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*Guidelines and Procedures are subject to review and change at the recommendation of the Departmental Academic Standards Committee and approval of the Nursing Department. After Nursing Department approval, all changes will be communicated to current students via the Blackboard Learning Platform and updated on the FLCC web site.
A. FLCC COMMUNITY STANDARDS AND EXPECTATIONS

FLCC promotes a safe and positive learning environment in and out of the classroom. All students attending the College accept individual responsibilities and are held accountable through FLCC’s community standards. FLCC’s Community Standards and College Policies include but are not limited to the Student Code of Conduct, Sexual Misconduct and Non-Discrimination, and Academic Grievance Policy. These policies can be found on the following FLCC webpages: [https://www.flcc.edu/offices/judicial/index.cfm](https://www.flcc.edu/offices/judicial/index.cfm) & [Non-Discrimination Policy and Procedures](https://www.flcc.edu/offices/judicial/index.cfm).

Inquiries regarding the application of Civil Rights:

Inquiries regarding the application of Civil Rights may be directed to the Civil Rights Compliance Officer, Director of Human Resources, Room 1350, 585-785-1451, or Title IX Co-Coordinators: Sarah Whiffen, Associate Vice President for Student Affairs, Room 2153, 585-785-1284, [Sarah.Whiffen@flcc.edu](mailto:SaraWhiffen@flcc.edu) or Catherine Burns, Human Resources Compliance Coordinator, Room 1341, 585-785-1466, [Catherine.Burns@flcc.edu](mailto:Catherine.Burns@flcc.edu); at Finger Lakes Community College; 3325 Marvin Sands Drive, Canandaigua, NY 14424. Inquiries may also be directed to the United States Department of Education’s Office of Civil Rights, 32 Old Slip 26th Floor, New York, NY 10005-2500; Tel. 646-428-3800; or email: [ocr.newyork@ed.gov](mailto:ocr.newyork@ed.gov), or contact the NYS Division of Human Rights Offices [http://www.dhr.ny.gov/](http://www.dhr.ny.gov/), One Monroe Avenue, Suite 308, Rochester, NY 14607; Tel. 585-238-8250; or email [InfoRochester@dhr.ny.gov](mailto:InfoRochester@dhr.ny.gov).

Retaliation is prohibited against any person who files a charge of discrimination, participates in an OFCCP proceeding or otherwise opposes discrimination under state or federal law.

B. ACADEMIC GUIDELINES

1. Grading:

   **Academic Grading:**
   - Students are required to maintain a minimum grade of ‘C+’ (2.3) in Fundamentals of Nursing and a grade of ‘C’ (2.0) in subsequent nursing courses in order to proceed to the next nursing course.

   **Grading System:**
   
<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>86-89</td>
</tr>
<tr>
<td>B</td>
<td>82-85</td>
</tr>
<tr>
<td>B-</td>
<td>78-81</td>
</tr>
<tr>
<td>C+</td>
<td>74-77</td>
</tr>
<tr>
<td>C</td>
<td>70-73</td>
</tr>
<tr>
<td>C-</td>
<td>67-69</td>
</tr>
<tr>
<td>D+</td>
<td>64-66</td>
</tr>
<tr>
<td>D</td>
<td>61-63</td>
</tr>
<tr>
<td>D-</td>
<td>58-60</td>
</tr>
<tr>
<td>F</td>
<td>57 and below</td>
</tr>
</tbody>
</table>

   Final course grades are rounded to the nearest whole number.

   **Clinical Grading:**
   - In terms of grading, clinical performance takes precedence over academic achievement.
   - Nursing clinical grading is based on ‘S’ (Satisfactory) or ‘U’ (Unsatisfactory) performance and the student will receive the appropriate symbol on the clinical contract.
   - A passing clinical grade = Satisfactory (S) or can include clinical probation.
   - A failing clinical grade = Unsatisfactory (U) grade and is defined as unsatisfactory performance at any point during a nursing clinical rotation.
   - A student receiving a “U” (Unsatisfactory) grade for the clinical component of the course, will result in a course failure regardless of the student’s academic course grade.
   - A student who is deemed a clinical failure after the established college withdrawal date will receive an “F” for the course regardless of the theory grade earned.

**Academic and/or Clinical Failure:**

- Any student failing either the academic or the clinical component of a course will be dismissed from the nursing program.
- A student who is dismissed from the nursing program may apply for re-admission to the program. The policy can be found here: [https://www.flcc.edu/academics/nursing/admission.cfm](https://www.flcc.edu/academics/nursing/admission.cfm).
Academic and/or Clinical Grade Appeals:
- A student may appeal either an academic or clinical grade.
- All grade appeals will follow the outlined Level and Departmental Appeal procedures (See Appeal section Appendices A-D).
- The College’s Academic Grievance Policy applies to all students throughout their time at FLCC. The policy can be found here: https://www.flcc.edu/offices/judicial/index.cfm.

Academic Dishonesty:
- The FLCC Student Code of Conduct Policy applies to all enrolled students at FLCC. The policy can be found here: https://www.flcc.edu/offices/judicial/index.cfm.
- Any suspicion of academic dishonesty on the part of a student, or aiding or abetting on the part of another student in the clinical or academic area will result in a faculty request for student attendance at a course level meeting for consideration of dismissal from the nursing program (Appendix E). Additionally, any student found to have had knowledge of actual or potential dishonesty, and who fails to report it, will be required to attend a course level meeting for consideration of dismissal from the program.
- Any suspicion of academic dishonesty may also be referred to the Office of Community Standards and Counseling for a possible Code of Conduct Violation.

2. Examination Guidelines

Academic Accommodations:
- Information regarding academic accommodations can be found on the Disability Services webpage, https://www.flcc.edu/offices/disabilityservices/.
- Students who miss lecture due to receiving examination accommodations are responsible for lecture content.
- Students are responsible for notifying the course lead teacher when academic accommodations are in place.
- All students must begin their exams simultaneously with class start time. Start times may be adjusted in conjunction with disability services and the course lead teacher.
- Students are responsible for ensuring that any accommodation process is followed.

Absence/Lateness to class on examination dates:
- Any student who will not be present at the beginning of an exam must notify the course lead teacher via email prior to the exam start time; if a student is receiving exam accommodations, they must also notify Disability Services prior to their scheduled exam start time.
- Any student arriving 5 or more minutes after an exam has begun may be required to take the exam immediately after class.
- In the event of a missed exam a student is required to take the missed exam their first day & time back on campus. It is the student’s responsibility to reschedule the time for a missed exam by calling the department secretary at 585-785-1345 prior to returning main campus.
- Make-up exams may have an alternate format with content comparable to the original exam.
- If two (2) absences occur on exam days, the student will be required to attend a level meeting to explain the absences and/or lack of notification. If their explanation is unacceptable to the faculty, the student may receive a grade of zero or a one-letter grade reduction for that exam.

Examination Process: (For computerized exams see ExamSoft Computerized Testing Guidelines [Appendix F]):
- Nothing is allowed in the immediate examination area except writing utensils and approved calculator. Calculators are subject to inspection by nursing faculty at any time.
- Once the examination begins, students are expected to remain in the examination area until completion of their exam. The instructor reserves the right to move a student’s seat or confiscate a student’s exam at any time when academic dishonesty is suspected.
- It is the responsibility of the student to ensure that all answers are recorded on the scantron sheet by the end of the examination time period. (Students enrolled in courses utilizing computerized testing- refer to ExamSoft Computerized Testing Guidelines- Appendix F.)
- All integrated Kaplan exams must be completed on main campus in a proctored environment.
Exam Review, Exam Grade Change:
- Exams will be reviewed per course syllabus.
- A student who is absent for exam review may make an appointment with a designated full time faculty to review the exam within 7 calendar days of the exam review or the opportunity to review the exam will be forfeited.
- Any student wishing to change an exam grade must submit their rationale to full time course faculty within 7 calendar days following the exam review. Level faculty will give consideration to the request.
- Final course exams will NOT be reviewed with students.

3. Math of Medications Examinations:
- Students must achieve a minimum score of 90% on the Math of Medications exam in NUR 100. A score of 100% is required in Nursing 101 and 202 on the Math of Medication Exam.
- In each course, three attempts are allowed.
- During a student's enrollment in the program, the student may request a fourth Math of Medication exam within five business days of notification of a failed third exam, if all of the following conditions apply:
  a. The student has not received a fourth math exam in their career at FLCC;
  b. The student's clinical performance is satisfactory at the time of the failed math exam;
- If the request for a fourth math exam is granted and the student's course grade is passing after the course final exam, the student may sit for the fourth exam.
- The student will receive a grade of incomplete (I) in the course in which a fourth exam is needed and take the exam as scheduled by the nursing faculty pending satisfactory academic completion of the course.
- Any student who is ineligible or unsuccessful on the fourth Math of Medication exam will receive a grade of "U" in clinical which results in a failure of the course and a grade of “F”.

4. Skill Competencies:
- Failure to pass a skill competency within the allotted number of testings (three for Nursing 100, two for Nursing 101, 202, 203 and 204) prior to the specific deadline constitutes clinical failure and a grade of “F” for the course.
- If a student is unable to demonstrate skill competency as scheduled, the student must notify the faculty with whom they are scheduled.
- If a student fails to appear for a scheduled competency without prior notification to the designated instructor, the student will forfeit that attempt.
- If the student has failed a competency and does not meet all of the criteria listed below for additional exams, the student may request in writing, a course level appeal (Appendix A) with the course faculty to appeal the resulting clinical failure. If the student has requested an appeal, class and clinical participation may continue pending the appeal outcome.

Additional Skill Competency Testing:
- In the event that any competency is not passed, one additional testing will automatically be granted if the student meets the following criteria:
  a. The student has not required an additional exam in any other competency during the semester;
  b. The student has attempted the competency at least once prior to the specified deadline;
  c. The student's academic average, verified at the time of the failed competency, is passing.
  d. The student’s clinical performance is satisfactory at the time of the failed competency.
- The additional testing must be attempted within seven calendar days of the original competency due date and time or it will be forfeited.

5. Clinical Written Assignments:
- Late assignments are not acceptable and will be penalized per the course syllabus.
- Clinical assignments may be revised twice to achieve a satisfactory grade.
- Failure to meet clinical assignment requirements may result in either clinical probation or clinical failure.
6. **Clinical Facility Requirements:**
   - Students are responsible for their own transportation to affiliating clinical sites.
   - Students are required to comply with all the policies of the healthcare facility to which they are assigned, including the use of electronic devices while in the clinical area.
   - Many healthcare facilities require information about students engaged in clinical learning opportunities, including but not limited to:
     a. verification of name; address and social security number;
     b. personal health information;
     c. drug and alcohol screening;
     d. criminal background checks;
     e. verification of education;
     f. Listing on Sex offender registry;
     g. Listing on U.S. Office of Inspector General’s Excluded Individual’s list; and or U.S. General Services Administration’s Excluded Parties List.
   - Any additional information required to permit a student to participate in a clinical setting is determined by each respective healthcare facility.
   - The student is responsible for the cost of obtaining information required by clinical facilities.
   - A course requirement for all Nursing courses with a clinical component is the American Heart Association-Basic Life Support (BLS) Provider Certification. This certification must be current prior to the beginning of each Nursing course with a clinical component and remain current throughout each course’s clinical experience. If certification is due to expire during any Nursing course with a clinical component, it must be updated prior to the beginning of the course by the identified deadline.
   - Students who are unable to comply with the policies of the healthcare facility to which he/she is assigned and for whom alternate accommodations cannot be secured, will be ineligible for Nursing Program completion. For example, if a clinical facility requires a background check and the student fails to meet the facility’s requirement, the student may be ineligible for Nursing Program completion.
   - Student nurses will adhere to Rochester Area Schools of Nursing (RASON) guidelines while in the clinical setting.

7. **Clinical Performance:**
   (See page 2 for Clinical Grading Guidelines)
   - Clinical unpreparedness may result in student being dismissed from clinical for the day. Any missed hours will be counted as clinical absence time.
   - Student nurses are to subscribe to the same laws as health facility employees which state: “No person is employed unless he/she is free from a health impairment which is a potential risk to the patients or which might interfere with the employee’s performance of their duties, including habituation or addiction to depressants, stimulants, narcotics, alcohol or other substances that may alter behavior.”
   - At any time, an instructor may prohibit a student from continuing in clinical experiences due to real or perceived safety concerns or for inappropriate behavior.
   - Once a student has been deemed a clinical failure related to patient safety issues (physical and/or psychological), they will not be allowed to attend clinical/lab or take any exams.
   - The student must disclose any change in health status to Student Health Services and the course lead teacher. Health status changes require written health care provider clearance to return to class/lab/clinical.

**Contacting clinical patients/staff/administrator/facility:**
   - Students are prohibited from contacting patients/staff/administrators at any affiliated clinical facilities in relation to the clinical experience without permission of the clinical instructor. At no time should a student contact a patient outside of the clinical experience. Failure to comply with the above mandate may result in clinical failure.

8. **Clinical Probation:**
   - Clinical probation occurs when a student with clinical deficiencies has the potential to correct deficiencies and reach an acceptable level of performance. Examples include but are not limited to:
     a. Unsatisfactory paperwork; tardiness; problems with organizational skills; lack of professional behavior; problems with asepsis; lack of satisfactory performance of clinical skills; and/or violation of behaviors noted on the clinical contract.
   - A student may be placed on clinical probation only once in the program. Students not successfully meeting the clinical contract and probationary statement requirements will be deemed a clinical failure. Any
additional incidents violating the clinical contract and/or clinical probationary statement, may result in clinical failure and a grade of "F" in the course.

- A student may be placed on clinical probation only once while in the nursing program, regardless of the length of time involved. A student who is placed on probation at or before mid-semester must be removed by the end of the semester. A student who is placed on probation after mid-semester and is taking NUR 100 or NUR 101 cannot be removed before the middle of the next semester, but must be removed by the end of that semester. A student who is placed on probation after mid-semester and is taking NUR 202, NUR 203, or spring NUR 204, must be removed by the end of the course. Students placed on clinical probation will receive a copy of their probationary statement. Another copy is to remain in their student folder. Students on clinical probation must periodically seek out the clinical instructor for feedback regarding progress toward correcting identified deficiencies.

9. **Curriculum Requirements:**
- See Nursing Program Curriculum Requirements: [https://www.flcc.edu/academics/nursing/requirements.cfm](https://www.flcc.edu/academics/nursing/requirements.cfm)
- If a grade below ‘C’ is earned in any other curriculum non-nursing sequence required course the student must repeat the requirement but can remain in the nursing program.

10. **Faculty Initiated Student / Course Level Faculty Meeting:**
- Requests for a Student to attend a Course Level Faculty Meeting must be done in writing. The written request must include an explanation for the meeting, the meeting date, time and location (Appendix E).
- The meeting will be audio recorded.
- At the conclusion of the course level meeting, the faculty will deliberate privately. The course lead teacher will notify the student by FLCC email within two business days following the meeting regarding the course level decision. It is the student’s responsibility to check their FLCC email account for the response.

11. **Attendance:**
- Regular attendance in lecture is strongly recommended.
- College lab and clinical attendance are mandatory.
- Prior to an absence from college lab, the student will contact the Nursing Laboratory personnel
- Excessive clinical absence will influence the student’s ability to successfully meet clinical behaviors outlined in the clinical contract and may result in clinical failure and a grade of "F" for the course.
- Late arrival to college lab and/or clinical is unacceptable professional behavior and may be considered an absence at the discretion of the instructor.
- Prior to an absence from clinical the student will contact their clinical instructor by telephone-per specific instructions which are provided during clinical orientation by the clinical instructor. If the student is unable to contact the instructor, the student is to call the assigned facility and ask the hospital personnel to relay the message to the clinical instructor.

- A student may take NUR 211, Clinical Make-up Practicum (1 credit) a maximum of one time during the Nursing program, if the student meets eligibility requirements noted below.
  a. A student* absent for more than 10% - ≤ 15% of clinical hours in NUR 100 (6–8 hours), NUR 101 (10-14 hours) or NUR 202 (14-20 hours), who is clinically satisfactory and has passed the theory component of the nursing course, will earn an incomplete grade for the course. In order to successfully complete the course in which the incomplete was earned due to absenteeism, the student will be required to take and successfully complete NUR 211, a one credit clinical make up practicum. This course is intended to afford students the opportunity to gain clinical experience that was missed during the regular semester. This course is NOT a remediation for clinical deficiencies.
    * The student, with or without a medical exemption, must meet the same criteria.
  b. A student** absent for more than 15% - < 20% of their clinical hours in NUR 100 (9-11 hours), NUR 101 (15-19 hours) or NUR 202 (21-27 hours) and has not required NUR 211 previously, will be placed on clinical probation due to the number of hours missed. It is difficult to assess competency, but the student still may have the possibility of passing if the probation requirements are met, has completed all clinical assignments satisfactorily and has passed the theory component of the nursing course. If clinical probation is for absenteeism only, the student will earn an incomplete grade for the course and must take and successfully complete NUR 211.
  **The student with a documented medical exemption for the total time of the absence, meeting the previous requirements, will not be placed on probation for absenteeism, but will be eligible to take the NUR 211 or complete a medical withdrawal from the course.
c. A student*** absent for more than 20% of their clinical hours in NUR 100 (12 hours), NUR 101 (20 hours) or NUR 202 (28 hours) will be deemed a clinical failure and will receive an F for the course. The student is not eligible to take NUR 211.

***The student with a documented medical exemption for the total time of the absence will be eligible to complete a medical withdrawal from the course. The student is not eligible to take NUR 211.

Note: Missed clinical hours are not made up on an hour per hour basis. The Clinical Makeup Practicum will be required for any student missing more than 10% of the required clinical hours. The practicum must be successfully completed in order to fulfill the course requirements.

- If further absences occur in another semester and the student has already taken NUR 211, the student will be deemed a clinical failure as NUR 211 can be taken only once.
- A student who does not pass the theory component of the course will be considered ineligible to take NUR 211 and will receive the theory grade for the course.

**Cancellation Policy:**

- Clinical is canceled if any of the following occurs:
  a. FLCC main campus closes;
  b. The clinical facility's school district due to unsafe driving conditions;
  c. If the student's school district is closed.

- It is expected that the student will exercise prudent judgment in making the decision not to attend clinical.

12. **Program Continuity:**

- The nursing courses should be taken sequentially preferably in a consecutive two-year period.

13. **Exit Interview:**

- A student leaving the program is requested to complete an exit interview.

14. **Confidentiality/Health Insurance Portability and Accountability Act (HIPAA) Guidelines:**

- Students are held accountable to maintain patient confidentiality at all times and in all places.
- Students are to immediately report any real or perceived breaches of HIPAA to nursing department faculty.
- Nursing Students are prohibited from:
  a. Obtaining or disseminating any patient-related image;
  b. Disseminating any information about patients such as patient names, medical information, etc. via any electronic media.
- Violation of confidentiality and HIPAA guidelines, known or unknown, may result in failure/dismissal from the course or program and/or a referral to the Office of Community Standards and Counseling for a Code of Conduct charge.
- Any statement, including but not limited to one on a social media and/or networking site, which may cause harm or injury to another or to the school, will be referred to the Office of Community Standards and Counseling for potential Code of Conduct violations and may be grounds for dismissal from the program.

**Electronic Device Usage:**

Unless otherwise determined by the College as an accommodation, the following guidelines apply:

- Cell phones are to be silenced (with vibration turned off) during class and scheduled lab sessions.
- Cell phone use for students is permitted during assigned break/lunch periods, in designated clinical settings, which are outside of patient care areas while on clinical rotation.
- Cell phones are to be silenced (with vibration turned off) during all interactions with faculty.
- During clinical rotations, students will adhere to the clinical facility’s policy regarding use of electronic devices.
  a. Only audio recording of lectures is permitted for academic student use. Reproduction and/or distribution of recorded lecture is prohibited.
  b. Photos and/or videos are prohibited during class, lecture, lab, and clinical.

15. **Other Guidelines:**

- For safety reasons, no persons who are not enrolled in nursing courses are allowed in the nursing lecture, lab, and clinical site during instruction.
C. **DRESS CODE:**
- The Nursing Faculty believes that a professional appearance reflects positively on the college and the Nursing Program as well as the Nursing profession. The purpose of the clinical dress code is to maintain a professional image based on safety requirements and infection control.
- Students are not permitted to wear scrubs on campus unless they are participating in simulation in the nursing lab due to infection control guidelines.
- Students may wear their FLCC Nursing uniform only in the clinical area.
- Student shall appear at their clinical facility in the appropriate uniform.

1. **Clinical Uniform Requirements:**
   - Identification shall be worn at all times.
   - Uniforms are to be clean and neat. Soiled and/or wrinkled uniforms are in appropriate.
   - Undergarments should be worn and not visible through the uniform.
   - Uniform pants must be royal blue cotton or cotton blend material.
   - Footwear must be all white, and closed toe, clean shoes or sneakers; nursing shoes are preferred. If laces are worn, they must be white. No high tops, high heels or open backs are permitted. Brand names on shoes should be inconspicuous.
   - The uniform is to be the pre-selected FLCC style. The FLCC insignia will be placed on the left sleeve.
   - Uniform is to be dress, skirt or pants.
   - White socks shall be worn

2. **General Appearance Requirements:**
   - At the discretion of the instructor, uniforms (or general appearance) that appear to be unprofessional will not be permitted and the student will be sent home and miss clinical.
   - Appearance must follow guidelines at the clinical location.
   - Sweatshirts are not allowed.
   - White, unadorned, round-neck, t-shirts may be worn under the uniform shirt.
   - The pre-selected, FLCC style, scrub jacket may be worn over the uniform.
   - Hair should be appropriately arranged off the face and secured for the duration of the clinical. Bangs or short hair must fall above the eyes or be secured. Plain hair barrettes are appropriate. All hair color and style should be professional in appearance.
   - Beards, mustaches, and sideburns are kept clean and neatly trimmed. In areas requiring asepsis, beards, mustaches, and sideburns should be properly covered in accordance with aseptic principles.
   - Jewelry, Cosmetics, and Nails:
     a. Visible jewelry is limited to:
        i. A watch that measures seconds.
        ii. Simple band and/or engagement ring that does not present a hazard in the clinical setting.
        iii. One pair of small stud and/or small (≤ ½ inch) hoop earrings. No other earrings or body (e.g. tongue, eyebrow, nose, chin, etc.) jewelry is to be worn or it must be completely covered or removed for the purpose of patient and student safety.
   - Make-up worn during clinical must be professional.
   - Fragrances should not be worn in the clinical setting. Students may not enter the clinical setting smelling like cigarettes or any other noxious odors.
   - All fingernails shall be no longer than the fingertips. Nails shall be well groomed. Clear polish is acceptable, if not chipped. Artificial nails/overlays and jewelry adornment may not be worn.

3. **Dress Code for Psych-Mental Health (NUR 204)/ Public Health Nurse Visitations:**
   - Business casual attire, clean and in good repair.
   - Shoes will be safe, quiet, supportive and sensible, closed or strap back with non-skid soles and heels no higher than 1 ½ inches.
   - Stockings or socks shall be worn at all times.
   - All other general appearance requirements apply.
D. ADMISSION GUIDELINES

1. Admission Requirements:
   - Refer to https://www.flcc.edu/academics/nursing/admission.cfm

2. Transfer-In Guidelines:
   - Transfer students are required to submit official college transcripts from all institutions previously attended. All applicants must have a minimum GPA of 2.5 or better (or a 2.0 for those with a bachelor’s degree). All college coursework will be factored in the GPA calculation. Borderline candidates who have demonstrated recent academic success will be reviewed by the Nursing Admissions Committee.
   - All major non-nursing course requirements must be “C” or above
   - The College and the Department of Nursing will accept up to half of the degree credit hours of comparable course work earned at other colleges. Of these credit hours, a maximum of 15 may be in nursing if taken within two years of admission. A total of 32 credit hours must be earned at FLCC
   - Science courses must be completed within 10 years of beginning the first required nursing course in the AAS Nursing Degree Program.
   - A minimum of one-year residence in the nursing curriculum is required for transfer students to graduate.
   - Transfer students must be approved by the faculty of the Department of Nursing. The faculty reserves the right to require the applicant to demonstrate their theoretical knowledge and to pass selected skill competencies through exams prior to admission. Transfer students shall be given two attempts to be successful on each selected skill competency.

3. Advanced Placement:
   - LPN students may seek up to 16 credits for advanced placement in nursing by examination. Nursing courses or challenge exams for advanced placement will be considered if taken within two years prior to beginning the first required nursing course in the Associate in Applied Science Nursing degree program. Options include the following:
     a. FLOC challenge examinations for Fundamentals of Nursing with a ‘C+’.
     b. Excelsior College Examinations in nursing offered by the University of the State of New York with a passing score of ‘C’ or better as determined by Excelsior College.
     c. All approved challenge examinations for 200 level Nursing courses must be taken by September first of the sophomore year; otherwise, nursing courses must be taken as scheduled.
   - Any challenge exam may only be taken once.
   - Students may be required to pass selected skill competency exams administered by the Nursing Department prior to admission. Students seeking advanced placement shall be given two attempts to be successful on each selected skill competency.
   - 6 credits for Anatomy & Physiology will be given for a score of ‘C’ or better as determined by Excelsior College Examinations on the ECE. An additional 2 FLCC credits must be earned in the Math/Science area.
   - Students seeking advanced placement or former FLCC nursing students reentering the program shall pay a fee equal to the cost of 1 credit hour for each written FLCC challenge exam administered, to be paid to the College.

4. Readmission to the Nursing Program:
   - The Nursing Department DOES NOT GUARANTEE re-admission to the nursing program! There must be substantial evidence that a student plan is in place to address the applicant’s circumstances or documented deficiencies so that academic and clinical success is likely.
   - All applicants must have a minimum GPA of 2.5 or better. All college coursework will be factored in the GPA calculation.
   - An applicant seeking readmission to Nursing 100 must re-apply through the admissions office.
   - Readmission Exclusions:
     a. A student with a nursing failure defined as ‘C- or below’ [‘C’ or below for Fundamentals of Nursing], ‘WF’, ‘Q’, ‘W’ from another school who fails a nursing course at FLCC is ineligible for readmission.
     b. Any student who has had clinical problems (e.g. probation, clinical failure etc.) and left the program may not be considered for readmission.
     c. Students will not be admitted to the nursing program more than twice except in extremely rare and unusual circumstances whose validity would require individual consideration by the Department of
Nursing. However, a former student may be allowed a third admission into the program if the third admission occurs due to a change in status, i.e. generic student to LPN.

- All requests for re-admission to Nursing 100, 101, 202, 203, 204, or 215 MUST be made in writing to the Department Chairperson and must follow current Nursing Department Guidelines and Procedures.
- Students requesting readmission to Nursing 100 are required to submit, in addition to the required letter to the Department Chairperson, a copy of the letter written to the Department Chairperson and an Application to the Admissions Office. All documents related to the re-admission request must be received by the Nursing Department and Admissions by February 1st of the calendar year for which the student is requesting readmission to NUR100. Note: If the student’s request for readmission is denied, and the student wishes to be considered for readmission the following fall, the student must complete the entire process outlined above by February 1st of the calendar year for which the student is requesting readmission to NUR100 to be eligible for consideration for remittance.
- Requests for readmission to all other Nursing courses (NUR101, NUR202, NUR203, NUR204, NUR215) must be received by October 1st for consideration for the following spring semester, and by April 1st for consideration for the following fall semester.
- An applicant seeking readmission to Nursing 101, 202, 203, 204, or 215 must do so within two years of leaving the program. For example, if a student completes NUR 100 satisfactorily in 2011 and either doesn’t continue on to NUR 101 or begins NUR 101 but does not complete it satisfactorily, the student may request readmission to NUR 101 for the spring of 2013 or 2014. If more than two years have lapsed the applicant must either repeat or successfully challenge prior nursing course work.
- Evaluation for re-admission will use but not be limited to the following criteria:
  - Personal letter that includes:
    a. A detailed explanation as to why the student failed, withdrew, and/or was placed on clinical probation
    b. An explanation of the steps the student has taken to change the situation
    c. A thoughtful, reasoned plan for success
    d. Justification for readmission
  - Current GPA based on all college coursework.
  - Review of previous clinical/academic performance.
  - Nursing Department’s evaluation of the likelihood of the applicant’s successful performance.
  - Class space availability.
  - If more than two years have lapsed, the applicant must either repeat, or successfully challenge prior nursing coursework.
  - Any challenge exam may only be taken once.
- **Fresh Start:**
  a. Any non-nursing courses which were taken prior to the Fresh Start status and received an unsuccessful outcome and then were repeated after a Fresh Start was granted will not be considered as a retake for the Admission Point system.
  b. Any non-nursing courses which were taken prior to the Fresh Start status and received a successful outcome will be awarded the number of points allotted through the Admissions Point System. However, a retake of the successfully completed course, will be considered a retake and subjected to the rules of the admission Point System.
- Applicants seeking readmission must follow current Nursing Department Guidelines and Procedures. If the applicant is unsuccessful in meeting readmission requirements, the applicant has the following options:
  a. seek readmission the following year per the Nursing Department Guidelines and Procedures.
  b. seek readmission to repeat the previous nursing coursework prior to the one for which they were unsuccessful, i.e. a student seeking readmission to NUR 202 who is unsuccessful in meeting readmission standards, may seek readmission to NUR 101, per the current policy.
- **Accepted Students:**
  a. The faculty reserves the right to require the student to successfully demonstrate their theoretical knowledge and skill competency through selected exams before admission.
  b. Students seeking readmission shall be given two attempts to be successful on selected skill competencies.
  c. All students readmitted to NUR 101 are required to take Nursing Process (NUR 105) prior to NUR 101.
  d. Readmitted students are required to utilize current required textbooks and materials for the course which is being repeated.
5. **Student Registration:**
- A student entering nursing by readmission, transfer, or through the accelerated LPN to RN program option may register for nursing courses on the first registration date *only* if all prerequisites have been completed. Registration is contingent upon there being space available in the program.

E. **NURSING 203/204 SUMMER SESSION CRITERIA**
- These courses were designed to fulfill accelerated LPN nursing requirements. Occasionally, generic students may be considered on a space available basis, pending fulfillment of all requirements. *Note: Preference will be given to accelerated LPN’s.*
- To be considered for NUR 203/204, all students must be academically and clinically passing by the 3rd Thursday in April to qualify for NUR203/204. No student will be allowed to take summer NUR 203/204 while on probation.
- Students registering for a summer nursing course must do so by established deadlines. The final day for dropping a summer nursing course with a refund would be the last day of nursing classes for the preceding semester. A refund would also be given if the course were cancelled.
- *Generic students must also complete all of the following requirements in addition to those listed above:*
  b. Recommendation from the Nursing 101 clinical instructor.
  c. NUR 203 +/-or 204 lead teacher(s) shall have final approval of all students for summer 203/204.

F. **NURSING PRACTICUMS**
- Students registering for a Nursing Practicum must do so by established deadlines.
- The final day for dropping a Nursing Practicum with a refund would be the last day of nursing classes for the preceding semester. A refund would also be given if the Practicum were cancelled.
- The faculty reserves the right to deny enrollment into a practicum to a student on clinical probation.
- A minimum of 30 hours of attendance is required to pass a Nursing Practicum.

G. **EXPECTED QUALITIES FOR SUCCESS**
- Refer to [https://www.flcc.edu/academics/nursing/admission.cfm](https://www.flcc.edu/academics/nursing/admission.cfm)

H. **STANDARDS RELATIVE TO RN LICENSURE**
- Refer to [http://www.op.nysed.gov/prof/nurse/nursingrn.htm#instructions](http://www.op.nysed.gov/prof/nurse/nursingrn.htm#instructions)

I. **THE A.N.A. CODE OF ETHICS FOR NURSES (2015)**
The student is expected to adhere to the A.N.A Code of Ethics for Nurses:
- The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.
APPENDIX A

Student Request for Course Level Appeal

Date:

To:

Re: Student request for Course Level Appeal

Please write the reason for the appeal. The submission must include the specific guideline and or procedure being appealed as well as the desired outcome.

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Student Signature: _________________________________
APPENDIX B

Course Level Appeal Meeting Guidelines

The student will be notified of the course level appeal date, time, and location in writing prior to the scheduled appeal.

The appeal shall be closed to the public. The following people will be allowed to attend:
Nursing faculty and staff, student and FLCC administrators as deemed necessary by the nursing department.

The student is offered the opportunity to have an advocate from the college community (defined as a currently enrolled student or current employee) to provide assistance and support prior to and during the hearing. The advocate shall not include professional lawyers or persons trained in the law. Upon request, the College will supply the name of a potential supporter from the college community. The student is responsible for contacting the advocate to obtain their approval to serve in this role. The student shall submit the advocate’s contact information to the Director of Community Standards and Counseling and the nursing department chairperson, no less than three full college business days prior to the hearing date.

It is the expectation that the student for whom the appeal is held will attend the meeting.

If the student is unable to attend the appeal meeting, it will be held in absentia.

The student and/or advocate may not bring any personal belonging into meeting room other than a prepared statement written on paper and a writing instrument. The student is responsible for securing their personal belongings.

The student’s role will be to present in a succinct manner only pertinent information related to the issue.

The student has the right to submit evidence.

The student will be given 20 minutes to present their case.

The student will then have 5 minutes to present their summary.

The student’s course level appeal shall be audio recorded on equipment supplied by the college. The student may request a copy of the audio recording of the hearing by submitting a written request to the Department Chairperson at the conclusion of two college business days following the appeal. A copy of the audio recording shall be made available to the student within five college working days following the request.

At the close of the student’s appeal session the members of the course level will privately discuss the case. The appeal summary will include the discussion points and the level’s decision. A simple majority vote, (with the chair voting), will determine the outcome. The student will be notified of the decision per Nursing Department Guidelines and Procedures.
APPENDIX C

Student Request for Department Appeal

Date:

To:

From:

Re: Student request for Department Level Appeal

Please write the reason for the appeal. The submission must include the specific guideline and or procedure being appealed as well as the desired outcome.

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Student Signature: ____________________________
APPENDIX D

Department Appeal Meeting Guidelines

The student will be notified of the department level appeal date, time, and location in writing at least 48 hours prior to the scheduled appeal.

The appeal shall be closed to the public. The following people will be allowed to attend:
Nursing faculty and staff, student and FLCC administrators as deemed necessary by the nursing department.

The student is offered the opportunity to have an advocate from the college community (defined as a currently enrolled student or current employee) to provide assistance and support prior to and during the hearing. The advocate shall not include professional lawyers or persons trained in the law. Upon request, the College will supply the name of a potential supporter from the college community. The student is responsible for contacting the advocate to obtain their approval to serve in this role. The student shall submit the advocate’s contact information to the Director of Community Standards and Counseling and the nursing department chairperson, no less than three full college business days prior to the hearing date.

It is the expectation that the student for whom the appeal is held will attend the meeting.

If the student is unable to attend the appeal meeting, it will be held in absentia.

The student and/or advocate may not bring any personal belonging into meeting room other than a prepared statement written on paper and a writing instrument. The student is responsible for securing their personal belongings.

The student’s role will be to present in a succinct manner only pertinent information related to the issue.

The student has the right to submit evidence.

The student will be given 20 minutes to present their case.

The student will then have 5 minutes to present their summary.

The student’s department appeal shall be audio recorded on equipment supplied by the college. The student may request a copy of the audio recording of the hearing by submitting a written request to the Department Chairperson at the conclusion of two college business days following the appeal. A copy of the audio recording shall be made available to the student within five college working days following the request.

At the close of the student’s appeal session the members of the department will privately discuss the case. The appeal summary will include the discussion points and the department’s decision. A simple majority vote, (with the chair voting), will determine the outcome. The student will be notified of the decision per Nursing Department Guidelines and Procedures.
FACULTY REQUEST FOR STUDENT ATTENDANCE AT COURSE LEVEL MEETING

Date:

To:

From: _______________________ Level Faculty

The Nursing Faculty request your attendance at a level meeting in the nursing conference room (room 3349) on (date)____________________ at (time)_____________________________to discuss the following:

_____ Attendance at Clinical
_____ Punctuality at Clinical
_____ Clinical Performance
_____ Written Assignments
_____ Professional Behaviors
_____ Skill Competencies
_____ 2 or more exam absences
_____ Academic Dishonesty
_____ Other (describe)

Please come prepared to discuss the above noted items (s) with the course level faculty.

I have received this written request.

Student: __________________________   Date: __________________________
1. All students in the program will take nursing exams on their own required laptop computer, as detailed in the course syllabus. Students using testing accommodations (in the Office for Students with Disabilities) will also be required to use their own laptop.

2. Students must arrive at the exam site with their laptop fully charged, it is recommended the student arrive at least 15 minutes early, and are required to show that they have an external power bank, which will only be used in the event of a computer failure to rescue the exam. Should a computer failure occur, faculty will implement item #5 of this guideline and procedure.

3. Students will be responsible for downloading the Examplify application to their own devices during week #1 of the first clinical course. This download will only need to be performed once per device.

4. Students will be enrolled by faculty into courses in Examsoft™. Faculty will provide the student with access to the appropriate exams in their courses. The student will receive notification by the faculty prior to each exam, instructing the student to download the exam to their computer for testing. The student MUST complete this exam download prior to the start of the exam. No additional time for testing will be provided for students who have not completed this download process prior to the exam time.

5. Should a student be unable to provide their own laptop for testing for any reason, the student will then be expected to take the exam per the course make-up exam procedure. If a computer failure occurs during testing and is not able to be rebooted immediately:
   a. Faculty will upload the portion of the exam completed by the student as soon as possible.
   b. The student will complete a comparable set of remaining questions per the Nursing Department Guidelines and Procedures.

6. Attendance will be taken by the proctor prior to the start of every exam. No additional time for testing will be provided for students who are not prepared to begin at the start of each exam.

7. Students will be provided with one piece of scrap paper that will be collected by faculty at the end of the exam.

8. Once the student has completed the exam, they MUST upload the completed exam or at the end of the official testing time, even if the student has not completed the test.

9. Students are expected to adhere to professional standards of accountability, responsibility, and academic integrity and honesty. Examples of violations of these standards include but are not limited to:
   - Sharing exam items with other students who have not taken the exam or who are not enrolled in the course
   - Sharing exam passwords with any other student
   - Sharing account password to allow another student to test under their identity
   - Failing to complete ‘reverse download’ of an exam upon faculty request
   - Obtaining or attempting to obtain answers from another student by viewing their computer screen or communicating in any unauthorized manner
   - Attempting to take the exam outside of the proctored area without faculty authorization
   - Providing or attempting to provide answers for another student
   - Cheating of any other nature
   - Using cell phones in the testing area for any reason
   - Recording exam items in any way (i.e. audio, photo, writing down items, etc.)
   - Reading the questions aloud during the exam while other students are present in the testing area.

10. Students are required to adhere to nursing course exam procedures as well as the FLCC Academic Dishonesty Policy found in the Student Code of Conduct.