HCI COLLEGE

Associate Degree in Nursing

Student Handbook

2026 – 2027

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West Palm Beach, FL 33409

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Office: (954) 626-0255

HCI Catalog

REVISED | SEPTEMBER 2026

HCI COLLEGE CAMPUS LOCATIONS

West Palm Beach #2077 (Main Campus)

1764 North Congress Ave

West Palm Beach, Florida 33409

(561) 586-0121 Office

Registration, Admissions & Financial Aid:
1760 North Congress Avenue

Suites 101 and 102

West Palm Beach, Florida 33409

Fort Lauderdale #5625 (Branch Campus)

1201 West Cypress Creek Road, Suite 101

Fort Lauderdale, FL 33309

(954) 626-0255 Office

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INTRODUCTION

Welcome to the HCI College Nursing program!

We would like to take this opportunity to congratulate you as you embark upon your journey into the profession of Nursing. This is a very exciting time for you, where you will undergo educational experiences that have been designed to provide you with the knowledge and skills necessary to become not only an entry-level nurse, but also an essential asset and member to the healthcare team. The HCI College team is committed to assisting you in achieving your educational goals.

The HCI College Student Catalog, Nursing Student Handbook, Nursing Student Clinical Handbook, and Nursing Student Skill/Simulation Handbook contain the policies and procedures of HCI College and the Nursing program. Due to the nature of the curriculum and the clinical expectations of the program's graduates, the programmatic handbooks, policies, and procedures may be more stringent than those in other programs at HCI College.

Students are responsible for becoming familiar with all the information contained in the HCI College Student Catalog, Nursing Student Handbook, Nursing Student Clinical Handbook, and Nursing Student Skill/Simulation Handbook. The student should retain and refer to these documents throughout the duration of the program. Students will receive copies of revised policies and procedures and/or revised editions, as applicable.

All faculty and students have the responsibility of preserving the privacy, dignity, and safety of all individuals who are part of the program and must maintain confidentially in all academic and clinical situations.

If you have questions about the information contained in the Student Catalog or any of the Nursing Handbooks, please speak with a faculty member or the Director of Nursing.

Best wishes,

The HCI College Nursing Department

HISTORY AND PHILOSOPHY

Health Career Institute (now HCI College) was founded in 1993. Initially, the Institute conducted American Heart Association (AHA) courses on a custom basis for physicians, nurses, and EMS providers. In 2013, the Associate Degree in Nursing program was introduced.

In 2016, the U.S. Department of Education granted HCI College the ability to award qualifying student Federal Student Aid. In 2017, HCI College added a branch campus in Lauderdale Lakes.

In 2019, HCI College moved its Lauderdale Lakes branch to a newly remodeled facility in Fort Lauderdale. At the same time, due to the commitment to providing quality higher education to the communities we serve, Health Career Institute underwent a name change. Health Career Institute became known as it is today, HCI College.

HCI College is a private postsecondary educational college accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC). HCI College's mission is to provide educational training that prepares students to enter the workforce. The College offers general education and professional programs at the Diploma and Associate Degree levels in healthcare fields. These programs are designed to instill knowledge and skills under the current standards of professional practice and foster the values of higher education and social responsibility.

HCI COLLEGE MISSION STATEMENT

The mission of HCI College is to provide education and training to students for a career in a variety of areas within the healthcare and technical fields, and to prepare them for employment in their chosen field that serves the community.

NURSING MISSION STATEMENT

The Nursing Program within HCI College provides our students with an education whereupon graduation they are equipped to confidently enter the work force, and to successfully engage and compete with their peers and colleagues. Our dedicated faculty and staff continually seek to improve our environment, skills, and professionalism to ensure that our mission is accomplished. By proactively pursuing our vision we will be able to accomplish our goal to educate and train nursing professionals to provide safe, quality healthcare.

ACCREDITATION, CERTIFICATIONS, LICENSES, & MEMBERSHIPS

Accredited by:

The Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
#MO72133 West Palm Beach (WPB) & #BR072560 Lauderdale Lakes (LL) (Branch of WPB)

Candidacy Status:

The Accreditation Commission for Education in Nursing (ACEN)
HCI College, West Palm Beach Campus
Effective May 5, 2023, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on May 5, 2025.
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326
(404) 975-5000
www.acenursing.com/candidates/candidacy.asp

Note: Upon granting of initial accreditation by the ACEN Board of Commissioners, the effective date of initial accreditation is the date on which the nursing program was approved by the ACEN as a candidate program that concluded in the Board of Commissioners granting initial accreditation.

Licensed by:

Commission for Independent Education (CIE) Florida Department of Education (FLDOE)
325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399-0400
(850) 245-3200, (888) 224-6684
#2077 West Palm Beach (Main Campus) & #5625 Lauderdale Lakes (Branch of WPB)

Approved by:

The Florida Department of Health, Florida Board of Nursing
4052 Bald Cypress Way Bin C-02 Tallahassee, Florida 32399-3252
(850) 488-0595
NPRN #70755 West Palm Beach (Main Campus)
NPRN #704135 Lauderdale Lakes (Branch of West Palm Beach)

Program Approval: Nursing (Associate of Science) offered at West Palm Beach (Main Campus) & Lauderdale Lakes (Branch of West Palm Beach).

ROLE OF THE PROFESSIONAL NURSE

The Florida Nurse Practice Act and nursing's professional organization, American Nurses' Association, define the practice of the Registered Nurse as: the Registered Nurse is trained to provide basic Nursing care in a variety of inpatient and outpatient areas such as medical/surgical, obstetrics, pediatrics, and psychiatry. The Registered Nurse is qualified to provide first-line supervision of the Nursing care provided in designated areas such as a unit in a hospital, outpatient medical/surgical settings, doctor's offices, etc. The professional Nurse with an Associate Degree is a "generalist" (vs. "specialist") in that they have been prepared to provide basic Nursing care that does not require additional education beyond that included in their original curriculum.

HCI College's Nursing program is designed to prepare the student to fulfill the requirements of an entry-level professional Nurse. Applicants interested in obtaining a Nursing degree beyond the Associate Degree level are advised to consult with an admissions specialist regarding specific degree requirements.

Licensure to Practice as a Professional Nurse

HCI College's Nursing program is designed to prepare students to practice as professional licensed nurses in a variety of clinical settings. Upon successful completion of the Nursing program, the graduate is qualified by the Florida Board of Nursing to sit for the Registered Nursing licensure examination, the NCLEX-RN (National Council Licensure Examination for Registered Nurses), as required by the Florida Nurse Practice Act. If the graduate passes this examination, they are then licensed as a Registered Nurse (RN) who may practice in the State of Florida. Because the examination is a national examination, the Nurse licensed in Florida may also, upon application, acquire licensure by endorsement in all of the other 49 states. It is important to point out that National Nursing accreditation is not required for State Board of Nursing approved Nursing programs to graduate students who may take the licensure examination. Students who graduate from HCI College's Nursing program are eligible to sit for NCLEX-RN by the Florida Board of Nursing (FBON).

The State of Florida professional Registered Nurse license is granted through FBON:
Florida Department of Health
Division of Medical Quality Assurance
Florida Board of Nursing
4052 Bald Cypress Way, Bin #C02
Tallahassee, Florida 32399-3257
(850) 488-0595

Potential Denial of License and/or Acceptance into Nursing Program

State or National laws through designated agencies regulate health professions. Each agency sets specific requirements for granting licensure or certification to practice as a health care provider. Most agencies have restrictions on granting licensure or certification to an individual with a criminal record. Individuals who have been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense involving moral turpitude, whether or not sentence is imposed, may be denied licensure or certification. Generally, agencies granting licensure or certification will not rule on individual cases until the individual is qualified by education and training to be licensed or certified. The Florida Nurse Practice Act (Chapter 464.018 [FS]) specifies acts that may constitute

grounds for denial of a license. Because Nursing students are engaged in providing direct patient care over the course of their tenure in the Nursing program, they are also accountable in this area. Accordingly, background screening by such agencies as law enforcement and the abuse registry will be required prior to entry into the Nursing courses; results consistent with the above requirements are necessary for students to participate in clinical experiences.

CONCEPTUAL FRAMEWORK

In-Depth Review

HCI College's Nursing program educates students into the practice of Nursing in a way that reflects the best traditions and evidenced-based practice of the art and science of the Nursing profession. This is accomplished through the provision of a quality, broad-based education that emphasizes the worth of individual students, and the clients, and community they serve. Achievement results in a sincere demonstration of caring that acknowledges and supports the unique diversity of each student, while attending to and meeting the clients' most basic needs.

Embracing the concept and practice of professionalism is central to the practice of Nursing. The program strives to instill the desire and ability to think critically, work collaboratively with other health care professionals to advance the clients' interest, and pursue a quest for life-long learning. Practical employment skills that emphasize the importance of a strong work ethic are emphasized throughout the curriculum.

Program Philosophy

The program provides an individualized educational experience for students and is respectful of previously acquired knowledge and skills in the context of a structured program that adheres to state and accreditation requirements. The program addresses the needs of students, who represent a diverse ethnic, cultural, religious, and educational background. Students bring to the classroom different learning styles, personal goals, age representation, and life experience which create a dynamic learning environment.

This philosophy is achieved through a focus on the following four (4) meta-paradigms of Nursing:

1. **The Person:** Central to students' Nursing education is the person who is both the participant in and the recipient of care. These individuals are unique and possess biological, physical, psychological, and social histories and are in a continuous process of evolving and changing. Integral to this process is the degree to which the individual is able to meet basic human needs and to successfully traverse the various stages of human growth and development. The individual's goal is to establish and maintain equilibrium or homeostasis through the use of learned coping mechanisms that may be internal or external. The person may be viewed as a system in constant interaction with other systems external to one's self. Inherent within each system are stressors that impact the individual; the response to these stressors is a significant indicator of overall health.
2. **The Person's Environment:** The individual's environment consists of dynamic biophysical, psychosocial, cultural, and spiritual elements that interact in various ways to impact health. Changing environments may alter or affect a person's health by changing or removing unhealthy stressors and enhancing or providing health-promoting resources. The Program views the individual as inextricably

linked to the larger systems of family, community, culture, and society. It is within this context that the program works to more fully understand the unique qualities, wants, and needs of the various individuals and populations served.

3. **Health:** Health is a dynamic state which may be conceptualized on a wellness-illness continuum; within this ever-changing framework, health can be positively or negatively impacted by a variety of internal or external factors. It is the role of the nurse to meet the needs of the client by facilitating a return to an optimal degree of wellness.

   Healing is the process through which illness is overcome and wellness reestablished as a result of goal-directed action through the effective use of personal, interpersonal, and environmental resources. The power of the mind-body continuum is integral to achievement of health for each individual.

4. **Nursing:** Nursing is a caring profession that addresses the needs of the client to promote, restore, and maintain an optimal level of wellness. Nursing is based on a holistic framework that respects the biological, psychological, emotional, cultural, social, and spiritual needs of the individual and family unit.

The Program adopts the American Nurses Association definition of Professional Nursing[1]:

> "Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations."

[1] Nursing's Social Policy Statement, Fourth Edition, 2015, p. 6 & Nursing: Scope and Standards of Practice, 2015, p. 7

NURSING EDUCATION

Nursing education is a lifelong path and requires Nurses to employ cognitive, psychomotor, and affective skills within the Nursing Process. Nursing education involves the facilitation of Nursing theory, skills and attitudes which promotes student responsibility and accountability moving the student from novice to expert with regard to academic development and understanding of the role of the Registered Nurse.

Nursing education incorporates knowledge from the biological, physical, and social sciences as well as liberal arts and humanities.

Optimal learning for a diverse student body requires an environment that is non- threatening and supportive, utilizing a variety of instructional modalities and including frequent feedback. Learning evolves from basic to advanced skills and concepts and requires active participation of both student and instructor. Faculty members are viewed as mentors, facilitators, catalysts, resource persons, and role models.

The clinical context for Nursing education occurs in a variety of settings, thereby expanding the depth of the student's knowledge and ability to function in multiple entry-level roles. The program prepares students for licensure and safe entry-level practice as Registered Nurses and provides the foundation for students to continue their education in Nursing to the baccalaureate or higher level.

Program effectiveness is evaluated on a continual basis by members of the academic community and local communities of interest.

ORGANIZATIONAL FRAMEWORK

As evidenced in the program's philosophy, the program curriculum emphasizes understanding and respect for the individuality of each person. The organizational framework strategy employs and incorporates the Nursing Process.

Theoretical concepts that are critical to this organizational framework include:

- Basic Human Needs
- Core Human Values
- Holism
- Lifespan Development
- Mind-Body Continuum
- Stress and Adaptation
- Systems
- Wellness-Illness Continuum

Additionally, the program has identified specific organizing concepts or "threads" throughout the curriculum. These include, but are not limited to, the following:

- Care Across the Life Span
- Comfort
- Communication, Nurse-Client Relationship
- Critical Thinking
- Culture, Ethnicity, Religion
- Environment: Care Settings
- Information Management
- Legal and Ethical Aspects
- Levels of Prevention: Primary; Secondary; Tertiary
- Nursing Roles
- Nutrition
- Pharmacology
- Roles and Relationships: Patient/Family
- Safety
- Teaching/Learning

Finally, the program is organized according to learning domains. Students will obtain the knowledge and develop intellectual skills (cognitive); students will develop the capacity to care for the whole individual (affective); and students will perform the skills required as a registered nurse (psychomotor).

The following table illustrates the correlation between the theoretical concepts, the learning domains described above and the curriculum threads, according to achievement of program goals.

Organizational Framework

Nursing Program Student Learning Outcomes

COGNITIVE	
Knowledge	***Critical Thinking***
Demonstrates the mastery of the science of basic nursing practice. Applies key theoretical concepts. Recognizes the full scope of functional and dysfunctional health patterns.	Applies of the nursing process to include assessment, diagnosis, outcome identification, planning, implementation, evaluation. Utilizes the nursing process steps in a variety of situations.

PSYCHOMOTOR		
Skills	***Collaboration***	***Communication***
Demonstrates competent, safe, ethical and efficient nursing care. Prioritizes care utilizing time management and organizational skills.	Partners with clients, families, peers and other health care providers as colleagues. Participates as an effective member of the team in inter-disciplinary & care planning.	Models the use of therapeutic communication. Demonstrates clear and effective written and verbal communication skills. Recognizes non-verbal communication cues Adapts appropriate communication skills across the lifespan.

AFFECTIVE	
Caring	***Professionalism***
Demonstrates compassion. Recognition of diversity across the life span. Promotes client self-determination and autonomy.	<u>Commits to:</u> ANA Code of Ethics & Standards of Clinical Nursing Practice. Florida Nurse Practice Act. All Applicable regulatory agency requirements. Commits to personal and professional growth.

CURRICULUM

Description

HCI College's Associate Degree in Nursing prepares students to practice professional Nursing. Professional Nursing involves the performance of those acts requiring substantial specialized knowledge, judgment, and nursing skills based upon applied principles of biological, physical, psychological, and social sciences. The Nursing practice of a professional nurse includes but is not limited to:

- Observation, assessment, nursing diagnosis, planning, intervention, and evaluation of care;
- Health teaching and counseling of individuals who may be ill, injured, or ailing;
- Promotion of wellness, maintenance of health, and prevention of illness in others;
- Administration of treatments and medications as prescribed in accordance with standards of Nursing practice.

Program Goals Statement

The Nursing program's mission is further defined by the following goals:

- Students will acquire the knowledge and skills to be safe, competent care providers;
- Students will effectively communicate, using the written and spoken word accurately;
- Students will successfully collaborate with healthcare teams and clients to provide a comprehensive plan of care;
- Students will utilize critical thinking skills to problem-solve situations;
- Students will possess the necessary skills for obtaining entry-level employment as nurses.

Admissions Enrollment Process

Refer to the HCI College Student Catalog.

Nursing Course Enrollment

The Nursing core curriculum is designed in a sequential manner in that each Nursing program course is either a co-requisite or prerequisite for the subsequent program course offered; therefore, successful completion of each course is a requirement for progression throughout the Nursing program. Please see details on the course syllabus to determine the benchmarks needed to achieve in order to pass each core nursing semester. Students who do not meet the requirements will not be allowed to progress in the core curriculum. If the student wishes to repeat the course to continue their program of study, they must first contact the Director of Nursing who will determine the student's status of eligibility for continuance in the program. If eligible they will need to submit a formal appeal in writing to the Dean of Academic Affairs and meet to review and create a plan for success.

Nursing Program Curriculum Changes

As the Nursing curriculum must reflect the changing nature of the Nursing profession, some restructuring of the Nursing curriculum will occur periodically. Due to this potential restructuring, students who withdraw or are dismissed from one class due to academic or clinical failure and who return to complete the program with another

class are required to meet the graduation requirements of the current curriculum and abide by current programmatic policies and procedures.

Student Participation in Program Governance

The Nursing program values input from students in developing and evaluating an effective Nursing education program that is responsive to its students, clinical agencies, prospective employers, the community, and professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participating as a representative to the student government organization and to program committees.

Curriculum Meetings

The purpose of the curriculum committee is to periodically review, monitor, and evaluate curriculum for achievement of program goals, objectives, and assessments. After which the committee will make recommendations for improvement. Faculty members shall be representative of the academic programs based on the policies of the Nursing program. Faculty are to systematically evaluate the curriculum in relation to professional accountability, standards of Nursing practice, accreditation criteria, and achievement of outcomes. After the review, they will present recommendations for curricular revision and action to the Vice President of Academic Affairs during Academic meetings, and then report discussions/findings and outcomes to the nursing faculty.

STUDENT ADVISORY MEETINGS

HCI College believes in the value of student input regarding planning policies and program operations in order to develop informed decisions that best serve students and programmatic outcomes. Faculty and administrators of the College utilize student input from a variety of sources. The function of the Student Advisory Meetings is to provide input regarding student orientation, resources, policies, procedures, including proposed changes, discuss the "student experience" and offer suggestions to maximize program effectiveness and student satisfaction, provide input and promote involvement in special events such as student activities and graduation. Meetings will be held each semester and periodically as needed.

PROGRAMMATIC REQUIREMENTS

Throughout the Nursing curriculum, there are programmatic requirements that must be fulfilled by the student to pass the course and continue in the Nursing program. Please see details on the course syllabus to determine the benchmarks needed to achieve in order to pass each core nursing semester.

PROGRAM DEMANDS

At this point, it is appropriate to emphasize the significance of effort required to succeed in the Nursing program. One cannot overestimate the amount of time and energy that is required of the Nursing student. Each Nursing course requires considerable effort outside of the classroom, skills laboratory, and clinical schedules. Substantial technical reading assignments, weekly writing, research assignments of a lengthy and complex nature, and Nursing skills practice easily double and even triple the time commitment required during scheduled classes. Individuals must carefully evaluate their motivation and ability to commit to this schedule for a period of almost two years, particularly after the Nursing courses begin. Due to predictable and occasionally unpredictable shifts in class and clinical scheduling (including some early morning and late evening hours), consistent, reliable arrangements for meeting home and outside employment obligations must be established and maintained throughout the period of enrollment to support the students' success in the Nursing program. HCI College and the Nursing program are likewise committed to supporting each individual Nursing student's success by offering a quality education in an array of practical tools that can assist students in acquiring the values, knowledge, and skills that are necessary for practice as a professional nurse. It is the student's responsibility to arrange their schedule to allow for compliance in clinical, lab, and didactic course attendance.

DOSAGE CALCULATION TEST

Successful completion of basic mathematics and metric conversions is required to accurately calculate medication dosages, IV flow rates, IV medication titrations, and routes for drug administration. A dosage calculation test is required at certain points during the ADN program. Demonstration of dosage calculation competency is a program progression requirement.

All ADN students enrolled in NUR2140 - Introduction to Pharmacology for Nursing and/or NUR1213 – Nursing II will take a comprehensive Dosage and Calculations Examination. A minimum score of 90% is required to demonstrate competency.

- **First Attempt:**
  Students who do not achieve a score of 90% or higher on the first attempt will be provided remediation guidance and permitted a second attempt.

- **Second Attempt (if applicable):**
  Students who do not achieve a score of 90% or higher after the second attempt will be required to meet with the Director of Nursing and the Dean of Academic Affairs to review their academic standing and develop a plan for progression.
  - If approved by the Director of Nursing and the Dean of Academic Affairs, the student may be permitted to complete a mandatory 20-hour dosage calculation remediation during the semester break. Evidence of successful completion of the remediation is required for eligibility of a third attempt.
  - In this case, the student will receive a grade of Incomplete (I) for the course until eligibility for progression is determined.
- **Third Attempt (if applicable):**
  If the student passes the dosage calculation examination with a minimum score of 90% on the third attempt, the Incomplete (I) will be removed and replaced with the final earned course grade. The student will be eligible to progress in the program.

  Students in NUR2140 – Introduction to Pharmacology for Nursing who do not complete the required remediation and/or achieve a score of 90% or higher after the third attempt, the Incomplete (I) will be removed and replaced with a failing grade and the student will need to repeat the course (please refer to the Repeat Course Policy for further information).

  Students in NUR1213 – Nursing II who do not achieve a score of 90% or higher after the third attempt will receive the grade earned in the class, but will be ineligible for progression to NUR2261 – Nursing III and subsequently will be withdrawn from the program. A student may qualify for reentry and continued progression in the program upon submission of documentation verifying successful completion of (1) a medical math course from an accredited college or university and (2) HCI College's comprehensive Dosage and Calculations Examination with a minimum score of 90%. The student may see the Director of Nursing for further guidance.

NURSING CORE COURSE REPEAT POLICY

If a student fails a core course or receives an unsatisfactory grade of "C" with less than an 80% or is unable to meet the requirements for advancement in the Nursing core component of the program, the student will not be permitted to continue in the Associate Degree in Nursing program. Should the student wish to repeat the course in which they received an unsatisfactory grade, the student is to notify the Registrar's office with their intent to repeat the course. If found eligible, the student will be rescheduled to repeat the course.

- A student may only repeat the same core course once. If the student fails the same core course a second time, the student will be dismissed from the program.
- A student can repeat two different core courses; however, if a third failure occurs, the student will be dismissed from the program and will no longer be eligible for the Associate Degree in Nursing program.
- Repeat of courses may not be covered by Financial Aid. All students repeating any course are required to see Financial Aid.
- If the student is reentering the program, depending on the length of time a student is out of the program, there could be a recommendation made by the Director of Nursing, to have the student audit previous course(s) in an attempt to re-establish lost skills or successfully complete a skills competency examination.

PRE-CLINICAL NURSING CORE REQUIREMENTS

At the beginning of Nursing I Lecture, and prior to entering the clinical setting, students will be required to provide evidence of the following:

1. A physical examination, completed 4-6 weeks prior to the start of Fundamentals: the practitioner who completes this examination must attest to the individual's ability and readiness for work in a professional capacity as a nurse (physically, mentally, emotionally; "Essential Functions for Coursework")
2. A negative TB test and/or chest x-ray when indicated (chest x-ray required every other year with positive TB test). Must be read within 72 hours. If the student misses their TB reading, the student is responsible to pay all fees associated with an additional test.
3. Current immunizations and titers to affirm active immunity.
4. CPR (healthcare provider) certification by American Heart Association.
5. Background screening (FDLE Level II), results must conform to the requirements set forth by the Florida Board of Nursing; results must be sent directly to the College.
6. Drug screening: results must be sent directly to the College. If a positive drug screening occurs without a prescription, the student may not move forward. For clinical purposes, Medical Marijuana cards are not accepted.
7. Evidence of annual renewal of TB tests, flu shots, physical exam, etc. are required at the designated intervals after the individual has started in the Associate Degree in Nursing program.

A packet of forms will be provided by the Clinical Coordinator and must ALL be completed/signed prior to entering NUR1023 Nursing I.

Prior to starting clinical instruction in Nursing courses, students will be required to attend/participate in healthcare institution orientation sessions, which may include computer instruction. These sessions are scheduled at the discretion of the institution.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING POLICY

Students will be subject to criminal background checks and drug screenings prior to enrollment in the clinical sites and/or at any time throughout the duration of the program as per the request from the program's clinical affiliates. The Nursing program requires students to perform clinical rotations for hands-on training. It is at the discretion of each medical facility with which the program has a clinical affiliation agreement to implement a standard protocol regarding student admittance for educational purposes. Students should be prepared to abide by set protocols and incur any associated fees that may arise in the safety screening process to which the program's clinical affiliates adhere.

Criminal Background Check

An initial criminal background check will be required prior to enrollment in the Nursing program. Once the student has been accepted into the program, should the student become involved in criminal activity in which the initial criminal background clearance status becomes compromised, the student may be withdrawn from the program.

The College reserves the right to deny an application to or continuance in the Nursing program based on the following criteria: An applicant who has pled guilty or has pled nolo contendere (no contest) to an offense which is classified as a misdemeanor or felony which is directly or indirectly related to patient care or public health; crimes which may directly or indirectly relate to patient care or public health include, but are not limited to: murder, attempted murder, manslaughter, rape, sexual assault, violence or threat of violence, driving while intoxicated or impaired, controlled substance abuse, and fraudulently altering medical documentation, insurance claims, and medical prescriptions.

Drug Screening

Students will be subject to drug screening prior to and during their clinical education experience. The first drug screen will be completed no sooner than one week prior to beginning NUR1023, Nursing I, unless otherwise required by clinical affiliates. Subsequent unannounced drug screenings will be required for all students later in the program. Additionally, drug screening will be required on reentry to the core classes following a schedule gap.

Individual clinical affiliates reserve the right to ask for additional screening before permitting students to begin clinical assignments. The College will provide a list of acceptable facilities that provide this service. All associated fees are the responsibility of the student. Failure to comply with required screenings in a timely fashion or a positive drug screen report will result in termination from the program, unless otherwise determined for good cause by the Director of Nursing.

EXPOSURE INCIDENT POLICY

Occupational Exposure is defined as a skin, eye, mucous membrane, or parenteral contact (i.e., needle stick) with blood or other potentially infectious materials that may result from the performance of an employee's/student duties.

The Nursing program has developed a policy to limit the student's occupational exposure to blood and other potentially infectious materials since any exposure could result in the risk of transmission of these materials.

Training:

Basic information regarding blood borne pathogens and standard precautions will be provided to all students in the program.

Exposure Associated Tasks for Nursing Students During the Clinical Practicum:

- Patient hygiene/elimination
- Vascular access
- Environmental/equipment cleaning
- Specimen collection
- Specimen transport
- Waste/linens management

Standard Precautions to Prevent the Acquisition of Infection by the Student:

- Hands must be washed between every direct patient contact.
- Non-sterile gloves must be used if contact with blood, body fluid, secretion or excretion is anticipated.
- Gown and facial protection must be worn when doing procedures which may cause splatter & aerosolization of body fluids.
- Disposable needles & syringes should be placed in rigid puncture resistant containers. To prevent needle stick injuries, needles should not be recapped, bent or broken before disposal.

Incident Reporting

Should an exposure incident occur during a student's clinical rotation, the student should immediately inform the supervisor at the site and the Clinical Coordinator within 24 hours of occurrence. Appropriate action and follow-up will be initiated immediately by the Program Director upon receipt of a written incident report.

Medical Care

The student will be advised to seek medical attention within 24 hours of the incident.

- The student should see a primary physician and have the necessary testing, evaluation and follow-up performed. If the student does not have a primary physician available, the Clinical Coordinator will direct the student to a medical facility where testing, evaluation and follow-up can be done.
- During the student's visit with the physician, a baseline blood sample may be collected immediately following the incident with subsequent periodic samples taken at a later date. The results of the student's blood test are confidential and will be known only to the contacting physician and the exposed student.
- Counseling and other features of post exposure evaluation may be offered whether or not the student elects to have baseline HIV/HBV/HCV serological testing.

HEPATITIS B IMMUNIZATION POLICY

Hepatitis B Information

Hepatitis B is a serious disease caused by a virus that attacks the liver. The hepatitis B virus may cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death. Workers who have direct contact with human or primate blood and blood products are at risk for exposure to hepatitis B virus.

Hepatitis B Vaccine

Hepatitis B vaccine provides immunization against all hepatitis B, but not against hepatitis A or C. The vaccine utilizes the non-infectious portion of the B virus and is produced in yeast cells. It is produced without the use of human blood or blood products.

A full course of immunization requires three doses of the vaccine to be given at specific intervals over a 6-month period. Most healthy people who receive the full course will develop a protective antibody against hepatitis B virus. The duration of protection of hepatitis B vaccine is unknown at this time. However post-vaccination antibody testing can detect this, and one additional series of hepatitis B vaccination can sometimes generate immunity.

Due to the potential occupational exposure to blood or other potentially infectious materials, students may be at risk of acquiring a hepatitis B virus (HBV) infection.

MEDICAL RECORD CONFIDENTIALITY POLICY

Students must maintain the confidentiality of all patient medical records and information they come in contact with at a clinical education site or at HCI College as part of their educational process.

- The student must follow all state and federal statutes and regulations regarding patient medical record and medical information.
- The student must follow the clinical education site's policies and procedures regarding patient medical records and medical information.
- When a student must use a patient's medical information, the student must use it properly and in the correct setting.
- The student must not disclose any of a patient's medical record information to a non- health care provider. The health care provider must be medically involved with the patient for the student to provide the patient's medical record information.
- Failure of the student to follow state and federal statutes and regulations and improperly using confidential patient medical record information may cause the student to be withdrawn from the Nursing program.

PREGNANCY POLICY

The student may voluntarily notify the Program Director of her pregnancy. This notification should be in writing and include the following information:

- Student's name
- Expected date of birth

Should the student choose to voluntarily declare her pregnancy and remain in the program, the student will continue to complete all programmatic requirements without modification.

The student has the option to continue in the program without modification or request a leave of absence per the College's policy. The request will be granted with proper documentation. Upon completion of the leave, the student may choose to be reinstated in the program as outlined in the policy. The student may be reinstated by making an appointment with the Director of Nursing or designee.

NURSING PROGRAM COSTS

Financial Aid

Information regarding scholarships, grants, and loans is available through the U.S Department of Education.

The following web sites are also excellent resources for researching financial aid availability:

- www.discovernursing.com
- www.nln.org (National League for Nursing)
- www.nsna.org (National Student Nurses' Association)
- www.ana.org (American Nurses Association)
- www.aacn.nche.edu (American Association of Colleges of Nursing)

Uniforms, Texts, Supplies and Special Fees

Students are required to wear HCI College scrubs which are included in tuition. Required materials, textbooks, and uniforms are provided at no additional cost. Students are required to furnish their own personal College supplies as well as equipment required for clinical practice including a watch with a second hand with clearly visible numbers, bandage scissors, and a scratch pad. HCI College will supply students with a stethoscope. Students are advised to label their stethoscopes and scissors and any other personal supplies that they might use in the clinical setting.

Other Nursing Program Expenses

Students accepted into the Nursing program are responsible for any and all incurred clinical education expenses such as travel, food, etc. The cost of a physical examination, any required immunizations, CPR certification, FDLE/background checks, and standardized examinations (NCLEX-PN/Florida Board of Nursing and Pearson Vue) will be covered by HCI College. Students are responsible for graduation costs which include the Nursing cap and cap holder (optional), white uniform, graduation stole, lantern, individual photographs (optional).

DRESS CODE

Proper professional dress and appearance are required. Approved Nursing attire and College ID badges must be worn for ALL Nursing classroom, skills laboratory, and clinical experiences, and any time they are on campus, or at a college sponsored function representing HCI College.

Uniform

- Navy blue scrubs embroidered with the HCI College name, logo, program and "Student."

Uniform Standards of Appearance

- Clean, well-maintained and pressed.
- Appropriately fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature.
- Cannot be altered in appearance other than approved HCI College embroidered logo.
- Cannot be worn outside of HCI College Nursing experiences.
- An optional white lab coat may be worn over the scrub uniform.
- An optional white, long or short-sleeved t-shirt may be worn underneath the scrub top.
- Other than a white lab coat, no articles of clothing may be worn over the scrub uniform. No sportswear, jackets, sweaters, or hoodies are allowed.
- Uniforms that appear worn, dingy, stained or torn must be replaced at the student's expense.
- Undergarments must be worn and not be readily visible/extending beyond the scrub top with the exception of a small area at the neck of the garment.
- If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted).

Laboratory Coats

1. Must be white (no other colors are permitted).
2. Clean, well-maintained, and pressed.
3. Appropriately fitted.
4. Cannot be altered in appearance.
5. Must be worn whenever entering the clinical setting for clinical preparation.
6. Cannot be worn outside of HCI College Nursing experiences.
7. Must be removed prior to administering patient care.
8. HCI College name badge must be worn over the left breast pocket.

Shoes

1. White leather/vinyl.
2. Free of visible lettering (all-white).
3. Comfortable but snugly fit (preferably with ties).
4. Full-coverage/closed-toe **(no sling-backs, no clogs, no Crocs).**
5. Clean (including ties); well-maintained/in good repair.
6. Socks must be clean, white and cover the entire foot and ankle area.

Overall Appearance

- Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.

- Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.

- Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.

- Some agencies may require their own identification badges in addition to the one issued by the College. **ID badges must be visible at all times.**

- Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.

- **Hair:** Must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non-ornamental, preferably matching the hair color or white. Due to the professional nature of the Nursing profession, hair color that occurs in nature and a conservative cut and style is required.

- **Facial Hair:** Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair)

- **Headwear:** No caps, headbands, bows, scarves or bandanas. Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:
    - Wear a white or black covering and if long, tuck it into the neck of their top.

- **Make-up:** Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**

- **Nails:** Short, clean, and well-manicured **(not beyond tip of finger); no nail polish, décor/jewelry, artificial or acrylic nails.**

- **Jewelry:** Solid metal wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible if it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as mental health and pediatrics).

- **Body piercing:** One small stud permitted per ear lobe (no larger than ¼”); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.

- **No visible tattoos:** Tattoos must be covered at all times.

** Must wear HCI College Nursing Program badge and/or facility-specific badge at all times; badge is to be worn over the chest pocket.

NOTE: Faculty reserve the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.

COMMUNICATION

Announcements

Evolve, ATI, and Moodle will be utilized by faculty for submitting grades, resources and communicating with students. It is the responsibility of the student to review daily.

Student/Faculty Communication

Students are encouraged to take all curriculum related questions and concerns to the appropriate faculty member. However, before and after class, instructors are often engaged in activities related to the learning activities of the day and may not be able to provide sufficient attention to address individual academic concerns. Faculty e-mail address and office hours are indicated on course syllabi. It is recommended that students make appointments with faculty for individual academic issues in order to ensure appropriate attention can be provided to the student.

Please keep basic etiquette rules in mind when sending e-mail. Follow the specific instructor's directions regarding subject lines and attachments. Do not use “texting” abbreviations. Do not use all CAPITAL LETTERS. This can be interpreted as yelling. Check your spelling. Be courteous and avoid offensive language.

PROGRAM SCHEDULE OUTLINE

Concept-Based Curriculum

Semester 1: BSC2085C, ENC1101, MGF1106, & PSY2012

Semester 2: MCB2010C, HUN1201, BSC2086, DEP2004, & SPC2608

Semester 3: NUR1023, NUR1022L, NUR1023L, NUR2140

Semester 4: NUR1213, NUR1213L, NUR2520, NUR2520L

Semester 5: NUR2261 & NUR2261L

Semester 6: NUR2943L

NURSING CLASSROOM AND SKILLS LABORATORY EXPERIENCES

Class and Skills Laboratory Schedule

Students entering the Nursing Core curriculum can expect classroom and skills laboratory schedules to occur throughout the week. The specific days that are utilized are determined in part by the days the clinical sites are available and by the coordination of campus resources and scheduled learning activities. Additional class time or laboratory time may be scheduled during the week for practice skills sessions, tutoring, and retention and critical thinking exercises.

The focus of skills laboratory sessions varies with didactic/classroom content; for example, a review of "urinary elimination" is the context for skills laboratory learning experiences relating to Nursing skills such as urinary catheterization. To maximize the potential for student learning in the classroom and skills laboratory sessions, maintaining flexibility in the sequencing of teaching/learning activities in these two areas increases the likelihood that the student will be able to more readily apply newly acquired knowledge. In any given day that students are in class, they may shift between didactic/discussion and Nursing skills practice several times.

NURSING CLINICAL EXPERIENCES

Scheduling of Clinical Assignments

The scheduling of students' clinical experiences is a complex process involving the needs/requirements of the clinical sites, utilization by competing academic programs and coordination of classroom and skills laboratory assignments amongst all Nursing classes at the College. The Nursing program will continually strive to provide students with advance notice of a clinical schedule change. However, due to external factors students should be prepared to accommodate changes in their clinical affiliation assignments, including days of the week, and times of day. No guarantees are made for the availability of specifics days as the student moves through the Nursing program.

Clinical Shifts

The time that the student spends in the clinical setting varies with the course. Because of the importance of clinical education, students are expected to be present for all scheduled experiences. Clinical absences must be excused and may only occur twice a semester. **More than two clinical absences will result in course failure**. Excused missed clinical hours are the responsibility of the student and must be made up as the scheduling allows. Tardiness to the clinical sites will not be tolerated and attendance is the same standard as the classroom. Please refer to the Nursing Student Clinical Handbook for clarification of clinical attendance and tardiness policy.

Pre-Clinical Preparation

In most clinical courses, students are required to complete pre-clinical preparation prior to the scheduled clinical experience. Students who are not prepared for their clinical experience will not be permitted to provide patient care and will forfeit the time allotted of clinical experience for the day.

Clinical Nursing Education

Clinical education is an essential component of the curriculum of the Nursing program. The program affiliates with a variety of clinical sites in locations that are generally within a radius of approximately 60 miles of the campus, however, some affiliates may be located outside this area.

Philosophy of Nursing Program Clinical Site Selection

Clinical Experience Selection as Related to Continuum of Nursing Care Requirements:

The Nursing curriculum is designed to support students' clinical learning through the application of a continuum concept of Nursing care. Initially students begin in a care setting where patients' Nursing care needs are somewhat basic in nature. With each subsequent course, the intensity and complexity of patients' care needs gradually increase culminating in the provision of care for individuals whose Nursing care requirements are more acute and complex.

Clinical Experience Selection as Related to Primary, Secondary, Tertiary Care Settings

Beginning assignments may be in long term care settings where patients with chronic, stable conditions require assistance with activities of daily living. Students' next experience may be in settings where patients have conditions of an acute nature that require somewhat routine medical or surgical intervention; a small, community hospital may be utilized at this time. Finally, students' clinical experiences will involve the care of individuals whose Nursing care requirements are more complex; typically, this setting will be a large hospital and/or a step-down (from intensive care) unit in a smaller hospital. Ultimately, the determination of specific sites for clinical assignments is subject to availability of clinical resources in the community.

Faculty Supervision of Nursing Students During Clinical Experiences

Nursing students must be supervised at all times in the clinical area by HCI College Nursing faculty.

The following policies shall be followed:

1. The number of program faculty members shall not exceed one faculty member directly supervising every 12 students.
2. For community-based clinical experiences that involve student participation in invasive or complex nursing activities, students must be directly supervised by a program faculty member and such arrangement must be approved by the community-based clinical facility.
3. For community-based clinical experiences not subject to subparagraph three, indirect supervision may occur only when a supervising program faculty member is available to the student by telephone.

Clinical Experience Variability by Site, Faculty, Assigned Student Group

Students are exposed to local healthcare organizations during clinical experiences throughout their tenure in the Nursing program. This practice is advantageous to the individual student, the healthcare agencies in the community, and the Nursing program. By learning how to provide Nursing care in a variety of healthcare settings that possess different cultures, models of Nursing practice, and patient populations, the depth and breadth of students' knowledge and ability to adapt are enhanced. Community healthcare organizations benefit directly by the Nursing care contributions of students and faculty; indirectly, recruitment of new graduates may be supported. Through maintaining and utilizing a broad spectrum of clinical affiliations, knowledge of prevailing Nursing practice in the context of the healthcare community is expanded and relationships with Nursing leaders are strengthened.

Clinical Experience Variability by Nursing Faculty

Students' learning is enriched when guided by various Nursing faculty within the College. While a small faculty team is responsible for maintaining consistency and continuity between classroom and clinical instruction, Nursing instructors model and demonstrate Nursing practice from a perspective that is uniquely their own, based in years of knowledge and experience as professional Nurses. By increasing students' exposure to the many facets of professional Nursing practice and mentors, they are supported in their acquisition/development of Nursing skills and in visualizing professional possibilities for future career direction.

Clinical Experience Variability by Peer/Student Group

Finally, the value of learning that can result from positive interactions with fellow students cannot be overstated. Over the course of students' tenure in the Nursing program, bonds between individuals and/or groups of students are inevitable. These relationships can be especially powerful in supporting students' adaptation to the many stresses associated with being a Nursing student, particularly when they have other important roles in life to fulfill. If students find themselves limiting their engagements with fellow students during learning experiences on a consistent basis, they are encouraged to take the initiative in seeking out opportunities for collaboration with other students.

Selection of Clinical Sites

Clinical sites are carefully selected by HCI College in accordance with curriculum requirements, quality of the care environment (and appropriate licensure/accreditation of the agency), appropriateness of the professional nursing care delivery model, and adequacy of available openings for students.

Student Assignment to Clinical Groups

In most clinical nursing classes, there are at least two clinical groups to which students are assigned. In general, each clinical group is supervised by one nursing instructor. In Nursing I and Nursing II clinicals, students generally remain with a single instructor throughout the period of the course. Other clinical nursing courses may require students to rotate through experiences such as pediatrics with one instructor and obstetrics with another instructor.

Clinical/Skills Laboratory Performance

Students must pass all critical skills performed in the skills laboratory in order to advance to the next Nursing core course. They will be provided an additional opportunity to pass the skill if they are not successful on the first try. In the clinical setting, students must perform all Nursing skills competently in accordance with the facility and HCI College Nursing program policy. If a student does not perform a skill satisfactorily, s/he may be required to successfully complete the skill in the skills laboratory thereafter. Students who exhibit any actual or potentially unsafe behavior in the clinical setting may receive consequences such as: removal from the clinical setting; placement on probation; completion of skills laboratory practice and testing; course failure; and/or dismissal from the Nursing program. Unsafe practices resulting in clinical incidents will also require that the student complete institutional and the HCI College Nursing program documentation related to the event and other activities required by the institution and the Program. Students who are deemed unprepared for clinical experiences may be prohibited from patient contact and will forfeit the clinical day.

ACADEMIC PROGRESSION/PROMOTION

Students must satisfy the requirements of each course, including didactic, laboratory, and clinical achievement to progress in the Nursing program. If a student is unsuccessful in one area such as lecture, lab, or clinical, they must repeat and successfully pass the area in which they received the failing grade to move on to the next semester.

The lecture and skills lab for Nursing I are tied together and must all be completed successfully. A failing grade in either class means the student must repeat both successfully before being advanced to the next level. In the event the student receives a failing grade in Nursing I, II, or III lecture, but the student passes the clinical portion, the student does not have to repeat the clinical.

ACADEMIC PERFORMANCE

To advance in the Nursing core component of the program students are required to:

1. Earn a minimum grade of "B" with an 80% in each didactic course.
2. Earn a minimum score of 90% on the dosage calculation test required in each core course (2 attempts only - for further options, student must meet with the Director of Nursing).
3. Pass each critical skills performance for each core course (2 attempts only).
4. Pass each clinical component of the program and complete the required clinical hours in their entirety.
5. Pass the Predictor Assessments.
6. Pass the Concept Areas per the syllabi.
7. Pass the Adaptive Assessment where applicable.

GRADING SYSTEM

Student performance is recorded in grades as follows:

A	=	90-100	=	4 grade points	Excellent
B	=	80-89	=	3 grade points	Very Good
C	=	70-79	=	2 grade points	Good
D	=	60-69	=	1 grade point	Poor
F	=	0-59	=	0 grade points	Failure
I	=	Incomplete			
T	=	Transfer			
AU	=	Audit			
P	=	Pass*			
NC	=	No Credit			
R	=	Re-Take			
NS	=	No Show (Does not calculate into attempted credits)			
WA	=	Withdrawal (Administrative)			
W	=	Withdrawn (Withdrawal at student's request)			
Z	=	Withdrawn (Withdrawal before add/drop period)			

**For certain designated courses only. See Course Descriptions.*

OUT-OF-CLASS WORK

Out-of-class work is an essential part of every program of study. Out-of-class work enables students to master course learning objectives and leads to the achievement of overall program objectives. Out-of-class work refers to self-directed learning activities such as reading assignments, research activities and projects, Online Practice tests, remediation, case studies, quizzes, assignments (papers and essays), knowledge checks, and self-assessments, etc.

GRADING POLICY

Each student's work is to be evaluated individually. Evaluation of student achievement and all Nursing and science prerequisite courses are calculated using only measurable academic assignments identified in the syllabus and directly related to course objectives.

No points are assigned for non-academic or unplanned activities such as attendance, participation, bonus points, or extra credit. All grades, including the final grade will be calculated as a whole number; HCI College does not round grades. Student achievement of course objectives are measured by objective formative and summative assessments as presented in the grading rubric or conversion score (i.e., exams, specialty exams, laboratory/simulation/clinical evaluations, and other assignments). Pass or Fail will be assigned to three domains (laboratory, simulation, and clinicals).

All Nursing courses with a combination of theory, laboratory, simulation, and clinicals will each require a passing grade (minimum of 80%) and "P" (Pass) as satisfactory evaluation to pass the course, which means earning 80% of the set of criteria and/or standards being assessed and evaluated.

Grade Appeal Procedures

Please refer to the HCI College Student Catalog Grade Appeal Procedures.

Satisfactory Academic Progress

Please refer to the HCI College Student Catalog Satisfactory Academic Progress Policy.

Missed/Late Assignments

Students are expected to submit required homework/assignment on specified due dates. Any coursework not submitted on the due date is late and receives a 10% reduction per late day up to day 5 at which time a zero is recorded.

Missed/Make-Up Exam

There are no missed or make-up examinations in general. However, for extenuating circumstances an alternate format make-up exam may be given at the discretion of the program director with verifiable documentation, i.e., death in the immediate family, medical emergency of student or immediate family member, or illness/injury to student, accompanied by a healthcare provider note. If the request is approved, the student is responsible for coordinating directly with the instructor to arrange a mutually agreed-upon date and time for an alternate make-up examination Make-up exam will test the same content area but MUST include different questions, or a different format of questions (e.g., fill- in-the-blank, short-answer, case studies, Nursing care plans, etc.). Make-up exam grade may have 10% deduction.

ACADEMIC ADVISEMENT

The Nursing faculty believes in multiple methods of teaching and learning styles to maximize the learning of our students. Classroom instruction, simulation, blended content delivery and clinical placements are some of the methods used.

It is imperative to communicate with faculty at various stages throughout the semester. Frequent monitoring of grades is the responsibility of the student and should not be neglected until the end of the semester. Students with a grade below 80% must meet with their instructor to discuss an academic success plan. A student who receives a test score of less than 80% is required to make an appointment with the instructor to review the student's status and study habits.

It is the student's responsibility to notify faculty if they would like to make tutoring arrangements. Students experiencing life issues should be in contact with the faculty and the Program Director prior to experiencing a change in status.

GRADUATION

Graduation Ceremony

HCI College graduation ceremonies are held once a year. This event is attended by faculty, staff and graduates from all academic programs. Nursing students are strongly encouraged to participate in this event sharing their accomplishment with fellow graduates, faculty, and staff who have been a part of the graduates' lives during their academic experience, as well as their families and friends who have supported them throughout their student careers.

Pinning

The Nursing Pinning Ceremony marks the student's completion of the Nursing program and entry into the profession of Nursing. Pinning is a tradition steeped in Nursing history of the past over 150 years, including the lighting of the Florence Nightingale Lamp and recitation of the Florence Nightingale Pledge. The official HCI College Nursing pin is awarded to each graduate during graduation.

NCLEX-RN: Registered Nursing Licensure Examination

Upon graduation from the Nursing program, graduates become eligible to sit for the NCLEX-RN after the Florida Board of Nursing receives the official list of graduates from the Director of Nursing; applications are not processed until this list is received by the Board of Nursing. Instructions regarding "Application for Licensure by Examination" are reviewed with students prior to graduation; the application is also available at the Florida Board of Nursing website.

STUDENT CONDUCT POLICIES: ACADEMIC HONESTY & PROFESSIONAL BEHAVIOR

The College can best function and accomplish its mission in an atmosphere of high ethical standards. As such, the College expects students to observe all accepted principles of academic honesty. Academic honesty in the advancement of knowledge requires that students respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding the validity of intellectual property. Students are expected to maintain complete honesty and integrity in all academic work attempted while enrolled at the College. Academic dishonesty is a serious violation of the trust upon which an academic community depends.

There are different forms of academic dishonesty including, but not limited to, the following:

Acquiring or Providing Information Dishonestly

Using unauthorized notes or other study aids during an examination; using unauthorized technology during an examination; improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view including, but not limited to, cell phones, laptops, tablets, etc.; looking at other students' work during an exam or in an assignment where collaboration is not allowed; attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed; obtaining an examination prior to its administration; altering graded work and submitting it for re-grading; allowing another person to do one's work and submitting it as one's own; or undertaking any activity intended to obtain an unfair advantage over other students.

Distributing Proprietary Information

The transmission of confidential or proprietary information without the permission of HCI College is prohibited. The distribution of ATI/Lippincott product(s) unauthorized by HCI College can also result in termination. This includes, but is not limited to, products found on the internet.

Plagiarism

The deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of HCI College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. The penalties are as follows:

Partially Plagiarized Assignments

- The first occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for that assignment.
- The second occurrence of a student turning in an assignment containing plagiarized material results in an automatic "F" for the course.

- The third occurrence of a student turning in an assignment containing plagiarized material results in an automatic dismissal from the College.

Entirely Plagiarized Assignments

- The first occurrence of a student turning in an entire plagiarized assignment results in an automatic "F" for the course.
- The second occurrence of a student turning in an entire plagiarized assignment results in an automatic dismissal from the College.

On written papers for which the student employs information gathered from books, articles, electronic, or oral sources, each direct quotation, as well as ideas and facts that are not generally known to the public at large, or the form, structure, or style of a secondary source must be attributed to its author by means of the appropriate citation procedure. Only widely known facts and first-hand thoughts and observations original to the student do not require citations. Citations may be made in footnotes or within the body of the text. Plagiarism also consists of passing off as one's own segments or the total of another's work.

At HCI College, references are cited in accordance with the American Psychological Association (APA) approved format. Guidelines for the appropriate use of this format for citing references are included in the appendices of this Handbook and assignments may be used by HCI College to assist in future education by students.

Students retain the right to appeal for readmission.

Anti-Plagiarism Software

HCI College provides the anti-plagiarism software, "Ouriginal" for all students to be able to submit their work product through a check prior to turning in for a grade. A link to this software is available in the student's Moodle classroom.

Conspiracy

Agreeing with one or more persons to commit any act of academic dishonesty.

Fabrication of Information

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

Multiple Submissions

Submitting the same work for credit in two different courses without the instructor's permission.

Facilitating Academic Dishonesty

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or HCI College academic honesty policies; providing false information in connection with any academic honesty inquiry.

Abuse or Denying Others Access to Information or Resource Materials

Any act that maliciously hinders the use of or access to library or course materials; the removing of pages from books or journals or reserve materials; the removal of books from libraries without formally checking out the items; the intentional hiding of library materials; the refusal to return reserve readings to the library; or obstructing or interfering with another student's academic work. All of these acts are dishonest and harmful to the community.

Falsifying Records and Official Documents

Forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official HCI College document.

Clinical Misconduct

Dishonesty in the clinical setting includes but is not limited to: Misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; and appropriation/stealing of facility, client, staff, visitor and/or student property. Please refer to Nursing Student Clinical Handbook for clarification.

Disclosure of Confidential Information

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes. A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from HCI College. Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, students should seek clarification or direction from their immediate supervisor.

Social Media Policy

To maintain professional standards, students must adhere to the following rules:

- Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed on a blog or social networking site.
- The transmission of confidential or proprietary information without the permission of HCI College is prohibited.
- Students must not mention HCI College in a blog or elsewhere in online social media, or mention a

position taken by HCI College, nor express a political opinion or an opinion regarding HCI College's positions, action, or products.

- Any conduct which impermissible if expressed through a social networking site.
- For example, posted material that is discriminatory, defamatory, libelous, or malicious is forbidden. HCI College's policies, including but not limited to the Sexual Harassment Policy apply equally to student comments on social networking sites even if done in class or out of class.

SANCTIONS FOR VIOLATING THE ACADEMIC HONESTY POLICY

If it is determined that the student has violated the Academic Honesty Policy:

1. The student (s) will be sent home for the day.
2. The student will be notified the following day if they are removed from the program of study.

Students who have been dismissed will not be allowed to return that semester.

HCI College believes strongly that each student against whom the College is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision by submitting a letter of appeal to the Dean of Academic Affairs. The procedures for the grievance are found in the HCI College Student Catalog.

PROFESSIONAL BEHAVIOR POLICY

HCI College has established a set of professional behaviors which will help students develop their knowledge and skills for entry-level positions in their fields.

- Adhere to HCI College policies and procedures as outlined in the HCI College Student Catalog.
- Adhere to program policies and procedures as outlined in the program student Handbook(s).
- Adhere to policies and procedures of the clinical education site where assigned.
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and clinical staff.
- Respect the learning environment regarding visitors. Without prior approval, visitors may not attend class, come on campus, or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

If a student demonstrates inappropriate professional behavior, the student may receive a written behavior warning or be placed on probation depending on the severity of the action (see Behavior Probation Statement). The program reserves the right to withdraw the student at any time if the inappropriate behavior is judged extreme as determined by the program director and dean of academic affairs.

Behavior Probation Statement

Students who do not maintain satisfactory behavior, both academically and clinically, may be placed on probation. The term of probation will become effective in the semester the student is currently enrolled in and remain in place for the remainder of the following semester. At the completion of the following semester, the Program Director or Dean of Academic Affairs will assess the student's progress and determine whether to remove the student from probation or to extend the term of probation. Failure to meet the terms of probation as outlined in a student action plan will result in dismissal from the program. If additional unsatisfactory behavior should occur during the remainder of the program, the student will be dismissed from the program and HCI College and will be ineligible for re-entry to the College.

Clinical Experience – Request for Removal of Student

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program's and/or clinical site's policies and procedures, the student will receive a clinical evaluation grade of "zero" and be placed on behavioral probation which may result in a failing grade and/or dismissal from the program.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re-assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next core course.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon:

i. the program not exceeding maximum program capacity; and
ii. a review of events leading up to the dismissal with a student action plan designed by the Program Director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on inappropriate behavior, and similar inappropriate behavior occurs in a subsequent clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical site is deemed by the program director and dean of academic affairs as extreme unprofessional behavior, the student may be immediately dismissed from the program and/or the College.

RESTROOM DESIGNATION

At HCI College, we want to ensure a safe place for everyone: students, faculty and staff. Therefore, HCI College, in accordance with recent law, designates its restroom policy based on biological sex at birth (i.e., male or female). Specifically, restrooms are designated for exclusive use by males or females (as defined in Section 553.865(3), Florida Statutes), unless there is a unisex restroom.

In order to ensure a safe place, any student who willfully enters a restroom or changing facility of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member, security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including expulsion from the College.

Any administrative personnel and instructional personnel, including faculty members who willfully enters a restroom of the opposite sex, and who refuses to depart when asked to do so by a College administrator, faculty member security personnel or law enforcement personnel, absent certain statutory exceptions, is subject to immediate disciplinary action up to and including termination.

Should you have any questions about these policies, please contact the Group Campus President/COO.

ACADEMIC AND ADMINISTRATIVE DISMISSAL

A student may be dismissed from HCI College for disregarding administrative policies.

Causes for dismissal include, but are not limited to, the following:

Failure to meet minimum educational standards established by the program which the student is enrolled.

Failure to meet student responsibilities including, but not limited to:

- Meeting of deadlines for academic work and tuition payments;
- Provision of documentation, corrections and/or new information as requested;
- Notification of any information that has changed since the student's initial application;
- Purchase or otherwise furnish required supplies;
- Maintenance of HCI College property in a manner that does not destroy or harm it;
- Return of library books in a timely manner and payment of any fines that may be imposed;
- Obtaining required education and financial clearance prior to graduation and to comply with all parking regulations;
- Continued inappropriate personal appearance;
- Continued unsatisfactory attendance;
- Non-payment for services provided by the College;
- Failure to comply with policies and procedures listed in the current HCI College Student Catalog and student handbook; or
- Conduct prejudicial to the class, program or HCI College.

Specific behaviors that may be cause for dismissal include, but are not limited to:

- Willful destruction or defacement of HCI College or student property;
- Theft of student or HCI College property;
- Improper or illegal conduct, including hazing, sexual harassment, etc.;
- Use, possession, and/or distribution of alcoholic beverages, illegal drugs, and/or paraphernalia on campus;
- Being under the influence of alcoholic beverages or illegal drugs while on campus;
- Cheating, plagiarism, and/or infractions of HCI College's Student Conduct Policies;
- Any behavior which distracts other students and disrupts routine classroom activities;
- Use of abusive language, including verbalization or gestures of an obscene nature; or
- Threatening or causing physical harm to students, faculty, staff or others on campus or while students are engaged in off-site learning experiences.

CONFLICT RESOLUTION AND CHAIN OF COMMAND

Students are encouraged to first discuss any concerns with their instructor. If the concern is not resolved, they should speak to their Program Director. Subsequent levels are the Dean of Academic Affairs and the Campus President/Director. Chain of command should always be utilized for prompt resolution.

STUDENT DISCIPLINARY PROCEDURES

If a student violates HCI College's Standards of Conduct in a classroom, the first level of discipline lies with the faculty member. If a situation demands further action, the Director of Nursing or Assistant Director of Nursing is responsible. If a student has a serious objection to the disciplinary action imposed, the student has the right to use the grievance process as outlined in the HCI College Student Catalog.

When a student violates HCI College's Standards of Conduct outside the classroom but on campus, Assistant Director of Nursing or Director of Nursing is the first level of discipline. The next level is the Dean of Academic Affairs. If a student is dissatisfied with the disciplinary action imposed, the student has the right to use the grievance process as outlined in the HCI College Student Catalog.

CONFIDENTIALITY AGREEMENT

A high, responsible standard of conduct and professionalism is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associate information should never browse such information out of "curiosity." It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from HCI College.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with your instructor for clarification or direction.

CLINICAL EXPERIENCES

One important component of the Nursing program is the practice of skills necessary to develop into an entry-level registered nurse. Successful completion of the Nursing program requires that the student have a variety of clinical experiences in diverse practice settings. In order to provide these experiences, HCI College secures contracts with facilities that will host students for supervised practice experiences. Due to the nature of managed care, the practice requirements of other area allied health schools and demands on the healthcare agencies and facilities, the location of students' clinical experiences may be in the local community as well as outside the local county, but within commuting distance of the College. Students cannot be guaranteed that their clinical experiences will be local and should be prepared to have some or all of their practice experiences out of town. An assignment of a student to a particular clinical site is determined by the progression of knowledge and technical skills as outlined in the program's curriculum. However, no student will be assigned to a floor or care unit at a facility to which s/he is employed.

Students have full responsibility for arranging and paying for transportation, and when necessary, room and board to complete their practice experiences. The student is responsible for providing a reliable means of transportation.

The time of day, and possibly the days of the week (including weekends) of the practical experiences will differ from the normal College schedule. The practical experiences may involve as few as 6 hours or as many as 12 hours on any given day; with total clinical hours being the same for all students. Clinical experiences may involve as many as five days per week, although this assignment is usually toward the end of the Nursing program. The scheduling of clinical experiences is a complex process that takes into account the needs/requirements of clinical sites as well as the utilization of other competing programs. The Nursing program will continually strive to provide students with advance notice of a clinical schedule change. However, due to external factors students should be prepared to accommodate changes in their clinical affiliation assignments, including days of the week, and times of day.

Students enrolled in the Program are required to have evidence of a physical examination (within 90 days), a health/immunization record and titers, and evidence of current TB testing (or chest x-ray) to participate in the clinical experience portion of the curriculum. The TB test must be updated annually while the student is in the Program.

CLINICAL EDUCATION REQUIREMENTS

Nursing students who will be assigned to a clinical education site for their clinical rotation must have completed the following requirements before they are assigned to a clinical education site. This includes a health check-up by a physician, required tests (to include, but not limited to PPD – chest x-ray for positive PPD results), immunization record of MMR, Rubella, Varicella, CPR/BLS certification, a 4-hour basic HIV/AIDS course, OSHA information and a criminal background check and drug screening.

- The health check-up and required tests must not be any older than one year from the clinical assignment date.
- Criminal background check and drug screening test will be required of all students prior to clinical placement.
- The students must schedule their own health check-up and required tests with an approved affiliate of HCI College.
- It is the responsibility of the student to be in attendance for a scheduled facility orientation. The student will receive orientation information from the Academic Department via email prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation.
- Should the student neglect to attend the mandatory scheduled orientation, the student will not be allowed admittance to the medical facility in which they were assigned a clinical rotation. The College will reschedule an orientation time for the student. However, due to the facility's timeframe between scheduled orientations, several days or weeks could pass. These program attendance requirements are more restrictive than the institutional attendance policy published in the HCI College Student Catalog.

HCI COLLEGE/COURSE WITHDRAWAL

When a student withdraws from HCI College, written notice must be submitted to the Registrar by the student. Such notice should contain the reason for the withdrawal. If the student is unable to submit their request, an approved individual listed on the student's FERPA form is able to request a withdrawal on their behalf with any verifiable documentation with the reason for withdrawal.

HCI College maintains an add/drop period (initial seven days) during which students may add a class or withdraw from a class without financial and/or academic penalty. Students withdrawing from a class but not replacing it with another must still be aware of how that may affect full-time status, financial aid eligibility, tuition charges, and satisfactory academic progress.

Refer to the HCI College Student Catalog for more information on the withdrawal process and necessary documentation.

STANDARDS OF ATTENDANCE

Attendance

- Regular and punctual attendance at classes, labs and clinical/simulation learning experiences is expected of all students and is an important aspect of meeting the objectives of the Nursing courses.
- Attendance is taken and recorded via CourseKey. Students are accountable for their own attendance in CourseKey. Students have access to view their attendance in each class. Students are required to check in and out for every class, lab, and clinical experience via CourseKey.
- Faculty will verify that the CourseKey roster is accurate at the end of the day.
- If a student is absent in excess of the requirements listed below, they will be automatically withdrawn from that course and earn a W on their transcript and required to repeat the failed course upon reentry. Students who are withdrawn from enrollment due to failure to attend classes for fourteen (14) consecutive days, and remain in good academic standing, may be permitted to reapply in the subsequent term by following HCI College's re-entry process.

Attendance: Didactic, Laboratory & Simulation

- Human simulation experiences are an integrated part of Nursing education. All students will participate in simulation and skills labs during their Nursing education. Each course has specific simulation and skills labs requirements.
- Students are expected to arrive on time to every class.
- Tardy is considered after 15 minutes. Continued excessive tardiness or missed class time could lead to disciplinary action up to and including program or course dismissal
- **No more than two (2) absences per course per semester are allowed without evidence of extenuating circumstances. No more than three (3) absences are allowed per course per semester regardless of reason.** Absences due to extenuating circumstances require verifiable documents to be considered excused. Extenuating circumstances DO NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties. Students are responsible for material missed. Practice exams, quizzes, and assignments may not be made up; however, exceptions for documented extenuating circumstances may be granted at the discretion of the Program Director.
- Absences may be excused due to extenuating circumstances with verifiable documentation i.e., death in the immediate family, medical emergency of student or immediate family member, or illness/injury to student that is accompanied by a healthcare provider note. Extenuating circumstances do NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties. Upon the third unexcused course absence, the student will be withdrawn from that course.

Attendance: Clinicals

- In Nursing courses with clinical experiences, students are required to sign in and attend all assigned clinical days for each clinical course. Any missed clinical time must be reported to the clinical instructor **at least one hour prior to the start of the clinical**, and if unavailable, the Director of Nursing should be notified.
- Students must fulfill all clinical hour requirements as outlined. **More than two (2) missed clinical days will result in failure of the course, regardless of the reason for the absence.** Upon a student's third clinical absence, the student will be withdrawn from the course. Students are **not** required to submit evidence of extenuating circumstances related to clinical absences.
- A student who arrives more than fifteen (15) minutes late to clinical will be dismissed and it will count as a clinical absence.
- Late arrival or early departure reduces the total number of earned hours and may result in failure to meet course requirements.
- All **required make-up attendance** must be completed **during Week 14** of the semester. **Students must attend the scheduled course-specific make-up attendance date.**

Clinical Experience – Request for Removal of Student (if applicable)

Should a clinical site request removal of a scheduled student due to the student's inability or unwillingness to abide by the program and/or clinical site's policies and procedures, the student will be placed on Academic Warning provided there is an alternative clinical site as an option.

Upon removal from the clinical site, the program will attempt to re-assign the student to a different clinical site. However, should a second incident occur during the same clinical rotation/course in which a clinical site requests the removal of the student, the program will immediately remove the student from the site and provide no further clinical re- assignments. This action will result in the student receiving a failing grade for the clinical rotation/course and subsequently not permitted to advance to the next level.

The student may wish to apply for re-entry to the program when the course re-sequences. However, re-entry to the program is contingent upon: a) the program not exceeding maximum program capacity; and b) a review of events leading up to the dismissal with a student action plan designed by the program director addressing professional behavior expectations.

If a student has been re-assigned to a clinical education site due to a request for removal from a previously assigned clinical site based on unprofessional behavior, and similar unprofessional behavior occurs in a subsequent clinical rotation/course, the student will not be re-assigned for clinical placement and will be permanently dismissed from the program.

It should be noted that if the cause for removing a student from a clinical site is deemed by the Director of Nursing as extreme unprofessional behavior and violates HCI College's code of conduct, the student might be immediately dismissed from the program.

Regular class attendance is essential to proper academic progress and is expected.

PROGRAM ATTENDANCE POLICY

The Nursing program has established a programmatic attendance policy that will help facilitate the learning of required knowledge, technical skills and patient care vital to success in the Nursing profession. The program acknowledges that emergency circumstances (i.e., funeral, deaths, and serious illnesses of immediate family) can occur; such events will be taken under advisement by the Program Director. However, students must provide the Program Director with documentation supporting their reason for being late and/or absent. It is required that students call their instructor ahead of time if they will not be able to attend class/clinical or will be arriving late (refer to Proper Notification for Lateness/Absence). Students are permitted to withdraw from a didactic or clinical course within the first week of a course.

Administrative Actions for Attendance Issues:

Repeat patterns of poor attendance (a maximum of three Written Warnings throughout the duration of the program) can result in the student being dismissed from the program.

PROPER NOTIFICATION FOR LATENESS/ABSENCE

Class/Lab:

Students are expected to contact the instructor or the Director of Nursing via e-mail or leave a phone message prior to the start of the class if they will not be able to attend or will be arriving late. The message should include the reason (e.g., illness, family emergency).

IF A STUDENT IS LATE FOR A TEST/EXAM, NO ADDITIONAL TIME IS GIVEN.

Clinical:

Students are expected to notify their clinical instructor at least 60 minutes in advance of the clinical start time if they will not be able to attend clinical or anticipate a late arrival of more than 15 minutes. A documented emergency will be taken under consideration.

- Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.
- **NOTE:** Asking a classmate to inform the instructor that you will be late/absent does NOT constitute proper notification.

ADMINISTRATIVE ACTIONS

1. **Written Warning:** 1st offense of "no-call-no-show" during core courses.
2. **Final Written Warning:** 2nd offense of "no-call-no-show" during core courses.
3. **Program Dismissal:** 3rd offense of 'no call – no show" during core courses.

COMPLETION OF MISSED WORK DUE TO ABSENCE

If a student is absent from any learning activity, they are responsible for completing missed work at the discretion of the Program Director. Students who are absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons, due to lack of practice of Nursing skill sets. All clinical make-up hours must have prior approval from the Director of Nursing and must be considered an extenuating circumstance with verifiable documentation. Once approved by the Director of Nursing, the student must meet with the Clinical Coordinator for clinical make-up availability.

- If a student is absent on the day of a test/exam, it is to be made up in a timely fashion at the discretion of the Program Director. Make-up exams are modified from the original; there is an automatic 10% grade deduction.
- All lab experiences missed must be made up within 5 business days of the missed experience.

COURSE AND PROGRAM EVALUATION

Students are provided opportunities to evaluate the quality and appropriateness of classroom, skills laboratory, and clinical instruction. HCI College requests students' completion of course evaluation forms every term. These evaluations are scheduled in advance. Additionally, students are asked to complete Nursing program specific course and program evaluations upon the completion of each course, as well as clinical site evaluations. The results of such evaluations are compiled, analyzed, and utilized to improve the quality of academics and services provided to the student.

STUDENT GRIEVANCES

Every student has a right to procedural due process in which a student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to a student, the student may appeal the decision to the Academic Administration.

Students are encouraged to resolve problems through normal administrative channels. Prior to filing a grievance, the student is encouraged to contact their instructor first, then the Director of Nursing to determine if resolution can be achieved within the department. Refer to the Grievance Policy in the HCI College Student Catalog.

STUDENT SERVICES

Please refer to the HCI College Student Catalog for the full spectrum of student services.

ORIENTATION

Orientation occurs prior to the start of the program. Orientation is designed to facilitate the transition to HCI College and to assist the student in academic planning. During orientation, students are acquainted with HCI College resources, rules and regulations, academic standards, and the learning management system (LMS).

AMERICAN NURSES ASSOCIATION CODE OF ETHICS[2]

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

Provision 2 The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3 The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4 The nurse has authority, accountability, and responsibility for the nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5 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.

Provision 6 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.

Provision 7 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.

Provision 8 The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9 The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

[2] American Nurses Association: Code for nurses with interpretive statements, © 2016, American Nurses Association, Washington, DC (http://Nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses).

CLASSROOM/LAB/SIMULATION ETIQUETTE

1. Students must arrive on time and stay the entire scheduled session.
2. Late students may not be allowed to enter the classroom/lab/simulation.
3. Turn off cell phones and other electronic devices. The student will be asked to leave class if seen using a cell phone or texting without the instructor's permission.
4. Use laptop computers/tablets only for class work: Students are encouraged to use their laptop computers/tablets during class only as learning aids as approved by the instructor.
5. No class may be recorded without the expressed consent of the instructor.
6. Students are expected to remain engaged in the activities until the session ends.
7. Be respectful to your peers and professor. This includes talking out of turn, interrupting discussions, being late to class or leaving early.
8. Students are expected to participate in class discussions when appropriate and respect the opinions of all class participants and to dialog in a professional and respectful manner.
9. Students are required to refrain from using offensive or foul language in class.
10. Students are not permitted to bring either children or pets to class.
11. No eating or drinking is allowed in the classrooms, computer labs or skills labs. Students are provided with breaks for this purpose.
12. Student must be in uniform with their ID name badge visible at all times when on campus, skills lab, simulation, and clinical rotations and are accountable to uphold the HCI College Nursing Program Dress Code Policy
13. Students are expected to follow all aspects of the College's conduct policy located in the HCI College Student Catalog.
14. Students are expected to participate in the clean-up of the lab and classroom prior to dismissal.

NURSING STUDENT POLICIES

All Nursing students are responsible for the information contained in the Nursing Student Handbook.

NURSING STUDENT
ACKNOWLEDGEMENT OF RESPONSIBILITIES

By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Student Catalog.

_____ HCI College Admission Documentation, Clinical/Classroom Training, and Attendance Policy.

_____ Current HCI College Nursing Student Handbook.

_____ I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements.

_____ I understand the passing grade for any Nursing course is outlined in the appropriate syllabus.

_____ I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending clinical sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator.

_____ I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

_____ I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient. I further agree not to reveal to any third party any confidential information from the facility.

_____ I understand that I cannot be subject to call/duty in any way during didactic, skills, or clinical portions of the program.

_____ I understand that I may be required to submit to a drug and/or background check prior to going out on the clinical experience portion of the program. The results of the drug and/or background check may have an impact on my placement at a clinical site and completion of the program. I understand that I am responsible for the cost of these tests.

_____ I understand that I am required to complete a physical exam and provide proof of said exam check prior to going out on the clinical experience portion of the program, and that results of the exam may have an impact on my placement at a clinical site and completion of the program.

_____ I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Nursing student.

_____ I understand that it is my responsibility to review the Nursing Student Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

_____ I understand that the Nursing Student Handbook may be amended and/or changed during my enrollment.

_____ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

_____ I understand that it is my responsibility to follow all policies and procedures as outlined.

_____ I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS DOCUMENT. FURTHERMORE, I UNDERSTAND THAT FAILURE TO MEET AND COMPLY WITH THE REQUIREMENTS OF THIS PROGRAM MAY RESULT IN MY TERMINATION FROM THE PROGRAM.

_____	_____	_____
Student Printed Name	Student Signature	Date
_____	_____	_____
Instructor/Witness Name	Instructor/Witness Signature	Date