ASSOCIATE DEGREE NURSING

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STUDENT HANDBOOK

2025-2026

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HEERSINK FAMILY HEALTH SCIENCE BUILDING

W WALLACE COMMUNITY COLLEGE

Associate Degree Nursing
Student Handbook
2025 – 2026

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WELCOME

Welcome to the Associate Degree Nursing (ADN) program at Wallace Community College. We are committed to providing students with a learning environment that is conducive to personal growth. Students are involved as active participants in a variety of guided learning experiences.

Students are fostered by the nursing faculty as they endeavor to reach their optimal potential. As experiences progress from simple to complex, the responsibility of learning is upon the student. Planning, implementation, and evaluation of the curriculum are the responsibility of the nursing faculty.

The Associate Degree Nursing Handbook has been developed to provide information about the nursing program; to clarify policies and to foster communication between students and faculty. It is imperative that the student becomes familiar with this information. Unless otherwise designated in a nursing course syllabus, these policies apply to each nursing course in which you enroll. **If, for any reason, routine progression through the program is interrupted, policies in the *Student Handbook* and *College Catalog* at the time of readmission will apply.**

The WCC College Catalog / Student Handbook (College Catalog) contains additional program information, as well as information and policies of the College. Students in the ADN program must abide by the policies of both the College Catalog and the ADN Student Handbook. Students accepted into the ADN program are responsible for the information in each of the aforementioned documents. Re-reading the College Catalog and ADN Student Handbook each semester is strongly recommended. The ADN Student Handbook will be made available online and will be updated annually.

Notification of Changes

The ADN program policies and information presented in the ADN Student Handbook are subject to change. If changes are made, all students in the ADN program will be notified in one or more of the following ways: announcement in class, Canvas posting, email, printed handout, or U.S. mail.

Program Approval and Accreditation

The Associate Degree Nursing program is approved by the Alabama Board of Nursing (ABN) and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Mailing addresses, telephone numbers and web addresses for the ABN and the ACEN are:

Alabama Board of Nursing	**Accreditation Commission for Education in Nursing, Inc.**
RSA Plaza, Suite 250	3390 Peachtree Road NE, Suite 1400
770 Washington Avenue	Atlanta, Georgia 30326
Montgomery, Alabama 36104	Telephone: (404) 975-5000 Fax: (404) 975-5020
Telephone: (334) 293-5200 Fax: (334) 293-5201	Website: www.acenursing.org
Website: www.abn.alabama.gov	

Americans with Disabilities Act (ADA)

It is the desire of the Associate Degree Nursing program to comply with the Americans with Disabilities Act. Students needing disability services or information should contact the Compliance Officer on the campus:

Wallace Campus   Dr. Ryan Spry – (334) 556-2587
Sparks Campus   Ms. Terri Ricks – (334) 556-4270

STATEMENT REGARDING LICENSURE

Nursing students may be denied the right to take the nursing licensure exam or may be penalized by the Alabama Board of Nursing in accordance with the Alabama Board of Nursing Administrative Code and under the Nurse Practice Act.

Alabama Administrative Code
Chapter 610-X-8 Disciplinary Action

610-X-8- .02 Grounds for Discipline or Denial of an Initial License, Permit, Certificate or Approval

The Board may, upon licensure, reprimand, fine, place on probation with conditions for continued practice, suspend, require evaluation of, impose continuing education requirements upon, and/or otherwise discipline the holder of any license, permit, certificate or approval issues by it, or multistate privilege to practice in Alabama, or deny the application for initial license, permit, certificate or approval, upon proof that the person:

1) Has failed to meet any requirement or standard established by law or by rules and regulations adopted by the Board.

2) Has engaged in fraud, misrepresentation, deception, or concealment of material fact in applying for or securing licensure or taking an examination required for licensure.

3) Has engaged in a course of conduct that would be grounds for discipline under Rule 610-X-8- .03.

4) Has disciplinary action pending or having had a license, permit, registration, certificate, or approval for any health-related profession denied, conditionally issued, fined, reprimanded, censured, restricted, limited, placed on probation, suspended, revoked, voluntarily surrendered, or otherwise encumbered in any state, territory or country.

5) Has been court-martialed or administratively discharged by a branch of the United States Armed Forces for any act or conduct that would constitute grounds for discipline Alabama under Rule 610-X-8-.03.

6) For applicants for a RN or LPN license, has engaged in conduct that is inconsistent with good moral character.

   a) The decision as to whether the applicant has engaged in conduct that is inconsistent with good moral character is within the discretion of the Board of Nursing.

   In determining whether the applicant has engaged in conduct that is inconsistent with good moral character, the Board may consider the applicant's criminal history, pattern of illegal conduct or disregard for the law, or other evidence bearing on the applicant's fitness and capacity for practice as a licensed nurse.

7) Is or has been non-compliant with a monitoring agreement or contract with an alternative to discipline program or order issued in another jurisdiction pertaining to any license, permit, certificate, approval or registration for a health-related profession.

8) Is subject to any other ground(s) for discipline or denial of licensure authorized by law.

ALABAMA BOARD OF NURSING REGULATORY QUESTIONS

It is important for nursing students to know about the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. In order to practice nursing, ADN graduates must make application to a state board of nursing to sit for, and pass, the National Certification for Licensure by Examination (NCLEX-RN). Applicants for licensure in Alabama do this through the Alabama Board of Nursing (ABN).

Students seeking licensure out of state will make application through the professional nursing regulatory agency in the state in which they wish to practice. Similar questions will be asked.

What are Regulatory Questions?

These are questions that aid the Board in determining the applicant's "good moral character", as required by law. The regulatory questions ask about your past history in the following areas: Criminal History, Substance Use, Physical or Mental Health, Discipline or Investigations of Other Licenses or Professions, and Military Discharge. Affirmative responses do not preclude an individual from licensure, but may prompt further investigation. Applicants are expected to read the questions carefully and answer honestly.

Many persons are licensed each year who provide affirmative responses to one or more of the regulatory questions.

If you answer "yes" to any regulatory questions, you will be required to submit a detailed written explanation of the circumstances surrounding the event(s) which you are disclosing on your application. You will also submit additional supporting documentation. Examples of supporting documentation include: Case Action Summary for criminal activity, Admission & Discharge Summary for previous substance use or mental health treatment; Military DD214.

For more information, please see the Criminal History and Prior Disciplinary Action FAQs. (source: www.abn.alabama.gov)

Examples:

The ABN has provided the following as examples of questions to which applicants for licensure in the state of Alabama will need to respond to. The Alabama Board of Nursing may deny licensure based on any history of issues as outlined in the following questions. You are strongly encouraged to be honest and completely transparent in your answers. For more information, visit www.abn.alabama.gov.

- Have you ever been arrested for, been charged with, been convicted of, entered a plea of guilty to, entered a plea of nolo contendere or no contest for, received deferred prosecution or adjudication for, had judgment withheld for, received pretrial diversion for, or pleaded not guilty by reason of insanity or mental defect to any crime other than a minor traffic violation in any state, territory, or country? A crime related to driving while impaired or while under the influence of any substance is not a "minor traffic violation."

- Have you abused alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances or received treatment or been recommended for treatment for dependency to alcohol, drugs (whether legal or illegal, prescribed or unauthorized), and/or other chemical substances?

- Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?

- Have you had, or do you now have, a physical or mental health problem that may impair your ability to provide safe nursing care?

- Has the licensing authority of any state, territory, or country denied, revoked, suspended, reprimanded, fined, accepted your surrender of, restricted, limited, placed on probation, or in any other way disciplined your nursing and/or any other occupational license, registration, certification, or approval?

- Is the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing, currently investigating you?

- Is disciplinary action pending against you with the Board of Nursing or other licensing authority of any state, territory, or country, including but not limited to the Alabama Board of Nursing?

- Have you ever been placed on a state and/or federal abuse registry or placed on the Office of Inspector General exclusion list?

- Are you currently a participant in any alternative program (a nondisciplinary monitoring program approved by a licensing board)?

- Has any branch of the armed services ever administratively discharged you with any characterization of service besides "Honorable" and/or court-martialed you?

Questions about personal issues that appear to relate to any of the above should be directed to the Alabama Board of Nursing or to the out-of-state professional nursing regulatory agency in which you plan to apply.

Mission and Philosophy

Wallace Community College is part of The Alabama Community College System (ACCS).

WCC NURSING MISSION STATEMENT

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

NURSING PHILOSOPHY

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

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

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

COMPETENCIES

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

- **Human Flourishing** – An effort to achieve self-actualization and fulfillment within the context of a larger community of individuals, each with the right to pursue his or her own such efforts. It encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population. Achieving human flourishing is a life-long existential journey of hopes, achievements, regrets, losses, illness, suffering, and coping. The nurse helps the individual to reclaim or develop new pathways toward human flourishing.

- **Nursing Judgment** – Encompassing critical thinking, clinical judgment, and integration of best evidence into practice. Nurses must employ these processes as they make decisions about clinical care, the development and application of research and the broader dissemination of insights and research findings to the community, and management and resource allocation.

- **Professional Identity** – Internalization of core values and perspectives recognized as integral to the art and science of nursing. These core values become self-evident as the nurse learns, gains experience, reflects, and grows in the profession. The nurse must internalize these fundamental values in every aspect of practice while working to improve patient outcomes and promote the ideals of the nursing profession.

- **Spirit of Inquiry** – A persistent sense of curiosity that informs both learning and practice. A nurse infused by a spirit of inquiry will raise questions, challenge traditional and existing practices, and seek creative approaches to problem-solving. A spirit of inquiry in nursing engenders innovative thinking and extends possibilities for discovering novel solutions in both predictable and unpredictable situations.

CONCEPTUAL FRAMEWORK

The conceptual framework derived, from the philosophy, forms a basis for the organization and structure of the nursing curriculum. This framework serves as a guide for nursing instruction in the attainment of student learning outcomes.

The framework consists of concepts that encompass the qualities of a successful graduate nurse. NLN competencies were chosen because they specifically define the competencies of the graduate Associate Degree Nurse and to achieve the goal of providing graduate nurses with the tools needed to provide holistic care in an ever-changing health care delivery system. Each competency includes knowledge, skills, and attitudes to serve as a basis for consistent performance expectations across academic and practice settings.

EXPECTED NURSING PROGRAM OUTCOMES

1. **Performance on Licensure Exam**: The licensure exam pass rate will be at or above the national mean for first-time writers.

2. **Program Completion**: At least 30% of the students admitted will graduate within 100% of the stated program length, and at least 60% of the students admitted will graduate within 150% of the stated program length, beginning with the first required nursing course.

   - Traditional Associate Degree Nursing / Full-time – 5 semesters / 8 semesters
   - Traditional Associate Degree Nursing / Part-time – 7 semesters / 11 semesters
   - LPN-to-RN Mobility Option with NUR200 – 4 semesters / 6 semesters
   - LPN-to-RN Mobility Option with NUR201 – 3 semesters / 5 semesters

3. **Program Satisfaction**: At least 80% of graduates responding to the graduate survey distributed within one year after graduation will indicate satisfaction with the program. At least 80% of employers responding to the employer survey distributed within one year after graduation will indicate satisfaction with the program.

4. **Job Placement**: At least 95% of ADN graduates seeking employment will be employed within six (6) to twelve (12) months post-graduation in a position as a registered nurse.

*Individualized end of program student learning outcomes and program learning outcomes will be further defined in each course.

LEVEL OBJECTIVES

The nursing curriculum is based on two levels of objectives. Students in the nursing program are guided through a logical progression of simple to complex. Level one is the application level, while level two incorporates application, analysis, and synthesis. All objectives for nursing courses are written at the comprehensive and application level.

Level I Objectives

At completion of Level I, the associate degree nursing student will be able to:

1. Demonstrate competency in performing basic nursing skills for individuals with common health alterations.

2. Utilize foundational knowledge of the communication process in providing nursing care for clients across the lifespan.

3. Apply foundational knowledge of the nursing process in providing nursing care for clients across the lifespan.

4. Utilize critical thinking skills in formulating a plan of care for clients with common health alterations in a variety of settings.

5. Illustrate a teaching/learning plan for culturally diverse clients with common health alterations in a variety of settings.

6. Develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.

7. Utilize relevant technology for client care and documentation.

8. Demonstrate professional behaviors associated with nursing.

Level II Objectives

At completion of Level II, the associate degree nursing graduate will be able to:

1. Demonstrate proficiency in performing advanced nursing skills for individuals with health alterations in a variety of settings.

2. Apply therapeutic communication techniques in providing advanced nursing care for clients throughout the lifespan.

3. Apply foundational knowledge of the nursing process in providing advanced nursing care for clients throughout the lifespan.

4. Utilize critical thinking skills in providing collaborative care for clients with selected health alterations in a variety of settings.

5. Formulate a teaching/learning plan for culturally diverse clients with selected health alterations in a variety of settings.

6. Demonstrate competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process.

7. Examine relevant technology for client care and documentation.

8. Demonstrate professional behaviors and roles of a registered nurse upon entry into practice.

Communication is an important part of the Associate Degree Nursing program. Important information is communicated in a variety of ways to include announcements in class, mail, telephone, e-mail, Canvas, the WCC website, myWCC Experience, and course postings.

FACULTY

Each semester, faculty members coordinate office hours around their instructional duties. *Students should make appointments to interact with faculty members during these times.* Faculty members can be contacted in person or via Canvas, phone, or email.

Students are responsible for information given in class or clinical. This information comes from the instructor. Please contact your instructor directly instead of calling the ADN Program Office. In the event that a faculty member is not available for phone calls, they can alternatively be reached through Canvas or email.

STUDENTS

It is very important that students maintain current contact information in the ADN Program Office. Changes regarding a name, mailing address or phone number must be updated in both the ADN Program Office and the Office of Admissions in Grimsley Hall on the Dothan campus.

CANVAS

All courses at WCC are web-enhanced using Canvas. Instructors also use Canvas as a primary means of communication with students.

WCC STUDENT EMAIL

WCC student email is assigned for all enrolled students. Students are encouraged to use their student email account. It is recommended that students become familiar with their WCC student email account and check it on a regular basis.

EMERGENCIES

If you feel that a situation is life-threatening or are uncertain as to the exact nature of the emergency, dial "9-1-1" directly and tell them your location on campus. For non-life-threatening situations, contact the closest WCC employee for assistance.

WCC ALERT

Students are encouraged to sign up for "WCC Alert" by visiting www.wallace.edu / Campus Life & Resources / Campus Safety.

This alert system provides mass electronic notification of emergency information to the campus community via email, text message, the WCC homepage, etc. Examples of emergencies include weather closings or delays, natural disaster, man-made disaster, active shooter, or other emergency as determined by College administrators. This service is free. (Standard text messaging rates will apply.)

CAMPUS POLICE

Students can contact the campus police at any time by calling **(334) 798-1381**.

Contact Information

ADMINISTRATIVE STAFF

Name	Extension	E-mail
Buntin, Ms. Kathy – Associate Dean, Health Sciences	2292	kbuntin@wallace.edu
Spivey, Dr. Jackie - Director, ADN Program	2407	jspivey@wallace.edu
Blackmon, Ms. Michelle - ADN Program Secretary	2262	mblackmon@wallace.edu
Edwards, Ms. Tunique – Clinical Records Clerk	2391	tedwards@wallace.edu
Clenney, Ms. Karen – Simulation Center Coordinator	2365	kclenney@wallace.edu
Craig, Ms. Laricia – HS Resource Center Coordinator	2504	lcraig@wallace.edu

FACULTY

Name	Extension	E-mail
Aliabadi, Ms. Leighann	6803	laliabadi@wallace.edu
Collins, Dr. Megan	2496	mcollins@wallace.edu
Daniels, Dr. Rayanne	2604	rdaniels@wallace.edu
Fuller, Ms. Charlotte	2293	cfuller@wallace.edu
Glass, Mr. Tracy	2518	tglass@wallace.edu
Godwin, Dr. Jennifer	2605	jgodwin@wallace.edu
Hardwick, Dr. Kirsti	2431	khardwick@wallace.edu
Justice, Ms. Kathryn	2431	kjustice@wallace.edu
Laye, Dr. Madison	2506	mlaye@wallace.edu
Lindsay, Dr. Lora	2269	llindsay@wallace.edu
McIntosh, Ms. Emily	2441	emcintosh@wallace.edu
Money, Mr. Nic	2606	nmoney@wallace.edu
Neal, Dr. Beth	2622	bneal@wallace.edu
Owens, Dr. Anna	2551	aowens@wallace.edu
Paul, Ms. Brandi	2591	bpaul@wallace.edu
Radney, Dr. Monica	2584	mradney@wallace.edu
Ritter, Ms. Desiray	2410	dritter@wallace.edu
Sawyer, Dr. Jennifer	2550	jsawyer@wallace.edu
Silavent, Ms. Darla	2207	dsilavent@wallace.edu
Singletary, Ms. Decca		dsingletary@wallace.edu
Trawick, Dr. Melissa	2258	mtrawick@wallace.edu
Whitlow, Dr. Joy	2488	jwhitlow@wallace.edu
Wray, Mr. Dallas	2492	dwray@wallace.edu
Wynn, Ms. Janice	2384	jwynn@wallace.edu

STUDENT ID POLICY

Student IDs may be obtained in the libraries on the Wallace and Sparks campuses.

The College requires **ALL** students to possess a photo student identification (ID) to aid in the security of the campuses. Students can obtain a digital or standard ID as the official means of identification at Wallace Community College; however, students attending courses that physically meet on any of the College campuses **must** obtain a standard photo ID each academic year.

Students are required to have IDs in their possessions while on campus. Individuals without proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e., potential applicant filing for admission or financial aid, visitors on campus tour), individuals will be allowed to continue with their business and immediately leave campus upon completing that business. If individuals claim to be students, the College officials will ask for their student ID. If none can be provided, the individuals will be asked to leave the campus until they can return with a valid Wallace Community College student ID. The College Police will escort individuals off campus if they fail to produce the proper ID.

Students are required to obtain either a digital ID or ID card by the second week of class for attendance verification, as faculty members will not allow a student to attend class without a proper ID.

New online students will receive a digital ID email invitation at the beginning of each semester. If you are a returning online student, you will continue to use your originally issued digital ID.

A smart phone is required for the digital ID. If you do not possess a smart phone, please contact: Ms. Daymesha Reed – 334.983.3521 ext. 2477.

TOBACCO-FREE POLICY

Wallace Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited. Wallace Community College employees, students, and visitors are not permitted to use tobacco products inside their private vehicles while on College property.

For the purposes of this policy, a tobacco product is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine, to include water vapor emitting products. All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by College Police officers for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student. Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the College premises by the College Police.

Student Fines

Any Wallace student found to have violated this policy shall be subject to the following fines:

- 1st student ticket – Warning
- 2nd student ticket - $25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount. A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full. Any student desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate Campus Dean.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Wallace Community College, no tobacco-related advertising or sponsorship shall be permitted on the College's campuses or at College-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Wallace Community College. For the purposes of this policy, the term *tobacco-related* applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to, similar to, or identifiable with, those used for any brand of tobacco products or company that manufactures tobacco products.

AUDITING FOR HEALTH SCIENCE CLASSES

Health Science courses, to include nursing, are not eligible to be audited at WCC.

BACKGROUND SCREENING POLICY FOR STUDENTS
IN THE HEALTH SCIENCES

Policy Purpose

A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.

B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.

C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

Standards of Conduct and Enforcement Thereof

A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.

B. Students enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.

C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

General Guidelines

A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screening.

B. Types of screening to be conducted.

    1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.

    2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.

    3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.

        a) FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.

        b) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.

c) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.

d) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.

e) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.

4. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.

5. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

Student Guidelines

A. **Consent**

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.

2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.

3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.

4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

B. **Procedure Policies**

1. Background screens will be scheduled and conducted by a college-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.

2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.

3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.

   a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.

   b) Any expenses not applicable to financial aid resources must be provided by the student.

4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.

   a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.

   b) If the student does not officially withdraw, applicable procedures will be applied, including the use of a "never attend (NA)," "cease to attend (CA)," or "withdrawal failing (WF)" designation.

5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Associate Dean, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

Results

A. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.

B. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.

C. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.

1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:

   a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.

      (1) Crimes against the person, such as battery or assault.

      (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement.

   b) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances

   c) Sanctions or debarment.

   d) Felony or repeated misdemeanor activity.

   e) Office of the Inspector General violations including inclusion of one's name on an excluded party list.

   f) Other crimes as deemed ineligible by appointed affiliate representatives

2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.

3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.

4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.

5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.

      (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.

      (2) If the student does not officially withdraw, applicable procedures will be applied, including the use of a "never attend (NA)," "cease to attend (CA)," or "withdrawal failing (WF)" designation.

D. Background screening results will be securely filed in the office of the College designee.

E. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

ESSENTIAL FUNCTIONS FOR ACCS NURSING PROGRAMS

The Alabama Community College System (ACCS) endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

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

In order to be admitted and to progress in the nursing program, one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression, and graduation and for the provision of safe and effective nursing care. **The essential functions include but are not limited to the ability to:**

Performance Category	Essential Functions
Sensory Perception	
Visual	• Observe and discern subtle changes in physical conditions and the environment • Visualize different color spectrums and color changes • Read fine print in varying levels of light • Read for prolonged periods of time • Read cursive writing • Read at varying distances • Read data/information displayed on monitors/equipment
Auditory	• Interpret monitoring devices • Distinguish muffled sounds heard through a stethoscope • Hear and discriminate high and low frequency sounds • produced by the body and the environment • Effectively hear to communicate with others
Tactile	• Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
Olfactory	• Detect body odors and odors in the environment
Communication/ Interpersonal Relationships	• Verbally and in writing, engage in a two-way communication and interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds • Work effectively in groups • Work effectively independently • Discern and interpret nonverbal communication • Express one's ideas and feelings clearly • Communicate with others accurately in a timely manner • Obtain communications from a computer

Performance Category	Essential Functions
Cognitive/Critical Thinking	• Effectively read, write and comprehend the English language • Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings • Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator • Satisfactorily achieve the program objectives
Motor Function	• Handle small delicate equipment/objects without extraneous movement, contamination, or destruction • Move, position, turn, transfer, assist with lifting or lift, and carry clients without injury to clients, self or others • Maintain balance from any position • Stand on both legs • Coordinate hand/eye movements • Push/pull heavy objects without injury to client, self, or others • Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self, or others • Walk without a cane, walker, or crutches • Function with hands free for nursing care and transporting items • Transport self and client without the use of electrical devices • Flex, abduct, and rotate all joints freely • Respond rapidly to emergency situations • Maneuver in small areas • Perform daily care functions for the client • Coordinate fine and gross motor hand movements to provide safe effective nursing care • Calibrate/use equipment • Execute movement required to provide nursing care in all health care settings • Perform CPR and physical assessment • Operate a computer
Professional Behavior	• Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance, and a healthy attitude toward others • Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client • Handle multiple tasks concurrently • Perform safe, effective nursing care for clients in a caring context • Understand and follow the policies and procedures of the College and clinical agencies • Understand the consequences of violating the student code of conduct • Understand that posing a direct threat to others is unacceptable and subjects one to discipline • Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing • Not to pose a threat to self or others • Function effectively in situations of uncertainty and stress inherent in providing nursing care • Adapt to changing environments and situations • Remain free of chemical dependency • Report promptly to clinicals and remain for 6-12 hours on the clinical unit • Provide nursing care in an appropriate time frame • Accepts responsibility, accountability, and ownership of one's actions • Seek supervision/consultation in a timely manner • Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodation. Wallace Community College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the College. In order to be admitted, one must be able to perform all of the essential functions with or without reasonable accommodation.

If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense, in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Wallace Campus	Dr. Ryan Spry	(334) 556-2587
Sparks Campus	Ms. Terri Ricks	(334) 556-4270

HEALTH & CLINICAL RECORDS POLICY

Validation and documentation of required health records must be received in the ADN Program Office by all students enrolled in the ADN program. **Students that fail to submit required records by the announced deadline(s) will not be allowed to continue in the program.**

NOTE: *Any changes or updates will be communicated, as needed. WCC operates in conjunction with local clinical facilities and all nursing students are subject to the requirements of those facilities in order to complete clinical nursing courses. Examples of this would be requirements for annual flu vaccination or COVID19-related documentation.*

All students are required to have a physical examination at the student's expense. The physical examination / health requirements protect the student by identifying any potential or real health problems that may be exacerbated by the demands of the clinical portion of the program.

Health professions are strenuous, both physically and psychologically. The student's ability to handle these demands must be established. It is also imperative that students do not expose clients or agency personnel to communicable disease or risk their safety, due to the inability to handle the physical or psychological stress of client care.

The following are required for ALL students:

- **PHYSICAL EXAMINATION** – A **physical examination**, completed within the past year, is required for all new students. The physical must be signed by a licensed physician or nurse practitioner. The examination must be documented on the Program's **standardized health examination form** as required by The Alabama Community College System. New students and any student returning to the Associate Degree Nursing program after an absence of one (1) year must submit current completed health forms.

- **IMMUNIZATIONS / TITERS** – It is the student's responsibility to keep all health records current. **Documentation of any required updates should be submitted to the ADN Program Office as soon as possible.** In addition to the following requirements, additional items may be requested, as deemed necessary by local clinical facilities. At minimum, the following are required:

Tetanus (Tdap) Vaccine	Students entering the ADN program must provide documentation of an adult **Tdap vaccine** (tetanus, diphtheria, and pertussis). If the documented Tdap vaccine is over ten (10) years old, documentation of a Td (tetanus and diphtheria) or Tdap booster that is less than ten (10) years old is also required. An update is required every ten (10) years.

TB Skin Test	A **two-step** TB Skin Test is required to enter the ADN program. This consists of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. *An annual one-step TB Skin Test is required each subsequent year.*
	In lieu of a two-step TB Skin Test, students can present documentation of a **TB blood test**. *An annual TB blood test or one-step TB Skin Test is required each subsequent year.*
	Students who are unable to receive the TB skin test due to a previously positive TB result or previous BCG vaccination, must submit documentation stating such along with documentation of a clear **chest x-ray**. Completion of an annual *Tuberculosis Questionnaire* (provided by the WCC health program) will also be required.
MMRV Titer	A **MMRV (Measles, Mumps, Rubella, and Varicella) titer** is required to enter the ADN program.
	If any results are negative or non-immune, the student must sign the *MMRV Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.
	Proof of vaccination is not required and will not be accepted in place of titer results.
Hepatitis B	A **Hepatitis B titer** is required to enter the ADN Program.
	If the results are negative or non-immune, the student must sign the *Hepatitis B Waiver Form* (provided by the WCC health program) and submit it with the negative or non-immune results. The student is advised to consult with a physician regarding precautions to prevent infection.
	Proof of vaccination is not required and will not be accepted in place of titer results.
Flu / COVID / Fit Test	To comply with current clinical agency requirements, students will submit an **annual Flu Survey** with copy of vaccination (if received), an **annual COVID-19 Survey** with copy of vaccination (if received), and **annual Fit Test** (for face mask).
CPR	Students are required to maintain **current Basic Life Support (BLS) CPR.** CPR certification must come from an American Heart Association or American Red Cross provider. NO ONLINE ONLY CPR CERTIFICATIONS WILL BE ACCEPTED.
Clinical Training Forms	Each clinical facility we use has policy and procedural documentation required for students to participate in clinicals at their location. These training forms will be assigned upon entry to the program and are required by a given deadline prior to attendance in clinicals.

- **CONTINUING HEALTH STATUS** – It is a student's responsibility to notify the nursing faculty of any changes in his/her health status, i.e. pregnancy, surgery, injuries, etc. Additional examinations from a health care provider, with documentation of results, may be required by an instructor for any changes in a student's health status.

- **PROFESSIONAL LIABILITY INSURANCE** – Students in the ADN program are required to purchase professional liability insurance (malpractice insurance) through the College, each semester they enroll in a nursing course with a clinical component. This fee is automatically added at the time of registration in applicable NUR courses. The blanket policy only provides coverage for **incidents occurring during required clinicals** and it expires at the end of each term.

- **HEALTH INSURANCE –** Wallace Community College and the ADN Program **do not provide health insurance coverage** for students. Students are responsible for costs incurred as a result of an accident/injury in the clinical or college laboratory. This may include follow-up testing and/or treatment mandated by the program/clinical agency. Students are not entitled to any Workmen's Compensation benefits from agencies. Health insurance coverage is strongly recommended.

IMPORTANT INFORMATION FOR HEALTH & CLINICAL RECORDS

1. It is the student's responsibility to ensure that all records are submitted and are up to date. **ANY STUDENT WHO FAILS TO MEET ANNOUNCED DEADLINES FOR EACH SEMESTER WILL BE REMOVED FROM CLASS, LAB, CLINICAL, ETC. AND WILL NOT BE ALLOWED TO RETURN UNTIL ALL RECORDS ARE IN COMPLIANCE.**

2. Updates to health records may be required while a student is enrolled in the ADN program, i.e. TB skin test, CPR, Tdap, etc. **ALL UPDATES MUST BE PRESENTED ON THE FIRST DAY OF CLASS AND MUST BE GOOD FOR THE ENTIRE SEMESTER.** For example, TB skin tests are required annually for all students. If the semester begins on January 10th and ends on May 5th, and your TB skin test expires March 3rd, you will have to update your information prior to January 10th in order to have it available for class and to be current for TB throughout the semester.

3. **STUDENTS MUST KEEP PERSONAL COPIES OF ALL HEALTH-RELATED RECORDS**. Re-submission of records may be requested by ADN Program personnel at any time. Copies of records WILL NOT be provided back to students. In the event the student requires a copy of any health related record, he or she must seek it from the original source, i.e. the healthcare provider.

WCC ADN SOCIAL MEDIA POLICY

Purpose:

To provide guidelines and identify prohibited conduct and best practices regarding ADN students' general use of social media. Students are advised to use social media cautiously. Distribution of sensitive and confidential information, intentional or unintentional, is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with an audience, individuals have less control about how materials posted will be used by others.

Definitions:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. The term "social media" includes, but is not limited to: web and mobile phone applications, blogs, photo and video sharing sites, micro-blogging and social networking sites, and wikis. Examples **include but are not limited** to LinkedIn, Wikipedia, Second Life, Flickr, podcasts, Allnurses.com, Twitter, Facebook, YouTube, Snapchat and Instagram. Regardless of how these forms of social media are used, students are responsible for the content they post or promote. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor.

Other electronic means shall mean any other web-based or mobile technologies by which users can communicate electronically, including, without limitation, text messaging, electronic messaging platforms (e.g., Whatsapp), and video-conferencing technologies (e.g., Zoom, Facetime, MS Teams, etc.).

General Use of Social Media:

    A. ADN students are **prohibited** from engaging in the following conduct in connection with their use of social media:

        1. Accessing, posting information on, or communicating through social media or other electronic means, during didactic, clinical or volunteer activities of the program, unless approved by the course instructor as part of a course assignment or activity.

        2. Posting or distributing photographs or videos obtained during any didactic, lab or clinical session, through social media or other electronic means, unless approved by the course instructor as part of a course assignment or activity.

        3. Posting information on social media, or through other electronic means, about, or images of, a patient, fellow student, instructor or research subject, including references to the health care of family members, employment or employers, conditions, locations of treatment, or any circumstances surrounding a situation, which violate federal or state privacy laws, including without limitation, HIPAA and FERPA. Accordingly, the use of social

media for clinical discussions that include any identifiable information related to patients or affiliated clinical facilities is prohibited.

4. Posting negative, disparaging, harmful, racist, homophobic, derogatory, or unprofessional remarks or gestures about the college, fellow students, instructors, patients (either a generalized or specific group of patients, or an individual), patient visitors, clinical sites, or other health care professionals through social media is strictly prohibited. This will be considered unprofessional and a form of misconduct.

5. Students must not save or transmit confidential, identifying or sensitive patient information on your personal computer or other electronic device.

6. Email or texting correspondence with faculty should be treated as public and should not include patient identifying information.

B. Compliance with Ethical and Professional Standards

1. ADN students are expected to comply with the ADN social medial policy regarding student misconduct and the National Council of State Boards of Nursing (NCSBN) guide to the use of social media at all times which can be found at (https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf).

2. The ADN faculty considers compliance with the ADN social medial policy, the NCSBN guide to the use of social media, and NLN competencies, an academic requirement of the program. A student will be subject to disciplinary action up to and including dismissal from the program in which the student is enrolled, if it is determined that the student has failed to comply with the academic requirements of the program by failing to adhere to the ethical and professional standards of the ADN program.

Consequences:

- Violations of patient privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences. In the event that a student is found to have violated the ADN Social Media Policy, the student will be subject to disciplinary action.

- **Students whose behavior does not comply with these professional standards will receive sanctions that may include but are not limited to a lower or failing grade in a course or clinical component of a course, immediate removal from a course (i.e., administrative drop), or dismissal from the nursing program.**

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

- **Students must be aware that the clinical agency has the contractual right to prohibit a Health Division student from being placed at the agency.** Students must conform to the rules, polices, and procedures of the clinical affiliate in order to participate in clinical learning experiences. If a student is prohibited from being placed at any of our contracted facilities, the student cannot continue in the program.

Students should report breaches of this policy to an instructor promptly.

SUBSTANCE ABUSE CONTROL POLICY
FOR STUDENTS IN THE HEALTH SCIENCES

1) Policy Purpose

a) Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.

b) As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

2) Standards of Conduct and Enforcement Thereof

a) Any incident relating to alcohol or drug use by students should be reported to the Associate Dean, Health Sciences.

b) In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.

c) If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

3) General Guidelines

a) Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.

b) Laboratory Requirements

   i) Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

   ii) Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.

c) Persons to be Tested

   i) Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.

   ii) Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

4) Student Guidelines

a) Pre-clinical Screening

   i) Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.

   ii) Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.

   iii) A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost

agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.

    iv)   Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.

    v)   Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.

    vi)   In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.

    vii)   Readmission to health science programs will follow guidelines established by each health program.

b) *Reasonable-Suspicion Screening*

    i)   While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:

        (a)   Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.

    ii)   Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

c) *Positive Screens*

    i)   No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.

    ii)   Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.

    iii)   Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.

    iv)   With exception of legal actions that require access to test results; all records will be secured in locked files with access limited only to stated College officials and his/her designees.

d) *Readmission*

    i)   Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.

    ii)   Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.

    iii)   Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.

    iv)   Students readmitted to a health science program may repeat courses as guided by program policies and offerings.

    v)   Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.

ATTENDANCE

Class attendance policies are in effect from the first scheduled class meeting. ***All students in the ADN program are expected to attend all scheduled class meetings, laboratory sessions, and clinicals for their course(s).*** Students in the nursing program should recognize their academic responsibilities by attending class and by being on time.

The grades of students who miss scheduled exams, unscheduled quizzes, deadlines for turning in assignments or projects, or scheduled group projects may be negatively impacted by their absence.

Because of unique circumstances, timing, equipment availability, clinical availability, or faculty schedules, not all missed examinations, quizzes, laboratory work, or projects may be available for make-up. Individual instructors will make decisions regarding excused absences.

Students should be aware that course progression, financial assistance, etc., are influenced by attendance. For detailed information regarding the College Attendance Policy, please refer to the *WCC College Catalog and Student Handbook*.

Students who do not want to continue attending a nursing course or courses are urged to initiate the withdrawal process. Withdrawal deadlines are published online at www.wallace.edu each semester.

DRUG CALCULATION EXAMS

Level I

A Level I Drug Calculation Exam will be administered in NUR104 (Introduction to Pharmacology) or in NUR200 (Nursing Career Mobility Assessment). Dates for the exam will be coordinated by the course instructor.

1. The exam will consist of 20 questions.

2. Students are required to pass the exam with a 90% or higher in order to complete the course requirements. The exam grade is **pass or fail** and is not calculated in the course grade for NUR104 or NUR200.

3. A student will be given the opportunity to remediate and will be allowed one re-test if he/she is not successful on the first attempt. The date for the second attempt will be noted on the course calendar.

4. If a student is unsuccessful after the second attempt at the Level I Drug Calculation Exam, the student will be advised to withdraw from the course. If a student fails to withdraw from NUR104 or NUR200, the overall grade assignment will be 59 (F) regardless of the theory grade.

5. Students that are unsuccessful on the Level I Drug Calculation Exam and choose to withdraw or receive a failing grade will be required to repeat the entire course before continuing in the nursing curriculum.

6. Withdrawal from or failure in NUR104 or NUR200 will count as an unsuccessful attempt in a nursing course, as defined in *The Alabama Community College System's Nursing Program Progression Policy*.

GRADING SYSTEM

The grading system for students accepted to the ADN program varies from the grading system for the College. The grading system will be applied as follows:

- Grades for general education courses will be determined using the grading system for the College as outlined in the *WCC College Catalog.*

- Grades for courses that begin with "NUR" will be determined using the grading scale mandated by The Alabama Community College System.

- Students in the ADN program are required to obtain a "C" or higher (75 or higher) in all nursing courses in order to progress in the curriculum.

- Students are required to complete all courses listed in the ADN curriculum with a "C" or higher.

WCC Grading Scale	Nursing (NUR) Courses Grading Scale
A = 90-100	A = 90-100
B = 80-89	B = 80-89
C = 70-79	**C = 75-79**
D = 60-69	D = 60-74
F = 59 and below	F = 59 and below

GRADE CALCULATIONS

No rounding of test scores is done, eg. 78.6. Only the final course grade is rounded, eg. 0.5 or higher is raised to the next whole number.

WCC nursing programs will carry all grade computations within a course (exams, quizzes, comprehensive tests, outside activity grades, etc.) to the hundredths place with no rounding applied to intermediate steps.

Final course averages will be rounded to the nearest whole number and the following grading scale applied:

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 60 – 74

F = 59 and below

PROGRESSION and NON-PROGRESSION POLICY

Progression Policy

Progression in Nursing

To progress (continue) in the nursing program, the student must:

1. Achieve a grade of C or better in all required general education and nursing courses.
2. Maintain a 2.0 GPA at Wallace Community College.
3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Maintain all recurring health records, specifically those with annual updates.
6. Maintain current CPR at the BLS, health care provider level.
7. **Students in the WCC LPN-to-RN Mobility program must maintain a current and unencumbered Alabama or multistate LPN license throughout the program.**

Non-progression in Nursing

1. Nursing non-progression is defined as failure (D or F) or withdrawal (W) of one or more courses <u>in a semester</u>.
2. Students returning to repeat a course due to failure or withdrawal will be allowed to register for said course(s) on a space available basis.
3. A total of **two** unsuccessful attempts in **two** separate semesters (D, F, or W) in the nursing program will result in dismissal from the program.

Repeating Nursing Courses

1. Students who experience non-progression in the nursing program, and who desire to continue in the program, will be allowed to register for repeated nursing courses on a space available basis.
2. Students who repeat a course or semester in nursing will only be allowed to repeat one time. After the first D, F, or W a student can repeat a course or courses, if taken concurrently in a semester. After the second D, F, or W, in a separate semester, a student is dismissed from the program.
4. A student must maintain a 2.0 cumulative GPA at Wallace Community College to continue in the nursing program.
5. Students dismissed from the program for disciplinary reasons and/or unsafe client care in the clinical area will not be allowed to continue in the nursing program.
6. Reinstatement can be denied due to, but not limited to, any of the following circumstances:
    a. Space unavailability.
    b. Refusal by clinical agencies to accept the student for clinical experiences.
    c. Twelve months have elapsed since the student enrollment in a nursing course.
    d. Unacceptable results on drug and/or background screens.
7. If a student has a documented extenuating circumstance that should be considered related to withdrawal or failure, then the student may request a review by the ADN Admission Committee or other appropriate college committee for a decision on repeating a course or readmission to the program. (*see ADN appeal process)*

Readmission After Dismissal Due to Non-Progression in Nursing

Students not eligible for program continuation may apply for nursing program admission as a new student. If accepted, all nursing program courses (NUR prefix) will have to be taken.

BREAK IN ENROLLMENT

Students who have a personal need to temporarily break enrollment from nursing program (NUR) classes:

1. For students eligible to progress in the NUR program, a break in enrollment from NUR courses cannot exceed one calendar year.

2. If a break in enrollment is greater than one calendar year, re-application for entry to the nursing program will be required. Upon re-application and acceptance to the nursing program, the student will begin as a new student and will repeat any nursing courses previously completed.

3. Update any drug testing or background screening according to the nursing program policy.

4. Ensure that admission status with the Office of Admissions is "active". Please note, if reactivation is required, you will be placed under the catalog requirements for the year at the time of reactivation. You will be subject to the curriculum requirements of the catalog assigned at time of re-admission to the college.

ADN TRANSFER TO LPN PROGRAM AT WCC

Associate Degree Nursing students may apply for admission to the third semester of the Practical Nursing program after they have completed the first two semesters of coursework – MTH 100, ENG 101, BIO 201, BIO 202, NUR 102, NUR 103, NUR 104, NUR 105, and NUR 106 – with a grade of C or better. Students who elect to transfer to the last semester in the Practical Nursing program will be required to meet the current program admission/readmission requirements. Students will be admitted on a space available basis to the PN program.

Students in the second level of the ADN program (NUR201, 202, 203, 204) that are dismissed due to two non-progressions may apply to be allowed to enter the third semester of the Practical Nursing (PN) program, provided they meet the current program admission/readmission requirements. These students will be admitted on a space available basis and must **contact the PN department for specific requirements**.

To be eligible for this option:

1. Student must complete a transfer/readmission form.

2. Have a minimum of a 2.0 cumulative GPA at current institution.

3. Meet clinical record/health record requirements.

4. The last clinical nursing course, in which the student was successful, cannot be more than twelve months old.

5. Student will be ranked on cumulative GPA for the purposes of transfer/readmission to the PN program.

6. Students who have two attempts in the RN program are only allowed one attempt in the PN program.

7. Students who are successful may apply for the LPN-to-RN Mobility Option as outlined in the College Catalog.

8. If unsuccessful in the PN transfer option, the student must meet current admission/ progression requirements.

TRANSFER POLICY

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

Criteria for Transfer

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. Comply with all program policy requirements at accepting institution.
5. Complete at least 25% of the nursing program required courses for degree /certificate at the accepting institution.
6. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Student selection for transfer is based on GPA in nursing program required courses.

TRANSIENT STUDENT POLICY

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

Criteria for Transient Status

1. Meet minimum admission standards for the nursing program.
2. Possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA.
3. Dean/Director of previous nursing program must provide a letter of eligibility for progression in previous nursing program.
4. A student enrolled at another institution must secure permission from that institution by submitting an application for admission to the College and a Transient Student Form completed by an official (Nursing Program Dean/Director) of the primary institution.
5. Transient students must complete a Transcript Request Form at the end of the term before a transcript will be issued to the primary institution.
6. Comply with all program policy requirements at accepting institution.
7. Meet acceptability criteria for placement at clinical agencies for clinical experience.

Acceptance of transient student into a nursing program is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

Student selection for transient status is based on GPA in nursing program required courses.

PROGRESSION POLICY APPEAL PROCESS

Students entering the ADN program shall have appeals considered on a case-by-case basis by the Associate Degree Nursing Admissions Committee.

No list of circumstances can cover all contingencies that might arise; however, an extenuating circumstance is one that is <u>unforeseen and impacts the student's ability to continue in the semester</u>. The Committee will review each student's situation will be reviewed by the committee individually; however, this procedure should resolve the following types of circumstances which may be considered extenuating circumstances:

1. Medical illness requiring hospitalization of the student or immediate family (spouse, child).
2. Death of an immediate family member (spouse, child, parent).
3. Domestic violence situations.

If a student feels they have an extenuating circumstance, the steps of the procedure are as follows:

1. If the circumstance allows, students should meet with the course instructor or faculty advisor for information about available assistance, or counsel regarding making up work, improving grades or withdrawal from the course.

2. The student will complete the Appeal Request form as completely as possible. The request should be submitted within **12 calendar days of the end of the semester that the student is appealing.**

   a. The student may request a form from their course instructor, faculty advisor, or via email from adnappeals@wallace.edu.

3. The request may be submitted to the student's course instructor, the ADN office mailbox on the second floor of the Health Science building, or may be e-mailed along with attachments to adnappeals@wallace.edu.

4. The ADN Admission Committee will meet as needed to consider all appeals that have been received. The decision of the committee will be provided to the student via email, as well as being filed in the student's records.

5. A student will be considered for an appeal only one time throughout their progression in the curriculum.

CLINICAL ATTENDANCE

ADN students are expected to abide by all policies of the health care facility in which they are participating for clinical. When in the clinical area, students are to address all personnel by their proper title.

If a student is unable to report to their assigned clinical area, they must:

   a) **Notify their clinical instructor prior to the scheduled time of clinical.**

   b) **Notify the clinical area in which they are assigned.**

Contact information will be provided to you by your clinical instructor. A message must reach the clinical instructor prior to the beginning of the clinical. **Failure to contact your clinical instructor will result in unsatisfactory performance for the day.**

Students must be clean and appropriately dressed when attending any clinical. Failure to adhere to this requirement will result in dismissal from clinical activities for the day and could potentially result in a failing grade for the respective nursing course.

CLINICAL EVALUATION

Criteria for clinical evaluation will be outlined in each nursing course syllabus. Students that are unsuccessful in the clinical portion of a course will not receive a passing grade for the course.

CARDIOPULMONARY RESISCITATION (CPR)

Students in the ADN program are required to have current CPR certification at all times.

Requirements include:

- Certification must be health care provider status, infant through adult. (BLS)
- Must be renewed in accordance with the date on the issued card/certificate.
- A copy of current CPR certification must be submitted to the ADN Program Office along with health records.
- Any new student who does not have current CPR certification by the required deadline must be enrolled in EMS100 (Cardio Resuscitation I) during their first semester of nursing.
- **No online only CPR certification will be accepted. All CPR certification, to include re-certification, must have both *cognitive and skills* evaluation components**.
- CPR providers must be through the American Heart Association or the American Red Cross.

CONFIDENTIAL INFORMATION

Students will, in the course of clinical assignments, be exposed to information regarding clients, physicians, and others. All such information must be considered as confidential and cannot be discussed with anyone except in the line of duty.

A client's condition may not be discussed with the client, family, or other persons not directly concerned with care of the client. Only the physician or other authorized persons may discuss the condition of the client with others.

All students enrolled in the Associate Degree Nursing program are required to sign a "Statement of Confidentiality". This statement covers confidentiality and Health Insurance Portability and Accountability Act (HIPAA) rules and regulation. Additionally, students may be asked to participate in HIPPA training and/or sign additional statements specific to any health care facilities they may attend for clinical purposes.

INVASIVE PROCEDURE STATEMENT

Students in the WCC ADN program are legally responsible and accountable for all their actions while providing care to patients/clients. Student performance in the clinical area must always be guided by concern to patient/client safety. In the interest of patient/client safety, the performance of invasive procedures, such as parenteral drug administration (injections, IV push medications, secondary or piggy back medications) requires the direct observation of the clinical instructor or the designated registered nurse. Students may be immediately and permanently dismissed from the ADN program for any unsafe practice, such as the failure to secure the required supervision when performing invasive procedures.

NO COMPENSATION POLICY

Students in the ADN program will be enrolled in clinical courses requiring their presence at a health care facility. While in clinical, students **cannot** receive payment or any other form compensation from either the health care facility or the College unless they are approved and sponsored through the Associate Degree Nursing Apprentice Program for student nurse apprentices.

STUDENT NURSE APPRENTICE PROGRAM

The ADN program at WCC works with local healthcare facilities who wish to sponsor students in the Apprentice Program for students in nursing. This program is governed by the Alabama Board of Nursing, pursuant to Alabama Act No. 2021-27.

The Student Nurse Apprentice rules are located under Chapter 610-x-154 of the ABN Administrative Code.

PERSONAL AFFAIRS

Students should not discuss personal problems or business while in the clinical facility. Advisement may be sought from the College counselor or WCC clinical instructor. Students are absolutely prohibited from approaching members of the medical staff in the hospital regarding personal needs, working assignments, conditions, or any other matters not immediately appropriate in the care of his/her client.

Students must adhere to the approved dress code for clinical education, and on-campus educational activities including theory and laboratory settings. Students must maintain professional standards and personal appearance. Students are accountable for their professional appearance while representing Wallace Community College. In addition to the guidelines set forth by WCC ADN program, students must abide by any additional guidelines and/or standards mandated by policies of the local clinical facilities.

Good personal hygiene is mandatory. Unclean and/or unkempt appearance, unpleasant body or breath odors, any strong scents/smells are not acceptable, to include fragranced lotions, and even smoke odors.

Students will come to all classes in uniform. Specifics of classroom attire and requirements will be given by each instructor, as it pertains to the course.

CLINICAL AND SIMULATION LAB UNIFORM

Notes:

- *Some uniform lines may become discontinued or unavailable in certain sizes or styles, as determined by the manufacturer. Should this occur, the color match is important to maintain consistency. Please seek the guidance of the local uniform shops (who maintain our specs) or ask an instructor if the following become unavailable, or if you have special needs or concerns.*

- *[Scrubs 101 Uniform Boutique](#) and [Zoghby's Uniforms](#) (formerly Sandra Jean's) are local vendors who have our school's specifications. Scrubs can be purchased from any vendor; however, the required uniform patches and clinical i.d. badges must be purchased from one of these two vendors.*

Uniform:

Wine / Burgundy colored uniform scrub tops and bottoms (as similar to the color of the WCC logo). (Females are allowed to wear skirts that are knee length or longer).

The approved brands for scrubs are as follows:

[Brand - Cherokee Revolution](#)

- – Women's Cut Tops – Style # WW620 and WW610
- – Women's Cut Bottoms – Style # WW120 and WW110
- – Men's Cut Top – Style # WW690
- – Men's Cut Bottom – Style # WW140

[Brand – Healing Hands](#)

- – Women's Cut Top – Style # 2500
- – Women's Cut Bottoms – Style # 9560

[Brand – Healing Hands Purple Label](#) (smaller fits)

- – Women's Cut Tops – Style # 2245 and 2167 and 2320
- – Women's Cut Bottoms – Style # 9133 and 9095

- The uniform pants must not be tight. Pants must be hemmed and fall on top of shoes. Joggers or legging type pants are not allowed.
- The uniform top should be neat and clean. The uniform top should fall neatly at hips, not ride up in the front or back.
- The official WCC ADN Program patch must be sewn onto the **front upper right chest** of the uniform shirt. The patch must be in good repair and not faded.
- No visible cleavage or bellies.

Shoes and Hosiery:
- Solid closed-in heel and toe, in WHITE. Shoes must be impervious to fluids (no fabric or canvas) with same color shoelaces; The clinical shoes must be kept clean and free of stains throughout the program, to include the shoelaces. It will not be acceptable to wear sandals, flip flops, croc style shoes with holes, etc.
- WHITE hose or tights must be worn with a skirt, best to coordinate with choice of shoes.
- WHITE socks (no low-cut ankle socks) must be worn with pants. (no stripes or patterns)

White Lab Coat:
A professional white lab coat may be worn over uniform to and from clinical. The lab coat must be a professional lab coat with a collar, long sleeves and hip length.
- The official WCC ADN Program patch will be sewn onto the **top left sleeve**. The patch must be in good repair and not faded.
- The student can wear the lab coat during clinical if they choose.
- The student cannot wear the lab coat when working in an employee role at his/her work place.
- Scrub jackets with knit cuff sleeves are not acceptable to wear to, from, or during clinicals or Simulation Lab.

Jewelry:
Students must/may wear:
- A wedding band, without stone(s).
- A non-digital watch, with a second hand.
- Religious medals if the chain is long enough that it can be tucked into the uniform.

Students may not wear:
- Any other jewelry, for example: visible body piercing, bracelets - wrist or ankle, and earrings.

Fingernails:
- Must be kept clean, well-manicured and not longer than ¼ inch past the finger tip.
- May ONLY have Clear polish with no signs of chipping, peeling, or flaking. No gel polish.
- Cannot have ARTIFICIAL NAILS of any style to include but not limited to: acrylic/gel nails or overlays, wraps, tips, shellac polish/bonding and extensions.

Additional Uniform and Professional Appearance Policies, while in uniform:

False Eyelashes:

- False eyelashes and lash extensions of any kind cannot be worn.

Tattoos:

- Large tattoos must be covered with a white shirt under the uniform top. Small tattoos in hard to cover areas can remain uncovered if not offensive in nature. For example, a tattoo around the finger like a ring, or a small tattoo on the neck are acceptable not to cover, if they are not offensive to others. If there are questions, students should arrange to meet with an instructor on an individual basis to determine individual course of action.

Perfume:

- Perfume, cologne, fragranced soap, lotion, hairspray or body spray may not be worn.

Hair:

- To ensure a safe and professional environment, all students with long hair are required to pull their hair back securely. Hair must be kept away from the face and eyes at all times and should not fall forward when leaning over or performing tasks. This practice helps maintain hygiene, safety, and focus while performing tasks.
- Must be clean, and neat, with no extreme styles or hair color. For example, shaved with designs or symbols, shaved on one or both sides leaving a "mohawk" style, high bun, twists or oversized styles. Color must be a natural color with no extreme color such as bright red, pink, blue, silver, etc.
- Must only have plain neutral barrettes or rubber bands.
- May not wear scarves, headbands, hats, caps of any kind except for religious head coverings or headbands specific to an N95 mask, if required to wear one.
- Beards must be neat and clean, no more than 1" from the face. (refer to N95 fit testing for guidelines). If there are questions, students should arrange to meet with an instructor on an individual basis to determine individual course of action.

COMMUNITY UNIFORM POLICY

A community uniform is required to be worn by all ADN students when participating in any required/optional community activity in which the clinical uniform is not worn and the student represents the ADN program.

Community activities include, but are not limited to:

- Selected outside clinical experiences as directed by course instructors.

- Support group activities.

- Picking up assignments at the hospitals (a buttoned-up lab coat and name tag must also be worn).

- Participation in health fairs.

- Assisting with blood drives.

- Public travel/attendance associated with professional meetings, seminars, conventions.

The community uniform is:

- A WANS polo shirt.
    - The polo shirt must be in good repair and not faded.
    - No visible cleavage, bellies, or low backs allowed.

- Khaki colored tailored trousers, Docker's style (male or female) or knee length skirt (female only). No jeans styles, no cargo pants, no sweatpants, no joggers or capri pants, no decorations or appliqués on pants.

- Closed-in, low-heeled shoes in white, khaki, brown, or black, or plain single colored athletic style shoes, wearing socks to coordinate with shoes. (no low cut/ankle socks)

- Lab coat, jewelry, hair, etc. will be enforced in accordance with clinical uniform guidelines.

CLASSROOM AND SKILLS LAB UNIFORM GUIDELINES:

- Will follow the clinical uniform policy for the uniforms, except for:
    - Fragrance will follow the clinical uniform guidelines.
    - Coordinating scrub-style jackets can be worn in class, and if it does not interfere in lab activities.
    - no sweatshirts or hoodies; scrub top must be visible.
    - Lab coat may be worn.
    - Shoes must be closed in at heel and toes, no sandals, flip flops, crocs, or clogs.

- Hair, fingernails, and eyelashes will follow the clinical uniform guidelines when in the skills lab and simulation lab.

- Jewelry can be worn except for jewelry that interferes with class and lab activities, i.e. no extremely large earrings, necklaces or bracelets; smart watches can be worn for class, but may not be worn during exams or skills lab where second hand is necessary.

- Wallace Wednesday: A WCC or WCC nursing t-shirt or sweatshirt may be worn with uniform scrub pants. No other type of t-shirt/sweatshirt is allowed.

ACADEMIC GRIEVANCES

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedure. If the grievance arises from a classroom situation, students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or in writing, no later than 12 calendar days following the incident.

2. If an agreement or compromise cannot be achieved within 3 instructional days, take the grievance to the appropriate Division Director (Dr. Jackie Spivey).

3. If an agreement or compromise cannot be achieved within 3 days, take the grievance to the appropriate Instructional Coordinator (Ms. Kathy Buntin, Associate Dean, Health Sciences).

4. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take the academic grievance to the Dean, Instructional Affairs. If still not satisfied, move to step 5.

5. The student should read the Judgments section of this policy in the *WCC Catalog / Student Handbook* before contacting the Dean, Student Affairs for a hearing before the Admissions and Academic Standards Committee. As a last resort and only after steps 1-5 have been carried out or conscientiously been attempted, a student may take a grievance in writing to the Dean, Student Affairs and the chairperson of the Admissions and Academic Standards Committee. The grievance must be filed within 20 class days of the term following that in which the grievance occurred.

In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

Certain types of grievances should not be brought to the committee, although they may be brought to the attention of the Department Chairperson and, if necessary, the appropriate dean so that a continuing administrative effort may be made to ameliorate problems.

No list of grievance types could cover all contingencies that might arise; however, here are some examples:

*   Gross differences in grading by instructors teaching separate sections of the same course.

*   Personal habits of the instructor that distract students in their attempts to learn course material.

*   Fine distinctions in grading, e.g., the line between an "A" and a "B", or between a "D" and an "F" (may only be appealed to the instructor).

*   Unannounced quizzes will not be considered a grievance unless they are contrary to the course syllabus or information provided to the class by the instructor.

For the complete Student Academic Grievances policy, please refer to the
WCC Catalog / Student Handbook.

CONDUCT

Students shall adhere to the Student Code of Conduct found in the [WCC Catalog / Student Handbook](). Students are likewise expected to behave in a professional and ethical manner while enrolled in the ADN program. Disruptive behavior will not be tolerated.

Examples of inappropriate and unprofessional behavior in the clinical setting are, as follows:

- Chewing gum, eating, etc., in clinical area.

- Smoking in stairwell or restroom, etc. (any unauthorized area).

- Talking loudly, laughing, "horse playing" in hallways or elevators.

- Sitting in nurse's station instead of seeking learning experiences.

- Removing uniform, letting down hair, etc., before leaving the hospital.

- Wearing sweaters or jackets in clinical area or in cafeteria.

- Failing to put client charts in appropriate place.

- Being disrespectful to the client, instructor, other students and/or employees of institution.

- Being dishonest (lying, stealing, charting care not provided).

- Dressing inappropriately (dirty or wrinkled uniforms or nonstandard nursing shoes).

- Displaying repeated mistakes placing client or student in unsafe environment.

- Using profanity or lewd comments anywhere in institution.

- Inappropriate physical contact (shoving, rough handling of client, visitor, staff, or peers).

- Talking in client's room about matters not concerning client (personal or about other clients assigned to students).

- Breaching confidentiality.

- Failing to follow instructions.

- Wearing shorts, flip-flops, mid-drift tops, tank tops, vulgar logos, etc., to pick up clinical assignments. (Students are to look professional when picking up assignments.)

- Tardiness for class or clinical assignments.

CURRICULUM TRACKS

Traditional – students new to nursing who are not LPNs.
- Full-time Track
- Part-time Track

LPN-to-RN Career Mobility – students who have an LPN license.

Evening / Weekends – *only offered for entry in certain semesters.*
- Fall 2025 - Traditional / Fall 2026 - LPN-to-RN Mobility

For all curriculum tracks:

- Semester progression requires that nursing (NUR) courses be taken in sequence.

- Nursing courses cannot be combined as to shorten the overall length of the program.

- <u>All</u> courses listed within a semester must be completed with a "C" or higher before progressing to the next semester.

- General education (non-nursing) courses may be completed at any time prior to the semester listed. **If not completed prior to the semester listed, courses must be completed within that semester to move on to the next semester.**

- Students must receive a grade of "C" or higher on all courses within the ADN curriculum. This includes general education courses.

PLEASE NOTE:

Per College curriculum requirements, the following courses will be required to complete your AAS for Nursing and can be taken at any time prior to graduating:

ORI 101:   Orientation to College   *1 credit hour*

CIS 146:   Microcomputer Applications **(CLEP is available)** *3 credit hours*

This Guided Pathway contains all coursework required for degree completion. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

ASSOCIATE DEGREE NURSING Traditional Curriculum Full-Time			
Semester	**Course Prefix**	**Course Description**	**Credit Hours**
Semester 1	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	NUR 102	Fundamentals of Nursing	6
	NUR 103	Health Assessment	1
	NUR 104	Introduction to Pharmacology	1
		Semester Total	**15**
Semester 2	ENG 101	English Composition I	3
	BIO 202	Human Anatomy and Physiology II	4
	NUR 105	Adult Nursing	8
	NUR 106	Maternal and Child Nursing	5
		Semester Total	**20**
Semester 3	PSY 200	General Psychology	3
	BIO 220	General Microbiology	4
	NUR 201	Nursing Through the Lifespan I	5
		Semester Total	**12**
Semester 4	SPH 106 or SPH 107	Speech	3
	PSY 210	Human Growth and Development	3
	NUR 202	Nursing Through the Lifespan II	6
		Semester Total	**12**
Semester 5	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	**13**
Total Credit Hours: 72			

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

This Guided Pathway contains all coursework required for degree completion. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

ASSOCIATE DEGREE NURSING
Traditional Curriculum
Evening/Weekend* or Part-time Track**

Semester	Course Prefix	Course Description	Credit Hours
Semester 1	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	NUR 103	Health Assessment	1
	NUR 104	Introduction to Pharmacology	1
		Semester Total	**9**
Semester 2	NUR 102	Fundamentals of Nursing	6
		Semester Total	**6**
Semester 3	BIO 202	Human Anatomy and Physiology II	4
	NUR 105	Adult Nursing	8
		Semester Total	**12**
Semester 4	ENG 101	English Composition I	3
	BIO 220	General Microbiology	4
	NUR 106	Maternal and Child Nursing	5
		Semester Total	**12**
Semester 5	PSY 200	General Psychology	3
	NUR 201	Nursing Through the Lifespan I	5
		Semester Total	**8**
Semester 6	SPH 106 or SPH 107	Speech	3
	PSY 210	Human Growth and Development	3
	NUR 202	Nursing Through the Lifespan II	6
		Semester Total	**12**
Semester 7	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	**13**
Total Credit Hours: 72			

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

This Guided Pathway contains all coursework required for degree completion and is for students who have obtained a certificate in practical nursing, along with an Alabama or multi-state LPN license. General academic (non-NUR prefix) courses may be taken prior to application for entry into the Associate Degree Nursing program.

Upon application and admission into the Associate Degree Nursing program, LPN-to-RN Mobility, any general academic coursework that has not been completed prior to the semester listed, must be successfully completed within that semester before progressing to the next semester of the curriculum track. *(See NUR course pre-requisites in College Catalog.)*

All courses required for an Associate Degree Nursing, AAS, must be completed with a grade of "C" or higher.

ASSOCIATE DEGREE NURSING
LPN-to-RN Mobility Curriculum
Day or Evening/Weekend Track*

Semester	Course Prefix	Course Description	Credit Hours
Pre-requisite Courses	MTH 100	Intermediate College Algebra (or higher level math)	3
	BIO 201	Human Anatomy and Physiology I	4
	BIO 202**	Human Anatomy and Physiology II	4
	ENG 101	English Composition I	3
		Credit Hours	**14**
Semester 1	PSY 200	General Psychology	3
	BIO 220	General Microbiology	4
	NUR 199	LPN to RN Mobility	10
		Semester Total	**17**
Semester 2	PSY 210	Human Growth and Development	3
	SPH 106 or SPH 107	Speech	3
	NUR202	Nursing Through the Lifespan II	6
		Semester Total	**12**
Semester 3	Humanities Elective	(see College Catalog for options)	3
	NUR 203	Nursing Through the Lifespan III	6
	NUR 204	Transition into Nursing Practice	4
		Semester Total	**13**
Total Credit Hours: 72 *			

Per College curriculum requirements, the following will be required to complete your AAS in Nursing and may be completed at any time prior to graduation.

- **ORI 101 Orientation to College or ORI 105 Orientation and Student Success –** 1 credit hour / 3 credit hours

- **CIS 146 Microcomputer Applications** – 3 credit hours
  Students must demonstrate adequate computer science competency by completing CIS 146 with a minimum grade of "C" or by passing a computer competency exam.

* Students graduating from the LPN-to-RN Mobility program receive non-traditional credit for 16 hours of NUR courses, equivalent to the first two semesters of the traditional track for Associate Degree Nursing (NUR102, NUR103, NUR104, NUR105, and NUR106).