

South Central College Nursing

**2025-2026**

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### Forward

This South Central College (SCC) Nursing Program Student Handbook has been prepared for use by the students enrolled and the faculty teaching within the Associate of Science Nursing (ASN) Degree, LPN to RN Pathway, and Practical Nursing (PN) Diploma programs at SCC. It addresses the general information, policies, and standards necessary to maintain an effective and efficient nursing education program. Students are held responsible for being informed of all nursing policies, procedures, and regulations, as published in this handbook. Nursing students are also responsible for the information published in the College Catalog and College e-Handbook. Students are further held responsible for any new student or nursing related policies or changes in existing policies, procedures, or standards. Students maybe will be informed of such changes via email, notices issued within the college’s chosen learning management system (LMS), student newsletters, and/or classroom announcements.

### Disclaimer

Every effort has been made to ensure the accuracy of the material contained in this handbook. However, all policies, procedures, clinical requirements/information/documentation, program information, and fees are subject to changes at any time by appropriate action of faculty, college administration, Dean of Health Sciences, Minnesota State Colleges and Universities Board of Trustees, Minnesota Board of Nursing, or Minnesota Legislature without prior notification. The provisions of this handbook do not constitute a contract between the student, the college, or the nursing program. Upon printing this handbook, all previous versions are revoked.

**Message to Students from the Dean of Health Science**

I am thrilled to extend my warmest congratulations to you on your acceptance into our esteemed nursing program at South Central College. Your dedication, passion, and academic achievements have truly set you apart, and we are excited to welcome you into our close-knit community of aspiring healthcare professionals.

Embarking on a journey in the field of nursing is not only a significant accomplishment but also a commitment to making a positive impact on the lives of others. Your decision to pursue this noble profession demonstrates your compassion, resilience, and dedication to promoting health and well-being.

As you step into this new chapter, rest assured that you are joining a community that values excellence, collaboration, and continuous learning. Our nursing program is designed to provide you with a comprehensive and rigorous education, equipping you with the knowledge and skills necessary to excel in the dynamic and rewarding field of healthcare.

Throughout your time with us, you will have the opportunity to learn from experienced faculty members, engage in hands- on clinical experiences, and collaborate with fellow students who share your passion for making a difference in the lives of others. We encourage you to embrace the challenges and opportunities that come your way, as they will undoubtedly contribute to your growth as a compassionate and competent healthcare professional.

We encourage you to use the Nursing Program Student Handbook as you progress through our nursing program. It is your guide to our program and faculty expectations.

Best wishes to you in your educational and career endeavors!

Warmest regards,

*Dr. Elizabeth Thompson*, DNP, RN, CNE, PHN

Dean of Health Science



Nursing Division Organizational Structure

**President of College**

*Dr Rita Raju*

**Vice President of Academic Affairs**

*Laura Attenberger*

**Vice President of Student Affairs**

*Dr. Judy Endres*

**Dean of Health Sciences**

*Dr. Elizabeth Thompson*

**Division Chair**

*Casey Fredrickson*

**Program Directors**

*Candy Mortenson-Klimpel, ASN*

*Leah Walters PN, LPN-ASN*

**Nursing Faculty - Unlimited**

*Andrea Mettler, Candy Mortenson-Klimpel, Jennifer Ongie-Jindra, Kim Lehrke,*

*Kristina Nowak, Kylie Krause, Leah Walters, & Matt Holicky*

**Administrative Assistant**

*Sommer Haynes*

**SCC NURSING PROGRAMS**

# Chapter 1: Mission, Vision, & Program Overview

## Nursing Program Mission Statement

The SCC Nursing Programs support an environment for learning which prepares competent, compassionate entry-level healthcare professionals.

The SCC Nursing Programs have common beliefs and values concerning human beings, health, nursing, community, and nursing education. These beliefs have a high priority for the faculty and will, therefore, have a strong influence on the Nursing Program and how it is implemented.

## Vision Statement

The South Central College (SCC) Nursing Programs will provide a supportive environment for learning which prepares students for licensure and entry into the workforce. The SCC Nursing Programs are committed to collaborative partnerships with healthcare agencies to support the nursing workforce trends and interests in our communities.

## Nursing Program Philosophy

We believe each student is a unique individual, shaped by culture, ethnicity, sexual identity, socioeconomic status, and environment. Faculty respect and support this diverse student population, enabling students to **flourish** as they work within our communities and beyond to achieve their academic and professional goals.

We believe all nurses are life-long learners, continuously developing their **professional identity**, knowledge, skills, and attitudes with a **spirit of inquiry** and improving upon **nursing judgment**. Employing student- centered learning strategies hold students responsible and accountable for their learning. Students take an active role in their own learning in partnership with faculty facilitating the assimilation of concepts and knowledge of practical nursing (PN) and professional nursing (ASN/RN).

We believe “nurses must show sound nursing judgment, continually develop their professional identity, and maintain a spirit of inquiry as they move into the world of nursing practice and beyond” (NLN, p. 32).

We support the belief of the National League for Nursing (NLN) Outcomes for both practical and professional nursing. We endorse the seven core values of the NLN Outcomes and Competency Framework Model: caring, diversity, ethics, excellence, holism, integrity, and client centeredness.

The six integrating concepts of the NLN Framework Model are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. These integrating concepts provide the supporting structure that leads from core values to program outcomes. Together, we believe they capture the essence of nursing we wish to instill in our students and have incorporated these core values into our Student Learning Outcomes and Curriculum.

## Approvals

**Minnesota Board of Nursing**

The SCC Professional Nursing Associate of Science in Nursing (ASN) Degree Program and Practical Nursing (PN) Diploma Program are approved by the Minnesota Board of Nursing (MN BON). The state board sets and regulates standards and provides approval of the nursing school curriculum designed to train nursing students to be eligible to sit for the National Council of Licensure Examination (NCLEX) examination.

## Regional Accreditation

SCC is approved for accreditation by the Commission on Institutions of Higher Education of the North Central. Association of Colleges and Schools.

Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

Phone: 800-621-7440

## Nursing Accreditation

The SCC ASN and PN programs received initial accreditation in 2017 by the Accreditation Commission for Education in Nursing (ACEN). South Central College’s Practical Nursing (PN) and Associate of Science in Nursing (ASN) programs are accredited by the Accreditation Commission for Education in Nursing (ACEN). In 2023, the PN program was awarded full continuing accreditation status. The ASN program was granted continuing accreditation with conditions. We are proud to share that in 2025, those conditions were successfully addressed and lifted, resulting in full accreditation status for the ASN program through 2030.

More information can be found at [www.acenursing.org.](http://www.acenursing.org/)

Accreditation Commission for Education in Nursing 3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone: 404-975-5000

## The National League for Nursing (NLN) Education Competencies Model

The NLN Education Competencies Model is an academic, multilayered framework designed to engage nursing students and nursing faculty in transformative, proactive, and collaborative learning with real-world practice (NLN, 2010). The entire curriculum of the ASN and PN programs is driven by the four NLN competencies, human flourishing, nursing judgment, professional identity, and spirit of inquiry, which are referenced by SCC as Student Learning Outcomes. The compliment of these Student Learning Outcomes allows SCC to meet the challenge of preparing student nurses for the future with the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare system in which they will work. These concepts are re-threaded throughout the Nursing programs.



## Guiding principles

Guiding principles of the NLN Educational Competencies model include Core Values, found at the base of the NLN model, and Integrating Concepts, structurally embracing the student learning outcomes. The aspects of these two principles are also incorporated into the curriculum of both nursing programs.

1. **Core Values**: The core values are foundational to all nursing practice and include caring, diversity, ethics, excellence, holism, integrity, and client-centeredness. The core values are found in our Nursing Philosophy Statement and throughout our curriculum.
2. **Integrating Concepts**: The six integrating concepts are context and environment, knowledge and science, personal and professional development, quality and safety, relationship-centered care, and teamwork. These integrating concepts provide the supporting structure that leads from the core values to the program outcomes. They are cross-walked and used as channels throughout the programs to allow communication, demonstrate leveling, and support ongoing learning and feedback on current nursing knowledge. Within each integrating concept are three components (also referred to as “apprenticeships”) —knowledge, practice, and ethical comportment.

## Student Learning Outcomes (SLOs)

The SCC Student Learning Outcomes (SLOs) are broad performance indicators of successful nursing education. Nurses must use their skills and knowledge to enhance ***human flourishing*** for their clients, their communities, and themselves. They should demonstrate sound ***nursing judgment*** and continually develop their ***professional identity****.* Nurses must also approach all responsibilities and concerns in a ***spirit of inquiry.*** All of these are essential program-specific nursing practice competencies included throughout the program.

End-of-program SLOs are measured at the completion of both nursing programs, using the ATI Comprehensive Predictors and a Terminal Simulation.

The following are the SCC SLOs:

ASSOCIATE OF SCIENCE (ASN) NURSING PROGRAM

* + **Human Flourishing:** Demonstrate nursing care that is client-centered, culturally sensitive, and based on the holistic needs of clients and families.
  + **Nursing Judgment:** Integrate sound nursing judgment in the provision of safe, quality care.
  + **Professional Identity:** Practice professional nursing in an ethical and legal manner that integrates integrity, accountability, leadership, teamwork, and collaboration.
  + **Spirit of Inquiry:** Contribute to the management of healthcare and continued quality improvement by incorporating evidence-based practice, cost containment, and current technology.

PRACTICAL NURSING (PN) DIPLOMA PROGRAM

* + **Human Flourishing:** Provide age-appropriate client-centered care while working with the interdisciplinary healthcare team.
  + **Nursing Judgment:** Will demonstrate safe nursing practice.
  + **Professional Identity:** Will function according to the LPN scope of practice, following legal and ethical principles within the healthcare team.
  + **Spirit of Inquiry:** Utilize best practice standards and information technology to enhance client care outcomes.

## Quality and Safety Education for Nurses (QSEN)

The QSEN Competencies support the SLOs outlined above. QSEN supports student learning by providing the knowledge, skills, and attitudes necessary for practice. At SCC, nursing students will be introduced to the QSEN competencies at the beginning of the Nursing program and achieve mastery at the completion of the program.

The ASN program at SCC uses the definitions for the QSEN competencies and knowledge, skills, and attitudes as outlined on the QSEN website located at <https://www.qsen.org/competencies-pre-licensure-ksas>

In the ASN program, each NLN competency is supported by and partnered with specific QSEN Competencies.

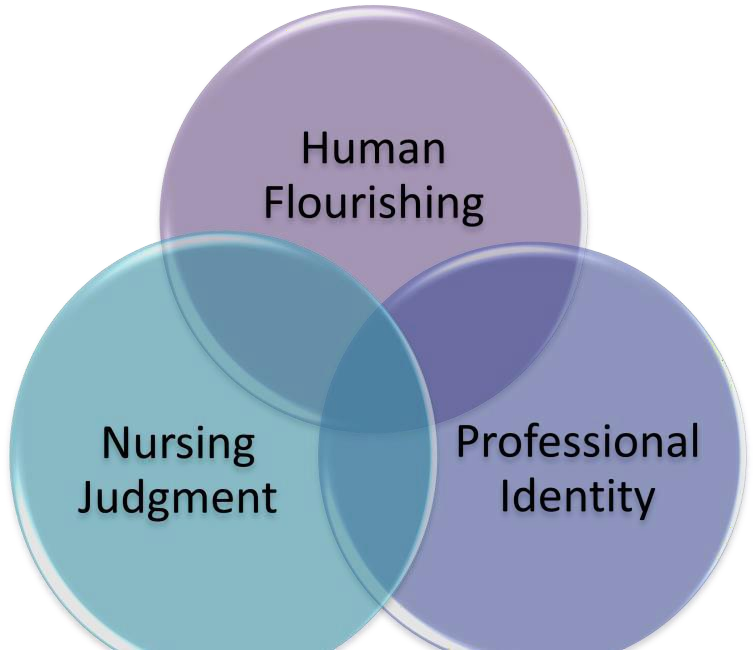
|  |  |
| --- | --- |
| **ASN Program Partnership with NLN and QSEN Competencies** | |
| NLN – Human Flourishing | Advocate for clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings. |
| Supported by QSEN Competency: | |
| Client-Centered Care | Recognize the client or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the client’s preferences, values, and needs. |

|  |  |
| --- | --- |
| NLN – Nursing Judgment | Make judgments in practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care, and that promotes the health of clients within a family and community context. |
| Supported by QSEN Competency: | |
| Safety | Minimize risk of harm to clients and providers through both system effectiveness and individual performance. |

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| NLN – Professional Identity | Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse clients within a family and community context. |
| Supported by QSEN Competency: | |
| Teamwork and Collaboration | Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality client care. |

|  |  |
| --- | --- |
| NLN – Spirit of Inquiry | Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for clients, families, and communities. |
| Supported by QSEN Competencies: | |
| Evidence-Based Practice | Nursing Integrate best current evidence with clinical expertise and client/family preferences and values for delivery of optimal healthcare. |
| Quality Improvement | Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of healthcare systems. |
| Informatics | Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making. |

## Diagram of Practical (PN) and Professional Nursing (ASN) Program SLOs:



Spirit of Inquiry

Human

Flourishing

Spirit of Inquiry

Nursing

Judgment

Professional

Identity

Quality Improvement

(QSEN)

Evidence Based Practice (QSEN)

Teamwork & Collaboration (QSEN)

Safety (QSEN)

Patient- Centered Care (QSEN)

Informatics (QSEN)

**SCC Institutional Core Competencies (ICCs)**

The ASN program and the PN program graduates will learn of the SCC Institutional Core Competencies (ICCs) throughout the program. The SCC ICCs are met through the achievement of the Student Learning Outcomes.

These are demonstrated in the program crosswalk available in WIDS – the Worldwide Instructional Design System used by SCC to help create and manage curriculum.

|  |  |
| --- | --- |
| **SCC Institutional Core Competencies** | **Definition** |
| **Civic Engagement and Social Responsibility** | Students will be able to demonstrate the ability to engage in the social responsibilities expected of a community member |
| **Communication** | Students will demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives. |
| **Critical and Creative Thinking** | Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for analyzing and evaluating ideas. |
| **Cultural Competence** | Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working, among others, with other worldviews and ways of life. |

## Overview of SCC Nursing Programs

SCC’s Nursing programs are committed to excellence and provide invaluable educational preparation through classroom, lab, simulation, and clinical experiences.

## Practical Nursing (PN) Diploma

The 40-credit Practical Nursing (PN) Diploma Program is for those students who are interested in becoming LPNs. This program prepares students to conduct a focused assessment on an individual client through the collection and comparison of data related to a client’s physical and mental functioning; report changes and responses to interventions to a registered nurse or appropriately licensed healthcare provider; administer prescribed medications; demonstrate effective therapeutic communication; provide thorough reporting and documentation and care for clients with a variety of disorders; perform technical nursing skills, and understand the importance of maintaining confidentiality. A student who completes the PN program is awarded a diploma and is eligible to take the National Council Licensure Examination (NCLEX-PN) for licensure as a Practical Nursing. See program plan in Appendix.

## Associate of Science in Nursing (ASN) Degree

The 64-credit Associate of Science degree in Nursing (ASN) prepares students for the role of a professional nurse, which includes providing safe and culturally competent care in a variety of settings. Students will learn to advocate for clients and families in ways that promote their self-determination, make judgments in practice substantiated with evidence, and understand the role and scope of practice, which reflects integrity, responsibility, and ethical practices. Students demonstrate a commitment to evidence- based practice, caring, advocacy, and safe, quality care for diverse clients within a family and community context. A spirit of inquiry allows students to learn to examine the evidence of clinical nursing practice. A student who completes the 64-credit program is awarded an ASN Degree and is eligible to take the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse. See program plan in Appendix.

## LPN to RN Transition Pathway

South Central College offers an LPN to RN pathway designed for licensed practical nurses who wish to advance their nursing careers by earning an Associate of Science in Nursing (ASN) degree. Students accepted into the pathway are granted 7 credits of advanced standing in recognition of prior nursing education and licensure. The program begins in the summer with two eight-week transition courses that establish the foundation for the RN role. Students then progress with their LPN to RN cohort through clinicals, labs, and nursing courses in the fall and spring semesters. In the final semester, students join traditional ASN students for a leadership and NCLEX preparation course. Graduates are eligible to apply for licensure as a registered nurse and sit for the NCLEX-RN exam.

## RN to BSN Completion Affiliations

Students earning an ASN may transfer credits to a four-year institution to work towards a Bachelor’s Degree in Nursing. Students will be required to take additional liberal arts and science (LAS) courses and should visit with whichever institution they wish to transfer to for further information. Advising students in pursuit of this additional academic pathway is supported by nursing faculty and Student Affairs staff. SCC Nursing Program has additional agreements with Minnesota State University at Mankato (MAP) and Metropolitan State University (Metro Plan), which promote early advising and reduced number of LAS courses. All MN State Colleges have articulation agreements with MN State Universities.

## Chapter 2: General Program Policies

Student policies at SCC and the Nursing Department are publicly accessible and available to all nursing students. Policies for students in the nursing programs are congruent with the Minnesota State and SCC Student Policies, are without discrimination, and are consistently applied. The Nursing Department uses the SCC Student Policies as its primary policy and procedure guideline for students. The policies of the Nursing Department and SCC Student Policies are available publicly on the college website and include both Student and Academic Policies. The nursing policies are also found in the Nursing Student Handbook located on the Nursing Department website.

The policy differences that exist in Nursing pertain to professional and clinical partner expectations. They are associated with end-of-program student learning outcomes and program outcomes. General Policies are program policies that apply to a student at all times. Students will be held to these policies during pre-nursing, application, upon acceptance to the program, and during the core Nursing program.

## Application Policy/Guidelines

1. Application is limited to **two** submissions of acceptance into each of the program areas (ASN, PN), which excludes the waitlist or denials for each program area.
2. Must be admitted to SCC *prior* to applying to nursing program.
3. Can only apply to one program at a time/per application cycle.
4. HSRT (Health Science Reasoning Test) entrance exam minimum score for acceptance:
   1. 70 for the ASN/Professional Program
   2. 70 for the PN/Practical Nursing Program
   3. Scores are honored for 1 year within an application cycle.
   4. Applicants may take the HSRT a maximum of two times per application period
      1. All testing must be completed in person at South Central College
      2. A minimum of 30 days must pass between first and second attempt.
5. At the time of application, GPA for required pre-nursing courses must be:
   1. 2.5 or higher for the PN Program.
   2. 2.7 or higher for the ASN Program.
   3. 2.7 or higher for LPN to ASN Pathway
6. Overall GPA must be 2.0 or higher
7. Applicants will be required to answer three (3) essay questions.
8. All pre-nursing and general education courses being considered for transfer must be equivalent. It is the student’s responsibility to be aware of course equivalence. Students should verify all courses meet equivalency with the SCC transfer specialists. All courses must be approved for equivalency before the end of the application window, or the application cannot be considered for that application cycle.
9. If transferring Anatomy and Physiology I & II from other MNState Colleges
   1. It is preferred that Anatomy and Physiology I & II be taken at the same college.
   2. If Anatomy & Physiology I & II are not taken at the same college, the student must present both syllabi to SCC for review to ensure all body systems have been taught with the application.
10. Must meet the 5-year science rule. (See Time Limit on Science Courses.)
11. Must be a certified nursing assistant on the registry with the MN Department of Health or, hold certification as a medical assistant, emergency medical technician, or paramedic.
12. The COMPLETE application must meet the application deadline. Late applications are NOT accepted and will not be reviewed.
    1. Application selection is based on rubric score considering the following areas:
       1. GPA of required pre-requisite courses
       2. HSRT
       3. Experiences and Attributes
       4. Previous Degrees
13. With the exception of the LPN to RN program, applications are accepted every fall and spring semester per below.

## Application Windows

|  |  |  |
| --- | --- | --- |
| ASN/PN - Fall Application  **Sept. 1 to Nov. 15** | January Start | Accept 32 (ASN/Professional)  Accept 24 (PN/Practical) |
| ASN/ PN – Spring Application  **April 1 to June 15** | August Start | Accept 32 (ASN/Professional)  Accept 24 (PN/Practical) |
| LPN to RN – Spring Application Only  **March 1 to April 15** | June Start | Accept 12 |

1. Admitted students must attend the Mandatory Welcome to Nursing Orientation Session, which is held before the start of the semester. Failure to attend may result in program dismissal.
2. Each student must acknowledge they have received access and reviewed the handbook. The SCC Nursing Program website will be the access location.

## General Education Course Repeat Policy

The courses to which the Course Repeat Violation Policy applies are those required for the Nursing program (preparatory and general education). *A course grade of C-, D, F, or withdrawal is considered a failed grade.* Applicable general education and pre-requisite courses taken may only be repeated one time following a successful attempt, which is receiving a grade of “C” or higher. Where there is more than one attempt at a course, the higher grade will be utilized in the nursing application processing. If a student requires more than 2 attempts to achieve a passing grade or if the student has failed three required preparatory courses, an appeal will be required before application is considered. See Nursing Program Admission Appeal Policy below.

## Nursing Program Admission Appeal Policy

This policy only applies to the Nursing program required pre-requisite or general education courses taken at SCC or any other college. South Central College students are allowed **one** appeal to *each* of the SCC Nursing programs for a course repeat violation. For example, a student can appeal to apply to the PN program and then, at a later date, appeal for consideration into the ASN program. An appeal is needed under the following two circumstances:

* 1. The same pre-requisite or general education course is failed twice.
  2. Three different pre-requisite or general education courses are failed.

Students in violation of repeat policies should work with their advisor to submit an appeal for admission. The following must be submitted at time of application. The following process should be followed:

1. Complete the application for the nursing program
2. Complete the Nursing Appeal Form found in Appendix F or on the SCC Nursing Program

Website.

1. Submit a copy of the student transcript/transcripts and/or DARS report.

The faculty and staff reviewing applications will also evaluate any submitted appeals. For admitted nursing students who need to submit an appeal, Nursing faculty will review submissions at the end of each semester. All required documentation must be submitted for an appeal request to be considered.

Students will be notified of appeal decisions within 15 days of the review by email from the Dean of Health Sciences. Students whose appeal is approved are responsible for clarifying and meeting any and all conditions outlined within their decision letter. **Students who fail to meet the conditions of their appeal will be prevented from entering or continuing in the Nursing Program**.

Student appeal denials will prevent student entry into the Nursing Program. As a result of a denied appeal, students may pursue another major at SCC or pursue nursing at another college institution. Student appeals made before curriculum, program, or degree changes will be upheld and will not be reconsidered.

## Time Limit on Science Courses

The science courses requested for the nursing program consist of the following chemistry and biology course: CHEM 108/110, BIOL 220/225/230/235/240, and 270, or their equivalent. These courses must have been completed successfully with a grade of “C” or higher.

\*\*Reminder: All science courses being considered for transfer must be equivalent. It is the student’s responsibility to confirm course equivalence with the SCC transfer specialist.

At the time of application to the core Nursing Program, the **LAST** science course completed (CHEM/BIOL) cannot be older than five years. Students with the **LAST** science credits older than five years will need to retake applicable science credits. An appeal is not required if courses are being retaken due to the 5-year limit. The five-year rule applies to science courses taken before application approval.

Example:

* BIOL 230 or BIOL 235 is a prerequisite to BIOL 240. A student would not have to repeat the BIOL 230 or BIOL 235 prerequisite of this class if older than five years as long as the BIOL 240 was passed successfully within 5 years.

## Clinical Registration and Placement

The Nursing faculty assigned to the position of Director(s) organizes clinical site assignments. Students will be registered for all clinical and lab sections by the director(s).

* ASN and PN semester one clinical location will be determined at welcome to nursing. Clinical placement for all other semesters will be completed at least 4 weeks before the clinical.
* Communication with the students about their clinical assignment (site, dates, and times) will be coordinated by the Director(s) and/or assigned Nursing faculty.
* With the exception of ASN and PN semester one students, requests to change clinical site assignments may be considered after initial placement announcements. Faculty will make every effort to release clinical assignments in advance to allow time for potential trades; however, due to clinical site availability and scheduling constraints, this may not always be possible. All change requests must be submitted to the Director and include documented agreement from all parties involved. The Director will make all final decisions regarding clinical site assignments, and changes are not guaranteed. Once assignments are finalized, no further changes will be accepted. The process for requesting changes will be communicated to students via their South Central College email.

## Required Clinical Documentation

Clinical requirements are set by clinical partners. It is SCC’s responsibility to inform students of the requirements and implement policies and procedures for student compliance. The clinical site partner with the most restrictive guidelines will be universally applied to all students in the SCC Nursing programs. Students enrolled in the Nursing Program will be required to provide initial program documentation as outlined in their acceptance letter. Failure to comply with all requirements and timely submission of documents will result in program dismissal. Vaccination and student health records will be disclosed, as needed, to the Dean of Health Science, Directors, faculty, and also to clinical sites and any clinical site the student is placed upon request.

* **New ASN and PN Semester One Students:** All required program documentation must be submitted at the Welcome to Nursing meeting, as outlined in the acceptance letter, unless alternative arrangements have been approved in advance.
* Returning Students: Required program documentation must be submitted no later than four weeks prior to the start of clinical orientation. Failure to meet this deadline may result in withdrawal from coursework or a failing grade (“F”) in the clinical course.
  + Students may return to clinical once their documentation is current and approved.
  + If the delay results in multiple missed clinical days, the instructor will assess whether the student can still meet course objectives. If not, the student must withdraw from the course or will receive an “F” and must request resequencing.

South Central College is required to maintain student documentation throughout enrollment and in accordance with the Minnesota State student record retention schedule. It is the student's responsibility to monitor expiration dates and submit updated documentation as needed. Students must retain personal copies of all materials prior to submission, as the Nursing Program does not provide copies or release submitted documentation.

### Background Study

Admission to the Nursing Program is **contingent** upon completing a successful background study and fingerprinting. Minnesota law requires background studies on all persons who provide services involving direct contact with clients and residents in facilities and programs approved by the Minnesota Department of Human Services (DHS) or the Minnesota Department of Health (MDH). These studies are conducted each year by the

DHS or a similar agency approved to perform the study for practice in Minnesota. Although these studies are paid for by student fees attached to the first semester clinical, students must pay out of pocket for the required fingerprinting. The student must submit the two-page background study form and a copy of their driver’s license to the nursing office.

* A student who is disqualified as a result of the study and whose qualifications are not set aside by the Commission of Health will not be permitted to start the program. If already in the program, a student who is disqualified will not be eligible to attend clinical, progress in the course, and potentially in the program. NOTE: A background study can be conducted or requested by a clinical site at any time.
* Background study documentation not submitted by the due date in the PN and ASN semester one will cause the student to forfeit their place in the program.

### Completion of a Student Health Record and health policies at clinical facilities

Students and the college may **not** waive or decline health policy or immunization requirements set by clinical affiliates. Students who do not abide by clinical affiliate health policy or immunization requirements may be unable to attend clinicals, which may result in course failure and dismissal from the program.

* Students must submit documentation of compliance with health policy requirements before specified deadlines noted in the above section.
* The health policy and immunization requirements set by our clinical affiliates may change at any time during the nursing program.
* Students will be required to complete and return information within the “Student Health Record” form
* Students are required to disclose limitations that may affect the care of a client at the clinical site with their clinical instructor. These may include, but are not limited to, lifting restrictions, hearing or vision impairments, etc. Clinical faculty may need to discuss these limitations with the Dean of Health Science and possibly the clinical site.
* In the event of pregnancy during the nursing program, notification is required to the Dean of Health Science to facilitate accommodation coordination.

The current and projected health policy and immunization requirements are as follows:

* MANTOUX: (PPD-skin test for tuberculosis)
* Upon admission:
  + A **Two-step** Mantoux with documentation of negative results. One to two weeks are required between steps one and two.
  + QuantiFERON-TB Gold (QFT-G) as an alternative to the 2-Step Mantoux.
  + For students with a history of a positive Mantoux or history of allergy to PPD, a negative chest X-Ray within 3 years of the application will be required. This chest X-Ray will not need to be repeated UNLESS the student develops symptoms of TB.

#### Annually:

* + Documentation of negative **one-step** Mantoux or QFT-G must be obtained. See the above exception for chest X-Ray.

### VACCINES:

Students must submit documentation as proof of immunity to the conditions listed below. This evidence can be provided through either a complete vaccination series or a documented blood titer indicating immunity. Please Note: students may be requested to submit documentation more than once based on their semester clinical site assignment. Students will be communicated of such requirement.

* + MMR - Measles, Mumps & Rubella
  + Varicella - Chicken Pox (history of disease will not be accepted)
  + Hepatitis B
  + Flu-completed each fall semester between September 1st - November 1st
  + Tdap with last tetanus vaccination within past 10 years
  + COVID-19 is not required, but highly recommended\*

\*Subject to change at any time in accordance with our clinical site partnership agreements

Some clinical sites require full compliance with all immunization protocols and do not permit declinations of any kind. The Nursing Program cannot guarantee alternative clinical placement for students who are unable to meet a site's immunization requirements. If no clinical placement can be secured, the student will be unable to complete the Nursing Program.

Immunization records can be obtained through the Minnesota Immunization Information Connection (MIIC), the state’s immunization registry. The local MIIC administrator, Immtrack, can be reached at 1-800-658-2877 or 1-507-304-4458 for assistance.

### Cardiopulmonary Resuscitation (CPR)

Evidence of current training in Cardiopulmonary Resuscitation (CPR) for all ages (infant through adult), also known as Basic Life Support for health care professionals.

Must obtain before 1st clinical and maintain current CPR certification, which includes:

1. **“Hands-on” practice for 2-rescuer scenarios for infants, children, and adults**
2. Foreign-body airway obstruction
3. Use of the bag-valve-mask device
4. Use of an automated external defibrillator
5. Both the American Heart Association and American Red Cross are acceptable providers.
6. An online course is not accepted. The course must have a laboratory practice component/hands-on testing.

\*\*Students will **not** be allowed to participate in clinical activities without current certification in CPR.

### Nursing malpractice liability insurance

Liability insurance is required for all nursing students and is paid through student fees attached to NURS clinical courses and covers the academic school year.

### Health Information Portability and Accountability Act (HIPPA)

Evidence of passing the on-line course completion of the Health Information Portability and Accountability Act (HIPAA) training. Students are required to submit evidence of successful completion of the online HIPAA training yearly.

* + HIPAA training access: [https://data-securitytraining.dhs.mn.gov](https://data-securitytraining.dhs.mn.gov/)
  + Three required training modules: Data Security and Privacy, How to Protect Individuals and to manage Information Security Problems

### Health Insurance Coverage

SCC Nursing Programs require health insurance coverage. Students are required to maintain health insurance during their college experience. Any healthcare costs incurred during the period a student is in the Nursing Program are the responsibility of the student. Student insurance is available for purchase through Minnesota State. Applications are available in the Student Affairs Center.

It is the students responsible to ensure that their current insurance card is uploaded into the nursing documentation as required by the program.

### Clinical Orientation requirements

Each semester, students must attend clinical orientation and complete the agency-required orientation materials. Attendance is mandatory as make-up sessions may not be possible. Missing a clinical orientation may result in clinical course failure.

### Due Process/Dispute Form

SCC believes in a student’s right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. South Central College (SCC) encourages students to use available informal means to have decisions reconsidered before filing an appeal. SCC suggests students who are dissatisfied and need guidance meet with their faculty advisor for assistance. If a student is unable to resolve the conflict through informal means, the following process should be followed:

PROCEDURE:

1. Students who wish to dispute points or grade must do so in writing directly with their instructor within 7 days of the points or grade being posted. Written dispute must include what points or grade are specifically being questioned, why the student believes it’s an error, and supporting written evidence directly from the course book with page number or evidence found within course material (ie power point, hand-outs, discussions, assignments, etc.) to demonstrate the correct answer. Failure to dispute points and/or grade within 7 days directly to the instructor in writing will mean the points or grade will not be changed.
2. If there is no resolution, the student will submit a request to dispute the assignment grade, exam grade or final course grade to the Dean of Health Sciences.
   1. Within 10 working days after receiving the dispute form, the Dean of Health Sciences will:
      1. Confirm the student has already met with and discussed concerns with the course instructor
      2. Ensure that no computational or other error has been made in reporting the grade,
      3. Meet with the student to review the dispute, and/or review the dispute with the faculty member and offer a perspective for the faculty member’s consideration

Should there be no resolution after the above procedure has been exhausted, the student has the right to proceed to a formal complaint/grievance process. The SCC Nursing Program adheres to the South Central College Complaint / Grievance Policy #3.0801 and Complaint / Grievance Procedure #3.0801.001

### ATI Resources and Agreements

ATI is a supportive learning system with many products are used throughout the curriculum and complements the nursing program's textbooks. It supplements course content to strengthen students’ individual learning needs. By accepting entrance into the SCC Nursing program, the student consents to use of ATI and all its provisions throughout the nursing program.

ATI assignments and proctored exams are incorporated into every class, with grading levels being determined by the faculty.

Students are required to purchase ATI resources each semester; however, they are included in student course fees associated with the following courses NURS 2240, 2320, 2420, 2520, 2205, 1110, & 1310. The purchase of the ATI Resource Bundle is non-refundable. If a student is re-sequenced, the student may incur a cost affiliated to required program resources and/or end-of-program testing for the returning semester.

In the first semester, students will begin using *ATI Content Mastery Series,* which includes physical textbooks and numerous online testing and academic resources, as well as a free test-taking strategy class. In the final semester, students will participate in *ATI Complete,* which encourages mastery of content and readiness for NLCEX preparation.

ATI Complete includes 4 components: 1) the Capstone Content Review, 2) Virtual ATI to Mastery Content, 3) Required 2- 3-day Live Review, and if required 4) the Virtual ATI Green Light. The student will be required to earn a virtual ATI Green Light if Comprehensive Predictor Score is less than 90% NCLEX Probability of Passing (PoP) on 2nd attempt during the assigned course. Students will receive an incomplete in their final semester course and will have 8 weeks to accomplish the virtual green light.

During these 8 weeks, the student will be supported by their ATI personal coach, as well as a mentor from the SCC faculty team.

Virtual ATI is a 12-week starting approximately at midterm in the last semester. It is personalized online partnerships to prepare every student for NCLEX success. Virtual ATI Review is scheduled in the last semester of both the ASN and PN programs. Every student is assigned an ATI personal coach who works with the student one-on-one to achieve the Green Light. Reaching the Green Light verifies the student has demonstrated academic readiness to pass the NCLEX. Every student in the PN and ASN Program must achieve 90% PoP OR Green Light status for the program conferring to the Minnesota Board of Nursing.

### Program Exit and Re-entry Policies

**Student Withdrawal from the Nursing Program**

Students withdrawing from all nursing courses before the end of the semester must withdraw online through their personal E-services account or in-person in Student Affairs. If not, an “F” will be recorded for each course in which the student is enrolled. It is the student’s responsibility.

1. Students withdrawing from all nursing courses must complete the following:
   * Inform all their faculty of their withdrawal.
   * Meet with their nursing faculty advisor to discuss their plan.
   * Email the Dean of Health Science about withdrawing from the program via the submission of the Withdrawal Form found in and on the nursing website.
   * Students who withdraw from all nursing course(s) in the first semester of the Nursing Program will be required to reapply to the program. No exceptions will be made.

### Leave of Absence

Leave of absence (LOA) is permission granted to a student to interrupt the program of study for a specified time. Since the purpose of the leave is to relieve a student of educational obligations, students will not normally be allowed to enroll in courses, audit courses, or continue in scholarly work during the period of leave. There must be sufficient evidence that circumstances, medical or otherwise, exist which make it impossible or difficult for the student to continue with a program of study (i.e., pregnancy, medical treatment, or military obligations); and there must be evidence that once these circumstances are resolved, the student would be able and committed to continuing within the Nursing Program. The request for LOA must be approved by the Dean of Health Sciences and will be granted for a fixed and limited term. A student who meets all of these conditions will have the same enrolled status last held and the same academic standing. Students must complete the leave of absence and withdrawal form located on the Nursing program website.

### Progression between Nursing Program Semesters (Re-sequencing Policy)

The nursing courses and general education courses are divided into semesters. Sessions are sequentially arranged in the curriculum, and the student must successfully complete the required nursing and general education courses of each semester as listed in the program guide before progressing to the next semester’s nursing classes. See Associate of Science Nursing Program Guide, Practical Nursing Program Guide, & LPN to RN Program Guide in appendix.

* To continue progression in either of the Nursing Programs, a grade of “C” or higher is required in each nursing and general education course required by the Nursing Program.
* Unsatisfactory completion of any NURSING course in a semester requires the student to request to be re- sequenced. It is the student’s responsibility to initiate the resequencing process. No student is allowed to progress or register for a failed nursing course without going through the resequencing process.
* Students are allowed to be re-sequenced **once** while in either Nursing Program. A student in the ASN program may apply to the PN program if resequencing is denied.
* The student must review and complete the Resequencing Application Form with their advisor and then email the required documentation to the Dean by the end of the semester deadline. These forms can be found in the appendix and on the SCC Nursing website under Nursing Documentation.
* Successful completion of NURS 2240 (Fundamentals) is required in order to participate in clinical rotations. Students who withdraw from or fail NURS 2240 may not attend clinical and must also withdraw from the associated clinical course. Re-entry into the program will require approval through the resequencing process.
* Unsuccessful completion of a lab course (including the failure of medication math competency tests) will stop a student from progressing into the clinical rotation of the same semester. Re-sequencing of students into a lab course and clinical following an unsuccessful attempt in the lab course is contingent on resequencing approval and available space both in the lab course and the clinical sections.
* All resequencing request documentation must be submitted by **Thursday at 12:00 p.m. (noon) during finals week** of the current semester. Requests are reviewed in the order received. Incomplete or missing documentation will result in forfeiture of consideration for resequencing in the current semester.
* LPN to RN students who are not successful in one or both of the required summer transition courses may submit a resequencing request to be considered for re-entry into the pathway the following summer. Resequencing requests must be submitted during the fall semester and no later than **12:00 p.m. (noon) on the Thursday of finals week**. Late requests will not be considered.
* Students will be notified of their resequencing acceptance or denial via their South Central College email by the Dean. While the goal is to notify students within two weeks of the resequencing deadline, final placement decisions are contingent upon space availability in lab and clinical sections. Resequencing following an unsuccessful attempt in a course is not guaranteed and is dependent on both approval and available clinical capacity.
* If a required Nursing Program general education course is not successfully completed before the assigned semester in the program plan, a student does not need to request resequencing. If a required Nursing Program general education course is not successfully completed during the assigned semester of the program plan, a student will need to request resequencing, taking the next semester off from the Nursing Program to stay in compliance with the program plan.

NOTE: The one exception is if the course can be repeated and passed successfully during the summer semester.

### Reapplication

A student who fails out of the Registered Nurse (RN) program is permitted to apply for entry into the Licensed Practical Nurse (LPN) program. However, admission to the LPN program is not guaranteed. The application will be reviewed alongside those of other candidates, with decisions based on available positions, academic performance, and criteria as determined by the admissions rubric. Additionally, any student who fails/withdraws from another nursing program must submit a letter of good standing along with their application. Applicants who have previously been enrolled in another nursing program and either failed or withdrew from one or more nursing courses must submit an official “Letter of Good Standing” from the director or dean of the previous nursing program as part of their application.

Requirements:

* The Letter of Good Standing must be on official letterhead and signed by the appropriate nursing program administrator.
* The letter must indicate the applicant’s academic and clinical standing at the time of departure, eligibility for re-entry (if applicable), and any professional or behavioral concerns that may have been documented.
* The letter must be received by the application deadline for the admission cycle in which the student is applying.
* Applications will not be considered complete or reviewed without the submission of this documentation.

This reapplication does not ensure readmission; rather, it will be subject to the standard admissions process, including any new criteria or requirements that may have been implemented during the intervening period.

## Chapter 3: Nursing Standards

Nursing Standards are guidelines for the entire Nursing Program. These standards include Attendance, Guidelines for Written Work, Substance Use and Abuse, Emotional and Physical Requirements, Ethics and Honesty, Unsafe and Uncivil Student Conduct, Confidentiality and Client Privacy, Social Media, and Student Support.

### Attendance

Regular attendance and punctuality in the classroom, skills/simulation laboratory, and clinical setting are expected. For additional information, see *Clinical Absences*, found below.

### Guidelines for Written Work

Care, precision, and skill in written documentation are important to nursing. Therefore, penalties may be imposed subject to faculty discretion for inaccuracies in spelling, punctuation, grammar, sentence structure, poor logic, lack of clarity, citation/referencing, and incorrect information on written assignments and tests. Plagiarism is considered Academic Dishonesty. As honesty is of fundamental importance in the nursing role, the nursing program will strictly enforce the SCC Academic Dishonesty Policy, which can be found here: [https://southcentral.edu/Student-Policies/academic-dishonesty-](https://southcentral.edu/Student-Policies/academic-dishonesty-policy.html) [policy.html.](https://southcentral.edu/Student-Policies/academic-dishonesty-policy.html)

Certain assignments may be completed on forms provided by faculty as part of a course (i.e., clinical paperwork or ATI templates). When an assignment is completed on a form, it must be legible, neat, and easy to read by the instructor.

APA format is the health care standard for professional writing. It is to be used for research papers and other paperwork assigned within the nursing program. If not familiar with the APA format, please seek assistance with a writing tutor at the SCC Academic Success Center.

Students are advised to make copies of their work before submitting the work to the instructor. The faculty takes precautions to guard against possible loss or misplacement of student assignments. However, the Nursing Program cannot guarantee against the possibility of loss. In the event of loss, the burden of proof is on the student, and the student should supply a copy of the missing assignment without delay. If the student fails to produce a copy, the assignment is judged as “late.” It is an expectation that assignments will be turned in at a time designated by the faculty. Assignments submitted late are subject to penalty as outlined in the course syllabus.

### Substance Use and Abuse

The Nursing Program has zero tolerance for the use, possession, manufacture, or distribution of alcoholic beverages, narcotics, or other controlled substances while the student is on college property, at a college-sponsored or supervised activity, or in any site utilized for academic learning (except as expressly permitted by law). If a nursing faculty member or administrator has reasonable suspicion of such use, the faculty or administrator may request or require the student to undergo immediate drug and alcohol testing. Such testing will be at the student's expense and will carry no liability for the faculty member, administrator, or college.

In the instance of reasonable suspicion, the student will be immediately dismissed from the college activity. See SCC Programs of Study & Handbook, Student Code of Conduct for further information.

At times, students may be taking prescription drugs that may impair the ability to provide safe client care during clinical experiences. The zero-tolerance policy of substance use and abuse remains the rule, without exception. Faculty can require that a student leaves clinical if the student’s performance is impaired in any way. Should a student be asked to leave clinical, this would be considered an absence of the day, and additional consequences could apply if client safety were jeopardized.

### Emotional and Physical Requirements

To enter into and complete the Nursing Program, students must be able to meet the emotional and physical requirements of the program and the agenciesin which students are placed for clinical. Nursing students who have a condition (impairment), which could interfere with the performance of their essential duties, should connect with South Central College Disability Services to determine what accommodations would be reasonable in a clinical setting.

**Inherent Risk**

Participation in the nursing program involves engagement in clinical and laboratory experiences that reflect real-world healthcare environments. These settings carry inherent risks that cannot be completely eliminated, even with strict adherence to safety protocols.  
By enrolling in the nursing program, students acknowledge and accept that they may be exposed to a variety of potential hazards, including but not limited to:

* Communicable diseases and infectious agents
* Needle sticks or exposure to bloodborne pathogens
* Physically demanding tasks, including lifting and repositioning clients
* Emotional and psychological stress related to client care situations
* Exposure to hazardous materials or medications
* Unpredictable behavior from clients or others in the clinical environment

While the program provides education and training on safety procedures, infection control, and professional conduct, it is the student’s responsibility to follow all guidelines, use appropriate protective equipment, and communicate any concerns promptly to faculty.  
By participating in the nursing program, students assume the inherent risks associated with clinical education and agree to comply with all institutional and clinical site policies designed to promote safety.

### Clinical Injury

* Per the Minnesota State Memorandum of Agreement between South Central College and each clinical facility, any emergency medical care available at the facility will be available to college/university faculty and students. College/University faculty and students will be responsible for payment of charges attributable to their emergency medical care at either the facility or the college.
* Per the same agreement, any college/university faculty member or student who is injured or becomes ill while at the facility shall immediately report the injury or illness during the period they are assigned to or participating in the clinical experience and program must report the fact to their college/university and the facility.
* It is the expectation for faculty and student to report and fill out an incident form at the facility in which an incident or illness occurred and make a copy to include in the student’s file.

### Honor Code

### Academic and professional integrity are foundational to the nursing profession. Every student entering the Nursing Program at South Central College is required to read, understand, and sign the Nursing Honor Code. This signed acknowledgment occurs during the Welcome to Nursing meeting for first-semester Associate of Science in Nursing (ASN) and Practical Nursing (PN) students. The principles of the Honor Code are reinforced throughout each semester and are expected to guide student conduct both in the classroom and clinical settings. Commitment to the Honor Code is a continuous expectation throughout a student’s progression in the program.

### Ethics & Code of Conduct

All students at SCC are expected to conduct themselves in accordance with college policy and generally accepted norms of conduct in order to preserve a safe and supportive learning environment. Students found responsible for violations are subject to sanctions which may include removal from the course(s) or suspension/expulsion from the college.

Nursing is a human service profession, and as a human service professional, the nurse has ethical and moral responsibilities. Ethical behavior is expected of nursing students. Students are encouraged to visit the American Nurses Association website at [http://nursingworld.org](http://nursingworld.org/) to view the Code of Ethics for nurses. This code will guide nursing actions and provide standards of ethical behavior.

SCC Pre-Nursing and Nursing students must follow the ethical and professional standards of nursing practice. Behaviors that endanger or intimidate clients, family, clinical site staff, college staff & administrators, other students, or faculty are not professional behaviors. A student who conducts themselves in an unprofessional manner with verbal, non-verbal, or written communication, either at the clinical site, on the college campus, or related to college enrollment, will be subject to the complaint procedure as outlined in the Student Code of Conduct and maybe failed from the clinical course or Nursing program. Students who are found responsible for the Student Code of Conduct violations may be exited from the Nursing program, denied future eligibility for progression or admission to the Nursing program, and/or receive other appropriate Nursing program sanctions in addition to any college-wide sanctions. The SCC Code of Conduct Policy may be viewed at: <https://southcentral.edu/Student-Academic-Policies/student-code-of-conduct-policy.html>

### Unsafe Student Conduct

Faculty members and administration at SCC have a responsibility to clients, the public, and the staff of clinical sites to protect them from unnecessary exposure to dangerous situations. The right of clients and the public to safety is paramount and supersedes students’ learning and skill acquisition needs. The NLN Education Competencies lists quality and safety as an integrating concept in nursing. This concept requires that there be “accountability for client safety across all health settings.”

While not all instances of unsafe student conduct are immediately dangerous or related to clinical performance, any behavior that compromises client or public safety is considered unsatisfactory and requires immediate faculty intervention.

Unsafe conduct is defined as any action or omission that places clients, peers, faculty, or healthcare staff at risk. Examples include, but are not limited to:

* Medication errors that could result in serious harm or death, including incorrect dose calculations, improper administration, errors in ordering, or failure to correctly identify the client.
* Performing procedures or administering medications without direct faculty supervision following specific faculty instruction.
* Breaches in integrity or honesty, such as falsifying documentation, lying, or any conduct that jeopardizes client safety.
* Clinical performance requiring excessive supervision to the extent that it hinders the faculty member’s ability to adequately oversee the rest of the clinical group.
* Failure to recognize or address client safety needs, including lack of critical thinking or timely intervention.
* Failure to provide an end-of-shift report or leaving the clinical unit without proper client handoff, resulting in gaps in care or communication breakdowns.
* All instances of unsafe conduct will be addressed promptly in accordance with the program’s disciplinary procedures to maintain the highest standards of safety and professionalism.

### English Skills

Students must have the ability to read, write, comprehend, speak, and be understood in English. The Nursing Program recommends students pursuing nursing, if needed, take English developmental courses to strengthen English language skills in preparation for the rigors of the Nursing Program and their future success in the healthcare environment. Solid communication skills are essential to client safety. Barriers to effective communication can lead to unsuccessful clinical performance.

### Confidentiality & Client Privacy

Students are required to protect the confidentiality and privacy of any information related to the provision of care that can be linked to a client. Nurses, and thus students, have an ethical responsibility to strive to protect the rights of clients, with the right to privacy and confidentiality for client-specific information being essential.

In addition to professional standards, each healthcare facility will have policies in place to protect and respect client privacy and confidentiality. The Health Insurance Portability and Accountability Act (HIPAA) rule protects individually identifiable health information at a clinical site in any form. The HIPAA privacy rule is not intended to impede work, and the rule does permit certain incidental uses and disclosures of protected health information to occur when reasonable safeguards and the minimum necessary policies and procedures are in place. Students are considered “workforce members” and must be trained on HIPAA rules, which includes maintaining client privacy and confidentiality. Also, the Minnesota Nurse Practice Act (148.261) states, “Revealing a privileged communication from or relating to a client except when otherwise required or permitted by law” as grounds for disciplinary action. Students are only allowed to access the medical records of the clients for which they are providing care.

SCC nursing students have access to a great deal of private and confidential medical information at clinical sites, both in electronic form and on paper. Students are expected to protect confidential, private, and protected client information related to the provision of care. Students who violate client privacy and confidentiality, with or without a HIPAA violation, will be exited from the program and will not be allowed to pursue nursing at SCC.

### Social Media

Students are responsible for the content placed on blogs, wikis, social networks, forum boards, or any other user- generated media. Social media platforms are defined as technology tools and online spaces for sharing and integrating user-generated content to engage in conversations and allow students to participate in content and community creation. Examples include, but are not limited to: Facebook, Instagram, Snapchat, X (formerly known as Twitter), LinkedIn, and YouTube. The use of social media platforms has created emerging issues for nursing. While these are popular and have many benefits for nursing, there are potential issues for client confidentiality and professional boundaries that could jeopardize a student’s future career in nursing, including employment opportunities, if not used with thoughtful care.

Below are suggestions to help guide the use of social media platforms:

* Be aware of client confidentiality and HIPAA rules when posting comments.
* Respect your audience, your fellow students, or your work colleagues. SCC is a college with students and faculty having a diverse set of customs, values, and views. Be yourself, yet be respectful of others and their views. Avoid topics that are private or which may be objectionable or inflammatory.
* Be thoughtful about how you present yourself. Students are preparing for a career that serves the public good. Future employers will hold students to a high standard of behavior. Be sure that the content posted is connected to your name and is consistent with your professional goals.

### Student Support

Student success is positively correlated with student support. Nursing faculty are here to teach, lead, and support the nursing student on their educational journey. Every journey requires directions.

Every student, every semester, is required to meet with their advisor. Faculty all have office hours posted. It is the student’s choice to either drop in for a visit or schedule an appointment. Create a brief agenda for your visit. Use the time to ask questions and build a relationship.

### Reasonable Accommodations Form

SCC Nursing is committed to providing equal opportunities for all nursing students and supporting students with disabilities to the greatest extent possible in the nursing student role. SCC Disability Services is the designated office at South Central College where students with disabilities can request reasonable accommodations for their nursing courses. Disability Services is part of the [Academic Support Center](https://southcentral.edu/Academic-Support-Center/academic-support-center.html) on both campuses and can be found on the South Central website at:

[https://southcentral.edu/Disability-Support-Services/disability-services.html.](https://southcentral.edu/Disability-Support-Services/disability-services.html)

## Chapter 4: Grading Guidelines/Clinical Responsibilities

### Grading Scale for Nursing Courses

Students must have a grade of “C” or better in their nursing courses. Each course syllabus outlines requirements for the successful completion of the course. The grading scale for nursing courses is as follows:

A = 93 – 100 %

B = 86 – 92 %

C = 80 – 85 %

F = Less than 80 %

To successfully pass each theory course and meet program requirements:

* ASN Program: Students must achieve both a final course grade of 80% or higher and an 80% average or higher on majority of theory exams.
* PN Program: Students must achieve both a final course grade of 80% or higher and a 78% average or higher on majority of theory exams.

Failure to meet either requirement will result in a failing grade for the course, regardless of the overall final grade.

Example, an ASN student who earns a 90% final course grade but has only a 79% average on majority of theory exams will not pass the course.

### Grading Expectations for Theory/Lab/Simulation Courses

1. Grades for the assessment of Nursing coursework throughout the program will be broken down by exams/quizzes and assignments.

* + Exams will account for 80% of the total course grade,
  + Assignments/Quizzes will account for the remaining 20% of the grade
  + Theory total exam average passing thresholds (ASN=80, PN=78) cannot be augmented by assignments.

1. Total scores with a decimal or fractioned number will not result in a “rounded-up” grade.
2. Performance Evaluation in a Skills/Lab Course:
   * Achievement of 80 % or more for each performance evaluation is required to pass the course and advance in the Nursing program. Additionally, all **critical steps** must be safely and effectively demonstrated. If a student fails the first skill attempt, a Student Learning Contract will be developed collaboratively between the faculty and student. This plan must be completed before retesting.
   * Retests may be scheduled outside of regular class time.

### Laboratory Retest Grading: The lower of the two scores will be recorded for the student’s grade with comments of the two achieved scores in the grade book comment section. Only (1) retest will be allowed per skill performance.

1. When a classroom absence occurs, the student is held responsible for the content addressed. It is the student’s responsibility to contact the instructor for any special make-up or assignments.
2. Late Papers/Assignments:
   * For classroom and course expectations, students should refer to the course syllabus for specific instructions.
   * Late assignments will incur a 20% deduction of points per day past the due date (this includes weekends).
   * Assignments more than 5 days late will not be accepted and will receive a grade of zero.
3. Late Exam/Quiz Policy:

* Students are expected to take exams at the scheduled time.
* **Only one makeup exam per class is allowed per student per semester**. You may not make up more than one exam/class during the semester for any reason. Makeup exams may include different content and questions than the original exam at the discretion of the instructor. Every effort is made to make the exams equal in difficulty, however, it cannot be guaranteed that the makeup exam will not be more difficult than the original exam.
* In order to qualify for a makeup exam, you must do the following:
  + Email your instructor prior to the missed exam informing of absence.
    - Your email should be formal in tone and nature, please address the instructor formally, include your name, course, section, and exam information.
    - In your email you must include the reason for your absence- absences on exam dates must be due to **extreme extenuating circumstances** per school of nursing policy.
* Absences are determined to be either be **excused** or **unexcused**
  + **Excused absences -** you must submit official documentation of your absence. Examples include medical provider notes, court summons documents, death certificate, etc. The document must include the date and time of incident as well as when you are allowed to return to school/class (if illness). Formal documentation must be on an official letterhead. Formal documentation is due to the instructor within 72 hours of the missed exam. Failure to provide documentation within the time frame or if any component is missing in the letter this will result in unexcused absence (see below).
  + **Unexcused absences** - any absence that you are unable to provide formal documentation is considered unexcused. Per school of nursing policy, you will still be allowed the makeup exam option, however, there will be a 5% makeup exam deduction applied to your final score of the exam. For example, if you achieve 90% on the exam you will then automatically be deducted 5% and your score will reflect 85% in the gradebook.
* Failure to provide notification of absence to instructor within 72 hours or failure to attend the makeup exam date/time will result in a zero on the exam in the gradebook.

### Grading Expectations for Clinical Courses

The clinical grade is a combination of performance in the off-campus clinical setting, on-campus clinical (simulation) setting, assignments, and professionalism demonstrated while associated with the clinical experience.

1. Clinical Performance:
   * Clinical course criteria are established by faculty and are in the course syllabus.
   * Students must meet or exceed the minimum performance standards established in the Clinical Evaluation Tool (CET) to achieve a passing grade in the clinical course.

Satisfactory performance must be attained at the end of each clinical rotation to enable the student to progress in the Nursing Program.

1. Clinical Absences
   * Clinical orientation attendance is mandatory. Clinical orientation make-ups are usually not possible; therefore, an absence may result in failure of the clinical course.
   * Students are expected to attend **all** scheduled clinical hours. In the event of illness or emergency, students in a 2-credit clinical may be excused from the clinical site for one clinical day, whereas students in 3-4 credit clinical are allowed 2 days. All clinical hours are expected to be completed through make-up experiences designed by lead clinical faculty to meet specific objectives. Completion of the make-up work is necessary and NOT considered a replacement for the clinical day missed.
   * If a make-up clinical experience or virtual simulation is not available—such as in the case of a non-replicable simulation day—a missed clinical day will be considered an **unexcused absence** and may result in **failure of the clinical course**.
   * Students are expected to notify the responsible faculty member in case of absence. If a clinical absence is necessary, the clinical instructor is to be notified in advance of the scheduled clinical experience. A student may not leave a clinical unit/facility without contacting their instructor and informing them of the need to leave and obtaining their consent. This includes any reason for leaving the floor/site.

### Medication Math Competency

Accurate medication calculation and administration are critical skills in nursing practice. Errors in dosage calculations can lead to serious, potentially life-threatening consequences for clients, along with professional, legal, and disciplinary implications for the nurse. To ensure students are prepared to administer medications safely and effectively, medication math content is integrated throughout the nursing curriculum. This includes instructional support through ATI tutorials and related dosage-based learning opportunities.

Students in both the ASN and PN programs are required to complete a Medication Math Competency Test during the first and second semesters.

* To be eligible for clinical participation in ASN and PN Semester One,
* To continue with clinical in Semester Two, and
* To receive a passing grade in the associated lab course, students must successfully pass the required Math Test.

Students who do not pass the Medication Math Competency Test:

* May remain enrolled in the lab course up until the formal withdrawal deadline to avoid receiving a failing grade.
* Will receive a grade of “F” in the lab course if they do not formally withdraw by the stated deadline.
* Must follow the Nursing Program’s repeat and resequencing policies and submit a resequencing request by the published due date. (Refer to Progression Between Semesters for more details.)

Remediation is strongly encouraged for students who are unsuccessful on their first attempt. Students are urged to take advantage of math tutoring services. In some cases, instructors may require proof of tutoring as part of the student's remediation plan.

### Medication Math Competency Testing

**SEMESTER ONE: PN Program NURS 1275 and ASN Program NURS 2275:**

1. Course content includes medication administration and dosage calculations.
2. Students must achieve a score of 90% on the medication math competency test.
3. Students who do not achieve a score of 90% on the first math test will have the opportunity to remediate before taking the second and final test.
4. A score of 90% must be achieved, or the student will fail the course (with students having the option to withdraw). The student must withdraw from NURS 1150 or NURS 2250. Students who do not withdraw from the courses will receive a course grade of “F” and will be subject to the repeat policy of the Nursing Program.
5. Students must request program resequencing.

### SEMESTER TWO: PN Program NURS 1375 and ASN Program 2375:

1. Course content includes math competence and safe medication administration in the clinical setting, intervention, and critical thinking.
2. Students will be given a medication math competency test for comprehension & retention to identify knowledge gaps at the beginning of the clinical.
3. Students who do not achieve a score of 90% on the assessment will be required to have a remediation plan in place and re-take the second assessment.
4. A score of 90% must be achieved in the second assessment, or the student will fail the course (with students having the option to withdraw). The student must withdraw from NURS 1350 or NURS 2350. Students will no longer be able to continue in clinical. Students who do not withdraw from the courses will receive a course grade of “F” and will be subject to the repeat policy of the Nursing Program.
5. The student must request resequencing.

### SEMESTERS 3 AND 4: ASN Program NURS 2455 and 2550:

1. Math content will be evaluated as part of the course grade, as determined appropriate by the faculty.
2. No course-specific medication math competency tests will be given.
3. Students who demonstrate a persistent inability to correctly calculate medication dosages in the clinical setting may be placed on a student learning contract with individualized learning objectives to ensure safe practice.

**Semester 1: LPN to RN Pathway NURS 2205**

1. Course content includes medication administration and dosage calculations.
2. Students must achieve a score of 90% on the medication math competency test.
3. Students who do not achieve a score of 90% on the first math test will have the opportunity to remediate before taking the second and final test.
4. A score of 90% must be achieved, or the student will fail the course (with students having the option to withdraw). The student must withdraw from NURS 2205. Students who do not withdraw from the courses will receive a course grade of “F” and will be subject to the repeat policy of the Nursing Program.
5. Students must request program resequencing.

### Student Clinical Responsibilities & Requirements

1. Provide up-to-date program documentation, as outlined in the *Promotion and Progression Policies* of the Nursing Student Handbook.
2. Maintain confidentiality of client information. See *Confidentiality and Client Privacy* under Nursing Courses for more information.
3. Arrive on time, in appropriate uniform, and ready for the clinical experience., if unprepared and/or late you may be sent home.
4. Arrive at clinical “professionally ready,” in a state of psychological and physical health, which is non- threatening to the clients and/or others. Students must be in a state of alertness throughout all clinical experiences.
5. Notify the instructor when ill, late, or unable to come in for a clinical experience by the outlined process. See

*Clinical Absences*.

1. Use effective communication in all interactions, including verbal, written, and non-verbal, accurately and appropriately interact with peers, nursing staff, support staff, and instructor. Uses therapeutic communication skills when communicating with clients and families.
2. Inform the instructor if there are potential conflicts with a clinical assignment, such as being assigned to care for a friend or family member while in the role of a student nurse.
3. Adhere to the *Dress & Grooming Code* found below.
4. Store books or personal items in lockers provided or designated areas by the clinical instructor if available or in the student’s vehicle. Students are advised not to leave any valuables unattended or unsecured. Clinical sites do not claim responsibility for students’ belongings.
5. Coordinate own transportation to assigned clinical sites and adhere to the parking guidelines of the clinical site.
6. Recognize no personal calls are to be taken at the clinical facility or during simulation, except in the case of an emergency.
7. Respect the clinical rule of no cell phones being allowed to be carried during the clinical experience. If allowed on-site, they must be placed in a backpack or purse and left in a designated area determined by the clinical site.
8. Personal visits to hospitalized friends/relatives during the clinical experience are not permitted.
9. Remain at the clinical facility during clinical hours. Students are not allowed to leave the clinical site without the specific knowledge and consent of the instructor. Students are to inform their clinical instructor when leaving the assigned clinical area/floor.

### Dress & Grooming Code

1. For simulation experiences and clinical, a complete uniform must be worn, which consists of a navy-colored scrub top with charcoal (medium) gray, cotton/polyester pants or skirt, and appropriate footwear. A plain white, navy, or charcoal colored, crew-necked, or turtle-necked shirt may be worn under the scrub top.
2. Uniforms must be modest, neat, clean, and professional looking.
3. Shoes must be clean and supportive. Dansko® styled work clogs are permitted. Canvas or webbed shoes, Crocs®, sandals, or open-back shoes are NOT permitted.
4. Sock or hose must be worn with shoes.
5. A navy-blue lab coat/jacket with an SCC nursing patch on the left sleeve may be worn with the uniform while giving direct client care.
6. Uniform pants/skirts need to be hemmed a minimum of one inch off the floor to stay compliant with infection prevention.
7. Alterations to the basic student uniform may be permitted, allowing students to comply with cultural and religious dress codes. A request to alter the dress and grooming code must be done two weeks before the clinical start date. The request must meet infection prevention standards and be acceptable to the assigned clinical site. If the clinical site objects to the student’s uniform request, SCC’s Nursing program cannot guarantee an alternative clinical placement.
8. The Hijab headdress is the most commonly asked about an alteration in uniform. Acceptable details include black, white, gray, or navy for color, the shorter version without adornments or tassels.
9. Skirts are allowed for clinical. Knee to ankle length is permitted. Charcoal (medium) gray is the only acceptable color.
10. An approved SCC nursing patch (purchased at the bookstore) must be sewn or fabric glued on the left sleeve of the scrub top and lab coat/jacket by the time of clinical orientation.
11. The SCC student photo name badge must be worn every day of the clinical, simulation, and lab test outs.
12. Hair must be clean and styled neatly off the collar to give a professional appearance. Hair of chin-length or longer must be secured behind the head. Long hair must be styled in a controlled fashion. Bangs longer than the eyebrows must be secured. No unnatural hair color is allowed (i.e., blue, pink, etc.). Facial hair (mustaches and beards) must be clean and neatly trimmed to no more than one inch in length.
13. Fingernails are to be short (less than ¼ inch in length) and neatly filed. No acrylic, gel, or false fingernails may be worn. Nail polish may be worn if it is natural in color with no chips or blemishes.
14. Jewelry should be limited to the following:
    1. A watch with a second hand must be worn.
    2. Wedding/engagement rings are allowed, although it is recommended that no rings be worn. Rings will be asked to be removed for simulation due to manufacturer recommendations when handling manikins.
    3. It is recommended that no necklaces be worn for safety reasons.
    4. Pierced earrings, no larger than the size of a dime, may be worn while giving direct client care. No hoops or dangle earrings are permitted. Flesh-colored ear gauges may be worn.
    5. No visible body piercings are allowed. This includes the brow, cheek, ear, lip, nose, septum, surface, and tongue. Clear spacer must be worn for visible body piercing. Students who are unable to comply with clinical site-specific body piercing policies are not guaranteed an alternative clinical placement, and progression in the Nursing program may be affected.
15. Tattoos:
    1. Students may be asked to cover tattoos (within reason or any that may be considered offensive) before arriving at the clinical site.
    2. Students who are unable to comply with clinical site-specific tattoo policies are not guaranteed an alternative clinical placement, and progression in the nursing program may be affected.
16. Maintaining good personal hygiene is a professional expectation in all clinical settings. Strong or unpleasant body odors may be addressed by the clinical instructor and could result in the student being dismissed from the clinical site or simulation for the day.
17. No perfume, lotion, cologne, aftershave, or smoke odor is permitted.
18. Chewing gum, drinking beverages, or eating in the clinical area is inappropriate. Students should not eat food that has been provided to the clinical staff unless otherwise directed.
19. No exposed cleavage or skin on the back or abdomen at the clinical sites.
20. Dress codes for specialty areas will be addressed before assignments.
21. It is required that students purchase their stethoscope prior to the start of the program. Uniforms must be worn for clinical and simulation activities. No smoking, vaping, or alcohol consumption is allowed while in SCC uniform.

### Health Simulation Center and Basic Lab Guidelines

**Laboratory Guidelines, Safety, and Performances**

The simulation manikin is a complex, sophisticated, state-of-the-art physiological model of a human client. In order to preserve the function and quality of this equipment, and to enable future parties to benefit from this technology, we at SCC mandate that you follow the following guidelines while in the simulation laboratory:

1. The Simulation lab is an environment that offers authentic learning activities that mimic real life. This includes the professionalism expected as it is in the clinical site. The expectation is to be prepared for the simulation day as you would be for any clinical day. Arriving on time, being dressed appropriately as you would for clinical, having your tools at hand (watch, stethoscope, name tag, etc.), and a positive interactive attitude. *Failure to come to a “Sim Day” fully prepared will have the same consequences as in clinical.*
2. **ABSOLUTELY** no food or drinks are allowed in the manikin area of the Simulation center/Nursing labs.
3. Pens, markers, and other permanent writing instruments are **NOT** allowed in the simulation lab except where designated (i.e. classroom area). Please leave these things with your belongings. These items will permanently stain the skin of the simulator manikin. Pencils must be used in the Simulation centers.
4. **NO** Betadine can be used in or around simulator manikins. Betadine will permanently stain the manikin.
5. Hands washed and/or gloves should be worn at **ALL** times while manipulating the simulator.
6. **NO** hand jewelry is allowed in the area with the simulator manikin as it could cause permanent marks on the skin.
7. **NO** excessive or unnecessary force allowed. Please treat the simulator manikin as you would a human client.
8. DO **NOT** lift the manikin by the arms. Always use a lift sheet to move or turn the simulator manikin with at least two people.
9. **ALWAYS** support the head when moving or turning the simulator manikin.
10. Do **NOT** manipulate, or remove any cords or connections from any of the equipment or the simulator manikin unless instructed to do so by the simulation coordinator (i.e. IV lines, etc.)
11. Treat the manikin and its belongings with the same respect you would a real client (i.e. *laughing at inappropriate times).*
12. Nothing other than distilled H2O is to be injected into the simulator (all prepared medications are in distilled H2O).
13. Nothing other than the supplied lubrication spray is to be used to lubricate equipment.
14. Complete/review any preparation materials that your instructor has provided prior to the start of the simulation.

### \*\*Students with latex or Betadine/iodine allergy should notify their faculty instructor and lab personnel.

## Participation in Simulation Confidentiality Statement

Confidentiality is essential to the learning process with simulation. Therefore, I agree to:

* 1. Not discuss the events of the simulation(s) or the debriefing(s) with anyone other than the students and faculty who participated with me in this/these simulation(s). I hereby agree not to disclose the events, discussions, and/or materials used in the simulated clinical experience.
  2. Authorize the professional staff and such assistants, photographers and technicians to take still photographs, motion pictures, produce education (closed circuit) television programs, including video tapes, CD-Rs and DVDs, as well as other types of audio/visual recordings.
  3. Although I have given permission to the publication of all details and photographs concerning my case(s), it is understood that I **will not** be identified by name.
  4. I understand that all information regarding the case(s) for which I have been trained is the confidential property of South Central College, and I agree that I will not disclose to any third party any information about the case(s) or information about the students whom I have seen during any project.
  5. I understand that if I am in the simulation lab for the purpose of validating clinical competency, any visual recording is for educational use only. The visual recording will be reviewed by me, my classmates, my clinical instructor, and simulation staff only

## Chapter 5: Graduation, Pinning, and Licensure

### College Graduation Requirements

Students are eligible for graduation when they have successfully fulfilled the requirements of the diploma or degree in the Nursing program.

### Nursing Pinning

At the completion of either of the Nursing programs, students will have an opportunity to participate in the SCC Nursing Pinning Ceremony as a one-time event attendance.

* The Student Nursing Faculty advisor and/or Dean will meet with students to discuss pinning policy and procedures to be followed.
* A student may attend the Pinning Ceremony if they have received an incomplete grade for courses NURS 1310 (PN) and NURS 2560 (ASN) in preparing for the accepted comprehensive predictor expectations. A student that earns a failing grade in any of the final semester courses CANNOT attend the pinning ceremony as the program will not be completed before the next semester ends.
* There will be one pinning ceremony, combining campuses and programs, at the end of each semester. All pinning ceremonies will be held on the North Mankato campus in the Conference Center.
* Unless unforeseen schedule issues arise, the pinning ceremony will be on Wednesday late afternoon- and evening of finals week for the fall semester and the late afternoon-evening before the SCC Graduation Ceremony, which is offered during the spring semester only.
* South Central College has its own designated Nursing Pin design, one for both PN and RN programs. Students are expected to order the SCC Nursing Pin from the designated company. No substitutions are accepted/allowed.

### Licensure Information

Graduates of the Nursing program will be eligible to make an application for the licensing examination.

### APPLICATION FOR LICENSURE LINKS:

<https://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp>

ASN Program instructions: [https://mn.gov/boards/nursing/licensure/apply-for-a-license/rn-lic-exam-us-](https://mn.gov/boards/nursing/licensure/apply-for-a-license/rn-lic-exam-us-prog.jsp) [prog.jsp](https://mn.gov/boards/nursing/licensure/apply-for-a-license/rn-lic-exam-us-prog.jsp)

PN Program instructions: [https://mn.gov/boards/nursing/licensure/apply-for-a-license/lpn-lic-](https://mn.gov/boards/nursing/licensure/apply-for-a-license/lpn-lic-by-exam-us-prog.jsp) [by-exam-us-prog.jsp](https://mn.gov/boards/nursing/licensure/apply-for-a-license/lpn-lic-by-exam-us-prog.jsp)

National Council Licensure Exam (register with Pearson Vue to take NCLEX) <https://portal.ncsbn.org/>

### APPLICATION FOR LICENSURE DIRECTIONS:

1. All fees are paid in advance with the application process, which includes an application for licensure, criminal background check, and creating an account with Pearson Vue. Encourage students to begin this process about 1 month before graduation.
2. Apply online for licensure/registration to the board of nursing/regulatory body where you wish to be licensed/registered. <https://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp> **NOTE:** With the application, please do look for the **Special Accommodations** section and check the ***Release of Information,*** so we know that you have tested. We will find out eventually, but we really appreciate it when we get the information right away; it is also information we use in the accreditation report.
3. With the application, you will be directed to complete a federal Criminal Background Check (CBC). Be checking your email for information from them. Note: This process takes some time, so begin early. You may take the NCLEX if not done; however, you will not be licensed until it is completed.
4. Application may also be done by mailing a paper application (download form from the website), although online is preferred
5. Register and pay the NCLEX examination fees with Pearson Vue, which includes an overview of the NCLEX® <https://portal.ncsbn.org/>
6. Your transcript is officially reviewed and determined completed by the SCC Registrar. This may take a few weeks after graduation. SCC Registrar shares with the Dean of Health Sciences all students whose transcripts meet program expectations. The Dean then contacts the MN Board of Nursing after meeting program graduation requirements.

**NOTE:** It is important for students to submit Applications for Graduation, so the Registrar knows to review your transcript for the semester you plan to graduate. **There may be delays if this is not done**. See the SCC Graduation Policy <https://southcentral.edu/Student-Policies/graduation-policy.html>

1. Once the MN Board of Nursing approves you for testing, you will receive an Authorization to Test (ATT) code from Pearson Vue for you to schedule a testing date which is computerized and done in person. The exam maybe 75 to 150 questions and may increase based on your performance.

### Program codes will be needed with scheduling:

US10402200 (RN)

US10105300 (PN)

1. It is strongly recommended for you to continue to continue to review material until a few days before the exam, then take a break to rest before the exam.

**NOTE:** Check your spam and junk folders, as it is possible that candidate correspondence from Pearson VUE could automatically go to one of these folders. All correspondence from Pearson VUE will end with “@pearson.com.”

#### Contact information:

Minnesota Board of Nursing

1210 Northland Drive, Suite 120, Mendota Heights, MN 55120

Main Telephone: 612-617-3000

E-Mail: [nursing.board@state.mn.us](mailto:nursing.board@state.mn.us)

Web site: [www.nursingboard.state.mn.us](http://www.nursingboard.state.mn.us)

Pearson Vue website: [www.pearsonvue.com](http://www.pearsonvue.com/)

National Council of State Boards of Nursing, Inc. (NCSBN)

111 E. Wacker Drive, Suite 2900, Chicago, IL 60601-4277

Phone: 312-525-3600

E-Mail: [info@ncsbn.org](mailto:info@ncsbn.org) and [nclexinfo@ncsbn.org](mailto:nclexinfo@ncsbn.org) Website: [www.ncsbn.org](http://www.ncsbn.org/)

**Chapter 6: Forms, References, Definition of Terms**

Please Refer to the [SCC Nursing Program Current Student Website](https://southcentral.edu/nursing/nursing-info-a-links.html) for the following:

* Program Tracking Forms
  + Associate of Science in Nursing (ASN)
  + Diploma in Practical Nursing (PN)
  + LPN to RN Pathway
* Advising Forms
  + Appeal
  + Dispute of Grade
  + Leave of Absence or Withdrawal
  + Resequence

## Definition of Terms

The following terms are used in the Nursing Handbook:

**A.A.S.:** Associate in Applied Science

**ACEN:** Accreditation Commission for Education in Nursing. ACEN is the accrediting body chosen by the SCC Nursing Advisory Board and nursing faculty. ACEN supports the interests of nursing education, nursing practice, and the public by the functions of accreditation.

**A.D. or A.S**.: Associate Degree in Nursing or Associate of Science Degree

**ASN/ADN**: Associate of Science Degree in Nursing, also known as Associate Degree in Nursing **Accreditation:** A voluntary, peer-review, self-regulatory process by which a non-governmental association recognizes educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the improvement of the institution or program related to resources invested, processes followed, and results achieved.

**Advanced Standing**: academic credit granted to a licensed practical nurse in recognition of prior nursing education and experience

**Appeal**: A process to follow by a student wanting to apply to the Nursing program following the violation of the course repeat policy. The process is outlined in the Course Repeat Violation Policy.

**Associate of Science in Nursing Program**: 64-credit program to earn a degree

**Nursing Classes**: Classes with the prefix “NURS” and are taken by students admitted to the Nursing program

**Competencies:** Learning goals within a course

**Exited:** Required to leave the program.

**Learning Objectives:** Identifies how to meet specific competencies.

**LPN**: Licensed Practical Nurse

**NCLEX**: National Council Licensure Examination

**Nursing Program Withdrawal Form:** Form to be used when a nursing student withdraws from a Nursing course in the first semester or withdraws from all Nursing courses in any semester

**Objectives** (see learning objectives)

**PN**: Practical Nursing or Practical Nurse

**Practical Nursing program**: 36-40 credit program to earn a diploma

**RN**: Registered Nurse

**Remediate** the process of correcting weak areas of content knowledge after taking standardized exams.

**Re-sequence:** Process of placing a student back into a semester clinical rotation or class based on a prioritized basis with space availability used as consideration. The student must request resequencing with identified forms.

**Standardized Testing**: Standardized program testing used in the PN and ASN programs

**Student Learning Contract:** An individual contract between the student and instructor created because of concern noted by faculty about student behavior(s) in the clinical setting, lab, classroom, or simulation.

Expectations of the student are outlined by the faculty, and an action plan to improve performance is developed by the student. Failure to meet expectations and actions will result in a failing grade and a possible risk of eligibility to progress in the program.

**Student Learning Outcomes**: a) Behaviors identified in the syllabus as evidence that the student has achieved the general objective and b) NLN Educational Competencies

**Unsuccessful Attempt at a Course**: Grades of C-, D, F, or W are considered unsuccessful attempts at a course **Wait-List**: Qualified applicants who are not accepted into the Nursing program due to available space; applicant may be taken should an opening occur

## Withdrawal:

1. Withdrawal from the Nursing program is departing from a particular course or courses by the student due to personal reasons or failure of assessment. Every class has a designated withdrawal date outlined in course registration under “course details.” The electronic withdraw must be completed before the deadline.
2. Withdrawal for the college is departing from all college classes on or before the drop/withdrawal period

## References

Code of Ethics for Nurses. (2025). Retrieved 6/2/2025, from <https://codeofethics.ana.org/provisions>

National League for Nursing (NLN). (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master’s, practice doctorate, and research doctorate programs in nursing*. New York, NY: NLN.

Quality and Safety Education for Nurses (QSEN) Competencies. (n.d.) Retrieved 6/2/2025 from <https://www.qsen.org/competencies-pre-licensure-ksas>