



# **NWACC Associate of Applied Science Nursing Student Handbook**

**Spring 2026**

## **Mission Statement**

**The mission of Northwest Arkansas Community College School of Nursing is to improve the health of our diverse community through leadership and excellence in nursing education.**

**The NWACC Nursing Program is approved by the Arkansas State Board of Nursing and  
Nationally Accredited by Accreditation Commission for Education in Nursing**

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## **GREETINGS!**

Dear Nursing Student:

This handbook has been prepared to assist students in progression through the Northwest Arkansas Community College (NWACC) Associate of Applied Science (AAS) Degree in Nursing program.

A thorough understanding of the curriculum, policies, and standards underlying the program is essential for goal-directed behavior and ultimate success in the completion of the program. It is the student's responsibility to become knowledgeable and accountable for the contents and all updates of the handbook.

This handbook is reviewed and revised annually by the Nursing Faculty. Student suggestions and recommendations will be reviewed and incorporated into the student handbook as appropriate.

Students should read the Student Handbook section of the current NWACC College Catalog for general college policies. In addition, the student should also consult the Division of Health Professions Student Handbook for division-specific policies.

NWACC operates in all aspects pertaining to students, faculty, administration, and staff under a nondiscriminatory policy with regard to race, color, age, religion, gender, and national origin.

Best wishes to you as you pursue a career in nursing!

Sincerely,

Carla Boyd, MSN, RNP

Director of Nursing Education

### **DISCLAIMER STATEMENT**

The content of this handbook is provided for the students' information. It is accurate at the time of printing but is subject to change from time to time as deemed appropriate by the Nursing Program to fulfill its role and mission or to accommodate circumstances beyond its control. The Nursing Program reserves the right to make changes in policy, regulations, and fees as circumstances dictate subsequent to publication. The Nursing Program expects its students to have knowledge of the information present in this handbook and any other college publications. Any such changes may be implemented without prior notice or obligation and, unless specified otherwise, are effective when made.

The Nursing Program reserves the right to terminate programs or modify program requirements, content, schedule, delivery methods, and the sequence of the program offerings from semester to semester for educational, financial, or other reasons beyond the control of the college or Nursing Program.

## Philosophy of the NWACC Nursing Program

We, the faculty of NWACC, Associate of Applied Science Nursing Program, believe:

Each **individual** person is a unique and valued bio-psycho-social, cultural, and spiritual being with basic human needs influenced by developmental stages and ongoing stressors.

**Health** is a dynamic state. Health results from the client's response to change in their internal and external environments. Health occurs along the wellness/illness continuum and is influenced by personal and cultural values.

The **environment** is the dynamic internal and external stimuli that influence the individual's health at any given time.

**Nursing** is a profession, which incorporates knowledge and principles of the humanities and sciences. Nurses function independently, dependently, and inter-professionally to assist individuals and their families meet healthcare needs. The nursing process guides the practice through the delivery of client-centered care to assist the **individual** in the promotion, maintenance, and restoration of **health**. The nursing process is supported by standards of nursing practice combined with legal, ethical, and cultural considerations. Nursing requires a safe and holistic approach based on a commitment to the values of excellence, integrity, caring, communication, collaboration, and nursing judgment for the implementation of the nursing process.

**Nursing Education** provided in a higher learning setting incorporates knowledge gained from nursing courses, biological and social sciences, as well as arts and humanities. The concepts, theories, and principles learned, along with simulated and actual client-centered learning experiences, provide evidence-based knowledge necessary for the practice of nursing. The ultimate goal of nursing education is to prepare a safe, competent, beginning-level generalist who possesses the knowledge, skills, and professionalism required by the registered nurse.

**Teaching/Learning** is an active reciprocal process facilitated through interactions between the teacher and learner. This process is directed toward the achievement of desired student learning outcomes.

Teaching/learning facilitates the acquisition of knowledge in a simple to complex manner. **Learning** is characterized by a change in behavior in cognitive, psychomotor, and/or affective domains. It is provided through structured learning experiences that enhance mutual trust, motivation, creativity, and nursing judgment. Learning is a continuous, lifelong process. The student's personal and professional growth is enhanced by assuming responsibility and accountability for the acquisition of knowledge and skills. The assessment of outcomes is used to determine student progress and to assist in program improvement.

As a user of **informatics**, the graduate will use information technology for the improvement of client care and safety. It is essential for the graduate to have current knowledge of nursing concepts, skills, and communication to understand practices and teach all aspects of client confidentiality pertaining to informatics.

The **ASSOCIATE of APPLIED SCIENCE DEGREE in NURSING (ADN)** education combines general education courses and nursing courses to provide competencies for novice-level practice. While the associate degree nurse's primary focus is on the individual client, consideration is also given to the client's relationship with the family and the community. The associate degree nurse is prepared to manage and care for clients while functioning under the supervision of a nurse who has more experience and education. Graduates are eligible to sit for the NCLEX-RN exam.

## ORGANIZING FRAMEWORK

In keeping with curriculum design principles, the expectations of the NLN core values and graduate competencies, and the Arkansas State Board of Nursing, the program student learning outcomes are used to organize the course student learning outcomes. These student learning outcomes are the basis for all activities related to the teaching/learning process, including delivery of instruction, learning activities, and evaluation of student progress.

The **program's core values** are **caring, diversity, ethics, excellence, holism, integrity, and client-centeredness**.

The **core values** are defined as:

**Caring:** “promoting health, healing, and hope in response to the human condition” (NLN, 2010, p. 65).

**Diversity:** “recognizing differences among persons, ideas, values, and ethnicities, while affirming the uniqueness of each” (NLN, 2010, p. 66).

**Ethics:** “involves reflective consideration of personal, societal, and professional values, principles, and codes that shape nursing practice” (NLN, 2010, p. 66).

**Excellence:** “creating and implementing transformative strategies with daring ingenuity” (NLN, 2010, p. 66).

**Holism:** “the culture of human caring in nursing and health care that affirms the human person as the synergy of unique and complex attributes, values, and behaviors, influenced by that individual's environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices, and moral and ethical constructs within the context of a wellness-illness continuum” (NLN, 2010, p. 66).

**Integrity:** “respecting the dignity and moral wholeness of every person without conditions or limitation” (NLN, 2010, p. 13).

**Client-centeredness:** “an orientation to care that incorporates and reflects the uniqueness of an individual client's background, personal preferences, culture, values, traditions, and family” (NLN, 2010, p. 68).

The **program's graduate competencies** are **human flourishing, nursing judgment, professional identity, and a spirit of inquiry**.

The **graduate competencies** are defined as:

**Human flourishing:** “an effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue their own such efforts. The process of achieving human flourishing is a lifelong existential journey of hope, regret, loss, illness, suffering, and achievement. Human flourishing encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. The nurse helps the individual in efforts to reclaim or develop new pathways toward human flourishing” (NLN, 2012).

**Nursing judgment:** “encompasses three processes: namely, critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation” (NLN, 2012).

**Professional identity:** “involves the internalization of core values and perspectives recognized as integral to the art and science of nursing. The nurse embraces these fundamental values in every aspect of practice while working to improve client outcomes and promote the ideas of the nursing profession” (NLN, 2012).

**Spirit of Inquiry:** “a persistent sense of curiosity that informs both learning and practice...A nurse infused by a spirit of inquiry will examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for clients, families, and communities” (NLN 2012).

### **NWACC NURSING End of Program Student Learning Outcomes (EPSLO)**

Following completion of the Associate of Applied Science Degree Nursing Program at NWACC, the graduate will:

1. Incorporate sound management, legal, and ethical guidelines in a variety of healthcare settings to diverse client populations across the lifespan.
2. Facilitate inter-professional collaboration to provide competent care in a variety of healthcare settings to diverse populations across the lifespan.
3. Provide safe, quality, evidence-based, client-centered care in a variety of healthcare settings to diverse populations across the lifespan.
4. Engage in clinical reasoning and nursing judgment to make client-centered care decisions that function in a variety of healthcare settings for diverse populations across the lifespan.
5. Create a holistic, compassionate, and culturally competent client care environment.

### **NWACC NURSING PROGRAM OUTCOMES**

1. Licensure rate of graduates  
At least eighty-five percent (85%) of students graduating each year will be at or above the national and Arkansas pass rate for Associate Degree Nursing Programs on the first attempt of the National Council Licensure Exam (NCLEX-RN).
2. Graduation rate:  
At least seventy-five percent (75%) of students entering the NWACC Nursing Program each year will complete the program within the normal scheduled time to complete the program.
3. Graduate satisfaction:  
Seventy-five percent (75%) of graduates will evaluate their preparation to practice nursing in positive terms, twelve months after attaining licensure.
4. Employer satisfaction with graduates:  
Seventy-five percent (75%) of employers will rate the nursing practice of graduates as average or excellent.
5. Employment of graduates:  
Eighty-five percent (85%) of graduates will be employed within six months of program completion.

## **Course Progression in the NWACC Nursing Program**

**Track 1** – Four semesters beginning in the Fall semester on both Bentonville and Washington County Campus with graduation at the end of the second Spring Semester, with no classes scheduled in summer.

**Track 2** – Four semesters beginning in Summer on both Bentonville and Washington County Campus with graduation at the end of the second Summer Semester.

**LPN & Paramedic Bridge Track** – Three semesters beginning in the Spring semester at the Bentonville Campus and graduating at the end of the Fall Semester. Didactic courses are online and clinical rotations are in person at assigned local hospitals.

### **Track 1 and 2 Course Progression**

Semester 1: Fundamentals of Nursing

Semester 2: Adult 1 and Mental Health Nursing

Semester 3: Adult 2 and OB Nursing

Semester 4: Adult 3 and Pediatric Nursing

### **LPN & Paramedic Bridge Track**

Students must complete skills validation before beginning 1<sup>st</sup> semester.

Semester 1: Transition Course (1<sup>st</sup> 3 weeks)

Intermediate Concepts of Medical-Surgical Nursing (2<sup>nd</sup> 12 weeks)

Mental Health Nursing (16-week semester)

Semester 2: Adult 2 and OB Nursing

Semester 3: Adult 3 and Pediatric Nursing

**NORTHWEST ARKANSAS COMMUNITY COLLEGE  
NURSING PROGRAM EXPENSES**

**General education, math, and science pre-requisites: 33-34 hours**

**Nursing Program courses: 35 hours**

(Check the current *NWACC College Catalog* for current tuition/fee costs)

**You must have access to a computer that is compatible with Examsoft and includes a camera, microphone, internet, and a printer/scanner.** Students must be able to access their course material online as a regular part of the program, and if circumstances dictate, that class must go fully online. **DO NOT PURCHASE CHROMEBOOKS.** They are not compatible with our software.

**Other approximate expenses/requirements for the nursing program:**

E-books/Online programs: \$1200 - \$2000

Uniforms: \$500 (Includes scrubs, shoes, stethoscope, and clinical equipment)

Lab Kit: \$ 375.00 (Includes clinical lab equipment for the entire program)

Liability insurance \$30 (included in tuition and fees)

Health insurance: cost varies with the insurer.

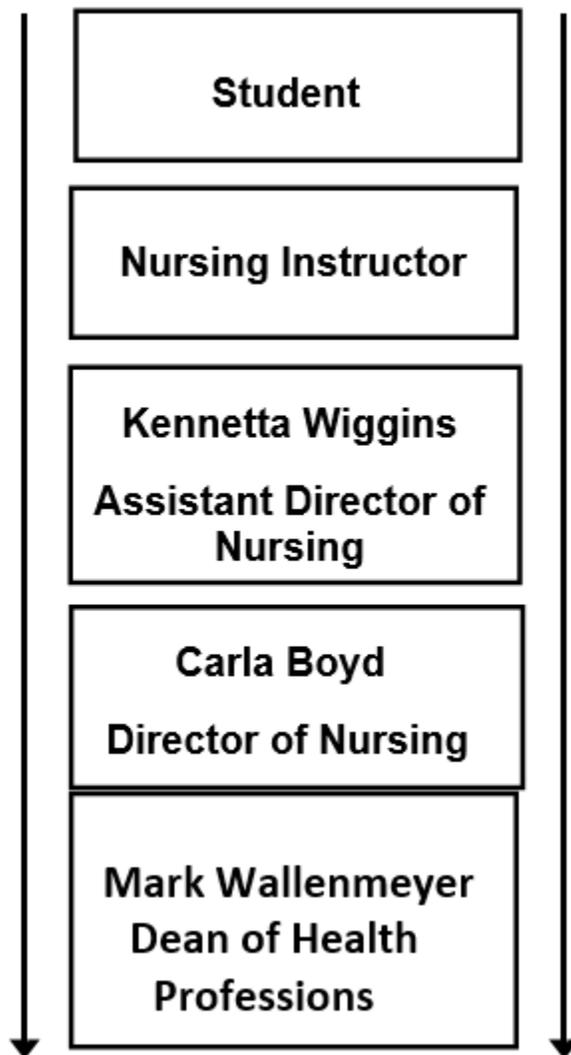
Graduation expenses \$800 (graduation fee, school pin, state licensure, & NCLEX fees)

Hurst Review \$350 (required end of program NCLEX prep program)

Immunization Tracker and health requirements: \$700: (Includes Castle branch Immunization Tracker package through Castle Branch (yearly background check and urine drug screen), T-spot (yearly), CPR certification, immunizations, and physical exam.

### **Chain of Command in the NWACC Nursing Program**

The student is ultimately responsible for their learning. However, if the student needs further assistance, the chain of command is as follows:



## NWACC College-wide Policies

Most College Policies can be located on the NWACC website Policy Stat system: [PolicyStat Home](#)

NWACC College Student Handbook: [Viewing Student Handbook](#)

Student and Faculty Rights and Responsibilities: [Viewing Student Handbook](#)

Student Conduct Policy: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-ar44j>

Academic Honesty: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-9k9xa>

Disability Services Policy: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-dvgqa>

Technology Acceptable Use: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-z3ymd>

## Division of Health Professions Policies

For the following policies, please refer to the specific policy in the Division of Health Professions Student Handbook: (Nursing students must abide by these policies and related policies in the Nursing Student Handbook).

- Student Conduct: <https://nwacc.policystat.com/policy/13886292/latest#autoid-7p956>
- Required Criminal Background Checks and Drug Screening  
<https://nwacc.policystat.com/policy/13886294/latest#autoid-7p956>
- Academic Failure: <https://nwacc.policystat.com/policy/13886299/latest#autoid-7p956>
- Academic Appeals: <https://nwacc.policystat.com/policy/13870721/latest#autoid-7p956>
- Emergency Building Evacuation Information and Procedures:  
<https://nwacc.policystat.com/policy/15491458/latest#autoid-7p956>
- Infection Control Policy: <https://nwacc.policystat.com/policy/15649351/latest#autoid-7p956>
- Confidentiality: <https://nwacc.policystat.com/policy/15491422/latest#autoid-7p956>
- Health Status: <https://nwacc.policystat.com/policy/15491412/latest#autoid-7p956>
- Inclement Weather: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-g7kxd>
- Students with Disability: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-dvgqa>
- Clinical Rotations: <https://nwacc.policystat.com/policy/15491544/latest#autoid-7p956>

### CHP Forms (located at the back of this Handbook)

- Personal Injury and/or Illness Waiver
- Incident Report
- OSHA and HIPAA requirements
- Substance Abuse Policy and Procedures
- Liability Insurances
- Field Trip

Students must complete, sign, and submit the required forms as instructed by their course instructor the first week of class.

# Nursing Program Student Policies

## Nursing Student Professional Conduct Policy (11601)

All students in the NWACC Nursing Program are expected to uphold the highest standards of professional conduct and promote a positive image of themselves, the Nursing Program, NWACC, and the profession of nursing. Students are expected to act professionally while in the classroom, lab, and clinical settings. Professional behavior is expected when interacting with peers, instructors, other health care professionals, clients, and when in public. Failure to adhere to the Professional Conduct Policy will be subject to disciplinary action, up to and including dismissal from the NWACC Nursing Program.

Students in the NWACC Nursing Program will uphold the standards of professional practice and the clinical performance requirements necessary for the safe practice of nursing. Standards of professional conduct are determined by the current Arkansas State Board of Nursing (ARSBN) Nurse Practice Act, the American Nurses Association (ANA) (2011) Code of Ethics for Nurses, and the ANA (2010) Nursing Scope and Standards of Practice.

Students in the NWACC Nursing Program are expected to:

1. Demonstrate responsibility and accountability for the decision-making and actions.
2. Demonstrate ethical standards appropriate to the practice of nursing.
3. Adhere to the ARSBN Nurse Practice Act, ANA Code of Ethics for Nurses, and ANA Scope and Standards of Practice.
4. Demonstrate knowledge of legal concepts when implementing nursing care.
5. Be responsive to faculty evaluation and suggestions for performance improvement. Be respectful of the instructors.
6. Engage in self-evaluation and professional growth by actively seeking out learning experiences and utilizing available resources.
7. Respect the client's right to privacy, confidentiality, and dignity.
8. Promote the goals and reputation of NWACC and the Nursing Program in the community.

Policy: The obligations assumed by those who are entrusted with the health and safety of our community transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all Northwest Arkansas Community College students, persons enrolled in the Health Professions, Nursing, Law Enforcement, and other professional programs are required to exhibit conduct, integrity, and ethical behavior which reflects their suitability to assume this trust. It is the student's responsibility to carefully review the professional code of ethics and specific program requirements with their respective program faculty and to abide by the ethical standards adopted by that profession.

All NWACC nursing students will abide by the NWACC Student Conduct Policy:

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-ar44j>

## Social Media Policy (11605)

Purpose – to communicate potential problems and liabilities associated with the use of the Internet and electronic communication systems.

Definitions – Electronic communication systems – websites or web-based services that users may join, view, and/or post information to, including but not limited to weblogs (blogs), internet chat rooms, online bulletin boards, and social networking sites.

**Students assume personal liability for information they post on electronic communication systems, including but not limited to personal commentary, medical advice, photographs, and videos. NWACC does not endorse or assume any liability for students' communications.**

- Students may not share confidential information in violation of HIPAA or FERPA related to NWACC business on electronic communication systems, including but not limited to personnel actions, internal investigations, research material, or client/student/faculty information. This includes sharing photos or partial information even when names of clients, students, faculty, or employees of clinical agencies are not used. This includes any activity, including accessing a healthcare record that is not the student's assigned client or that would cause NWACC to be noncompliant with state or federal laws. Any student violating HIPAA will fail that semester in the nursing program and may not be eligible for return.
- Students engaged in social media are expected to adhere to HIPAA regulations, federal regulations, and hospital or school policies to ensure the privacy and security of protected health information (PHI), as well as the NWACC proprietary business. Nursing students may not use or disclose any client-identifiable information, including client images, on any social media platform or smartphone application.
- Students may not engage in online activities that compromise a client's dignity or otherwise make them question the confidentiality of the services provided.
- Students should not post defamatory information about others, activities, or procedures at NWACC, other institutions, or clinical sites through which they rotate.
- Students should not represent or imply that they are expressing the opinion of NWACC, other institutions, or clinical sites through which they rotate.
- Students should not misrepresent their qualifications or provide nursing advice.
- Since information posted on the Internet is public information, NWACC, and other interested parties may review electronic communication systems for content regarding current students. Students should exercise appropriate discretion in sharing information, with the knowledge that such communications may be observed by clients, faculty, students, and potential employers.
- If potentially inappropriate material has been posted on an electronic communication system, the person who discovered the material should discuss the finding with the Director of Nursing Education.
- Disciplinary actions may occur in compliance with the Professional Conduct Policy: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-ar44j> up to and including dismissal from the Nursing program.

**If an agency denies any student the right to complete time in their facility, the student will fail that semester, and it may result in dismissal from the NWACC Nursing Program.**

## Academic Integrity Policy

All nursing students are expected to follow the NWACC Academic Honesty Policy:

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-9k9xa>

Academic dishonesty is defined as the intentional participation in deceptive practices regarding one's academic work or the work of others. This definition includes but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor or faculty in preparing reports, solving problems, and carrying out assignments.
- The acquisition, with or without permission, of tests or other academic material belonging to another student.
- Unauthorized collusion or collaboration with another person in preparing work offered for individual credit.
- Downloading answers to questions or homework assignments obtained by googling internet sites when not authorized to do so.
- The purchase of test questions or answers from a website or past students.
- Obtaining a copy of previous examinations or material not released by faculty, instructors, or textbook companies.
- Utilization of unauthorized electronic devices during testing and/or simulation will result in immediate dismissal from the nursing program and ineligible for readmission to the program.

Students found in violation of the Academic Integrity Policy will be brought before the nursing department review board and will be subject to administrative dismissal from the program.

## Plagiarism (11606)

Plagiarism results when a student presents the words or ideas of someone else as if they were their own. If the words of someone other than the writer are reproduced without acknowledgment of the source or if someone else's ideas are paraphrased in such a way that leads the reader to believe they originated with the writer, then plagiarism has occurred.

Plagiarism can be either intentional or unintentional. Intentional plagiarism is the knowing, deliberate copying, downloading, or buying of information with the intent of passing it off as the student's own work. Intentional plagiarism is a severe grievance, and academic dishonesty can lead to suspension from the College. Unintentional plagiarism is the misrepresentation of information through ignorance or carelessness.

It is the responsibility of all Northwest Arkansas Community College students to understand what plagiarism is and to learn the proper methods of documentation so as to avoid this form of academic dishonesty.

## How to Avoid Plagiarism

Always give credit whenever you:

- Use another person's idea, opinion/quotation, theory, or phrase.
- Use any facts, statistics, graphs, drawings.
- Paraphrase another person's spoken or written words.
- Participate in "group" work or projects.
- When submitting a paper for a course, use the assigned plagiarism program with a 30% or less match. If the match is higher than 30%, the paper will be returned with a grade of zero.

### Discipline for Plagiarism:

1. Any student who is caught plagiarizing on an assignment in class or clinical/lab will receive a grade of "zero" or an "Unsatisfactory" for that assignment.
2. The instructor will counsel the student regarding the incident in the presence of another faculty.
3. The instructor will document the incident and the contents of the counseling session.
4. The student will be asked to sign the written counseling form acknowledging the incident. If the student refuses to sign, then the instructor must document "student counseled and refused to sign."
5. A copy of this written counseling goes to the student, and the original is filed in the student's academic folder.
6. The student will also be asked to sign the "Violation of Academic Honesty" form:  
<https://nwacc.policystat.com/policy/14274040/latest/#autoid-7p956>
7. A copy of the "Violation of Academic Honesty" form goes to the student, and the original is forwarded to the Director of Nursing Education or Dean of Health Professions to be submitted to the Vice President for Learning.
8. If a student is caught plagiarizing or utilizing AI, disciplinary action will be addressed according to NWACC's academic honesty policy. In the nursing program, they will be immediately dismissed from the program and become ineligible for readmission.

The student has the right to appeal the decision made through the Academic Grading Sanctions Due Process <https://nwacc.policystat.com/policy/15029227/latest/#autoid-mrxp5>

**Children Attending Nursing Class/Lab/Clinical/Conference:** To provide an optimal learning environment for all students, it is the policy of this Nursing Program that no children will be in the classroom, lab, clinical, or offices during scheduled classes, labs, clinical, conferences, or appointments. If children are present, the student will be asked to leave.

NWACC Policy on Non-Students, Children, and Minors on Campus:  
<https://nwacc.policystat.com/policy/15029227/latest/#autoid-xb4mw>

## **Nursing Student Dress Code for the Classroom (11615)**

A nursing student's appearance is a direct reflection of their attitude regarding the profession of nursing, and this, in turn, reflects on NWACC's Nursing Program. Students are expected to dress appropriately in the classroom, i.e., no short shorts, no spaghetti straps, halter tops, low-cut tops showing cleavage, etc.

### **Nursing Student Dress Code Clinical/Lab/Simulation Uniform: (These are strictly enforced).**

The official name tag, two uniform tops, and two pants (or skirts, knee length) may be purchased from the NWACC bookstore. The official NWACC patch is purchased through SNA.

The uniform consists of:

Hunter green top with the official NWACC patch, hunter green pants or skirts, clean, black nursing or athletic shoes. Mesh is not recommended. Small logos are acceptable.

The uniform must be a Cherokee Ultra.

Open-toed, open-back shoes are not allowed.

Patches are to be sewn, not pinned or taped, onto the upper left sleeve of uniform tops.

Black socks or hose must be worn.

#### **Other Items**

If desired, students may wear an all-black crew neck or v-neck tee shirt (without loops, slogans, or other writing) under the uniform top.

Students with "sleeve" tattoos must wear a long-sleeved, all-black crew-neck or V-neck tee shirt under the NWACC uniform top.

Students with neck tattoos that extend above the collar line are required to wear a black turtleneck tee shirt under the uniform top.

Tattoos must be covered. Forearm tattoos may be exposed for infection control activities (hand washing).

The student's body must be clean and free from odors, including tobacco.

Students must not arrive at the clinical facility or return after breaks with the odor of tobacco or vaporized tobacco. Students will receive counseling and will not be allowed to return to the healthcare unit or lab, which results in an absence.

Hair should be neat and clean. All hair accessories must be conservative: solid black, brown, or white. The hair must be secured away from the face and off the collar with a non-ornate device, and no bows allowed. Hair should be of natural color; no colors should be added to the hair other than natural colors.

Mustaches and beards must be neatly trimmed and should not exceed more than ½ inch past the chin. If an N95 mask needs to be fitted and will not properly fit to the face, the beard/mustache must be shaved. Hair should be within natural colors. No ball caps/hats allowed.

Jewelry is limited to a wedding band, one pair of small stud earrings worn only in the earlobes, and an analog watch with a sweeping second hand (NO smart watches). Watches must be plain without any studs or beading, with a plain, neutral, single color, band. No jewelry with stones may be worn as they may fall

out. Body piercings are not allowed, including tongue, eyebrow, nose, and lip piercings. If the student has gauge holes in the ear, they must wear plugs of natural color.

Cosmetics should be worn conservatively. Soft tones of blush and lipstick, minimal eye makeup, and false eyelashes must be of a natural length.

Perfume, after-shave, cologne, perfumed lotions, or other strong odors such as body odor and/or tobacco smoke are not allowed. The student will be sent home, and an absence will be recorded.

Fingernails must be fingertip length and manicured. Artificial nails must not be worn. No nail polish is to be worn in clinical/lab/simulation.

Gum chewing is not allowed (breath mints are permitted).

The NWACC nursing student photo ID (obtained at the Center for Health Professions) must be worn at all times and attached to the upper chest of the uniform. Extra pins on the ID badge are not allowed.

The following instruments are required for clinical experience unless otherwise instructed:

- Bandage Scissors
- Stethoscope
- Penlight
- Pocket notebook
- Black Ink Pen
- Watch with second hand.
- PPE as required by the clinical site.
- Program Issued Name tag

If the student arrives at the clinical rotation without all of these tools, they are unprepared for the day and will be sent home, and an absence will occur.

No part of the NWACC nursing student uniform, including name badges, shall be worn in non-school-sponsored events. Any time the student is representing NWACC, they must adhere to the dress policy unless otherwise noted by your instructor on canvas.

### **Nursing Student Cell Phone Use Policy (11610)**

Personal use of cell phones is prohibited during class, lab, clinical, simulation, and any time the student is in public representing NWACC nursing unless otherwise notified. The NWACC nursing faculty is only to be contacted by the messaging system approved by the instructor while at clinical. This is not to be done within public view. The student is to go to the break room or restroom to text their instructor.

The nursing department uses Microsoft Teams for messaging and calls however in some clinical rotations the instructor may provide their cell phone number in case teams is not effective. Do not text any instructor after clinical hours, students should send them an email or leave a voicemail on their office phone.

Some clinical locations, such as Mental Health, do not allow any cell phones within the facilities.

If you are on your phone in a clinical setting, lab, or at any event representing NWACC nursing, you will be asked to leave, and an absence will occur.

### **Nursing Program Attendance Policy for the Classroom (11611)**

The Nursing Faculty believes that classroom attendance is important to academic achievement and professional development. Due to the nature of nursing, which is a practice discipline, safe performance dictates that learning in class be transferred to clinical decision-making. Any absence can leave the student subject to information gaps that jeopardize patient safety and care. Students are expected to attend every class and arrive on time. If it is necessary to miss a class due to illness or other life events, you must notify the instructor/professor before class by phone or email and submit proper documentation to receive an excused absence.

**Exam Attendance:** Course exams are to be taken on the scheduled date and time established by the course instructor. Late students may not be allowed to enter the testing room to avoid interruptions to other test-takers. Arrangements to make up the exam will be discussed on an individual basis. If you cannot take the exam, you must contact the course instructor as soon as possible **before** the exam begins and submit proper documentation. If you have not contacted your instructor before the exam starts, you may receive a zero on the exam.

If a student is absent/late for a second exam, they will need to meet with the Nursing Director before being able to make up the examination.

The Nursing Program follows the NWACC class attendance policy in the Student/Faculty Rights and Responsibilities: <https://nwacc.policystat.com/policy/15029227/latest/#autoid-g6dk6>

**When absent, the student is responsible for classroom announcements, information, and content. Any quizzes and homework given during an absence will not be made up, and classroom content will not be repeated.**

If you are unable to attend a scheduled class session for any reason, you will not be permitted to attend open lab, SNA meetings, or an SNA event on the same day.

**Nursing Exam Remediation:** All students who earn below 80% on any unit exam will be required to complete remediation as specified by the course instructor. **The assigned remediation must be completed prior to the next unit exam and if it is not, the student will not be allowed to sit for the next unit exam.** If a student is not allowed to sit for an exam due to incomplete remediation, the student will be required to meet with the course instructor. The student should be aware that this may result in failure to progress in the course. If remediation has not been completed, it results in a 0 on the next unit examination.

## **Nursing Program Attendance for Clinical/Lab Absence/Tardy Policy (11613)**

Clinical/lab attendance is part of professional conduct. Absenteeism is highly discouraged in both the clinical and lab settings as these are opportunities for the student to learn and apply safe nursing practices in a controlled learning environment. The NWACC Nursing Program must enforce the following absence/tardy policy:

A student must notify the clinical instructor in advance if tardiness or absence is expected. Failure to notify the clinical instructor (no call no show) will be considered unprofessional conduct, and the student may be dismissed from the program for that reason.

**Student absences may not exceed more than one (1) clinical day OR one (1) lab day per course. A clinical/lab day could be up to 12 hours, depending on the course and instructor.** If clinical/lab absences exceed more than one day, the student will fail the course. If a student fails the clinical portion of the course, they fail the entire course, and the student will receive a “D” for the course. ALL absences will require a makeup day, as well as an additional assignment.

It is understood that extenuating circumstances may occur in which absence from clinical or lab may be unavoidable. In this case, the student may appeal to the Director of Nursing Education. The student will need to provide all appropriate documentation for this process to be considered in good standing in the course.

Documentation for the appeal process will include:

Documentation of student’s illness with health care provider not clearing the student for return to clinical.

Death of a family member: grandparent, parent, child, sibling, spouse/partner, or close in-law, with documentation.

Subpoena for a court appearance or jury summons, with documentation and appropriate prior notification to clinical/ lab instructor.

### **Clinical and Lab absence, tardiness, or early departure will result in the following actions:**

Students arriving **less than 10 minutes late are considered tardy** and will be counseled. Two tardies of less than 10 minutes will be equivalent to one day of clinical or lab absence.

Students **arriving greater than 10 minutes late to clinical/lab are considered absent** and will not be allowed to stay in the clinical/lab for the remainder of the day and an absence will be reported.

Students who arrive either ill or unprepared will be sent home, and an absence will be recorded.

A student who falls asleep during clinical will be sent home and dismissed from the nursing program for the semester.

Students will receive written counseling regarding any occurrence of clinical/lab absence and/or tardiness/early departure, which will be placed in the student’s file.

Students who leave the clinical/lab setting early, regardless of the length of time, will be considered absent for the day.

Some lab/sim or clinical experiences are unable to be made up. In this case, the student will fail the clinical portion of the course, ultimately receiving a “D” in the course.

## **Nursing Skills Lab Policies (11665)**

### **Skills Lab Validation:**

Students will not be allowed to trade validation time with another student. Students unable to keep an appointment due to illness or any other emergent reason should notify faculty before the scheduled time, leaving a phone message on their office phone to notify them. If unable to speak to the faculty member, leave a message. Illness or emergencies will require documentation before any make-up validations are allowed.

Make-up validations for reasons other than documented illness or other unexpected valid events (emergencies) are not allowed. Make-up validations for approved issues must be scheduled within a week of absence. If unable to make up, the student will fail the clinical portion of the course. The student will receive an unmet in the clinical course and receive a “D” for the didactic portion of the course.

Students requesting additional skills practice must schedule a time with the Lab Coordinator and/or attend a prescheduled “open” lab session.

**Skills Validation Requirement:** Students are required to complete skills validation for their course as assigned by the nursing program.

Students will validate a maximum of two skills per validation day. If unsuccessful on the first attempt at any validation, the student must contact the Lab Coordinator to schedule a time for remediation before the second attempt. A minimum of 24 hours and a maximum of 7 days to complete remediation and validation.

Remediation time is 30 minutes long, and students are allowed the following number of remediations per semester:

Fundamentals: Two (2) remediations

Adult 1: Three (3) remediations

Adult 2: One (1) remediation

Adult 3: One (1) remediation

Unsuccessful attempts are CUMULATIVE for each class per semester and will still be noted as unsuccessful even if the student has remediated. For example, if a Fundamentals student has an unsuccessful attempt on both Physical Assessment and Intramuscular Injection. When the student remediates, and is successful at both validations, they are still considered unsuccessful until the end of the current term. Therefore, if they are unsuccessful on ANY other validation, they will be removed from the program.

If a student is unsuccessful at 50% or greater of skills per semester, the student will receive an unmet in the clinical course and receive a “D” for the didactic portion of the course.

Validation and remediation are the only two attempts that students have to complete a skill. All validations must be passed successfully prior to going to any clinical, lab, or simulation. Failure to complete required skills validations prior to attending clinical rotations will result in failure of the course.

## **Required Open Lab Time:**

Some Med-Surg courses have a minimum number of hours each student must attend open lab during the semester. Students are encouraged to attend as much open lab as possible to gain a proper and thorough understanding of each skill that will be used in clinical practice and validation. If these lab hours are not met, the student will fail the clinical portion of the course.

### **Required Open Lab Time By Semester:**

- Fundamentals: 10 hours
- Adult 1: 8 hours
- Adult 2: 6 hours

## **Clinical Practicum Rotations (11667)**

### **Clinical Rotation Placement**

The Department of Nursing reserves the right to schedule experiences as they become available in the hospitals and other facilities in Arkansas that are necessary to achieve learning outcomes. The student, upon admission to the program, must be available to attend at the scheduled times. This may include day, evening, night, and/or weekend experiences. Transportation to these facilities is the student's responsibility.

The student will be assigned to clinical facilities by the course instructor and/or Clinical Coordinator. No provision will be made by the course instructor for personal preference. Clinical placement is subject to criminal background checks, drug screening, and other clinical facility policies. You may be required to go to healthcare institutions outside Northwest Arkansas for clinical internships (rotations) at your expense. The NWACC clinical coordinator, Director, and Dean have access to the student's Castlebranch account, and the documents are sent to the clinical facilities.

CHP Handbook Clinical Rotations: <https://nwacc.policystat.com/policy/15491544/latest#autoid-7p956>

The student will not be allowed to trade clinical assignments with another student.

Students will not be allowed to attend lab/clinical experiences without current documentation requirements completed for Castlebranch, orientation test completed, and handbook forms signed and uploaded in Canvas.

This means EVERYTHING MUST be complete. If it is not completed on time, the student will be unable to attend clinical/lab or simulation sessions. The student will receive a zero for the day and a clinical absence for the day. There is a big possibility that if it is not completed on time, you will be dismissed for the semester.

If a clinical facility notes they want a student removed from their facility or will not accept a student to the facility, the student will be dismissed from the course, receive an unmet for the clinical portion, and a "D" for the overall course.

Clinical rotations for pediatrics may be completed at Arkansas Children's Hospital in Little Rock. The student is responsible for planning and expenses related to travel to and from the facility, overnight accommodations, and any additional expenditures necessary for safe participation in clinical rotations.

Parking at clinical sites is determined by the clinical facility. Students are required to park only in the locations designated by the clinical/community agencies. Failure to park as directed will result in disciplinary action, and the student will be sent home for the day with an absence.

Clinical Orientation Exam: Students are required to complete the clinical orientation exam. If not completed and uploaded in Canvas by the assigned date per course instructor, the student will not be able to attend clinical.

**Nursing Student Signature Policy:** A nursing student's signature is an indication of professionalism and accountability. Students are required to identify themselves as providers of care in the clinical setting by signing their first and last name followed by the title ADN-NS or as per agency policy. Per the Arkansas State Board of Nursing, student signatures are to be co-signed by the clinical instructor or agency RN for all student entries made on the patient record.

### **Nursing Student Change in Health Status (11669)**

Health Status Changes May Include but are not limited to:

- Acute illness or acute exacerbation of a chronic illness (physical or psychiatric) that requires acute care, either at home or in the hospital
- Pregnancy requiring bed rest or hospitalization.
- Surgical procedures
- Accidents

It is the student's responsibility to immediately notify the Course Faculty and Clinical Instructor should something of this nature occur. Before the student can participate in classroom or lab/clinical activities, the student must present dated and written documentation from their physician or APRN that releases the student to return to class and/or lab/clinical. The purpose of this is to protect the student's health and safety.

Refer to Health Professions Student Handbook Health Status Policy:

<https://nwacc.policystat.com/policy/15491412/latest#autoid-7p956>

**Reasonable Accommodation:** (Form 7) If a student cannot complete a clinical shift as required for more than two clinical days, it is unreasonable accommodation, and the student will be dismissed from the program. Nursing students cannot be assigned "light duty" assignments during clinical.

When students are off for medical reasons, they must bring a statement from the medical provider, signed and on letterhead saying when they can return to full duty. We will work with students as much as possible, keeping these parameters in mind. Each case will be reviewed individually by the Director of Nursing.

If a student is in any brace, cast, sling, or bandages or has lifted restrictions, they cannot attend clinical. They must obtain clinical hours in the Simulation Lab but not for more than 4 days.

## **NWACC's Student Nurse Association**

All nursing students are strongly encouraged to join the NWACC Student Nurses' Association.

Fall/Spring semesters must complete two member meetings as well as one event (equaling four hours or more of their choice).

Summer semester courses are required to do one event (equaling four hours or greater of their choice) and one meeting. The students must meet these requirements in order to progress in the AAS nursing program. These 4 hours of community service are counted as clinical hours in the Fundamental and Med-Surg courses. Failure to complete these hours will result in failure for the semester. The dress code must be followed while attending any SNA event. This is not required for online programs.

If you are unable to attend a scheduled class session for any reason, you will not be permitted to attend open lab, SNA meetings, or an SNA event on the same day.

### **Nursing Student Clinical Site Activities (11663)**

The student will be supervised by a nursing instructor or a licensed registered nurse for any invasive procedure, medication administration, or any procedure requiring sterile technique. The NWACC clinical nursing instructor will observe the initial procedure or medication administration performance by the student.

Supervision is defined as direct involvement at the bedside by a licensed registered nurse representing the clinical site or the NWACC clinical nursing instructor with the student for any invasive procedure, medication administration, or any procedure requiring sterile technique.

An invasive procedure is defined by the NWACC Nursing Program as including anything involving: a NEEDLE (including needleless device); a CATHETER (including subclavian, intravenous, Foley, or any other type of catheter in the urinary bladder or other body orifice); a TUBE (including suction, nasogastric, endotracheal, tracheal, rectal, enema, ostomy, gastrostomy, jejunostomy, nephrostomy tube, T-tube, chest-tube, Jackson-Pratt (J-P) drain, Penrose drain, any closed wound drainage, ICP bolt or pressure monitoring system); or, LINE (including Swan-Ganz, arterial, intra-aortic balloon pump, central, cardiac catheter sheath, pacer wires, pacemaker leads).

NOTE: The above list of needles, catheters, tubes, or lines is not all-inclusive. If the student encounters anything not mentioned, contact the nursing instructor. If it is unclear whether a procedure is allowed, the student will not perform the procedure.

- a. The student in a clinical setting is responsible for their actions. If asked to do a procedure, the student is to be supervised. If a licensed registered nurse representing the clinical site or an NWACC nursing instructor is unavailable, the student must not perform the procedure. The student may observe only in that situation.
- b. If a student is caught falsifying records in any way, the student will be dismissed for the semester and will receive an "F" in the course. They may be eligible to return.
- c. A procedure requiring sterile technique includes but is not limited to urinary catheterization, endotracheal tube or tracheal tube suctioning, dressings, and venipuncture.

Please note that none of the lists are all-inclusive. Students may observe and are encouraged to observe any and all techniques/procedures during their clinical rotations. The student should consult with the clinical instructor when in doubt. The student may observe a procedure with approval from the person performing the procedure.

### **Nursing Student Care guidelines (11663)**

Students are not allowed to provide care for those younger than 18 years of age unless enrolled in courses NURS 9432, NURS 9431, NURS 9322, and NURS 9321.

After instruction, the following skills may be performed with the supervision of the NWACC nursing instructor or the RN at the agency where the student is doing clinical rotations. Skills and techniques are progressive/course specific as follows:

#### **Fundamentals of Nursing: NURS 9135/9133**

- Suture and Staple removal Postmortem care
- Empty and remove JP and Davol drains.
- Foley insertion and removal, irrigation of closed bedside drain
- PO, IM, SQ, Rectal, Otis, Ophthalmic, and Inhalation medications
- O2 therapy except Mechanical ventilation, no trach care/suctioning
- Enemas and colostomy care/change
- Personal care
- Sterile dressing changes

#### **Nursing Care of Adults I: NURS 9224/9222**

- Skills from prior nursing classes
- Initiate Venipuncture
- Discontinue peripheral IV catheters.
- Insert and discontinue NG tubes.
- IV therapy: may prime, hang primary and secondary fluids (no IVP medication administration).

#### **Nursing Care of Adults II: NURS 9314/9312**

- Skills from prior nursing classes
- IVP medications
- Trach care and suctioning Oropharyngeal suctioning.
- Withdrawing blood from a central line.

#### **Nursing Care of Childbearing Families: NURS 9322/9321**

- Skills from prior nursing classes
- RhoGAM injections are to be performed only in this course.
- No PKU heel sticks
- No Pelvic/vaginal exams
- No Pitocin or Magnesium induction/regulation
- No NG/OG feedings on neonates

#### **Family-Centered Pediatric Nursing: NURS 9432/9431**

- Pediatric clinical is observation only. However, this does not mean you can't do anything. Your instructor will let you know what is acceptable.
- No IV insertion or blood draws on < 18 years of age.
- No NG/OG feedings on infants/children up to 18 years of age

## **Nursing Care of Adults III: NURS 9424/9422**

Skills from prior nursing classes

ET suctioning

### **Procedures that the nursing student is NEVER ALLOWED TO PERFORM:**

- Administer blood products.
- Answer facility phones
- Receive verbal or telephone orders.
- Arterial blood gases
- Chemotherapy administration
- Administer intrathecal medications.
- Change ventilator settings/Unplug ventilators.
- Flush/access Hemodialysis Catheters
- Remove/perform readings of any hemodynamic lines.
- No chest tube removal or emptying.
- Transport a patient from the ER/Unit to any other hospital area or private car for discharge (unless accompanied by a licensed facility RN or NWACC nursing instructor)
- Do not check blood sugar on any patient.
- Do not change or remove suprapubic catheters.

Violation of any of the above policies involving invasive procedures, medication administration, or procedures requiring sterile technique is considered UNSAFE PRACTICE by the nursing program.

UNSAFE PRACTICE is defined as anything that causes or has the potential to cause injury or death, lengthen the hospital stay of the patient, or prolong the recovery process of the patient.

The NWACC Nursing Program reserves the right to dismiss a student from the Nursing Program and/or clinical/lab who demonstrates unacceptable and/or unprofessional and/or unsafe practice.

Definitions of “Professional Behavior” and “Unsafe Behavior” in the Student Conduct Policy located in the Health Professions Student Handbook: <https://nwacc.policystat.com/policy/13886292/latest#autoid-7p956>

Procedures to be followed in cases of Unacceptable and/or unprofessional and/or Unsafe Practice:

1. The student will be informed that it is believed they have engaged in unacceptable and/or unprofessional and/or unsafe practice. This must be written up and signed by the student that they have been notified.
2. The clinical instructor will notify the student, and the behavior in question will be addressed at the time of discovery and/or before the next clinical experience.
3. The student determined to have unacceptable and/or unprofessional and/or unsafe practice will not be allowed to return to clinical/lab related to any nursing course until resolution is determined.

4. If the student disagrees with the clinical instructor's determination of unacceptable and/or unprofessional and/or unsafe practice, the student's oral defense and written explanation of their practice will be heard in a conference scheduled with the Director of Nursing Education, the Clinical Coordinator, the course faculty, and/or the clinical instructor involved, within seven (7) business days after discovery of the incident.
5. The student will be notified of the final determination within two (2) business days after the scheduled conference.

Students who demonstrate unacceptable and/or unprofessional and/or unsafe practice may be:

Graded as "unmet" for clinical/lab on date of occurrence.

Assigned an "F" in the course.

Dismissed from the nursing program.

Ineligible for readmission into the nursing program

The student has the right to appeal the decision made through the Academic Complaint and Grievance Process <https://nwacc.policystat.com/policy/13870721/latest#autoid-7p956>

If a student is unprepared/inappropriate/tardy for clinical/lab, the student will be sent home for that day's clinical/lab experience.

The student must be able to perform all required nursing duties for those patients assigned to them.

It is the student's responsibility to inform the staff RN of their limits. If the student is asked by others to do things that the student is not allowed to do per policy, the student must not do them.

The student is provided medical malpractice liability insurance of \$2,000,000 -4,000,000. NWACC has purchased this coverage under a blanket policy, and the student pays a tuition fee for this insurance each year while enrolled in the NWACC Nursing Program.

Use of alcohol, illegal or mind-altering drugs before or during a clinical/lab experience will result in the student's dismissal from clinical that day and possible dismissal from the program. (See Division of Health Professions Student Handbook: Substance Abuse Policy and Procedures). If urine/blood tests are indicated, the student will not return to clinical/lab until the results are back but will be allowed to remain in class. If urine/blood tests are negative, clinical/lab time will be made up. If taking prescription meds that will alter your mental status, you will not be able to attend clinical/lab or sim. This will result in an absence.

## **Nursing Simulation Lab Activities (11662)**

Simulation is an intense pre-planned activity with a developed scenario conducted by the Nursing Faculty and facilitated by the Simulation Lab Coordinator. During the simulation lab, the nursing student will be given signs, symptoms, or cues and must intervene/implement therapeutically.

Each scenario assesses the student's knowledge and response time regarding the situation. Students learn and apply concepts related to skill sets in the lab prior to application in the simulation lab. Simulation is to be taken seriously. It is not a time for playing or laughing; you are taking care of a patient. Simulation allows the student to make critical errors in a safe environment. Post-simulation, there is a debriefing session conducted by the Nursing Faculty. During this time, the student examines concepts and response time. Although the simulation lab is considered clinical time, the intensity and concepts learned are compounded in this learning environment. Therefore, the simulation experience is considered 1:2. One hour spent in the simulation lab equates to two hours of clinical time. The student-to-instructor ratio in the simulation lab is a maximum of five students to one faculty member.

The current Clinical and Lab Attendance policy will apply to absence from Simulation Lab experiences. Students who miss this experience must contact their instructor. The simulation lab hours will count double the clinical time for the lab missed.

There will be virtual simulations during this program. It is the student's responsibility to do these and turn them in on time. This is counted as a clinical day and, if not turned in on time, will count as a clinical absence. Any clinical absence must be made up, and an extra assignment will be given. Any late submissions will not be accepted.

Absence from simulation or lab counts as a clinical day.

Certain clinical experiences cannot be "made up," which leads to the possibility of failing the clinical aspect of the course if all objectives are not met.

## **Nursing Program Grading Scale (11619)**

A = 92 - 100

B = 85 - 91.99

C = 78 - 84.99

D = 71 - 77.99

F = 70.99 and below

Numerical grades will be carried to the hundredth place until the computation of the final grade, at which point the fractional parts will be dropped. **GRADES WILL NOT BE ROUNDED.**

The student must attain a 78% average on all unit exams and the final exam before other coursework (i.e., grades from quizzes, theory papers, and any other theory coursework) is calculated into the final course grade. An exam average of less than 78% will result in failure of the nursing course (71-77.99% = D; 70.99% and below = F).

In the clinical setting, the final grade will be assigned as "Met" or "Unmet."

Students who complete all unit exams in a didactic course with a 92% or higher exam average may choose to not take the final exam. If the student chooses to not take the final exam they will need to inform their instructor who will have them complete the exam exemption form.

If the student makes an “Unmet” in the overall clinical evaluation, the grade obtained in the course will be a "D" regardless of the theory grade, unless the theory grade is already an “F.” (Refer to clinical performance Grading Guidelines in the course syllabus). Specific requirements for defining “Met” and “Unmet” are included in the Clinical Evaluation tool.

If a student does not show an attempt at all clinical paperwork, a zero will be given on that assignment. The bare minimum is not professional and will not be accepted.

If a student fails clinical or theory, they fail the entire course and must repeat both aspects of the course.

If a student fails clinical, they are NOT ever to try to contact the facility for any reason. If this happens, the student is ineligible to return to the NWACC nursing program.

A minimum numerical grade of 78% and an overall clinical grade of “Met” are required to pass any nursing course.

A “W” in any course counts as a failed course.

### **Nursing Program Classroom and Examination Policy (11617)**

Every nursing course includes unit exams and a comprehensive final exam. The student must attain a 78% average on the unit exams and final exam before other coursework (i.e., grades from quizzes, theory papers, and any other theory coursework) is calculated into the course grade. An exam average of less than 78% will result in failure of the nursing course (71-77.99% = D; 70.99% and below = F).

A minimum numerical grade of 78% and an overall clinical grade of “Satisfactory” are required to pass any nursing course.

Successful completion of a nursing course consists of receiving a passing grade in the clinical course and a grade of 78% or better in the theory component. Failure in either course will result in failure of both the clinical and didactic course. If a student is eligible for return, the student will have to repeat both the clinical and didactic courses.

If a student is unsuccessful on an exam, it is the student's responsibility to contact the course instructor for help. The student may also contact the tutor for the course for additional assistance.

- The NWACC nursing program does NOT round scores and does not grade on a curve.
- Testing Center will only be utilized for make-up exams and individual students with prior approval.

All exams must be taken at the scheduled time. If the student is unable to take the exam at the scheduled time, the instructor/course faculty must be notified prior to the exam. If no prior notice is given, “0” (zero) will be the score for the exam. If the student misses an exam, the exam will be given on the day the student returns and will be given in the testing center in a different format. The final must be taken as assigned during finals week.

All nursing exams will be administered using an NCLEX-type format:

1. One question at a time.
2. No backtracking allowed.
3. Raw scores will not be released upon completion of exams.

Scores will only be released after course faculty members complete a statistical analysis. The grades will not be released before 48 hours after completion of the exam. Please refrain from contacting faculty about your grades being released. They will be released only after we have gone through all the statistics. The grades will be posted within 5 days of taking the exam but no sooner than 2 days after taking the exam.

Final examination grades will not be released until the co-requisite course's final is completed.

The student is responsible for reading and following directions on any exam, quiz, etc.

If there is a typo in an exam question and the student does not understand it due to the typo, it is their responsibility to ask about the word at that time.

Collaborative Review is not done in the NWACC Nursing Program.

There will be no exam reviews after exams in any class. There will be no partial credit for assignments or exams.

NO points will be given after an exam unless approved by the Director of nursing. Points will ONLY be given back for a technical error and for no other reason. Statistics will be done after each exam to use for upcoming exams only.

If a student must reschedule an exam, they:

- Will take the exam the day they return or receive a "0" (zero) on the exam.
- Cannot take the exam during any scheduled classroom or clinical time or any scheduled course-related activity. This includes the course in which the exam was missed or a concurrent nursing course.
- Will be responsible for making an appointment to take the exam at the Testing Center under Testing Center guidelines within the designated timeframe.
- Must meet with the Director of Nursing Education if the exam is not made up within the designated time frame.
- A student who requires a make-up exam in any course will be required to meet with the course faculty for written counseling regarding absences.
- If the student misses a second exam in any course, they will be required to meet with the Director of Nursing Education regarding the pattern of absenteeism from exams to determine their eligibility to remain in the Nursing Program.

A student may be asked to move to another seat before or during an exam at the instructor's discretion.

Students must purchase a "white board", marker and eraser from the SNA for \$5.00. These are used for each exam. The student is responsible for bringing these to the exam. Both sides of the "whiteboard" must be shown to the instructor or proctor prior to and after the exam. These are for med math only. The calculator is available in the toolbar of the testing program.

The following items are not allowed at the student's desk; they must be placed in a designated area, not under the table or on the table while testing. THIS IS STRICTLY ENFORCED.

- Cell Phones/Computers (must be turned off) If a cell phone rings or vibrates during an exam, that student is finished with the exam and will be asked to leave. They will only receive their grade on what they completed on the exam, with no exceptions.
- Watches, including smartwatches.
- Coats/Jackets/Hoodies/Hats/Caps with bills
- Backpacks/Book Bags
- No Food or Drink allowed in Computer Lab

When you are finished with your test, exit the room quietly. Do not zip or unzip backpacks or stand around in the room. Grab your belongings and exit quietly. Do not hang around the door of the exam room.

There will be no exam reviews after exams in any class. There will be no partial credit for assignments or exams. There will be no arguing about questions, no challenging of questions.

Students will not receive any blueprints for exams. The unit outcomes and the chapters that will be tested are in the syllabus. That is what your exams are based on.

Test scores will not be relayed over the telephone. The student will receive scores via the official NWACC college e-mail or Canvas course shell.

### **Online Examination Requirements:**

All nursing exams will be administered online using online proctoring software.

Some courses will do online exams using a webcam from your home computer.

1. Computer with webcam, microphone, and reliable Internet connection
2. Students must show their driver's license or other proof of identity before starting the exam.
3. Students will need to be in a room with a door that is shut. They are to use the camera to show the room (360 degrees), including the desk/table, under the table, and floor. It is the student's responsibility to ensure no personal items or documents are out in the room at the time of testing so these will not appear on the camera when scanning the room.
4. Once the exam has started, the student cannot get up from the location until the exam is complete.
5. No other person should be in the room or enter the room.
6. Both the webcam and microphone are to be on at all times during the exam, and the webcam should be pointed at the student.
7. All students will be required to purchase a whiteboard test kit consisting of a 2-sided whiteboard, a marker, and an eraser. Students are responsible for the cost of replacement markers. Students will be allowed to use a built-in canvas basic calculator. Prior to the test, the student must show both sides of the blank whiteboard. At the end of the test, the student must erase the board and again show that it is blank. Failure to do so will earn the student a zero on the exam.

**Remote Proctoring** - Some classes may use live proctoring or an automatic video recording system for proctored testing. If your instructor requires you to use this testing option, your location must meet instructor guidelines for privacy and security.

If the location you choose is a home or personal environment, you agree to allow your activity and surrounding workspace to be viewed and/or recorded by video and audio to ensure testing integrity. If you do not agree to have your private testing environment viewed and/or recorded, please contact your instructor immediately to arrange for on-campus proctored testing.

Failure to follow the Examination rules will RESULT in a zero for the Exam.

### **Nursing Program Classroom Assignments (11617)**

**Written Assignments:** Must be turned in on the due date. Failure to do so will result in a grade of “0” (zero). NO exceptions will be made. Discussion boards are considered written assignments and part of your class attendance.

Course syllabi will reflect the Course Faculty’s expectations regarding homework, in-class activities (including quizzes), and other types of written theory assignments.

**CoursePoint Prep U Assignments:** PrepU’s personalized learning system helps every student learn more while giving instructors the data they need to monitor each student’s progress, strengths, and weaknesses. PrepU offers questions customized for each student’s level of understanding, challenging them at an appropriate pace and difficulty level. PrepU not only helps the student to improve their knowledge but also helps foster their testing-taking confidence.

**Hurst Review:** All students will participate in a live review at the end of the final semester. This is scheduled for 3 whole days. Students will also have unlimited 90-day access to Hurst's MUST KNOW content lectures, our challenging practice questions, and realistic NCLEX® style exams.

**SafeMedicate Dosage Calculation Exam:** At the beginning of each med-surg course, the students will take a dosage calculations exam. A score of 100% is required prior to attending any clinical/lab/simulation experience. The student will be allowed 2 attempts only, at least 48 hours apart. Should a score of 100% not be attained, the student will be dismissed from the NWACC Nursing Program.

### **Nursing Program Course Acceptance Policy\***

The nursing program can only accept letter grades of A, B, or C for admission consideration and completion of the required prerequisite courses for the Nursing Program.

Courses completed with a pass/fail grading option will not fulfill prerequisites or major degree requirements.

Non-traditional (non-letter) grades will not be accepted for transfer, admission, or application to the nursing program. Students will not be able to progress to the next course in the nursing curriculum until prerequisites and co-requisites are successfully completed.

## **Nursing Program Readmission Policy (11621)**

The student who withdraws from or is unsuccessful in the Fundamentals of Nursing course and wants to repeat the course must reapply for admission using current application guidelines.

The student seeking readmission for withdrawal or failure of a course other than Fundamentals of Nursing must complete all of the following:

1. Must schedule an appointment with the Director of Nursing Education within 3 business days of course withdrawal or course failure and complete an exit interview.
2. Submit a typed "Letter of Intent" to the Director of Nursing Education seeking readmission. "Letter of Intent" must include the course and track in which the student is seeking readmission and provide a detailed explanation of the learning plan the student intends to follow to succeed upon readmission.
3. Schedule a meeting with the Director of Nursing Education no later than three (3) weeks prior to the beginning of the semester into which the student is seeking readmission. If these procedures are not followed, the student will not be readmitted to the nursing program.

Students are ineligible for readmission to the nursing program if they have done any one of the following within the sequence of nursing courses:

- Withdrawn from a course twice, regardless of the number of times the student has been Admitted to the program.
- Failed a course twice, regardless of the number of times the student has been admitted to the program.
- Withdrawn from any nursing course and failed any nursing course during the program.

Readmission is based on space availability. There is NO guarantee for readmission due to space availability. Because of space availability issues and to offer fair consideration to all students applying for readmission, a numerical score will be calculated and ranked based on the following:

Grade points from completed nursing courses:

A= 4 points

B= 3 points

C= 2 points

D = 1 point

F= 0 points

A grade lower than "C" in a nursing course or a general education support course that is a prerequisite or a co-requisite for progression will result in suspension from the Nursing Program. NWACC Nursing's program requires all general education courses to be completed with a grade of C or better for application to the program.

## **Nursing Program Transfer Policy (11623)**

Students enrolled in nursing courses in another nursing program and seeking transfer into the NWACC Nursing Program should contact the Director of Nursing Education. The student must be able to obtain 15 hours of credit at NWACC to be eligible for graduation with a degree from NWACC.

Official transcripts with course descriptions will be evaluated for transferable nursing course credit. Each student will be evaluated on an individual basis. Admission by transfer is subject to space availability.

A student who has successfully completed a Fundamentals/Foundations course at another nursing program is eligible to apply to NWACC's Nursing Program.

Every transferring student must have an overall **GPA of 2.75**.

Transfer students will be required to furnish **a letter of recommendation from the previous nursing program/institution stating that they are in good standing and eligible to return to that program**. If the student has failed another nursing program, they are not eligible to transfer to the NWACC nursing program.

## **Nursing Program Track Transfers (11622)**

Students are only permitted to transfer from one track to another if they began in Track II and were unsuccessful in any course that requires them to retake that course. Students dismissed from Track II for academic reasons may not continue in Track II. They are required to continue the program as part of Track I, retaking the unsuccessful course when and if a seat is available.

If they are out of the program for more than a year (12 months) due to a seat being unavailable or for other reasons, they must start the program from the beginning.

## **Nursing Program Licensing Requirements**

Any professional licensed student (LPN, Paramedic, Respiratory Therapist, or Physical Therapy Assistant) enrolled in any nursing course must maintain current licensure in their respective disciplines. The student will not use their professional license for signatures; they must use ADN-NS. If at any time the student's license is suspended, revoked, or restricted while the student is enrolled in the nursing sequence, it will result in dismissal from the nursing program.

The NWACC Nursing Program reserves the right to dismiss a student from the Nursing Program without the possibility of readmission who demonstrates unacceptable, unprofessional, unethical, and/or unsafe practice.

## **Student Employment Policy (11627)**

The Nursing Faculty realizes that many students must work at least part-time while attending nursing school. Full-time employment is strongly discouraged in Track I and Track II.

The curriculum in the Nursing Program requires a full-time commitment from the student. At no time will employment be an acceptable excuse for either lack of preparation for class, lab, and/or clinical or absence and/or tardiness from class, lab, clinical, or other activities. Students' active participation in the NWACC Nursing Program must take priority.

If a student must work:

Recommended hours for employment during nursing school for Track 1 is 20 hours per week or less.

Recommended hours for employment during nursing school for Track 2 fall and spring semesters is 16 hours per week or less and 0 hours for the summer semesters.

Students are not allowed to work the night prior to attending clinicals as this is an unsafe practice. If this occurs, the student will be sent home from clinical, and an absence will be given. If this is done a second time, the student will be dismissed from the course.

## **Sexual and Workplace Harassment (11614)**

All students are protected by NWACC's policy on Sex Discrimination, Sexual Harassment and Sexual Misconduct: <https://nwacc.policystat.com/policy/14394262/latest#autoid-z7wem>

Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Officer using this form: [https://nwacc-advocate.symlicity.com/public\\_report/index.php/pid127308?](https://nwacc-advocate.symlicity.com/public_report/index.php/pid127308?)

The student enrolled in nursing courses is expected to participate and cooperate in classroom, laboratory, clinical, and tutorial situations requiring close proximity. Physical contact may occur in a variety of learning environments, such as laboratory or clinical settings, which require the student to physically come in contact with an instructor or another student as part of the teaching/learning process. Such required activities will not be considered sexual harassment. Students who may be uncomfortable with these learning situations are urged to consider other career options.

## **Nursing Student Representation in Department Affairs (11609)**

The student's input into the NWACC Nursing Program is valued. A Student Representative(s) will be elected by the students in the first nursing course in each Track. The purpose of the Student Representative(s) is to provide and encourage a means by which students may participate and affect the functioning of the Nursing Program.

The student representatives will act as liaisons between faculty and the student body.

Represents the student body at faculty, curriculum, and assessment meetings by bringing student concerns to the faculty.

Recommends policy that will provide guidelines for Nursing Program student matters unrelated to curriculum.

Represents the student body at committee meetings.

Relates information from all designated meetings back to the student body.

Students must be in good academic standing to serve as a representative for their class.

## **Nursing Program Last Semester and Graduation Requirements**

### **Licensure Procedure**

After successfully completing the general education and nursing courses as prescribed for the Nursing Program, the student will graduate with an Associate of Applied Science degree. (See current NWACC College Catalog for procedure required for graduation).

The eligible student applies to take the NCLEX-RN for registered nursing licensure. (See the State Board of Nursing website for all relevant information).

### **Student Responsibilities for Graduation and State Boards**

The student **MUST** apply to graduate through the College and the student **MUST** send in a request for transcript release. Transcripts will be sent either to the ARSBN or another state per your request in the transcript release. If this is not done, the transcripts will be held.

You will be given all information regarding state boards in your Adult 3 course. You must complete a fingerprint card as well as a federal background check. This is all done through the state board. You can look on the state board website at [www.arsbn.org](http://www.arsbn.org) for details. Do not do any of this until you are instructed to do so in class.

### **Inclement Weather or Emergency Policy**

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-g7kxd>

The Nursing Department will not hold any classes on campus if the college is closed. In the event, the college opens “late,” any scheduled nursing class period, excluding clinical rotations, will begin at the time the college opens.

After consulting with the Director of Nursing, the theory instructor will be responsible for determining when and if scheduled clinicals will be held or canceled. The Department of Nursing reserves the right to cancel class or clinical rotations based on local weather conditions and/or travel concerns. This decision notification will be provided to the clinical instructor(s).

## **Nursing Program Drug Testing Policy (11629)**

Health Professions Criminal Background Checks, Drug Screening and Substances Abuse Policy:

<https://nwacc.policystat.com/policy/13886294/latest#autoid-7p956>

Students who will be attending clinical rotations while enrolled in a professional program at the Center for Health Professions will be required to have a drug screen performed, either prior to admission or prior to attending clinical rotations. Students who test positive for drugs (including medical marijuana) will be denied access to the clinical rotations and will consequently be either denied acceptance into the professional program or dismissed from the professional program.

The student drug test result must be returned as a negative result. If the result is a dilute negative sample, the student will be responsible for attaining a second test within 5 days of CastleBranch reporting the result. The student may choose to repeat using either a second urine drug test or a hair follicle test; either of these tests will be completed at the student's expense. A second dilute test result will be considered a positive test, and the student will be dismissed from the Health Professions program.

If a student wishes to appeal the findings, they will be required to undergo a hair analysis (hair follicle test) and follow the same procedure as a "for cause positive drug test" see CHP handbook for the procedure. If a student fails to adhere to the above policy, they may be dismissed from any Health Professions program, subject to the right of appeal. A failing grade will be rendered in all courses the student is enrolled in. A dilute positive drug test is still considered a legally positive drug test.

## **Exposure of Bodily Fluids Policy (for Students and Faculty) (11630)**

Any injury/accident must be documented on the NWACC's incident form by the supervising instructor and the student. A copy of the completed form is to be given to the Nursing Director. The documentation will be placed in the student's file.

For the student's safety, all needle stick injuries must be reported. Students are not afforded protection under the NWACC or the clinical facilities worker's compensation or health care program. Any expenses or treatment shall be the responsibility of the student, and they will be responsible for paying for any treatment of injury they sustain in the course of the program.

### **Accidental Exposure to Blood or Body Fluids Guidelines**

Exposure is defined as a percutaneous injury, contact of mucous membranes, or contact of non-intact skin with blood or other body fluids or tissues potentially containing blood-borne pathogens.

In the event of accidental exposure, the following steps are to be followed:

#### **Wound Care/First Aid**

Clean wound with soap and water.

Flush mucous membranes with water or normal saline solution.

Other wound care as indicated.

Contact the Clinical Coordinator to report the incident aftercare is provided.

The exposure will be documented on the NWACC Incident form, **as well as** any procedure/documentation required by the clinical agency in which the exposure occurred.

Any exposure while in the student nurse role will be documented in the student's file.

The student who is exposed to blood or body fluids will be referred for medical care and/or appropriate testing; however, the decision to obtain medical care or testing will rest solely with the student experiencing the exposure. Students are financially responsible for any expenses incurred during the course of treatment or testing. Neither NWACC nor the clinical agency will assume liability (financial or otherwise), regarding the exposure incident.

Healthcare Professions Infection Control: <https://nwacc.policystat.com/policy/15649351/latest#autoid-7p956>

## Northwest Arkansas Community College Student Background Checks

**Purpose:** The Northwest Arkansas Community College is committed to producing graduates who go beyond academic excellence, are productive, self-sufficient citizens of society, are responsive to the global community, and maintain high ethical standards in their personal and professional lives. This goal is accomplished by partnering with clinical agencies that consent to have faculty and students practice in their facilities. Students must, therefore, adhere to all agency policies, such as background checks. The purpose of this policy is to describe the terms and conditions under which background checks are conducted.

**Policy:** A criminal background check is required of all students accepted in the Northwest Arkansas Community College Division of Health Professions programs. A third-party vendor will conduct the background checks. The students will be responsible for all fees associated with any components of the background check process. All information is confidential but will be shared with the Health Professions Program Directors and assigned agencies when requested. The background check results will be retained in the student's file.

Each clinical agency will independently determine if an adverse or negative outcome on the criminal background check will prohibit a student's practice in their agency. Students unable to practice in clinical agencies because of an adverse or negative background check will be unable to complete program objectives, halting continued progression in the student's program of study. Failure to complete the clinical documentation prior to the deadline will result in the student's inability to complete the program objectives and will, therefore, halt progression in the student's program of study.

Required Clinical documentation will be submitted and approved by CastleBranch before the first day of class.

Failure to submit required documentation by the specified time for any given course will result in the student not being allowed to attend clinical/lab until all clinical documentation is accepted via castlebranch.com. Without this proof, students will not be allowed to participate in clinical activities (including lab/skill validations, which will count as a clinical absence), which could result in course failure.

If, for some reason, the student feels they cannot comply with any part of the CastleBranch requirements, it is the student's responsibility to contact the clinical coordinator immediately.

The student is responsible for submitting clinical documentation to castlebranch.com on time. If you miss the deadline for uploading to CastleBranch, existing students' risk being dismissed for the semester. New students will lose their place in the nursing program and must reapply for admission.

Students must comply with any additional background checks required by the clinical facilities.

**General Guidelines:**

1. Immediately upon acceptance into the Nursing Program, the student must authorize the background check by completing the background authorization form provided by the vendor. Results will be received before the first day of class for all students.

2. The vendor shall conduct the following background checks. (Additional requests may be made by a clinical facility):

- Office of Inspector General
- Sex and Violent Offender Check
- Social Security Verification
- Current County of Residence

3. If a background check is returned with unfavorable results, clinical agencies will determine if the student will be allowed to practice in their clinical facility. Students are not to contact the clinical facilities regarding their results.

4. The student has the option to dispute any inaccurate information with the reporting agency as a right of the Fair Credit Reporting Act. The student will not be able to complete the program objectives, halting their progression in the program of study until the dispute is resolved.

5. If the background check is favorable, no further action will be taken.

6. All background check results will be retained in the student's file.

Be advised that if offenses are reported on your background check, you might be prevented from completing the clinical portion of nursing courses and/or ineligible to take the NCLEX-RN exam upon completion of the nursing program. Failure to fulfill clinical objectives could result in failure of the course(s), dismissal from the program, and/or ineligibility to take the NATIONAL COUNCIL LICENSURE EXAM (NCLEX- RN).

NOTE: Graduating from a Nursing Program does not assure ASBN's approval to take the licensure examination.

## **Out-of-State Student Information**

NWACC is fully accredited by the Higher Learning Commission, one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region. This means that college credits earned at NWACC will transfer to other colleges and universities, making benefits such as federal financial aid available to NWACC students.

NWACC is a member of NC-SARA, a national organization that establishes a state-level reciprocity process for online students. The SARA agreement establishes necessary and reasonable standards of practice and an enhanced grievance process for students living in SARA states.

**Programs Leading to Licensure:** Students who wish to enroll in NWACC's distance learning courses or a program of study that leads to licensure should be aware that licensure may have different requirements depending on the state where the student resides. It is the student's responsibility to check with the appropriate state licensure board to determine if NWACC's distance learning courses and programs will meet the licensure requirements of the student's state of residence.

Students who are attending course to transition from a professional licensure to the Registered Nurse must have a valid current license for the state of Arkansas. The student must also maintain their current certification throughout the entirety of the program.

## Links to NWACC Policies Essential to the Nursing Program

### **Healthcare Program Academic Grade Appeal:**

<https://nwacc.policystat.com/policy/15524217/latest#autoid-vk79g>

Academic Grade Appeal is defined as a difference or dispute a student has related to academic matters such as grades, assignments, or attendance as they affect the student.

The purpose of the Health Professions Academic Grade Appeal Procedure is to provide equitable and orderly processes to resolve appeal by students at Northwest Arkansas Community College while protecting faculty rights to freedom of instruction. A student is defined as one who is or has been duly and legally registered as either a full-time or part-time student at Northwest Arkansas Community College. The Healthcare Program will follow the NWACC Academic Grade Appeal Policy.

Health Professional Grade Appeal Procedure and Form:

<https://nwacc.policystat.com/policy/15524217/latest#autoid-vk79g>

### **Northwest Arkansas Community College Student Conduct Policies and Procedures:**

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-ar44j>

### **Northwest Arkansas Community College Student/Faculty Rights and Responsibilities:**

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-g6dk6>

### **Northwest Arkansas Community College Grievance and Complaint Process:**

<https://nwacc.policystat.com/policy/15029227/latest/#autoid-mkaea>

### **Northwest Arkansas Community College Health Care Division Unacceptable, Unprofessional or Unsafe Behaviors:**

<https://nwacc.policystat.com/policy/13886292/latest#autoid-7p956>

### **Healthcare Professions Student Conference Incident Form:**

<https://nwacc.policystat.com/policy/15491414/latest#autoid-7p956>

### **Artificial Intelligence (AI) Usage Policy for Academic Use:**

<https://nwacc.policystat.com/policy/18095518/latest>

## FORM 1 (Policy 11603)

### Northwest Arkansas Community College Associate Degree Nursing Program

#### STUDENT HEALTH GUIDELINES

The following documents are required to be submitted to Castle Branch. These requirements are mandatory; no waivers may be signed, and no exceptions will be made. If all are not met prior to clinical, students will not be allowed to participate in clinical, per the policy of our clinical facilities.

1. **Current Physical Exam** – Required upon admission to the program (Must be within the last three months prior to admission).

2. **Proof of Medical Insurance** – Students must have some form of medical insurance. Insurance **MUST** be maintained throughout the program and cannot expire at any point during a semester. Failure to maintain insurance can result in program dismissal.

#### 3. Tuberculin test

a. Initial testing – A Quantiferon gold tuberculin test is required prior to starting the NWACC nursing program and annually thereafter.

- A positive tuberculin test result should be followed with an initial chest radiograph at the student's expense. The student must present to the local county health department for screening, opening a TB record, and scheduling/undergoing chest X-ray (CXR). If the screening is positive (symptoms), the student may not attend clinical/class until an MD (pulmonologist) evaluates the CXR and records. No health card will be issued.

- Based on negative screening, a temporary health card (expiring in 4-6 weeks) will be issued. If the Chest X-ray is negative, repeat radiographs are unnecessary unless symptoms develop that could be attributed to TB. An annual certificate of health is required for students who are unable to receive a T-spot due to a previous positive test or allergy to T-spot. If the Chest X-ray is positive, one must provide documentation of initiating INH therapy.

- Typically, if the student has LTBI (latent tuberculosis infection) and is under 35 years of age, the MD will usually recommend prophylactic medication for TB. A letter is then sent from the health department to the student, explaining the CXR results, the MD's recommendation regarding medication, and a health card (with a one-year expiration date).

- Medication is obtained at the county health department. The student will report to the health department annually for health card renewal.

#### 4. Proof of immunizations

- **HB: (Hepatitis B recombinant vaccine)** Three IM doses: Initial dose, second dose 1-2 months after the initial dose, third dose 4-6 months after the second dose. No waivers are accepted.

- **MMR: (Measles, Mumps, Rubella vaccination)**

Measles component: Healthcare workers born during or after 1957 who do not have documentation of having received 2 doses of live vaccine on or after the first birthday or a history of physician-diagnosed measles or serologic evidence of immunity are required.

Have both doses administered one month apart. Measles vaccination should be considered for all healthcare workers who lack proof of immunity, including those born before 1957.

Mumps component: Adults born before 1957 can be considered immune to mumps. One dose SC. No booster.

Rubella component: Healthcare workers who do not have documentation of having received the live vaccine on or after their first birthday or laboratory evidence of immunity. Adults born before 1957, except women who can become pregnant, can be considered immune. One dose SC. No booster. Recommend having a titer drawn or vaccination.

- **VZV: (Varicella zoster live virus vaccine)** – Two 0.5ml doses SC 4-8 weeks apart if  $\geq 13$  years of age. The student is required to have a titer drawn or be vaccinated. If the titer is negative, the student is required to obtain 2 vaccinations of varicella, 4-8 weeks apart.
- **Flu Vaccine** (seasonal): Required annually. No waivers accepted.
- **tDap: (Tetanus, Diphtheria, Pertussis vaccination)** – Required. Sign a waiver if allergic to the pertussis component of the vaccine.
- **COVID Vaccine:** Many of our clinical facilities now mandate that their employees, volunteers, and students participating in clinical rotations must have a COVID vaccination. This is not an NWACC mandate. However, failure to get the vaccine prevents you from completing the clinical portion of the nursing program since clinical sites require it.

11. **AHA BLS certification:** Students in the nursing sequence are required to have current certification in American Heart Association cardiopulmonary resuscitation (CPR) –Basic Life Support (BLS)- Health Provider Course while in the nursing program. Students must present a card from AHA—letters of completion or a roster list will not be accepted. The student is responsible for renewing certification, which includes identifying available CPR courses for renewal purposes. The certification dates must provide coverage for the duration of the semester for which the student is enrolled. The student is responsible for providing a copy of the current CPR certification to the Course Faculty for any course with a clinical component. Proof is required to be submitted to CastleBranch.

12. **Urine Drug Screen/Criminal Background Check (annually):** A negative urine drug screen and criminal background check must be completed annually in accordance with state and federal laws.

- a. Students who test positive for drugs (including medical marijuana) will be denied access to the clinical rotations and will consequently be either denied acceptance into the professional program or dismissed from the professional program.

A dilute negative on a urine drug screen is NOT considered negative and must be repeated within 5 days after it is resulted, or it will not be accepted. You must call Castle Branch to obtain a new drug screen code.

**By signing, I agree that I have read and understand the above policies and requirements.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

## FORM 2

### Northwest Arkansas Community College Associate Degree Nursing Program

#### CODE OF ETHICS AND PROFESSIONAL BEHAVIOR

Professional Integrity is a sense of personal satisfaction and self-esteem derived from confidence in one's established values. This sense of honor is an integral part of personal identity and influences thinking so that one can understand and exhibit integrity and respect for others and assume responsibility for one's actions as a professional nurse.

Integrity and self-esteem are necessary to provide proper patient and health care. Accordingly, students are required to comply with NWACC/Clinical Agency policies and standards of ethical and professional behavior. Courtesy, consideration, and respect for others' beliefs and values are essential. Confidentiality of patient information and individual rights to privacy and safe care are also included under the subject of this code and in the federal Health Insurance Portability and Accountability Act (HIPAA).

#### Professional Behaviors:

Professional behaviors within nursing practice are characterized by commitment to the profession of nursing and instilling the interrelated concepts of autonomy, accountability, and advocacy. The student in the NWACC nursing program will adhere to standards of professional practice, will be highly accountable for their actions and behaviors, and will function within legal, ethical, and regulatory frameworks.

Professional behaviors also include: concern for others, caring, commitment to the ongoing practice of self-evaluation, and development.

Professional students' behaviors include but are not limited to utilizing the chain of command, maintaining an environment that is conducive to learning, attending all classes, being punctual, actively engaging in learning, notifying the instructor in advance in the event a class will be missed or if there is a need to leave class early; showing respect and concern for others when they are talking or lecturing; placing all electronic devices including cell phones, and beeper watches on silence or buzz; avoiding audible and visible signs of restlessness; and focusing on class material during class time.

Disruptive behaviors in the classroom may be classified as anything that disturbs the instructor or other students during the class period. If a student is disruptive, they will be asked to stop the behavior and leave the class in the event the behavior continues. If the disruptive behavior is repetitive in future classes, the faculty member will meet with the student, discuss the behaviors and expectations for improvement, and provide a written warning, which will be placed in the student's file. Continued incidents will be referred to the Office of Judicial Affairs for disciplinary action in accordance with the NWACC College Student Conduct Code. If, in the instructor's best judgment, the behavior creates a safety risk or makes it impossible to continue class or function, the instructor will contact the Office of Public Safety to assist in removing the student, and/or the class may be dismissed for that day.

#### Academic Ethics Code:

Students will not seek help during examinations except for needed and legitimate instructor clarification. They will not use supplementary materials during examinations in a manner unauthorized by the instructor. All work, including examinations, papers, laboratory exercises, presentations, and other written work, is to be the student's own, and the student will properly cite references for sources of quotations, information, opinions, or ideas contributing to their work. These standards pertain to online/Internet work and direct/in-person classroom work.

Academic irregularities (including cheating, plagiarism, and falsification of records or credentials, revealing contents of examinations to anyone who has not yet taken the exam, or any other unethical behavior) or the disregard of professional conduct, ethical standards, and individual rights, which might place patients in physical or emotional jeopardy, are examples of ethical code infractions and are breaches of professional integrity.

In the event a faculty member becomes aware of any infraction by a student, the faculty member will report this concern to the course coordinator and program director. The faculty, course coordinator, and Director of Nursing Education will immediately meet with the student(s) in an attempt to explore and resolve the issues. In the event the issue is not resolved at the faculty/student level, the Director of Nursing Education will be notified to determine if the issue warrants further discussion or discipline processes. In case of a severe breach of conduct, a student may be assigned an “F” in the course, dismissed from the program, and may be ineligible for re-admission into the NWACC nursing program.

The principles expressed in this policy are to be internalized and practiced whether or not a faculty member is present in the classroom.

#### Code of Ethical Conduct for Professional Programs Policy

The obligations assumed by those entrusted with our community's health and safety transcend mere professional knowledge and expertise. Therefore, in addition to academic competence and the standards of appropriate behavior required of all Northwest Arkansas Community College students, persons enrolled in the Health Professions, Nursing, Law Enforcement, and other professional programs are required to exhibit conduct, integrity, and ethical behavior which reflects their suitability to assume this trust. It is the student’s responsibility to carefully review the professional code of ethics and specific program requirements with their respective program faculty and to abide by the ethical standards adopted by that profession.

Reference: The current NWACC College Catalog on the NWACC website

By signing, I agree that I have read and understand the above policies and requirements.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 3**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**CONSENT FOR RELEASE OF INFORMATION FROM EMPLOYER**

I understand that Northwest Arkansas Community College Nursing Program is required to collect follow-up information on their program graduates as a way to measure outcomes. After I graduate from this program, my employer will be asked to complete a survey reflecting the nursing program's objectives.

I am hereby granting permission for my future employer to provide the requested survey information to the nursing program.

By signing, I agree that I have read and understand the above information.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 4**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**NURSING STUDENT HANDBOOK FORM**

I have obtained a copy the current NWACC Associate of Applied Science – Nursing Student Handbook. I have read and understand this NWACC Associate of Applied Science – Nursing Student Handbook and agree to abide by the policies in this handbook. In addition, I know that I must comply with the policies found in the current NWACC College Catalog and the Division of Health Professions Student Handbook.

By signing, I agree that I have read and understand the above information.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Note: This form is to be completed by the student and turned into the appropriate nursing instructor no later than the first week of school .

**FORM 5**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**STUDENT RELEASE OF INFORMATION AND IMAGES**

I authorize the release of any information or evaluation of my nursing school record for education and employment purposes.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Nursing Course: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone (     ) \_\_\_\_\_ Cell Phone (     ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**STUDENT RELEASE OF IMAGES**

For valuable consideration, I hereby irrevocably consent to and authorize the use and reproduction by Northwest Arkansas Community College, or anyone authorized by the College, of any and all photographs/ video tapes/ audio tapes that the College has taken of me during my enrollment in any course in the Associate Degree Nursing Program, for any purpose whatsoever, including, but not limited to news, general information, advertising, and other instructional purposes, without further compensation to me. The photographs, audio/video tapes, and negatives shall constitute Northwest Arkansas Community College's (or designee's) sole property.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Signature of Witness \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 6

### Northwest Arkansas Community College Associate Degree Nursing Program

#### I UNDERSTAND AGREEMENT

I have received and reviewed **the course syllabus**, Associate of Applied Science-**Nursing Student Handbook**, and The **Division of Health Professions Student Handbook**. Revisions will be made periodically to these documents. The student will be advised of changes and given a current copy of the addendum, which will also be placed on Canvas. The student is responsible for adhering to all changes made to the syllabus and handbooks.

My success in the NWACC Nursing program depends on me, and I accept responsibility for my success.

It is my responsibility to complete Castle Branch requirements PRIOR to each semester and ensure that they will not expire until the end of the semester. I understand it must be uploaded prior to registering for the next semester. Any clinical agency can and will check Castle Branch.

All students in the nursing program are required to keep their personal data, address, phone, etc., up to date and accurate. If anything changes, please contact the nursing administrator so that your information can be updated. You MUST have a current, personal cell phone number or landline number on file and any emergency contacts in case we need to contact you by phone. Make sure that your phone can accept messages.

Cell phone use for any reason is unacceptable and unprofessional behavior and is prohibited in class, lab, and simulation. Students may contact their instructor by texting them during clinical hours ONLY. If caught on their phone, the student will be asked to leave and will accrue absence if it is clinical/lab time. AT NO TIME is the student to text or call the instructor other than during clinical rotation.

There will be NO study sessions held by faculty prior to any exam, and there will be NO test review on any exams. Students may meet with instructors to review concepts missed on examinations.

If I score below 80% on any unit exams, I will be required to complete remediation as specified by the course instructor.

I must achieve 100% on a calculation exam in no more than two attempts. Failure of a necessary second attempt will result in failure of the course.

If I am absent from a lecture or lab, it is my responsibility to obtain missed content (handouts, lecture notes, videos, important announcements, etc.), and it is not the nursing instructor's responsibility to "re-teach" this material.

I have read the attendance policy for clinical/nursing resource time as listed in the Student Handbook. Clinical/resource time, tardiness, and absences.

I will not be allowed to attend clinical, lab, or simulation if I have not successfully completed skills validations for the enrolled course, and I will accrue absence time.

If I do not follow the dress code, do not bring all expected equipment or assignments, or do not wear my nursing badge to lab or clinical, I will be sent home and will accrue absence time.

That I must maintain personal health insurance throughout the entire program and that failure to do so can result in dismissal from the program.

Clinical rotations for nursing courses at NWACC may be done outside the area, such as Arkansas Children’s Hospital in Little Rock, when possible. The student is responsible for planning and expenses related to travel to and from the facility, overnight accommodation, and any additional expenditures necessary for safe participation in all clinical rotations.

Quizzes given in class may be unannounced. If I arrive at class after a quiz is handed out, I will not be allowed to take it. If I leave class before a quiz is given, I will not be allowed to take it at a later time.

No assignment(s) will be accepted after the due date, and if turned in or uploaded to Canvas after the designated due date, the assignment will receive a zero.

As part of the professional role of nursing, the student must demonstrate a sense of community involvement. This is evidenced by the student participating in at least one health-related community event or one fundraiser equal to 4 hours or more, sponsored by the SNA per medical surgical course, and attending at least two SNA meetings per Fall/Spring semester and one SNA meeting per Summer semester. These four hours are part of your clinical requirements. Failure to meet this objective will result in failure of the course.

Each nursing course will build on all my previous nursing courses, and I am expected to retain the concepts taught and bring forth the knowledge to all future nursing courses.

I understand it is required to participate fully in final semester activities such as those required by the program and NCLEX review.

I realize that it is essential to this learning environment to maintain respect for the rights of others seeking to learn, respect for the instructor's professionalism, and the general goals of academic freedom. Student conduct that is rude, intimidating, or demeaning and disrupts the learning process will not be tolerated and will lead to disciplinary action and/or removal from class. The instructor has primary responsibility for and control over classroom behavior and maintenance of academic integrity.

**By signing my name and writing the date in the appropriate spaces below, I am attesting that I have read, understand, and accept the conditions of the entire “I Understand” document and that I will be held to the contents as written. I have retained a copy of the “I Understand” document for my records.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 7**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**FIELD TRIP AND STUDENT ACTIVITIES PERMISSION, RELEASE OF LIABILITY,  
AND MEDICAL RELEASE FORM**

Print Name: \_\_\_\_\_ Student Club/Organization: **Student Nurse Association**

I hereby expressly consent to participate in club-sponsored field trips, training, and activities. I acknowledge that such participation includes but is not limited to training for, participation in, attendance at, travel to (public or private), or other involvement in any and all parts of the activity.

I understand that the activity involves inherent other risks of INJURY. I voluntarily agree to expressly assume all such risks that may result from the activity or in any way related to my participation in the activity.

In consideration of the right to participate in the activity, I hereby release from any legal liability Northwest Arkansas Community College ("NWACC") and its trustees, employees, faculty, staff, agents, instructors, and all individuals assisting with the activity for injury or death caused by or resulting from my participation in the activity or in any way connected with my participation in the activity, whether such injury or death was caused by the alleged negligence of NWACC, another participant, or any other person or cause. This agreement will apply for every day I engage in the above-listed student club/organization activity from **January 5, 2026 to May 30, 2026** without requiring me to sign an additional form for each day or activity.

I further agree to defend and indemnify NWACC for loss or damage, including any that result from claims or lawsuits for personal injury, death, or personal property damage relating to the activity or use of NWACC facilities or equipment.

I represent that I am in satisfactory physical condition to participate in the activity. I authorize any person connected with the activity or NWACC to administer first aid to me as they deem necessary. I authorize medical and surgical care and transportation to a medical facility or hospital for treatment necessary for my well-being at my expense.

This agreement is governed by the laws of the State of Arkansas, and exclusive jurisdiction shall be in the circuit court of Benton County, Arkansas, or the United States District Court, Fayetteville, Arkansas division. If any part of the agreement is determined to be unenforceable, all other parts shall be given full force and effect. The undersigned parent or guardian acknowledges that she/he is signing this agreement on behalf of a minor and that the minor shall be bound by the terms of the agreement. This agreement shall be binding on the participant's assignees, subrogors, heirs, next of kin, executors, and personal representatives.

**I HAVE READ, UNDERSTOOD, AND AGREE TO THE TERMS OF THIS RELEASE OF LIABILITY AGREEMENT**

Signature of Participant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian (If Participant is under 18) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ In the Event of an Emergency Please Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Received By: SNA Advisor for the school year 2026-2027

Date:

## FORM 8

### Northwest Arkansas Community College Associate Degree Nursing Program

#### TECHNICAL STANDARDS

Students who wish to pursue a career in Nursing must meet the following essential minimal physical, mental, and job standards to successfully complete the educational activities in the Nursing program. Admission to the NWACC Nursing program is conditional on the candidate's ability to satisfy these technical standards, with or without reasonable accommodation. Reasonable accommodations will be made on an individual basis. Students with special needs are encouraged to identify themselves with the Program Director and the Disability Resource Center for reasonable accommodations. Reasonable accommodations will be based on current documentation provided to the Disability Resource Center. The following technical standards and essential skills are functions that must be met with or without reasonable accommodations:

##### Gross Motor Skills:

- Move within confined spaces.
- Maintain balance in multiple positions.
- Reach above shoulders/overhead (IV poles, monitors, etc.)
- Reach below the waist (electrical plugs, etc.)
- Reach in front (assist the patient with arms out)

##### Fine Motor Skills:

- Pick up objects with hands.
- Grasp small objects with hands (IV tubing, pencils, electrode patches, etc.)
- Write with a pen.
- Use computer (type)
- Pinch/pick or otherwise work with fingers (use a syringe, etc.)
- Twist at the waist
- Twist wrists/hands (turn objects/knobs using hands)
- Squeeze with fingers (eye droppers, bulb syringes, ear bulb, etc.)

##### Physical Endurance:

- Walk long distances (transfer patients, etc.)
- Stand (at the patient's side during surgery, therapeutic procedure, etc.)
- Sustain repetitive movement (CPR compressions, bagging, etc.)
- Maintain physical tolerance (stand/walk/work on your feet 8- 12 hours at a time with 30-minute lunch break and two 15-minute breaks).

##### Physical Strength:

- Push and pull 50 pounds (position patient, move equipment, etc.)
- Support 50 pounds of weight (ambulate patient, assist to bedside toilet, etc.)
- Lift 50 pounds (pick up a child, transfer a patient, etc.)
- Carry equipment/supplies.
- Use upper body strength (CPR, physically restrain patient, etc.)
- Squeeze with hands (operate fire extinguisher)

##### Mobility:

- Twist
- Bend
- Stoop/squat
- Move quickly (response to emergency)
- Climb stairs.
- Walk

Initial \_\_\_\_\_

- Stand

Hearing:

- Hear normal speaking-level sounds (person-to-person)
- Hear faint voices.
- Hear faint body sounds (blood pressure, lung sounds, heart sounds, placement of tubes)
- Hear in situations when not able to see mouth (when masks are being used)
- Hear alarms (monitors, fire alarms, code alarms, call light)

Visual:

- See information up to 24 inches away (monitors, computer screens, skin conditions)
- See objects up to 20 feet away (patient in the room)
- Use depth perception.
- Use of peripheral vision
- Distinguish color and color intensity (flushed, ashen-colored, or pale skin, color of labels)

Tactile:

- Feel vibrations (pulses)
- Detect temperature (temperature of skin, IV solutions, etc.)
- Feel differences in skin characteristics (rash, turgor, etc.)
- Feel differences in sizes and shapes (palpate veins, body landmarks, etc.)
- Detect environmental temperatures.

Smell:

- Detect odors (drainage, alcohol, smoke, gases, etc.)

Environment:

- Tolerate strong soaps.
- Tolerate strong odors.
- Tolerate disturbing sounds (vomiting, diarrhea, coughing from trach)

Reading:

- Read and understand written documents (charts, orders, flow sheets, graphics)
- Read digital displays.

Math:

- Comprehend and interpret graphic trends.
- Calibrate equipment.
- Convert to and from the metric system, apothecaries', and American system (dosage calculations)
- Tell time.
- Measure time (CPR, contractions)
- Count rates (drip rates, pulse)
- Read and interpret measurement tools (measure tapes and scales)
- Add, subtract, multiply, and divide.
- Compute fractions and decimals (dosage calculations)
- Document numbers in records using computerized database

Emotional Stability

- Establish professional relationships.
- Provide emotional support (patients and families)
- Adapt to Changing environments/stress.
- Deal with the unexpected (patient crash, death, etc.)
- Focus attention on the task.

**Initial** \_\_\_\_\_

- Cope with your own emotions
- Multitask
- Cope with strong emotions in others (family grieving, patient upset, etc.)

Analytical thinking

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources.
- Analyze and interpret abstract and concrete data.
- Evaluate outcomes.
- Problem solves.
- Prioritize tasks.
- Use long-term memory.
- Use short-term memory.
- Synthesize knowledge and skills.
- Sequence information
- Independent decision making
- Adapt decisions based on new information.

Interpersonal Skills:

- Establish rapport with families, patients, and the health care team.
- Respect/value cultural differences
- Negotiate interpersonal conflict.

Communication Skills:

- Teach (patient and family)
- Influence people
- Direct/manage/delegate activities to others.
- Speak English
- Write English
- Listen/comprehend spoken/written work.
- Collaborate with others
- Manage information.

The student must notify the Program Director if there is any change to their ability to meet the technical standards while enrolled in the NWACC Nursing Program.

I certify that I have read and understand the technical standards listed above, and I believe, to the best of my knowledge, that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards, I will not be admitted into the program at this time.

I, \_\_\_\_\_ have read & understand the requirements as listed.  
(Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 9

### Northwest Arkansas Community College Associate Degree Nursing Program

#### PROFESSIONAL BEHAVIOR

Professional Behavior is defined as:

Those behaviors which encompass legal and ethical actions include but are not limited to:

1. Acting in a responsible manner
2. Being truthful in written and verbal communications
3. Treating all individuals with respect and dignity
4. Adhering to confidentiality policy
5. Abiding by policy and procedures outlined in the Health Professions Division Handbook, NWACC College Catalog, the NWAC Student Handbook, Program Specific Policy and Procedure Manual, Emergency Manual, and the policies of the affiliate health care facilities.
6. Adhering to high ethical standards and following the ethical standards for the individual programs
7. Adhering to legal standards, including following the state law/practice act and rules and regulations for the individual programs
8. Acting in a dependable manner, including being on time and fulfilling assigned duties.
9. Presenting oneself in an appropriate manner, including dress, language, and demeanor.
10. Demonstrating initiative and motivation within the legal and ethical boundaries
11. Demonstrating empathy, including listening, understanding, sharing, and sensitivity to another's perceptions of the situation.
12. Work in cooperation with other students, patients, and healthcare members
13. Follow appropriate supervisory processes, including following the chain of command and giving and receiving constructive feedback.
14. Cell phones/Electronic Smart Devices—Using cell phones in the classroom can be distracting to both the instructor and other students. Therefore, the following policies are in place:
  - a) Cell phones/electronic smart devices are to be on silent mode during classroom activities. Cell phone/electronic smart device applications such as calculators and specialty programs may be used at the instructor's discretion during laboratory and clinical sessions.
  - b) Use of cell phones/electronic smart devices in the clinical setting may be prohibited.
  - c) The use of cell phones/electronic smart devices for any reason during an examination will result in the student receiving a zero for that test, and the student will be asked to leave the classroom until the next class break.

#### Unsafe behavior is defined as:

- Any behavior that does or has the potential to cause injury or death, lengthen the hospital stay, or prolong the patient's recovery process.
- Inappropriate or harmful behavior with a deceased patient.
- Actions that may cause injury or death to any coworker, fellow student, or bystander.
- Anything a student may do to cause a risk of potential harm to themselves.

Unsafe behavior includes but is not limited to:

1. Being unprepared for patient care
2. Not knowing the patient's current condition
3. Using equipment with which the student has not been trained.

4. Not knowing the actions, side effects, or medication dosage before administration.
5. Not knowing the indications, contraindications, or hazards of procedures or treatments.
6. Not following approved therapeutic procedures or protocols.
7. Telling untruths or omitting facts
8. Placing or leaving a patient in an unsafe situation
9. Failing to report changes in the patient's condition.
10. Failing to report any patient error.
11. Failing to report medication administration errors.
12. Inaccurate or false documentation
13. Performing inappropriate or non-prescribed treatment
14. Withholding patient information
15. Performing any discipline-related activity that endangers another individual or self.
16. Performing any function outside the scope of practice
17. Performing an advanced procedure without direct supervision
18. Substance abuse in the classroom and/or clinical setting
19. Impairment for any reason, including lack of sleep or using prescribed or over-the-counter medications.
20. Assuming inappropriate independence in actions or decisions
21. Assuming an inappropriate level of independence when performing a procedure for which the student is inadequately prepared or unsure how to proceed

At any time during clinical or lab experience, when unsafe behavior occurs, or the student makes an error, that student must report immediately to the clinical or lab instructor so that corrective measures may be made. The NWACC Health Professions Faculty/Clinical Coordinator/ACCE will be notified per program policy.

If any of these behaviors happen, they will be immediately reported to the director, and the person will be dismissed from the nursing program.

#### Disciplinary Procedure:

Upon observation or notification of unprofessional or unsafe behaviors, the following activities will occur:

Investigation and initiation of the disciplinary procedure

The student will be suspended from clinical experiences during the investigation and disciplinary process.

If an unprofessional or unsafe behavior is determined, the student will receive disciplinary actions including up to dismissal from the program and ineligibility for readmission.

Please refer to the Student Handbook Section of the NWACC College Catalog for the Academic Complaint and Grievance Procedure to begin the Appeals Process

Unprofessional Behavior includes but is not limited to:

1. Lying
2. Falsifying documentation of any type, including patient records
3. Profanity
4. Physical altercation of any type
5. Improper/inappropriate dress or lack of hygiene
6. Discuss the patient(s) you encounter in a demeaning manner.
7. Taking excessive breaks or simply trying to avoid work (laziness)
8. Failure to monitor NWACC e-mail and/or NWACC learning management system (Canvas) for official communications.
9. Tardiness

10. Disrespectful communication with peers, professors, CI's patients, etc...
11. Excessive absenteeism, see individual program handbook on attendance policies.
12. Failure to communicate with the appropriate faculty any circumstances that would alter your abilities to complete course requirements.
13. Use of prohibited electronic devices during coursework, for non-educational purposes, and in violation of individual program, clinical, laboratory, or classroom policies. See specific program policies for more information.
14. Eliciting conflict
15. Cheating
16. Plagiarism
17. Unprepared in class and/or clinical settings
18. Poor attitude

If any of these behaviors happen, they will be immediately reported to the director, and the person will be written up for unprofessional practice.

**I agree that I have read and understand the above policy.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 10**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**ATTENDANCE AND PARTICIPATION POLICY**

The Nursing Faculty believes that in-person and/or online classroom attendance and active participation are essential to academic achievement and professional development. Due to the nature of nursing, a practice discipline, safe performance dictates that learning in class be transferred to clinical decision-making. Any absence can leave the student with information gaps, jeopardizing client safety and care. Students are expected to actively participate every week and turn in completed assignments on time.

If it is necessary to miss a class due to illness or other life events, the student must notify the instructor /professor by phone or e-mail before class or assignments are due and submit proper documentation to receive an excused absence. The Nursing Program follows the NWACC class attendance policy. (See the current College Catalog.)

1. Assignments will not be accepted if turned in late, and students will be given a zero for the assignment. There are no exceptions.
2. The student is responsible for reading the textbook and material.
3. PowerPoints may be provided in class but are not mandatory.
4. There will be no study sessions or study guides provided. Students who need remediation or tutoring will contact the tutor (see course syllabus).
5. Any student with a disability or medical concern that may impact access to or progress in this course is encouraged to contact the Disability Resource Center (DRC), see Student Handbook.

**I agree that I have read and understand the above policy.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 11**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**CLINICAL AND LAB EXPECTATIONS NURSING PROGRAM**

Students are expected to notify the course instructor and clinical instructor in advance of being absent or tardy for clinical. Failure to notify the instructor is considered a 'no call, no show,' which may lead to the student being dropped from the course.

Student absences may not exceed more than one (1) clinical day. A clinical day could be up to 12 hours, depending on your course and instructor. If clinical absences exceed more than one day, the student will fail the clinical portion of the course. ALL absences will require the completion of an additional assignment.

Any extenuating circumstances may be appealed to the Director of Nursing Education. The student must provide all appropriate documentation for this process to be considered to maintain good standing in the course.

Please see the student handbook related to filing an appeal. All missed clinical and lab hours must be made up if lab/clinical experiences are available. If make-up is not possible, the student will not be able to meet clinical outcomes/objectives and will fail the course. Due to this, it is highly advisable to attend all clinicals or labs unless absolutely unavoidable.

Students arriving less than 10 minutes late are considered tardy and will be counseled. Any student who arrives greater than ten (10) minutes late to either clinical or lab will be considered absent that day and will not be allowed to stay. Students who arrive without proper equipment, supplies, or assignments will also be sent home and accumulate an absence for the day. Two tardies of less than ten (10) minutes will be equivalent to one day of clinical absence. Any student who acquires clinical absence will receive written counseling regarding the occurrence, which will be placed in the student's file.

A minimum numerical grade of 78% in theory and an overall clinical grade of "satisfactory" are required to pass any nursing course.

**I agree that I have read and understand the above policy.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 12**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**SUBSTANCE ABUSE COMPLIANCE CONTRACT**

I, \_\_\_\_\_ have read the substance abuse policy and agree, as a Health Professions student of NWACC, to comply with all aspects of the policy as written. Furthermore, I agree with the provisions in determining suspension and accept the conditions of re-acceptance as outlined.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Faculty Signature \_\_\_\_\_

**FORM 13**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**OSHA & HIPAA REQUIREMENTS POLICY AND FORM**

Each Health Professions student will be required to attend an OSHA (included in hospital orientation) and HIPAA (included in hospital orientation) guidelines/requirements workshop prior to their first clinical rotation either during a hospital orientation or via a Health Professions instructor.

You are to have your instructor sign the OSHA and HIPAA requirements/guidelines form and return the form to your Health Professions program director prior to your first clinical rotation.

I, \_\_\_\_\_, have attended a hospital and/or Health Professions program approved OSHA & HIPAA meeting regarding requirements/guidelines.

Date of Attendance: \_\_\_\_\_

Date Clinicals Begin: \_\_\_\_\_

Date Returned to Health Professions program director or clinical coordinator at NWACC: \_\_\_\_\_

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Faculty Signature \_\_\_\_\_

**FORM 14**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**PERSONAL INJURY AND/OR ILLNESS WAIVER/PROOF OF HEALTH INSURANCE**

The discipline of each Health Professions Program requires a student to perform many manual and physical tasks and duties. Each Health Professions Program will attempt to educate and train its students in the proper use of body mechanics and preventive skills to avoid bodily injuries and/or illness/infection from hazards encountered in the clinical environment. It is each student's responsibility to practice the skills and techniques taught and not to exceed their limitations.

If, however, an injury and/or illness/infection does occur during class sessions, lab sessions, or clinical rotations, I will not hold NorthWest Arkansas Community College or the affiliated institution responsible. Neither NWACC nor an affiliated institution will assume the responsibility for medical costs or compensation. I, the student, will incur all medical expenses.

It is required that nursing students maintain some form of personal health insurance. This must be kept current at all times throughout the program. Failure to do so or providing false information can result in dismissal from the program.

Students must be aware that they are entering a profession that, at times, may place them in situations that could be hazardous to their health and cause the students to incur medical expenses as a result. If medical treatment becomes necessary, I will not hold NWACC or the clinical affiliate responsible for any medical costs.

**Proof of Insurance:**

Carrier: \_\_\_\_\_

Policy Number: \_\_\_\_\_

By signing, I agree I have read and understand this document and its contents.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Faculty Signature \_\_\_\_\_

## FORM 15

### ARKANSAS STATE BOARD OF NURSING (ASBN) BACKGROUND CHECKS FOR NATIONAL COUNCIL LICENSURE EXAM (NCLEX-RN )

Graduating from a nursing program does not assure ASBN's licensure examination approval.

Individuals who have been found guilty of a crime, have been involved with or convicted of illegal drug use or substance abuse, or who have been declared judicially incompetent may not be allowed to sit for the examination leading to licensure.

17-87-312. Criminal background checks.

(a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Division of Arkansas State Police for a state and national criminal background check to be conducted by the Federal Bureau of Investigation.

(1) When a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.

A. The check shall conform to the applicable federal standards and include taking fingerprints.

B. The applicant shall sign a release of information to the board and shall be responsible to the Division of Arkansas State Police for paying any fee associated with the criminal background check.

C. Upon completion of the criminal background check, the Identification Bureau of the Division of Arkansas State Police shall forward all relevant information obtained concerning the applicant to the board.

D. For purposes of this section, the board shall follow the licensing restrictions based on criminal records under § 17-3-102.

1. The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the criminal background check results.

2. The permit shall be valid for no more than six (6) months. (g)

(1) Any information received by the board from the Identification Bureau of the Division of Arkansas State Police under this section shall not be available for examination except by:

(A) The affected applicant for licensure or their authorized representative or

(B) The person whose license is subject to revocation or their authorized representative.

(2) No record, file, or document shall be removed from the custody of the Division of Arkansas State Police.

(h) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(i) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(j) The board shall adopt the necessary rules to fully implement the provisions of this section.

(1) The board may participate at the state and federal level in programs that provide notification of an arrest after an initial background check conducted through available governmental systems.

(2) The board may submit an applicant's fingerprints to the federal Next Generation Identification system.

(3) The fingerprints may be searched by future submissions to the Next Generation Identification system, including latent fingerprint searches.

(4) An applicant enrolled in the Next Generation Identification system is not required to re-fingerprint when a subsequent request for a state or federal criminal history background check is required if:

(A) A legible set of the applicant's fingerprints is obtained when the applicant enrolls in the Next Generation Identification system and

(B) The applicant is subject to the Rap Back service of the Next Generation Identification system.

(1) The Identification Bureau of the Division of Arkansas State Police and the Federal Bureau of Investigation may maintain fingerprints in the Integrated Automated Fingerprint Identification System.

**17-3-102. Licensing restrictions based on criminal records.**

(a) An individual is not eligible to receive or hold a license issued by a licensing entity if that individual has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court unless the conviction was lawfully sealed under the Comprehensive Criminal Record Sealing Act of 2013, § 16-90-1401 et seq., or otherwise previously sealed, pardoned or expunged under prior law:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree and second degree as prohibited in §§ 5-10-102 and 5-10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211 if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

(16) Sexual indecency with a child as prohibited in § 5-14-110;

(17) Sexual extortion as prohibited in § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 — 5-14-127;

(19) Incest as prohibited in § 5-26-202;

- (20) Offenses against the family as prohibited in §§ 5-26-303 — 5-26-306;
  - (21) Endangering the welfare of an incompetent person in the first degree, as prohibited in § 5-27-201;
  - (22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;
  - (23) Permitting the abuse of a minor as prohibited in § 5-27- 221;
  - (24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering, or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 — 5-27-305, 5-27-402, and 5-27-403;
  - (25) Computer child pornography as prohibited in § 5-27-603;
  - (26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;
  - (27) Felony adult abuse as prohibited in § 5-28-103;
  - (28) Theft of property as prohibited in § 5-36-103;
  - (29) Theft by receiving as prohibited in § 5-36-106;
  - (30) Arson as prohibited in § 5-38-301;
  - (31) Burglary as prohibited in § 5-39-201;
  - (32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 — 5-64-510, as prohibited in the former § 5-64-401, and §§ 5-64- 419 — 5-64-442;
  - (33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;
  - (34) Stalking as prohibited in § 5-71-229;
  - (35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection; and
  - (36) All other crimes referenced in this title.
- (b) (1) If an individual has been convicted of a crime listed in subsection (a) of this section, a licensing entity may waive disqualification or revocation of a license based on the conviction if a request for a waiver is made by:
- (A) An affected applicant for a license; or
  - (B) The individual holding a license is subject to revocation.
- (2) A basis upon which a waiver may be granted includes, without limitation:
- (A) The age at which the offense was committed;
  - (B) The circumstances surrounding the offense;
  - (C) The length of time since the offense was committed;
  - (D) Subsequent work history since the offense was committed;
  - (E) Employment references since the offense was committed;
  - (F) Character references since the offense was committed;

(G) Relevance of the offense to the occupational license; and

(H) Other evidence demonstrates that the licensure of the applicant does not pose a threat to the health or safety of the public.

(c) If an individual has a valid criminal conviction for an offense that could disqualify the individual from receiving a license, the disqualification shall not be considered for more than five (5) years from the date of conviction or incarceration or on which probation ends, whichever date is the latest, if the individual:

(A) Was not convicted for committing a violent or sexual offense; and

(B) Has not been convicted of any other offense during the five-year disqualification period.

(d) A licensing entity shall not, as a basis upon which a license may be granted or denied:

(1) Use vague or generic terms, including without limitation the phrase "moral turpitude" and "good character"; or

(2) Consider arrests without a subsequent conviction.

(e) Due to the severe nature of the offenses, the following shall result in permanent disqualification for licensure:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(3) Kidnapping as prohibited in § 5-11-102;

(4) Aggravated assault upon a law enforcement officer or an employee of a correctional facility as prohibited in § 5-13-211 if a Class Y felony;

(5) Rape as prohibited in § 5-14-103;

(6) Sexual extortion as prohibited in § 5-14-113;

(7) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(8) Incest as prohibited in § 5-26-202;

(9) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(10) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(11) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

(12) Arson as prohibited in § 5-38-301.

(f) This chapter does not preclude a licensing entity from taking emergency action against a licensee as authorized under § 25-15-211 for the sake of public health, safety, or welfare.

(g) The permanent disqualification for an offense listed in subsection (e) of this section does not apply to an individual who holds a valid license on the effective date of this chapter.

I have read and understand the above ARSBN policy and understand that even if I complete the NWACC Nursing Education requirements, it does not guarantee that I will be able to sit for the NCLEX-RN due to state board of nursing restrictions.

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 16**

**Northwest Arkansas Community College Associate Degree Nursing Program**

**CASTLE BRANCH ACCOUNT**

Your Castle Branch account must be up to date by the deadline provided by the clinical coordinator, or you will not be allowed to continue in your current nursing course(s).

All paperwork must be complete and accurate when turned in, or it will not be accepted.

Clinical requirements may be required before the start of the student's next semester so that they are submitted within the timeframe required by our clinical partners.

You are required to confirm that Castle Branch has not rejected documentation or whether further action is needed.

A dilute negative on a urine drug screen is NOT considered negative and must be repeated within 5 days after it is resulted or will not be accepted. A repeat dilute negative may prevent you from attending clinical. You must call Castle Branch to obtain a new drug screen code.

Clinical requirements must not expire until the END of the semester.

Our clinical facilities will no longer accept late or incomplete documentation.

Deadlines will NOT be extended.

If all requirements are not met, you cannot attend clinical, simulation, or lab and will receive a clinical absence.

It is not the clinical coordinator's nor any faculty member's responsibility to manage whether you are fulfilling your requirements as specified in the nursing student handbook.

**By signing this addendum, you take full responsibility for your Castle Branch account and understand there will be no options if this is not completed by the deadline.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 17**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH NURSING PROGRAM  
EMPLOYMENT DURING NURSING SCHOOL**

Working outside of school is not recommended due to the time required for class, clinical, lab, and study outside of the classroom environment.

If a student must work:

The recommended hours for employment during nursing school for Track 1 is 20 hours per week or less.

The recommended hours for employment during nursing school for Track 2 fall and spring semesters is 16 hours per week or less and 0 hours for the summer semesters.

Students are not allowed to work the night before attending clinicals as this is an unsafe practice. If this happens, the student will be sent home from clinical, and an absence will be given. If this is done a second time, the student will be dismissed from the course.

A student who falls asleep during clinical will be sent home and dismissed from the nursing program for the semester.

**By signing, I agree that I have read and understand the above information.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_

**FORM 18**

**NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH NURSING PROGRAM**

**Patient Simulation Lab Confidentiality Statement Photography Release**

Printed Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

NorthWest Arkansas Community College and Nursing Health Professions Department supports the Code of Honor. Students are expected to keep all events, procedures, and information used in conjunction with the Patient Simulation Lab strictly confidential. This includes patient history information obtained prior to the actual experience, as well as information obtained and used in the report and post- debriefing.

Students are not to share information about their simulation with other students. Violation of the confidentiality statement is a violation of the code of honor and may lead to consequences for the student.

I have read the statement above, understand it, and agree to abide by it. I agree to allow NorthWest Arkansas Community College to record and/or photograph my performance in the Patient Simulation Lab for teaching purposes. I understand that if I do not consent that I will not be allowed to participate in the simulation experience.

Signature of Student: \_\_\_\_\_

**Patient Simulation Lab Fiction Contract**

The purpose of simulation-based healthcare training is for you to develop skills, including judgment and reasoning, for the care of real patients. Using patient simulators and simulation teaching techniques, your instructors will re-create realistic patient care situations. The realism of each simulation may vary depending upon the learning goals for the session. The simulation environment and patient have certain limitations in their ability to exactly mirror real life. When participating in the simulations, your role is to assume all aspects of practicing healthcare provider’s professional behavior. Additionally, when a gap occurs between simulated reality and actual reality, it is expected that you will try to understand the goals of the learning session and behave accordingly.

Instructor Responsibilities:

- Create goal-oriented, practical simulations based upon measurable learning objectives.
- Add enough realism to each simulation so that the learner receives enough clues to identify and solve a problem.
- Set and maintain an engaging learning environment.
- Provoke interesting and engaging discussions and foster reflective practice.
- Identify performance gaps and help close the gaps.
- 

Learner Responsibilities:

- Suspend judgment of realism for any given simulation in exchange for the promise of learning new knowledge and skills.
- Maintain a genuine desire to learn even when the suspension of disbelief becomes difficult.
- Treat the simulated patient with the same care, dignity, and respect as an actual patient.

Signature of Student: \_\_\_\_\_

## FORM 19

### NORTHWEST ARKANSAS COMMUNITY COLLEGE HEALTH NURSING PROGRAM

#### Nursing Skills Lab Policy (11665)

##### Skills Validation Requirement:

The student must successfully validate 50% of attempted skills validations on the first attempt. Failure of more than 50% of the skills validations or failure of any skill validations on the second attempt will result in failure of the course.

Students will only be allowed the following number of skills remediations per semester:

- Fundamentals: Two (2) Skill Remediations
- Adult 1: Three (3) Skill Remediations
- Adult 2: One (1) Skill Remediation
- Adult 3: One (1) Skill Remediation

If unsuccessful on the first attempt at any skill validation, the student must contact the Lab Coordinator to schedule a time for a skills remediation before the second attempt. Unsuccessful attempts are cumulative and will still be noted as unsuccessful even if the student has remediated.

For example: if a Fundamentals student has an unsuccessful attempt on both Physical Assessment and Intramuscular Injection. When the student remediates, and is successful at both validations, they are still considered as unsuccessful until the end of the current term. Therefore, if they are unsuccessful on ANY other validation, they will be removed from the program.

Students must wait a minimum of 24 hours and a maximum of 7 days to complete remediation and validation.

Failure to complete required skills validations prior to attending clinical rotations will result in failure of the course. All validations must be passed successfully prior to going to any clinical, lab, or simulation.

##### Required Open Lab Time:

Some Med-Surg courses have a set number of hours each student must attend open lab during the semester. If these lab hours are not met, the student will fail the clinical portion of the course. See the course syllabus for details.

##### Required Open Lab Times by Semester:

- Fundamentals: 10 Hours
- Adult 1: 8 Hours
- Adult 2: 6 Hours

**I understand these updated Lab Policies are in effect this semester and each student will be held to these updated policies.**

Student Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_