the semester the class is designated in their program's curriculum. For example, individuals in the Practical Nursing or Associate of Applied Science in Nursing- Direct Entry programs must complete PSY210: Human Growth and Development (NOT PSY200: General Psychology) before or during their second semester in the program. Individuals transferring to CV from another institution are responsible for verifying whether transfer credit has been received for previously completed coursework. It is not the responsibility of Health Sciences faculty/staff to notify students of incomplete general education coursework. Students failing to complete general education coursework before or during the semester the class is designated will not progress in the nursing program.

Practical Nursing Certificate

All non-nursing courses must be completed before or during the semester they are designated in the curriculum below.

First Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
MTH 100 – College Algebra or Higher	3	-	-	3	3
BIO 201 – Human Anatomy and Physiology I	3	1	-	4	5
NUR 112 – Fundamental Concepts of Nursing	4	2	1	7	13
Term Total	10	3	1	14	21

Second Semester (Summer)

Course	Theory	Lab	Clinical	Credit	Contact
ENG 101 – English Composition	3	-	-	3	3
BIO 202 – Human Anatomy and Physiology II	3	1	-	4	5
PSY210 – Human Growth and Development	3	-	-	3	3
NUR 113 – Nursing Concepts I	4	1	3	8	16
Term Total	13	2	3	18	27

Third Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
SPH 106 or SPH 107 - Speech	3	-	-	3	3
NUR114 – Nursing Concepts II	5	-	3	8	14
NUR115 – Evidence Based Clinical Reasoning	1	-	1	2	4
Term Total	9	-	4	13	21

Program Totals:

Practical Nursing (PN)

Nursing Credit: 25

Academic Credit: 20

Total Credit Hours: 45

Associate of Applied Science in Nursing- Direct Entry

All non-nursing courses must be completed before or during the semester they are designated in the curriculum below.

First Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
MTH 100 – College Algebra or Higher	3	-	-	3	3
BIO 201 – Human Anatomy and Physiology I	3	1	-	4	5
NUR 112 – Fundamental Concepts of Nursing	4	2	1	7	13
Term Total	10	3	1	14	21

Second Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
ENG 101 – English Composition	3	-	-	3	3
BIO 202 – Human Anatomy and Physiology II	3	1	-	4	5
PSY210 – Human Growth and Development	3	-	-	3	3
NUR 113 – Nursing Concepts I	4	1	3	8	16
Term Total	13	2	3	18	27

Third Semester (Summer)

Course	Theory	Lab	Clinical	Credit	Contact
SPH 106 or SPH 107 - Speech	3	-	-	3	3
NUR114 – Nursing Concepts II	5	-	3	8	14
NUR115 – Evidence Based Clinical Reasoning	1	-	1	2	4
Term Total	9	-	4	13	21

Fourth Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 - Microbiology	2	2	-	4	6
NUR 211 – Advanced Nursing Concepts	4	-	3	7	13
Term Total	6	2	3	11	19

Fifth Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective (Ethics Preferred)	3	-	-	3	3
NUR 221 – Advanced Evidence Based Clinical Reasoning	3	-	4	7	15
Term Total	6	-	4	10	18

Program Totals:**Practical Nursing (PN)**

Nursing Credit: 25
Academic Credit: 20
Total Credit Hours: 45

Registered Nursing (RN)

Nursing Credit: 39
Academic Credit: 27
Total Credit Hours: 66

Associate of Applied Science in Nursing– Mobility

All non-nursing courses must be completed before or during the semester they are designated in the curriculum below.

Track One Option

Students who did not earn their practical nursing certificate from an approved Alabama Community College System (ACCS) concept-based curriculum within two years and/or do not meet the requirement for 25% course completion at CVCC must complete Nursing-Mobility Track One, which includes NUR 209: Concepts for Healthcare Transition Students. After successful completion of NUR 209, the student will be awarded 15 hours of non-traditional credit, in addition to the 10 hours for the course, for a total of 25 hours.

Track Two Option

Students who earned a practical nursing certificate from an approved Alabama Community College System (ACCS) concept-based curriculum within two years and meet the requirement for 25% course completion at CVCC may be eligible to complete Nursing-Mobility Track Two. Eligible students are exempt from taking NUR 209: Concepts for Healthcare Transition Students and will enter the Associate of Applied Science in Nursing-Mobility program during the second semester of the mobility curriculum.

Prerequisite Courses

Course	Theory	Lab	Clinical	Credit	Contact
BIO 201 – Human Anatomy and Physiology I	3	1	-	4	5
BIO 202 – Human Anatomy and Physiology II	3	1	-	4	5
ENG 101 – English Composition	3	-	-	3	3
MTH 100 – College Algebra or Higher	3	-	-	3	3
PSY210 – Human Growth and Development	3	-	-	3	3
SPH 106 or SPH 107 - Speech	3	-	-	3	3
Term Total	18	2	-	20	22

First Semester (Spring)

Course	Theory	Lab	Clinical	Credit	Contact
NUR 209* – Concepts for Healthcare Transition Students	6	1	3	10	18
Term Total	6	1	3	10	18

* This course is offered each spring semester and can only be taken when a student is accepted into the nursing program. Students are exempt from this course ONLY if they earned a practical nursing certificate from an approved Alabama Community College System (ACCS) concept-based curriculum within two years and meet the requirement for 25% course completion at CVCC.

Second Semester (Summer)

Course	Theory	Lab	Clinical	Credit	Contact
BIO 220 - Microbiology	2	2	-	4	6
NUR 211 – Advanced Nursing Concepts	4	-	3	7	13

<i>Term Total</i>	6	2	3	11	19
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Third Semester (Fall)

Course	Theory	Lab	Clinical	Credit	Contact
Humanities Elective (Ethics Preferred)	3	-	-	3	3
NUR 221 – Advanced Evidence Based Clinical Reasoning	3	-	4	7	15
<i>Term Total</i>	6	-	4	10	18

Program Totals

Registered Nursing (RN)

Prerequisite Credit:	20
Academic Credit:	7
Nursing Credit:	24
Non-traditional Credit:	15
Total Credit Hours:	66

GENERAL INFORMATION

College Activities

Nursing students have the opportunity to participate in campus activities, which serve to broaden the total academic experience. Activities vary according to student needs and desires. These various activities are listed and described in the current *CVCC Catalog and Student Handbook*. These activities are coordinated through the Office of Student Development. Activities are posted on bulletin boards, closed circuit televisions, and/or announced in class.

All student organizations are approved by the Associate Dean of Student Development and Success. Student organizations operating on campus without such approval are subject to immediate removal and the responsible students are subject to appropriate disciplinary action.

CVCC provides many student activities and includes the Student Government Association, Music, Athletics, and Phi Theta Kappa. Faculty members are flexible with students' class and clinical schedules when absence is due to attendance at state or national meetings or competitions.

Students may elect to participate in the *National Student Nurses Organization (NSNA)*. This organization exists at the discretion and participation of the student nurses. A nursing faculty member must serve as an advisor for this organization. Students interested in participating in this organization should contact a nursing faculty member.

Use of Tobacco Products

CVCC is a smoke-free campus. The use of tobacco products and vaping is prohibited on campus.

All clinical sites utilized by CVCC are smoke-free. The use of tobacco products and vaping is prohibited at all sites. Students smoking at a clinical site will receive a clinical unsatisfactory and will be sent home for the clinical day.

Profanity

Students are representatives of CVCC, both on campus and while attending campus/class activities off campus. Each student is responsible for ensuring they represent the College positively and for proper language. Profanity will not be tolerated in the classroom, lab, and/or clinical setting and students may be asked to leave classroom, lab, or clinical and/or be counseled by nursing faculty.

Food and Drink

It is the policy of CVCC that no food or drinks are allowed in any of its classrooms, labs, or the Learning Resource Center.

Cell Phones

Cell phones must be turned on 'silent' during class time. Cell phone use during class is at the instructor's discretion. Faculty reserves the right to ask students to deposit cell phones at the front of the room prior to class. If a student has an extenuating circumstance in which they expect a call during class time, it is the student's responsibility to alert the faculty member. The student will be asked to step outside the class to take the call. Cell phone use during any test is prohibited and is subject to appropriate disciplinary action. Cell phone use for personal reasons (e.g., texting, social media, email) in the clinical/lab setting is prohibited. Cell phone use for clinical/lab information purposes (e.g., digital textbooks, completion of evaluations) may be permitted, at the discretion of the clinical instructor. Taking a picture, recording videos and/or conversations during class or clinical rotations may be considered a violation of HIPAA and/or FERPA and is subject to appropriate disciplinary action.

Use of Computer Resources

CVCC makes on-campus computer resources available to its students. The College encourages the use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

Acceptable uses of the Internet and e-mail

The CVCC Acceptable Use Policy was established to maximize availability and fair access to the College's Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state, or national government affairs; economic development and public service related to College supported activities.

Alabama Research and Education Network

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security

All messages created, sent, or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are private and should transmit highly confidential data in other ways. The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

Violations

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the member representatives' responsibility to contact ASA, in writing, about questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Chattahoochee Valley Community College is not liable for injury, damage or expense arising from sites or materials accessed through its Internet/e-mail system.

Email: Official Means of Communication

The College created official A#@alabama.edu email addresses for all employees and students and has adopted email as the official form of communication to these email accounts. The College considers other forms of campus communication as supplemental. **Students and faculty must utilize this email for all official means of communication involving their academic work. Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.**

Calculators/Tape Recorders/Electronic Devices

The policy regarding the use of calculators, tape recorders and/or any other electronic devices varies with each course. See individual course syllabi for course policy. Use of personal electronic devices and/or smart phones is never permitted during testing. Students will not be permitted to disperse recordings of lectures. This includes, but is not limited to, posting lectures to websites and social media outlets or dispersing copies to other students.

Program Tools

Students will be required, throughout the nursing program, to purchase multiple learning tools. Each tool serves a specific purpose and is vital to successful program completion. These tools include, but are not limited to the following:

1. Electronic tablet or laptop
2. Required textbooks (electronic or traditional). Textbooks or e-books deemed “optional” by the course instructor or nursing faculty are not considered required and purchase thereof is at the discretion of the student.
3. Required educational software as prescribed by the program (e.g., ATI)
4. Subscriptions: e.g., ACEMAPP and Advantage Students
5. Stethoscope, penlight, bandage scissors, sphygmomanometer, wristwatch with a second hand.
6. Nursing skills pack. Skills packs will be ordered from Pocket Nurse and shipped to the school. Students receiving financial aid should purchase their skills pack from the CVCC bookstore. Items included in the kit are:

Failure to purchase required program tools will result in inability to complete assigned coursework, attend clinical rotations, and inability to progress in CVCC’s nursing program.

Students must communicate issues which could delay payment for any of the above tools IMMEDIATELY to the course instructor. Nursing program faculty and staff will consider failure to communicate potential issues as an indicator that payment will be made no later than the established deadline and deadline extensions will not be granted.

Academic Dishonesty

Students should recognize that a mature acceptance of academic responsibilities is a requisite for accomplishment in college work. Students should refer to the current *CVCC Catalog and Student Handbook* for information concerning college policies regarding student conduct.

Academic dishonesty is one form of academic misconduct. Academic dishonesty includes cheating and plagiarism as identified in any forms below:

CHEATING

- a. Submitting material that is not yours as part of your course performance.
- b. Using information or devices that are not allowed by the faculty.
- c. Obtaining and/or using unauthorized materials.
- d. Fabricating information, research, and/or results.
- e. Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- f. Collaborating with others on assignments without the faculty’s consent.
- g. Cooperating with and/or helping another student to cheat.
- h. Demonstrating any other forms of dishonest behavior.

PLAGIARISM

- a. Directly quoting the words of others without using quotation marks or indented format to identify them.
- b. Using information (published or unpublished) without identifying the source.
- c. Paraphrasing materials or ideas without identifying the source.
- d. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.
- e. Submitting work belonging to another individual, including peers with whom you were collaborating.

Students are expected to practice academic honesty. If an instance of academic dishonesty is determined by the instructor to have occurred, a student may:

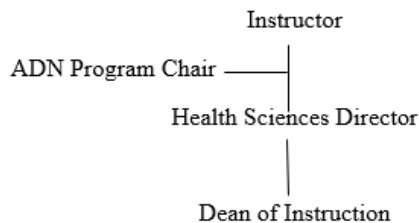
1. Be required to retake an examination, or resubmit an assignment.
2. Receive an “F” on the given exam or assignment; or
3. Receive an “F” for the course.
4. Dismissal from the CVCC Nursing program

Whether or not academic misconduct occurred, and what sanctions, if any, are to be applied, are matters to be determined by the respective instructor. Any student who opposes the sanction imposed by an instructor may appeal against the matter to the Chief Academic Officer through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean of Students and College Services if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

Chain of Command

Should a problem arise during the semester, the student should strive to solve it with the instructor or student involved. If a resolution is not reached or the student is dissatisfied, the student should follow the Chain of Command listed.

Chain of Command for Nursing Students



For information on formal Grievance Procedures, please see the current *CVCC Catalog and Student Handbook*.

Students Access to Instructors

Students can meet with their instructors during designated office hours/tutoring hours. Office hours are published outside of each instructor's office door. If a meeting during office hours is not possible, the student should schedule an appointment with the instructor. ***Students must schedule appointments with faculty at a time that is mutually convenient for both the student and faculty.*** Appointments should be kept by both parties; if circumstances prevent this, the person unable to make the appointment should contact the other and attempt to reschedule. Other Health Sciences faculty or staff members may attend scheduled appointments as witnesses and/or mediators.

Students should use faculty members' office phones, CVCC email, Remind, or Canvas to contact the instructor. Students should not utilize personal faculty emails, social media, or cell phones to contact the faculty member. ***Students and faculty must utilize @alabama.edu email for all official means of communication involving their academic work. Faculty members are not obligated to respond to any student contact outside of the typical CVCC communication channels or posted office hours.*** Such contact is at the discretion of the faculty member.

Visitors

Students may not have visitors in class, lab or clinical. Should a spouse or significant other need to reach a student, please report to the Health Sciences Office, IPAC 302, or to the CVCC Office of Administration, Wallace Hall. According to CVCC policy, minor children are not permitted in classrooms or laboratories at any time.

Parking

CVCC provides spaces for students in designated lots on campus. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Clerk in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag. Students are reminded that red striped parking spaces are reserved for visitors and yellow striped parking spaces are for faculty and staff only. Handicapped parking is designated by blue stripes and a wheelchair symbol. Students are subject to parking tickets and fees if parked inappropriately.

Parking at clinical facilities is at the direction of the assigned facilities. Students are expected to follow these parking assignments and are responsible for any tickets or fees which may be incurred if parked inappropriately.

Failure to respond to a parking ticket obtained on campus or at a clinical facility may result in a HOLD on student accounts; a delay in registration; and/or a clinical unsatisfactory.

Dress and Appearance

New students entering the program must be in the designated uniform for that cohort. Students returning to the program or transferring into a new cohort must wear the uniform which matches the cohort they are entering. The student is responsible for purchasing the required items listed below, if necessary.

Approved uniforms are available for purchase from AllHeart. Students receiving financial aid should purchase their uniform from the CVCC/Troy bookstore.

Acceptable Classroom/Clinical/Lab Dress*

<i>Classroom Dress Code</i>	Scrubs any color or CVCC Nursing sweatshirt/ CVCC Nursing T shirt with scrub pants. A clinical uniform jacket is a pewter scrub jacket with snaps or buttons and school embroidery. May be worn for warmth May also wear a pewter fleece CVCC nursing jacket for classroom.
<i>Clinical Uniform/Lab Uniform/Simulation Uniform</i>	Pewter scrub pants. Pewter scrub top with CVCC embroidery. Clean and wrinkle free. Solid white or black crew neck t-shirt with short or long sleeves is permitted under a uniform top. Females wearing a uniform dress/skirt, length should not be shorter than top of the knee. A clinical uniform jacket is a pewter scrub jacket with snaps or buttons and school embroidery. May be worn for warmth or as directed or required by the nursing instructor or clinical agency. A pewter fleece CVCC nursing jacket is allowed for classroom/Skill lab/Sim lab but must be removed prior to bedside activity.
<i>ID Badge</i>	A CVCC student ID badge must be worn above the waist. The ID badge photo, name and title must always be visible. Students should not use an employee name badge from any clinical institution.
<i>Footwear</i>	Footwear will be safe and appropriate for nursing, neat and presentable. Footwear will fully cover the toes and top of the foot. Sandals or cloth/mesh shoes are prohibited as they do not offer protection against spilled liquids or sharp items that may be dropped or kicked. Flip-flops are not appropriate footwear for clinical or lab. Solid black, solid white, or solid gray shoes are mandatory.
<i>Jewelry</i>	Jewelry is an accessory and must not be an interference, distraction, or safety hazard to patient care. Necklaces and bracelets should not be worn in labs or clinical.
<i>Body Piercings</i>	Jewelry associated with a body piercing may not be worn in any visibly pierced body part except ears. Clear nose ring or small stud may be worn. No other nose rings are allowed in labs or clinical. No more than two earrings (pierced or clipped) per ear are acceptable.

<i>Fingernails</i>	Fingernails will be neat and clean. Due to infection control considerations in providing direct patient care students must not wear artificial nails, nail wraps, gel nails, acrylic nails, or any polish (natural nails only). Nails shall be no longer than ¼ inch beyond the tip of the finger.
<i>Cosmetics/Perfume/Cologne</i>	Heavily scented shaving lotions, colognes, lotions, and/or powders are not permitted. False eyelashes are not permitted while in lab or clinical uniform.
<i>Hair</i>	Hair will be neat, clean, manageable and off the shoulders and should not cover eyes. All facial hair should be neat, clean, and appropriately trimmed. Hair color must be tasteful and conservative. Hair color must not be out of the biological norm.
<i>Tattoos</i>	Tattoos and/or body art that contains nudity, profanity, or graphic violence must be covered while in lab or clinical uniform. Neutral arm sleeves, hosiery, bandages, or make-up must be worn to cover unacceptable tattoos.
<i>Personal</i>	Students will maintain personal hygiene including regular bathing, shampooing of hair, and use of deodorant. Underclothing must be worn and should be white or neutral and solid in color. Underclothing should not be visible through the uniform.
<i>Watches</i>	Students must wear a watch with a second-hand or digital with stopwatch capability during lab and clinical. Smartwatches may not be worn in the classroom during testing.
<i>Masks</i>	Students may be required to wear reusable face masks in the lab and classroom setting, as mandated by the State, ACCS, or the College. Students must wear surgical masks or N95 respirators in the clinical setting, as directed or required by the clinical site.
<i>Face Shields</i>	Students may be required to wear a face shield in the clinical setting, as directed or required by the clinical site.
<i>Miscellaneous</i>	Students will have a stethoscope, a functioning pen light, bandage scissors, and a black ball point pen during clinical. Chewing gum is not permitted in clinical or lab settings.
<i>Ear Buds</i>	Ear buds are not to be worn during skills lab/Sim lab/clinical or during a test. Sound eliminating ear plugs or headphones may be worn during testing.

**This dress code has been adapted from the dress & appearance Policies of clinical affiliates.*

Dress and appearance policies and/or dress codes for the clinical agency prevail over Health Sciences Department codes when the clinical agency code is more stringent. Faculty reserve the right to use professional judgement when determining if a student meets the dress and appearance policy. Failure to abide by the dress code may result in appropriate disciplinary action.

Use of Photographs

Photographs of students may be taken throughout the program for use in class projects or public relations information. Students are responsible for providing a Chattahoochee Valley Community College Health Sciences staff or faculty member with a written request, stating that the use of their photograph is not permissible for these purposes. Failure to provide a written request will be considered permission, by the student, for their photograph to be used in class projects or public relations information.

CLASSROOM INFORMATION

Course Evaluation

All testing within the nursing program will reflect progression. Tests will become progressively more difficult as the student moves from novice to expert within the program. Every nursing course will include unit exams and a comprehensive final. Nationally normed computerized testing is utilized throughout the curriculum to prepare students for graduation and NCLEX readiness.

All nursing courses use a 1000-point grading scale which complies with the Alabama Community College System Nursing Program grading policy. The following grading policy is in effect for all Nursing coursework:

900 – 1000 points	=	A
800 – 899 points	=	B
750 – 799 points	=	C
600 – 749 points	=	D
Below 600 points	=	F

A minimum grade of “C” in theory (750 points or above) AND “satisfactory” clinical performance is required to successfully complete the course and progress within the program.

Individual test grades will be recorded in tenths. Individual test grades **will not** be rounded up to the next higher score, based upon the hundredths.

For example:

If a test grade is 89.57, it will be recorded as 89.5.

If a test grade is 89.52, it will be recorded as 89.5.

Final course grades will be recorded in whole numbers. Final course grades **will not** be rounded up to the next higher score, based upon the tenths.

For example:

If a final course grade is 89.5, it will be recorded as a “B.”

If a final course grade is 74.5, it will be recorded as a “D.”

Students earn the grades they are given. Students will not be granted points under any of the following conditions:

- Tuition payment
- Hard work and participation
- Life experiences or circumstances
- Proximity to next higher grade

If a student receives a total of three documented clinical unsatisfactory ratings (0) in one course this will result in a clinical failure and a grade of “F” for the course. Students who have a clinical failure due to three documented clinical unsatisfactory ratings must follow appropriate re-admission procedures and demonstrate competency before being allowed to return.

If a student receives one documented clinical unsatisfactory for patient safety this will result in a grade of “F” for the course. Any student who has a documented clinical unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

Understanding the Difference: Standardized Assessments vs. Unit Exams

During the nursing program, students are given examinations to “examine” how much is learned from specific material that was theoretically presented in classroom, reading, skills labs, clinical, etc. Scores on these exams are based on the scale explained previously.

It is important to understand that a nursing program cannot teach everything there is to know about any given content area in each semester OR all there is to know about nursing in 2 years. Nursing is a lifelong career of learning. Every nursing program has minor differences in focus and teaching strategies. Every nursing program uses different textbooks and materials.

Standardized assessments are broad and are used to “assess” student knowledge in comparison to the end-of-program comprehensive exam and ultimately the NCLEX blueprint. Therefore, a student’s score on any proctored nationally standardized exam – while still based on the 100% scale – is not looked at in the same way as a typical exam. It would be unreasonable to expect a student to score 75-100% over material that they may have never seen before.

Therefore, standardized assessments are a means to identify areas that a student might see on their end-of-program comprehensive exam and ultimately NCLEX. Through continued coursework, review, and remediation activities throughout the course of the program, students will be prepared at the end of their program for NCLEX.

Classroom Attendance/Tardy Policy

Chattahoochee Valley Community College students are expected to attend every class and laboratory session, arrive on time, and remain for the entire session. **Students are responsible for course content, assignments, assessments, and applicable deadlines whether or not they are present for class meetings. Instructors are not required to review with students any**

material missed due to student absence, nor are instructors required to notify students when their grades may be lowered because of graded student work missed.

To comply with federal financial aid guidelines, instructors must verify attendance at two points during the semester. The first verification occurs on the first day of class. If a student on the roster is absent, they are reported as a no-show (NS). The second verification occurs at the sixty percent completion date in the semester. If a student on the roster has stopped attending class, they are reported as non-attending (NA) student. If a student is reported as either a NS or a NA, the student is administratively withdrawn from the course and a "W" indicating a withdrawal is posted for the course grade.

Each instructor's attendance expectation is effective beginning with the first scheduled class meeting and continues throughout the semester. Students who do not attend the first day of class will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. For online courses, students must complete the required Class-Access assignment by the deadline printed in CVCC's official Class Schedule for the term. Online students who fail to complete this assignment will be reported as a no-show (NS) resulting in an administrative withdrawal from the course. In addition, students who stop attending classes prior to the sixty percent date of the semester will be reported as a non-attending (NA) student which will result in an administrative withdrawal. For online courses, students who fail to show activity through logins and postings prior to the sixty percent date will be reported as a non-attending (NA) student which will result in an administrative withdrawal for the course. Administrative withdrawals may negatively affect eligibility for financial aid programs that require instructors to verify students' attendance. Students administratively withdrawn due to the no-show (NS) or non-attendance (NA) report from a course and wish to be reinstated should follow the appeal process for administrative withdrawals in the College Catalog.

In the event of extenuating circumstances necessitating absence from class, clinical or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make up requirements. Extenuating circumstances are defined as:

- Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with appropriate original signature or on an original prescription pad with legible documentation and signature including contact information. No photocopies or duplicates accepted. Photographs are not acceptable documentation. Documentation should include the student's name, dates of illness or hospitalization and a statement safely releasing the student back to class and/or clinical.
- Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
- Documented motor vehicle accident involving student. Documentation must be submitted from law enforcement in the form of an original or original duplicate to include the student's name and date of incident.

- Bereavement due to death of an immediate family member. An immediate family member is defined as parents, spouse, child, sibling, grandparents, or cohabitating/life partners.
- Jury duty.
- Military service

Students will be expected to provide written documentation to explain the extenuating circumstance. The determination of extenuating circumstances will be at the discretion of the instructor and/or ADN Program Chair/Health Sciences Director. An absence may be excused due to extenuating circumstances at the discretion of the instructor and/or the Health Sciences Director.

The nursing faculty believes attendance reflects acceptance of professional responsibility, which is an essential criterion of the nursing student's performance evaluation. Because nursing education requires a blend of classroom and clinical instruction, separate attendance policies are required.

The nursing faculty expects all students to attend all classes for which they are registered. **Students unable to attend class regularly, regardless of the reason or circumstance, are recommended to withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course.** Withdrawal from class can affect eligibility for federal financial aid. Withdrawal from class can prohibit progression in nursing and allied health programs.

A tardy for class will be defined as five or more minutes past the announced starting time of the class. Entrance to the classroom will be at the discretion of the instructor.

Any class time missed, regardless of cause, reduces the student's opportunity for academic success. When a student is absent, the student is responsible for all announcements, content covered in class and for any assignments.

When reporting an absence or tardy for class, one student MAY NOT bear the message for the student who is absent or tardy.

The College reserves the right to change the format of coursework from the classroom setting to online or hybrid, as mandated by the Alabama Community College System and/or State. The attendance policy will remain the same regardless of format.

Course Syllabi

Each nursing course has a syllabus that is the student-teacher agreement for that specific course. Syllabi will be posted online (CANVAS) by the instructor.

The Course Syllabus contains the course objectives, each of which must be achieved to pass the course; the requirements of the course; and the evaluation methods. The student should be certain to fully understand the expectations of the course. Students should make an appointment with the faculty member if they have questions or need clarification.

Course Syllabi are projections of activities that will take place over the course. Faculty reserves the right to modify activities to fit unforeseen circumstances. Changes to syllabi will be announced in class and/or provided in writing via the course management system on Canvas.

Student Expectations

All interactions within the classroom are expected to be honest and respectful. Teachers set the tone and demeanor of classes. Discussion and questions are encouraged when appropriate. Questions and comments by students should be thoughtful and relevant to the topic of discussion.

Unsanctioned talking, eating, sleeping, and reading unrelated material during class will be considered rude and disruptive. Students will be asked to leave the classroom if rude or disruptive to the learning environment. Students asked to leave must meet with the faculty member and the Health Sciences Director before being allowed to return to class.

Instructors will begin and end class promptly in accordance with the published class schedule. Students are expected to arrive on time and not leave or prepare to leave until the class has been dismissed. Faculty members may close the door and not allow students to enter a class until a class break at their discretion.

Students should follow the course guidelines outlined by the instructor, complete all assignments, and prepare for class to master the information and skill being taught. **Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of study time is 2 hours per day for each hour of class. Extra-curricular activities, including jobs, should not affect teachers' expectations or interfere with students' preparation for classes.**

Testing

Students of the CVCC Nursing Program must complete course-based testing and nationally normed tests throughout the curriculum. Students must take all exams at assigned times or make arrangements in advance (not the day of the test) with the faculty member. Students are not allowed to enter the testing room once the instructor has begun reading the instructions on all proctored tests taken through ATI.

Make-up exams are given at the instructor's discretion and not guaranteed to the student. A make-up exam day will be scheduled each semester for all students. Students may take only one make-up test per course, per semester.

Test results will be reviewed after the test as scheduled by the faculty member. Students will not be allowed to review tests at the end of the semester to challenge a test question to obtain points. ***Students who wish to challenge a test question must do so within 24 hours from the end of the test administration. Students will not be permitted to challenge the final exam. Students will NOT be permitted to challenge or appeal for any grade earned on a nationally normed***

standardized exam. All test questions are scrambled on all tests. When challenging a question, do not give the test number. Instead, please note the actual question.

Students who challenge test questions must do so in writing with documentation as to the reason for the challenge. Students should follow the chain of command.

Nationally normed computerized exams will be monitored. Students will need to arrive at the computer lab at the designated time. No food or drinks are allowed in the lab. Students will not be allowed to bring anything into the room except a pencil. All exams will have a calculator in the exam itself. Faculty will supply students with a blank sheet of paper, if needed, that must be signed and returned at the end of the testing period. Students will be asked to deposit all personal belongings, including cell phones, purses, book bags, calculators, smart watches and food or water items at the front of the classroom during nationally normed computerized exams to simulate the NCLEX experience. No other programs or internet applications should be open on the task bar or used during these exams. Students may not check email, surf the web, or go to other websites before, during, or after the test. Book bags must be left at the front or side of the room. Test proctors reserve the right to monitor students who elect to use restroom during tests. Once testing is complete, the student will exit the computer lab and will not be permitted re-entry unless approved by the instructor. Students may not, under any circumstances, take pictures or write down test questions. This includes pictures or documentation for challenging/questioning test information. Any violation in this policy will result in the student being referred to the Dean of Students and College Services for academic misconduct as outlined in the current CVCC Catalog and Student Handbook and may result in dismissal from the program.

Students must complete a comprehensive computerized exam in the last semester of the program. The exam will count as a final grade and will not be offered more than twice.

Grade Appeals

It is the policy of CVCC that students should have the opportunity to appeal any grade which a student has reason to believe does not accurately and fairly represent the nature of the class work which the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade which the student received for an examination, a written/oral presentation, a project, or other required classroom activity, is either inaccurate or unfair grade. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived.

For grades on final examinations or grades that represent the final grade for the course, though College policy states that the initial seven day period will begin on the first class day of the next academic term, students enrolled in nursing coursework must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question,

except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. This policy, pertaining to grades on final examinations and/or grades that represent the final grade, supersedes the College policy, due to the pace and requirements of the nursing program.

In appealing a grade, the student may have his or her concern about the grade reviewed, but must follow the appropriate chain of command, beginning with the student's homeroom instructor for the course in which the final grade or course grade is being appealed. See the current CVCC *Catalog and Student Handbook* for additional grade appeal detail.

CLINICAL INFORMATION

Clinical Rotations

Students are required to complete clinical hours, which will be educational in nature and are designed to develop skills necessary for entry-level competencies, in a variety of settings: health care facilities, CVCC skills lab, and CVCC simulation lab.

In conjunction with other clinical policies within this handbook, students (1) should not expect and will not receive compensation for participation in clinical courses from either the institution or the health care facility with the exception of an apprenticeship; (2) have not been promised, and should not expect a job at the health care facility as a result of participation in clinical experiences, and (3) will be withdrawn from the program if refused by a clinical agency because of a criminal background check or drug screen.

Clinical Attendance/Tardy Policy

All simulation lab, skills lab and clinical experiences are considered clinical. The student assumes all responsibility for punctual and regular clinical attendance.

Students are expected to attend ALL clinical rotations required for each course. There will be one (1) make-up day scheduled for missed clinical per semester, and if the student does not attend, this results in clinical failure. Clinical make-up is not guaranteed based upon faculty availability and clinical space availability. If more than one (1) day of clinical is missed, this is a clinical failure. Failure to meet this standard will result in failure of essential criteria and, therefore, the course. Failure to complete clinical rotations will prohibit progression in nursing and allied health programs.

All clinical absences, even when made up, count toward a student's total absence hours. **Under no circumstances shall a student miss an excess of 10% of clinical hours during the course of the semester.** If excessive hours are missed, the student's progression in clinical rotations will be prohibited. The student will be referred to the Health Sciences Director. The student will submit documentation for the absences, and the Health Sciences Director will review and decide whether the student may remain enrolled in the program. The decision of the Health Sciences

Director is final and is considered the appeal for the student. For example, the number of clinical/lab hours for NUR112 is 135. If a student misses more than 13.5 hours of on campus laboratory or clinical hours, he/she will not be allowed back in lab or clinical until the Health Sciences Director reviews his/her appeal. Failure to be eligible for lab or clinical will result in course failure.

When it is impossible for the student to attend a clinical experience, it is the student's responsibility to call the instructor, the Health Sciences Secretary/Coordinator, or the assigned unit at least 30-60 minutes or more prior to the beginning of the clinical experience. Contact must be made via CVCC email/telephone message or Remind.

- Tardiness in clinical is unacceptable. If a student believes they will be late for clinical, it is the student's responsibility to notify the clinical instructor that they will be absent. Students are expected to arrive on time and ready to receive report at the designated clinical location.
- Tardy (1-7 minutes past clinical start time)
 - A student is considered tardy if they arrive even 1 minute after the official clinical start time.
 - Example: If clinical begins at 7:00 AM and the student arrives at 7:01 AM, they are tardy.
- 1st Tardy (**One-Time Only**)
 - The first time a student is tardy but arrives within 7 minutes of the scheduled start time (e.g., between 7:01–7:07 AM), the student will be allowed to stay.
 - However, a grade of “0” in the Professionalism section of the clinical evaluation will be assigned for that day.
- Subsequent Tardiness (After 1st Tardy Has Been Used)
 - After the one tardy, any additional tardiness (even within 7 minutes) will result in the student being sent home and assigned a “0” in the Professionalism section for that clinical day.
- Late (Beyond 7 Minutes from clinical start time)
 - If a student arrives more than 7 minutes after the clinical start time, they will be sent home and receive a “0” in the Professionalism section for that clinical day.
- Clinical Failure Threshold
 - Accumulating three (2) zeros in the Professionalism (Critical Behavior) section due to tardiness or late arrival will result in clinical failure for the course.
- A student can only miss one clinical day. The student will need to make up the missed clinical hours according to the attendance policy. Clinical make-up is not guaranteed.

When reporting an absence or tardy for clinical or lab, one student may not bear the message for the student who is absent or tardy.

Clinical Documentation

Requirements for satisfactory completion of clinical documentation vary with each nursing

course. See individual course syllabi for requirements. Clinical documentation is to be submitted on the due date. Documentation not submitted by the due date may be considered unsatisfactory at the instructor's discretion. Documentation may be a simulated electronic medical record, a traditional nursing note/care plan, or other documentation as designed by the instructor.

Release of Clinical Information

Health Sciences students must give Chattahoochee Valley Community College permission to release information regarding clinical and classroom performance to clinical agencies, including those with whom the student may apply for employment. Students must also **give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested.**

Clinical Evaluation

The clinical evaluation's purpose is to ascertain that the student has met measurable objectives deemed necessary for the competent practice of nursing. Additionally, clinical evaluations demonstrate progression throughout the program.

There will be periodic clinical evaluations each semester depending on the clinical rotations attended by the student. The evaluation provides feedback to the students on progress made toward meeting the course's clinical objectives. Students are encouraged to use the skills laboratory to remediate any identified deficits.

Clinical evaluations are evaluated on a Likert scale, 0-3, with a 2 being a satisfactory rating. Evaluation will be made based on the clinical instructor's final assessment. Clinical performance must be satisfactory (2) in each of the separate roles by the end of clinical to receive a passing grade in the course. Unsatisfactory performance constitutes clinical failure.

If a student receives two documented clinical unsatisfactory ratings (0) in non-critical components of the clinical evaluation the student will receive a clinical failure and a grade of "F" for the course. Students who have a clinical failure due to two documented clinical unsatisfactory ratings must follow appropriate re-admission procedures and demonstrate competency before being allowed to return. Students given an unsatisfactory clinical grade for the same clinical behavior twice during his/her academic tenure as a nursing student will result in clinical failure.

If a student receives a total of two clinical unsatisfactory rating (0) in any of the critical elements of the clinical evaluation throughout the program the student will receive a clinical failure and a grade of "F" for the course. Critical behaviors are listed below.

If a student receives one documented clinical unsatisfactory (0) for patient safety this will result in a grade of "F" for the course. Any student who has a documented clinical

unsatisfactory for patient safety will not be allowed reinstatement into the nursing program and must reapply as a new student.

The faculty has the right to withdraw a student from the clinical setting due to unsatisfactory behavior that jeopardizes the health and/or safety of the client, staff, faculty, and/or other students.

Critical behaviors are listed on the Evaluation Form. Students may be dismissed from the clinical unit for inability to demonstrate any critical behaviors. A rating of unsatisfactory (0) in a critical behavior may constitute course failure. Students will be dismissed from the clinical and/or program of study for unethical, immoral, illegal, or unsafe clinical practice. Examples of unacceptable practice include, but are not limited to the following:

1. Breach of confidentiality.
2. Administering medications without a faculty member.
3. Leaving the clinical facility without notifying faculty.
4. Unprofessional behavior.
5. Unsafe care.
6. Performing procedures outside scope of practice.

Students should not work the night shift (11pm-7am or 7pm-7am) and attend a 7am clinical or lab activity. Students should not stay up the night prior to lab or clinical for any reason. This may result in clinical unsatisfactory and/or failure. Students must be able to deliver safe care.

All clinical evaluation forms must be submitted prior to the final exam for each course for the student to be eligible to take the final exam. The clinical evaluation forms must be complete and should include all signatures required.

Injury During Clinicals

The nature of nursing education is such that students may be exposed to potential health and/or safety hazards while participating in clinical rotations. ***The student is financially responsible for any illness or injury occurring during clinical rotations, as they are not employees of the clinical agency or the college; therefore, it is required that students have health, hospitalization, and accident insurance.*** If injured at a clinical agency while participating in clinical activities, the clinical agency and/or Chattahoochee Valley Community College is not responsible for, and they will not provide workman's compensation benefits. Chattahoochee Valley Community College, its employees, officials, agents, and representatives are released from any claim of liability for injury, loss, damage, or death that may result or arise as a result of their experience as a student in the clinical agency.

If a student is injured during clinical experiences (needle stick, back injury, etc.), they must:

1. Notify their clinical instructor immediately.
2. Complete an appropriate incident report or variance report required by the agency.

The student will be referred to the hospital's Emergency Room to be examined by a physician. The hospital will provide immediate care.

Students who incur a needle stick or any other type of direct risk exposure with a patient may be advised by the clinical agency to begin immediate treatment for HIV (Human Immunodeficiency Virus). For the most effective results, treatment must be started within two (2) hours of exposure. The cost for laboratory tests and medications (until test results are obtained) may be as high as \$1000.00.

Malpractice Insurance

Each student must maintain current malpractice insurance throughout enrollment in the Nursing Programs at CVCC, including semesters without a clinical component. The malpractice insurance is purchased through CVCC during registration the first semester of classes and each semester thereafter. The cost of the insurance is approximately \$16 per semester for coverage at the \$2,000,000/\$5,000,000 level. Payment of malpractice insurance is included in student tuition and fees.

Nursing Student Licensure

All students enrolled in the mobility program must submit and maintain their current unencumbered licensure for practical nursing.

CPR Certification

Students must maintain a valid American Heart Association or American Red Cross BLS Provider CPR certification throughout the entirety of their program. If a CPR card expires, the student will not be permitted into the clinical site which could result in failure of the course and non-progression within the program. If a student is unable to perform CPR at any time during lab or clinical, the student will receive a clinical unsatisfactory (0) for patient safety which will result in failure of the course and non-progression.

Clinical Skills and Simulation Lab Policy

CVCC provides students with learning experiences in clinical skills and simulation labs. These labs provide an active learning environment that allows students to practice and develop skills through hands-on experience using various instructional support methods and resources.

Students must participate in clinical skills and simulation labs as outlined by individual course syllabi.

In the clinical skills lab, students will practice and demonstrate basic nursing skills. Each student must competently demonstrate skills as identified in individual course syllabi. ***Students will have three opportunities in the clinical skills lab to demonstrate competency of identified skills. Failure to complete the skills by the third attempt will cause course failure and program non-progression.***

To preserve the realism of the scenarios used in the simulation lab and to provide an equitable learning experience for each student, all persons using the simulation lab will be required to sign a confidentiality agreement. Because simulation experiences may be recorded, the confidentiality agreement also includes an agreement to be filmed and recorded. This confidentiality statement applies to the simulation itself and patient information available to students. Violation of this confidentiality statement will be considered a violation of the school's code of conduct.

Students must wear closed toe shoes and an ID badge during all lab and simulation lab experiences. Students attending simulation lab must wear school uniform. Uniform requirements for the skills lab will be designated by the course instructor.

Legal Responsibilities in the Clinical Setting

There is a national mandate to promote patient care safety in healthcare settings and facilities. All licensed nurses must demonstrate a basic general competency level and specific competencies related to the practice area. ***Nursing students must comply with the legal, moral, and legislative standards in accordance with the Alabama Board of Nursing Administrative Code.*** Please see: <https://www.abn.alabama.gov/laws/>.

As part of the educational experience, student nurses are entrusted with the responsibility to provide nursing care. In several court decisions, the courts have deemed that anyone who performs duties customarily performed by professional nurses is held to the standards of professional nurses. Thus, student nurses will be held to the same standard of patient care as the professional nurse and liable for negligence if injury results.

The clinical instructor is responsible for determining if the student demonstrates the clinical and critical thinking skills required to provide safe patient care. If the clinical instructor determines the student cannot provide safe patient care, it is the legal responsibility of the clinical instructor to deny the student access to the clinical learning experience.

Confidentiality/HIPAA

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information. This protected health information must be kept confidential whether electronic, paper, or oral. HIPAA violations will be considered a severe offense and therefore consequences will be severe.

All patient information is confidential. As stated in the American Nurses Association Code of Ethics, "The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient," which includes the duty of the nurse to maintain patient confidentiality. ***Protecting patient confidentiality is the law.*** Noncompliance with the law, HIPAA, can result in monetary, civil, and criminal penalties.

The nursing faculty and staff at CVCC take HIPAA violations very seriously. The following disciplinary actions are in place for HIPAA violations:

- If a student negligently violates HIPAA, this will result in a reprimand and counseling by the instructor.
- If a student repeats a HIPAA violation, this will result in them receiving a written reprimand placed in their file and on probation during the rest of their program of study in nursing.
- Any intentional violation of HIPAA will result in the student being academically withdrawn from nursing courses and they will need to go through the re-admission process according to policy. This offense will stay in the student's permanent file. Readmission is not guaranteed and will be considered on a space available basis.
- Any intentional and malicious violation of HIPAA will result in the student being academically withdrawn from all courses without the option of returning to the nursing program or any other program of the Health Sciences division of CVCC.

Below are some general guidelines for students about confidentiality:

- Students should not discuss patient information with anyone except for clinical personnel and those in the nursing program who are involved in their education program and adhere to the same standards of confidentiality (e.g., faculty, graduate colleagues).
- Under no circumstance shall any part of a patient record leave the clinical agency in any form.
- Students should never save patient sensitive information, with identifying information, on their computers or other electronic devices.
- E-mail correspondence with faculty should be treated confidentially and should not include patient identifying information.
- All documentation related to patients must be treated as a legal document and confidentiality respected and maintained.
- Client names or other identifying information (including initials, medical record numbers or other identifying numbers) should not be included in clinical paperwork, case presentations, or in notes.
- ***Photocopying or printing patient information from computers is NOT permitted in any clinical setting.***

Use of Social Media

Social networking is defined as an online community of people with a common interest who use a website or other technologies to communicate with each other and share information, resources, etc. Examples of social networking sites include, but are not limited to Facebook, Linked In, and Twitter.

Students are advised to use social media cautiously and to avoid disclosing any information which could be considered confidential patient information. Any disclosure, intentional or unintentional, of information that could lead to identification of a patient will result in appropriate disciplinary actions, up to suspension from the college. Removal of an individual's name, face, or image is not sufficient to protect identity or confidential information. The use of privacy settings that are available on many social networking sites does not guarantee that information will not appear in public and is thus not deemed sufficient to protect confidential patient information.

Students are not to make negative or disparaging or unprofessional remarks about fellow students, instructors, patients, patient visitors, clinical sites, or other health care professionals through social media. Any negative or disparaging remarks, intentional or unintentional, through social media will be considered unprofessional and will be considered a form of misconduct. This type of misconduct will be subject to appropriate disciplinary actions.

The following guidelines are intended to minimize the risks of using social media, as outlined by the National Council of State Boards of Nursing (NCSBN):

- Nursing students have an ethical and legal obligation to maintain patient privacy and confidentiality.
- Nursing students are forbidden to transmit any patient-related image or information by electronic media.
- Nursing students should be advised that limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Nursing students should not refer to patients or other professionals in a disparaging manner, even if they are not identified.
- Nursing students must not take photos or videos of patients on cell phones or other personal devices.
- Nursing students should maintain professional boundaries when using social media for contact with patients, former patients, or health care professionals.
- Nursing students should report any breach of confidentiality or privacy to the nursing instructor.
- Nursing students must comply with clinical agency regulations regarding the use of computers, cameras, electronic devices, and cell phones while in the clinical agency.
- Nursing students may not speak on behalf of the school or a clinical agency.

Netiquette

Netiquette is a blend of two more function words which are network and etiquette. The rules of netiquette are intended for people to be more professional when writing and communicating with others on the internet.

The Chattahoochee Valley Community College Health Sciences Division, which includes the Nursing Programs, has adopted the following rules of netiquette. Students, faculty, and staff will

be held accountable to these rules. Any violation of the rules may result in appropriate disciplinary action.

- No foul, threatening or abusive language.
- No harassing messages, obscene or offensive remarks.
- Do not reply to messages when angry. Walk away from the message and come back later and re-read and then respond.
- All capital letters indicate shouting or emphasis on a word, all lower-case letters indicate mumbling.
- Use proper spelling, grammar, and punctuation.
- When addressing instructors or superiors, please utilize appropriate titles, e.g., Mr., Mrs., Dr. Do not address instructors by their first names.
- Do not communicate confidential patient information by email that could be identified and interpreted as a HIPPA violation.
- Demonstrate professionalism with communication, as if face to face in a classroom.
- Communicate needs to the recipient so that a partnership is formed in working toward a common goal.
- Include all relevant information and details in the message.
- Read the message thoroughly before sending it.
- Be careful of the tone of the message.

Universal Precautions

Universal precautions and use of personal protective equipment are covered as they relate to the content area and are reinforced throughout the program. It is the student's responsibility to seek guidance from an appropriate resource if they have any doubts, questions, or concerns regarding the correct procedure.

Student Behavior

The faculty and staff of the CVCC Nursing Program do not exercise control over the conduct of nursing students in their private lives; however, when a group of students or an individual student acts as a recognized representative of CVCC or participates in an off-campus activity sponsored by the Nursing Program, appropriate standards of conduct will be issued. Any inappropriate conduct in said situations is subject to review and appropriate intervention whenever it appears that the conduct results in a hindrance or restriction of educational purposes or processes of the CVCC Nursing Program or when the conduct poses a threat to the safety and well-being of others.

If at any time prior to graduation or during the student's course of nursing study, the student demonstrates patterns of behavior which constitute unprofessional conduct or which encroach on the student's ability to fulfill his/her responsibilities as a student, it will result in appropriate corrective action which may include counseling, receipt of a clinical unsatisfactory, or non-progression from the nursing program. Such behavior is defined to include, but is not limited to the following:

- Disrespectful or hostile communication- verbal, non-verbal, and written- with instructors and/or peers (students are encouraged to ask questions and participate in class discussion; however, communication should remain respectful).
- Failure of a student to notify appropriate persons of absence from scheduled learning experiences (no call, no show).
- Dishonesty in interactions with faculty or staff.
- Failure to adhere to required dress code.
- Unsafe practices.
- Use of inappropriate language.
- Use of inappropriate communications.
- Being consistently late in fulfilling scheduled school responsibilities.
- Failure to maintain confidentiality in matters related to educational and patient care responsibilities.

The demonstration of severe physiological and/or psychological disorders which interfere with a student's ability to fulfill academic responsibilities or infringe on the student's future abilities to fulfill professional responsibilities as a nurse will be cause for appropriate corrective action to include referral to a proper agency for professional diagnosis and treatment and/or suspension or expulsion. Failure or refusal to cooperate in this type of assistance can result in suspension or expulsion from the nursing program.

Abuse of drugs or alcohol of any kind (legal or illegal) which interferes with a student's ability to fulfill academic or professional responsibilities in the nursing program will result in suspension or expulsion from the nursing program.

Additionally, students may not represent themselves as nursing students or engage in client/patient care except as part of an assigned, planned learning activity in a practice/clinical setting.

Student Behavior Disciplinary Process

First and second infraction (except unsafe practice): meet with lead instructor and receive written counseling.

Third infraction: non-progression in the nursing program.

Unsafe practice: non-progression in the nursing program.

CVCC Health Sciences Incivility/Bullying Policy

Civility is defined as being polite, courteous, and respectful to others. Conversely, incivility/bullying has been defined as rude or disruptive behaviors which often result in psychological or physiological distress for the people involved (Clark & Springer, 2013). The effects of incivility/bullying, whether classified as minor disruptions or major violence, may affect the student nurse, and impede his or her progress and ability to become an empathic nurse, which is a goal of nursing education. Academic incivility may contribute to bullying in the workplace, which has been identified as a cause of attrition and contributes to the national nursing shortage (Schaffer, 2013). Studies have concluded that incivility/bullying has harmful

physical and psychological effects on faculty and students and disturbs the teaching–learning environment (Rawlins, 2016).

The CVCC Health Sciences Department is dedicated to creating a safe teaching-learning environment founded on respect and human dignity for all. Therefore, **uncivil behavior and/or bullying will not be tolerated from students, faculty, or staff in any venue (classroom, clinical, skills lab, Sim lab or any Health Sciences Program associated function).**

If a student is experiencing or believes they have experienced uncivil behavior and/or bullying from another student, faculty, or staff, they should first attempt to address his/her concerns with that individuals unless they feel uncomfortable, threatened, or unsafe. In that case, or if the conversation is ineffective and the behavior continues, the student should speak with faculty or a staff member who the student feels comfortable with. If the issue is not resolved, the student should follow up with the Program Director and Department Head.

All students must conduct themselves in an appropriate and civil manner, with proper regard to the rights and welfare of other students, Health Sciences faculty, and other members of the college community. The best discipline is self-imposed, and students must assume and accept responsibility for their own behavior, as well as the consequences of misconduct. However, CVCC's Health Sciences faculty and staff recognize the need to set specific and clear rules for student conduct. Students who do not accept responsibility for their behavior and/or violate the rules of conduct set forth in this Handbook may face serious consequences, up to and including, immediate dismissal.

Students must also be aware that the consequences for the violation of any policy or required behaviors therein may result in progressive and cumulative discipline, up to and including dismissal; or depending on the egregiousness of the violation, immediate dismissal may occur, regardless of whether the student has had prior discipline. The CVCC Health Sciences faculty reserve the right to impose the level of discipline they deem appropriate and may combine disciplinary consequences depending on the facts of each situation and the nature of the offenses.

Health care professionals have high standards for appropriate conduct. The development of professional attitudes and behaviors is essential in the preparation for a career. The professionalism you learn at CVCC will serve as the foundation of your professional demeanor during your career in health care. These standards are to be met in the classroom, lab/Sim lab and all clinical facilities.

The following behaviors that are subject to disciplinary action include, but are not limited to the following:

- Disruptive outbursts and/or any behavior that creates an environment unfavorable or unsafe for learning in class, lab, clinical, and/or other associated Health Sciences events
- Disrespectful behaviors and language toward others including written and verbal communication
- Engaging in harassment, which may include severe, persistent, or pervasive actions or statements directed at an individual or group which are intended to be, or which a reasonable person would perceive as, ridiculing, demeaning, or threatening, or conduct that is intended to cause an individual or group to have concern for their personal safety; or engaging in any act that constitutes harassment under federal or state laws
- Intimidation, which includes engaging in action or statements that put an individual in fear of bodily harm

- Cyber bullying, which includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or faculty/staff member by way of technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs)
- Engaging in any act which is in violation of an established policy, willfully inciting others to commit any of the acts herein or engaging in irresponsible behavior or conduct contrary to decent, polite, honorable, and honest standards.

The disciplinary actions for violation of the CVCC Health Sciences Civility/Bullying Policy are as follows:

- **First policy infraction:** A documented verbal counseling
- **Second policy infraction:** The Health Sciences faculty, as a whole, recommendation that the individual and/or individuals that repeat the offense be subject to the disciplinary sanctions as enforced by the Dean of Students and Campus Services at the College for repeat offenses of a Level II violation, which may result in removal from the nursing program and possibly college expulsion as indicated in the 2024-2025 CVCC College Catalog/Student Handbook

Clark, Cynthia M., and Springer, Pamela, J., Thoughts on Incivility: Student and Faculty Perceptions of Uncivil Behavior in Nursing Education. *Nursing Education Perspectives*, 28(2), March/April 2007.

Rawlins, Latoya., Faculty and Student Incivility in Undergraduate Nursing Education: An Integrative Review. *Journal of Nursing Education*, 56(12), November 2017.

STUDENT HEALTH INFORMATION

Health Policy

All students admitted to the CVCC Nursing Program are required to submit documentation- a hard copy to the Health Sciences Secretary/Coordinator and electronically, via ACEMAPP, as listed in “Student Health Records” section of this handbook.

Students entering the CVCC Nursing Program must be aware that they may be exposed to various contagious diseases during their clinical education and career. Precautions to be taken are outlined in the introductory patient care courses. Additional information may be provided by each clinical facility. Students must use personal protective equipment as needed and universal precautions.

In the event a nursing student is diagnosed with a communicable disease, (e.g., COVID, Varicella, measles, flu, strep throat, conjunctivitis), the student must contact the clinical instructor immediately. Based on current medical knowledge, the instructor will advise the student regarding attendance.

Students in any health care program must comply with Public Law #102-141, Section 633 and “The Alabama Infected Health Care Worker Management Act.” The law requires that HIV or HBV infected health care workers report to the State Health Officer of the condition within 30 days (about 4 and a half weeks) of the time of being aware of the infection. The infected health care worker must realize that any physician providing care to an infected health care worker must notify the State Health Officer of the infected individual within seven days of the diagnosis and care of said individual.

Students who are pregnant or have a chronic illness must present an original, signed medical release on physician letterhead with physician signature stating it is permissible to continue in the program. The medical release should outline the following:

- Physical limitations which may necessitate special accommodation in the classroom or clinical setting.
- Ability to comply with the Essential Functions of the nursing program.

Students who give birth or experience an illness or injury which requires, but is not limited to, hospitalization, surgery, or more than one week’s absence may be required to provide an original, signed medical release on physician letterhead with physician signature which verifies the following:

- Returning to routine class, lab and clinical activities does not pose undue risk or harm to the student or others with whom the student will come in contact.
- Ability to comply with the Essential Functions of the nursing program.

Discharge instructions from a hospital, emergency room or acute care clinic are NOT considered a medical release. A release written on a prescription pad must provide the same information as that written on a physician letterhead and must have an original physician signature. A stamped signature or a physician signature by a designee will not be accepted.

If a student must leave lecture, lab, or clinical rotations to receive medical care, a medical release must be submitted to the course instructor before they can return to lecture, lab, or clinical rotations. A medical release must be submitted regardless of whether the student was released by an instructor or medical personnel were called on the student’s behalf. The medical release MUST be on physician letterhead with a physician signature to be considered official.

Student Health Records

Required Student Accounts

- ACEMAPP- Chattahoochee Valley Community College Health Sciences is required by clinical affiliates to utilize ACEMAPP for the management of immunizations, certifications, and clinical scheduling. All students accepted into nursing must create accounts with ACEMAPP.
 - Payment: \$50 upon program entrance then annually until program completion.
 - Out of pocket, paid by student

- Health Sciences Secretary/Coordinator must create a student account, so login information is e-mailed to the student.
- AdvantageStudents- Chattahoochee Valley Community College is required by clinical affiliates to utilize AdvantageStudents for the completion of background checks and drug screenings.
 - Payment: \$97.00 upon program entrance then every 18 months (about 1 and a half years) until program completion.
 - Out of pocket, paid by student
 - Individuals accepted into a CVCC Health Sciences program will receive instructions pertaining to completion of the background check and drug screening from the Health Sciences Secretary/Coordinator.
 - Individuals who non-progress and/or are not enrolled in Health Sciences coursework for more than two consecutive semesters will be required to pay \$97.00, via the AdvantageStudents website, for a new background check and drug screening.
 - Drug screen and background check will need to be repeated prior to NUR 211 (good for 18 months). This is just for the direct entry program only.
 - Drug Screen only price is \$47.50


Health Documentation Responsibility

It is the responsibility of every student to monitor and maintain personal health requirements for the entire duration of enrollment in nursing program. This includes tracking the expiration of each personal health requirement. The Health Sciences faculty and staff are not responsible for notifying students of expiring health documentation. Students belonging to the nursing programs must renew any health documentation- immunizations and certifications- expiring in the upcoming semester and submit proof of update via ACEMAPP prior to the first day of class the semester in which the health documentation expires. ***For example, if a student's PPD (TB skin test) expires in October, the student must submit proof of update prior to the first day of fall semester classes.***

Failure to Submit Health Documentation

Failure to pay for and/or complete an ACEMAPP profile, including submitting all required health documentation, or failure to submit required background check and drug screening via AdvantageStudents will result in **exclusion from the clinical schedule and inability to attend clinical rotations**, which may result in course failure and non-progression. Only after all required health documentation has been submitted and verified in ACEMAPP will the student be incorporated in the clinical schedule. The student will be responsible for coordinating completion of missed clinical time with nursing faculty.

Students should keep in mind that certain health documents require processing time; therefore, renewal of these health documents should be initiated with enough time for completion. For example, students requiring an updated PPD (TB skin test) should account for the placement, 48-72 hour (about 3 days) wait period, and reading of the PPD.

ITEM	DOCUMENTATION REQUIRED
<p>BLS</p>	<p>All Health Sciences students are required to be certified as a BLS Provider in basic cardiopulmonary resuscitation (CPR) by the American Heart Association or the American Red Cross. This includes adult, child, infant CPR and AED training. CPR is current for two years from the date of issue and must remain current throughout the program.</p> <p><i>Documentation examples:</i></p> <div data-bbox="371 653 1052 894">  </div>
<p>Background Check</p>	<p>Complete and clear status on criminal background check through AdvantageStudents. Background checks completed to fulfill requirements for work or other schools' programs will not be used to meet this requirement. Background check must be accomplished upon program entrance then annually until program completion.</p> <p>Individuals who non-progress and/or are not enrolled in Health Sciences coursework for more than two consecutive semesters must submit a new background check when reinstated.</p>
<p>COVID</p>	<ul style="list-style-type: none"> • Documentation of COVID vaccination OR • Waiver is available for those who wish to decline or are unable to receive the vaccination series. Must be updated annually.
<p>CVCC Essential Functions</p>	<p>Essential Functions form must be signed by a physician, physician's assistant, or a nurse practitioner. In the event of serious illness, pregnancy, or childbirth, a new Essential Functions form must be submitted. The Essential Functions form is valid for the program's duration unless admission is inactive more than two semesters.</p>
<p>CVCC Physical</p>	<p>Must be completed on the CVCC Health Sciences physical form, to include signature by a physician, physician's assistant, or a nurse practitioner. Physicals completed to fulfill requirements for work or other schools' programs will not be used to meet this requirement. The CVCC Health Sciences physical form is valid for the program's duration unless admission is inactive more than two semesters.</p>

Driver's License or Valid Photo ID	<ul style="list-style-type: none"> • Clear image of valid driver's license OR • Clear image of valid state ID OR • Clear image of valid CVCC student ID
Drug Screen	<p>Complete and clear status on 11-panel drug screen. Drug screens completed to fulfill requirements for work or other schools' programs will not be used to meet this requirement. Drug screen must be accomplished upon program entrance. Drug screen and background check will need to be repeated prior to NUR 211 (good for one year). This is just for the direct entry program.</p> <p>Individuals who non-progress and/or are not enrolled in Health Sciences coursework for more than two consecutive semesters must submit a new background check when reinstated.</p>
Health Insurance	<ul style="list-style-type: none"> • Proof of current health insurance: <ul style="list-style-type: none"> ◦ Letters from Tricare or insurance provider <u>with the student's name listed</u> OR • Picture of front and back of insurance card. Students who do not have health insurance may contact the Health Sciences Secretary/Coordinator at 334-291-4925.
Hepatitis B	<ul style="list-style-type: none"> • Individuals > 21 years of age: <ul style="list-style-type: none"> ◦ Positive titer results (lab work) indicating immunity must be submitted. • Individuals ≤ 21 years of age: <ul style="list-style-type: none"> ◦ Documentation of immunization series (series of three doses) OR ◦ Positive titer results (lab work). • Individuals whose titer results (lab work) indicate they are not immune: <ul style="list-style-type: none"> ◦ Proof of first vaccination dose, administered after date of titer results, and signed Hep B Waiver must be submitted. Hep B waiver must be updated annually* AND ◦ Once received, proof of second dose, received one month after first dose AND ◦ Once received, proof of third dose, received six months after second dose. • Waiver is available for those who wish to decline or are unable to receive the vaccination series. Must be updated annually. <p>Students may be in ongoing series during their program if Hep B waiver has been submitted and updated annually.</p>

Influenza	<ul style="list-style-type: none"> • Documentation of seasonal flu immunization for current flu season OR • Waivers are available for those who require religious or medical exemption; however, a mask must be worn in clinical settings throughout flu season. Must be updated annually.
Measles, Mumps, & Rubella (MMR)	<ul style="list-style-type: none"> • Individuals > 21 years of age: <ul style="list-style-type: none"> ○ Positive titer results (lab work) indicating immunity must be submitted. • Individuals ≤ 21 years of age: <ul style="list-style-type: none"> ○ Positive titer results (lab work) OR ○ Two doses of live measles virus vaccine (part of MMR vaccine) on or after first birthday AND ○ Two doses of live mumps virus vaccine (part of MMR or MR vaccine) on or after first birthday AND ○ Two doses of live rubella virus vaccine (part of MMR or MR vaccine) on or after first birthday. • Individuals whose titer results (lab work) indicate they are not immune: <ul style="list-style-type: none"> ○ Proof of MMR booster, administered after date of titer results, OR ○ Letter from physician, on physician letterhead, stating why vaccination or booster should not/cannot be received.
TB	<ul style="list-style-type: none"> • Documentation of negative PPD (Tb skin test) with lab results, which must be updated annually OR • Negative QuantiFERON TB Gold results, which must be updated annually OR • Students who have ever tested positive for Tb: <ul style="list-style-type: none"> ○ Documentation of a current negative chest x-ray (x-ray is current for 5 years from date of x-ray) AND ○ CVCC PPD waiver form. Must be updated annually.
Tetanus, Diphtheria, and Pertussis (TDAP)	Documentation of TDAP immunization within last 10 years. Vaccinations for only Tetanus or TD are not acceptable.
Varicella (Chicken Pox)	<ul style="list-style-type: none"> • Positive titer results (lab work) indicating immunity must be submitted for all students, regardless of age. • Individuals whose titer results (lab work) indicate they are not immune: <ul style="list-style-type: none"> ○ Proof of one dose of varicella vaccination, administered after date of titer results, if one dose of varicella-containing vaccine was previously received OR ○ Proof of two doses of varicella vaccination, administered after date of titer results, 4-8 weeks (about 2 months) apart, if varicella-containing vaccine was not previously received OR

	<ul style="list-style-type: none"> Letter from physician, on physician letterhead, stating why vaccination should not/cannot be received.
Clinical Site Regulatory Forms	<p>MAT and Nursing students only. Regulatory forms for clinical sites must be electronically signed and submitted, annually, to ACEMAPP. The forms are electronic and will appear when a student logs into ACEMAPP. Forms may include, but are not limited to:</p> <ul style="list-style-type: none"> Piedmont Columbus Regional Confidentiality Form Piedmont Columbus Regional Health Requirements Checklist Piedmont Columbus Regional Statement of Responsibility St. Francis Confidentiality Agreement East Alabama Medical Center Forms <p>It is the student's responsibility to log into ACEMAPP regularly to ensure that forms are up to date.</p>
Clinical Site Modules and Assessments	<p>MAT and Nursing students only. Modules and assessments for clinical sites must be electronically submitted, annually, in ACEMAPP. The forms are electronic and will appear when a student logs into ACEMAPP. Modules and assessments may include, but are not limited to:</p> <ul style="list-style-type: none"> Piedmont Columbus Regional - Controlled Substance Management Piedmont Columbus Regional Nursing Orientation <p>It is the student's responsibility to log into ACEMAPP regularly to ensure that modules and assessments are up to date.</p>

How & where do I submit my health documentation?

- Nursing students** are required to submit health documentation by an established deadline, communicated in acceptance letter or information e-mail.
 - Health Sciences Secretary/Coordinator will create student ACEMAPP account.
 - Students will receive an e-mail containing log in information from ACEMAPP.
 - Students will create profiles and upload health documents in ACEMAPP.
 - Documents will appear as "PENDING" until approved by the Health Sciences Secretary/Coordinator.
- Medical Assisting students** will be required to submit health documentation by the last day of class, of their first semester of Medical Assisting coursework:
 - Health Sciences Secretary/Coordinator will create student ACEMAPP account.
 - Students will receive an e-mail containing log in information from ACEMAPP.
 - Students will create profiles and upload health documents in ACEMAPP.
 - Documents will appear as "PENDING" until approved by the Health Sciences Secretary/Coordinator.

- **Nursing Aide (CNA/NAS100) students must submit a hard copy of their health documentation to the Health Sciences Secretary/Coordinator by an established deadline.** Students must keep a copy of submitted documents for their own records.

Required Health Documentation FAQs

Where may I obtain my Health Documents?

- **Health Sciences Physical:** The Health Sciences Physical Form may be completed by a physician, a nurse practitioner or a physician's assistant at any one of the following:
 1. Physician's office.
 2. An occupational medicine clinic.
 3. An acute care clinic which provides physicals.
 4. A Health Department which provides physicals.
- **Immunization or Shot Records:** Immunization or shot records may be obtained at any one of the following:
 1. Physician's office.
 2. Health Department.
 3. High School Health Office
- **Titers:** If titers are required for proof of immunity, this lab work may be obtained at any one of the following:
 1. Physician's office.
 2. Health Department.
 3. An acute care or occupational medicine clinic which provides lab work.
- **TB:** A TB skin test (PPD) may be obtained at any one of the following:
 1. Physician's office.
 2. Health Department.
 3. An acute care or occupational medicine clinic which administers PPD.
- **Chest X-Ray:** If a student has a history of tuberculosis or a positive PPD and needs to obtain a chest x-ray, they may obtain a chest x-ray at any one of the following:
 1. Physician's office if they provide x-rays.
 2. The hospital or an imaging service, with a doctor's order.
- **Background Check:** Background check will be completed by AdvantageStudents once student pays and provides required information. Health Sciences Secretary/Coordinator will provide information pertaining to background check.
- **Drug Screen:** Drug screen will be completed at the site selected by each student when submitting Background check and drug screen order to AdvantageStudents.
- **BLS (Basic Life Support) Certification:** Locations for students to obtain American Heart Association OR American Red Cross BLS Provider certification include, but are not limited to, the following:
 1. Local American Heart Association or American Red Cross Office
 2. Local hospital providing community education for BLS provider
 3. CVCC enrollment in EMS100

Who are some recommended providers?

- **STAT Medical**
2 Bradley Park Court
Columbus, GA 31904
706-685-6074
- **Auburn Urgent Care**
2638 Enterprise Drive
Opelika, AL 36801
334-749-9191
- **Russell Co. Health Department**
1850 Crawford Road
Phenix City, AL 36869
334-297-0251
- **Lee Co. Health Department**
1801 Corporate Drive
Opelika, AL 36801
334-745-5765
- **Columbus Department of Public Health**
2100 Comer Avenue
Columbus, GA 31901
706-321-6300

Students are responsible for keeping a copy of all health documentation for their records.

Once health documents are submitted, they become property of the Health Sciences Department. The Health Sciences department will not provide copies of any student health documents once they become part of the student's permanent file, due to FERPA and HIPPA regulations. All expenses related to obtaining and maintaining health documentation are the responsibility of the student.

Students not enrolled in a nursing course for longer than two consecutive semesters must submit updated health documents. This includes an updated background check and drug screen. All expenses related to readmission are the responsibility of the student.

Drug Testing

Students must perform in the clinical setting to promote safe patient care. Clinical agencies are obligated to ensure that patients are protected to the extent possible from harm due to completion of clinical rotations. All students must abide by the rules, policies and procedures established by the clinical agencies in the clinical agreements with CVCC relative to drug screening and any subsequent revision to these policies to participate in clinical experiences at the agencies.

All students who enroll in the Alabama College System nursing program and desire to participate in courses which have a clinical component are required to have an initial preclinical drug screen, to be completed by the established deadline, prior to the first semester in a nursing program, and random thereafter. Students must abide by the Alabama College System Drug Screen Policy and the clinical agency policy for which the students are assigned clinical practice. This includes preclinical drug screening, random drug screenings and reasonable suspicion.

Pre-Clinical Screening

1. All students will receive notice of the drug screening guidelines, following acceptance to a nursing program or prior to the semester in which a student is seeking reinstatement.
2. Drug screening must be conducted by a laboratory designated by the College. The fee for the screening will be paid by the student.
3. A urine chain of custody form, provided by the laboratory at which student completed urinalysis, and/or electronic verification of passed drug screening must be submitted with all other required health documents, by the established health documentation submission deadline. Students applying for re-instatement, whose CVCC Nursing Program admission has been inactive greater than two semesters must re-accomplish drug screening.
4. Failure to complete drug screening as required and/or provide a negative test result will prohibit the student from participating in clinical experiences required in any nursing program at Chattahoochee Valley Community College. The student may be withdrawn from the nursing program.
5. A signed consent to drug screening acknowledgement will be maintained on file for each student.
6. Positive drug screens are confirmed by the Medical Review Officer (MRO).
7. Negative dilute or invalid results must be repeated at student expense.
8. Results will be sent to the Health Sciences Director and/or Health Sciences Secretary/Coordinator.
9. A student unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to a nursing program.

Random Drug Screening

Students may be asked at any time to submit a specimen for drug testing while enrolled in a nursing program. Drug screens are to be performed by an outside laboratory designated by the College. Any student failing to report for screening at the designated time and place must complete testing with the designated laboratory within 24 hours and provide documentation of extenuating circumstances or they will be dismissed from the program. Failure to provide a negative test result will prohibit the student from participating in clinical experiences required in any nursing program at Chattahoochee Valley Community College and will result in the student being dismissed from the nursing program. It is the student's responsibility to clear any discrepancies with the designated laboratory. Students are responsible for the payment of random drug screens.

Reasonable Suspicion Screening

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the Alabama Community College System, College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as, but not limited to, the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug, such as, but not limited to: Unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Presence of an odor of alcohol.
3. Abnormal conduct or erratic behavior while on the clinical unit, absenteeism, tardiness, or deterioration in performance.
4. Suspect of theft of medications while on the clinical unit.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident/accident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, theft, solicitation, or transfer of drugs while enrolled in the health sciences program.

At any point or time during a student's enrollment, the student may be subject to a reasonable suspicion drug screen. If a student's behavior is noted as suspicious, the student will be immediately dismissed from the clinical agency, classroom, or laboratory. The faculty is to contact the Health Sciences Director. If after consultation with the faculty involved it is determined that there is "reasonable suspicion," the student will be screened. The student will report to the designated laboratory at the designated time and place for the drug screen. The fee for the reasonable suspicion screen will be paid by the student. If the student fails to consent to the screening, the student will be immediately dismissed from the program.

Students will be screened for but not limited to the following:

1. Alcohol
2. Amphetamines
3. Barbiturates
4. Benzodiazepines
5. Cocaine Metabolites
6. Cannabinoids (Marijuana)
7. Methadone
8. Methaqualone
9. Opiates
10. Oxycodone
11. Phencyclidine

12. Propoxyphene

Positive screens will be confirmed by the Medical Review Officer of the designated drug screen company. If applicable, the Medical Review Officer will contact the student who has a positive screen and request a prescription.

Students will be informed of positive screening results by the Health Sciences Director within seven (7) working days of the notification of results.

Note: Some of the classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the classes of drugs which are legally prescribed by a health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy. The Medical Review officer will follow up and report the results. Individual colleges may require students to adhere to additional guidelines.

Confidentiality of Results

The Health Sciences Director and/or Secretary/Coordinator will receive all secure test results. Confidentiality of test results will be maintained, with only the Health Sciences Director, Health Sciences Secretary/Coordinator, and the student having access to the results, except for legal actions which require access to test results.

Appeals Process for Positive Screen

1. If a student in any Health Sciences program, including the Nursing Program, tests positive for drugs, the student must contact the Health Sciences Director.
2. The student will contact the lab (with the Health Sciences Director present) to ascertain the procedure for testing the split specimen.
3. The student will be responsible for any costs associated with split specimen testing.
4. Once the student obtains the results of the split specimen the student should contact the Health Sciences Director. If the student remains unsatisfied, the student should explain, in writing, his or her complaint. The Health Sciences Director will have seven working days to respond.
5. If the student is not satisfied with the response provided by the Health Sciences Director, the student's next step will be to contact the Administrative Assistant to the Dean of Instruction, to schedule an appointment with the Dean of Instruction. The student will present his or her complaint and provide all pertinent documentation to the Dean of Instruction. The Dean of Instruction will have seven working days to respond.
6. If necessary, the student will be provided with additional steps for appealing a positive drug screen.

Readmission

To be considered for readmission, students who are dismissed from the program due to a positive drug screen must:

1. Have the treatment agency mail a letter verifying **completion** of a substance abuse treatment program which is approved by the Health Program and the Regulatory Body of the Program, unless otherwise indicated.
2. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

Additional Information

Drug screening policies/programs required by the Alabama College System, and the College, and/or various clinical agencies with which the College contracts may vary from time to time in any or all their aspects.

Background Checks

Healthcare educational programs in the Alabama College System are contractually obligated to comply with clinical affiliates' requirements. Students enrolled in healthcare educational programs must conform to the rules, policies, and procedures of the clinical affiliates to participate in clinical learning experiences, including background checks. ***A student denied clinical access by any clinical affiliate will be dismissed from the program as failure to participate in clinical learning experiences for courses containing a clinical component results in failure of the course(s).***

Licensure Implications

Students enrolled in healthcare educational programs should be aware that positive findings on background checks can have licensure implications.

Background Check Guidelines

Background checks will be conducted according to the following guidelines:

- Students shall receive notification regarding the steps for completing the background check prior upon program admission.
- The student will provide applicable consent(s) to the vendor conducting the background check. ***The student will be responsible for the cost of the background check.*** Any student failing to pay the fee in effect at the time of the background check by the published deadline and/or refusing to sign the consent form(s) will not receive a background check and will be prohibited from participating in clinical learning experiences.
- The background checks will be scheduled and conducted by a designated vendor determined by the College. Background checks performed by any other vendor or agency that is not approved by the healthcare program designee will not be accepted. Results of the background check will be sent to the healthcare program designee(s)

and/or the applicable clinical affiliate(s). Some clinical affiliates may continue to require an additional background check, which may include fingerprinting.

- The student should contact the healthcare program designee if he/she is unable to submit to the background check at the designated time due to extenuating circumstances. The health care designee will determine if extenuating circumstances exist and whether the student will be allowed to proceed with rescheduling the background check. Background checks must be completed before newly admitted or reinstated students can appear on the clinical schedule. If the student fails to submit to the background check as delineated, the student will be prohibited from participating in clinical learning experiences. ***A student denied clinical access by any clinical affiliate will be dismissed from the program as failure to be able to participate in clinical learning experiences will result in a “F” for the course(s,) if the student does not officially withdraw from the course(s).***
- If the student has a positive background check and is not allowed by the clinical affiliate(s) to participate in clinical learning experiences, ***the student will receive a “F” for the course if the student does not officially withdraw from the course(s) and will be dismissed from the program.***
- Positive background checks will be reported to the individual(s) at the respective clinical affiliate(s) that is specifically designated by the clinical affiliate(s), which often is the Director of Human Resources. The individual(s) will be responsible for determining whether the student will be allowed to participate in clinical learning experiences with the respective clinical affiliate(s) according to the rules, policies, and procedures of the clinical affiliate(s). Students will sign consent(s) before disclosing a positive background check to clinical affiliate(s). ***A student denied clinical access by any clinical affiliate will be dismissed from the program as failure to be able to participate in clinical learning experiences will result in a “F” for the course(s,) if the student does not officially withdraw from the course(s).***
- If the background check yields positive results, students should contact the vendor for the background checks to see a copy of the report and to dispute information reported. The student will be responsible for clearing up any discrepancies with the vendor. Clinical affiliates may refuse a student’s completion of clinicals/preceptorship at their site based on agency policies. Students unable to resolve the denial to participate in clinical learning experiences will be withdrawn from the Health Sciences program.
- Background checks which could render a student ineligible to participate in clinical learning experiences include, but are not limited to, certain convictions or criminal charges which could jeopardize the health and safety of patients and sanctions or debarment. Felony or repeated misdemeanor activity within the past seven (7) years and Office of the Inspector General violations will normally prohibit participation in clinical learning experiences with clinical affiliate(s), but each positive background check will be reviewed individually by the program designee and/or clinical affiliate(s). ***In certain circumstances, for example, repeated behaviors, the vendor***

may conduct a background check further back than the past seven years; findings on such a background check can also render an individual ineligible to participate in clinical learning experiences.

Confidentiality of Background Checks

The healthcare program designee(s) will have access to the background check results, as will the clinical affiliate(s) designee(s). The results will be shared only on a need-to-know basis.

Essential Functions

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

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

To be admitted and progress in the nursing program, one must have a functional level of ability to perform the nurse's duties. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodation.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers. The essential functions below are necessary for nursing program admission, progression, graduation and for safe and effective nursing care. The essential functions include but not limited to the ability to:

1. Sensory Perception

a. Visual

- i. Observe and discern subtle changes in physical conditions and the environment
- ii. Visualize assorted color spectrums and color changes
- iii. Read fine print in varying levels of light
- iv. Read for prolonged periods of time
- v. Read cursive writing
- vi. Read at varying distances
- vii. Read data/information displayed on monitors/equipment

b. Auditory

- i. Interpret monitoring devices
- ii. Distinguish muffled sounds heard through a stethoscope
- iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
- v. Effectively hear to communicate with others
- c. Tactile
 - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics
- d. Olfactory
 - i. Detect body odors and odors in the environment

2. **Communication/Interpersonal Relational Relationships**

- a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- b. Work effectively in groups
- c. Work effectively independently
- d. Discern and interpret nonverbal communication
- e. Express one's ideas and feelings clearly
- f. Communicate with others accurately in a timely manner
- g. Obtain communications from a computer

3. **Cognitive/Critical Thinking**

- a. Effectively read, write, and comprehend the English language
- b. Consistently and dependably engage in the process in the process of critical thinking to formulate and implement safe ethical nursing decisions in a variety of health care settings
- c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d. Satisfactorily achieve the program objectives

4. **Motor Functions**

- a. Handle small delicate equipment/ objects without extraneous movement, contamination, or destruction
- b. Move position, turn, transfer, assists with lifting or life and carry clients without injury to clients, self, or others
- c. Maintain balance from any position
- d. Stand on both legs
- e. Coordinates hand/eye movements
- f. Push/pull heavy objects without injury to client, self, or others
- g. Stand, bend, walk, and or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others
- h. Walk without a cane, walker, or crutches
- i. Function with hands free for nursing care and transporting items
- j. Transport self and client without the use of electrical devices

- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

5. **Professional Behavior**

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context, understands, and follows the policies and procedures of the college and the clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Not pose a threat to self or others
- k. Adapt to changing environments and situations
- l. Remain free of chemical dependency
- m. Report promptly to clinical and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in appropriate time frame
- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

PROGRAM PROGRESSION

Nursing Program Progression Policy

1. To progress in the nursing program, the student must:
 - a. Complete all non-nursing courses during or before the semester they are designated within the curriculum.
 - b. Achieve a grade of C or better in all required general education and nursing courses.
 - c. Be acceptable by all clinical agencies for clinical experiences.
 - d. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
 - e. Maintain all program health requirements.
2. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.
3. A student may be reinstated to the nursing program only once. The reinstatement is not guaranteed due to limitations in clinical spaces. All nursing program admission standards at the time of reinstatement must be met.
4. A student must have a 2.0 cumulative GPA at the current institution for reinstatement or continuation in the program.
5. If a student has a documented extenuating circumstance that should be considered, related to a withdrawal or failure, then this student may request a hearing before the nursing admissions committee or other appropriate college committee for a decision on repeating a course or readmission to the program.
6. Students who are unsuccessful in NUR 112 or NUR 209 must reapply to the CVCC Nursing Program as a new student.
7. Students whose second unsuccessful attempt occurs in NUR 211 or 221 may apply for the Mobility program. These students must meet all admission requirements for Mobility at the time of application, including a 2.5 cumulative GPA and valid Alabama Practical Nursing License.
8. Students who are unsuccessful in NUR 113 or NUR 114 have two options:
 - a. If this is the first attempt for the course, they may apply for reinstatement the next time the course is offered in their respective program (DRN or PN)
 - b. If in the DRN program, they may request to enter the PN program and repeat the course in the new program. Permission to change from the ADN to the PN program depends on GPA and space availability.

Progression Definitions

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

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

Process for Reinstatement

To be considered for reinstatement a Chattahoochee Valley Nursing program, students must:

1. Apply for readmission to the college if not currently enrolled. College readmission must be accomplished by published deadlines.
2. Apply for reinstatement to the nursing program and submit the application with ACT, HESI "A2 Assessment", NLN Re-Admission (PAX) exam or ATI TEAS results with at least the minimum accepted value for either exam, unless already on file, and letter of intent by the published deadline to the Health Sciences Secretary/Coordinator.
3. Schedule an appointment with the Health Sciences Secretary/Coordinator or the Health Sciences Director to complete a remediation plan and determine reinstatement eligibility.
4. Schedule reinstatement counseling appointment with the Health Sciences Director to develop and discuss remediation plan.
5. Update immunizations, BLS, drug screen, and background check according to program policy.

Transfer Policy

The transfer policy applies to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer to or from institutions outside of the Alabama Community College System.

Criteria for Transfer:

1. Must meet minimum admission standards for the nursing program.
2. Must have a C or better in all nursing program-required courses taken at another institution and at least a 2.0 cumulative GPA at the time of transfer.
3. The Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Must comply with all program policy requirements at the accepting institution at the time of transfer.
5. Complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. Acceptance of transferring students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
8. Students transferring to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

Transient Student Policy

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

Criteria for Transient Status

1. Must meet minimum admission standards for the nursing program.
2. Must have a C or better in all nursing program-required courses taken at another institution and a minimum 2.0 cumulative GPA.
3. The Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by applying for admission to the College and a Transient Letter Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript is issued to the primary institution.
6. Must comply with all program policy requirements at accepting institution at the time of acceptance.
7. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
8. Acceptance of transferring students into a nursing program is limited by the number of faculty and clinical facilities available.
9. Transient students to CVCC must demonstrate academic, pharmacological calculation, and skills competency as defined in the Process for Reinstatement.

Program Completion

Students completing NUR 112, 113, 114, and 115 and required academic courses will be awarded the Practical Nursing certificate. Students who have completed required academic courses and continue in the program through completion of NUR 211 and 221 will be awarded an Associate of Applied Science in Nursing. Students are responsible for meeting all the progression and graduation requirements, including all necessary graduation fees for the Practical Nursing certificate and the Associate of Applied Science in Nursing.

PN Progression

Students completing NUR 112, 113, 114, and 115 at an Alabama Community College System institution that only offers the PN program and who wish to transfer to another Alabama Community College System institution to complete the Associate of Applied Science in Nursing, must meet the requirement for 25% course completion at the college of graduation. Students who cannot meet the 25% course requirement must apply for Mobility and take the transition course to meet the 25% course requirement.

Midterm Grade Reports

Students enrolled in nursing courses will be provided with midterm grade reports in all nursing courses no later than the week prior to the last day to drop with a W from the Regular Term as published in the academic calendar. Students are highly encouraged to follow any recommendations made by the instructor for counseling, tutoring, additional resources, or withdrawal.

Administrative Withdrawal/Drop

A student may be dropped administratively from any course for

1. Failure to complete college registration properly.
2. Falsification of application and/or records such as health insurance.
3. Failure to fulfill other conditions of admissions and/or registration.
4. Failure to comply with student conduct standards.
5. Failure to attend class(es) and
6. Failure to comply with the “Standards of Practice” as established by the Alabama Board of Nursing.

Conditions for Dismissal from Nursing Program

A student may be dismissed from the nursing program under any of the following conditions:

1. Two unsuccessful attempts in two separate semesters. Withdrawal and/or a D or F in one or more courses in a term is considered one attempt.
2. Disciplinary reasons which may include, but are not limited to the following:
 - a. HIPPA violation
 - b. FERPA violation
 - c. Cheating
 - d. Any violation of the Student Code of Conduct which may warrant suspension or expulsion as defined in the CVCC Catalog and Student Handbook.

Informing Students of Program Changes

Policies and procedures are communicated to students through the Nursing Student Handbook, course learning management system (Canvas), the CVCC Catalog and Student Handbook, and institutional website. This handbook is revised regularly to reflect current and accurate information. Each nursing student is responsible for reviewing the current *Nursing Student Handbook* upon entering the program and for knowing its contents. The *Nursing Student Handbook* is available on the institutional website. Students must review, sign, and submit the acknowledgment forms at the back of this handbook upon entry into the program and annually (fall semester), when the new academic year’s Nursing Student Handbook is available. Acknowledgment forms are uploaded in ACEMAPP. Submission of these forms indicates that the student has read and understands the information and policies covered in the current handbook. Should a revision be deemed necessary prior to the revision and release of the

upcoming academic year's handbook, students will be provided with a memo reflecting updated information, to be signed and placed in their file.

Changes in the nursing program, policies, and procedures will be announced to each class by the nursing instructors and copies describing such changes will either be distributed to each student individually; posted in nursing classrooms; or on the course management system (Blackboard). Instructors and the Health Sciences Director are available to answer questions regarding any changes.

Applying for Graduation

Students are responsible for applying for graduation by the established application deadlines.

How to Apply for Graduation:

- Log into your Pirate Portal
- Click on "Student" tab
- Click on "Student Records"
- Click on "Apply to Graduate"
- Select Term
- Click "Submit"
- Complete the graduation application and submit it.

Please note: Students in the A.A.S. in Nursing- Direct Entry program who are applying for their Practical Nursing certificate must contact the admissions office to receive an application form.

Paying Graduation Application Fee:

- Log into your Pirate Portal
- Click on "Student" tab
- Click on "Student Accounts"
- Click on "Touchnet+Bill Payment"
- Agree the Financial Services Agreement (if it is the first log in)
- Agree to the consent form (if it is the first log in)
- Click on "Make Payment" button
- Enter/Select amount of payment and click "continue"
- Once you click "submit," you will follow the prompts to enter payment method to finalize your payment.

Degree/Certificate Fees:

Degree and Certificate application fee is \$37.00.

This fee covers the diploma, diploma miniature, and diploma cover.

Ordering Cap and Gown:

Cap and gown fee - \$31.00

CVCC has one graduation ceremony, which is held at the end of the spring semester. Students who wish to participate in the ceremony must order the cap and gown by clicking on the “Order My Cap and Gown” link. Please complete the order form completely and submit payment information. Please note that students will be directed to our vendor, Graduate Supply House, to order caps and gowns and payment will be made directly to Graduate Supply House and not Chattahoochee Valley Community College.

Graduation Honors:

Calculation of the GPA for graduation honors shall be identical to the method used to calculate the GPA to fulfill graduation requirements for the degree or certificate to be earned. In addition, to be eligible for a graduation honor, the student must have completed a minimum of twenty-four semester hours at the College. Calculation of graduation honors is based on the cumulative grade point average of the last semester prior to the graduation term.

LICENSURE

It is important for each nursing student to be aware of the eligibility requirements for initial and continuing licensure for the state in which they intend to pursue licensure. This information is the responsibility of the student and may be obtained from each state’s Board of Nursing website.

Many CVCC practical nursing and/or Associate of Applied Science graduates have gone on to apply for single state licensure in either Alabama or Georgia; however, effective January 1, 2020, Alabama became a part of the eNLC. Per the Alabama Board of Nursing website:

“Effective January 1, 2020, applicants who meet the requirements for multistate licensure (ABN Administrative Code § 610-X-4 Licensure) may apply for licensure under the Enhanced Nurse Licensure Compact (eNLC). These licensees will then be allowed to practice in any state that is a party state to the eNLC. A list of states participating in the Enhanced Nurse Licensure Compact is available at <https://www.ncsbn.org/nurse-licensure-compact.htm>.”

As Chattahoochee Valley Community College is an Alabama institution, the information provided in this Nursing Student Handbook regarding licensure will address Alabama Board of Nursing information and policies. Application for licensure and/or reciprocity in states other than Alabama, is at the discretion of the Boards of Nursing in those states. CVCC cannot be held liable for the rules and regulations of licensure/reciprocity in other states. Each nursing regulatory body (NRB) operates under their own state laws but cooperates with one another and belongs to the National Council of State Boards of Nursing (NCSBN). Therefore, students should understand that licensure/reciprocity requirements may vary from state-to-state.

Legal Limitations for Licensure and Employment

According to the Nurse Practice Act of Alabama, the Administrative Code of the Alabama Board of Nursing, application for licensure may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, and/or has displayed other grounds for denial as specified by law. Additionally, many health care facilities will not employ a person, even if fully certified and/or licensed, who has been convicted of a felony or who has unfit personal habits including alcohol or drug abuse.

While an applicant may meet the qualifications, final approval to take the licensure examination and become licensed in Alabama is subject to action by the Board of Nursing.

Passing a criminal background check does not ensure the ability to take a licensure exam.

For more information visit: <https://www.abn.alabama.gov/>.

Denial of a License

Grounds for denial of an RN or LPN license by examination include, but are not limited to:

- Failure to meet any requirement or standard established by law or by rules and regulations adopted by the Board.
- Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for, securing licensure, or taking any examination required for licensure.
- A course of conduct that would be grounds for discipline under Rule 610-X-8-.03.
- Having disciplinary action pending or having had a license, registration, or certification for any health-related profession denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise encumbered in any state, territory, or country.
- Having been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline Alabama under Rule 610-X-8-.03.
- Having engaged in conduct that is inconsistent with good moral character.
 - The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.
 - In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness and capacity for practice as a licensed nurse.
- Non-compliance with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, certification, or registration for a health-related profession.
- Any other reasons authorized by law.

(Code of Alabama, 1975, Section 34-21-21, 34.21.25; ABN Administrative Code § 610-X-8 Disciplinary Action)

Application for Licensure

The application for licensure by examination includes questions which must be answered honestly. Failure to do so could result in the applicants' denial of licensure. Applicant will be asked to answer yes or no to questions such as: Have they:

1. Ever been arrested or convicted of a criminal offense other than a minor traffic violation?
2. Within the last 5 years abuse drugs/alcohol or been treated for dependency to alcohol or illegal substances?

3. Ever been arrested or convicted for driving under the influence of drugs/alcohol?
4. Ever had disciplinary action or is action pending against them by any state board of nursing?
5. Within the last 5 years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
6. Ever been placed on a state and/or federal abuse registry?
7. Ever been court-marshaled/disciplined or administratively discharged by the military?

If the applicant answers “yes” to these questions, then provision of appropriate documents will be necessary before the applicant will be eligible to take the NCLEX examination. Application to write the examination may be denied on the basis of this review. Although these policies refer specifically to Alabama, other states have similar stipulations regarding Licensure. Adopted from the Deans, Directors, and Chairpersons of Professional Schools of Nursing, 1985. A candidate with questions regarding this application process should contact the Alabama Board of Nursing by e-mailing abn@abn.alabama.gov or calling (334) 293-5201.

NCLEX Application Process and Information

Upon successful completion of the CVCC Practical Nursing, Associate of Applied Science in Nursing-Direct Entry, or Associate of Applied Science in Nursing-Mobility programs, graduates eligible to apply to sit for the National Council Licensure Examination (NCLEX).

Following these instructions step-by-step should ensure that graduates are able take their NCLEX in a timely manner.

- Apply for licensure/registration to the nursing regulatory body (NRB) where they wish to be licensed/registered. This is to be made eligible to take the NCLEX.
 - Alabama Board of Nursing application for new graduates must be completed online. A Citizen Checklist and official transcripts must be submitted. It is the responsibility of each student to visit www.cv.edu and request that an official copy of their transcripts be sent to the appropriate NRB. Per the Alabama Board of Nursing website, “The Alabama Board of Nursing is no longer a Parchment In-Network electronic receiver. They are still accepting PDF transcripts that are sent to the email address transcripts@abn.alabama.gov. If the student would like to send a PDF, they would need to select “Enter Recipient Manually” from the order form and they will then be able to provide an email address. If they search the recipient table for the Alabama Board of Nursing, it will now only give them the option to send a paper copy.”
 - The name used to register must match the ID EXACTLY!
- Register for the NCLEX with Pearson VUE via the Internet or telephone. Individuals will need their program code:
 - **Practical Nursing Program Code (stand-alone/3 semesters) = US78110600**
 - **Practical Nursing Program Code (3rd semester Direct Entry) = US78100000**
 - **A.A.S. in Nursing (Direct Entry & Mobility) Program Code = US78407700**
 - A mandatory NCLEX voucher fee will be included in student tuition and fees for NUR221 (A.A.S. in Nursing-Direct Entry and Mobility) and NUR115

(STANDALONE Practical Nursing only). This voucher code will be supplied to students by the Health Sciences Secretary/Coordinator prior to graduation and should be submitted to Pearson Vue in lieu of payment to take the NCLEX. Individuals in the A.A.S. in Nursing-Direct Entry program who wish to take the NCLEX-PN upon successful completion of the third semester (NUR114/115) must submit payment when registering with Pearson Vue.

- There are NO REFUNDS of NCLEX fees for any reason.
- Receive Acknowledgement of Receipt of Registration from Pearson VUE by email. Correspondence from Pearson Vue will only be available via e-mail.
- NRB makes individuals eligible in the Pearson VUE system.
 - If an individual is not made eligible or is denied eligibility by their NRB within the 365-day period, they will forfeit their NCLEX registration and exam fee. If this occurs, they will need to reregister and pay another exam fee after the current registration expires.
- Receive Authorization to Test (ATT) email from Pearson VUE.
 - Individuals must test within the validity dates (an average of 90 days) on the ATT. There are no extensions.
- Schedule exam appointments via the Internet (by accessing personal online account) or by telephone. **Rescheduling is available 24 hours in advance.**
- Arrive for the exam appointment at least 30 minutes ahead of scheduled time. Be prepared to present an acceptable form of identification.
 - All forms of ID must be government issued and non-expired and must contain name, photograph, and signature.
 - Acceptable forms of ID are any of the following:
 - Passport book or card
 - Driver's license
 - State issued identification card
 - Permanent residence card
 - Military ID
 - If ID does not include a signature, individual must present a secondary form of ID.
 - If an individual does not have an acceptable form of ID, they will have to re-register and pay another exam fee for NCLEX.

ACCESSING TECHNOLOGY

How do I claim my Alabama.edu account?

1. Within 24 hours of being accepted to CVCC, you will receive an email to the personal email account you provided when applying to the college. The subject of this email will be “*Activate Your Alabama.edu Account*” and it will come from noreply@rapididentity.com.
Note: Make sure you check your spam and junk. Also, make sure you provided YOUR email and not your parents, friends, or school account you no longer have access to.
2. Within the email you receive, you will be provided with a 12-character claim code. You must have this claim code and your student A# (provided in your welcome letter) to claim your new account.
3. With your A# and Claim Code, you will then go to password.alabama.edu and click the “Claim My Account” button.
4. Enter your A# and your claim code and agree to the guidelines.
5. You will then be required to create a password for your account and set up your multi-factor authentication (Microsoft Authenticator App, call, or text). Note: Make sure you enter the proper phone number. It is best to set up the app because it is the most secure method.

How can I access the new @alabama.edu email?

You will go to www.outlook.com and select Sign In. You can also go directly to www.outlook.com/alabama.edu. From there, you will enter your A#@alabama.edu address and the new password you created when you claimed your account.

How can I reset my @alabama.edu password?

1. Go to password.alabama.edu.
2. Enter your A#@alabama.edu into the box.
3. Click Go
4. On the next screen, click the Forgot Password blue link under the password box.
 - a. If this link does not appear, this means you have not claimed your account and must do so with the instructions above about “**How do I claim my Alabama.edu account?**”

What happens to my old piratemail.cv.edu emails?

None of your old piratemail.cv.edu emails will be migrated to the new @alabama.edu account.

Who can I ask for questions?

If you have questions, you can email claim@helpdesk.cv.edu or call 334.214.4860.
Accessing Canvas and FAQs

- Go to www.cv.edu and click “Canvas” at the top
- Enter username: A#@alabama.edu
- Enter password: your personal password

- *Why is Canvas such a valuable tool?*
 - COMMUNICATION
 - Announcements
 - E-mails
 - Grades
 - Course Documents
 - Discussion Boards

- *How to retrieve Student ID #/ “A” Number:*
 - Everyone's student ID/ “A” Number is reflected in the CVCC acceptance letter, sent by the CVCC Admissions Office.
 - If a student has misplaced their acceptance letter, they may contact the CVCC Admissions Office at 334-291-4900.

Acknowledgement Form 1 of 4: Drug Screen Requirement & Criminal Background Check

I understand that during the first semester and randomly thereafter, I must submit a drug screen by a certified laboratory. I further understand that if I fail to provide a certified negative drug result, I will be unable to participate in clinical experiences required in the Nursing Programs at Chattahoochee Valley Community College. I understand I will be withdrawn from the program due to being unacceptable to the clinical agency for clinical.

By signing this document, I am indicating that I have read, understand, and voluntarily agree to the requirement to submit to a drug screen before the first clinical and randomly throughout the program. Additionally, I understand that, at any point or time during my enrollment, I may be subject to a reasonable suspicion drug screen and that payment for ALL drug screens- preliminary, random, and reasonable suspicion- are my responsibility.

A copy of this signed and dated document will constitute my consent for the certified laboratory performing the drug screen to release the original results of any drug screen to Chattahoochee Valley Community College.

I further understand that my continued participation in Chattahoochee Valley Community College Nursing Programs clinical is dependent upon satisfaction of the requirements of the Chattahoochee Valley Community College drug-screening program.

I understand that prior to registering for NUR 112 and/or NUR 209 I must submit and pay for a criminal background check to be performed by the recommended agency of the college I further understand that if I fail to achieve an “**accept**” for the criminal background check at any time during the program, I will be unable to participate in the Health Science Program at Chattahoochee Valley Community College.

X

Student Signature & Date

Printed Name

Program

Commented [TB4]: What belongs here?

Acknowledgement Form 2 of 4: Nursing Student Handbook

By submitting this student acknowledgement form, I certify that I am responsible for:

1. Reading the Handbook in its entirety.
2. Agreeing to abide by all policies and procedures found within the Handbook.
3. Reviewing and understanding any changes made to the current, **July 8, 2025**, publication of the Chattahoochee Valley Community College Nursing Student Handbook, which will be provided via a supplemental acknowledgment form, to be signed and placed in my student file.
4. Recognizing that changes made to policies and procedures, in the 2024-2025 catalog, may impact me as a student and include the following:

Commented [TB5]: What belongs here?

1. Nursing Honor Code Pledge - p. 6
2. Nursing Faculty and Staff - pp. 8-9
3. Nursing Program Mission and Vision - p. 9
4. Chain of Command – p. 28
5. Student access to Instructors – p. 29
6. Dress and Appearance pp. 29-30
7. Course Syllabi – p. 35
8. Testing - p. 36
9. Clinical Rotations – p. 38
10. Clinical Attendance/Tardy - p. 38
11. Student Health Record Information - pp. 49-56
12. Drug Testing - pp. 57-60
13. Background Checks - pp. 61-63
14. Program Progression – p. 66

Printed Name

Program

Acknowledgement Form 3 of 4: Release of Information

I give Chattahoochee Valley Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those with whom I apply for employment. I give permission for required clinical documentation such as but not limited to the following: immunizations, Tb skin test, CPR, and criminal background checks to be released to the clinical agencies as requested. I give permission for proof of citizenship and all associated documents to be released to any State Board of Nursing as required.

X

Student Signature & Date

Printed Name

Program

Acknowledgement Form 4 of 4: Accreditation

Chattahoochee Valley Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts, Associate of Science, and Associate of Applied Science degrees. Individuals with additional questions regarding the accreditation of Chattahoochee Valley Community College are encouraged to contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500.

The Practical Nursing and Associate of Applied Science in Nursing programs are accredited through the Accreditation Commission for Education in Nursing (ACEN). The Nursing Programs at Chattahoochee Valley Community College are also approved by the Alabama Board of Nursing.

CVCC will award the appropriate college credit hours for successfully completed coursework. Upon successful completion of the state-approved curricula, which meets Alabama Board of Nursing and ACEN standards, individuals are eligible to apply to sit for the National Council Licensure Examination (NCLEX), for the appropriate level of nursing program completed. While an individual may meet the educational qualifications, final approval to take the licensure examination and become licensed is subject to action by the Alabama Board of Nursing or other applicable nursing regulatory body. Additionally, completion of nursing coursework does not guarantee acceptance into any higher-level nursing program. Acceptance into higher-level programs is contingent upon the program and institution policies for which the student is applying.

By signing below, you are stating that you acknowledge that you have received and read a copy of this memo.

X

Student Signature & Date

Printed Name

Program