



# **Nursing Program Handbook**

**Effective: August 29, 2025  
through May 31, 2026**

## **Disclaimers**

### **Right to Revise Policies**

The Carroll Community College Nursing Program expressly reserves the right to modify, amend, or revise any policies, procedures, academic requirements, or other provisions outlined in this handbook at its sole discretion and without prior notice. Such changes may be necessitated by evolving accreditation standards, regulatory requirements, institutional directives, or other considerations deemed appropriate by program leadership. While the program endeavors to communicate significant changes in a timely manner, it remains the responsibility of each student to remain informed of current policies and updates through official channels. Written and verbal communication will be made upon any changes, and students must sign that they are informed of all revisions.

### **Student Responsibilities**

Students enrolled in the Carroll Community College Nursing Program are expected to uphold the highest standards of academic integrity, professional conduct, and personal accountability. It is the responsibility of each student to familiarize themselves with the contents of this handbook, adhere to all program policies and procedures, and actively engage in their educational and clinical experiences. Students must regularly monitor official communications, including email and learning management systems, for updates and announcements. Failure to comply with program expectations may result in disciplinary action, up to and including dismissal from the program.

### **Accreditation Status**

The Carroll Community College Associate Degree in Nursing Program holds continuing accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA, located at 2600 Virginia Ave, NW, Washington, DC 20037. 202-909-2487.



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# **I. Welcome and Introduction**

## **Message from the Program Director**

Dear Nursing Students,

Welcome to the Nursing Program at Carroll Community College! It is with great pride and excitement that I welcome you to this program which is dedicated to excellence in nursing education and compassionate patient care.

This Nursing Program Handbook has been thoughtfully prepared to serve as your guide throughout your time in the program. Within these pages, you will find essential information about our academic policies, clinical expectations, support services, and the values that shape our learning community. I encourage you to read it thoroughly and keep it as a reference throughout your time in the program.

Nursing is both a science and an art—demanding intellectual rigor, emotional resilience, and a deep commitment to caring for others. At Carroll, our faculty and staff are here to support you every step of the way. Our faculty bring a wealth of real-world experience and a passion for teaching that will challenge and inspire you. Our staff are equally committed to your success, providing guidance, encouragement, and practical support to help you navigate both the academic and personal aspects of your journey.

As you embark on this life-changing experience, remember that you are not alone. You are part of a vibrant community of learners, educators, and healthcare professionals who are dedicated to excellence, integrity, and service. We are excited to see the impact you will make—not only in the classroom and clinical settings but also in the lives of the patients and families you will serve.

Thank you for choosing Carroll Community College. We are honored to be part of your journey and look forward to celebrating your achievements along the way.

With warm regards,

**Jennifer Fritzges, DNP, RN, CNE, CNEcl**

Director, Nursing Program  
Carroll Community College  
jfritzges@carrollcc.edu

## **Nursing Program Mission, Philosophy, Core Values, and Norms**

### **Mission Statement**

In accordance with the mission statement of Carroll Community College, the Nursing Program empowers learners to become compassionate, competent, safe, and ethical nursing professionals. Through accessible, high-quality education and hands-on clinical experiences, we prepare students to advance their careers, enrich lives, and contribute meaningfully to the health and well-being of our diverse community. We are committed to fostering a supportive learning environment that promotes lifelong learning, critical thinking, and a spirit of inquiry.

### **Philosophy**

The Nursing Program at Carroll Community College embraces the belief that nursing is both a science and an art, grounded in evidence-based practice, ethical care, and a deep respect for human dignity. We believe that every student has the potential to grow into a compassionate and competent nurse through a supportive, accepting, and intellectually stimulating environment.

We view learning as a collaborative and lifelong process that empowers students to think critically, communicate effectively, and respond to the evolving needs of individuals, families, and communities. Our faculty are committed to fostering professional integrity, cultural humility, and a willingness to serve the community that reflects the highest standards of nursing practice.

We are dedicated to preparing graduates who are not only clinically skilled but also socially responsible, ready to lead and advocate for health equity and community well-being.

### **Core Values**

**Excellence:** We are committed to high standards in teaching, learning, and clinical practice, all grounded in evidence-based principles.

**Compassion:** We care deeply for the well-being of others and foster empathy in all aspects of nursing through advocacy, outreach, and compassionate care.

**Integrity:** We uphold honesty, accountability, and ethical behavior in all professional interactions.

**Collaboration:** We believe in the power of teamwork among students, faculty, healthcare professionals, and improving the health of our community.

**Lifelong Learning:** We promote self-motivated personal and professional growth to meet the evolving demands of the healthcare environment.

**Holism:** We embrace everyone's unique physical, emotional, cultural, spiritual, and developmental needs to promote healing and growth through a holistic approach.

## **Nursing Program Norms**

### **1. Professionalism**

- Uphold the highest standards of ethical and professional behavior in all academic, clinical, and interpersonal interactions.
- Demonstrate integrity, punctuality, and preparedness in both classroom and clinical settings.
- Maintain appropriate boundaries and confidentiality in accordance with HIPAA and institutional policies.

### **2. Mutual Respect**

- Foster a learning environment that values the dignity of all individuals.
- Communicate with curiosity, courtesy and compassion always.
- Listen actively, assume the best of others, and respond constructively to peers, faculty, patients, and staff.

### **3. Accountability**

- Take responsibility for one's own actions, decisions, and learning outcomes.
- Meet deadlines, fulfill clinical and academic obligations, and seek help when needed.
- Accept feedback with openness and use it as a tool for growth and improvement.

### **4. Engagement**

- Participate actively in all learning experiences, including lectures, labs, simulations, and clinical rotations.
- Contribute to group work and collaborative learning with a spirit of cooperation and shared responsibility.
- Stay informed about program updates, policies, and expectations.

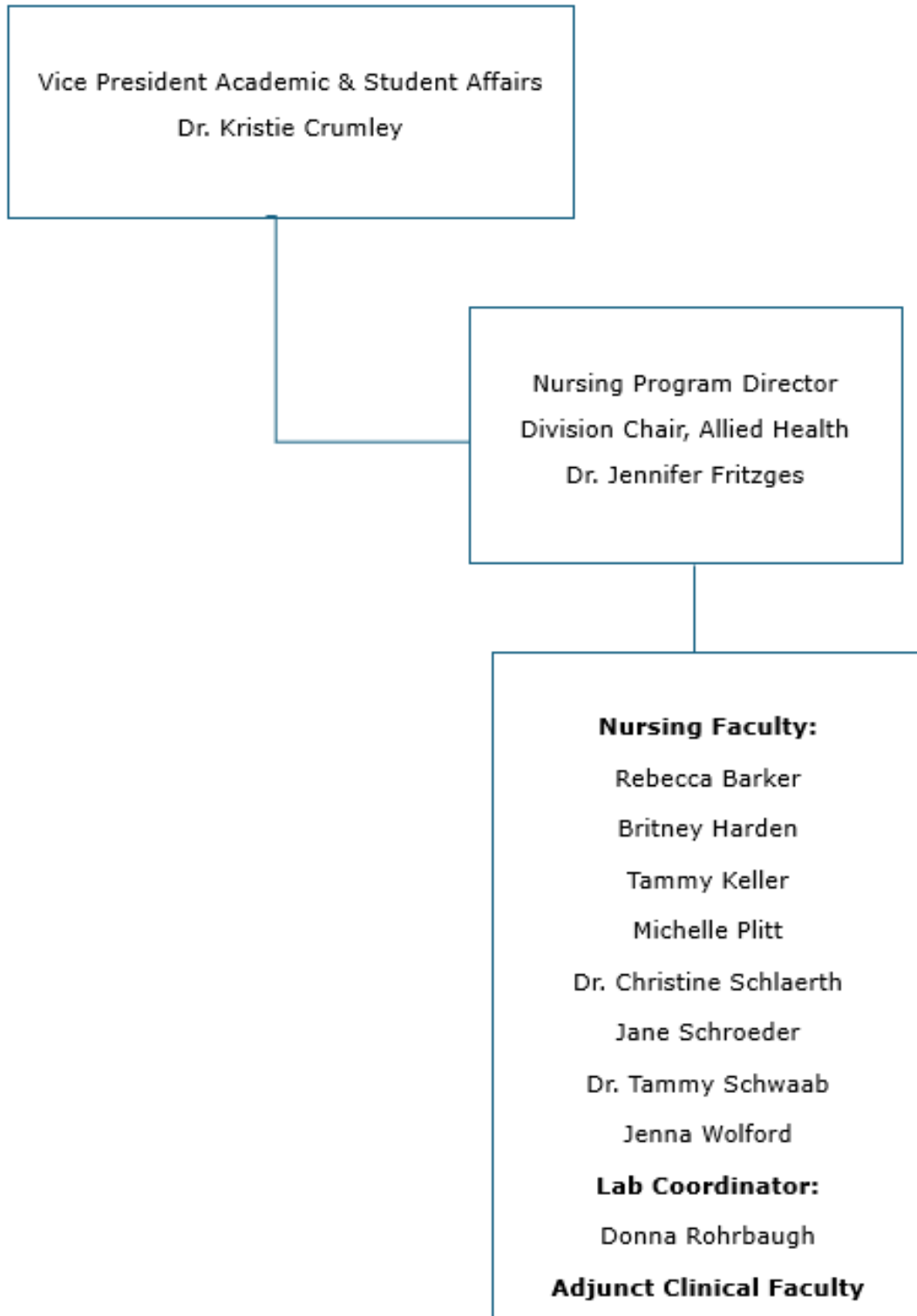
### **5. Transparency**

- Communicate honestly and clearly with faculty, staff, and peers regarding one's own academic progress, concerns, and needs.
- Report concerns, errors or incidents promptly and accurately, in accordance with program and clinical site protocols.
- Uphold the principles of academic honesty and avoid any form of misrepresentation or dishonesty.



## II. Program Overview

### Organizational Chart



## **Associate Degree Program Goals**

Upon completion of the Associate Degree Program, the student will:

1. Use the nursing process to optimize client health.
2. Assimilate into the profession of nursing.
3. Provide patient-centered care.
4. Engage in evidence-based practice.

## **Practical Nursing Program Goals**

Upon completion of the Practical Nursing Certificate Program, the student will:

1. Contribute to the nursing process as part of the healthcare team.
2. Assimilate into the profession of practical nursing.
3. Provide patient-centered care.

## **Accreditation Program Outcomes**

1. NCLEX-RN Licensure Exam: 90% of graduates will pass the licensure exam on the first attempt
2. Program Completion: 75% of students will complete the nursing program in 150% of the time (6 semesters)
3. Graduate Program Satisfaction: 80% of graduates will express satisfaction with the nursing program
4. Employer Satisfaction: 80% of employers will be satisfied with graduate performance
5. Job Placement: 75% of graduates will be employed within 6 months of program completion

### **III. Curriculum Plans and Pathways**

#### **Traditional ADN Program**

Carroll's Associate Degree in Nursing (ADN) program prepares students to become skilled Registered Nurses in just two years (four semesters) through a combination of classroom instruction, hands-on labs, and clinical experiences. Graduates are equipped with the knowledge and practical skills needed for RN licensure and to thrive in today's fast-paced healthcare environment.

#### **Practical Nursing Certificate**

Our LPN Program offers a focused pathway for students who have successfully completed the first and second semesters of Carroll's Associate Degree in Nursing (ADN) program. Students are eligible for the Practical Nursing (LPN) Certificate Program if they have successfully completed NURS 131, 132, 133, 140, and 225. This option supports career flexibility and progression, whether students choose to enter the workforce as an LPN or continue toward RN for licensure.

#### **Clinical Ladder – LPN to RN – and Transitions Course**

Our Transitions course is designed to support qualified healthcare professionals—Licensed Practical Nurses (LPNs), Paramedics, and Military Medics—as they advance into the role of a Registered Nurse (RN). This pathway acknowledges prior training and experience, offering a streamlined route to earning an Associate Degree in Nursing. Students must maintain their current licensure or certification (LPN, Paramedic, Medic) throughout the duration of the program. Students who successfully meet the requirements of the Transitions pathway (NURS 131, 132, 203) will continue to complete NURS 233 and 242.

#### **Dual Enrollment**

Carroll Community College currently offers a dual enrollment option, known as Associate to Bachelors (ATB), and partners with the following nursing programs: Frostburg, Stevenson, Towson, and University of Maryland. These programs allow students to take nursing courses concurrently towards a BSN degree. Students must meet the admission requirements of both schools and remain in good academic standing during the Associate Degree Nursing Program to remain in the ATB program.

## Curriculum Plan for Associate Degree Nursing Program

Course	Bill Hr	Credit from Class Hours	Credit from Lab	Credit from Clinical	Total Actual Credit
<b>Fall Semester Year 1</b>					
NURS 131 Health Assessment	1	0	30 hours = 1 credit	0	1
NURS 132 Medication Administration	2	29 hours = 1.8 credit	11 hours = 0.4 credit	0	2
NURS 133 Nursing Concepts 1	5	60 hours = 4 credits	3 hours = 0.1 credit	44 hours = 1 credit	5
<b>Spring Semester Year 1</b>					
NURS 140 Nursing Concepts 2	9	83 hours = 5.5 credits	15 hours = 0.5 credit	152 hours = 3 credits	9
<b>Fall Semester Year 2 (3<sup>rd</sup> semester overall)</b>					
NURS 233 Nursing Concepts 3	8	75 hours = 5 credits	10 hours = 0.3 credit	137 hours = 3 credits	8
<b>Spring Semester Year 2 (4<sup>th</sup> semester overall)</b>					
NURS 242 Nursing Concepts 4	7	15 hours = 1 credit	0	273 hours = 6 credits	7
<b>TOTAL CREDITS</b>					32
<b>TOTAL HOURS</b>		254	69	606	

### Credits

*ENGL 101, <b>English Composition &amp; Literature</b>	3
*PSYC 101, General Psychology, <b>Social and Behavioral Sciences</b>	3
*SOC 101, Introduction to Sociology, <b>Social and Behavioral Sciences</b>	3
*BIOL 101ω, Fundamentals of Biology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 210±, Anatomy & Physiology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 211±, Anatomy & Physiology 2	4
*BIOL 215±, Microbiology	4
*PSYC 211, Human Growth & Development, <b>Social and Behavioral Sciences</b>	3
*MATH 115, Introduction to Statistical Methods, <b>Mathematics</b>	4
ENGL 102, 201, 202 or 211, <b>Humanities</b>	3
<b>1 course from Fine &amp; Performing Arts Area OR Language and Communication Area</b>	3
Total Degree Requirement Credits:	38
Total Credits:	70

±Within the last 5 years

ωWithin 5 years of BIOL 210 and BIOL 215

\*Must have a minimum grade of C

Minimum GPA for admission is 2.50

## Curriculum Plan for Practical Nursing Certificate

Course	Bill Hr	Credit from Class Hours	Credit from Lab	Credit from Clinical	Total Actual Credit
<b>Fall Semester Year 1</b>					
NURS 131 Health Assessment	1	0	30 hours = 1 credit	0	1
NURS 132 Medication Administration	2	21 hours = 1.4 credit	18 hours = 0.6 credit	0	2
NURS 133 Nursing Concepts 1	5	60 hours = 4 credits	0	45 hours = 1 credit	5
<b>Spring Semester Year 1</b>					
NURS 140 Nursing Concepts 2	9	83 hours = 5.5 credits	15 hours = 0.5 credit	152 hours = 3 credits	9
<b>Summer Semester Year 1</b>					
NURS 225 Practical Nursing Concepts	5	60 hours = 4 credits	0	45 hours = 1 credits	5
<b>TOTAL CREDITS</b>					22
<b>TOTAL HOURS</b>		224	63	242	

### Credits

*ENGL 101, <b>English Composition &amp; Literature</b>	3
*PSYC 101, General Psychology, <b>Social and Behavioral Sciences</b>	3
*SOC 101, Introduction to Sociology, <b>Social and Behavioral Sciences</b>	3
*BIOL 101ω, Fundamentals of Biology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 210±, Anatomy & Physiology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 211±, Anatomy & Physiology 2	4
*BIOL 215±, Microbiology	4
*PSYC 211, Human Growth & Development, <b>Social and Behavioral Sciences</b>	3
*MATH 115, Introduction to Statistical Methods, <b>Mathematics</b>	4
ENGL 102, 201, 202 or 211, <b>Humanities</b>	3
<b>1 course from Fine &amp; Performing Arts Area OR Language and Communication Area</b>	3
Total Degree Requirement Credits:	22
Total Credits:	60

±Within the last 5 years

ωWithin 5 years of BIOL 210 and BIOL 215

\*Must have a minimum grade of C

Minimum GPA for admission is 2.50

## Curriculum Plan for Associate Degree Nursing Program for LPNs, Paramedics, Military Medics

Course	Bill Hr	Credit from Class Hours	Credit from Lab	Credit from Clinical	Total Actual Credit
NURS 131 Health Assessment	1	0	30 hours = 1 credit	0	1
NURS 132 Medication Administration	2	21 hours = 1.4 credits	18 hours = 0.6 credit	0	2
NURS 203 Transition to Registered Nursing	5	51 hours = 3.4 credits	0	72 hours = 1.6 credits	5
NURS 233 Nursing Concepts 3	8	75 hours = 5 credits	0	152 hours = 3 credits	8
NURS 242 Nursing Concepts 4	7	15 hours = 1 credit	0	270 hours = 6 credits	7
<b>TOTAL CREDITS</b>					23
<b>TOTAL HOURS</b>		171	48	494	

'Articulated Credit:

NURS 140 Nursing Concepts 2	9	83 hours = 5.5 credits	15 hours = 0.5 credit	152 hours = 3 credits	9
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### Credits

*ENGL 101, <b>English Composition &amp; Literature</b>	3
*PSYC 101, General Psychology, <b>Social and Behavioral Sciences</b>	3
*SOC 101, Introduction to Sociology, <b>Social and Behavioral Sciences</b>	3
*BIOL 101ω, Fundamentals of Biology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 210±, Anatomy & Physiology 1, <b>Biological and Physical Sciences</b>	4
*BIOL 211±, Anatomy & Physiology 2	4
*BIOL 215±, Microbiology	4
*PSYC 211, Human Growth & Development, <b>Social and Behavioral Sciences</b>	3
*MATH 115, Introduction to Statistical Methods, <b>Mathematics</b>	4
ENGL 102, 201, 202 or 211, <b>Humanities</b>	3
<b>1 course from Fine &amp; Performing Arts Area OR Language and Communication Area</b>	3
Total Degree Requirement Credits:	38
Total Credits:	70

±Within the last 5 years

ωWithin 5 years of BIOL 210 and BIOL 215

\*Must have a minimum grade of C

'If student completes NURS 203 with a minimum grade of C

Minimum GPA for admission is 2.50

## Nursing Course Descriptions

**NURS-131. Health Assessment**

Use a body systems approach to develop physical examination skills with diverse populations. Focus on assessment of individuals throughout the lifespan.

Prerequisite: Admission to the nursing program.

Co-requisites: NURS-132 and NURS-133 or NURS-203 and NURS-132.

Thirty hours of laboratory practice each semester. One credit. One billable hour.

Additional \$130 fee required

**NURS-132. Medication Administration**

Apply medication calculation, pharmacology, and administration of medications to safe nursing practice.

Prerequisite: Admission to the nursing program.

Co-requisites: NURS-131 and NURS-133 or NURS-203 and NURS-131.

Twenty –one hours of lecture and eighteen hours of laboratory practice each semester. Two credits. Two billable hours.

Additional \$340 fee required.

**NURS-133. Nursing Concepts 1**

Connect concepts of nursing care to promote health throughout the lifespan. Apply nursing skills in acute-care facilities and simulations using safe, therapeutic, and evidence-based nursing care.

Prerequisite: Admission to the nursing program. Co-requisites: NURS-131 and NURS-132.

Sixty hours of lecture and forty five hours of clinical experience each semester. Five credits. Five billable hours.

Additional \$277 fee required.

**NURS-140. Nursing Concepts 2**

Apply concepts of nursing care to adults and children. Demonstrate safe, therapeutic, and evidence-based nursing care in acute, pediatric, and long-term care areas.

Prerequisites: NURS-131, NURS-132, NURS-133.

Eighty three hours of lecture, fifteen hours of laboratory practice, and one hundred fifty two hours of clinical experience each semester. Nine credits. Nine billable hours.

Additional \$367 fee required.

**NURS-233. Nursing Concepts 3**

Apply concepts of nursing care to adult patients and their families. Demonstrate safe, therapeutic, and evidence-based nursing care in acute, obstetric, and psych-mental health areas.

Prerequisites: NURS-140.

Seventy-five hours of theory and one hundred fifty two hours of clinical experience each semester. Eight credits. Eight billable hours.

Additional \$342 fee required.

**NURS 242. Nursing Concepts 4**

Facilitate entry into nursing practice at the generalist level. Engage in intensive clinical opportunities, apply previously learned concepts and leadership skills in selected practice situations. With supervision and guidance from faculty and an expert nurse preceptor, the student functions in the role of a novice registered nurse.

Prerequisites: NURS-233.

Fifteen hours of lecture and two hundred seventy hours of clinical experience each semester. Seven credits. Seven billable hours.

Additional \$537 fee required.

### **NURS-203. Transition to Registered Nursing**

Apply concepts from Nursing Concepts 1 and 2 to advance from the practical nursing, paramedic, or military medic role to the registered nursing role.

Prerequisite: Admission to the associate degree nursing program and a current unencumbered Maryland (or compact state) practical nursing license (for LPNs); Current State certification as a Paramedic and National Board of Registry certification (NREMT) and graduates of a program accredited by either CCAHEP or a state EMS Board (for Paramedic); or Medic/Corpsman with at least one year of experience (for Military Medics).

Co-requisites: NURS-131 and NURS 132.

Fifty-one hours of theory and seventy-two hours of clinical experience each term. Five Credits. Five billable hours.

Additional \$207 fee required.

### **NURS-225. Practical Nursing Concepts**

Facilitate entry to the licensed practical nursing role. Model the role of a novice practical nurse with supervision and guidance from faculty and a licensed practical nurse in a long-term care facility.

Prerequisites: NURS-131, NURS-132, NURS-133, NURS-140.

Sixty hours of lecture and forty-five hours of clinical experience each semester. Five credits. Five billable hours.

Additional \$207 fee required.



## IV. Nursing Program Application, Enrollment, and Admission Requirements

### Application Process

The application process to the Nursing Program at Carroll Community College opens on November 15<sup>th</sup> each year and will close on February 15<sup>th</sup> of each year.

**As part of the admission and enrollment process, applicants must complete the following:**

Category	Admission Requirements
<input type="checkbox"/> Pre-requisite Coursework	Successfully complete all pre-requisite course requirements (pre-clinical requirements) before starting the Nursing Program. Refer to the current <a href="#">2025-2026 Undergraduate Catalog</a> for more information.
<input type="checkbox"/> Pre-admission Entrance Exam	Complete the <a href="#">NLN NEX</a> preadmission examination. To be considered for admission, <b>your composite score must be equal to or greater than 138</b> . Information as to how to register can be found on the <a href="#">Nursing Program webpage</a> .
<input type="checkbox"/> Application Packet – Documents to Submit:  <b>These documents must be submitted together as a single application packet.</b>	<b>1. Application</b> – must be signed and dated. Complete the “schools attended” section including all colleges where you have taken pre-requisite course work for the nursing program. Failure to do so may result in credits being overlooked and affect your application status. Please print your email address CLEARLY.
	<b>2. Two Recommendations</b> – MUST be on the Carroll Community College Nursing Program form and should be from professionals (teacher, employer) who can evaluate your performance. They do not have to be sealed. More than 2 recommendations will not improve the status of your application.
	<b>3. Copy of Driver’s license</b> - This MUST be included in your submission packet.
	<b>4. Official Transcripts</b> – may be submitted directly to the Records Office or included in your application packet. All College transcripts must be official. You DO NOT have to request official transcripts from Carroll Community College for courses taken here.
	<b>5. Proof of Graduation from High School</b> – This is a Board of Nursing requirement. It can be a copy of any of the following: high school transcript with graduation date, high school diploma, GED certificate or high school equivalency document.

Category	Admission Requirements
<input type="checkbox"/> Admission Process	<p>The admission process awards points to those students who have returned the Application for the Nursing Program and met the criteria.</p> <p>The minimum GPA for admission is 2.50.</p> <p>Minimum composite score on NLN-NEX is equal to or greater than 138.</p> <p>The students with the highest point totals will be accepted conditionally into the clinical portion of the program. Letters notifying you of your status will be emailed in early April.</p>
<input type="checkbox"/> Point System  Points for pre-requisite course work are awarded using the following criteria. Total points possible are 21.	<ul style="list-style-type: none"> <li>• BIOL 210, 211, 215 (3 points for A, 2 points for B, 1 point for C, no points awarded for D or F).</li> <li>• English Composition (ENGL 101) and MATH 115 (2 points for A, 1 point for B, 0.5 point for C, no points awarded for D or F).</li> <li>• Three points are awarded for completing all degree requirements for the Associate Degree Nursing Program by February 15, 2024. Two points are awarded for completing all degree requirements for the Associate Degree Nursing Program by May 31, 2024.</li> <li>• 2 Points with CNA certification from CCC or CCCTC and 1 point for CNA certification from elsewhere</li> <li>• Three points will be awarded for being a Carroll County resident.</li> <li>• Students with equal point totals will be ranked by overall GPA from highest to lowest.</li> <li>• Students who repeated any BIOL pre-requisites (because of a D or F grade) within the 5-year time frame will have points deducted from their total.</li> <li>• Students who repeated a single BIOL pre-requisite will have ½ (one-half) point subtracted. Students who repeated more than one BIOL pre-requisite will have 1 point subtracted for each repeat.</li> <li>• Students who originally received a C or C+ in any BIOL course and repeated the course to improve their grade will not have points deducted.</li> <li>• Students who received a D or an F in any clinical nursing course will have one point subtracted for each course in which they were unsuccessful.</li> </ul>
<input type="checkbox"/> Additional Information	<p>If any of the original accepted students decline their seats in the program or fail to meet their course requirements, the next eligible student with the highest point score will be notified by phone for placement in the program.</p>

Category	Admission Requirements
	<p>If you will be enrolled in courses at another college during the fall OR spring semester, you must provide the Nursing Program with a copy of your current course schedule for the appropriate point value to be assessed.</p> <p>Once grades have been posted, transcripts for those accepted conditionally will again be evaluated. Any student who dropped a course or failed to earn a "C" or better will not be eligible for the clinical portion of the program and the next qualified person will be admitted.</p> <p>Transfer courses with grades will be included and will be assigned quality points based on the letter grade. Transfer credit earned without a letter grade (CLEP, AP, military evaluation, Challenge examination) will not be assigned quality points or calculated in the GPA, but will be included in the completion point's category.</p>
<input type="checkbox"/> Once accepted to the program:	<p>All students will need to complete a criminal background check and a urine drug screening. Further information will be provided at that time.</p> <p>See below: <i>Clinical Requirements Upon Acceptance into the Program.</i></p>

\*The Maryland Board of Nursing (MBON) may deny a license to any applicant who has been convicted of or pleads guilty or nolo contendere to a felony or to a crime involving moral turpitude, whether any appeal or other proceeding is pending to have the conviction or plea set aside. If you have questions, please contact the Program Director for further information.

### Transfer of Credits

Students who wish to transfer from a state-approved nursing education program must meet all admission criteria. Applications must be submitted by February 15<sup>th</sup> for the fall semester. Students should also provide proof that course content and clinical experiences are comparable to courses in the Carroll Community College's Nursing Program. Course work must have been completed within 2 years of transferring.

## V. Clinical Requirements Upon Acceptance into the Program

**\*\*Important notice: Please do not obtain any of these requirements until specifically instructed to do so by the nursing program administration.**

**\*\*Students are not permitted to attend clinical experiences until the following documents and criteria are current, uploaded, and approved.**

<b>Vaccinations, CPR, Insurance, Medical and Release Forms Requirements</b>	
<b>Requirement</b>	<b>School Guidelines</b>
Vaccinations <input type="checkbox"/> COVID-19 Vaccination <ul style="list-style-type: none"> <li>Documentation must include the vaccine manufacturer.</li> <li>Exemptions are accepted</li> </ul>	Submit documentation of your COVID-19 vaccination(s). <ul style="list-style-type: none"> <li>Upload one of your Covid vaccination document from below</li> <li>One dose of J &amp; J OR</li> <li>2 doses of previously available Pfizer or Moderna vaccines OR</li> <li>1 dose of the bivalent/2022-2023 vaccine OR</li> <li>One dose of 2024-2025 COVID-19 vaccine (Moderna/Pfizer-BioNTech) OR</li> <li>Two doses of 2024-2025 Novavax, if previously unvaccinated OR</li> <li>If previously vaccinated, one dose of 2024-2025 Novavax along with primary vaccination of J&amp;J/ Pfizer/Moderna.</li> </ul>
<input type="checkbox"/> Hepatitis B (HepB)	One of the following is required: <ul style="list-style-type: none"> <li>3 vaccinations OR 2 Heplisav-B vaccinations OR</li> <li>Positive antibody titer (lab report or physician verification of results required) OR</li> <li>Declination waiver. (School template is available)</li> <li>If titer is negative/low/equivocal, must repeat 3 dose or 2 dose Heplisav-B series.</li> <li>Repeat TITER is required</li> <li>If your repeat titer is negative please submit a non-convertor letter from your HCP</li> </ul>
<input type="checkbox"/> Influenza (Flu) <ul style="list-style-type: none"> <li>Exemptions are accepted</li> </ul> <b>**Annual requirement**</b>	Submit documentation of your influenza vaccination during the current flu season.
<input type="checkbox"/> Measles, Mumps, Rubella (MMR)	Submit a positive antibody titer for all 3 components (lab report or physician verification of results required). <ul style="list-style-type: none"> <li>Titers must have been performed within the last 10 years.</li> </ul>

<b>Vaccinations, CPR, Insurance, Medical and Release Forms Requirements</b>	
<b>Requirement</b>	<b>School Guidelines</b>
	<ul style="list-style-type: none"> <li>• If the titer is negative/low/equivocal must repeat the 2-dose series OR BOOSTER dose as recommended by HCP.</li> <li>• Repeat titer is required</li> <li>• If your repeat titer is negative, please submit a non-convertor letter from your HCP</li> <li>• Declination is not accepted.</li> <li>• Expiration date will be auto filled as per the school guidelines to 10 years.</li> </ul>
<input type="checkbox"/> Tetanus, Diphtheria, and Pertussis (Tdap)	<p>Provide documentation of a Tdap booster within the past 10 years.</p> <ul style="list-style-type: none"> <li>• <b>Td booster is not accepted</b></li> <li>• Titer report for all three components are accepted.</li> <li>• Expiration date will be auto-filled as per school guidelines to 10 years.</li> </ul>
<input type="checkbox"/> Tuberculosis (TB)  <b>**Annual requirement**</b>	<p>One of the following is required:</p> <ul style="list-style-type: none"> <li>• QuantiFERON Gold Blood Test (lab report required) <ul style="list-style-type: none"> <li>• If positive results, provide a clear Chest X-Ray along with your TB test positive results.</li> </ul> </li> <li>• <b>PPD Skin Test is not accepted</b></li> <li>• <b>T-spot is not accepted</b></li> <li>• For blood test/chest x-ray – Enter result date or latest date on the documents.</li> <li>• For chest X-Ray/blood test – Expiration date will be auto-filled as per school guidelines to 365 days.</li> </ul> <p>Upon renewal, you must submit:</p> <ul style="list-style-type: none"> <li>• A QuantiFERON Gold Blood Test (lab report required)</li> <li>• If positive results, provide a clear Chest X-Ray along with your TB test positive results.</li> </ul>
<input type="checkbox"/> Varicella	<p>Submit a positive antibody titer for Varicella (lab report or physician verification of results required).</p> <ul style="list-style-type: none"> <li>• If the titer is negative/low/equivocal must repeat the 2-dose series OR BOOSTER dose as recommended by HCP.</li> <li>• Repeat titer is required.</li> <li>• If your repeat titer is negative, please submit a non-convertor letter from your HCP.</li> <li>• History of disease is accepted along with a positive titer.</li> </ul>

<b>Vaccinations, CPR, Insurance, Medical and Release Forms Requirements</b>	
<b>Requirement</b>	<b>School Guidelines</b>
<input type="checkbox"/> CPR Certification	<p><b>American Heart Association BLS-Provider Certification is REQUIRED. No other CPR certifications will be accepted.</b></p> <ul style="list-style-type: none"> <li>• Upload front and back of the E-card or copy of the certificate</li> <li>• Online CPR courses accepted along with in-person skill test component.</li> <li>• Expiration date will be auto-filled as per school guidelines to 730 days</li> <li>• <b>The following are not accepted:</b> <ul style="list-style-type: none"> <li>○ Any other vendor</li> <li>○ CPR-AED</li> <li>○ ACLS, RQI or Heartsaver cards</li> </ul> </li> </ul>
<input type="checkbox"/> Health Insurance  <p><b>**Note for students: Your coverage must remain current throughout the program.**</b></p>	<p>Provide a copy of your current health insurance card or proof of coverage.</p> <ul style="list-style-type: none"> <li>• Student name should be on the card OR</li> <li>• If a student is a dependent and does not have their own health insurance card, they must show documentation from health insurance showing their dependency.</li> <li>• Both sides of insurance card are required.</li> <li>• Monthly issued insurance is NOT acceptable.</li> </ul>
<input type="checkbox"/> Physical Examination Form  <p><b>**Students will gain access to this packet upon admission into the program**</b></p>	<p>Students must demonstrate evidence of good health as verified by a physician or nurse practitioner documented on our physical examination form</p> <ul style="list-style-type: none"> <li>• Take the packet to your health care provider to be completed. Once completed, upload only Page #1 and Page #2.</li> <li>• Provide your physical exam form completed and signed by a medical professional.</li> <li>• <b>Physical Exam must be completed on the school form.</b></li> <li>• Physician-generated forms are NOT accepted.</li> <li>• See policy below for more information on <i>Health Status Changes</i></li> </ul>
<input type="checkbox"/> Image and Audio Release  <p><b>**Students will gain access to this form upon admission into the program**</b></p>	<ul style="list-style-type: none"> <li>• Review, fill, date, sign and upload form.</li> </ul>

<b>Vaccinations, CPR, Insurance, Medical and Release Forms Requirements</b>	
<b>Requirement</b>	<b>School Guidelines</b>
<input type="checkbox"/> Information Release Form  **Students will gain access to this form upon admission into the program**	<ul style="list-style-type: none"> <li>Review, fill, date, sign and upload form.</li> </ul>
<input type="checkbox"/> Student Recording Agreement  **Students will gain access to this form upon admission into the program**	<ul style="list-style-type: none"> <li>Review, fill, date, sign and upload form.</li> </ul>
<input type="checkbox"/> Universal Onboarding  **Students will be provided this online training upon entrance into the nursing program**	<ul style="list-style-type: none"> <li>Annual requirement while in the program</li> <li>Upload a copy of your certificate showing course completion with your first name, and last name.</li> <li>Expiration date will be auto-filled as per the school guidelines on August 1 of every year.</li> </ul>
<input type="checkbox"/> Clinical site-specific requirements	<ul style="list-style-type: none"> <li>Paperwork and/or online modules <i>may</i> be required by the student's clinical facility, and will need to be completed by the designated date prior to attending any clinical experience. Students will be responsible for completing facility-specific requirements each semester.</li> </ul>
<input type="checkbox"/> N95 Mask Fit-testing	<ul style="list-style-type: none"> <li>Annual requirement while in the program</li> <li>Students will be properly fitted, by the program lab coordinator, for personal protective equipment (PPE), specifically an N95 mask. They will receive a college-issued mask, which must be brought to every clinical experience.</li> <li>Failure to do so results in an "N" for the outcome "completes assignments as required," and clinical progression policies will apply.</li> <li>Significant weight changes (<math>\pm 20</math> lbs.) or new facial hair affecting the mask seal require a new fit test, which the student must arrange.</li> </ul>
<input type="checkbox"/> Transportation	Students must be able to provide their own transportation to all clinical sites.

## **Health Status Changes and Change of Address**

### *Health Status Change*

Students whose health status changes during the Program must notify the Program Director and provide written documentation (after each visit with their healthcare provider that they can participate/continue in clinical). Health status changes may include, but are not limited to: weight or lifting restrictions, pregnancy, need for breaks, need for food intake, etc. The *Confidential Student Health Form* can be found on Canvas under Nursing Central.

### *Change of Address*

Any change of name, address, or telephone number must be given to the Academic Administrative Specialist and the College's records office immediately.

## **Criminal Background Check and Drug Screening**

### **Background Check & Drug Screening**

- Before starting the Nursing Program, students must complete a criminal background check and urine drug screen through the College's approved vendor.
- The background check is valid for 2 years and must cover the entire program through Term 4.
- If it expires before your final clinical, you must complete a new check and screening.
- You cannot attend clinicals until updated documents are submitted and approved.

### **Clinical Site Approval**

- Clinical sites review your background and drug screen results.
- If one site denies your placement, the College will try to place you elsewhere.
- If a second site also denies you, you cannot continue in the program.

### **Important Note on Marijuana**

- Even with a medical marijuana card, clinical sites may deny placement due to:
  - Federal laws (marijuana is still illegal federally)
  - Their own policies, especially if they receive federal funding
- Carroll cannot guarantee clinical placement in these cases and is not responsible if no site is available.



## **Smoking & Substance Use Policy**

- No smoking or vaping is allowed in college buildings, clinical sites, or during clinical hours.
- Smoke odors on uniforms are not allowed. If detected, you'll be sent home and marked with an unexcused absence.

## **Substance Use**

Carroll Community College and the Nursing Program do not allow:

- Use, possession, or sale of illegal drugs or drug-related items
- Being under the influence of drugs or alcohol during class, lab, or clinical

If a student is suspected of substance use:

- They may face disciplinary action
- They may be referred to treatment resources

## **Key Definitions**

- Substance: Alcohol and/or drugs
- Alcohol: Ethanol (e.g., beer, wine, liquor)
- Drugs: Any substance (legal or illegal) that affects mood, thinking, or physical ability
- Substance Abuse: Repeated misuse of substances that affects school or work performance

## **VI. Code of Conduct & Professionalism**

### **Professional Behavior Expectations**

As a nursing student, you represent the profession and Carroll Community College at all times—especially when in uniform or wearing your name badge. Professional behavior is expected in classrooms, labs, clinicals, and college events.

### **What Professionalism Looks Like**

- Appearance: Be clean, neat, and follow dress code.
- Communication: Speak and write clearly and respectfully.
- Interactions: Treat everyone with respect and work well with others.
- Emotional Intelligence: Stay calm, be aware of your emotions, and show empathy.
- Punctuality: Arrive on time and ready to participate.
- Preparedness: Complete all prep work before class, lab, or clinical.
- Participation: Be engaged and contribute to group learning.

### **Important Reminder**

Unprofessional behavior in any setting may result in being asked to leave and could lead to disciplinary action.

**Why it matters:** These standards help create a safe, respectful learning environment and prepare you for real-world nursing practice.

## **Academic Honesty & Code of Integrity**

### **Professionalism & Integrity**

Nursing students are expected to act with **honesty, responsibility, and respect** in all academic and clinical settings. This includes interactions with classmates, faculty, and staff.

### **Academic Dishonesty – Not Allowed**

The following are considered violations:

- Cheating – Copying or using unauthorized help
- Fabrication – Making up information
- Facilitation – Helping others cheat
- Plagiarism – Using someone else's work without credit
- Self-plagiarism – Reusing your own past work without permission

**Students must:**

- Submit only their own original work
- Not give or receive help on exams or assignments

**Code of Integrity Pledge**

All students must sign a pledge:

"I pledge on my personal honor to uphold and abide by the Code of Integrity as long as I am enrolled at Carroll Community College."

Instructors may also require this statement on assignments:

"I pledge that this work is entirely my own and I have neither given nor received any unauthorized help in its completion."

Refusing to sign does **not** exempt students from following the Code.

**Violations may result in:**

- Failing the assignment or course
- Probation or dismissal from the Nursing Program

*Cheating results in an automatic "F" and removal from the program.*

**Use of Artificial Intelligence (AI)**

AI can be used as a study or editing tool only—not for writing assignments, reflections, or clinical evaluations.

**Guidelines:**

- AI should support—not replace—your learning and critical thinking
- Always check AI-generated content for accuracy
- Never enter private patient info or textbook content into AI tools
- If you use AI, cite it clearly and include the date/time of use
- Ask your instructor if you're unsure how to use AI appropriately

**Code of Ethics**

All students, faculty, and staff of Carroll Community College's Nursing Program are held accountable to the standards of practice, professional performance, and ethical

behavior described by the [American Nurses Association](#), [National Student Nurses' Association](#), and the [Maryland Nurse Practice Act](#) (Standards of Practice for Registered Nurses COMAR 10.27.09, and Code of Ethics COMAR 10.27.19).

## **Code of Ethics Summary**

At Carroll Community College, integrity, honesty, and respect are essential. Students are expected to follow the Code of Ethics in all academic, clinical, and personal settings—and report any violations.

## **Academic Responsibilities**

- Don't cheat or copy during tests.
- Don't plagiarize or use others' work.
- Don't share or accept test answers.
- Ask your instructor if you're unsure about an assignment.
- Report any integrity concerns to faculty.

## **Personal Responsibilities**

- Respect classmates and instructors.
- Follow all college and clinical site rules.
- Be honest, respectful, and professional at all times.
- Take responsibility for your actions and ask for help when needed.

# **Chain of Command, Just Culture, & Psychological Safety**

## **Chain of Command**

If you are concerned, follow these steps:

1. Discuss the issue with your course instructor or clinical coordinator first.
  2. If unresolved, go to the Course or Clinical Coordinator (whichever was not initially contacted).
  3. If still unresolved, contact the Program Director.
- Concerns about faculty behavior (part-time or full-time) should go directly to the Program Director
  - Avoid gossip—speak directly and respectfully to the right person
  - Using the proper channels helps keep communication professional and productive

## **Just Culture & Psychological Safety**

- The Nursing Program promotes a safe, respectful learning environment
- You are encouraged to report mistakes, concerns, or safety issues without fear
- Everyone is responsible for creating a space where learning and growth can happen

In a psychologically safe environment, students and faculty can:

- Ask questions without fear
- Admit and learn from mistakes
- Share ideas and concerns
- Participate fully in labs, clinicals, and discussions
- Give and receive respectful feedback

We believe students are capable, motivated, and want to succeed. Together, we create a space where everyone can learn and thrive.

## **HIPAA and FERPA Regulations**

### **Privacy & Confidentiality: What Nursing Students Need to Know**

As a nursing student, you must protect patient privacy and follow all laws, including:

- **HIPAA** (Health Insurance Portability and Accountability Act) – protects patient health information
- **FERPA** (Family Educational Rights and Privacy Act) – protects student education records

### **What is HIPAA?**

HIPAA is a federal law that:

- Protects private health information
- Sets rules for how health data is shared and stored
- Requires healthcare providers (and students) to keep patient info secure

### **Key HIPAA Rules**

- Privacy: Only share patient info when necessary and allowed
- Security: Keep data safe—physically and electronically
- Standardization: Use approved formats for health data

## **What You CANNOT Do as a Student**

- Don't photocopy or remove any part of a patient's medical record
- Don't take handoff sheets, assessment forms, or anything with patient info off site
- Don't post or talk about clinical experiences or patient info outside of clinical
- Don't assume removing a name makes info anonymous; details like age, diagnosis, or photos can still identify someone
- Don't take photos or videos of patients or records on your phone or any personal device

**Bottom line:** Always protect patient privacy—on paper, in conversation, and online.

**Students must be aware of and comply with facility policies regarding use of facility computers and devices.**

**Students may be subject to immediate dismissal from the program for any of the above violations.**

## **VII. Academic Policies**

### **Classroom Attendance**

The attendance policy in the nursing program is designed to support student success. Regular attendance helps students stay engaged with faculty and peers, which promotes deeper learning and leads to better academic outcomes.

Students are expected to attend all scheduled class sessions and actively participate in learning activities. Students who miss class will not have the opportunity to make up any quiz or course points awarded that day.

To successfully complete a course, students must attend and actively participate in all scheduled course-supported learning experiences, which include (but are not limited to):

- Lectures
- Labs
- Simulations
- Clinical rotations
- Practicum
- Assignments on Canvas

**Please refer to Section VIII for Attendance policies related to Clinical.**

### **Professional Responsibility**

Clinical practice partners have expressed concern about high rates of absenteeism and tardiness among new nurse graduates. They have urged nursing programs to emphasize that consistent attendance and punctuality are critical professional behaviors—and that poor attendance can directly impact patient safety.

### **Classroom Participation and Preparation**

Classes use a variety of teaching methods to help students learn effectively. To get the most out of each class, students are expected to complete all required readings and assignments before the class session.

Teaching methods may include:

- Lectures
- Discussions
- Post-conferences
- Audio-visual materials
- Active learning strategies
- Clinical simulation experiences
- Nursing skills practice

## Absences

**Attendance is expected at all times**, except in these cases, in which these will not count towards cumulative absences:

- Religious holidays
- Court appearance
- Military assignment

### *Absence Procedure*

- **Written documentation** for the absence will be required for missing a skills lab, clinical, CSE, exam, or assignment (i.e. court subpoena).
- **Extenuating circumstances** must be discussed with the Program Director in advance.

## Impact of Absences

Missing course-supported learning experiences may:

- Limit a student's ability to fully grasp course content
- Hinder the development of essential skills needed to meet course objectives
- Increase the risk of not successfully completing the course

## Examination Attendance

- Exams must be taken on the scheduled date.
- Students who cannot attend an exam must notify course faculty before the exam begins.
- The missed exam must be completed within 72 business hours.

## Consequences for Late Exams

- Failure to take the exam within the 72-hour window will result in a 10-point deduction.
- Any student who takes more than one late exam during the semester will receive a 10-point deduction on each late exam.
- Extenuating circumstances will be considered on a case-by-case basis by the Program Director if notifications are made before the start of the exam

## Late Arrival on Exam Day

- Course faculty proctors will close the exam room door at the start of the exam, and students will not be permitted to enter once the door is shut.
- If the door is shut, student should not enter exam room. The student must not leave the college campus, but instead promptly email the Course Coordinator and wait for further instructions.
- The exam must be taken immediately upon arrival, and the student will be sent to the testing center.
- Students who arrive after the exam has begun will receive a 5-point



deduction.

## **Inclement Weather & Disaster Plan for Students and Faculty**

### ***How You'll Be Notified of Inclement Weather***

- Check local radio/TV stations listed by the college each semester. Carroll Community College does not follow the decisions made by Carroll County Public Schools.
- Sign up for E2Campus notifications – this is the primary method of communication.
- Monitor Canvas – important updates and assignments may be posted here.

### ***Classroom Guidelines***

- Classes begin after the college opens.
  - Do not come to campus before the official opening time.
  - Check Canvas for updated class start times.

### ***Clinical Guidelines***

- College Closed → No clinical.
- College opens between normal time and 9:30 AM → Clinical is on time.
  - Wait for the official announcement (usually by 6:00 AM) before leaving.
  - Travel only if it's safe. If not, notify your clinical instructor.
- College opens between 9:31 AM and 12:00 PM → Clinical is canceled.
  - Check Canvas for alternate assignments or activities.

### ***Practicum Students***

- Refer to the Practicum Handbook for specific weather-related policies.

## **Disaster Plan for Students & Faculty**

### ***General Guidelines:***

- Student safety is the top priority during any declared disaster (e.g., fire, bomb threat, biohazard, bioterrorism, mass casualty, severe weather).
- Students and faculty are not employees of clinical sites and are not trained to assist in disaster response.
- Follow the procedures below based on your clinical setting.

### ***If at a Clinical Site with CCC Faculty Supervision:***

- Immediately stop all client care.
- Give a thorough report to the staff nurse.
- Meet faculty at the designated area.
- Faculty will coordinate safe removal from the site, if possible.
- If the facility is in lockdown, students and faculty are treated as visitors—no assignments will be given.

### ***If at a Clinical Site Without CCC Faculty Supervision:***

(e.g., practicum, service learning, public schools, community health)

- Immediately stop all client care.
- Give a thorough report to the supervising RN.

- Leave the facility promptly, if safe to do so.
- If the facility is in lockdown, follow all instructions from the person in charge and remain as a visitor until it is safe to leave.

## **Grade Scale and Academic Standing**

Final grades in theory nursing courses reflect a student's academic standing and are based on course assignments and examinations. Each course has its own formula for grade computation that is described in its syllabus. **In all courses, students must achieve a minimum number of points listed on each course syllabus.** All coursework must be completed and submitted by the designated due date. Noncompliance may result in a zero grade for the work.

The minimal competency for final course grades is 75.0 based on a calculation of points earned out of total points available in the course. The final grade **before rounding** must be 75.0 in order to receive a C in the course. A grade of C is required to pass all nursing courses.

Total points are converted to a percentage with a corresponding letter grade as follows:

A	90.00-100
B+	87.00-89.99
B	80.00-86.99
C+	78.00-79.99
C	75.00-77.99
D	70.00-74.99
F	Below 70.00

## **HESI, Dosage Exams, and Medication Validations**

### **HESI Examination**

The Health Education Systems, Inc. (HESI) examination is a nationally recognized, standardized assessment tool used to evaluate nursing students' knowledge, critical thinking, and readiness for licensure. It is designed to align with NCLEX-RN and NCLEX-PN test plans and helps identify areas of strength and opportunities for improvement throughout the nursing program.

**At Carroll, student fees cover the cost of the HESI examination each term.**

Practical Nursing students are required to take the HESI Exit Exam – PN Comprehensive Exam at the end of the summer term. Associate Degree in Nursing (ADN) students take a HESI exam at the end of each semester, culminating in the HESI Exit Exam – RN Comprehensive Exam upon program completion. In addition, achievement exams are administered in all nursing courses to monitor progress and reinforce learning.

The use of HESI exams throughout the curriculum supports student success by providing consistent feedback, guiding remediation efforts, gaining experience with standardized exams, and preparing students for the NCLEX and professional practice.

### **Dosage Calculation Proficiency Exam**

Students must pass the Dosage Calculation Proficiency Exam with a score of 90% before beginning the 2nd, 3rd, and 4th semesters of the program. They are allowed up to four (4) attempts for the 2nd term, three (3) for the PN summer, and two (2) for the 3rd and 4th terms. A Performance Improvement Plan with Remediation may be provided before the final attempt. Failure to pass the dosage exam in the maximum attempts allowed will prevent progression into the next semester.

### **Medication Validations and Fees**

For NURS 140, NURS 233, NURS 242, and for students transferring from another nursing program, passing a medication validation is required before starting the course. Students must meet all criteria on the medication validation rubric, including critical behaviors, within a maximum of three attempts. After two (2) unsuccessful attempts, mandatory remediation with faculty is required before the final attempt. The third (3<sup>rd</sup>) and final attempt will be video recorded to ensure fairness and impartiality. Failure to pass on the third attempt will result in dismissal from the program, and must re-apply to return the next semester. The student is charged a fee for each validation attempt; the first fee (\$35) is included in the course fee. For the 2<sup>nd</sup> and 3<sup>rd</sup> attempts, the student will be charged \$65 each and will need to bring receipt of payment to the validation.

## **Testing Policies**

### **Exam Preparation**

Students are responsible for being aware of exam dates as outlined in course calendars provided by course faculty.

Students are responsible for understanding exam content as outlined in examination test plans provided by course faculty and will refer to examination test plans for examination preparation.

It is the responsibility of the student to be familiar with, and register for, the web-based exam platforms.

### **Exam Administration Guidelines**

Nursing faculty will proctor all course exams. See Examination Attendance policy under Academic Policies in Section VII regarding missed exams, consequences for late exams, and late arrivals on exam day.

Students:

- Will take course exams on their personal laptop computers (Mac or Windows only, no ipads, tablets, or chromebooks).
- Must purchase a screen protector that is compatible with their laptop screen—this is for privacy reasons and to ensure students are not cheating.
- Have 2 minutes per exam question. For example, a 35-question exam would allow 70 minutes for completion.
- Department laptops are available upon request, if a student is having computer/ logon issues
- No wireless mouses, keyboards, or USB devices (*wired mouses only*)

The following items are **prohibited** at the desk or on the student's person during exams or validations:

- No cell phones can be on the student's person
  - Cell phones can either be left in student's car or
  - Placed on table at front of room (still in sight of student & faculty), to be collected when student finishes. Cell phones must be left on silent mode if in the classroom.
- No smart watches or exercise wristbands (e.g., Apple watches, Fitbit)
- No video- or audio-recording devices, to include video-glasses (AI or Smart Glasses)
- No electronic ear buds
  - Must be foam or wax ear plugs for noise reduction
- No head coverings (e.g., hats, scarves, bandanas)
  - *Except for religious head coverings*
- No drinks or food
  - *Clear water bottles with no label are permitted*
- No sunglasses
- No hoodies, jackets, bulky sweatshirts, etc. Students will be asked to remove them or be sent home if unable to do so.

Faculty will provide:

- Scrap paper – 2 pieces – of varying colors
- Pencil
- Pen
- Highlighter
- Cover for answers
- Calculator (within testing platform)
- English Dictionary is available upon request

If accommodation is needed for any prohibited item, the student must coordinate with

the college's [Office of Disability Support Services](#) prior to the start of the Nursing Program. Accommodations must be renewed every semester.

**Faculty reserves the right to inspect students' belongings, including but not limited to technology, glasses, and outerwear.**

**If a student violates any of the above exam guidelines, they will not be permitted to sit for the exam and will be sent home. It will count as a missed exam and must be taken within 24 business hours. In some cases, such as behaviors associated with possible cheating, could result in immediate dismissal from the program.**

### **Exam Reviews Post-Test**

After each course exam, faculty will review the exam with the class. HESI exams are not reviewed. The purpose of exam review is to help students identify areas for improvement and understand their weaknesses in course concepts. **Students will not see their full exam or specific incorrect answers.** Students will have access to detailed analytics related to their performance on each area of the exam.

In-class reviews will focus only on statistically significant questions or those answered correctly by fewer than 45% of students. Reviews are not intended for debating questions or challenging faculty. Students with content-related questions should email the faculty member who taught the material. If a student disagrees with a graded response, they must submit a written rationale with references from required textbooks to the Course Coordinator within seven (7) days of the exam review.

Students may not copy (either written or picture) any part or whole of an exam. Cell phones must be turned off and be unavailable during exam review. All student materials must be unavailable. No changes to exam items will be made during the review.

Individual exams will not be provided to the student for review during course review or during a one-on-one meeting with their advisor. Advisors will independently review a student's exam and can offer guidance on areas of weakness.

## **Enrollment, Progression, and Re-Admission Policies**

### **Enrollment**

#### **Transition Course Information**

If students are unsuccessful in the Transition course (NURS 203) on the first attempt, they will NOT be permitted to repeat the course. These students may apply for admission to the RN Program, and if accepted and space is available, will begin the RN Program with NURS 140: Nursing Concepts 2. Students may repeat NURS 131 and

NURS 132 on a space available basis (see policy on course repeats).

### **Career Ladder Programs - LPN to RN – Associate Degree**

- Option 1: Graduates from Carroll Community College's Practical Nursing program who wish to continue their education to RN:
  - Must work as a PN for two years (no minimum set hours) before the PN courses would be offered.
  - Will be required to complete the Transition course (NURS 203) and will be exempt from NURS 131 and NURS 132.
  - However, if it has been more than five (5) years since completion of the CCC PN program, the student must retake NURS 131 and NURS 132.
- Option 2: Graduates from programs other than Carroll Community College's Nursing Program who wish to continue their education to RN:
  - Will take a HESI exam and for any selected concept scores that are less than 850, will be required to take the assigned modules in the Transition courses (NURS 203). All students must complete 4 pre-assigned modules in NURS 203, despite their HESI scores.
  - Will take NURS 131 and NURS 132 successfully to continue in the program.

### **Progression**

Nursing courses are designed to build sequentially, requiring students to follow the program's progression plan based on their admission track. To advance, students must successfully complete both the didactic and clinical components of each course. If unsuccessful in either, both components must be repeated. All coursework must be submitted by the assigned due dates; late or missing work may receive a zero.

To progress to the next clinical nursing course, students must:

- Achieve a minimum number of exam points (per the syllabus) that is equivalent to a grade of 75% (without rounding) in the currently enrolled course.
- Pass both the Dosage Calculation Proficiency Exam and Medication Validation prior to the start of the next semester.
- Receive satisfactory clinical evaluations in the currently enrolled course.
- Achieve the minimum number of total course points (additional points such as advising and quiz grades will only added after the student earns a 75% on cumulative course exams without rounding) outlined in course syllabus.

Students who meet either of the following criteria will not be allowed to continue in the program and will be dropped from their nursing courses:

- Score below 90% on the Dosage Calculation Proficiency Exam before the semester begins.
- Fail the medication validation by the third attempt in terms two, three, or four.

Students who are removed from the program for these reasons may apply for readmission in the future. **There is no guarantee for readmission.**

All students are required to complete a minimum of 70 CREDITS (15 of which must be from Carroll Community College) in the nursing program according to the appropriate curriculum plan for their track

Nursing students must earn a grade of "C" or higher in all nursing courses and maintain a 2.5 grade point average (GPA) in nursing courses to be in good academic standing.

### **Course Failure**

Failure in a course may occur for the following reasons:

- Failure in theory and/or clinical.
- Inability to maintain the minimum number of points stated on the course syllabus.
- Leaving the clinical facility without the instructor's permission or knowledge.
- Unethical conduct.
- Disciplinary action involving charges of misconduct and/or violation of the Code of Ethics or the Carroll Community College Code of Integrity.
- Failure to pay financial obligations to the College or Program within a reasonable period of time.

### **Students are not permitted to withdraw from a course after receiving a clinical failure.**

Students will be personally counseled by faculty and informed of the reason for course failure. This counseling will be documented, signed by the student, faculty member, and Program Director, and placed in the student's file.

In cases involving charges of violation of the Code of Ethics or the Carroll Community College Code of Integrity, the Program Director will meet with the student to discuss the situation before any dismissal decision is made.

### **Re-admission**

**There is no guarantee for readmission.** Readmission is based on space availability. Students wishing to return to the Associate Degree Nursing (RN) Program, or the Practical Nursing (LPN) Certificate Program must indicate their intention when requesting readmission.

### **Eligibility for Re-admission**

- Students have up to two (2) years to return after withdrawing from or failing a clinical course.
  - If more than two years have passed, students must reapply to the program as new applicants.
- A letter of intent (indicating the program choice) must be submitted to the Program Director by:

- o February 15 for readmission to the Fall semester
- o October 1 for readmission to the Spring semester

### **Priority for Re-admission**

When space is limited, students will be considered in the following order:

1. Students who withdrew for non-academic reasons and are Carroll County residents
2. Students who withdrew for non-academic reasons and are non-Carroll County residents
3. Students who failed to earn a grade of "C" or better in one course

Behavioral actions (including verbal insubordination) could prohibit your return.

### **Ineligible to Return**

The following students are not eligible to return to the Nursing Program:

1. Failed Competency Requirements with Course Failure
  - a. Students who fail the medication validation (after three attempts) prior to term two, three, or four, and
  - b. Have also failed a nursing course
2. Multiple Course Failures or Withdrawals
  - a. Students who have Failed or 'Withdrawn While Failing' from two nursing courses
3. Repeated Failure of Medication Validation
  - a. Students who have failed the medication validation (after three attempts) in two separate semesters (e.g., Term 2 the first year and Term 3 the next year)
4. Ethical Violations
  - a. Students who were dismissed due to a violation of the Code of Ethics or Code of Integrity

### **Limit on Course Repeats**

Students who do not receive a grade of "C" or better or who are unable to pass the medication validation or dosage exam (after the allotted attempts) prior to term two, three or four, may ONLY repeat one nursing course.

## **Course Registration and Withdrawal**

### **Registration**

Registration at CCC is through the [Lynx student portal](#). Students are responsible for meeting all pre- or co-requisites before registering for the next course in the nursing program progression. A student will be denied registration or administratively dropped from a course if pre- or co-requisites have not been met.



## **Withdrawal**

Students may withdraw from a course before, or by, the specified deadline as established in accordance with the CCC Academic Calendar.

If withdrawal from the program becomes necessary for any reason, students are requested to notify the Program Director. An exit interview with the Program Director is recommended to assist the student in decision-making.

If a student withdraws from a nursing course or courses, it will be noted whether the student is passing or failing the course(s) at the time of withdrawal. If the student is failing at the time of withdrawal, it will be considered a course failure by the Nursing Department.

## **VIII. Clinical Policies**

### **Experiential Learning: On- and Off- Campus Clinical Descriptions & Rationales**

#### **Clinical Simulation Experiences (CSEs) – On-Campus**

- Held at Carroll's Clinical Simulation Lab.
- Simulates real patient care in a safe, controlled setting.
- Counts toward required clinical hours.
- Follows a 3-part format: **Pre-brief** → **Scenario** → **Debrief**

#### **Simulation Types:**

- High-Fidelity Manikins: Lifelike, responsive models (e.g., blinking, breathing).
- Mid/Low-Fidelity Manikins: Less advanced but still interactive.
- Standardized Patients (SPs): Trained actors playing patient roles.
- Hybrid Simulations: Combines manikins and SPs.
- Task Trainers: Models for practicing specific skills (e.g., catheter insertion).
- Virtual Reality: Interactive, screen- or headset-based simulations.
- Interprofessional Simulations: Work with students from other healthcare fields.

#### **Benefits of Simulation:**

- Practice safely and learn from mistakes.
- Build critical thinking, communication, and teamwork.
- Apply classroom knowledge to real-life scenarios.
- Gain confidence and hands-on experience.

#### **Course Skills Labs – On-Campus**

- Scheduled 1–2 times per term in Concepts courses: NURS 133, 140, 233, and 242.
- Hands-on practice with instructor guidance.
- Focused on essential nursing skills.

#### **Open Skills Labs – On-Campus**

- Available throughout the semester.
- May be optional or mandatory, depending on course requirements.
- Practice skills independently or with faculty support.
- Great for review, confidence-building, and remediation.

## **Off-Campus Clinicals**

- Clinicals give you real-world experience in healthcare settings, supervised by a Carroll instructor.
- You'll apply what you've learned in class, lab, and simulations to real patient care.

## **Clinical Placement Details**

- Carroll partners with hospitals and healthcare facilities in areas not limited to the following:
  - Baltimore County & City
  - Howard County
  - Frederick County
- Placements are assigned each semester based on:
  - Facility and faculty availability
  - Your educational needs
  - Course objectives and required hours

## **Important Notes**

- Notify the Program Director and Clinical Coordinator before orientation if you:
  - Work at or have a personal connection to a clinical site
- Final Practicum (NURS 242) placements are based on:
  - GPA
  - Clinical performance
  - Preceptor availability
- All placement decisions are made by the Program Director and may change if needed.

## **Clinical Conduct and Expectations**

### **Professionalism**

Professionalism is a critical aspect of the professional identity of a nurse and must be upheld during all clinical encounters and experiences. Students should treat On Campus CSEs and Clinical Skills Labs as seriously and professionally as they do Off Campus Clinical. All professionalism policies for both On and Off Campus Clinical will remain equivalent. Students may not present themselves as an official representative or spokesperson for the Carroll Community College Nursing or Allied Health Department.

## **Clinical Responsibilities**

- Complete assigned care or report if you can't.
- Follow all hospital and school policies.
- Keep patient and staff information private.
- Be responsible for showing up to clinicals.
- Report any errors right away.
- Ask for help with new or difficult tasks.
- Be prepared for your assigned patients.
- Attend clinical orientation.
- Report any sudden changes in a patient's condition immediately.

## **Clinical Uniform**

Nursing students must purchase and maintain the official clinical uniform. While wearing the clinical uniform, students must uphold high ethical and professional standards. Failure to meet uniform standards may result in being sent home from any clinical experience which will count as a missed clinical day.

### **Uniform for Clinical, CSE, Skills Labs & Validations**

- White scrub top with dark blue (navy) scrub pants that are clean, odor-free, and wrinkle free.
- White socks and solid-colored leather shoes with a back.
- Watch with a second hand (NO smart watches of any kind)
- No outside jackets or hoodies allowed. Only a short (waist-length), white lab coat or white scrub-jacket is permitted over the uniform.
- Scrub hat permitted on Medical-Surgical sites if desired, solid white or blue only.

### **Uniform for Mental Health and Community Clinical**

- Blue polo-style shirt with the Carroll Nursing Program emblem (provided to student & included in course fees)
- Khaki or dark blue (navy) or black colored pants, well-fitting with plenty of room for bending with a professional fit and look.
  - No jeans or leggings
  - No rips or tears
- Closed toed shoes. No heeled shoes.

## **ALL clinical experiences:**

### **Hair**

- Hair neat, clean, and secured.
- Hair at, or longer than, shoulder length needs to be put up.
  - NO ponytails permitted.
- Headbands can be worn if less than one inch in width and the color of your hair.
- Beards and mustaches must be trimmed and neat and not impede the seal of the N95 mask.
- Hair coverings, such as but not limited to scarves and hats are not permitted.

**Nails**

- Nail polish must be in good repair with no evidence of chipping. Nail length should be short to avoid puncturing gloves or injuring patients. Nail piercing jewelry and any appliques other than nail polish are prohibited.
- Consistent with the *National Patient Safety and Infection Control Standards* and the *Centers for Disease Control & Prevention*, extended or artificial/gel fingernails may compromise the safety of the client and/or student and are therefore prohibited.

**Jewelry**

- Wedding band, watch, and one pair of post earrings are permitted.
- No other jewelry is permitted (bracelets, necklaces, rings with stones, etc.).
- No other body piercings are permitted (exclusive of one-post earrings).
  - Additional piercings must be removed, replaced with clear spacers, or covered.

**Tattoos**

- Tattoos with offensive symbols or language must be covered while in the clinical area at all clinical facilities.
  - If unsure, please check with the Clinical Coordinator

**Perfumes/Colognes**

- Perfume/Cologne or perfumed body/hair products are prohibited and may not be worn while in uniform as the use of perfume, cologne, or scented body and hair products can cause discomfort or allergic reactions in others.

**Gum**

- Gum shall not be chewed while in any clinical setting.

**Identification Badges**

- Students must wear their Carroll Community College photo ID and, if required, a clinical site-specific badge at all times while in clinical facilities. Instructions for obtaining site-specific badges will be provided to students well in advance of their clinical rotation.
  - Students who fail to come to clinical without the appropriate badge will be sent home and this will count as a clinical absence.
- Badges and other clinical agency property must be returned at the end of the rotation. Students will be billed for unreturned items, and final grades may be withheld until items are returned or paid for.

**Cell Phone Usage**

Students must adhere to each clinical facility policy regarding cell phone usage during clinical. Smart phones and cell phones cannot be accessed in patient care clinical areas. If the student needs to access their cell phone while on the unit, it needs to be in a break or conference room.

**Clinical facilities have the right to require students to adhere to their dress code and may ask students to leave the facility due to an unprofessional appearance. This will result in a clinical absence.**

### **Transportation & Meals**

Students must provide their own transportation to clinical sites during each nursing course. Carpooling is at the student's own risk. Expenses incurred for meals, parking, and transportation to clinical or observation sites are the responsibility of the student. Students are required to park at designated locations identified by each clinical agency.

## **Clinical, Simulation, and Skills Lab Attendance**

Attendance is **mandatory** for the following clinical learning activities:

- Off-Campus clinical
- On-Campus skills laboratories
- On-Campus Clinical Simulation Experiences (CSEs)

### *Absence Procedure for On- and Off-Campus Clinical Learning Activities*

- If absent for Off-Campus Clinical or On-Campus Skills Labs, students must notify:
  - The Program Director, Clinical Coordinator, Academic Administrative Specialist, *and* Clinical Instructor before the clinical day begins via email.
- If absent for Clinical Simulation Experiences (CSEs), students must notify:
  - The Simulation Director before the scheduled simulation via email.
- Students who arrive late- even by 30 seconds- or unprepared will be sent home, regardless of prior notice.
- Clinical make-up days are subject to individual clinical performance, and the availability of the faculty and clinical agencies.
- Make-up clinical experiences are at the discretion of the Clinical Coordinator and Program Director.
- Make-up CSEs are at the discretion of the Simulation Director.

### **Consequences of Late/Missed Clinical, CSEs, or Labs**

1. One absence from any clinical experience will result in a written notice.
2. Two absences from any clinical experience will result in remediation.
3. Three absences from any clinical experience will result in a Clinical Performance Improvement Plan.
4. A fourth clinical absence will lead to Clinical Probation.
5. Further clinical absences will result in failure to meet program outcomes, which will result in failure from the nursing program.

**Extenuating circumstances related to clinical absences must be**

**communicated and reviewed by the Program Director at the time of the absence; they will not be reconsidered retroactively once the student has reached the maximum limit of four absences.**

**These absences are cumulative throughout the student's time in the program and will carry with you from semester to semester. For example, if you get 2 absences in NURS 133, these will stay with you until the end of NURS 242 (the remainder of the program). Although a missed clinical experience may be made up, it does not erase these absences from a student's record.**

For inclement weather during clinical hours, please refer to Inclement Weather & Disaster Plan under Academic Policies in Section VII.

## **Preparation & Engagement for On-Campus Clinical Experiences**

Students are responsible for being adequately prepared for clinical experiences to ensure safety and maximize learning. Clinical courses and skills labs introduce essential nursing skills, but students must regularly practice to maintain competence.

### **On-Campus Clinical Simulation Experiences (CSEs)**

- Schedule: Dates/times will be listed in the course clinical schedule.
- Preparation: Materials (readings, videos, etc.) posted on LMS at least 2 weeks in advance.
- Prep Time: 30 minutes of asynchronous prep to:
  - Review objectives
  - Complete prep activities
  - Watch orientation videos
  - Read lab policies
  - Answer entry ticket questions
- Entry Ticket: Required for participation. No ticket = no entry.
- Unprepared Students, including those out-of-uniform: Will be sent home and marked unprepared.
- Participation: Full engagement in pre-briefings, scenarios, and debriefings is mandatory. Share insights to support group learning and develop clinical reasoning.

### **Simulation Fiction Contract**

A mutual agreement to treat simulations as real clinical experiences.

#### **Students agree to:**

- Fully engage in simulations
- Treat manikins, SPs, or virtual patients as real

- Interact with the environment as if it were a real clinical setting

#### **Faculty agrees to:**

- Provide clear expectations and guidelines
- Clarify what aspects are simulated

Authentic engagement maximizes learning value.

### **On-Campus Clinical Skills Lab**

- **Schedule:** Listed on the Course Calendar.
- **Prep Materials:** Available on LMS in advance.
- **Be Prepared:** Come ready to participate and learn.
- **Guided Practice:** Practice clinical skills with faculty support.
- **Participation:** Actively complete all assigned skills and activities.

Failure to come prepared to skills lab will result in being sent home and this will count as a clinical absence.

### **The Blue Clinical Skills Bag**

- **Provided:** Included in course fees; distributed at Term One orientation.
- **Contents:** Essential supplies for practicing nursing skills.
- **Student Responsibility:** Maintain the bag and follow all usage policies throughout the program.

### **General On-Campus Simulation Lab Policies**

<b>Dress Code &amp; Conduct</b>	<ul style="list-style-type: none"> <li>• Clinical uniforms are required for all simulation and lab activities.</li> <li>• Show respect for all simulation equipment and manikins.</li> <li>• No pens or ink near simulation manikins.</li> <li>• No food or drink in simulation labs.</li> <li>• No cell phone use, photos, or recording in the lab.</li> </ul>
<b>Lab Access &amp; Sign-In</b>	<ul style="list-style-type: none"> <li>• Know the open lab schedule and sign-up process.</li> <li>• Sign in and out of the lab and list the skills practiced.</li> <li>• Clean up your lab space before</li> </ul>



	leaving (tidy beds, return supplies).
<b>Use of Equipment</b>	<ul style="list-style-type: none"> <li>• Use simulation manikins and equipment only under direct supervision of lab staff or faculty.</li> <li>• Do not remove supplies or equipment from the lab.</li> <li>• Do not reuse or recap needles.</li> <li>• Return all supplies to appropriate bins after use.</li> </ul>
<b>Lab Participation &amp; Practice</b>	<ul style="list-style-type: none"> <li>• Students must come prepared to practice independently in open lab sessions.</li> <li>• Faculty are available as a resource, not to reteach skills.</li> <li>• Practice only previously taught skills for reinforcement.</li> <li>• Attendance is mandatory for all scheduled clinical course skills labs.</li> <li>• Students must bring blue bags and specific supplies (e.g., med admin, Foley) as directed.</li> </ul>
<b>Absences &amp; Lateness</b>	<ul style="list-style-type: none"> <li>• Notify lab staff as soon as possible if absent or late for a non-mandatory open lab.</li> <li>• Remove your name from the sign-up roster if you can't attend.</li> <li>• Frequent absences or lateness may result in penalties.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Children under 18 are not allowed in the lab unless authorized.</li> <li>• Notify lab staff of any allergies (e.g., latex, chlorhexidine) at the start of the semester.</li> <li>• Follow Lab Coordinator instructions for supply storage and reuse.</li> </ul>

## **Off-Campus Clinical Policies**

### **Safe Conduct & Student Responsibilities**

- Purpose: Clinicals are for learning—not working or filling staff roles.
- Patient Assignments: You'll be assigned specific patients. Shadowing a nurse is not standard.
- Scope of Care: Only assist your assigned patients unless approved by your instructor.
- Medications: Follow all medication policies. Know your patients' meds, even if you're not giving them.
- Supervision: Do not escort or supervise patients off the unit.
- Legal Documents: Do not witness or sign any legal forms.
- Professionalism: Clinicals are a privilege. Always follow facility and program rules.

### **Clinical Grading/Clinical Progression Policy**

Grading: Clinical is graded as Pass/Fail. You must pass both clinical and theory to pass the course.

- Evaluation Tool: Clinical performance is rated as:
  - S = Satisfactory
  - N = Needs Improvement
  - U = Unsatisfactory
- Progression: You must pass each clinical course to move to the next semester. Safe practice is the minimum standard.

### **Evaluation Process**

- Informal Feedback: Ongoing throughout the semester.
- Formal Evaluations: Weekly and final evaluations based on course-specific criteria.
- Instructor Feedback: You'll be informed of your progress regularly.

### **Improvement Plans & Probation**

- Non-Critical Outcomes:
  - 1st time: "Needs Improvement" + verbal feedback
  - 2nd time: "Unsatisfactory" + Clinical Performance Improvement Plan (CPIP)
- Critical Outcomes:
  - Immediate "Unsatisfactory" + CPIP
- 3 Active CPIPs: Triggers review by a faculty panel and may lead to clinical probation.

- Probation:
  - A plan is created with the student, instructor, and coordinator.
  - Remains in effect until program completion.
  - Failure to meet expectations = course failure.

## **Final Evaluation**

- Includes student self-evaluation and instructor feedback.
- Must be signed by the student (with option to add comments).
- Unsatisfactory performance must be discussed privately with full-time faculty.

## **Tracking & Follow-Up**

- Faculty track CPIPs and probation across semesters to monitor for patterns of unsafe practice.

**Exceptions to the above apply to circumstances in which the welfare of a client is placed in jeopardy due to unsafe practices by the student; this includes violations of the Code of Ethics and/or the Code of Integrity, administering medication or performing clinical skills without the clinical instructor present, or arriving to clinical under the influence. In situations such as these, the student may be immediately dismissed from the Program.**

## **Student Impairment Policy – Allied Health Programs**

### **Standard**

Students must be physically and mentally fit to ensure safe care and effective participation. Working within 8 hours of a clinical session is discouraged due to fatigue risks.

### **Definitions**

- Impaired Student: Unable to safely participate due to illness, fatigue, poor communication, cognitive issues, or substance use.
- Chemical Agent: Any substance (prescribed, OTC, or otherwise) that may impair function.

## **Responsibilities**

- Faculty:
  - Assess and document suspected impairment
  - Remove student if needed
  - Notify Coordinator/Director
  - Recommend drug screening if appropriate
- Coordinator/Director:
  - Notify Vice President of Academic Affairs
  - Investigate and determine student's program status
- Student:
  - Maintain health
  - Seek help if impaired
  - Comply with testing (at own expense) if requested

## **Procedure**

1. Faculty removes and documents suspected impairment.
2. Faculty discusses concerns with student and notifies Coordinator.
3. Coordinator informs Vice President of Academic and Student Affairs and may require drug screening.
4. Coordinator meets with student within 48 business hours.
5. Decision made: dismissal, suspension, or continuation.
6. If continuing, student signs agreement outlining conditions.
7. Student may appeal per Student Handbook.
8. Repeat impairment may result in termination.

## **Unsafe Clinical Practice**

- Students must be physically and mentally prepared to always provide safe client care during clinical.
- Faculty may remove a student from the clinical setting if safety is compromised due to:
  - Fatigue
  - Substance use
  - Illness
  - Emotional instability
  - Lack of preparation

### **Why This Matters:**

- Faculty cannot always supervise every student.
- Students may not always recognize their own limitations or ask for help.
- Both students and faculty share legal responsibility for ensuring safe client care.

## **IX. Technology and Communication**

### **Canvas (LMS) & Communication**

- Canvas is the Learning Management System (LMS) used for all course materials: announcements, assignments, grades, etc.
- Check announcements daily (Mon–Fri) and turn on notifications to stay updated.

### **Email Policy**

- Use only your Carroll Outlook email—not personal or Canvas email.
- Check email daily (Mon–Fri, 8 AM–4 PM).
- Faculty respond within 48 business hours during those times.

### **Email Etiquette**

#### **Do:**

- Use respectful, professional language.
- Include a subject, greeting, and closing.
- Be clear and proofread your message.

#### **Don't:**

- Use slang, all caps, or send blank messages.
- Assume your request is confirmed without a reply.
- Email when upset—pause and respond calmly.

### **Electronic Media Use**

- No phones, earbuds, or smartwatches in clinical without instructor approval.
- No personal use (calls, shopping, social media) during clinical.
- No inappropriate content (offensive language, photos, or behavior) online.
- Think before you post—future employers may see it.

### **Recording Policy**

- No recording lectures without permission from the instructor and classmates as required by Maryland law which is an “all-party consent” state, unless provided by ADA Exception (See below).
- Approved recordings are for personal study only and must be deleted within 30 days after the semester.
- No sharing or posting recordings—violations may lead to disciplinary action.

**ADA Exception:**

Students approved for accommodations under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 may record lectures for personal educational use only. These recordings must also be kept confidential and deleted after the course ends. Students needing accommodations must contact Carroll's [Office of Disability Support Services](#).

## **X. Student Support and Resources**

### **Advising & Academic Support**

- Faculty Advisor: Every nursing student is assigned a nursing faculty advisor for support throughout the program.
- Need Help? Contact your advisor if:
  - You're struggling in class
  - You need help managing your time
  - You're unsure what support services are available
- Advisor Concerns? Contact the Program Director if you have issues with your assigned nursing faculty advisor.

### **Early Alert System (Starfish)**

- Academic Alerts: Faculty use Starfish to flag concerns if you're underperforming. There's no limit to how many alerts can be issued.
- Support Referrals: Alerts may lead to referrals for tutoring, advising, or other support services.
- Positive Feedback: Faculty can also send Kudos through Starfish to recognize your progress and achievements.

### **Academic Probation**

- Students on probation must meet regularly with their advisor.
- Together, you'll create a plan to improve your academic standing.
- Meetings continue until you're back in good standing.

## **Mental Health & Wellness Support**

**Your well-being matters at Carroll!** Here are the resources available to help you stay healthy, safe, and supported:

### **24/7 Support**

#### **Student Assistance Program (SAP)**

Free, confidential mental health support anytime.

👉 Download the **TimelyCare** app or visit the [TimelyCare website](#).

#### **Student Care & Integrity Office**

Get help with:

- Mental health & crisis support
- Academic or financial challenges
- Legal, housing, food, or transportation needs
- Relationship concerns & personal safety

### **Wellness Spaces on Campus**

- Fitness Center (Room P505): Free for students with ID. Cardio & strength equipment available.
- Relaxation Station (Room L-193): Chill space with massage chair, tea, fidget toys, and more.
- Spirituality Room (Room L-194): Quiet space for reflection or prayer.

### **Carroll Food Locker Program**

Free groceries for students, faculty, and staff. Supported by the Maryland Food Bank and local partners.

 Visit: [Carroll Food Locker](#)

### **Need More Help?**

Check the **Local Support Services** page on Carroll's website for help with housing, food, transportation, and more.

 Visit: [Local Support Services](#)

## **Campus Safety & Disability Support Services**

**Your safety is our priority at Carroll Community College.** Here's what you need to know:

### **Campus Police**

- Keep the campus safe and secure for everyone.
- Enforce college rules and Maryland laws.
- Work to create a welcoming and protected learning environment.

### **Emergency Support**

- Naloxone (NARCAN®): Campus Police are trained to respond to opioid overdoses.
- Substance Use Education: All full-time students receive in-person training; part-time students get online resources.
- Good Samaritan Law: You're protected if you help someone during an overdose emergency.


### **Conflict Resolution**

- Carroll County Community Mediation Center (CCCMC): Free help with conflict resolution, coaching, and mediation for all county residents.



## Disability Support Services

- Offers personalized support plans for students with disabilities.
- Helps with academic accommodations, accessibility, and advocacy.
- Promotes awareness and inclusion across campus.
- Connects students with on- and off-campus resources to support success.

 Questions? Call 410-386-8040 or email: [disabilitysupport@carrollcc.edu](mailto:disabilitysupport@carrollcc.edu)


## Financial Aid, Grants, and Scholarships

### Financial Aid at Carroll

Carroll offers financial aid to help cover tuition, books, and more. If eligible, you may receive:


- Grants – Free money based on financial need
- Scholarships – Awards based on merit or need
- Federal Work-Study – Part-time jobs with bi-weekly paychecks

Most aid is applied directly to your tuition. If there's extra, you'll get a refund (usually by check) around week 6 of the semester.

 Questions? Call 410-386-8437 or email: [FinancialAid@carrollcc.edu](mailto:FinancialAid@carrollcc.edu)


### Maryland Grants & Scholarships

You may qualify for state aid through the Maryland Higher Education Commission (MHEC) if:

- You (and your parents, if needed) are Maryland residents
  - You're enrolled in a degree program at a Maryland college
  - You apply through the Office of Student Financial Assistance (OSFA)
-  Visit online: [mhec.maryland.gov](http://mhec.maryland.gov)

### Carroll Scholarships

Carroll awards over \$350,000 in scholarships each year for new and returning students.

 Apply for both need-based and merit-based scholarships.

 Contact via email: [foundation@carrollcc.edu](mailto:foundation@carrollcc.edu)

### Interest-Free Payment Plan

Carroll's Deferred Payment Plan helps you manage tuition costs:

- No interest or credit check
- Minimum balance: \$200
- Must register for classes first
- Re-enroll each semester
- Add an Authorized User if needed
- Enroll via the Lynx Student Portal under Student Finance

# **Library, Learning Resources, and Tutoring**

## **Carroll Community College Library**

A great resource for nursing students!

- Access books, journals, videos, internet, and printing
- Many materials can be checked out and used outside the library

## **Academic Center**

Helps you succeed with:

- Free tutoring (in-person & online)
- Drop-in or scheduled sessions
- Review sessions for select courses
- Study skills support
- 24-hour feedback on writing assignments via the online writing inbox

## **Testing Center (Room A132)**

- Appointment required
- Bring a photo ID
- Reserve computers or special equipment when booking

## **Tutoring & Remediation for Nursing Students**

- Use the Tutoring Center for extra help with course content
- Remediation may be required:
  - As part of a Clinical Performance Improvement Plan (CPIP)
  - Between 2nd and 3rd attempts for validations
- Student support available through HESI

## **XI. Student Appeal and Complaint Processes**

### **Know Where to Take Your Concern**

#### **Ombuds Services**

##### **ROLE OF THE OMBUDSPERSON:**

The Ombudsperson is a confidential, independent resource authorized to informally address concerns from a neutral position, ultimately facilitating the process of conflict resolution.

The Ombudsperson provides confidential, impartial, independent and informal assistance in addressing both academic and non-academic concerns at the College-level that established processes and procedures have not resolved.

##### **CONFIDENTIALITY:**

All interactions with the Ombudsperson are strictly confidential except cases where there is consent by complainant; imminent harm to the complainant, others or College; or a legal concern.



Contact: [Ombuds Service Inquiry](#)

### **College Formal Complaint Process**

Use this for college-wide concerns, like:

- Discrimination or retaliation
- Unethical behavior by staff or faculty
- Violations of student rights

### **Nursing Program Appeal Process**

Use this for **academic or program-related issues**, like

- Grades (exams, assignments, clinicals, HESI, validations)
- Academic or clinical probation
- Progression decisions

## **Nursing Program Appeal Steps**

### **Step 1: Talk to Your Instructor**

Email them within 3 business days of the issue to request a meeting.

### **Step 2: Meet with Course or Clinical Coordinator**

If unresolved, meet with the appropriate coordinator within 3 business days of Step 1. If course or clinical coordinator is the same as Step 1, then proceed to Step 3.

### **Step 3: Submit Formal Appeal**

Still unresolved? Submit the Nursing Program Appeal Form (Nursing Central on Canvas) to the course or clinical coordinator within 3 business days of Step 2. You'll receive written confirmation within 3 business days of submission.

### **Step 4: Faculty Panel Review**

A panel of faculty will review your case within 10 business days.

- You may bring a support person (not a Carroll employee or nursing student).
- No recordings allowed.
- The panel can't change program policies—they can only review if your appeal has merit.
- You'll receive a written decision within 3 business days of the panel review.

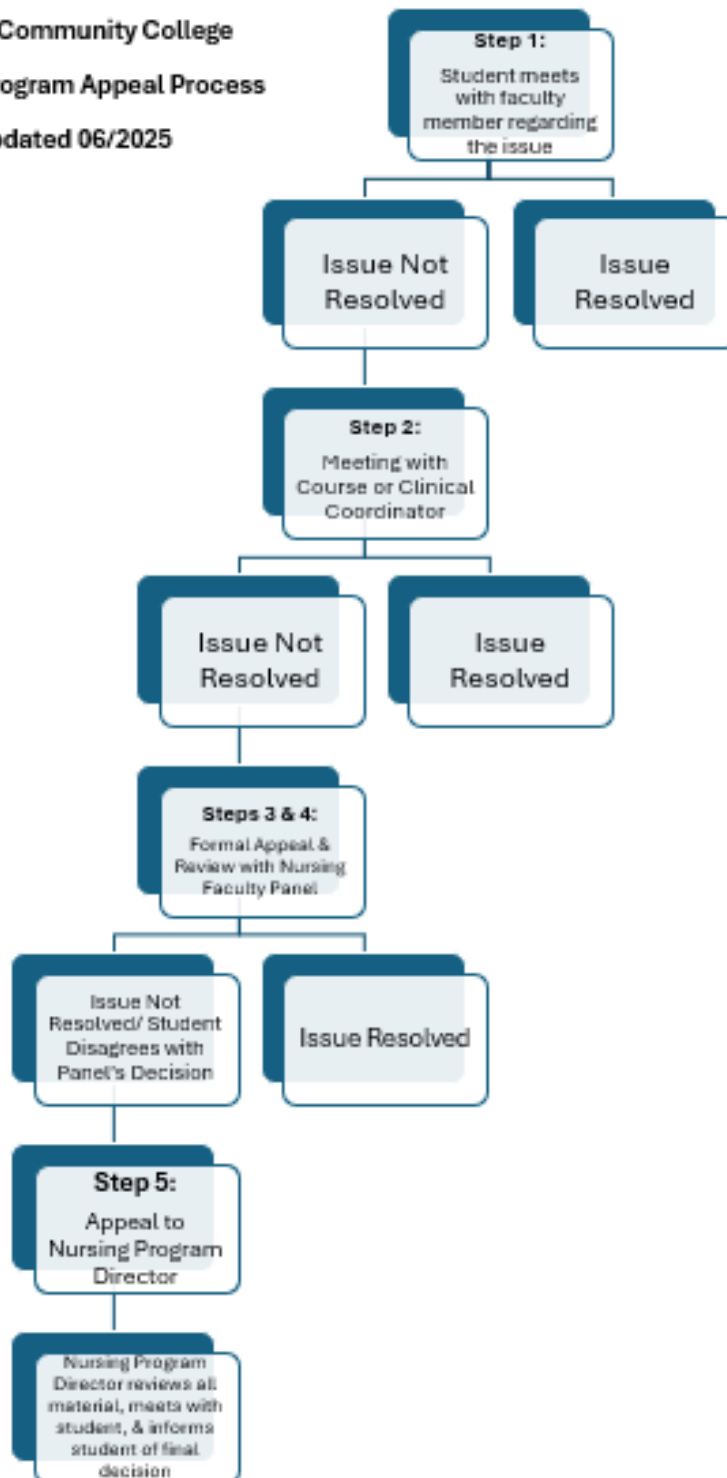
### **Step 5: Appeal to Program Director**

If you disagree with the panel's decision, you must submit a written appeal to the Program Director within 3 business days.

- Include all related documents.
- The Program Director will meet with you and respond in writing within 5 business days.
- The Program Director's decision is final.

## Appeal Process Algorithm

Carroll Community College  
Nursing Program Appeal Process  
Updated 06/2025



## **XII. Nursing Student Organizations, Pinning, and Awards**

### **Alpha Delta Nu (Alpha Alpha Chapter)**

Alpha Delta Nu is the national honor society for associate degree nursing students, sponsored by the Organization for Associate Degree Nursing. Carroll Community College hosts the Alpha Alpha Chapter. The society recognizes academic excellence, encourages lifelong learning, and supports the pursuit of advanced degrees. Membership is by invitation only and requires a minimum grade of B in all clinical nursing courses, good academic standing, and completion of a Capstone project. Students placed on Clinical Probation at any point in the RN program are not eligible. Induction occurs during the final term.

### **National Student Nurses' Association (NSNA)**

Carroll Community College's Nursing Program is a charter member of the NSNA, hosting monthly on-campus meetings and occasional off-campus events. Meeting details are posted on Canvas under "My Organizations" and on the NSNA bulletin board in the N-building. Supported by campus Student Life, the chapter promotes leadership, professional development, and scholarship opportunities.

**Students enrolled in NURS 132 in the Fall or Summer have a one-year NSNA membership included in their fees and will complete the application during orientation.** Others must apply and pay online at [NSNA's webpage](#). Annual membership is required to join or renew.

Students interested in leadership roles (e.g., president, vice president, secretary, treasurer, or public relations) should contact a current officer or the NSNA advisor.

### **Pinning Awards for Practical Nursing Program**

1. *Carroll Hospital Center Clinical Excellence Award* – This award is presented to the student who has shown the qualities of maturity, empathy, consideration, and sensitivity to client's needs, and who has excelled in clinical practice.
2. *Achievement Award* – This award is presented to the student who demonstrates genuine concern for clients and their families, who constantly seeks to improve clinical and theoretical knowledge, who evidences maturity, and who has a commitment to nursing.
3. *The William J. Yerkes Nursing Award* – Janice Fischer, a previous faculty member, created this award in memory of her father. This award is presented to the student that demonstrates in all settings, both academically and clinically, the all-around best effort.
4. *Highest Scholastic Average* – A special award is presented to the student who has maintained the highest scholastic average in the clinical nursing courses and who has maintained satisfactory clinical performance.

Students who have completed six or more credits and who have not been subject to any academic action or probation are eligible to be named on the Dean's List and/or receive an award at Pinning.

## **Pinning Awards for Associate Degree Nursing Program**

1. *Highest Scholastic Average* – A special award is presented to the student who has maintained the highest scholastic average in the clinical nursing courses and who has maintained satisfactory clinical performance.
2. *The William J. Yerkes Nursing Award* – Janice Fischer, a previous faculty member, created this award in memory of her father. This award is presented to the student that demonstrates in all settings, both academically and clinically, the all-around best effort.
3. *Carroll Hospital Center Outstanding Clinical Merit* – This award is presented to the student who best typifies the ideal clinical, academic and behavioral characteristics of a new graduate from our Associate Degree Program.
4. *Graduates with Distinction* – This is awarded to students who have demonstrated leadership contributions to the school of nursing, to the community, and to their fellow students.
5. *The LuAnn R. Gamber Art of Nursing Award* – This award is presented to the graduate who demonstrates caring behaviors which emulate the nurturing nature of Professor Gamber.
6. *The Helen Pappalardo Graduate Scholar* - This award is presented to a member of the Associate Degree graduating class who has demonstrated a sincere interest in advanced professional education.
7. *The Nancy Perry Founding Director's Scholarship Award* - This scholarship is presented to a member of the Associate Degree graduating class who has demonstrated a sincere interest in advanced professional education.

Students who have completed six or more credits and who have not been subject to any academic action or probation are eligible to be named to the Dean's List and/or receive an award at Pinning.

## **XIII. Graduation and Licensure Information**

### **Graduation Requirements**

To be eligible for graduation from the Carroll Community College Nursing Program, students must successfully complete all academic and clinical requirements as outlined in the curriculum. This includes:

- Completion of all required nursing and general education courses with a passing grade as defined by the program.
- Fulfillment of the minimum credit hour requirement.
- Demonstration of clinical competence through satisfactory evaluations in all practicum experiences.
- Compliance with all program policies, including those related to professional conduct, attendance, and documentation.
- Clearance of all financial obligations to the institution.
- Submission of a formal application for graduation by the published deadline.

### **Degree Conferral**

Upon verification of all graduation requirements, the Associate Degree in Nursing or Practical Nursing Certificate will be conferred. Participation in the commencement ceremony is encouraged but not mandatory.

### **Licensure Eligibility**

Graduates of the Nursing Program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or Practical Nurses (NCLEX-PN), depending on the program completed. Eligibility for licensure is determined by the state board of nursing and may include:

- Submission of an application to the state board of nursing.
- Completion of a criminal background check and fingerprinting.
- Payment of applicable fees.
- Approval of the candidate's educational credentials by the board.

### **State Licensure Requirements**

Licensure requirements vary by state. It is the responsibility of each graduate to review and comply with the licensure regulations of the state in which they intend to practice. The Nursing Program provides guidance and support in preparing for licensure but does not guarantee eligibility or success on the licensure examination.



**NCLEX Preparation**

The program integrates NCLEX preparation throughout the curriculum and may offer additional review sessions or resources to support student readiness. Students are strongly encouraged to take advantage of these opportunities to enhance their performance on the licensure examination.