Suffolk
COUNTY COMMUNITY COLLEGE

Jane F. Shearer School of Nursing

NURSING STUDENT HANDBOOK

2026-2027

SUFFOLK COUNTY COMMUNITY COLLEGE
SCHOOL OF NURSING

USING THIS HANDBOOK

The Nursing Student Handbook is an official document provided to each nursing student with explicit information on the policies, procedures and guidelines established by nursing faculty. Each student is held responsible for complying with the policies in the Student Policy Manual, the procedures in the Student Handbook, in addition to all specific requirements found in the course outline and course resources. The student handbook is updated prior to each semester, and on an as needed basis. Students will be informed via email when updates have been made. Refer to the *Nursing Student Policy Manual* for a full description of all nursing student polices, located on the School of Nursing website www.sunysuffolk.edu/nursing.

The nursing programs are registered by the New York State Education Department
Office of the Professions
New York State Education Department
89 Washington Avenue, 2nd floor West Wing
Albany, NY 12234
518-474-3817 ext. 300

The nursing programs are accredited by the Accreditation Commission for Education in Nursing: http://www.acenursing.org
3390 Peachtree Road NE, Suite 1400 | Atlanta, GA 30326
Phone 404-975-5000
Fax 404-975-5020

MISSION STATEMENT

The Suffolk County Community College Jane F. Shearer School of Nursing is committed to providing high educational standards based on quality, safety, healthcare's shifting paradigms, and utilizing best practices in nursing. We will teach students to anticipate the dynamic healthcare needs of the community through promoting intellectual discovery and a commitment to social and ethical responsibility and cultural awareness. Our goal is to prepare students to function safely and effectively as nurses in today's complex healthcare environment, and to prepare graduates for academic advancement.

END OF PROGRAM STUDENT LEARNING OUTCOMES

Graduating students will be able to:

Practical Nursing Certificate Program

1. Provide safe, quality, diverse relationship care that promotes health and is concurrent with evidence and standards of care.
2. Function in a collaborative role to provide safe care in multiple settings.
3. Function within the Practical Nurse Scope of Practice in a professional and ethical manner.
4. Incorporate health promotion and maintenance needs into a plan of care.

Associate Degree Program

1. Deliver patient and family-centered nursing care in a culturally sensitive and holistic manner across the lifespan.
2. Provide safe, effective and competent nursing care that promotes the health of patients and families.
3. Participate as an effective member of the interprofessional team.
4. Demonstrate professional and ethical behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse.
5. Develop a plan of care that integrates health promotion and maintenance needs.
6. Utilize evidence-based information and technology in the clinical decision-making process.

SAFETY AND TECHNICAL STANDARDS REQUIRED FOR STUDENTS ENROLLED IN THE NURSING PROGRAM

All students must meet safety and technical standards with or without reasonable accommodations. These standards include personal and professional attributes essential to the profession in the following areas:

Cognitive: Must possess the ability to collect, analyze and synthesize data, solve, calculate, measure and make clinical judgments to promote patient outcomes including but not limited to:

- Processing information accurately and thoroughly to prioritize care.
- Performing accurate math calculations for medication dosages
- Safely demonstrating application of knowledge in the clinical setting

Sensory: Must possess functional use of the senses: including but not limited to:

- **Vision**-ability to detect skin changes, draw up correct quantity of medication into a syringe, and collect data from equipment, devices, displays, and monitors.
- **Hearing**-ability to listen to lung and breath sounds using a stethoscope, respond to audible alarms and monitors, and communicate clearly in telephone conversations.
- **Touch** -ability to have tactile sensation to assess skin temperature changes and perform physical assessments.
- **Smell** - ability to detect presence of bodily odors or drainage and the presence of smoke.

Motor and Physical Endurance: Must possess the ability to perform fine and gross motor movements and possess the physical strength to provide care including but not limited to:

- Manipulating equipment requiring dexterity such as preparing medication injections.
- Transfer, turn and position patients.
- Rapid response to emergency situations, including the ability to perform CPR.
- Perform required duties during clinical rotations such as lifting/moving objects, bending, turning and reaching (above shoulder height).

Communication: Must possess the ability to communicate through speaking, reading, understanding and writing in the English language including but not limited to:

- Interpret medical records.
- Document pertinent observations legibly in English.
- Interact effectively with health care team members**.**
- Give clear and concise oral report.

Emotional/Behavioral: Must possess emotional stability and the ability to function effectively under stress. This includes the ability to be flexible, use sound judgment and adapt to change in all nursing program areas. Examples of these attributes include, but are not limited to:

- Demonstrate professional and ethical behavior.
- Dealing with unexpected incidents.
- Ability to think and act rationally during crisis.
- Accept constructive criticism.

ADDITIONAL EXPENSES FOR NURSING STUDENTS

Nursing students must incur additional out-of-pocket expenses beyond that of the College tuition and fees necessary for program success. Approximate costs for the additional expenses are posted on the School of Nursing website www.sunysuffolk.edu/nursing.

REGISTRATION

Students are admitted to the nursing program with a specific curriculum code which designates a campus and program option (practical nursing, traditional RN or accelerated LPN-RN). Students must remain within their original curriculum code. Students are not permitted to self-register for nursing courses on a different campus and may not switch between program options. It is the student's responsibility to review their Degree Works report each semester and register for all pre and/or co-requisite non-major courses. Refer to the college catalog for program requirements. Nursing students may only take one (1) clinical component of a nursing course at a time. Nursing student schedules are subject to change (including dates/times of lecture, lab, lab, lab, clinical).

INTERNSHIP INSURANCE/ PROFESSIONAL LIABILITY COVERAGE

Nursing students are charged for Internship Insurance/Professional Liability coverage when registering or a clinical course. The coverage is designed to protect students against torts and third-party property damage (i.e. a student inadvertently injures a patient, damages equipment, or the clinical facility receives a complaint about student misconduct or negligence). Liability coverage does not include personal health coverage while in the clinical facility.

PERSONAL HEALTHCARE COVERAGE

It is highly recommended that students in the Nursing Program secure personal healthcare insurance for the entirety of the program. The Internship Insurance/Professional Liability coverage (as above) does not provide any personal healthcare coverage for illness/injury or other circumstances that occur during classroom, lab or clinical experiences and may result in the student incurring assessment and treatment fees. The College is not liable, nor will it refund students associated healthcare costs.

NURSING STUDENT RECORDS

A cumulative Nursing Department hard-copy file is maintained for each student in the nursing program. Files (digital and hardcopy) are kept in a secure location and confidential among the nursing faculty/staff and are not disclosed to any persons outside of the School of Nursing/College (with the exception of the background check report, DOB, SSN and immunization status, tuberculosis screen, fit for duty verification, and titers to the requesting clinical site). Nursing student records are maintained for two years after graduation or program

withdrawal in accordance with the College Record and Retention Disposal Schedule. The following documents are contained within the file:

Hard Copy File

- Lab Skill Performance Evaluations
- Program Completion Forms
- Mid-Semester Clinical Feedback Form
- Original, Signed Clinical Evaluations
- Counseling Forms
- Exam Improvement Forms
- Request to be Placed on Waitlist Form

Digital File

Students are required to purchase CastleBranch (CB), an online document submission/verification platform. Required clinical, program and health documents will be submitted by the student. Items will be reviewed by CB staff and School of Nursing faculty/staff on an ongoing basis for compliance with program requirements.

The following items are to be submitted to CB upon program entry and as required thereafter:

- Acknowledgement and Authorization to Access, Review and Release of Health and Background Information Form
- Acknowledgment of Immunity Status for Hepatitis B Form
- AHA BLS CPR Certification
- Background Check Results
- Campus Card Application (SBUH)
- Confidentiality Agreement
- COVID 19 Vaccination Form
- Northwell Health Employee Intake Form
- Nursing Student Clinical and Laboratory Assumption of Risk and Release Form
- Nursing Student Fitness for Clinical Duty From
- Nursing Student MMR Immunization Status Form
- Nursing Student Tdap Immunization Status Form
- Nursing Student Varicella Immunization Form
- NYS Moral Character Statement
- Policy Verification Notice Form
- Screening for Active Tuberculosis Infection Form
- Screening for Latent Tuberculosis Infection Form
- Seasonal Influenza Vaccination Form
- Universal Hospital Orientation Graded Post-Test
- Use of Artificial Intelligence and Ensuring Confidentiality of Educational Materials and Patient Information Form

STUDENT HEALTH POLICIES AND REQUIREMENTS

Students are required to comply with the health requirements of the College and the Nursing Program to provide direct patient care in the clinical area. Students obtain clearance to register for a clinical course by using the Castle Branch online document submission/verification platform. The cost incurred of the clearance will be the student's responsibility. Additional requirements may be needed depending on the clinical site. If student is not fully cleared in CastleBranch and does not meet all Nursing Program requirements, a registration hold will be placed on the students account with the designation "NR". Students will be unable to register for nursing courses until CastleBranch compliance is reviewed by the School of Nursing administration and the hold is removed.

CPR REQUIREMENT

All students will be required to complete an American Heart Association Basic Life Support (BLS) for Healthcare Providers course for adult, child, and infant prior to beginning the nursing program. Students may seek certification at any available site that offers AHA BLS (Basic Life Support) for Healthcare Providers 2-year certification. Fully online CPR classes are not accepted; classes must include in-person testing of skills. CPR certification must not expire prior to the length of the nursing program.

PROFESSIONAL ATTIRE

All students in the Nursing Program at Suffolk Community College are expected to behave and dress in an appropriate and professional manner. Students must wear the complete school uniform in the clinical area unless a particular clinical agency indicates otherwise. The uniform may be worn on campus only when permission is given by nursing faculty. When in uniform, students should be aware that they represent both the school and the profession. Students must change out of uniform or work scrubs once worn during patient care before returning to campus. These guidelines are in addition to any additional dress code requirements imposed by clinical agency affiliates.

CLINICAL ROTATION UNIFORM AND APPERANCE REQUIREMENTS

Compliance with the School of Nursing uniform and appearance requirements is mandatory to reduce the risk of pathogen transmission and to ensure the safety of both the student and the patients. No additional items/article of clothing may be worn.

Lack of adherence with the uniform and appearance requirements will result in ineligibility to receive a direct patient care assignment, resulting in the inability to meet the clinical objectives, and thus earning a failed clinical day. Two failed clinical days results in a grade of F for the course.

If a student believes they are entitled to an exemption/accommodation from the clinical uniform and appearance requirements below for religious, cultural, or medical reasons, submit a request in writing to the Academic Chair prior to the start of the clinical experience. Requests for accommodation must not interfere with the clinical agency policies, pose a risk for transmission of pathogens, safety, or identification as a student nurse. Approval may require official accommodation from the clinical site and the College Office of Disability Services. Supporting documentation may be required.

Clinical Uniform

- Wear the SCCC embroidered blue scrub top and white uniform pants or skirt for clinical. If a skirt is worn, it must permit ease of movement.
- If a student failed to select an appropriate size (i.e., size S, M, L, XL, etc.) and was issued a standard-sized SCCC embroidered blue scrub top that is too loose or does not fit properly, it is the student's responsibility to have it altered.
- Do not wear long-sleeved shirts of any color under the SCCC embroidered blue scrub top during clinical.
- The only additional approved clothing allowed over the scrub top during clinical is the embroidered SCCC blue snap-front jacket.
- The optional snap-front blue jacket with embroidered SCCC logo will require removal when cleaning hands to elbows is required by clinical unit or patient care.
- The SCCC embroidered blue scrub top and white uniform pants or skirt must be clean for clinical. “Clean” means laundered, free of stains, odors, significant wrinkles, and visible pet hair.
- Only essential and approved items may be carried in the SCCC embroidered blue scrub top and white uniform pants pockets (e.g., pen, notepad, penlight, stethoscope, bandage scissors).
- Students may be required to change out of the SCCC embroidered blue scrub top and white uniform pants after arrival to the hospital/facility when directed by the clinical instructor to wear hospital-issued scrubs as regulated by their specialty area protocols (e.g., labor and delivery unit).
- The SCCC embroidered blue scrub top and white uniform pants must be worn to the hospital/facility even if a change into hospital-issued scrubs is required upon arrival.

Lab Scrubs

- Wear the SCCC embroidered black scrub top and black pants for lab.
- If a student failed to select an appropriate size (i.e., size S, M, L, XL, etc.) and was issued a standard-sized SCCC embroidered black scrub top that is too loose or does not fit properly, it is the student's responsibility to have it altered.
- Non-SCCC embroidered uniforms or scrubs may not be worn to lecture or lab, even if arriving from or going to employment at a patient care facility.

Undergarments

- Undergarments should not be noticeable externally underneath the SCCC embroidered blue or black top and white or black pants; neutral-colored undergarments are advised to prevent visibility through the uniform fabric.
- The SCCC embroidered blue or black top, and white or black pants must fully cover undergarments.

Footwear

- Closed-toe, all-white, clean, and well-fitted nursing shoes or plain white leather or synthetic leather sneakers with non-skid soles must be worn to lab and clinical.
- Ensure that the laces tie a secure knot and are not too long that may pose a tripping hazard.
- Canvas or mesh shoes, open-back styles, clogs, sandals, "Crocs," and shoes with decorative elements are not permitted in lab or clinical.
- Plain white socks or hosiery that fully cover the ankles and lower legs, without patterns or logos, must be worn for clinical.

Identification

- Photo ID badge holder with SCCC ID or hospital/facility-issued student nurse badge worn on the upper part of the uniform, near the collarbone.
- Picture and name must face outward.
- Ensure that the ID badge is not obstructed and clearly visible without requiring adjustment of your uniform.
- Do not write on or cover any part of the front or back of ID.

Hair

- Long hair must be secured away from the face with simple hair ties/clips away and above the collar when in lab and clinical.
- Unnatural hair colors (e.g., blue, green, pink, etc.) may prevent clinical participation, and students will not be reassigned or refunded if this occurs.
- Facial hair must be neatly groomed and allow for a secure mask fit if required for the assigned patient care or lab learning activity.

Head

- Wearing headbands or hairnets to clinical or lab is not permitted.
- Surgical caps or bouffant coverings may only be worn if provided and required by the clinical site for the assigned patient care.
- Head coverings for religious or medical reasons require an approved accommodation request prior to wearing them to clinical or lab.

Eyelashes

- False eyelashes, lash extensions, magnetic lashes, and any adhesive lash products are strictly prohibited in both the lab and clinical site due to safety and infection control concerns.

Tattoos

- Visible tattoos on the upper extremities at clinical must be covered with the SCCC embroidered blue snap-front jacket.
- Visible tattoos on the neck, hands, or head must be covered with appropriate cosmetics or bandages.

Personal Hygiene

- Strong body odor is prohibited in clinical and lab; daily bathing with soap and the use of deodorant products is expected.
- Tobacco, inhaled herbal substances and vaping odors on the SCCC embroidered blue or black scrub top and pants, or in hair, are prohibited in clinical and lab.
- Chewing gum is not permitted in clinical or lab.
- Odors from perfumes, colognes, or scented lotions are not permitted in clinical or lab.

Makeup

- If makeup is worn, it must reflect professional appearance. Bold colors or glitter that may be distracting or unprofessional in the lab or clinical environment are not permitted.
- Makeup must not interfere with the use of protective equipment or infection control procedures in clinical or lab settings.

Fingernails

- Fingernails must be clean, trimmed to less than ¼ inch, and free of artificial products when in clinical and lab.
- Gel polish, UV gel builder, acrylics, dip powder, wraps, shellac, and any type of artificial nail enhancement, regardless of color or finish, are prohibited in both lab and clinical settings.
- Any clear, clear matte, or neutral nail coating that cannot be easily removed with regular nail polish remover is prohibited in clinical and lab.

Jewelry

- Only one small stud earring per ear lobe is permitted; hoops, dangles, or spacers are not allowed in clinical or lab.
- Wearing other visible body jewelry including rings (except a wedding band), necklaces, bracelets, facial or tongue piercings, or gauges is prohibited in clinical and lab.
- Smartwatches and fitness trackers or other wearable technology is not permitted at the clinical site.
- An analog wristwatch with a second hand is required for patient care during clinical.
- Jewelry worn for religious or medical reasons requires an approved accommodation request prior to wearing it to clinical or lab.

PROGRAM RIGOR

The nursing curriculum, lab instruction, faculty office hours, and open lab practice hours are designed to prepare students to achieve success on exams as well as on the first attempt of lab performance evaluations, dosage calculation assessments, and clinical performance.

The nursing program is rigorous, and students should expect to spend a considerable amount of time everyday studying outside of class. Students should minimally plan for 3 hours of at-home study for every 1 hour of in-class lecture. Students are expected to read all material in the textbooks and other resources as listed in course lecture schedule and as directed by faculty. Success in the program is dependent on dedication and commitment to all aspects of the program. Please see a counselor or faculty member if you need assistance with time management or study skills.

SCHOOL OF NURSING EDUCATIONAL PEDAGOGY

The faculty has based the curriculum and instructional processes in both the practical and associate degree program to reflect the principles of Reflective Learning. Reflective learning is practiced individually and in groups throughout both programs where students engage in the examination of their learning and have many opportunities to make personal and educational improvements. Students are consistently encouraged to dialogue with faculty and peers in lecture, lab, and clinical with the idea that actively sharing experiences and ideas promotes expansion of knowledge, beliefs and seeing things from varying perspectives. The faculty believe this introspective, self-reflective learning method will decrease gaps in nursing knowledge and improve preparedness for future courses and entry-level practice. Additionally, the program supports and practices the idea of second chance learning where when noted clearly in the course outline and course rubrics, students are provided opportunities to retake certain required course items for additional points or to be permitted to remain in the course. The faculty believe that this offers students a chance to reflect on and remediate material while gaining course knowledge and insight into their own educational practices.

SERVICES FOR STUDENTS WITH DISABILITIES

Suffolk County Community College provides reasonable accommodation to qualified students with disabilities who have registered with and been approved by the Office of Disability Services. Students requesting accommodation, including accommodations related to laboratory or direct patient care experiences, must complete the College's accommodation process through the Office of Disability Services.

The School of Nursing is committed to providing reasonable accommodation that enables students to meet the Technical and Safety Standards of the nursing program. However, laboratory and clinical courses require students to safely perform nursing responsibilities while providing direct patient care. Modified patient care assignments, modified laboratory experiences, or the elimination of Technical and Safety Standards are not available. Medical

restrictions or accommodation requests that prevent a student from meeting the Technical and Safety Standards of the nursing program or the requirements of a clinical agency may affect the student's ability to participate in laboratory or clinical experiences until the restrictions are resolved or an approved accommodation is determined through the Office of Disability Services.

Once approved, students will receive an Accommodation Letter describing their approved accommodation. Students are responsible for providing the Accommodation Letter to each course faculty member in a timely manner so that appropriate arrangements can be made. Accommodations are not provided retroactively.

Students who have, or believe they may have, a disability are encouraged to contact the Office of Disability Services for confidential consultation and information regarding the accommodation process. Contact information is available on the College website.

Disability Services Contact Information:
Ammerman Campus
Call the Disability Services Office at 631-451-4045 or email the Office at disabilityA@sunysuffolk.edu

Eastern Campus
Call the Disability Services Office at 631-548-2527 or email the Office at disabilityE@sunysuffolk.edu

Michael J. Grant Campus
Call the Disability Services Office at 631-851-6355 or email the Office at disabilityG@sunysuffolk.edu.

EXAM/ASSESSMENT PREPARATION

Students are responsible for preparing for all examinations and are expected to actively engage in the learning process throughout the course. The School of Nursing provides a variety of learning resources and educational experiences designed to support student success. It is each student's responsibility to review and utilize these resources, develop effective study strategies, seek clarification when concepts are unclear, and ask for assistance before academic difficulties arise.

Successful exam preparation requires regular attendance and participation in lecture, laboratory, simulation, and clinical experiences; timely completion of assigned coursework; active engagement with course materials; and consistent self-assessment of learning needs. Students are encouraged to collaborate with classmates in appropriate academic settings, attend faculty office hours, participate in available tutoring or remediation opportunities, and utilize College support services to strengthen their knowledge, clinical judgment, and academic performance.

Learning resources and educational experiences include, but are not limited to, the Course Outline, Clinical Packet, Laboratory Packet, Brightspace Learning Management System (LMS), lectures, recorded presentations, assigned readings, PowerPoint presentations, classroom discussions, case studies, demonstrations, laboratory practice, simulation activities, clinical experiences, pre- and post-conference discussions, self-reflection activities, assignments, quizzes, and other learning activities provided by course:
CoursePoint Plus (including PrepU, vSim, and other assigned resources), ATI Engage, DocuCare,

GENERAL TESTING GUIDELINES

Before taking any examination, assessment, quiz, or other graded testing activity, students are expected to be familiar with all applicable College policies, School of Nursing policies, ATI policies, and course requirements. Students are responsible for complying with all testing procedures and instructions communicated by faculty.

The following testing responsibilities and guidelines apply to all School of Nursing examinations and assessments:

- The terms exam, assessment, quiz, and test may be used interchangeably in School of Nursing communications and documents.
- Students must complete the Academic Integrity and Fitness for Testing Acknowledgement before beginning an examination or assessment.
- Students are responsible for arriving on time for all examinations/assessments. Students arriving after testing have begun may or may not be permitted to test, at the discretion of the faculty. No additional testing time will be provided.
- Student desks and testing areas must be free of all personal belongings before the examination begins. Personal belongings include, but are not limited to, identification cards, scrap paper, notes, password reminders, bags, backpacks, cell phones, food, beverages, school supplies, coats, jackets, bulky sweatshirts, hats, and any other unauthorized materials.
- Students will be directed by the exam proctor to power off their cell phones and place them, along with all personal belongings, including hats, hooded sweatshirts, bulky outerwear, and unauthorized wearable technology, in a bag or backpack at the perimeter of the testing room. Students who believe they require access to a powered-on cell phone during an examination due to a documented medical need, childcare responsibilities requiring immediate availability, or another approved extenuating circumstance must request an accommodation through the Academic Chair prior to the examination. Requests made at the time of the examination will not be granted.
- Students are responsible for dressing appropriately for the testing environment and should anticipate normal variations in room temperature when selecting their clothing for a proctored examination.
- Cell phones and wearable technology, including but not limited to smartwatches, smart glasses, electronic earbuds, fitness trackers, and similar electronic devices, must be

powered off and secured in a backpack or other location designated by the proctor before the examination begins. These devices may not be accessed during the examination.
- Seating assignments are determined by the faculty or examination proctor.
- Scrap paper is permitted only when authorized by the examination proctor. Scrap paper will be distributed after the examination begins, must include the student's name, and must be returned to the proctor before leaving the testing room.
- Students are responsible for maintaining access to all required testing platforms, including ATI and Brightspace.

ATI Proctored Assessments

ATI Proctored Assessments are administered through the ATI platform. Scoring, proficiency levels, and other assessment procedures are governed by ATI policies and procedures. It is the student's responsibility to maintain access to their ATI account and complete any required updates before the scheduled assessment.

Unit Examinations

Unit examinations are administered through ATI or Brightspace, as determined by course faculty. Unit examination grades are released in accordance with School of Nursing and course grading policies and are posted in Brightspace when available. Unit examinations, answer keys, grading procedures, and all related testing materials are the intellectual property of the School of Nursing and course faculty and are not distributed or made available to students.

Academic Success

Students identified as academically at risk may be required to complete an Exam Improvement Form with course faculty to evaluate study habits, identify knowledge deficits, develop strategies for improvement, and utilize available School of Nursing and College academic support resources.

Medication and Calculation Standards

- Medication names on quizzes and examinations are presented using generic names only.
- Extra credit or bonus questions are not permitted.
- Dosage calculation questions follow these rounding rules:
    - Parenteral doses less than 1 mL: Round the final answer to the nearest hundredth decimal place.
    - Parenteral doses 1 mL or greater: Round the final answer to the nearest tenth decimal place.
    - Weight conversions between pounds and kilograms: Round the final answer to the nearest tenth decimal place.
    - Weight-based intravenous or medication calculation questions are based on kilograms unless otherwise specified. The patient's weight may be provided in pounds and ounces and must be converted to kilograms before performing the calculation.

Testing Accommodations

Students approved for testing accommodation through the Office of Disability Services must notify course faculty before the scheduled examination and provide their current Accommodation Letter in accordance with College policy. Accommodation Letters issued by Suffolk County Community College are required. Documentation from outside providers, including physician notes, does not authorize testing accommodation.

Students are responsible for scheduling testing appointments with the appropriate campus office no later than one week before the examination date. Failure to schedule testing accommodations in a timely manner may delay or prevent implementation of approved accommodations.

TESTING GUIDELINES: REMOTE ONLINE TESTING

The general **Testing Responsibilities and Guidelines** apply to all remote examinations and assessments. The following additional requirements apply to examinations administered remotely.

Dosage Calculation Assessments, course unit examinations, and ATI Proctored Assessments may be administered remotely for courses approved for distance education (PNU 116, PNU 120, and PNU 135) and, depending on the course sequence or location, may also include NUR 116 and NUR 136. For face-to-face courses, ATI Proctored Assessments may also be administered remotely at the discretion of the course faculty.

Course unit examinations and ATI Proctored Assessments administered remotely require the use of the College-approved remote proctoring platform (currently Proctorio) to preserve the integrity of the examination. Remote proctoring records video, audio, screen activity, and other examination data for review by faculty.

Students are responsible for ensuring they have the required technology to participate in remote testing, including:

- A desktop or laptop computer capable of running the required testing and proctoring software. Tablets, iPads, Chromebooks (if unsupported), and mobile phones may not be used unless specifically approved by faculty.
- A working webcam and microphone, either internal or external.
- A reliable internet connection.
- Google Chrome and any required testing software or browser extensions installed before the examination.
- Completion of any required system compatibility, webcam, or network checks before the examination.

Students who are unable to meet the technical requirements should notify their instructor as soon as possible. Loaner laptops may be available through the College, subject to availability.

Before beginning the examination, students must:

- Sign the required Academic Integrity and Fitness for Testing Acknowledgement, if directed by faculty.
- Present a valid Suffolk County Community College photo identification card for identity verification.
- Complete a 360-degree scan of the testing environment using the webcam or laptop camera, when requested.
- Test in a quiet, private location where interruptions are not expected.

During remote testing:

- Students must remain visible to the webcam for the duration of the examination.
- No other individual may be present in the testing area.
- Textbooks, notes, study guides, unauthorized papers, electronic devices, or other reference materials are prohibited unless specifically authorized by the instructor.
- Cell phones and wearable technology, including but not limited to smartwatches, smart glasses, headphones, and electronic earbuds, are prohibited during the examination.
- Students may not access other websites, applications, electronic devices, or resources unless specifically authorized by the examination instructions.
- Students must remain in the testing area for the duration of the examination. Their face and shoulders must remain clearly visible to the webcam at all times. Students may not communicate with another person, read examination questions aloud, or speak during the examination unless approved as a testing accommodation through the Office of Disability Services.
- Scrap paper may be used only with faculty approval and must comply with faculty instructions.

Remote proctoring software may flag behaviors for faculty review, including but not limited to the student's face leaving the camera view, repeated looking away from the screen, the presence of another individual, unexpected noises or voices, the use of unauthorized devices, or other activity that may indicate a violation of academic integrity. Flagged activity does not automatically constitute academic misconduct but may be reviewed by faculty as part of the academic integrity process.

Students may not photograph, record, copy, reproduce, or distribute any examination content by any means during or after the examination.

To promote successful remote testing, students should use a stable desk or table, ensure adequate lighting, avoid backlighting, position the webcam to clearly display their face, and avoid moving or adjusting the webcam after the examination has begun.

DOSAGE CALCULATION COMPETENCY FOR THE NURSING PROGRAM

To ensure the safe administration of medications in the clinical setting, students must demonstrate proficiency in dosage calculations, mathematical skills (including fractions, decimals, ratios, proportions, percentages, and unit conversions), and the ability to accurately interpret health care provider orders, identify the information necessary to perform the calculation, and determine whether the calculated dose is safe before administration. Students are expected to enter the nursing program with these foundational skills and maintain competency throughout the program.

A Dosage Calculation Assessment is administered before the start of each clinical course. Successful completion of the assessment is required before students are permitted to administer medications in the clinical setting. It is the responsibility of each nursing student to develop, maintain, and strengthen these skills by utilizing course resources, practicing medication calculations, and accurately interpreting medication orders and related clinical information throughout the program.

Students are responsible for memorization of the following conversions:

1 liter (L)	1000 milliliters (mL)
1 gram (g)	1000 milligrams (mg)
1 milligram (mg)	1000 micrograms (mcg)
1 kilogram (kg)	2.2 pounds (lbs.)
1 pound (lb.)	16 ounces (oz)
1 cup	8 ounces (oz)
1 ounce (oz)	30 milliliters (mL)
1 teaspoon (t)	5 milliliters (mL)/1 teaspoon
1 tablespoon (T)	3 teaspoons (t)/15 milliliters (mL)

LECTURE/LAB ATTENDANCE

Students are required to attend all lectures, lab, and clinical experiences. Course content taught during lecture and laboratory is necessary to prepare students to provide safe patient care during the clinical experience. Students who miss a lecture or laboratory session must submit a Request to Make Up Missed Lecture/Laboratory Hours form (included in this handbook) by the deadline established by course faculty. Submission of a request does not guarantee approval or the availability of a make-up opportunity.

When approved, a make-up assignment or alternative learning activity will be issued by the faculty and will be based on learning outcomes comparable to those of the missed lecture or laboratory experience. Students may be permitted to make up no more than the equivalent of one week of class meetings in a 15-week semester. Students will not be permitted to receive a direct patient care assignment until all approved lecture or laboratory make-up requirements have been completed and verified by the course faculty.

Failure to receive a direct patient care assignment result in the inability to meet the clinical learning objectives for that clinical experience and will result in a failed clinical day. Two failed clinical days results in a grade of F for the course.

Excessive absences or lateness in lecture and/or laboratory may result in failure of, or removal from, the course. Refer to the course outline for additional attendance policies.

CLINICAL ATTENDANCE

Attendance and participation in direct patient care are required for all scheduled clinical experiences. Missing hours (of a scheduled clinical experience may prevent the student from meeting course clinical learning outcomes and performance expectations and may result in a grade of F.

Students who unexpectedly arrive late or are absent from a clinical experience may request a **one-time** clinical make-up by submitting a **Request to Make Up Missed Clinical Hours** form (included in this handbook) to the Academic Chair by the established deadline. Submission of a request does not guarantee approval or the availability of a make-up opportunity. Approval is based on factors including, but not limited to, clinical site availability, faculty availability, the student's academic and clinical standing, and the student's ability to successfully meet the clinical learning outcomes within the remaining course schedule.

Approved clinical make-up experiences may occur during the College-designated make-up day. In circumstances when an approved clinical make-up cannot be completed before the end of the semester, the student may be assigned a grade of Incomplete (I) in accordance with College policy. If approved, the clinical make-up experience will be completed after the semester has ended by the deadline established by the College.

Completion of approved make-up clinical hours does not guarantee successful course completion if the student is unable to demonstrate satisfactory achievement of the clinical learning outcomes and performance expectations.

Students are expected to plan for all scheduled clinical experiences by securing reliable transportation, childcare, adjusting work schedules, resolving personal conflicts, and preparing for unforeseen circumstances whenever possible. The College may require documentation to support requests related to extenuating circumstances.

Because practical nursing clinical courses are condensed, one missed clinical day represents a significant portion of the required clinical hours. In a 90-hour (10-week) clinical course, one 6-hour absence equals approximately one week of clinical learning. Students are expected to attend all scheduled clinical experiences, as absences may quickly exceed the program's allowable absence limits across sequential clinical courses. Refer to each course's clinical packet for specific attendance requirements, absence limits, and any applicable makeup procedures.

CLINICAL ORIENTATION PROCEDURE

Each student is required to complete clinical site orientation, Universal Hospital Orientation, and all health/program requirements.

Agency IDs must be returned at the end of the clinical rotation. Failure to return ID will result in an agency fine. All fines are the responsibility of the individual assigned to the ID. SCCC is not responsible for payment of ID fines. Lack of payment may result in clinical failure and course grade of "F" as well as prevention of registration in future nursing courses.

CLINICAL PUNCTUALITY

Punctuality to the clinical site is a professional responsibility and a component of safe patient care. Students are expected to arrive at the assigned clinical location early enough to be present, prepared, and ready to begin all scheduled clinical activities at the designated start time.

Clinical attendance is categorized as follows:

On Time: The student is present prior to or at the start of pre-conference, prepared, and ready to begin the clinical experience at the designated start time.

Late: The student arrives after the designated clinical start time but before the conclusion of pre-conference, and before assignment patient care has begun (i.e. students are on the floor). Progressive discipline for lateness is as follows: First occurrence: Verbal warning. Second occurrence: Written counseling form. Third occurrence: the student will not receive a direct patient care assignment and will receive a failed clinical day.

Failure to Report to Clinical on Time: The student arrives after the pre-conference has been concluded**.** Because the student has missed information to necessary to safely assume responsibility for patient care, the student will not receive a direct patient care assignment and will receive a failed clinical day.

ILLNESS, INJURY, OR EXPOSURE DURING CLINICAL OR LABORATORY

In the event of an illness, injury, exposure, or other medical occurrence during a clinical experience or in the skills laboratory, the student must immediately notify the clinical instructor or laboratory faculty. The student must follow the reporting and immediate exposure management procedures established by the clinical agency (e.g., eye irrigation, skin cleansing, or other first aid measures), as applicable. For occurrences in the skills laboratory, students must follow the procedures outlined in the School of Nursing Laboratory Safety Manual.

If, in the judgment of the clinical instructor or laboratory faculty, the student is unable to safely continue participating in direct patient care or laboratory activities, the student will be dismissed from the clinical or laboratory experience and should promptly contact their healthcare provider for medical evaluation and guidance. If medical assessment or treatment is required, the student is strongly encouraged to use alternative transportation (e.g., family member, ride-share service, or other transportation) rather than driving themselves.

Medical expenses associated with the assessment, treatment, and follow-up care of any illness, injury, or exposure occurring during a clinical or laboratory experience are the responsibility of the student. When receiving medical evaluation or treatment for an injury sustained during a clinical experience, the student should inform the treating healthcare provider or facility that the injury occurred during an instructional experience and is **not** employment related.
Following this occurrence, the student must notify the Suffolk County Community College Health Services Department, as completion of a College incident report may be required. Before returning to the skills laboratory or clinical setting, the student must obtain the required medical clearance in accordance with the School of Nursing Fitness for Duty/Return to Clinical procedure.

CLEARANCE TO RETURN TO CLINICAL OR SKILLS LABORATORY FOLLOWING A CHANGE IN HEALTH STATUS

Students participating in skills laboratory and clinical experiences are expected to perform the full scope of nursing activities comparable to those of a staff nurse providing direct patient care under the supervision of School of Nursing faculty.

Any change in a student's health status that occurs after the student's most recent Fitness for Duty documentation has been submitted in accordance with School of Nursing requirements, and that **results in an absence** from the classroom, skills laboratory, or clinical setting, or **may affect** the student's ability to safely participate in classroom, laboratory, or clinical activities **on subsequent dates,** requires the student to obtain a new fitness-for-duty evaluation from a licensed healthcare provider before returning to the skills laboratory or clinical setting.

Examples of a change in health status include, but are not limited to, an acute illness, a newly diagnosed medical condition, an injury, surgery or other medical procedure, postoperative recovery, including the use of prescribed or over-the-counter medications that may impair alertness, judgment, or psychomotor performance, hospitalization, another physical or

psychological condition, or any other circumstance that may affect the student's ability to safely meet the School of Nursing Technical and Safety Standards that develops after the student's most recent fitness-for-duty clearance.

To obtain approval to return to the skills laboratory and/or clinical setting, the student must submit a completed **Fitness to Return to Clinical and Lab Verification Form (**included in this handbook) to the Academic Chair before returning.

A healthcare provider's release or recommendation does not guarantee approval to return to the clinical setting. The College and its affiliated clinical agencies independently determine whether a student is able to safely participate in clinical experiences. Clinical agencies retain final authority regarding a student's participation at their facility.

If a healthcare provider recommends restrictions or accommodations following a change in health status that prevent the student from safely meeting the School of Nursing Technical and Safety Standards or the clinical learning outcomes, and the requested accommodation cannot be reasonably implemented by the College and/or clinical agency, the student may not be eligible to receive a direct patient care assignment or participate in the clinical experience. Failure to receive a direct patient care assignment will result in the inability to meet the clinical learning outcomes for that day and will be recorded as a failed clinical day in accordance with the School of Nursing Clinical Attendance Policy.

Examples of restrictions that may preclude participation in clinical experiences include, but are not limited to, the required use of assistive devices (e.g., walking boot, crutches, sling), restrictions on lifting, pushing, pulling, standing, walking, or other physical activities required to provide safe nursing care, restrictions that prevent the student from responding appropriately in emergency situations, active symptoms of illness that may compromise patient safety, the use of prescribed or over-the-counter medications that impair alertness, judgment, or psychomotor performance, or failure to comply with the School of Nursing dress code or clinical agency requirements. These examples are illustrative and are not intended to be all-inclusive.

Students who fail to comply with this policy will not be permitted to participate in the skills laboratory or receive a direct patient care assignment. Each day of noncompliance will be recorded as a failed clinical day, and the School of Nursing Clinical Attendance Policy will remain in effect until the required documentation has been submitted and approval to return has been granted. Two failed clinical days resulted in a failed final clinical evaluation and a final course grade of F.

Pregnancy and Pregnancy-Related Conditions

The School of Nursing is committed to providing equal educational opportunities to students who are pregnant or experiencing pregnancy-related conditions in accordance with Title IX and applicable federal and state laws. Pregnancy, childbirth, false pregnancy, termination of pregnancy, recovery from pregnancy or childbirth, lactation, and related medical conditions will

not be the basis for discrimination or exclusion from participation in any educational program or activity.

Students are not required to disclose a pregnancy to the School of Nursing. However, students are strongly encouraged to notify the Academic Chair as early as possible if they anticipate requesting reasonable modifications, a voluntary leave of absence, lactation accommodation, or other support related to pregnancy or a pregnancy-related condition. The Academic Chair will refer the student to the College Title IX Coordinator to discuss available rights, supportive measures, and the process for requesting reasonable modifications in accordance with Title IX.

A student who experiences a pregnancy-related medical condition or other change in health status that may affect the ability to safely meet the School of Nursing Technical and Safety Standards or safely participate in classroom, skills laboratory, simulation, or clinical activities must comply with the School of Nursing Clearance to Return to Clinical or Skills Laboratory Following a Change in Health Status policy. Before participating in the skills laboratory or clinical setting, the student must submit the required **Fitness to Return to Clinical and Lab Verification Form (**included in this handbook) when required under that policy.

Reasonable modifications related to pregnancy or pregnancy-related conditions will be considered through the College's Title IX process. Modifications will be determined on an individualized basis and must not fundamentally alter the essential requirements of the nursing program, compromise patient safety, or prevent the student from meeting the School of Nursing Technical and Safety Standards or clinical learning outcomes.

Clinical education occurs in healthcare facilities that establish their own health, safety, and participation requirements. Although the College will make every effort to facilitate a student's continuation in the nursing program, clinical agencies retain final authority regarding a student's participation in clinical experiences at their facility.

Students who elect to continue participating in skills laboratory and clinical experiences during pregnancy are expected to meet all course requirements, clinical learning outcomes, and the School of Nursing Technical and Safety Standards. Students remain responsible for complying with all health, attendance, and program requirements.

Students who require medically necessary absences due to pregnancy or a pregnancy-related condition will be afforded the rights and protections provided under Title IX and applicable College policies. The School of Nursing will work collaboratively with the student, the College Title IX Coordinator, and the clinical agency, when applicable, to determine an appropriate plan for completing missed academic or clinical requirements. Completion of make-up work or clinical experiences is subject to the student's ability to meet course outcomes, the availability of faculty and clinical placements, and applicable College and School of Nursing policies.

WRITING POLICY

The current American Psychological Association (APA) format is the source for writing, citations and references. Information on APA can be obtained through the library website.

http://www.sunysuffolk.edu/Students/library.asp.The College provides writing support services on all three campuses.

Ammerman Campus:
The Writing Center located in the Islip Arts Building Room 101 Telephone: 451-4150

Eastern Campus: Montauk Learning Center Telephone: 548-2594

Michael J. Grant Campus:
The Center for Academic Excellence located in the Sagtikos Building Room S-100.
Telephone: 851-6795

STUDENT REPRESENTATIVES TO NURSING FACULTY MEETINGS

Student representatives attend nursing faculty meetings to facilitate communication and provide a liaison role between students and faculty. Students serving in this capacity are an integral part of the quality assurance and quality standards being set to improve the learning experience of every student enrolled in the nursing program.

Specific Responsibilities

Attend faculty meetings or arrange for an alternate representative to attend.

- Advise classmates at least one week in advance of upcoming meeting and invite students to advise representatives of any topics or issues that they wish to have addressed at meeting.
- Represent students at meeting by discussing any topic or issue that they have requested.
- Provide input for discussions at meeting.
- Provide classmates with feedback after the meeting regarding any topics or issues that they requested to be discussed or regarding any other agenda item from the meeting that is relevant to classmates.

THE NURSING CLUB

Upon acceptance into the nursing program at SCCC, all students automatically become club members. Class officers are elected to represent each level of nursing students in the day and evening programs in the beginning of the program. The purpose of the club is to create unity and camaraderie among nursing students as well as give students a vehicle to allow students to participate in SON decisions that impact students. Everyone is welcome to contribute their thoughts and ideas. There are faculty advisors for the nursing club on each campus. The nursing club participates in many college and community activities throughout the school year.

COMPUTER RESOURCES AND STUDENT RESPONSIBILITIES

Access to computers is offered on each campus in the college library and computer centers.

SCCC Email Account: The School of Nursing considers your SCCC email account the official means of communication while enrolled in the nursing program. Students are expected to check their SCCC email frequently.

School of Nursing Home Page www.sunysuffolk.edu/nursing contains important information about the nursing program. Students are expected to be familiar with its contents.

Online Course Materials:
Students have access to course materials on Bright Space via the Suffolk Online tab. Students are responsible for accessing these materials as directed by their course instructors.

Assessment Technology Institute (ATI)
To assist with student success, the School of Nursing requires all students to participate in the *ATI Comprehensive Assessment and Review* Program. This program includes practice and proctored assessments, printed materials, and electronic learning resources included in the nursing bundle fee. Students must create and maintain an individual account with ATI.

CoursePoint + and Docucare
To assist with student success, some nursing courses require the Wolters Kluwer/Lippincott resources called CoursePoint+ (e-book, vSIM, adaptive quizzes) and Docucare (simulated electronic health record). Students must create and maintain an individual account with Wolters Kluwer/Lippincott and items must be purchased directly from the individualized SCCC URL located in each course outline. Purchasing CoursePoint/Docucare materials from unauthorized sources such as Amazon.com, eBay, or former students is unacceptable and may result in forfeiture of course points. Detailed information will be provided in the first semester of the program.

LEARNING RESOURCES AVAILABLE TO NURSING STUDENTS

Skills Laboratory
The School of Nursing Skills Laboratories are utilized for scheduled laboratory instruction and independent student practice. In a supportive learning environment, students are encouraged to practice nursing skills and procedures with the assistance, guidance, and direction of laboratory personnel (Professional Assistant/Specialist).

To promote the safe and efficient use of the Skills Laboratories, students are expected to comply with all applicable College policies and procedures as outlined in the College Catalog and all School of Nursing laboratory policies. The laboratories are designed to simulate clinical practice environments and are equipped with supplies, equipment, mannequins, and training models

intended solely for instructional purposes. Students are expected to demonstrate professional behavior and contribute to maintaining a safe learning environment. Students should refer to the School of Nursing Laboratory Safety Manual for additional laboratory guidelines and policies.

Open Skills Laboratory Hours
Open laboratory hours vary by campus and are posted in each Skills Laboratory. Students must check with laboratory personnel (Professional Assistant/Specialist) regarding campus-specific schedules, practice reservations, and sign-in procedures. Skills Laboratories are closed on College holidays.

The following requirements apply during open laboratory practice:

- Students may practice only those skills that have been taught by School of Nursing faculty during scheduled laboratory instruction.
- Laboratory personnel (Professional Assistant/Specialist) are available during open laboratory hours to reinforce skills previously taught by faculty.
- Students must present a valid Suffolk County Community College student identification card when utilizing the Skills Laboratory.

Faculty Office Hours
School of Nursing faculty maintain office hours to provide academic support, answer questions, and assist students with their learning needs and the effective use of available learning resources. Students should contact individual faculty members regarding office hour schedules and availability.

College Learning Resources
A variety of College learning resources are available to support student success and enhance the educational experience. The following is a summary of available services. Additional information may be obtained by contacting the appropriate College department or by referring to the College Catalog.

Academic Skills Centers
Academic Skills Centers provide tutoring and academic support in writing, English, reading, science, mathematics, and English as a Second Language (ESL).

Counseling Centers
Counseling Centers provide educational, career, and personal counseling services designed to support student success.

Library
The College libraries provide research assistance, print and electronic resources, study space, and computers for student use.

VOLUNTARY SEMESTER LEAVE OF ABSENCE (LOA)

Students may request a voluntary one-semester Leave of Absence (LOA) before the first day of the nursing course for which the leave is requested. After the first day of class, students must follow the College drop/add or withdrawal procedures.

Students requesting a voluntary semester LOA must submit the **Leave of Absence Notification Form** (included in this Handbook). Following review of the student's academic record, the Associate Dean for the School of Nursing will notify the student of the decision.

An approved semester LOA does not extend the student's nursing program expiration date. The nursing program expiration date, as established in the College Catalog, is the maximum period of time permitted for completion of the Nursing Program. Students approved for a semester LOA retain their nursing program curriculum code but must apply for reinstatement before registering for a nursing course.

If the circumstances necessitating the Leave of Absence continue beyond the approved semester and the student wishes to request an additional semester LOA, a new Leave of Absence Notification Form must be submitted for review and approval. Approval of a subsequent LOA is not automatic and is subject to review by the Associate Dean for the School of Nursing.

Reinstatement must occur within one (1) year of the student's last clinical course. Students who do not return within one (1) year will have their nursing program curriculum code removed and must reapply for admission to the Nursing Program as a new applicant.
Approval of a semester LOA does not guarantee placement in a future nursing course. Reinstatement is contingent upon seat availability and compliance with all applicable School of Nursing progression, health, and reinstatement requirements.

VOLUNTARY WITHDRAWAL FROM THE NURSING PROGRAM

Students who wish to voluntarily withdraw from the Nursing Program must submit the **Voluntary Nursing Program Withdrawal Form** (included in this Handbook). Voluntary withdrawal results in removal of the student's nursing program curriculum code and return to non-matriculated status.

REQUEST TO BE PLACED ON A WAITLIST

Students who officially withdraw from a nursing course, earn an unsuccessful course grade (C, D+, D, F, or W), or request enrollment in a nursing course designated for a different curriculum code may request placement on the School of Nursing waitlist by submitting the **Request to Be Placed on a Waitlist Form** (included in this Handbook) to the Academic Chair.

Students enrolled in NUR 102, NUR 116, or NUR 126/127 are not eligible for waitlist reinstatement and must reapply to the Nursing Program through the College admissions process.

Prior to Withdrawing:
Before deciding to withdraw from a nursing course, students are encouraged to:

- Discuss their academic situation with course faculty.
- Consult the Office of Financial Aid regarding the potential impact on financial aid eligibility.
- Review the applicable College and School of Nursing progression and withdrawal policies.
- Understand that students who voluntarily withdraw from a course are not eligible to initiate the School of Nursing grade grievance process because no final course grade is awarded.

Withdrawal Procedures
Students must complete the appropriate College withdrawal process in accordance with published College deadlines.

- Students who withdraw before the College withdrawal deadline will receive a grade of **W** on the transcript.
- Withdrawals after the published deadline will be processed in accordance with College and School of Nursing policies.

Following Withdrawal or an Unsuccessful Course Attempt:
Students may not attend lecture, laboratory, simulation, or clinical experiences after officially withdrawing from a nursing course or after an unsuccessful course attempt. Students may not self-register for nursing courses. The School of Nursing will contact eligible students in late December or late May, immediately prior to the semester in which the required nursing course is next offered, if a seat becomes available. Seats will be offered based on the date the Request to Be Placed on a Waitlist Form submitted to the Academic Chair or as otherwise directed by College policy.

Students offered reinstatement must complete all requirements established by the Academic Chair, including a **Reinstatement Action Plan** determined by the Academic Chair. The plan may include handwritten ATI Active Learning Templates, remediation assignments, and other academic activities designed to support successful progression. Failure to complete all assigned requirements by the established deadline may result in forfeiture of the offered seat.

Reinstatement Requirements
Prior to returning to a nursing course, students must:

- Successfully complete all requirements outlined in the Reinstatement Action Plan.
- Maintain an active ATI account in good standing.

- Meet all current School of Nursing health and clinical compliance requirements.
- Maintain a current American Heart Association Basic Life Support (BLS) Provider certification.
- Submit all required documentation through **CastleBranch** by the established deadlines and receive approval before participating in laboratory or clinical experiences.

STUDENT FORMS

Jane F. Shearer School of Nursing
Request to Make Up Missed Lecture/Laboratory Hours

Date:_____

Student Name_____Student ID_____

PNU/NUR _____

Clinical Instructor_____

Clinical Location_____

Date of Missed Clinical Hours_____

Number of Missed Clinical Hours_____

Reason for Absence_____

Student Acknowledgment:
I understand that makeup clinical hours are not guaranteed. I also understand that failure to complete all required clinical hours may result in an Incomplete (INC) grade, course failure, and delayed program progression.

Student Signature: _____ | Date: _____

Submit this form to the Academic Chair within 24 hours of missed clinical hours.

Academic Chair Use Only:
Requested Makeup Approved:

Date:_____Times: _____Location:_____

Requested Makeup Denied:

Notes/Comments: _____

Jane F. Shearer School of Nursing
FITNESS TO RETURN TO CLINICAL and LAB VERIFICATION FORM

Student Name: _____ SCCC ID #: _____

Instructions to Nursing Student: Submit this form to the academic chair in advance of return to allow time for review and approval. Requests for accommodations to provide direct patient care duty must be evaluated and approved through SCCC Office of Disability Services. Some requested accommodation may not be reasonable in each clinical setting and patient care requirements and therefore may not be approved. Do not alter this form.

Instructions to the Health Care Provider (MD, DO, NP, PA): To provide direct patient care in the capacity of a student nurse, the above-named student must be fit for clinical duty and skills lab as defined by the SCCC "Safety and Technical Standards" document with or without reasonable accommodations.

Please use the following information for professional consideration to determine if this student can return to the skills lab and clinical setting.

- Each clinical day may be up to 12 hours in length.
- Students are assigned to perform direct patient care comparable to a staff nurse.
- Physical demands in the skills lab/clinical area include transferring, turning and positioning patients, rotations such as lifting/moving objects, bending, turning and reaching (above shoulder height), squatting, bending, kneeling, reaching, and stair climbing.
- Duties also require constant use of sense of sight, hearing, touch, and speech.
- Environmental conditions include procedures that involve handling blood and body fluids using standard (universal) precautions.
- Students must be able to deal with unexpected incidents, think and act rationally during a crisis, and use sound judgement to prioritize direct patient care.

I have examined the above-named student. Based on my assessment and professional judgement (check one box):

☐ The student is fit for clinical duty and skills lab in the role of a student nurse, as defined by SCCC Safety and Technical Standards without restrictions.

☐ The student has the following restrictions (may require SCCC approval for accommodation): _____

HCP Stamp

Healthcare Provider Signature: _____ Date: _____

Suffolk County Community College Jane F. Shearer School of Nursing

SAFETY AND TECHNICAL STANDARDS:

Required for "Nursing Student Fitness for Clinical Duty Verification and Fitness to return to Clinical/Lab Verification"

"Fit for Duty" is defined as being able to perform the following minimum criteria for the physical and mental tasks associated with student nurse clinical/lab duties:

Cognitive Function: Must possess the ability to collect, analyze and synthesize data, problem solve, calculate, measure and make clinical judgments to promote patient outcomes, including but not limited to:

- Processing information accurately and thoroughly to prioritize care.
- Performing accurate math calculations for medication dosages
- Safely demonstrating application of knowledge in the clinical/lab setting

Sensory Function: Must possess functional use of the senses, including but not limited to:

- Vision-ability to detect skin changes, draw up correct quantity of medication into a syringe, and collect data from equipment, devices, displays, and monitors.
- Hearing-ability to listen to lung and breath sounds using a stethoscope, respond to audible alarms and monitors, and communicate clearly in telephone conversations.
- Touch -ability to have tactile sensation to assess skin temperature changes and perform physical assessments and smell - ability to detect presence of bodily odors or drainage and the presence of smoke.

Motor and Physical Endurance: Must possess the ability to perform fine and gross motor movements and also possess the physical strength to provide care, including but not limited to:

- Manipulating equipment requiring dexterity i.e preparing medication injections..
- Transfer, turn and position patients.
- Rapid response to emergency situations, including the ability to perform CPR.
- Perform required duties during clinical rotations such as lifting/moving objects, bending, turning and reaching (above shoulder height).

Written and Verbal Communication: Must possess the ability to communicate through speaking, reading, understanding and writing in the English language, including but not limited to:

- Interpret medical records.
- Document pertinent observations legibly in English.
- Interact effectively with health care team members.
- Give clear and concise oral report.

Emotional/Behavioral: Must possess emotional stability and the ability to function effectively under stress. This includes the ability to be flexible, use sound judgment and adapt to change in all nursing program areas, including, but are not limited to:

- Demonstrate professional and ethical behavior.
- Dealing with unexpected incidents.
- Ability to think and act rationally during a crisis and accept constructive criticism.

Suffolk County Community College Jane F. Shearer School of Nursing
VOLUNTARY SEMESTER LEAVE OF ABSENCE (LOA) REQUEST FORM

Submit this form to the Associate Dean for the School of Nursing

==========

TO BE COMPLETED BY STUDENT

Name_____ SCCC Student ID # _____

Address_____

Phone_____

I am requesting a LOA from the nursing program for the following semester:

Fall 20____ Spring 20_____

I understand I must apply for course reinstatement to be able to register for a nursing course. I understand reinstatement must occur within one (1) year from the last clinical course or my nursing program code will be removed, and I must reapply to the program as a new student.

Reason for Semester LOA Request: _____

Student Signature: _____ Date: _____

Notification of approval of LOA will be sent to the student via email from the Associate Dean of the School of Nursing.

If granted, the students program code will be retained during the LOA. Seats in a subsequent course are not guaranteed due to the LOA.

Suffolk County Community College Jane F. Shearer School of Nursing

VOLUNTARY NURSING PROGRAM WITHDRAWAL FORM

Submit this form to the Associate Dean for the School of Nursing

==========

TO BE COMPLETED BY STUDENT

Name_____ SCCC Student ID # _____

Address_____

Phone_____

I am requesting program code withdrawal from the School of Nursing**. I understand after this request has been processed, I will be a non-matriculated student.**

Reason for Withdrawal: _____

Student Signature_____ Date _____

Suffolk County Community College Jane F. Shearer School of Nursing

REQUEST TO BE PLACED ON A WAITLIST FORM

Instructions: Submit this form by the deadline as determined by the Academic Chair

Name: _____ SCCC ID: _____ Date: _____

1. Current Graduating Class (month/year): _____

2. My Current Program is: (Check appropriate box)
   ☐ Practical Nurse ☐ Registered Nurse Traditional ☐ Registered Nurse--Accelerated LPN to RN

3. I am planning to withdraw from/was unsuccessful in: PNU_____NUR _____

4. **CHECK ONE REQUEST:**

   _____ I would like to be placed on the Waitlist to take PNU_____ NUR _____ the next time it is offered on my home campus. (Refer to Class Schedule on SCCC website for course offerings.)

   _____ For personal reasons, I would like to change my **current schedule** and be placed on the Waitlist to take a seat if currently available in NUR _____ on the _____ campus for this request.

This request is not guaranteed and is subject to clinical agency requirements, submission of clinical roster attestations, and other course deadlines.

Reinstatement approval depends on completing a reinstatement action plan, including remediation with at least 10 handwritten ATI templates on topics related to the course from which the student withdrew or was unsuccessful, as well as any additional requirements assigned by the Academic Chair. Templates and all other required items must be submitted to the Academic Chair by the designated deadline. Failure to do so may result in forfeiture of the reinstatement opportunity.

Student Signature: _____ Date: _____

Suffolk County Community Jane F. Shearer College School of Nursing

STEP 1: STUDENT GRADE GRIEVANCE FORM

Student Name: _____ ID: _____ Date: _____

Only School of Nursing Grade Grievance Form will be accepted to initiate grievance process.

Student Instructions: **Fill out the form completely. Incomplete forms may not be processed.**

Only claims raised on the original Student Grievance Form Step 1 are reviewable throughout the entirety of the grievance process. No new grievance claims may be raised, nor will they be considered once this form is submitted. Students must use objective language to avoid unprofessional comments.

Once a student initiates a grade grievance, the time frames must be adhered to throughout the entire grievance process. Decisions/determinations are rendered according to time frames established and are not amenable to change.

Course Information

- Course Number/Title: _____
- Lecture Instructor's Name: _____
- Semester/Campus: _____

Grade Information

- Final Grade Received: _____
- Expected Grade (if applicable): _____
- Date Grade Was Posted: _____

Basis for Grievance Claim (check applicable box)

☐ Course information and/or resources were not provided.

☐ I was not provided an opportunity to complete Exam Improvement Form

☐ My SCCC-approved exam accommodations were not provided

☐ My final course grade was calculated incorrectly

☐ Other Grievance Claim(s):

Supporting Evidence ***(Check all that apply and cite page #.)***

☐ Course Outline

☐ Graded Assignments/Exams

☐ Email Correspondence

☐ Grading Rubric

☐ Other (please specify): _____

Suffolk County Community Jane F. Shearer College School of Nursing

STEP 1: STUDENT GRADE GRIEVANCE FORM

Reason for Grievance

Please provide a detailed explanation of why you are disputing this grade. Be specific about which assignments, exams, or grading criteria you believe were not applied correctly.

_____

_____

_____

Attempts to Resolve the Issue Informally During the Course Timeframe

Students must make a good-faith effort to resolve disputes directly with the instructor before filing a formal grievance. Check the attempts made during the course:

☐ Attended faculty weekly office hours
☐ Met with tutor
☐ Attended exam performance review office hours: exam # _____, exam # ____, exam # ____
☐ Completed Exam Improvement Form: exam # _____, exam # ____, exam # ___, exam #___
☐ Other
Please describe your efforts as stated above:

_____

_____

_____

Proposed Resolution

What **specific** outcome are you seeking from this grade grievance?

_____

Student Verification

I verify that the information provided on this form is accurate and complete to the best of my knowledge. I understand that submitting false information or omitting relevant details may result in disciplinary action.

Signature: _____ **Date:** _____

Submit this form using SCCC email to the faculty identified in the grievance within seven (7) calendar days of the grade being posted in Banner. Forms submitted after 7 days will not be considered.

Suffolk County Community Jane F. Shearer College School of Nursing

Optional STEP 2a: STUDENT GRADE GRIEVANCE FORM

Complete this form ONLY if you have received an official response from the course faculty as a response to Step 1 and would like to request administrative review.

An Academic Chair's role in a grade grievance process is to ensure the School of Nursing and institutional policies are followed and foster constructive dialogue between the students and faculty.

The Academic Chair's role in a grade grievance is **not** to substitute for the faculty's academic judgment, explain exam questions/answers, re-grade exams or assignments, act as a second instructor, or evaluate the academic merit of student work. The Academic Chair will not override a faculty awarded grade nor will the Academic Chair require faculty to change their grading criteria as stated in the course outline retroactively. The Academic Chair's role in the grade grievance is focused on facilitating the process and ensuring procedural integrity.

STEP 2a- Student Request for Administrative Review with Academic Chair

I request the Academic Chair (check all that apply):

☐ Confirm that both the student and faculty have adhered to the required steps in Step 1 of the Grade Grievance process.

☐ Verify that the instructor applied grading criteria consistently and in accordance with the course outline and institutional policies

☐ Assist in clarifying any misunderstandings regarding grading policies, course requirements, specifically: _____

☐ Other_____

.

Student Verification

I verify that the information provided on this form is accurate and complete to the best of my knowledge. I understand that submitting false information or omitting relevant details may result in disciplinary action.

Signature: _____ Date: _____

Submit this form using SCCC email to the Academic Chair within five (5) calendar days of receiving the faculty grade grievance decision. Forms submitted after 5 days will not be considered.

Suffolk County Community Jane F. Shearer College School of Nursing

Optional STEP 3a- Student Request for Final Administrative Review with School of Nursing Dean

Complete this form ONLY if you have received an official response from the Academic Chair as a response to Step 2 and would like to request administrative review.

The School of Nursing Dean's role in a grade grievance process is to ensure the School of Nursing and institutional policies are followed and continue to foster constructive dialogue between the student and faculty.

An **administrative review by the School of Nursing Associate Dean** is the final step in the grade grievance process after the review by the Academic Chair has been completed. The Associate Dean's review is not meant to re-evaluate the student's exam performance or assignment but to ensure that the grade grievance process was handled fairly, policies were followed, and the conclusions reached by the faculty and/or administrator were consistent with The policies of the School of Nursing and College.

STEP 3a- Student Request for Administrative Review with School of Nursing Dean

I request the School of Nursing Dean (check all that apply):

☐ Confirm that both the student and faculty have adhered to the required steps in Step 2 of the Grade Grievance process.

☐ Verify that the instructor applied grading criteria consistently and in accordance with the course outline and institutional policies.

☐ Assist in clarifying any misunderstandings regarding grading policies, course requirements, specifically _____

☐ Other_____

Student Verification

I verify that the information provided on this form is accurate and complete to the best of my knowledge. I understand that submitting false information or omitting relevant details may result in disciplinary action.

Signature: _____ **Date:** _____

Submit this form using SCCC email to the School of Nursing Dean within five (5) calendar days of receiving the Academic Chair's grade grievance decision. Forms submitted after 5 days will not be considered.

Suffolk County Community Jane F. Shearer College School of Nursing

Optional STEP 4a- Student Request for SCCC Executive Office Appellate Review:

This form is for students who wish to formally appeal the decision of the School of Nursing regarding a final grade grievance. Please complete all sections and attach any supporting documentation. Incomplete submissions may result in delays or dismissal of the appeal.

Provide a clear and concise explanation of why you are appealing the School of Nursing's decision.

Student Verification

I verify that the information provided on this form is accurate and complete to the best of my knowledge. I understand that submitting false information or omitting relevant details may result in disciplinary action.

Signature: _____ Date: _____

Submit this form using SCCC email to the Vice President of Academic Affairs within seven (7) calendar days of receiving the School of Nursing Dean grade grievance decision. Forms submitted after 7 days will not be considered.