



NURSING STUDENT HANDBOOK
Associate Degree in Nursing

2026-2027

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Introduction

This Nursing Program Student Handbook supplements the policies, rules, and regulations in the Northwest College Student Handbook. Differences between the Northwest College Student Handbook and the Nursing Program Student Handbook include National and State Standards of Practice, hospital/facility policies, and public safety. The provisions in this handbook supersede previous versions of the Northwest College Nursing Program Student Handbook.

Northwest College and the Nursing Department reserve the right to change, without notice, any material, information, requirements, regulations, or costs published in this handbook. If revisions or additions to the Nursing Program Student Handbook are required, they take effect immediately, and students are promptly notified in writing via the LMS.

Students must carefully read the entire Nursing Program Student Handbook and comply with all policies and procedures. Students must sign a statement acknowledging receipt and awareness of the information in this handbook. Students are responsible for accessing the most up-to-date information on the nursing website.

Students completing the RN program are eligible to sit for the NCLEX-RN exam. Upon passing, graduates are issued an RN license to practice in Wyoming. Once licensed in Wyoming, students may apply for licensure by endorsement in other states and become eligible for a compact nursing license to practice there. Please see the licensure disclosure statement on our website and the appropriate state regulatory agency for RN licensure-by-examination in other states. Similarly, students completing the LPN certificate program are eligible to sit for the NCLEX-PN exam. Upon passing, graduates are issued a PN license to practice in Wyoming. Once licensed in Wyoming, students may apply for licensure by endorsement in other states. Please see the licensure disclosure statement on our website and the appropriate state regulatory agency for PN licensure-by-examination in other states.

The Northwest College Associate Degree in Nursing Program is approved by:



The Associate Degree in Nursing Program is also accredited by:



**Accreditation Commission for Education in Nursing
(ACEN)**
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326 404-
975-5000

Northwest College does not discriminate based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information, or veteran status in its programs and activities. We are an Equal Opportunity Employer and Institution (EOE/EOI). Student inquiries concerning disability services shall be directed to the Disability Support Services Coordinator, Student Success Center, 231 W 6th ST BLDG 4, Powell, WY 82435-1860; 307.754.6227. All other compliance inquiries shall be directed to the Compliance Officer, Orndorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6098, or the Office of Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. #310, Denver, CO 80204-3582; 303.844.5695; FAX: 303.844.4303; TDD: 800.877.8339; OCR.Denver@ed.gov. Title IX inquiries: Title IX Coordinator, Orndorff Building, 231 W 6th ST BLDG 1, Powell, WY 82435-1895; 307.754.6102; Title9@Northwest College.edu.

I. Nursing Program Mission & Vision Statement

Mission:

The Northwest College Nursing Program values the worth, individuality, and potential of students in Wyoming preparing to become nurses. It aims to equip students to become entry-level nurses who deliver quality care within the healthcare system.

Vision:

The Northwest College Nursing Program aims to improve critical thinking and skill development, promote professional behavior grounded in evidence-based practice, and provide a smooth pathway for education and career advancement.

II. Nursing Program Philosophy

We believe in the intrinsic value and worth of every person. We also believe that health is a state of homeostasis shaped by forces that affect the individual. Nursing is a practice-oriented discipline that draws on evidence-based knowledge from the biological, physical, and behavioral sciences to deliver safe, compassionate care to individuals, families, groups, and communities. The art and science of nursing form the core of the interdisciplinary healthcare system. We believe that the goal of nursing is to use the nursing process and clinical judgment to promote and maintain health, prevent disease and disability, care for and rehabilitate the sick, and support the dying. Nursing education must include a strong clinical component and provide opportunities to apply theoretical knowledge. Learning is a dynamic, lifelong process that occurs across the cognitive, psychomotor, and affective domains. It is a shared responsibility of the educator and the learner, with each accountable for learning and ongoing self-improvement. The role of the educator is to facilitate learning and leadership by creating an environment where students can set goals, explore ways to achieve them, and evaluate their chosen actions. Nurses have a responsibility to uphold professionalism and mentor others. The nurse is a role model for clients, families, and communities in practicing appropriate health behaviors.

Revolutionizing Nursing Education in Wyoming: RENEW

To best facilitate a seamless pathway for students to enter nursing and continue their education, the Northwest College nursing faculty have developed and implemented a statewide nursing curriculum: Revolutionizing Nursing Education in Wyoming (ReNEW). The Northwest College ADN Program has

adopted the ReNEW curriculum. It supports its Mission and Vision: ReNEW Mission: To improve the quality of nursing and healthcare in Wyoming by transforming nursing education. ReNEW Vision: A shared, concept-based, statewide curriculum where students can earn an associate degree or smoothly continue to a BSN (or higher), starting at any Wyoming community college or the University of Wyoming (UW). The courses and clinical experiences required to complete the Bachelor of Science degree through UW will be delivered via distance learning. The ReNEW curriculum is a co-created, concept-based clinical education model designed to enhance clinical judgment, skill development, and professional nursing practice. It aims to reflect evidence-based practice, meet the future needs of nursing, optimize the use of clinical facilities and faculty across Wyoming, and share educational and clinical resources.

III. Nursing Program Conceptual Framework

The curriculum is guided by professional standards from the National League for Nursing’s Core Competencies for Graduates of Associate Degree Nursing Programs, Quality and Education for Nursing (QSEN), NCSBN NCLEX-RN & PN test plan, Accreditation Commission for Education in Nursing (ACEN) Standards and Criteria, and the Standards for Nursing Education Programs, including the scope and standards of practice for the RN and LPN as directed by the Wyoming State Board of Nursing.

The curriculum is structured around six (6) core concepts, which are defined and integrated into each course to establish a foundation for training students as entry-level nurses. These core concepts are safety, clinical judgment, professionalism, leadership, patient-centeredness, and health promotion. The development of these concepts progresses from simple to complex, guiding students toward achieving graduated learning outcomes. Each ADN Course Student Learning Outcome (SLO), which outlines what is expected of students each semester, is connected to the relevant core curriculum concept and the end-of-program student learning outcomes. The ADN end-of-program student learning outcome transitions smoothly to the student learning outcomes of the University of Wyoming bachelor’s degree program.

Students are evaluated each semester based on their progress toward the end-of-program student learning outcomes, as shown in the table below. The final course assessment reviews benchmarks and considers students' performance. Students and the instructor then discuss each student's performance in each leveled course outcome. Based on this end-of-semester discussion, students are assigned remediation in areas that need improvement. Students work throughout the program to meet the expected achievement levels each semester and to reach the expected levels for the six end-of-program student learning outcomes listed below.

IV. Northwest College Nursing Curriculum Core Concepts & Outcomes

Core Concept Definition	Safety: Minimize the risk of harm to patients and providers through system effectiveness and individual performance.
ADN End of Program Student Learning	1. Provide safe nursing care within the healthcare system.

Outcome				
Leveled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Adhere to safety standards when providing nursing care.	Apply strategies to reduce the risk of harm to patients and providers with consideration for professional standards.	Identify organizational responsibilities in providing a culture of safety.	Participate in guiding safety and care management within the healthcare system.
	Explain the role of the nurse in supporting patient safety.	Demonstrate the nurse's role in supporting patient safety.	Analyze the nurse's role in promoting safe practice.	Model the role of the new nurse in providing safe, high-quality nursing care.
Core Concept Definition	Clinical Judgment: The educated conclusion at which a nurse arrives, guided by the nursing process and evidence of best practice.			
ADN End of Program Student Learning Outcome	2. Incorporate prior knowledge, current research, and clinical expertise in decision-making.			
Leveled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Begin to use the steps of the nursing process to provide care and promote health.	Apply the nursing process for plans of care.	Utilize evidence-based practice and clinical findings to care for patients.	Prioritize care of multiple patients with increasing independence using evidence and clinical judgment.
	Identify the role of evidence and appropriate sources in guiding decision-making.	Begin to incorporate evidence when planning nursing care.		
Core Concept Definition	Leadership: Heightened self-awareness to empower others to achieve a specific objective through the practice of nursing excellence. Leadership is exemplified through interprofessional collaboration in the management of care in a diverse and complex healthcare system.			

ADN End of Program Student Learning Outcome	3. Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes.			
Leveled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the leadership role of the nurse in the healthcare system.	Develop beginning leadership attributes, such as prioritizing, delegating, and managing resources.	Demonstrate leadership attributes when prioritizing, delegating, and managing care.	Evaluate leadership effectiveness within a variety of healthcare settings.
	Recognize the role of the nurse in healthcare delivery.	Participate as a member of the interprofessional team.	Contribute as a member of the interprofessional team.	Coordinate healthcare delivery with the interprofessional team.
Core Concept Definition	Patient-centeredness: An orientation to care that incorporates and reflects the uniqueness of an individual’s background, personal preferences, culture, values, traditions, and family. A patient-centered approach supports optimal health outcomes by involving patients and those close to them in decisions about their clinical care. Patient-centeredness supports respectful, efficient, safe, and well-coordinated transition through all levels of care.			
ADN End of Program Student Learning Outcome	4. Use effective communication and advocacy to provide individualized care.			
Leveled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the influence of patient needs, values, and choices when individualizing care.	Provide basic, safe, and effective individualized care.	Modify care to meet individual patient needs.	Coordinate individualized care for diverse patients.

	Recognize effective communication techniques used in establishing therapeutic relationships.	Use effective communication techniques to establish therapeutic relationships.	Incorporate effective communication techniques to maintain therapeutic relationships	Adapt communication techniques to strengthen relationships.
	Explore the nurse's role in advocacy.	Identify the need for advocacy in patient care.	Practice basic advocacy when participating in patient care.	Model advocacy in nursing practice.

Core Concept Definition	Professionalism: The consistent demonstration of core values evidenced by nurses working with others to achieve optimal health and wellness outcomes in patients, families, and communities by wisely applying principles of altruism, excellence, caring, ethics, respect, communication, professional engagement, lifelong learning, and accountability.
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ADN End of Program Student Learning Outcome	5. Practice within the core values, principles, and standards of the nursing profession.
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Leveled Course Outcomes	NURS 1100 – Health Promotion	NURS 1200 - Chronic	NURS 2300 - Acute	NURS 2400 - Complex
	Identify the core values of professional nursing.	Articulate core values and principles of the nursing profession.	Demonstrate adherence to the core values and principles of the nursing profession.	Exemplify the core values and principles of the nursing profession.
	Identify the legal and ethical basis of nursing practice, including the scope of practice.	Relate legal and ethical standards to the scope of practice.	Apply legal and ethical standards to the scope of practice.	Maintain the legal and ethical standards of professional nursing practice.

Core Concept Definition	Health Promotion: The provision of education to patients to encourage healthy behaviors and choices, prevent disease, and protect against preventable illness and disasters, all of which contribute positively to immediate and long-term health status.
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ADN End of Program Student Learning Outcome	6. Utilize the nursing process and a broad knowledge base to maximize health.			
Leveled Course Outcomes	NURS 1100- Health Promotion	NURS 1200- Chronic	NURS 1200- Acute	NURS 2400- Complex
	Apply health promotion concepts to educate patients across the lifespan.	Develop evidence-based teaching plans to manage health and promote quality of life.	Adapt evidence-based teaching plans to manage changes in health status.	Prioritize educational needs and evidence-based strategies to optimize outcomes.

IV. Measures of Program Effectiveness

The Northwest College ADN Nursing Program uses the following criteria to measure its effectiveness:

- 1) Meets the standards of the college, regulatory agencies, and accrediting bodies.
- 2) The Associate Degree in Nursing program will continue to meet the standards of:
 - Northwest College and the Higher Learning Commission
 - Wyoming State Board of Nursing
 - Accreditation Commission for Education in Nursing (ACEN)

End of Program Outcomes

Program Completion Rates

Associate Degree Nursing Program:

- Eighty percent (80%) of students entering the first semester of the associate degree in nursing will complete the program satisfactorily within four semesters with a 'C' or higher.

Advanced Placement Students:

- Eighty percent (80%) of students entering the third semester of the Associate Degree in Nursing Program will complete the program satisfactorily within two semesters with a 'C' or higher.

Licensure Rates of Graduates

The most recent annual NCLEX-RN pass rate or the average pass rate over the last three years must meet at least one of the following criteria, based on the number of test-takers:

- 80% or higher for all first-time test takers, or
- 80% or higher for all first-time test takers and repeaters, or
- At or above the national/territorial average based on the nursing program type.

Employment of Graduates

Ninety percent (90%) of Associate Degree in Nursing Program graduates seeking employment as a nurse will obtain employment within 6 months of graduation.

End of Program Student Learning Outcomes

Safety: Provide safe nursing care within the healthcare system as evidenced by:

- ATI Group Score will meet or exceed the national mean in the NCLEX Pharmacological/Parenteral Therapies category.
- ATI Group score will meet or exceed the national mean in the NCLEX Safety & Infection Control category.

Clinical Judgment: Incorporate prior knowledge, current research, and clinical expertise in decision-making as evidenced by:

- ATI Group score will be at or above the national mean on the NCLEX Clinical Judgment category.

- ATI Group score will be at or above the faculty-established benchmarks in each of the clinical judgment subcategories:
 1. Recognizing Cues scores will be at or above 80%.
 2. Analyzing Cues scores will be at or above 65%.
 3. Prioritizing Hypothesis scores will be at or above 60%.
 4. Generation Solutions scores will be at or above 80%.
 5. Take Action scores will be at or above 75%.
 6. Evaluate Outcomes: scores will be at or above 80%.
- ATI Group Score will meet or exceed the national mean in the NCLEX Physiological Adaptation category.

Leadership: Demonstrate leadership skills as part of an interprofessional team to promote desired outcomes, as evidenced by:

- ATI Group Score will meet or exceed the national mean in the NCLEX Management of Care category.
- 90% of the graduating cohort will achieve an average score of 85% or greater on the “Leadership Project” as assigned in NURS 2400.

Patient-Centered Care: Use effective communication and advocacy to provide individualized care as evidenced by:

- 90% of the graduating cohort will achieve an average score of 85% or greater on the final NURS 2400 Concept Map.
- ATI Group Score will meet or exceed the national mean in the NCLEX Psychosocial Integrity category.

Professionalism: Practice within the core values, principles, and standards of the nursing profession as evidenced by:

- ATI Group score will be at or above 90% probability of passing the NCLEX (71.5) on the NLN category: Professional Identity.
- ATI Group score will be at or above 90% probability of passing the NCLEX (71.5) on the QSEN category: Evidence-based Practice.

Health Promotion: Utilize the nursing process and a broad knowledge base to maximize health as evidenced by:

- ATI Group Score will meet or exceed the national mean in the NCLEX Health Promotion and Maintenance category.
- ATI Group score will meet or exceed the national mean in the NCLEX Reduction of Risk Potential category.

VI. ANA Code of Ethics for Nurses

Provisions

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
3. The nurse establishes a trusting relationship and advocates for the rights, health, and safety of the recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with the obligation to promote health, prevent illness, and provide optimal care
5. The nurse has moral duties to self as a person of inherent dignity and worth, including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
8. Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
9. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

2025 American Nurses Association Code of Ethics

VII. Human Needs Prioritization Model



Maslow's hierarchy of needs

VIII. Program of Study

Courses in the ADN plan of study are sequential, and students must complete all nursing and general education requirements with an 'S,' 'Satisfactory,' 'C,' or '74%' or higher within each semester to progress to the next semester. All courses required for graduation from the Nursing Program must be completed with a 2.0 or better. For course descriptions, visit the [Course Catalog](#) link on the Northwest College website.

Nursing - Registered Nurse, A.D.N.

Prerequisite Term

Students pursuing a Bachelor degree in nursing are advised to follow the same application criteria and consult the BSN academic map for plan of study.

- [BIOL 1010 - General Biology I](#) ☞ PNW
- [ENGL 1010 - English Composition I](#) ☞ CM
- [NURS 1101 - Nursing First Year Seminar](#) ☞ FYS
- [ZOO 2010 - Human Anatomy and Physiology I](#) ☞ MR

Choose one of the following:

- [MATH 1000 - Problem Solving](#) ☞ QR
- [MATH 1400 - College Algebra](#) ☞ QR

Total Credits: 16-17

Term 1

- [NURS 1100 - Professional Nursing Care in Health Promotion](#) ☞ MR
- [NURS 1150 - Nursing Pharmacology I](#) ☞ MR
- [ZOO 2020 - Human Anatomy and Physiology II](#) ☞ MR

Total Credits: 14

Term 2

- [NURS 1200 - Professional Nursing Care of Patient with Chronic Illness](#) ☞ MR
- [NURS 2150 - Nursing Pharmacology II](#) ☞ MR
- [PSYC 1000 - General Psychology](#) ☞ HC

Total Credits: 14

Term 3

- [NURS 2250 - Nurse Pharmacology III](#) ☞ MR
- [NURS 2300 - Professional Nursing Care of Patient with Acute Illness](#) ☞ MR

Choose one of the following:

- [ENGL 2005 - Writing in Technology and the Sciences](#) ☞ CM
- [ENGL 2030 - Critical Reading and Writing](#) ☞ CM

Total Credits: 13

Term 4

- [NURS 2400 - Professional Nursing Care of Patient with Complex Illness](#) ☞ MR
- [NURS 2420 - NCLEX Content Review](#) ☞ MR
- [GOV 0000 - U.S. and Wyoming Constitutions](#) ☞ GOV

Total Credits: 13

Minimum Credits for Degree= 70 - 71

IX. Nursing Program Approximated Costs

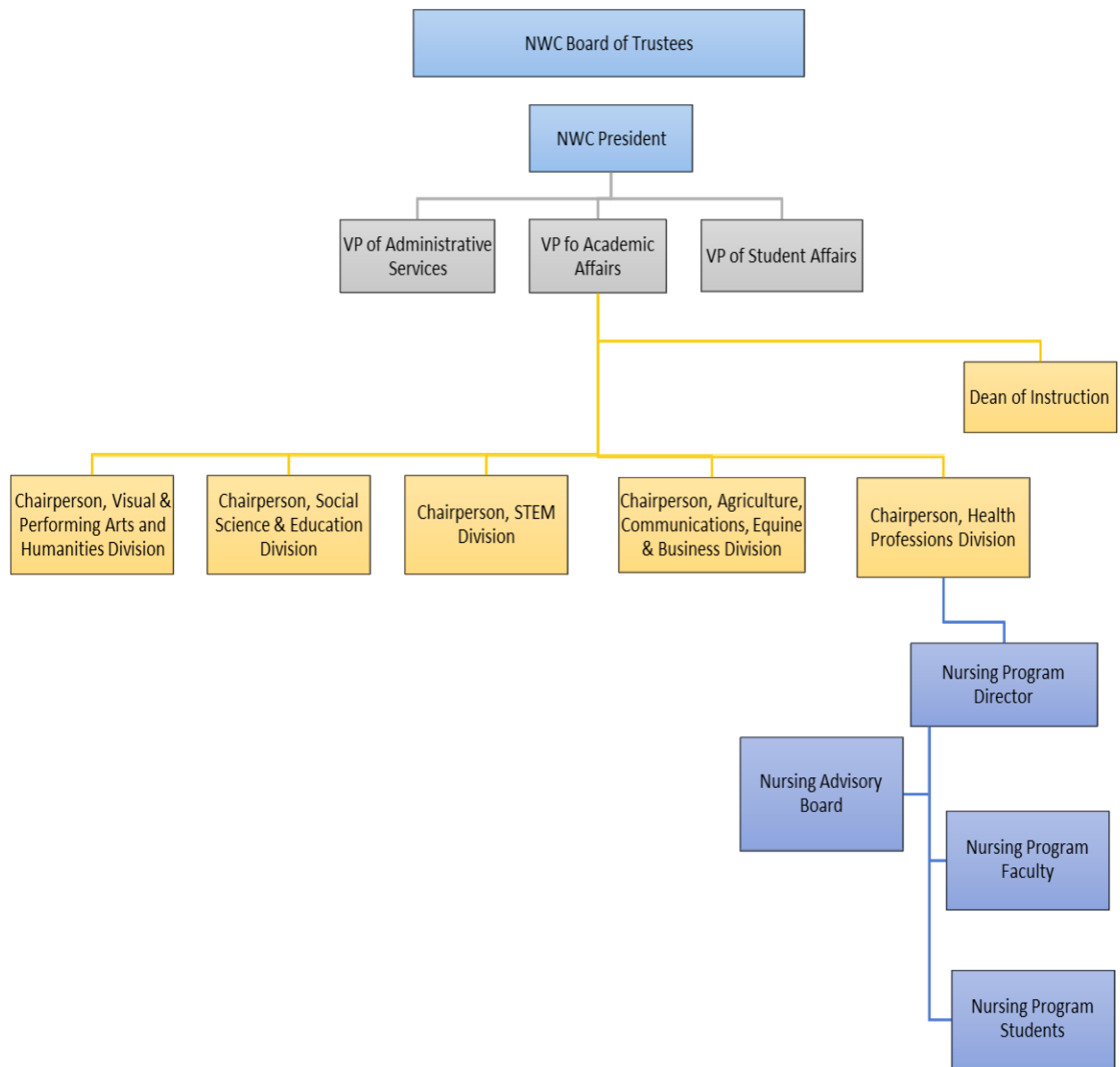
Approximate Pre-Entrance Costs: \$ 265.00 (Background check, drug test, physical exam, and immunizations)

FIRST YEAR		SECOND YEAR	
Uniforms/Equipment			
2 Uniforms	\$ 160.00		
Black Lab Coat (opt)	\$ 65.00		
White or Black Shoes	\$ 65.00		
Bandage Scissors	\$ 6.00		
Safety Glasses	\$ 10.00		
Watch	\$ 25.00		
TOTAL	\$ 331.00		
Tuition/Fees/Books		Tuition/Fees/Books	
Course Fees (includes ATI)	\$ 764.00	Course Fees (Includes ATI)	\$ 671.00
College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00	College Tuition (In-State Resident) for 15.0 credits	\$ 2,442.00
Learning Resources (Textbooks & Products)	\$1950.00	Learning Resources (Textbooks and Products)	\$1500.00
TOTAL	\$5156.00	TOTAL	\$ 4613.00
Misc. Costs		Misc. Costs	
Travel/Lodging (To/from clinical for 2 semesters)	\$ 1000.00*	Travel/Lodging (To/from clinical for 2 semesters)	\$ 1000.00*
TOTAL	\$ 1000.00	TOTAL	\$ 1000.00
Room/Board	\$ 3,370.00**	Room/Board	\$ 3,370.00**
APPROXIMATE COST 1ST YEAR		APPROXIMATE COST 2ND YEAR	
Without Room/Board	\$6887.00	Without Room/Board	\$ 5613.00
With Room/Board	\$10, 257.00	With Room/Board	\$ 8,983.00

APPROXIMATE COST FOR BOTH YEARS	
Without Room/Board	\$12,100.00
With Room/Board	\$ 18,840.00

** Students must be willing and able to be physically present on the NWC Powell campus and within the NWC service area to take part in the required clinical assignments. Students are responsible for their own transportation to the NWC campus in Powell for labs and simulations, as well as between clinical facilities, including but not limited to Powell, Worland, Lovell, Basin, Cody, and Greybull.*

X. Northwest College Administrative Organization Chart with Nursing Department



POLICIES AND PROCEDURES

I. Admission Process

Northwest College offers two nursing program formats: hybrid and traditional. After completing either program format, students earn an Associate Degree in Nursing and become eligible to take the NCLEX-RN exam in Wyoming. Once licensed, graduates can work as RNs in Wyoming. For licensure requirements in other states, visit our website and the relevant state regulatory agency's site for more details.

The Northwest College hybrid format RN program includes online asynchronous lectures, face-to-face labs at the NWC campus in Powell, and clinical experiences in the NWC service area (Park County, Big Horn County, and Washakie County). Students admitted to the hybrid format RN program must have their own transportation, be willing and able to drive to the NWC Nursing lab and simulation center in Powell, WY, and to clinical locations within the NWC service area, and be physically present to participate as scheduled throughout the program. Applicants to the hybrid format RN program must also confirm in their application that they have experience with online learning and access to a computer for the entire duration of the program to demonstrate readiness for online education.

The Northwest College traditional format RN program is entirely face-to-face, requiring physical presence in the classroom as scheduled throughout the semester. Students are expected to be physically present at the Northwest College campus in Powell or at designated clinical facilities within the NWC service area, according to the course and clinical schedule, for the entire duration of the program.

Students interested in becoming an RN can apply each spring for admission to the traditional format ADN program starting each fall, or each fall for the hybrid format ADN program beginning each spring. The application process and student selection criteria for the hybrid and traditional formats are the same and are detailed in this application packet. All applications are ranked based on TEAS test scores and the cumulative GPA from prerequisite courses in the program of study.

All applications are reviewed by the Nursing Program Director and nursing faculty after the submission deadline. Incomplete or late applications will not be considered. Regardless of entry point or format, all students must undergo a background check, an entrance drug screen, and meet technical and physical requirements as part of a two-stage admission process. Throughout the program, students will be subject to for-cause and random drug screenings. Any student who fails the entrance drug screen or has a criminal record that disqualifies them from clinical participation or RN licensure will not be allowed to enter the program.

Regardless of the instructional delivery method, the Northwest College Nursing Program relies on various technology tools to support student learning. Computers are used extensively, and students must understand that computer literacy is essential. Northwest College nursing faculty members conduct an orientation to the online learning platform (Moodle), eBook/digital student resources, and subscription products during orientation and

the first few days of each semester, as needed. Technological requirements and support are provided through Northwest College nursing faculty and Computing Services.

Please see the NWC Nursing website for more information on the application process and the application portal.

Associate Degree in Nursing Program

There are two entry points to the Associate Degree Nursing program: (1) at the start of each cohort (Fall for traditional format and Spring for hybrid format), or (2) at the midpoint between the 2nd and 3rd semesters (Spring for hybrid format and Fall for traditional format).

Beginning program entry point:

One point of entry is at the start of the RN program for new students; re-entry students who haven't completed their first and second semesters at Northwest College or other Wyoming community college nursing programs; or transfer students whose curriculum doesn't align with the Northwest College concept-based curriculum. Entry for the traditional format program is each Fall, and entry for the hybrid program format is each Spring.

To be considered for admission to the hybrid or traditional format nursing program, a completed application must be submitted online by the first Friday in March for the traditional format program or the first Friday in November for the hybrid format program.

Student Selection Process

1. Current Lab Science within the last 5 years.
2. Completion of current MATH 1000, MATH 1400, or a higher-level math course (excluding MATH 1500 & MATH 2120) with a grade of 'C' or better within the last 5 years. If a math course is more than 5 years old, a math placement score must be no older than 1 year as of the application deadline. Placement score must indicate placement or readiness to enroll in MATH 1000: Accuplacer "Elementary Algebra" 55-84, Compass "Algebra Domain" 40-65, or ALEKS cut score of 30-45.
3. Students must have completed all prerequisite courses with a grade of 'C' or above.
4. Students must have completed the TEAS test within one year and meet the National Programmatic Mean score minimum of 67.1.
5. Students must meet the cumulative GPA requirement of 2.7 on prerequisite courses within the program of study.
6. Students must submit a complete online application by the deadline.

Students who complete all the listed items will be considered for admission into the program. Those who wish to apply but are currently enrolled in a prerequisite course will be placed on a waitlist. If selected for admission, students must demonstrate successful completion of the course(s) to the Nursing Department with a grade of 'C' or higher.

After the application deadline, the nursing faculty and the Nursing Program Director rank applicants based on GPA and TEAS exam scores. The top students will receive a letter outlining the final steps for admission, which include accepting a seat, passing a drug screen and background check, and signing the technical requirement documents.

Once students complete the entrance steps within the deadlines set by the nursing program, they will receive a formal letter notifying them of their official admission into the program. At that point, enrollment in the appropriate courses for their study plan will begin.

Midpoint program entry:

The second entry point for the hybrid and traditional format RN program is at the midpoint, between the 2nd and 3rd semesters, for Advanced Placement students (currently licensed LPNs aiming to become RNs), re-entry nursing students, and applicants who have completed the first and second semesters of the Northwest College nursing program or another Wyoming community college nursing program, or transfer students whose curricula align with the Northwest College Nursing program's concept-based curriculum.

A completed application must be submitted online by the first Friday in March for the traditional format program or the first Friday in November for the hybrid format program to be considered for midpoint admission to the nursing program.

Application, selection, and mid-point entrance are step-by-step processes that begin by meeting all the criteria outlined below:

1. Current lab science within the last 5 years, or completion of LPN coursework within 5 years.
2. Completion of current MATH 1000, MATH 1400, or a higher-level math course (excluding MATH 1500 and MATH 2120) with a grade of 'C' or better within the last 5 years. If a math course is more than 5 years old, a math placement score must be no older than 1 year from the test result date to the application deadline. The placement score must indicate placement or readiness to enroll in MATH 1000: Accuplacer "Elementary Algebra" 55-84, Compass "Algebra Domain" 40-65, or Aleks cut score of 30-45.
3. Students must have completed all prerequisite courses with a grade of 'C' or above.
4. LPN students must have completed the HESI LPN to RN test within one year and meet the National Programmatic Mean score minimum of 850.
5. Completion of all courses equal to the third semester of the program of study: A & P I and II, Biology 1010, MATH 1000 or MATH 1400, ENGL 1010, and PSYC 1000.
6. Students must meet the cumulative GPA requirement of 2.7 on prerequisite courses within the program of study.
7. Students must submit a complete online application by the deadline.

After the application deadline, the nursing faculty and the Nursing Program Director rank applicants based on GPA and HESI exam scores. The top students will receive a letter outlining the final steps for admission, which include accepting a seat, passing a drug screen and background check, and signing the technical requirement documents.

Once students complete these steps, a clinical skills check-off will be scheduled before entry. The potential student will have three opportunities to pass the physical assessment and Foley catheter skills. If a student is unable to pass the clinical skills check-off satisfactorily after the third attempt, they will no longer be eligible for mid-point entry admission as an advanced placement student. The unsuccessful student will have the option to apply for entry at the beginning of the program.

Once students complete the entrance steps within the deadlines set by the nursing program, they will receive a formal letter notifying them of their official admission into the program. At that point, enrollment in the appropriate courses for their study plan will begin.

Advanced Placement students

Licensed LPNs interested in becoming RNs can apply for mid-point entry as Advanced Placement students. In addition to the mid-point entry requirements, Advanced Placement students must have a current, unencumbered LPN license and pass the HESI LPN Entrance test. The HESI composite percentage score must be at or above the National Program Mean (850) within the last year.

Transfer Students or Re-entry Students:

Students requesting re-entry into the Northwest College ADN program or seeking transfer from another college or university with completed nursing coursework will be evaluated for appropriate entry points in the program. All applicants, regardless of their previous status, must contact the Nursing Program Director in writing to express their intent to enter or re-enter the program and, in some cases, provide official transcripts for evaluation.

Considerations for re-entry or transfer will include:

- Academic good standing at Northwest College and/or the transferring institution.
- Seat availability.
- A review of relevant behavioral circumstances surrounding dismissal and the request to return.

The time between the applicant's last day in their previous nursing program and the first day of mid-point entry into the third semester must be less than or equal to one year. If the elapsed time exceeds one year, the applicant will not be eligible for mid-program admission and must reapply for the entire program.

Each transfer or re-entry student will be evaluated to determine the student's best option for success at either entry point.

If it is determined that the most suitable entry point is at the beginning, students must meet the initial admission requirements, which include background checks and drug screening, and be ranked alongside the applicant pool of potential first-year students. If the Nursing Program Director determines that the student is eligible for mid-point entry, they must meet the mid-point admission requirements, including drug screening and a background check.

II. Evaluation, Progression, Dismissal, Re-Entry & Completion

EVALUATION

Regular Ongoing Evaluation for Progression

Students are assessed regularly and continuously throughout their nursing education program. This is done through formal exams and quizzes, assignments, observations in clinical labs, simulations, classroom activities, and clinical evaluations completed by both students and clinical instructors to assess progress toward meeting the program's student learning outcomes.

Clinical learning experiences: The nursing faculty will be responsible for evaluating whether students are meeting the learning outcomes and adhering to the policies and procedures of the Nursing Student Handbook. The faculty, in conjunction with the Nursing Program Director, shall do so by the following:

- Direct interaction with and supervision of students in the clinical area related to clinical activities, including simulation, and clinical pre- and post-conference.
- Participation in collaborative conversations with other faculty members to support student success.
- Ensuring that each student in the clinical section completes a self-evaluation/Clinical Evaluation Tool and other clinical assignments as required by an instructor.
- Conduct periodic meetings as needed with students to discuss evaluations, clinical assignment feedback, and collaboratively develop a plan for needed changes.
- Review Nurse Preceptor and Ancillary Staff feedback.
- Midterm and End-of-Semester Evaluations.
- Providing feedback to students regarding student skill performance or need for remediation.

Classroom and laboratory learning experiences: The nursing faculty will assess whether students meet the learning outcomes and comply with the policies and procedures outlined in the Nursing Student Handbook. The faculty, together with the Nursing Program Director, will do so through the following:

- Direct interaction with and supervision of students in classroom settings, including activities, assignments, quizzes, assessments, etc.
- Attendance at faculty meetings to communicate or receive information regarding concerns about student progress toward course student learning outcomes.
- Ensuring that each student receives timely feedback on activities, assignments, quizzes, assessments, etc.

- Conducting periodic meetings with students, as needed, to discuss evaluations, progress toward student learning outcomes, and, if needed, develop an improvement plan.
- Keeping copies of student and faculty assessments and communications to help the program and students document student progress and areas for needed growth.
- Midterm and End-of-Semester Evaluations.
- Skill lab check-off evaluation.
- Dosage Calculation exam.

Semester Evaluation

Students must achieve a final course average of 74% in each nursing course and in all other courses in the study plan to advance to the next semester. Each semester, students will be assessed on their progress toward the 74% course average, their required 74% clinical grade average, and CET grades of ‘S’ (Satisfactory) in their nursing courses. Progress toward each student learning outcome will also be evaluated by the Northwest College Nursing Program faculty during midterm and end-of-semester assessments.

Students will receive written notification of their status and must sign the evaluations after reviewing them. Copies of evaluations are kept in the student’s file. During midterm and final exam periods, students are informed of their progress toward student learning outcomes each semester. If a student’s score is near or below 74% at midterm, instructors meet individually with each student to discuss their expected achievement level and progress toward that goal.

Students who do not meet **each** of these criteria by the end of the semester will be dismissed from the program:

- 74% final course average and
- 74% final clinical grade average and
- CET grades of ‘S’ Satisfactory by the end of the semester

Students who have achieved the final passing course grade, the final passing clinical grade, and the CET average but still have unmet student learning outcomes will discuss improvement plans with their instructor. They will also bring documentation of the plan to their instructors in the next semester for further review. Unmet student learning outcomes may require discussions with the Nursing Program Faculty and/or the Nursing Director.

Students who pass their nursing courses (all courses with a NURS designation) but do not pass their non-nursing concurrent Northwest College courses in the nursing plan of study will be suspended until the Nursing Program Director decides whether they will be dismissed from the program or allowed to continue.

As Needed Evaluation

Faculty will meet with students who have identified concerns to address unmet learning outcomes or behavioral expectations, as outlined in the Nursing Student Handbook, on an as-needed basis. The student and faculty will collaboratively develop a plan to address areas needing improvement to support student success. The Northwest College Nursing Program faculty and the Nursing Program Director will follow the protocol outlined below:

- Problematic or disciplinary behavior documented. Problematic behavior will be documented in writing by faculty, discussed with students, and placed in the student's academic file.
- The student and the Nursing Program Director will receive a copy of this written documentation.
- Problematic or disciplinary behavior resulting in a Warning Letter and a probationary contract.

If a pattern of problematic behavior or a single, serious lapse in meeting the expectations outlined in the Nursing Student Handbook becomes evident, the steps below will be followed:

- The Program Director, in collaboration with the nursing faculty, will develop an individual student contract specifying what must be demonstrated to meet the learning outcomes and/or expectations outlined in the Nursing Student Handbook, including a timeline.
- The student and the Nursing Program Director will review and discuss the Warning Letter. After the student reviews, comments on, and signs the Warning Letter, a copy will be placed in the student's academic file.

After collaborating with the Northwest College Nursing Program faculty, the Nursing Program Director may decide that a student's behavior warrants placing them on probation. If placed on probation, the student will be notified of their status and will remain on probation for the entire duration of the program.

The Nursing Program Director will work with nursing faculty to assess students' performance and progress toward the goals outlined in the contract. Students will meet monthly with the Program Director to receive verbal feedback and written documentation of their progress toward the plan specified in the contract.

While on probation, if the student fails to meet additional learning outcomes or does not fulfill the expectations outlined in the Nursing Student Handbook, a meeting will be scheduled with the Nursing Program Director to discuss progression or dismissal from the program.

Students can petition the faculty for removal from probation one semester after the initial probation date. For example, if a student is put on probation during the 4th week of the Spring semester, they can petition for removal after the 4th week of the following Fall semester. If the petition is approved, the probationary status will be lifted. If not, the student will remain on probation.

Please note: This policy does not apply to students who are unsuccessful on the third attempt of a skill check-off or dosage calculation exam. For students who are unsuccessful after the third attempt at the dosage calculation exam or skill check-off, the "progression" and "dismissal" policies will be followed.

Student Suspension

Students who do not adhere to Northwest College Nursing Program standards, policies, and procedures will be contacted by faculty and/or the Nursing Program Director to meet formally and discuss noncompliance. If the student fails to respond to these requests, they will be suspended from nursing coursework, including clinical and lab activities, until they meet with

the faculty and/or the Nursing Program Director to address all concerns. Suspended students will be prohibited from attending nursing classes, clinical experiences, or other program activities until the issues are resolved and decisions about their progression or dismissal are made. Examples of behaviors that may lead to suspension or dismissal include, but are not limited to:

- Non-compliance with Northwest College and/or Nursing Student Handbook policies and procedures.
- Engaging in behaviors that pose an immediate health and safety risk to themselves, clients in clinical settings, facility staff, or other students during classes, clinicals, or labs.
- Giving medications outside the parameters outlined by the nursing student handbook results in suspension pending an investigation. If it is determined that the medication policy was violated, the student will be subject to the dismissal policy.

Withdrawal

If a student needs to withdraw from the program at any point, they must complete the withdrawal procedures outlined below.

- The nursing program faculty or Nursing Director will administratively withdraw the student from the nursing program and NURS courses. However, students will also need to withdraw from any courses outside of nursing (if they choose) and fulfill financial aid/business office obligations.
- If a student chooses to withdraw from any courses (nursing or other coursework) outside the scheduled withdrawal period at Northwest College, they must follow the late withdrawal procedure.
- Students must reapply for admission to the Nursing Program following the re-entry process described in the Nursing Student Handbook.
- If a student withdraws from any course in the ADN plan of study, they must notify their advisor. Withdrawal consequences may affect their progression in the program, per the progression policy in the Nursing Student Handbook.

PROGRESSION

Sequential Course Completion

All courses in the ADN program are sequential. Students must complete all nursing courses (all NURS course designators) with a final course average of 74% and a clinical average of 74%, complete all lab checkoffs, including dosage calculation exams, and maintain an average CET grade of 'S' (Satisfactory) or higher. Failure to do so results in dismissal.

Each semester's non-nursing courses in the ADN plan of study must be completed in sequence, in accordance with the academic plan, to advance to the next semester. Students who fail a non-nursing course (C- or below) and fall out of sequence with their academic plan must contact their advisor immediately. The advisor must promptly discuss the situation with the Nursing Program Director. The Nursing Program Director will decide whether the student can remain in the program or be dismissed. The only exception to this rule is Anatomy and Physiology II. If this course is not completed with a 'C' or higher before the start of the second semester of the nursing program, the student will be dismissed.

A grade of “S” (Satisfactory) is required for each clinical skill checkoff in the program. Clinical skill checkoffs are sequential, and each skill must be completed in order. For example, students cannot proceed to the medication administration checkoff without first passing the physical assessment skill checkoff. Each student receives three hands-on opportunities with three different instructors to successfully perform the required clinical skills.

If a student does not attend their scheduled check-off time or cancels without prior discussion, they will automatically lose an attempt and move to the next scheduled attempt. For example, if the student chooses not to perform the skill check-off on the first attempt, they will automatically proceed to their second attempt when they first perform the skill for the instructor.

After an unsuccessful skill check-off, the student must contact the Nursing Clinical Coordinator within 24 hours to schedule the 2nd and 3rd attempt check-offs. While efforts will be made to schedule these within the usual clinical, lab, or lecture days, the second or third attempts may be scheduled outside of these days. Students are expected to attend the scheduled 2nd or 3rd attempt as arranged by the clinical schedule coordinator. Students should practice in the lab to prepare for the second attempt and must remediate there for the third attempt.

If a student cannot complete the required skill check-off after three attempts, a meeting will be scheduled with the Nursing Program Director and/or a relevant faculty member to discuss the unsuccessful attempts. The student may continue in the current coursework until the Nursing Program Director consults with nursing faculty members and reviews relevant documents. The Nursing Program Director will have the final say on whether the student stays in the program or is dismissed.

Each semester, every student must pass a dosage calculation exam with a score of 74% or higher. If unsuccessful, the student will have up to three opportunities to remediate and retake the exam. If, after the third attempt, the student does not reach the 74% benchmark, they may continue participating in the current coursework until other faculty members and the Nursing Program Director review the exams. If the final score remains below 74% after review, the student will be dismissed from the nursing program, regardless of their overall course grade.

Clinical experiences are incorporated into each core nursing course. Students are required to earn a grade of ‘S’ on the CET and achieve an overall average of 74% or above in the clinical portions of NURS 1100, NURS 1200, NURS 2300, and NURS 2400 by the end of each semester to advance to the next semester and stay in the program. If a student receives a “U” or “Unsatisfactory” for a clinical day, they must make up that clinical day. If a student’s clinical outcomes are not met — indicated by a clinical homework grade average below 74% or an ‘U’ Unsatisfactory clinical grade on CETs within their current core nursing course — they will be ineligible to progress to the next semester’s coursework and will be dismissed from the program.

DISMISSAL

Dismissal Policy

Students displaying behaviors or actions outside the expectations outlined in the Northwest College Nursing Student Handbook will trigger the 'As Needed Evaluation' protocol. If the investigation determines that the breach is serious or involves multiple dismissible offenses,

the Nursing Program Director may decide to dismiss the student immediately without continuing the 'As Needed Evaluation' protocol.

Dismissible offenses include, but are not limited to, the following:

- Unprofessional attitude, conduct, and/or behavior as outlined in the Nursing Student Handbook.
- Violation of Northwest College Student Handbook or Nursing Student Handbook policies and procedures.
- Violation of state or national standards of practice or actions outside the legal or ethical framework outlined by the ANA Code of Ethics for Nurses.
- Violation of facility or Nursing Student Handbook policies that jeopardize facility relationships and/or penalize the Northwest College Nursing Program from future facility experiences and opportunities.
- Positive drug screening results of illegal substances such as, but not limited to, marijuana, and its forms and derivatives.
- Positive drug screening results without a legitimate explanation to the Medical Review Officer.
- Switching or altering a urine sample for drug screening to avoid a positive result.
- Inability to meet clinical outcomes due to a clinical facility's refusal to accept students, or any other situation in which clinical outcomes cannot be met.
- Federal HIPAA violations or patient confidentiality violations
 - Tier one: Unintentional disclosure of PHI will result in verbal and written reprimands and probation for the remainder of the program.
 - Tier two: Intentional disclosure of PHI without patient authorization will result in dismissal from the Nursing Program, with no readmission option.
- Failing to meet level-based student learning outcomes, including clinical outcomes, in all nursing courses, as indicated by a final course average of 'C' (74%) or 'S' (Satisfactory).
- Failure to achieve a 74% or greater clinical grade, including CET grades of 'S' (Satisfactory), by the end of the semester is grounds for dismissal, regardless of the didactic course grade.
- Failing to satisfactorily complete any required clinical skills check-off after three attempts, regardless of the current grade in the nursing course.
- Failure to pass any dosage calculation exam (74% or higher) after the third attempt results in dismissal, regardless of the current grade in the nursing course.
- Failure to complete non-nursing courses with a 'C' or above within the sequence as outlined in the ADN Plan of Study.
- Failure to complete non-nursing courses with a 'C' or above within three attempts.
- Behavior or action outside safe nursing practice, as noted in the clinical and professional directives, that jeopardizes the safety of patients, staff, or classmates. The unsafe behavior may arise from isolated, related, or unrelated incidents, intentional or unintentional, resulting in harm or no harm to the client, facility/Northwest College staff, classmate, or faculty member.
- Violation(s) of the Academic Dishonesty policy or plagiarism as defined by Northwest College.
- Consistent failure to comply with the policies and procedures set forth by Northwest College and/or the Nursing Department, or additional violations while in probationary status.

- Administration of medication without the presence of an instructor or a current Northwest College nursing program-approved nurse preceptor assigned to the student.
- Violation of the “New Criminal or Abuse Activity Policy” in the Nursing Student Handbook.

If a student is dismissed from the nursing program twice, there is no option to reapply or re-enter the Northwest College Nursing Program a third time.

Dismissal from the Northwest College Nursing Program does not affect classes outside the nursing curriculum unless there has been a violation of the Northwest College Student Handbook policy.

Student Due Process

If a student has a concern, the Nursing Department asks that the student first address it with the instructor. If there is no resolution, the nursing student’s next step is to meet with the Nursing Program Director to discuss the concern.

If the nursing student is unable to resolve the concern with the instructor or within the Nursing Department, the Nursing Program ensures due process by adhering to the Northwest College Instructional Complaint procedure outlined in the Northwest College Student Handbook.

Step One: Informal Hearing with Instructor and/or Division Chair. The student begins this process within 10 working days of the alleged incident or disagreement. The student first meets with the Dean of Student Learning and Academic Support to discuss the issue.

Step Two: Written Appeal to Instructor. If the student cannot resolve the issue informally, they may submit a written complaint to the instructor within five working days after the informal resolution attempt fails.

Step Three: Written Appeal to Division Chair or Appointee by the Dean of Student Learning. If the student is not satisfied with the instructor's written decision, they may submit a written appeal to the Division Chair or Appointee within five working days of the instructor’s decision.

Step Four:

Written Appeal to the Vice President for Academic Affairs. If the student remains dissatisfied with the decision at step three, they may appeal to the VPAA within five working days.

If the VPAA's decision does not satisfy the student, they have the right to a hearing before the Student Appeals Board, in accordance with the Student Appeals Board Process and Procedures.

RE-ENTRY

Re-entry after dismissal may be considered if evidence shows that the issues related to the dismissal have been resolved or are being addressed. Re-entry may be denied based on prior academic performance, behavioral issues, clinical performance history, or the reason for

dismissal. The Nursing Program Director will decide to readmit a student to the Nursing Program based on evidence presented by the Nursing Program Faculty or other relevant entities related to the Nursing Program and Northwest College. Refer to the Re-entry/Transfer section of the Admissions policy in the Nursing Student Handbook for reapplication details.

COMPLETION

Completion & Graduation

Students in the Northwest College Nursing Program are eligible to graduate upon successful completion of the program. This is demonstrated by earning a “C” or higher in all academic courses and fulfilling any additional requirements set by Northwest College.

Completing the specific degree requirements at Northwest College (while in good standing) allows a student to graduate and receive the appropriate degree or certificate, in accordance with the standards of the Wyoming State Board of Nursing and the Wyoming Community College Commission.

After earning their degree, students become eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) in Wyoming. A passing score on this exam enables them to use the title "Registered Nurse" in Wyoming. Once licensed in Wyoming, graduates can seek employment in other states through licensure endorsement or by obtaining a compact license. For details on endorsement or compact licensure, please consult the relevant state regulatory agency.

Students pursuing licensure by exam in another state should contact that state’s regulatory agency to determine the requirements and process.

Students who complete the second semester of the NWC ADN nursing program may request an LPN certificate from the Registrar. Students seeking to take the NCLEX-PN must coordinate with the Nursing Program Director to prepare for and take the exam. A passing score on the NCLEX-PN allows the LPN certificate holder to use the LPN title in Wyoming. Once licensed in Wyoming, LPNs can seek employment in most other states through endorsement. For detailed information on endorsement, please visit the state’s regulatory agency website. Students interested in taking the LPN licensure exam in other states should contact that state’s regulatory agency to learn about eligibility requirements.

III. Student Services & General Information

STUDENT SERVICES

Student Services

NWC nursing students have access to a variety of student services. Students are oriented to the various options during formal orientation to the nursing program and through the Nursing First Year Seminar course. Nursing Students are encouraged to access a variety of [Student Services](#), including the tutoring center and TRIO, through the Northwest College website.

Accident and Health Insurance

Students are encouraged to purchase and carry their own personal health insurance.

Library and Reference

Students are urged to use the Northwest College Hinckley Library facilities and online databases. Click the Hinckley Library link on the Northwest College website to find library hours, policies, and instructions for accessing library resources. Librarians are linked to each nursing course for easy student access. Transcripts will not be sent if there are outstanding library fines/fees.

Nursing Computer Lab

The Nursing Department in Powell houses computers specifically for nursing student use, donated by the generosity of a local donor, Dr. Haberland. Students are expected to respect the 'no food and drinks without lids' policy to keep the computer lab neat and orderly. Nursing students may use the computer lab at any time when no testing is in progress and no classroom/lab/clinical activities are planned. Students may also use laptops through [TriO](#).

Children are not allowed in the nursing computer lab during or after regular working hours. Students are expected to be courteous and to wear their own headphones when listening to audio material.

For computer problems in the computer lab during the regular workday, contact Northwest College Nursing Program faculty if available. If unavailable, follow the protocol outlined on the [Computing Services](#) website.

Student Activities and Organizations

Northwest College offers extensive opportunities to participate in activities and student organizations. Students are encouraged to become involved in at least one organization or activity on campus. Visit the Northwest College [Student Life](#) website for more information.

Student Participation

Each semester, the Nursing Program Director will meet with each cohort to facilitate communication. The Nursing Program Director will use the SBAR format to gather student feedback, respond to student comments, and use the information to inform program decisions, solve problems, and work alongside faculty to foster open communication among all students. Each student cohort will be asked to select a class representative to attend the biannual Nursing Advisory Board meeting. The representative's role is to share information about the cohort related to clinical, lab, and classroom activities and to answer any questions from board members during the meeting.

Fund Raising

Nursing students are not expected to raise funds to attend any part of their clinical experiences or to meet other coursework requirements. Students may seek scholarships as individuals but

may not solicit donations or funding as a class representative. Students wishing to raise funds for the benefit of students outside learning opportunities are encouraged to contact the faculty mentor for the local Student Nurses' Association for further guidance.

Student Nurses' Association

Students interested in nursing or currently enrolled in the Northwest College Nursing Program can join the local Student Nurses' Association. The Student Nurses' Association supports the professional development of future registered nurses and facilitates their entry into the profession by providing educational resources, leadership opportunities, and career guidance. Meetings are held monthly during the academic year. For more information, contact the Student Nurses' Association faculty mentor.

Financial Aid

Students at Northwest College may receive scholarships and financial aid based on need and ability, as determined by Northwest College or by the granting agency's guidelines. Forms and inquiries regarding this aid may be obtained from the Director of Financial Aid at Northwest College. Northwest College complies with the Higher Education Reauthorization Act Title IV eligibility and certification requirements. For more information, visit [Financial Aid](#) on the Northwest College website.

Tuition and Fees

Costs for attending Northwest College are listed in the [Admissions](#) section of the Northwest College website. Students in the nursing program will incur additional expenses for travel, lodging, equipment, supplies, and course fees. Estimated costs for the Northwest College Nursing Program are outlined in Section IX of the Nursing Student Handbook and are available on the nursing website in the application documents. Students are encouraged to apply for available scholarships and are responsible for making the appropriate financial arrangements with the financial aid and business offices.

Academic Code of Conduct

Students are responsible for adhering to the [Northwest College Academic Code of Conduct](#).

Academic Advisement

All nursing students are assigned a nursing faculty member as an advisor and are expected to collaborate with that advisor throughout the Northwest College Nursing Program. Students may request a change of advisor through the [Academic and Career Advising Center](#). All students are required to connect with their advisor each semester while in the Nursing Program to ensure that:

- Students are in sequence with all required courses in the Northwest College Academic Map.
- Students are meeting program requirements for progression and continuation in the program.

Although sophomore RN students will not register for classes in the final semester of the program, they will still be required to connect with their advisor in the final/spring semester to:

- Review the student’s program standing and eligibility for graduation.
- Confirm that students remain in sequence with required courses.
- Confirm that grades in required courses are satisfactory (“S” or “C,” 74% or higher).
- Discuss the current plan for preparing to take the NCLEX exam.

Additional advising appointments may be initiated by either the student or the faculty advisor at any time during the semester.

Academic Calendar

The Northwest College [Academic Calendar](#) is available on the college website.

Academic Workload

The Northwest College RN program follows the Northwest College Credit hour policy, as outlined in the [Northwest College Catalog](#), which states that all NWC courses are recorded in semester credit hours. One “credit hour” is equivalent to 50 minutes of classroom or direct faculty instruction, along with necessary out-of-class student work each week for approximately fifteen weeks.

Classroom instruction is calculated at a ratio of one (1) clock hour (typically defined as a 50-minute period) per one (1) credit hour each week. Laboratory experiences are calculated at a ratio of two (2) clock hours per one (1) credit hour each week. Clinical experiences are calculated at a ratio of three (3) clock hours per one (1) credit hour each week.

It is expected that for every credit hour the student is enrolled in, the student will have two hours of homework to complete the coursework successfully. For example, a three-credit class meets three times a week for 50 minutes; consequently, the student can expect approximately six hours of homework each week.

Similarly, for the 9-credit-hour nursing courses, students can expect to spend 27 hours per week (9 clock hours of didactic-related work + 18 homework hours) engaged in coursework. Therefore, nursing students need to adjust personal commitments to accommodate the intensive, focused time required by professional studies for the duration of the program.

Student Health Services

Student health services are not available on the campus of Northwest College. Please refer to the [Student Services](#) section of the NWC website for more information about this service.

Counseling Services

The nursing faculty does not provide personal counseling. This service is available through the Student Success Center, located in the Orendorff building. The SSC has licensed counselors who can provide personal, career, and crisis intervention counseling in a

confidential setting to any student who requests it. To schedule an appointment or learn more, visit the Northwest College [Student Success Center](#).

Students with Disabilities

Northwest College is dedicated to removing barriers and expanding access for students with disabilities in compliance with the ADA and Section 504 of the Rehabilitation Act. It is the student's responsibility to make an appointment with the Disability Support Services (DSS) Coordinator to provide documentation of a disability (whether it is psychiatric, learning, mobility, health-related, or sensory) and to inquire about course accommodations each semester. To contact the DSS Coordinator, call 754-6135 or stop by the Student Success Center in the Orendorff Building. Once the student has established an accommodation request with the Student Success Center, **it is expected that the student will discuss the accommodations with the nursing faculty member so that collaborative arrangements to meet the request can be made between the department and the Student Success Center.**

Computer Services

[Computing Service](#) information is available via the website with additional information and links for assistance.

GENERAL POLICIES

Employment Policy

Work and "being on call" are not considered excuses for tardiness or absences. Students may not leave clinical, lab, or class to go to work. Students may not accept 'on-call' duties while attending any learning experience. A student's departure to work or to leave for 'on-call' will be considered an absence and will be handled according to policy.

Students should not schedule appointments or plan to leave any learning experience early unless prior special permission is obtained from the instructor and/or the Nursing Program Director.

For the sake of client safety, a student cannot work an overnight shift or "take an ambulance call" just prior to the assigned clinical experience. If the instructor determines that the student is excessively fatigued and cannot perform safely, the student will be sent home, and the absence will be counted.

Should it become evident that excessive work hours are interfering with classroom and/or clinical performance, the student will be counseled initially by the faculty member(s) who are concerned.

Refund Policy

Students who leave the program before completion will receive a tuition refund according to the [Refund Schedule](#) as shown in the Northwest College Catalog.

Student Use of Telephones (calls/texting/cameras)

Cell phones must be turned off and put away during all learning activities unless used to access nursing resources. Students must be prepared to show the instructor, at any time, that they are using their phones for learning if asked. Cell phones may be used judiciously during clinical experiences to access learning resources or to monitor their own health. The clinical instructor must expressly permit other uses. Students may not use their phones for any reason in the patient room or in any areas prohibited by clinical facility policy. If permission is not obtained or the use of the cellular device is not connected to the learning activity, the instructor reserves the right to keep the phone until class, clinical, or learning activities are complete. Students may not leave class, clinical experience, or lab to answer a phone call unless extenuating circumstances necessitate it and arrangements have been made with the instructor before lab/class. Personal calls, texting, and taking pictures with cell phones, tablets, or other camera devices are prohibited during clinical experiences. Pictures or text messages containing any identifying patient information during clinical experiences will be subject to the HIPAA Violation policy in the Dismissal section of the Nursing Student Handbook.

Tobacco

Smoking, e-cigarettes (vaping), or any other form of tobacco use is not allowed in any of the Northwest College buildings or at clinical facilities.

Change of Name and Address

The student is responsible for notifying the nursing office *and* the records office at the college of any changes in contact information for the duration of the program and immediately after graduation.

Computer Requirements

Because of the blended nature of the Northwest College ADN Nursing Program coursework, students must have a properly functioning computer with internet access and meet the Northwest College-recommended minimum hardware requirements. Students are encouraged to access the [Online Learning](#) resources to facilitate computer readiness and to obtain information about the Moodle LMS platform. Students have multiple opportunities to use computer labs on campus and are provided with information on how to [request](#) and access these resources. Students are responsible for maintaining the proper functioning of their personal computers and receive troubleshooting information from [Northwest College Computing Services](#). Electronic or computer failures of a personal nature do not exempt students from assignment due dates, coursework requirements, or examination deadlines.

Family Members on Campus

For safety and to prevent divided attention, the Nursing Program does not allow children or family members in the nursing department's learning areas. This includes nursing labs, lab practice, simulation labs, computer labs, the medication administration area, the debriefing area, and classrooms. Pediatric or OB learning lab activities, with pre-approval from the lab instructor and Title IX accommodation approval, are the exceptions to this rule.

The Pinning Ceremony

The NWC ADN Pinning Ceremony is held on campus at the conclusion of each cohort's program of study. Each student in each graduating class is expected to participate in the Northwest College Nursing Program Pinning Ceremony to mark the completion of their nursing program of study. Questions about attendance or Participation must be discussed individually by appointment with the Nursing Program Director. Under the direction and approval of the Nursing Program Director or designee, each graduating cohort is responsible for selecting processional and recessional music, the keynote speaker, and planning speakers for each student-led component of the Northwest College Nursing Program Pinning Ceremony. Slideshows are shown before the pinning ceremony begins. The Nursing Program Director must approve the slideshow and music.

For the pinning ceremony, students are expected to wear clinical uniforms, either completely white or completely black shoes, and name badges. Hair may be down, and jewelry may be worn. Students should consider what looks professional and consult the faculty for approval if there are any questions about appropriateness.

The graduating class, as a whole, is responsible for collaborating with the Nursing Department to have a digital portrait of all graduating students in the cohort taken for display in the Nursing Department.

Department. The Northwest College Print Services will print the digital portrait, which will be displayed for one year in the Nursing Department and then donated back to students in the cohort.

Representatives from the sophomore class will be chosen to hand out pinning ceremony programs and assist family members to the stage for pinning, as necessary.

IV. Student Health & Safety Responsibilities

STUDENT HEALTH

Student Health Policies

Students must have the cognitive and physical ability to meet course outcomes and to provide nursing care with reasonable skill and safety to clients and themselves. It is the student's responsibility to inform the faculty of pregnancy, allergies, any acute or chronic health conditions, infectious diseases, or other conditions that may affect academic or clinical participation or the health and safety of the student, clinical education partners, patients, peers, faculty, or staff at Northwest College. The faculty may also restrict or reassign the student's clinical practice experiences when a health-related problem or potential problem exists.

Students are expected to be considerate of others' health and safety by staying home when ill and contacting nursing faculty members for alternative ways to receive learning experiences

and opportunities to achieve the learning outcomes for the classroom, lab, or clinical experience. Students must also adhere to the health and safety rules and regulations of their assigned clinical agencies, including vaccination policies, masking, and COVID-19 testing, if required. Instructors may ask students to leave the clinical facility and forfeit their clinical experience if they do not comply with the clinical facility's health and safety processes, including vaccination documentation, exemption approval, masking, eye protection, and/or COVID-19 testing. Furthermore, students who are unable to complete their required clinical objectives due to non-compliance with clinical agency health and safety requirements may be dismissed from the program.

In the case of an extended interruption of classroom or clinical activities due to hospitalization or health-related circumstances, the student will be required to communicate with the nursing instructor and may be asked to provide a written statement from a qualified healthcare provider regarding any restrictions or required accommodations before being allowed to resume classroom and clinical activities.

Clinical Compliance Requirements

As a condition of the clinical education contract with clinical facilities, **current** immunization documentation, skill certifications, and documentation of other clinical facility requirements are **mandatory** for the duration of the program. Upon entry, students will submit the appropriate clinical compliance documents to the Nursing Clinical Coordinator by the stated deadline. Students who allow their immunizations, certifications, or other clinical facility requirement documentation to expire while in the program, or who do not submit the required compliance documents by the deadline, will be suspended from clinical experiences until they comply. Missed clinical days are subject to the absence policy and must be made up.

Waiver forms are available for students who choose not to be vaccinated against certain diseases. Students are required to submit a vaccination waiver before clinical experiences. Please be advised that all students enrolled in health-related programs must comply with clinical partner requirements to participate in the program's required clinical experiences. At this time, we have clinical agencies that honor vaccination waivers within their facilities, and we will route students with waivers to those facilities to meet their outcomes. However, clinical agency requirements may change at any time. **If there are no clinical opportunities for students using a vaccination waiver to meet clinical outcomes, vaccination compliance will be required to progress in the program.**

Impairment-Free Policy

Nursing students must be free of illegal drugs, alcohol intoxication, or prescribed medications that affect the health and safety of college employees, peers, clinical institution staff, or patients at any time during the Northwest College Nursing Program, including classroom, laboratory, and clinical settings. The use of illicit drugs, alcohol, or other substances that could impair students' clinical judgment and performance is prohibited on Northwest College and clinical partner properties. Students are responsible for complying with Wyoming State law regarding the legality of recreational or prescribed drugs. Therefore, students must comply with this policy, will be required to complete an incoming drug screen, and will be subject to random or reasonable suspicion drug screening throughout the program.

Consequences

Negative drug/alcohol test result: Students will continue to participate in nursing program coursework.

Positive drug/alcohol test result: Students will be suspended from nursing program coursework until reviewed by the Medical Review Officer and appropriate Northwest College staff. As part of the review, documentation may be required from a healthcare provider affirming that the detected drug is a legal, prescribed medication.

If, during the review process, it is determined that the legally prescribed medication impairs the student's ability to provide safe patient care, the student will be placed on clinical experience suspension until the medication is adjusted. A second drug screening can be conducted.

If the student is intoxicated and/or tests positive for blood alcohol (above 20 mg/dl, 0.02) during clinical experiences, the student will be sent home, placed on suspension, and an investigation will be conducted. At the conclusion of the investigation, the Nursing Program Director will determine the student's ability to remain in the program or be dismissed.

If the student tests positive for any drug considered illegal by Federal or Wyoming State law, such as marijuana or its derivatives in any form, the student will be dismissed from the program.

Refuses drug/alcohol test:

The test will be considered positive, and the student will be dismissed from the program.

Chemical Impairment Policy

The Northwest College Nursing Program faculty defines the chemically impaired student as a person who, while in an academic or clinical setting, is under the influence of alcohol, illegal drugs, over-the-counter drugs, prescription medications, inhalants, or synthetic designer drugs, or has abused, either separately or in combination, alcohol, illegal drugs, over-the-counter drugs, inhalants, or synthetic designer drugs. Inappropriate use of these substances includes episodic misuse or use that has produced psychological and/or physical symptoms of impairment. The nursing faculty will intervene with the chemically impaired student in accordance with the established procedure.

I. Procedure for intervention when chemical impairment is suspected in a student.

The instructor will complete the Observation Checklist whenever a student is in the student role and impairment is suspected. If one or more signs/behaviors on the Observation Checklist are observed in the student, the faculty member will take the following action:

- After obtaining a witness, the faculty member and witness approach the student suspected of impaired behavior and follow this procedure:
- Remove the student to a private area to preserve confidentiality. With the witness present, question the student about the use of any substances, including what was used, when, how much, and by what route. Discuss the observed sign(s) and/or behavior(s) and allow the student to provide a brief verbal explanation.
- If the signs and symptoms on the Observation Checklist provide probable suspicion of impairment, the student will be asked to immediately submit to a urine test or a breath alcohol test at the nearest lab facility. Students will be advised of their right to refuse such testing and of the dismissal policy.
- If a student refuses to immediately submit a urine sample for drug screening or a breath alcohol test, this refusal is considered a positive test for substances. The student will be sent home from clinical and suspended from engaging in clinical, lab, and classroom activities until further notice.

- The faculty member will immediately notify the Nursing Program Director. Consultation with the Division Chair or the Vice President of Academic Affairs regarding the next steps will take place.

If the student agrees to submit to chemical impairment screening, a faculty member will call the Nursing Program Director or a designated other faculty member for immediate assistance (considering that other students cannot be abandoned in the clinical, lab, or classroom setting).

Testing will take place immediately by calling R & A Safety to administer the appropriate test. The faculty member will remain with the student until the R & A Safety staff arrives. The program will assume the costs of drug screening. If a student requires transportation to the nearest lab facility for testing, transportation will be arranged at the faculty member's discretion in consultation with the Nursing Program Director.

The student is informed of the faculty member's responsibility to excuse a student who appears physically or mentally unable to provide safe, effective supportive client care; the student is relieved of further classroom, clinical, or laboratory responsibilities for the day. The possibility of a make-up clinical, lab, or classroom activity may be given at the faculty member's discretion in consultation with the Nursing Program Director. The student and instructor work together to arrange safe transportation home for the student.

A report of observed student behaviors indicative of impairment, prepared by the involved faculty member, is submitted to the Director of the Nursing Program. The Director will also inform appropriate faculty members involved with the student on a "need-to-know" basis. A copy of this report will be placed in the student file. The Division Chair and Vice President for Academic Affairs will confer on next steps as appropriate.

Students who receive a positive result on a urine screen for a properly prescribed and used medication will follow the "Impairment Free Policy" in the Nursing Student Handbook.

Students who test positive for illegal drugs or alcohol have the following options.

- The student may choose to withdraw from the program.
- The student who tests positive for an illegal drug will be dismissed from the program.
- The student who tests positive on a breath alcohol test will be sent home from clinical, placed on probation, and will be unable to attend class, lab, or clinical until the Nursing Program Director confers with the Office of Academic Affairs to determine the next step.

A negative result on any chemical impairment screen allows the student to continue in the program but places the student on probation related to impaired judgment and patient safety concerns.

II. Procedure for when a student is randomly selected for a random drug screen.

An outside vendor agency will randomly select students. NWC staff or vendor agency staff will approach students, inform them that they have been selected for random drug screens, and immediately take them to the nearest bathroom facility.

New Criminal or Abuse Activity Policy

Students enrolled in any Northwest College nursing, allied health, or EMS program are required to disclose all criminal history accurately and completely before and during their enrollment. Even if a student has successfully passed the background check required to enter the program, this policy requires reporting all criminal history (felonies, misdemeanors, serious traffic violations, citations, probation violations, and failures to appear) that occurs after acceptance and throughout enrollment. If unsure whether an incident falls within the reporting requirements, students must report it and check in with the Nursing Program Director. Students must report the date, location, and outcome for each arrest, charge, or conviction. If it is discovered that a student has failed to report any part of their criminal history, the student may be immediately dismissed from the program and may be denied future enrollment.

Procedure

This procedure applies to all Northwest College nursing, allied health, and EMS students. If a criminal incident occurs, the student shall notify the Nursing Department Program Assistant via email within 2 days of arrest, charge, or conviction for any crime, or of identification as an alleged perpetrator, reported perpetrator, or accused person in an abuse investigation. The Nursing Program Director and the appropriate program coordinator will be notified. The Nursing Director or designee will notify students that they are placed on suspension and may not attend clinical experiences following a criminal incident until clearance from the Director has been granted. A new background check through Castle Branch may be required at the student's own expense.

Step 1: Reporting Criminal or Abuse Activity

Responsible Party: Student

Action: Contact the Nursing Program Director via email at Marnee.Crawford@nwc.edu. The student is suspended from all clinical activities upon reporting criminal or abuse activity. Missed clinical experiences must be made up.

Step 2: Initiation of Documentation of Reported Criminal or Abuse Activity

Responsible Party: Nursing Program Director

Action: Contact the student to provide the documents and instructions to complete the Report of New Criminal or Abuse Activity Form.

Step 3: Completion of the Report of New Criminal or Abuse Activity Form

Responsible Party: Student

Action: Within 24 hours of receiving the document, complete and submit the Report of New Criminal or Abuse Activity Form to the Nursing Program Director.

Step 4: Review of New Criminal or Abuse Activity

Responsible Party: Nursing Program Director

Action: Notifies appropriate program coordinators of the student's report and the student's placement on suspension from clinical experiences, pending review. Review the Report of New Criminal or Abuse Activity Form alongside the appropriate program coordinator.

Gathers any additional information needed and may request that students submit for a new background check through Castle Branch if deemed necessary. Makes decisions based on

gathered information to determine the action to be taken. The Nursing Program Director will take decisive action. Notification of the decisive action will be communicated to the student and the appropriate program coordinator by the Nursing Program Director.

Review of information will include prior criminal or abuse history, pattern of criminal or abuse activity, legal restrictions relating to attendance in college or clinical experience participation, risk posed to the college, other students, clinical partners, and/or patients. Based on the review of this information, the following outcomes will occur.

Outcomes:

- Approved: The student will be approved to continue in their program.
- Restricted Approval: The student will be given restricted approval to continue in the program on probation. The probationary status will follow the handbook process that includes a contract and regular meetings with the Nursing Program Director or designee.
- Dismissal: The student will be dismissed from the program. Examples of dismissible criminal or abuse activity are convictions that are deemed serial in nature, legal restrictions that prevent attendance in college or clinical experience participation, high risks for the college, students, clinical partners, and/or patients, unresolved arrests, probation violations, warrants, sex offender status, false statements about criminal history, or founded/substantiated abuse.
- Dismissal will also occur if the student does not cooperate with the reporting procedure, misses deadlines for submitting documentation, refuses additional background checks through Castle Branch, provides false/misleading information, or omits information.

Northwest College Technical Standards

The Nursing Program aims to educate students to meet the program outcomes and to ensure that no graduate poses a danger to patients. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.). They will be required to demonstrate competency in each area.

The student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the Nursing Program Technical Standards will be accepted for admission.

Before entrance and for the duration of the program, students must be free from communicable diseases, infection, psychological disorders, and other conditions that present a threat to, or negatively impact the safety and well-being of faculty, other students, patients, or would prevent the successful performance of the responsibilities and tasks required in the Northwest College Nursing Program.

Before entrance, individuals will be asked to verify that they can meet the following Nursing Program Technical Standards with or without accommodation(s) and complete a pre-entrance physical examination form verified by a health care provider.

Please carefully read the Nursing Program Technical Standards.

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills are sufficient to provide the full range of safe and effective patient care activities.	Move within confined spaces such as the treatment room or operating suite. Assist with turning and lifting patients. Administer CPR.
Fine Motor Skills	Fine motor skills are sufficient for manual psychomotor tasks.	Pick up and grasp small objects with your fingers, such as insulin syringes and pills. Perform tracheotomy suctioning and insert a urinary catheter.
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to 12-hour clinical shifts while standing, sitting, moving, lifting, and bending to perform patient care activities.	Walk/stand for extended periods; turn, position, and transfer patients. Manually resuscitate patients in emergencies.
Physical Strength	Physical strength sufficient to perform a full range of required patient care activities.	Push and pull 50 pounds. Lift/move heavy objects weighing 35–50 pounds.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist, and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities.	Move around in the work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment.
Hearing	Auditory ability is sufficient for physical monitoring and assessment of patient health care needs.	Hear normal speaking-level sounds. Hear auscultatory sounds. Hear auditory alarms (monitors, fire alarms, call bells). Hear cries for help.

Visual	Normal or corrected visual ability is sufficient for accurate observation and performance of nursing care.	See objects up to 20 feet away. Visual acuity to read calibrations on a 1 mL syringe. Assess skin color (cyanosis, pallor).
Tactile	Tactile ability is sufficient for physical monitoring and assessment of health care needs.	Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.
Smell	Olfactory ability sufficient to detect significant environmental and patient odors.	Detect odors from patients (e.g., foul-smelling drainage, alcohol on the breath). Detect smoke.
Communication	Oral communication skills sufficient to communicate in English with patients, their families, and other members of the health care team, with accuracy, clarity, and efficiency, including nonverbal communication, such as interpreting facial expressions, affect, and body language. Demonstrate the development of mature, sensitive, and effective relationships with patients and their families, supervisors, and coworkers.	Give or follow verbal directions from other members of the healthcare team, and participate in healthcare team discussions of patient care. Elicit and record information about health history, current health state, and responses to treatment from patients or family members. Convey information to patients and others as necessary to teach, direct, and counsel them accurately, effectively, and in a timely manner. Recognize and report critical patient information to other caregivers.
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.	Comprehend spatial relationships to administer injections properly, start intravenous lines, assess wounds of varying depths, and recognize normal/abnormal anatomy.
		Exhibit ethical behaviors and exercise good judgment. Self-aware and able to determine when support or assistance is needed to care for the client properly and safely.

Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis. Follow instructions and safety protocols.	Calculate the appropriate medication dosage based on specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collect data, prioritize needs, and anticipate reactions. Transfer knowledge from one situation to another. Accurately process information on medication containers, physicians' orders, monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records, and policy and procedure manuals.
Clinical Reasoning	Ability to reason over time about a patient's changing condition and/or changes in the clinician's understanding.	Evaluate patient or instrument responses, synthesize data, and draw sound conclusions.
Flexibility	Adapt to the Nursing Department course scheduling policy.	Available to work the hours of an assigned schedule, which could include any shift and day of the week.

After entering the Nursing Program, the student is responsible for notifying their nursing instructor of conditions that impact the student's ability to meet the Nursing Program Technical Standards. Any change in the student's ability to meet and/or perform the Nursing Program Technical Standards would require the student to provide appropriate documentation (as identified by the Nursing Program) that they once again meet the Technical Standards.

Students will be caring for patients throughout their clinical rotations who are either chronically or acutely ill. Therefore, students must wear appropriate PPE during patient care activities and follow the clinical institution's health and safety protocols.

Reasonable Accommodations

Applicants who disclose a disability are considered for admission if they are otherwise qualified, so long as any accommodation does not significantly alter the essential requirements of the curriculum and the educational program or significantly affect the safety of patient care or others. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered to assist these individuals in meeting these required technical standards.

Reasonable accommodations will be made to facilitate the successful completion of the nursing curriculum and preparation for the national registry examination. Students interested in determining accommodations may contact the Disabilities Support Services Coordinator at Northwest College Student Success Services at **307-754-6135**. Whether or not a requested accommodation is reasonable will be determined on a case-by-case basis in collaboration with the nursing faculty, the Nursing Program Director (if needed), and the Student Success Center.

V. Academic Policy & Professional Guidelines

GRADING POLICY FOR THE NURSING PROGRAM

Grading Scale

The Northwest College Nursing Program follows the letter-grading criterion outlined in the Northwest College catalog. A minimum grade of 2.0 (C), 74%, is required in each nursing and ADN academic plan course requirement to progress in the program and graduate with an ADN degree. Grades, including math dosage calculation exams, are calculated to the hundredths (XX.XX) and are **not rounded up or down**. The grading scale, as published by Northwest College and adopted by this Nursing Program, is as follows:

Grading Scale	
A = 95 - 100%	4.0 points
A- = 90 – 94.99%	3.7 points
B+ = 87 – 89.99%	3.3 points
B = 84 – 86.99%	3.0 points
B- = 80 – 83.99%	2.7 points
C+ = 77 – 79.99%	2.3 points
C = 74 – 76.99%	2.0 points
C- = 71 – 73.99%	1.7 points
D+ = 68 – 70.99%	1.3 points
D = 65 – 67.99%	1.0 point
D- = 61 – 64.99%	0.7 point
F = Below 60.99%	0.0 point
U = Unsatisfactory	0.0 point
S = Satisfactory	0.0 point
W = Withdrawn	0.0 point
WI = Administrative Withdrawal	0.0 point
I = Incomplete	0.0 point

Course Sequence Requirements

Students must complete all courses in the ADN program of study in sequence as outlined on the ADN Academic Map with an "S," "Satisfactory," or "C," or 74% or higher within each semester to progress to the next semester. **Final nursing course grades of 73.99% or below will not be considered successful completion of the course and will result in dismissal**

from the program. All courses required for graduation from the Nursing Program must be completed with a grade of “C” (2.0) or better. **Students who are out of sequence with the ADN plan of study courses must meet with their advisor immediately. The faculty member is required to meet with the Nursing Program Director to determine options for program progression or if dismissal and re-entry are needed.**

ASSIGNMENTS AND GRADING

NURS 1100, NURS 1200, NURS 2300, and NURS 2400 are 9-credit courses with embedded lab and clinical experiences; passing criteria must be met in all three areas to progress to the next semester. Students must earn an overall classroom average of 74% (tests and homework), receive an ‘S’ in overall clinical experiences, and pass all lab skill checkoffs and dosage calculation exams in each course to complete the program.

Class assignments and learning resources must be submitted or viewed electronically; therefore, students must have a properly functioning computer with internet access that meets the Northwest College-recommended minimum hardware requirements. These are listed in the computer requirements under the General Policies section of the handbook.

Although personal electronic or computer failures do not exempt students from assignment due dates, course work requirements, or examination deadlines, technical difficulties encountered by the student as a result of Northwest College LMS problems or technical challenges with other vendors providing websites containing student assignments will be considered on a case-by-case basis by the faculty.

Classroom, Clinical/Lab/SIM Assignment Grading

To be eligible for full credit, assignments must follow the completion guidelines. Assignments are to be submitted to the instructor of the course on the date and time specified to receive full credit.

- All late assignments and submissions (including clinical) will receive a score of “zero.”
- If a clinical submission does not include all the components, the individual component that is missing will receive a zero.
- Extenuating circumstances for late assignments may be considered on an individual basis.

Exams

Proctored exams requiring face-to-face presence on the Powell campus include: 1) scheduled unit exams as directed by the course syllabus, 2) dosage calculation exams, 3) ATI (Fundamental, CL2, CL3, and Comprehensive Predictor), and 4) final exams as required by the instructor. Additional exams and quizzes in each nursing course will be proctored at the instructor's discretion. Students will be informed of testing times and room locations and are expected to follow the proctoring processes outlined by the nursing faculty and Student Success Center staff, in accordance with ATI guidelines. Students requiring testing accommodations must coordinate arrangements with their nursing faculty member and Student Success Center staff before testing. Students who are too ill to attend a proctored exam must contact their instructor as soon as it becomes apparent that they are too ill (e.g., active fever, diarrhea, vomiting)

to be physically present to request the option to test remotely. Remote testing is not available for circumstances outside the student's own illness.

All ATI proctored exams are offered twice at the end of the semester and count as 10% of the final course grade. Students who arrive late for any exam may not take it and will receive a score of zero. Students who miss any exam may not make it up and will receive a score of zero. If a student does not reach the expected level of achievement on the second attempt at the proctored ATI exam, the student will be required to take a comprehensive final exam for the course during finals week. The comprehensive final exam score will be included in the overall exam scores.

It is expected that the student will achieve and maintain an average of 74% on exams throughout the semester. If the student falls below this expectation, a midterm, final, or, as needed, a meeting will be scheduled with the nursing faculty member teaching the course to discuss remediation.

Examination and Exam Question Review Policy

Testing Guidelines will follow the NCSBN Examination Candidate Rules:

- All electronic devices (cell phones, smartphones, smartwatches, MP3 players, fitness bands, jump drives, cameras, etc.) and all personal items must be secured outside the testing area.
- Students may not access study notes, cell phones, smartphones, smartwatches, MP3 players, fitness bands, jump drives, cameras, or any other electronic device at any time during testing.
- Bags, purses, wallets, watches of any kind, coats, hats or caps, hoodies over the head, outerwear, medical aids/devices, food or drink, gum/candy, lip balm, scarves/gloves are not allowed in the testing room.
- Students may not remove examination items/or responses (in any format), or notes about the examination from the testing room.
- Students may not disclose or discuss with anyone information about the items or answers seen in the exam. This includes posting or discussing questions on the internet or social media websites.
- Students may not reconstruct exam items using their own or others' memories of the exam.
- Students may not seek help from any other person in answering items (in person, by phone, text, or by email) during their examination.
- Students may not copy or reconstruct exam items during or after the exam for any reason. Do not copy exam items word-for-word on the note boards provided. Writing on any materials other than the note board is strictly prohibited. Do not make notes on your hands or anywhere on your body about items you see on the exam.
- Students experiencing problems during the exam should raise their hand, and the instructor will assist.
- When testing, all items are to be stored in a personal vehicle or locker. Keys are an exception to this rule and may be kept in the classroom during the exam with the instructor's permission.

- Students must leave the testing room immediately after reviewing the exam unless requested by the instructor to perform additional tasks before exiting. You may not re-enter the computer lab until the testing period has ended.

Students are allowed to review exam questions immediately after the exam for 10 minutes to support remediation efforts. However, the exam questions will not be available once the student exits the exam area and/or the exam closes. The faculty will review exam question statistics for errors and make grade adjustments as needed after the exam closes. Students may make an appointment with the instructor to discuss how to connect with resources that would facilitate their learning of a concept.

Homework & Group Assignment Policy

Since grades are posted in Moodle, students will have seven (7) days to make an appointment with their instructor to discuss the scoring of homework assignments. After the deadline has passed, scores will not be adjusted. For group assignments, all group members must submit the required forms as outlined in the course syllabus for any member to receive a score. Failure to follow the group assignment guidelines results in a zero for each group member. Late submissions will follow the assignment grading policy.

Students are expected to use their own words and writing when submitting homework assignments unless otherwise directed by the instructor. Therefore, using artificial intelligence to generate ideas is acceptable. Still, the development and final submission of the assignment should be entirely the student's own work, based on the student's thought processes and research. Students may be assessed penalties if the instructor determines that the assignment is not properly cited.

Skill Demonstration Grading

Nursing skills are introduced throughout the Northwest College Nursing Program through lab experiences. Instructors will inform students of the procedure for skill evaluation and the time allowed to complete it. Time will be formally scheduled for students to practice skills and remediate with instructors. Informal skill practice in the lab may be scheduled through an instructor. The instructor or designee must be present with students if the lab is used for skills practice.

Skills checklists, with the indicated critical areas, will be provided to students before the skill demonstration.

Students cannot satisfactorily complete a skill demonstration if a critical (make-or-break) area is omitted. Instructor discretion will determine 'Satisfactory' completion of a skill demonstration when multiple non-critical elements are omitted, the student is disorganized or unprepared, time limits are exceeded, or other patient safety concerns arise.

Students will have three opportunities to pass the skill check-off. If the student does not pass the first attempt at the skill, 10% of the performance points will be deducted for each subsequent failure.

Fail first attempt: 10% off the performance points.

Fail second attempt: 20% off the performance points.

Fail third attempt: 30% off the performance points, and the student is suspended pending the Director’s decision regarding progression in the program.

Upon completing the skill on the first attempt, students who do not achieve a ‘Satisfactory’ score are expected to remediate and return for a second demonstration with a different instructor. The second demonstration will be evaluated similarly to the first attempt. If, on the second demonstration, the student does not achieve ‘Satisfactory’ completion, the student is required to remediate with the instructor, who will evaluate the third (final) check-off. A different instructor from the two previous attempts will remediate with the student before the third (final) check-off and evaluate the student’s third attempt. The process for evaluating the third (final) skill check-off will remain the same, with the addition of a video recording while the student completes the skill.

If, on the third attempt, the student does not ‘Satisfactorily’ complete the skill, the faculty member evaluating will confer with another faculty member to confirm unsatisfactory performance on the third attempt. If both instructors agree that the third attempt at the skill was unsuccessful, they will provide documentation of all three skill evaluation attempts to the Nursing Program Director for review. The suspension and progression policy will be followed, and the Nursing Program Director will make the final determination relating to dismissal.

Skills Demonstration Procedure

1. Students will report for the skill demonstration wearing a Northwest College student uniform and following other dress code requirements.
2. Students will arrive on time and prepared for scheduled demonstrations.
3. Instructor(s) will observe skill demonstrations and evaluate students using the provided skills checklist.

ATI Requirement

The Northwest College Nursing Department uses ATI as required content to supplement the curriculum. All students, regardless of entry point, are required to purchase all necessary ATI content for the Nursing Program. All ATI exams (including the comprehensive predictor) are proctored face-to-face at the Northwest College Powell campus and count for 10% of the final course grade. Student exam performance expectations are outlined in the table below. Students are expected to remediate and take the exam a second time if they do not achieve at or above Level 2 on Fundamental, CL2, or CL3 ATI exams or at or above 90% probability of passing the NCLEX on the ATI Comprehensive Predictor.

Nursing Course & ATI Exam	Gradebook score for ATI Proficiency score Level 3 or above	Gradebook score for ATI Proficiency scores Level 2 or above	Gradebook score for ATI Proficiency scores below Level 2, but above Level 1	Proficiency Score cutoff
NURS 1100 ATI Fundamental Exam	100 points	85 points	65 points	Any score below Level 1 receives zero points out of 100

NURS 1200 Concept Level 2 Exam	100 points	85 points	65 points	Any score below Level 1 receives zero points out of 100
NURS 2300 Concept Level 3 Exam	100 points	85 points	65 points	Any score below Level 1 receives zero points out of 100
NURS 2400 Comprehensive Predictor	Those with a 96% or higher NCLEX passing probability will receive 100/100 points.	At or above 90% up to 95.99% probability of passing the NCLEX will receive 85/100 points.	At or above 85% up to 89.99% probability of passing the NCLEX will receive 65/100 points.	Any score below 85% probability of passing the NCLEX will receive zero points out of 100

Students who achieve at or above Level 2 on the Fundamental, CL2, or CL3 ATI exams, or at or above 90% probability of passing the NCLEX on the ATI Comprehensive Predictor within two attempts, will not be required to take the comprehensive final exam scheduled during finals week. Students who achieve at or above a level III on the ATI exam will not be required to do remediation between semesters.

CLINICAL EXPERIENCE

The Northwest College Nursing program uses a variety of clinical experiences to enhance student learning in patient care and to expose students to a range of settings that prepare them to be expert generalists in rural settings. Consequently, students are expected to adhere to the clinical schedule as outlined by the Nursing Clinical Coordinator, including reserving the standard clinical days for availability if something changes. For example, if the student is in the hybrid program, they are expected to reserve their availability each Friday, Saturday, Sunday, and Monday for clinical experiences throughout the program. Whether an experience is scheduled on the clinical schedule or not, the student is expected to be available on the standard clinical days. Although efforts will be made to work with students when changes occur, unavailability during standard clinical days may be considered an absence. Any changes to the clinical schedule will be made by the Nursing Clinical Coordinator and communicated promptly to the student. Students may not make changes to the clinical schedule without the Nursing Clinical Coordinator's express permission.

Forms of Clinical Experience

Participatory Clinical Experiences:

Students may perform hands-on patient care and nursing skills under the direct supervision and assistance of Northwest College nursing faculty members or designated nurses. The participatory clinical ratio will not exceed 1:8. The clinical evaluation tool, clinical homework assignments, and clinical behavior assessment will be used to grade participatory clinical experiences.

Ancillary Clinical Experiences:

Ancillary experiences are active observations. Students will receive guidelines from the instructor for each experience, and their focus will be directed toward the objectives to be completed. Students' hands-on participation is limited to CNA skills and scope of practice. If a student administers medication or performs a skill outside the CNA scope in an ancillary clinical setting (excluding skills allowed in item III: OB, ER, and OR), the student will be immediately suspended from clinical experiences and, pending investigation, may be dismissed. 'Ancillary Feedback' forms will be used in conjunction with written outcomes assignments (per course syllabus) to evaluate ancillary experiences. Students are expected to obtain all 'Y' on 'Ancillary Feedback' forms. Students attaining an 'N' on the 'Ancillary Feedback' form will be addressed per the 'As Needed Evaluation' protocol.

Emergency Room, Walk-In Clinic, Clinical Lab, or Operating Room Experiences:

Students participating in clinical experiences in these areas may perform setting-specific skills under the direct supervision of the facility nurse. Students are responsible for knowing which skills have been introduced in the lab, following facility policy, and maintaining a skill log for guidance. Please note that medications, including lidocaine, may not be administered without a full-time Northwest College nursing instructor present. If an adjunct Northwest College instructor is working as a staff nurse in the facility at the time and is willing to serve as a nursing instructor during medication administration, the student may administer medications under that nurse's supervision. The following table outlines the skills that can be completed during ancillary rotations with the facility nurse.

ER	OB	Clinical Lab Rotation	Walk-In Clinic	OR
Start IVs & Flush with saline.	Start IVs & Flush with saline.		Start IVs & Flush with saline.	Start IVs & Flush with saline.
d/c IVs	d/c IVs		d/c IVs	d/c IVs
Place & d/c NG tubes	Place & d/c NG tubes		Place & d/c NG tubes	Place & d/c NG tubes
Place & d/c Foley catheters	Place & d/c Foley catheters		Place & d/c Foley catheters	Place & d/c Foley catheters
Straight catheter	Straight catheter		Straight catheter	Straight catheter
Phlebotomy	Phlebotomy	Phlebotomy	Phlebotomy	Phlebotomy
Port access per facility policy	Port access per facility policy		Port access per facility policy	Port access per facility policy

Skill Lab/SIM Experiences:

Students perform skill demonstrations and engage in simulation experiences with simulators and virtual reality scenarios alongside the Northwest College nursing faculty. Multiple assessment modalities are used to evaluate students during simulation. This includes, but is not limited to, the following: 1) vSim for Nursing - completion of pre- and post-simulation quizzes, the simulation, and SBAR reporting. Students are also required to complete relevant pharmacological, discharge, and concept map worksheets. 2) Students engaged in the simulation will be debriefed by the instructor using the Debriefing with Good Judgment model, which follows the three common phases of the debriefing process. 3) Standardized skills checklists are used to evaluate any skills checked off during simulation or skill labs.

Preceptor-Guided Clinical Experiences (4th semester only):

Preceptors are nurses working in clinical facilities who have been oriented as preceptors by the Northwest College nursing faculty during the current academic year. A Northwest College nursing faculty member pairs preceptors one-to-one with a final-semester nursing student (NURS 2400). Preceptor nurses are designated based on input from clinical facility leadership and the criteria outlined in the Northwest College Preceptorship Handbook.

Students are assigned a preceptor by a Nursing Program faculty member, who plays a crucial role in this process. Student-preceptor pairs operate within the preceptor's assigned shift. Students work the preceptor's schedule to complete required patient care, reporting, and documentation within the medical record. Students are discouraged from working an overnight preceptor shift before classroom, testing, or other nursing program obligations. Students are responsible for obtaining approval and coordinating preceptorship schedules with the Nursing Clinical Coordinator. If a student needs to change their schedule or is experiencing challenges with their preceptor, they must coordinate with the Nursing Clinical Coordinator to resolve the issues.

The preceptorship experience focuses on medical-surgical units. If the assigned nurse preceptor is reassigned to a non-medical-surgical unit during a shift for any reason, the student may follow the preceptor and continue to adhere to the guidelines outlined in the preceptorship experience for a total of two shifts. However, if the preceptor's role changes (for example, to a CNA), the student may no longer follow the preceptor for any length of time and must call the Nursing Clinical Coordinator for next steps.

In the event the student's assigned nurse preceptor is sent home for any reason, the student must receive instructions from the Nursing Clinical Coordinator for the next steps (reassignment or leaving). Preceptor-student pairs follow the Medication Administration and IV Skill policies in this handbook. Any skills or medication administration performed by the student outside the direct supervision of the assigned nurse preceptor will result in suspension, investigation, and potential dismissal proceedings. Preceptor-guided clinical experiences are evaluated according to the 'Preceptor Feedback' form.

VI. Specialty Experience:

Students may choose a specialty experience during the program's final semester. The experience must be approved and scheduled by the Nursing Clinical Coordinator. Under the direct supervision of a nurse, students may perform skills in the specialty experience area that have been checked off or covered in the lab, except for medication administration. No medication may be administered in any specialty setting without the direct supervision of the NWC Nursing faculty.

Post Clinical Conferences

Post-clinical conference discussions help students evaluate their effectiveness in the clinical setting. They also help faculty assess the student's level of understanding and response to clinical events, enabling the provision of appropriate, individualized learning experiences. Each student is expected to attend and actively participate in post-clinical conferences.

Clinical/Lab/SIM Grading

Students are expected to engage in the learning activities planned for the lab/simulation and clinical settings. Students will be evaluated on their participation using a progressive clinical evaluation tool, clinical homework assignments, and a clinical behavior assessment that demonstrate clinical growth from the beginning to the end of the program. Students must apply skills and knowledge gained from previous semesters and experiences as they progress through the program. All clinical/lab/SIM/Ancillary experience assignments are due the next morning at 0800.

Students who miss clinical/lab/SIM/Ancillary will receive a zero for their assignments. Every effort will be made to reschedule make-up clinical/lab/SIM/Ancillary. However, if no SIM or Ancillary equivalent is available, students will be rescheduled into ACU. Clinical paperwork equivalent to the assigned experience will be required for the make-up hours.

Objectives for individual clinical/lab/SIM experiences and other coursework requirements are outlined in each course syllabus. Clinical/lab/SIM grades will be entered into the course grade book and weighted per the course syllabus. Students receiving a “U” or “Unsatisfactory” CET grade will be required to make up the clinical experience. Students with an overall clinical grade below 74% or an overall CET grade of Unsatisfactory “U” will not progress to the next semester and will be dismissed from the program, regardless of the didactic course grade.

Other evaluation forms may include Nurse Preceptor feedback, Ancillary Staff feedback, and written outcomes grading.

Clinical Skills

Skills may be performed only alongside a Northwest College nursing instructor, operating within the parameters of Active Observation, ER, OB, WIC, Billings Clinic, and OR experiences, or within the preceptor-guided clinical experience guidelines in the handbook. Students will never administer any form of medication via any route to any patient without the presence of a Northwest College nursing instructor, except in their fourth semester alongside their assigned nurse preceptor, as outlined in the preceptor-guided clinical experiences. Administering medications outside the parameters outlined in the nursing student handbook constitutes practicing without a license and will result in suspension, an investigation, and possible dismissal proceedings.

Students are responsible for their actions and accountable to the parameters for skill performance and medication administration. If there is a question, it is the student’s responsibility to ask before acting. If you doubt whether giving medications or practicing a skill is okay, the answer is ‘no’ until you receive confirmation from your nursing instructor.

Skills documentation tracks skills performed by the student, as observed by Northwest College nursing faculty or a designated nurse. Students are responsible for obtaining the instructor's or observing nurse's signature on the Skills Log.

Clinical Incident Procedure

A clinical incident is an actual or potential event occurring in a clinical setting that involves a patient or clinical staff member. A student incident is an actual or potential event that results in self-injury by the student or another student. Anyone who recognizes an actual or potential event should report it to the on-site nursing instructor assigned at the time. If it occurs during a clinical

experience without a nursing instructor on-site, the clinical coordinator or program director should be notified and instructed to begin completing the clinical incident report.

If it is a student incident, the on-site nursing instructor assigned at the time, or the program's clinical coordinator or director, will speak with the student to determine whether the student wants to be seen by a provider for the injury. The student will be responsible for any medical expenses incurred during treatment, as noted in the clinical contract below.

COLLEGE shall be responsible for the reporting, follow-up, and management of all personnel, faculty, and student injuries, illnesses, and exposures to blood, body fluids, and diseases that come to its attention. COLLEGE may advise personnel, faculty, and students to seek treatment from independent medical or other healthcare providers. FACILITY shall provide on-site emergency services as needed, as it would to any potential patient. Any cost, including emergency room services, related to such injury or illness incurred while at the FACILITY shall be the responsibility of the personnel, faculty, or student. This includes any follow-up services for needle sticks, blood and body fluid exposures, tuberculosis, and AIDS prophylaxis. FACILITY shall not be responsible for treatment of any COLLEGE personnel, faculty, or student injury, as more fully set forth above.

If it is a patient incident, the on-site nursing instructor assigned at the time or facility staff will assist the student in following the institution's incident policy. In all cases, the completed clinical incident report should be submitted to healthprofessions@nwc.edu within 24 hours of the incident. The nursing program director or designee will follow up within 48 hours with the facility staff or the nursing student, as appropriate.

ATTENDANCE POLICY

Physical attendance requirements are carefully planned to include learning activities that support the student's success in the program and in the nursing profession. Unforeseen personal situations, Wyoming weather and road conditions, and unexpected vehicle problems can often pose challenges to physical attendance. However, it is expected that all students will make the necessary arrangements so that they can attend all classroom, lab, simulation, skill checkoffs, and clinical experiences as planned for the duration of the program. Clinical, lab, and simulation experiences will take place as planned unless the clinical instructor cancels them.

Absence or Tardy

- Three absences from orientation, the classroom, lab, simulation, or clinical throughout the program will follow the "Problematic/Disciplinary" behavior protocol, resulting in probation. Documented illness for extended periods will be considered on a case-by-case basis.

- Tardy is defined as arriving at orientation, the classroom, lab, simulation, or clinical site after the designated start time (including return from lunch).
- • Two tardiness incidents in orientation, the classroom, or ancillary clinical will be counted as one absence.
- Students who are late to their hospital clinical rotation will be sent home and considered absent because missing a report prevents them from providing proper patient care.
- Students who are tardy to simulation or lab activities will receive an absence but are encouraged to remain and participate in the learning activities.
- Notification of tardiness to the instructor is expected as soon as possible.

All lab activities and some simulations are singular events where content cannot be made up. If a lab or a single simulation experience is missed, students will need to find a peer to learn the material covered in that session. Students will be required to make up the missed lab or simulation hours, but not within the lab and likely not in the simulation setting.

Notification: All students must notify their instructor **before being absent** from any classroom, lab, simulation, clinical learning experience, check-off, lab practice, or appointment with the instructor. If a notification is not made within 15 minutes of the scheduled start time for the clinical experience, the absence will be considered a no-call, no-show. For example, if the clinical experience starts at 0700, the student has until 0715 to notify of an absence; otherwise, the absence will be considered a no-call, no-show.

If scheduled for a preceptorship, ancillary, or specialty clinical learning experience, the student is also responsible for notifying the facility of their absence **before** the scheduled start time. If a notification is not made before the learning experience begins, it will be considered a no-call, no-show, and escalated as problematic behavior/probation.

Zoom Participation: Students who are too ill to attend class may request to join via Zoom with their classroom instructor. Students who are ill and unable to attend the simulation or lab in person may request to participate via Zoom for the lecture-based content portions. However, Zoom is not an option for hands-on lab or simulation activities.

Make-up: Lab and simulation experiences are unique and cannot be missed or made up. Consequently, a student who misses the hands-on portion of a lab or simulation must find a peer, use available resources, and schedule time with the instructor to learn and practice the skills they missed. In addition, any missed lab hours will be made up with a full clinical day on the student's clinical schedule.

All clinical absences must be made up, regardless of the circumstances. Students who lack clinical experience hours are expected to collaborate with the Nursing Clinical Coordinator and, if necessary, be willing to work outside the typical clinical schedule to make up clinical hours. Students who are absent without notification, or who notify the clinical/lab/simulation instructor after the scheduled start time of a clinical, lab, or simulation that they will be absent, are considered a "no call/no show." This is unacceptable in the workplace and will be immediately escalated under the "Problematic/Disciplinary" protocol per the Nursing Student Handbook, resulting in a Warning Letter, contract, and probation.

Students who attend an OB on-call rotation and cannot return home by midnight may be excused from classroom, lab, simulation, or clinical experiences scheduled for the following day. However, students must obtain approval from the Nursing Clinical Coordinator.

CLINICAL AND PROFESSIONAL DIRECTIVES

Patient confidentiality and the protection of personal and health information are core ethical and legal responsibilities of the professional nurse. A **breach of confidentiality** occurs when confidential information is disclosed without authorization. Confidentiality typically involves a formal agreement or understanding that certain information will not be disclosed. A breach of confidentiality is defined by the institution and/or state law. A **Health Insurance Portability and Accountability Act (HIPAA) breach** refers to the disclosure of a patient's health, treatment, and payment information, compromising patient privacy and safety. This is a federal offense, and both civil and criminal penalties may be imposed.

The importance of maintaining patient privacy and trust cannot be overstated. The rationale for why maintaining patient confidentiality is crucial:

Ethical Obligation:

Nurses have a duty to respect patients' rights to privacy and maintain the confidentiality of their information, which is essential for fostering trust and a positive patient-provider relationship.

Legal Requirements:

Nurses must adhere to laws like HIPAA (Health Insurance Portability and Accountability Act) and organizational policies to protect patient information.

Patient Trust and Safety:

Confidentiality ensures patients feel safe and secure sharing their health information, which is crucial for accurate diagnosis and effective treatment.

As professional nurses, students are expected to learn and incorporate the following principles into their nursing practice:

Scope of Confidential Information:

Confidential information includes patient demographics, registration, financial, and clinical data, both verbal and written.

Disclosure Restrictions:

Nurses should only share patient information with those directly involved in the patient's care and with the patient's consent, unless legally required to do otherwise.

HIPAA Compliance:

Nurses must understand and adhere to HIPAA regulations, which protect the privacy of Protected Health Information (PHI).

Consequences for a breach of privacy or HIPAA regulations are determined individually by the Nursing Program Director and range from probation to dismissal.

Professionalism

Professionalism is the formation and cultivation of a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, which reflects nursing's

characteristics and values. Professionalism encompasses the development of a nursing identity embracing the values of integrity, altruism, inclusivity, compassion, courage, humility, advocacy, caring, autonomy, humanity, and social justice (AACN, 2024).

In nursing, professionalism entails providing quality patient care while honoring the values of respect, advocacy, and responsibility. Professionalism also extends to a nurse's ability to communicate clearly and self-reflect on behaviors and actions, always striving for both professional and personal development. Nursing professionalism comprises diverse components that can be broken down into three equally important categories: cognitive, attitudinal, and psychomotor.

Cognitive:

The cognitive type of professionalism focuses on the ability to continually learn about professional conduct and apply this growing base of knowledge in work settings. Ultimately, nurses who practice this skill should develop the key tools they need to prioritize and make decisions effectively.

Attitude:

The attitudinal dimension of nursing professionalism encompasses the attitudes and beliefs that guide nurses in performing their duties and advancing in their careers. Ideally, nurses' attitudes should align with practical standards and the broader goals of their organizations. A nurse's willingness to be flexible and make compromises for the greater good has a major bearing on the ability to navigate professional challenges that lie ahead.

Psychomotor:

The psychomotor aspect of professionalism in nursing suggests that as professionals gain experience, they can do more than build their clinical skills. They can also sharpen their management skills and deepen their understanding of the inherent obligations and commitments of nursing practice. Throughout their careers, nurses can apply proven methods to strengthen their self-discipline and self-learning skills (ANA, 2024).

Nurses apply these principles of professional conduct to become better leaders, guide actions using value judgments, and establish self-directed commitments to provide the highest level of patient care. There are many ways nurses can demonstrate professionalism that benefit their patients, organizations, coworkers, and careers. Below are some examples:

Care Comes First:

Communication is key. Listen to others and provide information and advice clearly so every patient can understand. Make well-informed decisions that are in the patient's best interest.

Individual Treatment:

Treat patients and colleagues as individuals with their own unique values, beliefs, and needs.

Respect Dignity:

Protect patient privacy. Never give client information to an unauthorized person, and preserve anonymity when citing patient cases in coursework, research, or other public documents.

Work Together:

Cooperate with team members and respect their contributions. Always treat everyone with respect.

High Standards of Care:

Be punctual. Acknowledge when a situation is beyond your professional scope, abilities, or training. Don't be afraid to ask for help.

Honesty and Integrity:

Always aspire to the highest levels of personal and professional conduct.
Uphold Reputation:
Be aware that all actions—even outside of work—may have consequences (ANA, 2024).

Professional Attitude, Conduct, and Behavior

The Northwest College Nursing program prepares students for entry into professional nursing practice. Consequently, professionalism is expected at all times. This includes effective, prompt communication between student and instructor regarding all aspects of coursework, clinical experiences, lab, and simulation. Miscommunication or non-communication is considered unprofessional, disrespectful, and not conducive to the behaviors expected of a nursing student preparing to be a nurse.

Northwest College Nursing program views unprofessional attitude, conduct, and behavior as the inability to work respectfully, productively, constructively, and cooperatively with others. Professional attitude, conduct, and behavior expectations are upheld in the classroom and clinical/lab/SIM environments, including college-sponsored events on and off campus.

Examples of unprofessional attitude/conduct and behavior are (not limited to):

- Continual antagonism of instructors or classmates repeatedly causing disruption.
- Engaging in Facebook, Snapchat, Instagram, and other social media activities, gaming, shopping, or browsing on any electronic device during testing, classroom, laboratory, clinical experiences, or other learning experiences.
- Completing homework or answering emails for another class while in lab, simulation, or classroom activities.
- Profanity
- Intoxication, while in class, lab, clinical experience, or during the student’s free time, while attending a college-sponsored event, to the point that it endangers the self or other students, or displays belligerent or otherwise unprofessional behavior, is prohibited.
- Breach in [ANA Code of Ethics for Nurses](#).
- Violation of the [Northwest College Code of Conduct](#).
- Failing to follow clinical education partner health and safety protocols or policy.
- Sleeping during class
- Not responding to instructor communication within 24 hours.

Professional and Clinical Violations

Violations of clinical and professional directives that cause injury or potential injury to anyone may result in the student being dismissed from the classroom, clinical/lab/SIM setting at the discretion of the faculty, and the ‘As Needed Evaluation’ process will be initiated. Depending on the nature and severity of the injury or potential injury, the student may immediately move to a review by the Nursing Program Director. The Nursing Program Director's discretion will determine dismissal and/or the student’s eligibility for readmission.

Violations of clinical or professional directives not related to injury or potential injury, yet that violate the program's expectations for professional attitude, conduct, or behavior, will initiate the “As Needed Evaluation” process. Repeated violations may result in dismissal from the program. The Nursing Program Director's discretion will determine dismissal and/or the student’s eligibility for readmission.

If the instructor determines that students are unsafe, they may be sent home from a clinical experience and charged with absence while a review of the incident takes place.

In the event a student chooses not to comply with the health and safety measures established by Northwest College and clinical education partner policy, the student will be subject to disciplinary action, including probation or dismissal from the nursing program.

College Authorized Event

Students may request permission to attend a Wyoming Nursing Association (WNA) or Student Nursing Association (SNA) event. If granted, they will not be considered absences. However, the student's request will be denied if college-sanctioned travel is not allowed, the student is on probation, the student's nursing course average is below 74%, the requested missed classroom and clinical exceed acceptable limits of absences already incurred by the student during the semester, or if the clinical schedule cannot accommodate the request.

Safe Nursing Practice and Clinical Directives

Unsafe clinical practice is grounds for dismissal from the Nursing Program and is determined by the following:

- Students must adhere to national and state standards of practice and scope of practice within legal and ethical frameworks.
- Students will be held accountable for adhering to the ANA Code of Ethics for Nurses and the International Code of Ethics for Nurses.
- Students will be held accountable for adhering to the Wyoming State Board of Nursing (WSBN) Nurse Practice Act and the WSBN Rules and Regulations wsbn.wyo.gov/practice
- Students must always adhere to individual facility policies (Policies will be reviewed with students before and during clinical learning experiences).
- Students are required to always adhere to the medication administration policy.
- Students must obtain the instructor's permission and receive instruction regarding skill performance before performing nursing skills. (See 'Clinical Skills').
- Students must check in and out with the instructor before leaving/entering the floor in clinical site experiences.
- The consumption of illicit drugs or alcohol before attendance at any classroom, clinical/lab/SIM experience is expressly forbidden. The unlawful use, possession, or distribution of a controlled substance as defined in Section I-V of Section 303 of the Controlled Substances Act (21 U.S.C. § 812) and W.S. § 35-7-1011 through 1022, and amendments thereof, is forbidden.
- Students will be expected to use good judgment and follow health and safety processes while participating in learning activities on the Northwest College campus and during clinical experiences in patient care areas.
- Any student who appears to meet the definition of 'impaired' as stated in the 'Substance Abuse Policy' of the Nursing Student handbook will be immediately removed from the classroom, clinical/lab/SIM experience, and the 'Substance Abuse Policy' will be initiated by the Northwest College Nursing Program faculty and Nursing Program Director.

- Administration of medication without the presence of an instructor or a current Northwest College nursing program-approved nurse preceptor during their assigned preceptorship rotation is grounds for dismissal.

Behavioral Expectations for College-Sponsored Experiences/Activities

Nursing students may be granted the privilege of representing the Northwest College Department of Nursing and the nursing profession at several off-campus events, including but not limited to community service events, health fairs, and nursing student conferences. Although these experiences occur off campus, they are subject to all policies in the Northwest College Student Handbook and the Nursing Student Handbook.

During college-sponsored experiences/activities, students must always act professionally, and practice safely as outlined in the Nursing Student Handbook and according to state and national standards. (See Professional Attitude, Conduct, and Behavior in Nursing Handbook)

Students are expected to be on time, prepared for each experience with the appropriate supplies/paperwork, and ready to engage actively in the planned off-campus experience.

Confidentiality

Students are required to keep all information relating to patients' health confidential.

- Students must adhere to HIPAA regulations, which the faculty will review. Each student must complete and sign a HIPAA content module annually.
- Students are expected to protect the private health information of peers, clinical partner staff, faculty, and Northwest College staff.
- Texting, computer, cell phone communications, and photos from smartphones, iPads, tablets, etc., and other social media provide unintentional or intentional risks of breaching confidentiality and violating HIPAA regulations. Students are responsible for adhering to the ANA's guidelines regarding social media. Click on NCSBN [Nurse's Guide to the Use of Social Media](#).
- Students are expected to access only patient health information relevant to their assignment during their assigned clinical time using their student login. Accessing patient health information using their work login or outside their assigned clinical time is unacceptable and constitutes problematic behavior. For example, logging in to patient health information for a clinical assignment from a previous day while working at Powell Valley Health, or logging into the NBHH system using a Powell Valley work login, is expressly prohibited. These actions will be subject to the discipline policy in the handbook.
- Breach of confidentiality, as defined in Federal HIPAA regulations and individual facility policies, constitutes grounds for dismissal from the program.
- Tier one: Unintentional disclosure of PHI will result in verbal and written reprimands, and the student will be placed on probation for the remainder of the program.
- Tier two: Intentional disclosure of PHI without patient authorization will result in dismissal from the Nursing Program without the possibility of readmission.

Professional Appearance

All students must wear the Northwest College Nursing Student uniform during all clinical, lab, and SIM experiences, and as directed by the Northwest College Nursing Program faculty. If professional appearance criteria are not followed, students may be dismissed from the experience and charged with an unexcused absence by the Northwest College Nursing Program faculty and the Nursing Program Director.

The student uniform includes:

- Northwest College nursing student uniform with the appropriate Northwest College Nursing Program embroidered logo.
- Solid white, gray, or black socks.
- Solid white or black shoes that are comfortable and well-fitting, enclosing the foot.
- The student's college-issued photo ID must be worn with the uniform.
- A watch that can display seconds.
- Stethoscope with a diaphragm and bell
- A black pen and sharpie

Optional:

- Black lab coats and white undershirts or approved red undershirts.
- Appropriate face covering or eye protection as required by the clinical facility (check with the instructor to determine the level of face covering required).

Tattoo Policy:

All visible tattoos on the arms, wrists, and the front or back of the torso must be covered with clothing. Tattoos on the hands, head, neck, and fingers may remain uncovered.

Jewelry:

Acceptable jewelry includes only a wedding band (no high-profile or other rings are permitted). One pierced post-style (stud) earring in each earlobe is permitted. All other visible body piercings are prohibited and must be removed before entering the clinical site. Students are not allowed to wear bracelets (except for the Medic Alert bracelet), chains, necklaces, drop earrings, or rings with stones in clinical environments.

Hair:

Mustaches and beards are permitted per facility policy but must be clean, trimmed, and well-groomed. Hair must be neatly styled and groomed. Hair longer than collar length must be pulled back from the face and secured neatly to prevent it from falling into the face (e.g., ponytail, braid, or bun). Long braids or ponytails must be secured to prevent them from falling over the shoulder. Bangs are acceptable if they are out of the eyes.

Nails:

Artificial nails and nail tips are prohibited in all clinical environments. Nails must be natural, neatly maintained to a length no longer than the fingertip, and free of debris and polish.

Hygiene:

Good personal hygiene is a student's responsibility and shows respect for patients and colleagues in the clinical environment. Students must bathe regularly, practice proper oral

hygiene, and prevent offensive body odors. Scented soaps, lotions, perfumes, and colognes may offend or trigger allergic reactions in patients and clinical staff and should be avoided in clinical settings. Students must be clean and free of offensive body odors, including cigarette odors.

Gum/Tobacco

During classroom, lab, simulation, and clinical settings, gum chewing, vaping (use of e-cigarettes), nicotine pouches (such as Zyn), and other tobacco products are not allowed. Students must adhere to the campus Northwest College Standards of Student Conduct Smoking Policy and the clinical facility policies.

Off-Hour Clinical Site Behavior and Appearance

Upon arrival, students seeking information for care plan development or clinical paperwork outside the assigned clinical timeframe must check in with the institution's supervisor.

Students must wear an appropriate face covering if required by the institution, wear a student ID, wear a lab coat (if desired), and state their purpose for being in the institution to the clinical area supervisor.

Students going to the clinical areas to get assignments or to do reference work from charts are prohibited from wearing blue jeans, tank tops, T-shirts, shorts, flip-flops, bare midriffs, excessively tight clothing, low-cut tops, and see-through fabrics.

Students must inform the institution's supervisor before accessing the medical record and check out with the institution's staff when leaving.

Students may not perform hands-on patient care activities with any patient outside the clinical assignment timeframe.

All confidentiality and professional behavior requirements apply.

Community Service

Community service is a valued component of the Northwest College Nursing Program's mission and its desire to be part of the community we serve. Therefore, community service is included in the clinical schedule credit load and is a required part of nursing coursework each semester. The required 5 hours of community service are scheduled by the individual student in collaboration with their instructor. The activity chosen cannot be used to replace missed clinical or classroom hours or assignments, and it must be health-focused and serve a broad audience (department, community, clinical agency, etc.). The course's lead instructor must approve community service activities before they are committed to. Community service hours do not roll over from one semester to the next. As with clinical experiences, students are expected to make up any missed community service hours and will receive a 'U' until those hours are fulfilled. If community service hours remain unfulfilled at the end of the semester, they will be calculated as 'U' into the clinical grade and will follow the clinical grading policy.

VI. Medication Administration and IV Skill Policies

Northwest College ADN Nursing Program

1. Students **may not** give medications in ‘active observation’ settings.
2. The term ‘**designated nurse**’ applies to nurses working within the facility, and the Northwest College nursing instructor agrees that it is acceptable to accompany the student for direct supervision during the student’s implementation of a particular skill except for medication administration.
3. The term ‘**designated preceptor**’ is defined as a current Northwest College nursing program-approved nurse preceptor during their assigned preceptorship rotation in their fourth semester.
4. Associate degree Nursing students **will not** be responsible for carrying the narcotic keys.
5. Any scheduled or non-scheduled medication prepared, administered, and recorded by an associate degree Nursing student **must** be co-signed by an instructor (or designated preceptor if applicable) from Northwest College on the Medication Administration Record and any required record per hospital policy.
6. **Nursing students may not give medications without the instructor's or designated preceptor's presence (as defined in #3 above).**

General Medication Skills				
Route or Skill	1 st Semester	2 nd Semester	3 rd Semester	4 th Semester
Oxygen administration	May connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor or designated nurse must do all other oxygen delivery or titration actions.	May connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor or designated nurse must do all other oxygen delivery or titration actions.	May connect tubing and transfer from wall oxygen to portable oxygen. An instructor must perform all other oxygen delivery or titration actions.	May connect the tubing and transfer it from wall oxygen to portable oxygen. An instructor must perform all other oxygen-delivery or titration actions.
Pediatric clients (clients under the age of 18)	YES, with Instructor	YES, with Instructor	YES PO, IV, Nebulizer, IM meds with Instructor	YES, PO or IM, IV or Nebulizer Instructor or Designated Preceptor
Oral *	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor

*Chemotherapy drugs follow the facility protocol				
Sublingual	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Subcutaneous	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Intradermal	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Intramuscular	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Rectal	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Eye/Ear drops & Nasal	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
Transdermal/Topical* *Chemotherapy drugs follow the facility protocol	YES, with Instructor	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
IV-related Skills				
Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
Add medication to IV containers.	No	YES, with Instructor	YES, with Instructor	YES, with Instructor or Designated Preceptor
IV push	No	No	YES, with Instructor	YES, with Instructor or Designated Preceptor
IV Code drug administration	No	No	No	No
Moderate or Conscious Sedation IV	No	No	No	No
Paralytics IV	No	No	No	No
IV chemotherapy medications	No	No	No	No
Monitor and Infuse Blood/Blood products	No	No	YES, with Instructor No for children under 18	YES, with Instructor or Designated Preceptor No for children under 18

Make medication adjustments via a change to the PCA pump or syringe pumps	No	No	YES, with Instructor No for children under 18	Yes, an Instructor or Designated Preceptor No for children under 18
Set up PCA pump	No	No	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent	YES, with Instructor or Designated Preceptor
IV piggyback	No	No	YES, with Instructor	YES, with Instructor or Designated Preceptor
Peripheral IV				
Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
IV fluid/solution change from one solution to another in an existing peripheral IV	No	YES, with Instructor	YES, with an instructor or accompanied by a designated nurse with the instructor's consent to include central lines	YES, with Instructor or Designated Preceptor to include central lines
Changing saline lock to continuous infusion by connecting new IV fluid/solution to a peripheral IV	No	Yes, with Instructor	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent to include central lines	YES, with Instructor or Designated Preceptor to include central lines
Flush peripheral Saline locks for maintenance of patency	No	Yes, with Instructor	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent	YES, with Instructor or Designated Preceptor
Regulate the flow of peripheral line infusions	No	Yes, with Instructor	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent	YES, with Instructor or Designated Preceptor
Perform peripheral Venipunctures, including a saline flush, to establish placement.	No	YES, with Instructor	YES, with Instructor or Designated Nurse with Instructor's consent <u>No children under 12</u>	YES, with an Instructor or Designated Preceptor, <u>except for children under 12</u>
Change established peripheral IV to a saline lock	No	YES, with Instructor	Independent with Instructor's consent or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

Change IV The administration established peripheral lines	No	YES, with Instructor	Independent with Instructor's consent or accompanied by a Designated Nurse with	Independent with Instructor or Designated Preceptor's consent
Set up peripheral IV infusions for administration via pump	No	YES, with Instructor	Independent with Instructor's consent or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Discontinue peripheral IV lines.	No	YES, with Instructor	Yes, with an Instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Change peripheral IV-line dressing to include site insertion care	No	Yes, with Instructor	Yes, with an Instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Monitor peripheral line infusions.	No	YES, with Instructor	Independent with Instructor consent or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent
Central & PICC Lines				
Route or Skill	1st Semester	2nd Semester	3rd Semester	4th Semester
Regulate the flow of PICC line or other central line infusions	No	No	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent. No for children under 18	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent. No for children under 18
Flush Saline or Heparin in PICC or Central Lines for maintenance of patency	No	No	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent	YES, with Instructors or Designated Preceptor
Perform PICC line insertion.	No	No	No	No

Discontinue PICC Lines and implanted ports	No	No	YES, with an instructor or accompanied by a Designated Nurse with the instructor's consent. No for children under 18	YES, with Instructor or Designated Preceptor. No for children under 18
Discontinue arterial lines	No	No	No	No
Monitor central line infusions.	No	No	Yes, an instructor or accompanied by a Designated Nurse with Instructor's consent	Independent with Instructor or Designated Preceptor's consent

VII. Faculty and Staff Contact Information

Faculty and Staff	Room Number	Phone Number	Email Address
Full-Time Faculty			
Joneen Costigan	YB 160	754-6284	Joneen.Costigan@nwc.edu
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Courtney Smazinski	YB 159	754-6494	Courtney.Smazinski@nwc.edu
Adjunct Faculty			
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Nursing Program Director and Chairperson of Health Professions Division			
Marneé Crawford	YB162	754-6474	Marnee.Crawford@nwc.edu
Administration			
David Erickson, Vice President of Academic Affairs	YB 233	754-6235	David.Erickson@nwc.edu

NORTHWEST COLLEGE NURSING PROGRAM

RN Nursing Student Handbook

By signing below, I acknowledge that I have received an orientation to the Northwest College ADN Nursing Program Student Handbook and know where to access it for future reference. I understand and acknowledge that these policies will be used to determine my fulfillment of the program's requirements and my ability to continue in the Nursing program. I know I will be notified promptly of changes and that it is my responsibility to access the handbook and ask the instructor for assistance in understanding the policies.

Signature

Date

Printed Name