



**Jane F. Shearer School of Nursing**

**NURSING STUDENT  
HANDBOOK**

**Spring 2025**

# 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 the Student Handbook, and 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. The Manual is located on the School of Nursing website [www.sunysuffolk.edu/nursing](http://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, 2<sup>nd</sup> 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  
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## **MISSION STATEMENT**

The Suffolk County Community College 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 life-span.
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, 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 setting

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

- **Vision**-ability to detect skin changes, drawing 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 also possess the physical strength to provide care including but not limited to:

- Manipulate 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.
- Deal 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](http://www.sunysuffolk.edu/nursing).

### **REGISTRATION**

Students are admitted to the nursing program with a specific curriculum code which designates a campus and program option (day, advanced placement). 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, 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). The 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 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:

- AHA BLS CPR Certification
- Annual Seasonal Influenza (Flu) Vaccination Verification Form (If Applicable)
- Annual Tuberculin Screening QuantiFERON Blood Test
- Annual Tuberculin Screening QuantiFERON Form
- Authorization to Release Information
- Background Check
- Campus Card Application (SBUH)
- Clinical/Lab Assumption of Risk & Release
- Confidentiality Agreement
- COVID 19 Vaccination Status Verification Form (If Applicable)
- COVID Vaccination Documentation
- Influenza Vaccination Documentation
- Nursing Student Fitness for Clinical Duty Verification Form
- Nursing Student Mandatory Immunity Verification Form
- NYS Moral Character Statement
- Required Immunization Titers
- Student Handbook/Policy Acknowledgement
- Student Hepatitis B Immunity Status Verification Form
- Universal Hospital Orientation Graded Post-Test

## **STUDENT HEALTH POLICIES AND REQUIREMENTS**

Students are required to comply with the health requirements of the College and the Nursing Program to continue in the program and provide direct patient care in the clinical area. Students obtain clearance to attend clinical by using the Castle Branch online document submission/verification platform. The incurred cost of the clearance will be the student's responsibility. Additional requirements may be needed depending on the clinical site. Students who do not comply with these policies will not be permitted in the clinical area and will be

assigned a failed clinical day for each day that they are in non-compliance (two failed clinical days result in a failed final clinical evaluation and a failed final course grade). All required forms are found on CastleBranch. It is the student's responsibility to make sure the health records are complete and maintained throughout the program. 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. Current certification must be maintained at all times throughout the program. Students who are not able to show proof of completion or whose BLS certification has lapsed during the semester are ineligible for direct patient care and will earn a failed clinical day.

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. Some suggested sites are:

CPR Training NY - Smithtown  
631-724-3537  
<http://www.CPRTrainingNY.com>

Long Island Rescue Services –  
Ronkonkoma 631-737-4313  
<http://www.lirescue.org>

### **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. Student 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 GROOMING REQUIREMENTS**

Compliance with the School of Nursing uniform and grooming 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 grooming 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 grooming 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.

### **Uniform**

- SCCC embroidered blue scrub top.
- White uniform pants or skirt that permits ease of movement for patient care.
- Students may be required to change out of the SCCC uniform after arrival to the hospital/facility when directed by the clinical instructor to wear hospital-issued scrubs as regulated by their specialty area protocols (i.e., labor and delivery unit).
- Only essential and approved items may be placed in the scrub top pockets (pen, notepad/paperwork, and optional penlight and bandage scissors).

### **Jacket/long sleeve shirts**

- Long-sleeved white shirts underneath uniform top is not permitted unless directed by the clinical instructor to comply with the clinical agency requirement for covering tattoos.
- The optional snap-front blue jacket with embroidered SCCC logo on front is the only approved covering for uniform.
- 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.

### **Undergarments**

- Undergarments must be worn and should not be visible externally or through your uniform.
- Neutral or flesh-toned undergarments help prevent visibility through the uniform fabric.

### **Footwear**

- Closed toe, white, clean, comfortable, and well fitted nursing shoes or plain white leather (or synthetic leather) sneakers.
- Ensure that the laces tie a secure knot and are not too long that may pose a tripping hazard.
- Crocs, slides, or clogs are strictly prohibited.
- White pantyhose or socks.

### **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**

- Hair should be neatly groomed.
- Long hair must be secured with simple hair ties/clips away from the face and neck, above the collar of the uniform. Loose hair can be a source of contamination and may interfere with tasks requiring close contact with patients.
- Clinical agencies have the right to determine whether student is eligible to provide direct patient care if student has non-natural hair color (i.e. pink, blue, etc.). This may lead to student not being able to complete the clinical component of the course. Student will not be moved to another clinical site and will not receive a tuition refund.
- Creating braids or ponytails is a practical way to keep hair neat and secure during clinical activities.
- Headbands and hairnets are prohibited.
- Surgical caps/hats and bouffant may not be worn unless provided by the clinical facility and directed to wear by instructor for patient care.
- Facial hair (moustache and beard) must not prevent a secure fit when it is required to wear a face mask.
- Eye lash extensions or false eyelashes are strictly prohibited.

### **Cleanliness and Hygiene**

- Uniforms should be clean and well-maintained.
- Washing the uniform after the clinical experience is essential to prevent the spread of contaminants.
- Free from body odors. No perfume or smoke/vaping odors.
- No chewing gum.

### **Fingernails**

- Nails must be kept short, not more than ¼” beyond fingertips and clean.
- No artificial nails, gel nails (powder or polish, wraps).
- Clear or natural shade nail polish only
- Chipped nail polish is prohibited.

### **Jewelry**

- Wedding bands and minimal non-dangle (stud) earrings are permitted.

- No bracelets or necklaces are to be worn in the clinical areas except for medical alert tags.
- Visible body piercing (facial, tongue, eyebrow, nose, etc.) is not permitted.
- A wristwatch with a second hand may be worn for taking vital signs and other time-sensitive tasks.
- Wearable technology (i.e., smartwatches) is prohibited.

### **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 in 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 have 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 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 accommodations to registered students with disabilities who have self-identified and been approved by the Office of Disability Services. Requests for direct patient care duty accommodations must be evaluated and approved through SCCC Office of Disability Services. [www.sunysuffolk.edu/experience-](http://www.sunysuffolk.edu/experience-)

student-life/disability-services. Some requested accommodations may not be reasonable in a given clinical setting and patient care requirements, and therefore may not be approved. Once approved for reasonable accommodation, such students will be provided with an Accommodation Letter describing the specific accommodations. Students must present this letter to each of their professors before accommodations can be provided. Students are encouraged to email this letter to their faculty member in a timely manner so proper arrangements for accommodations can be made.

Students who have, or think they may have, a disability are invited to contact Disability Services for a confidential consultation. Students are encouraged to contact the office by email this semester.

**Disability Services Contact Information:**

Ammerman Campus

Call the Disability Services Office at 631-451-4045 or email the Office at [disabilityA@sunysuffolk.edu](mailto:disabilityA@sunysuffolk.edu)

Eastern Campus

Call the Disability Services Office at 631-548-2527 or email the Office at [disabilityE@sunysuffolk.edu](mailto:disabilityE@sunysuffolk.edu)

Michael J. Grant Campus

Call the Disability Services Office at 631-851-6355 or email the Office at [disabilityG@sunysuffolk.edu](mailto:disabilityG@sunysuffolk.edu).

## **STUDENT RESPONSIBILITIES FOR EXAM PREPARATION**

Students are provided with comprehensive course resources approved by The SCCC School of Nursing in compliance with ACEN Standards and Criteria. In order to enhance students' efforts to be successful, students must utilize all resources and learning opportunities.

Lecture provides a basic introduction to course content. Students are expected to use all course resources and learning opportunities to gain a more in-depth understanding and application of course content to safely demonstrate clinical decision-making, critical thinking, and clinical judgement throughout the nursing program.

Resources and learning opportunities include, but are not limited to:

- Course Outline
- Clinical Packet
- Lab Packet
- CoursePoint Plus (vSims, Prep U, etc)
- ATI Mastery Series
- DocuCare

- Brightspace LMS
- Lecture content (lecture, videos, discussions, PowerPoint, case studies, assignments, etc)
- Lab content (demonstrations, explanations, practice, assignments, etc)
- Clinical content (pre/post conference discussions, patient-care experiences, self-reflection, assignments, etc).
- Attendance to all lectures, labs, clinicals
- Plan to study several hours (3-4 hours) every day outside of class
- Study in a quiet/uninterrupted setting
- Active engagement during class/studying
- Being prepared and punctual for lecture, lab, clinical
- Come to class in condition for optimal learning (i.e. well-rested)
- Engage in self-reflection and seek faculty guidance
- Attend open lab practice
- Attend faculty office hours (i.e. clarify content before exam, complete Exam Review Form if needed, etc)
- Tutor (students must come prepared with specific questions)

### **GENERAL TESTING GUIDELINES**

Before taking an exam, students should be aware of all College policies (found on College website), School of Nursing policies (found on College website and on CastleBranch), and ATI policies (found on ATI website) as well as the following testing responsibilities and guidelines:

- The terms “exams”, “assessment” and “test” may be used interchangeably in all School of Nursing communications and documents
- The Academic Integrity & Fitness for Testing Acknowledgement must be signed prior to starting the exam.
- No student possessions can be at the student’s desk prior to starting of the exam (possessions include, but are not limited to, IDs, scrap paper, strips of paper used for password recollection, bags, backpacks, cellphones, food, drinks, school supplies, coats, jackets, bulky sweatshirts, hats, etc.).
- Cell phones and wearable technology, including but not limited to, electronic ear buds, smartwatches, and smart glasses are to be powered off and placed in bags/backpacks prior to the start of the exam and cannot be accessed.
- Scrap paper: After exam starts, proctor will distribute scrap paper. All scrap paper must have student’s name and be collected before student leaves the testing room.
- Seating assignments for the examination are randomly assigned by faculty.
- **ATI Proctored Assessments** will be administered on the ATI platform. Scoring of ATI Proctored Assessments will follow ATI’s grading policies/procedures. It is the student’s responsibility to ensure their ATI access is maintained.
- **Unit exams** are administered on the ATI platform or Brightspace. It is the student’s responsibility to ensure their ATI access is maintained. Scoring of unit exams and releasing of grades follow the School of Nursing course grading policies/procedures. Unit

exam grades are not immediately viewable by students. Unit exam grades are posted in Brightspace. Unit exams and grading procedures are the exclusive intellectual property of the course faculty and are not accessible to students.

- Students at risk of being unsuccessful will complete an "Exam Improvement Form" with the faculty in order to help them determine how they may be able to improve their grade by reviewing study habits, identifying topics they are deficient in, and utilizing all available resources in the course and at the College.
- The “rounding rules” for calculations are as follows:
  - Parenteral doses less than 1 mL – Round final answer to the nearest hundredth decimal place.
  - Parenteral doses greater than 1 mL – Round final answer to the nearest tenth decimal place.
  - Conversion from pounds to kilograms or kilograms to pounds is rounded to the nearest tenth decimal place.
  - Weight-based advanced intravenous (IV) or medication calculation questions will have the weight provided in kilograms. In NUR 102, NUR 236 and PNU119 the weight may be provided in pounds and ounces and must be converted to kilograms.
- All quizzes or examinations will only provide the generic names of medications.
- In preparation for NCLEX examination, students should anticipate a wide variety of test question formats and scoring models on all exams within the School of Nursing
- The length of the unit exams will be 1.5 minutes per question.
- Extra credit or bonus questions are not permitted.
- If the student is eligible for special accommodations to take an exam, they must notify faculty prior to the exam date as per College policy including emailing the faculty the Accommodation Letter issued by SCCC. Faculty will examine the Accommodation Letter to ensure validity. Outside accommodation letters or doctor’s notes are not accepted.
- Students need to make testing appointments, no less than one week prior to the exam date, with the Office of Disability Services (East), Office of Special Services (Ammerman), Center for Academic Excellence (Grant).

### **TESTING GUIDELINES: ONLINE REMOTE TESTING**

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

The SCCC SON Testing Guidelines apply to remote testing. Adaptations to the guidelines are as follows:

- Personal computers may be used for remote exams and assessments.
- Course unit exams and ATI Proctored Assessments administered remotely require the use of a secure online proctoring program Proctorio to facilitate remote proctoring and

to preserve the integrity of the exam. The proctoring program will record the student by video and audio while taking the exam.

- The technical requirements for Proctorio are:
  - Microphone: either internal or external
  - Webcam: 320x240 VGA resolution (minimum) internal or external
  - Desktop or laptop computer with the ability to download Google Chrome (NO iPads, tablets, or phones are to be used)
- Plan to take any exam using the same the computer or networking environment that was used to complete the Webcam Check and System & Network Check in the Lockdown Browser.
- Students who cannot meet the technical requirements may request to borrow a laptop from the College.
- Students should notify their instructor as soon as possible to request a loaner laptop.
- The academic integrity statement must be signed and uploaded into Bright Space or as per faculty instructions for each exam that is taken.
- Students will be required to download Proctorio (the exam platform's lockdown browser) to personal computer. The Lockdown Browser will prevent student from accessing other websites or applications during the exam; student will be unable to exit the exam until all questions are completed and submitted.
- Students will be required to lift the webcam device or laptop camera and record a 360-degree view of the testing space. Students may request to take the exam at the campus Library if preferred.
- Course unit exams and ATI Proctored Assessments given remotely may be taken anywhere that has internet access and is private enough that no one will be in the room with you. Prior to sitting for the exam, ensure you're in a location where you won't be interrupted.
- SCCC photo identification is required for verification prior to administration of the exam.
- The following restrictions are to be observed when testing remotely:
  - Textbooks, class notes, study aids may not be in your test location.
  - As you are taking your exam, avoid looking around the room or anywhere other than your computer screen.
  - While testing students must remain in view of the camera.
  - There should be no one else in the room or around you as you take your exam.
  - Cell phones and wearable technology, including but not limited to, headphones electronic ear buds, smartwatches, and smart glasses are not permitted during the exam.
  - Turn off all other devices (e.g., tablets, phones, second computers) and place them outside of your reach. Nothing should beep or ring during your exam.
  - Before starting the exam, know how much time is available for it, and that you've allotted sufficient time to complete it.
- Your instructor will receive time stamped video screen shots flagged with suspicious activity. Suspicious activity may include, but is not limited to, your face falling out of view, glare from another device, wandering eyes beyond the screen, consistent looking

away from the computer screen, rustling pages or papers on audio, speaking or talking to someone during the exam, multiple faces on the screen during the exam.

- At no time is taking a photo or video recording of the exam permissible and will be recorded by the webcam. Use of scrap paper is at the discretion of Faculty.
- No speaking to oneself out loud is permitted during the exam unless approved by a reasonable testing accommodation through SCCC's Office of Disability Services. This will be interpreted as a break in integrity.
- To produce a good webcam video that avoids flagging, do the following:
  - Avoid wearing baseball caps or hats with brims.
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move.
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete.
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.

### **DOSAGE CALCULATION COMPETENCY FOR THE NURSING PROGRAM**

To ensure consistently correct administration of medications in the clinical area, students must be proficient in basic math skills. Students are expected to enter the nursing program with these skills and maintain them throughout the program.

A dosage calculation assessment is given in each clinical nursing course. It is the responsibility of each nursing student to develop and advance their dosage calculation skills. This includes purchase of the required dosage calculation e-book in Coursepoint+ and completion of a self-tutorial of all chapters.

- All nursing students have access to math tutoring at any of the college campuses.
- 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**

**Lecture/Lab/Clinical attendance is mandatory:** Course content taught during lecture and lab is critical to providing safe clinical care during the clinical experience. **All missed lecture/lab content must be made up to be eligible to receive a direct patient care assignment.** A make-up assignment will be issued by the faculty based on the learning outcomes comparable to those of the missed lecture or lab. Students will only be allowed to “make up” the equivalent of one week of class meetings missed based on a 15-week schedule. Students will not be permitted to receive a direct patient care assignment until the lecture/lab make-up assignment is submitted and confirmed by faculty. If another absence occurs, it will be considered excessive.

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

Excessive absence or lateness to lecture and/or lab may lead to failure in, or removal from, the course. Refer to the School of Nursing Student Policy Manual.

## **CLINICAL ATTENDANCE**

Clinical attendance performing direct patient care during all scheduled clinical sessions is mandatory for faculty review of their performance using the clinical evaluation tool. Failure to attend any amount of scheduled clinical hours may result in the inability to meet clinical performance expectations and could result in a course grade of F. Students who unexpectedly arrive late or are absent from a clinical day may be eligible for a one-time make-up clinical to fulfill uncompleted clinical hours. This make-up opportunity must be arranged through the Academic Chair but is not guaranteed.

Therefore, students are strongly encouraged to plan to ensure scheduled attendance, including but not limited to securing reliable transportation, childcare, adjusting work schedules, resolving personal conflicts, and planning for unforeseen emergencies in advance. The College may require documentation for extenuating circumstances.

## **CLINICAL LATENESS**

Punctuality to the clinical setting is crucial; lateness to the clinical setting may result in missing pre-conference leading to inability to safely perform clinical duties. Students with patterns of lateness to clinical may be subject to failure of the clinical component of the course, resulting in a course grade of F.

1<sup>st</sup> Lateness: Verbal Warning

2<sup>nd</sup> Lateness: Written Warning

3<sup>rd</sup> Lateness: Results in a Clinical Failure

## **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 fine payment, may result in clinical failure and course grade of “F” as well as prevention of registration in future nursing courses.

## **ILLNESS/INJURY OCCURRENCE AT THE CLINICAL SITE OR CAMPUS**

In the event of illness/injury or medical occurrence at the clinical site, notify your instructor and follow the clinical agency protocols for reporting the occurrence and immediate exposure management (i.e eye rinse, washing skin) if applicable or follow the SON Laboratory Safety Manual for the post occurrence procedure.

If the student cannot continue to provide direct safe patient care, the student should contact their primary care provider’s office to discuss the occurrence and receive medical advice. If the student is directed to leave the clinical site for assessment and treatment; it is recommended the student use alternative transportation (ride share, family member, etc). Medical expenses incurred related to assessment, treatment, and follow-up care as a result of the occurrence are the responsibility of the student.

In any situation where the student is being treated for an injury received during a clinical experience, it is important that the treating facility understand that the injury is related to an instructional experience and is not employment related. Medical expenses incurred related to assessment, treatment, and follow-up care as a result of the occurrence are the responsibility of the student.

Post-occurrence- the student should notify the SCCC College Health Services Department as an incident report may be required. The student will require a clearance to return to the skills laboratory or clinical site- refer to the procedure below.

## **CLEARANCE TO RETURN TO CLINICAL/LAB AFTER ILLNESS/INJURY/HOSPITALIZATION OR OTHER**

Students in the skills lab and clinical site are expected to perform full nursing care activities comparable to that of a staff nurse providing direct patient care under the supervision of their lab or clinical instructor.

Students who experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the classroom, skills laboratory or clinical experience must be evaluated by their health care provider for fitness for duty. The student must be free of any restrictions or limitations which may endanger the student's health or a client's safety in the clinical setting.

To obtain approval to return to the skills lab and/or clinical setting, submit the "**Fitness to Return to Clinical and Lab Verification Form**" to the Academic Chair in advance of the return.

Students who do not comply with this policy will not be permitted in the skills lab and/or be eligible to receive a direct patient care clinical assignment and will be assigned a **failed clinical day** for each day that they are in non-compliance and the School of Nursing absence policy remains in effect until a Fitness to Return to Clinical and Lab Verification Form is submitted. Two failed clinical days result in a failed final clinical evaluation, and a final course grade of F. Regardless of the healthcare provider clearance and/or recommendations/restrictions, clinical agencies have the final determination about allowing students to return to the facility following any illness, injury and significant alteration in a student's health status.

If a healthcare provider recommends an accommodation to attend clinical after a change in health status including but not limited to illness/injury/surgery/childbirth that is not determined to be reasonable by the College and/or clinical agency, the student may not be able to receive a direct patient care assignment or even be permitted to be present at the clinical site as a student nurse. Failure to receive a direct patient care assignment will result in the inability to meet the clinical learning outcomes and will earn a failed clinical day. Two failed clinical days will result in a course grade of F.

Some examples of restrictions that will lead to ineligibility to receive a direct patient care assignment, include but are not limited to use of assistive devices "wearing boot is required", limitation in the physical demands "no lifting items over 5 lbs", "no strenuous activity", or ambiguous restrictions "no standing for long periods"), active symptoms of illness, and non-compliance with dress code.

SUFFOLK COUNTY COMMUNITY COLLEGE SCHOOL OF NURSING  
**FITNESS TO RETURN TO CLINICAL and LAB VERIFICATION FORM**

Student Name: \_\_\_\_\_ SCCC ID #: \_\_\_\_\_

**Instructions to Nursing Student:** This form is required for all students who have experienced an illness, injury, pregnancy, childbirth, hospitalization, or other circumstance which resulted in either a physical or psychological limitation(s) or an absence from the skills laboratory or clinical experience. Submit this form to the academic chair in advance of return to allow time for review and approval. Requests for direct patient care duty accommodations must be evaluated and approved through SCCC Office of Disability Services. [www.sunysuffolk.edu/experience-student-life/disability-services](http://www.sunysuffolk.edu/experience-student-life/disability-services). Some requested accommodations 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, 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 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, drawing 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:

- Manipulate 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).

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.
- Deal with unexpected incidents.
- Ability to think and act rationally during a crisis and accept constructive criticism.

SCCC School of Nursing

NUR/PNU Course: \_\_\_\_\_

Exam: \_\_\_\_\_

**Academic Integrity & Fitness for Testing Acknowledgement**

**Academic Integrity**

My signature below constitutes my pledge that I will follow the College, SCCC School of Nursing, and ATI policies on academic integrity as well as specific instructions for this exam.

I affirm that I have removed from my person and personal space all smart technology, including but not limited to, cell phones, smart watches, smart glasses, and earbuds.

I affirm that my performance on this exam will represent my own work, without the use of any unpermitted aids or resources. Only calculators provided by the School of Nursing (either handheld or drop down in the exam platform) may be used during an exam.

I understand that there will be no tolerance towards academic dishonesty, and that cheating can and will lead to automatic failure from the class as well as a report to the Dean of Students.

I understand that I can expect regular testing environmental disruptions/distractions during the exam. These include, but are not limited to, computer connectivity, ATI system issue, expired/forgotten password, fire drills, ambient noise, etc. Exam retakes will not be offered related to these types of occurrences.

Only answers recorded on answer key (paper or computer) will be accepted and count as the final answer.

I have not received any exam questions/answers related to this exam. I have not accessed any resources intended for faculty use. I will notify the instructor immediately if during the exam I notice any questions/answers that appear similar to study materials that I thought were legitimate/allowable

I am aware it is my responsibility to notify faculty if I choose to use approved reasonable testing accommodations issued SCCC's Office of Disability Services prior to this exam.

**Cognitive Fitness for Testing**

My current state of mind can provide the concentration to focus on the exam questions. My attention is not distracted by my emotions or concurrent life events/situations. My current physical well-being is not influencing my cognition. Once I start this exam, even if my cognitive state and physical wellbeing has changed, I forfeit the opportunity to reschedule, and my score will be calculated/valid when I stop testing and counted towards my final grade.

If I do not feel I can focus my attention or have physical symptoms that could impact my concentration, I must inform my instructor before opening/starting the exam to schedule an exam make-up.

Your instructor will provide you with one opportunity during the course to take a make-up exam on a mutually agreed upon date/time. Makeup exams will follow the exam blueprint but will be a different version (different test questions) than the original exam. I understand that if I miss more than one exam, I will be given a score of zero for the second missed exam.

I am aware that during any future unit exam review(s), it is my responsibility to be "Fit to Review", meaning my state of mind, physical well-being, and attention will be able to provide the concentration needed to focus on the exam review.

Sign \_\_\_\_\_ Print name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

## **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 representative 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 to 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](http://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 is a complete package including practice and proctored assessments, printed materials, and electronic learning resources. Students must create and maintain an individual account with ATI.

The entire ATI program package must be purchased directly from ATI. Purchasing ATI 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.

### **CoursePoint + and Docucare**

To assist with student success, the School of Nursing requires 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 Lab**

The skills labs are utilized for scheduled classes 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 the lab personnel (Professional Assistant/Specialist).

To facilitate the efficient use of the nursing labs all students are expected to adhere to the College rules and regulations found in the College Catalog. The labs are set up to mirror the clinical settings and are equipped with supplies, equipment, mannequins and training models intended for instructional purposes only. Your professional behavior will assist in promoting a safe learning environment in the labs.

Please see Student Laboratory Safety Manual for lab guidelines and policies.

**Open Skills Lab Hours:** Hours vary for each campus are posted in the labs. You will need to check with the lab personnel (Professional Assistant/Specialist) at each campus for specific reservations to practice and sign in. Labs are closed on college holidays.

- Students may only practice skills during open lab hours after the skills have been taught by faculty during skills lab class.
- Lab personnel (Professional Assistant/Specialist) are available for assistance during open practice lab hours to reinforce skills originally taught by faculty.
- You must have your student ID card with you at all times.

### **Faculty Office Hours**

Nursing faculty members are available to consult with students about their learning needs and their utilization of learning resources. Email faculty for office hours and availability.

### **College Learning Resources**

A wide variety of college learning resources are available to nursing students to help enhance learning experiences. The following is an abbreviated list of these resources. Additional information about any of the services listed may be obtained by directly contacting these college departments. See the College catalog.

### **Academic Skills Centers**

Tutoring in Writing, English, Reading, Science, Mathematics and English as a Second Language.

### **Counseling Centers**

Comprehensive counseling services are available to assist student success. Counselors provide educational, career, and personal counseling.

### **Library**

Research and resources available for student use. Computers are available for student use.

## **VOLUNTARY SEMESTER LEAVE OF ABSENCE (LOA)**

Students may request a semester LOA **prior to the first day of a nursing course**. After the first day of class, students must follow the College drop/add or withdrawal procedures. A nursing student who requests a voluntarily semester LOA from the Nursing Program

must complete a LOA notification form located in this Handbook. Upon review of the student's academic record, the Associate Dean for the School of Nursing will notify the student of the semester LOA approval. Approvals of semester LOA does not alter the student's original program expiration date. Approved semester LOA permits the student to retain their nursing program code and must apply for reinstatement to register for a nursing course. Reinstatement must occur within one (1) year from the last clinical course or the student's nursing program code will be removed and the student must reapply to the program as a new student. Seats are not guaranteed for students who have been granted a semester LOA.

### **VOLUNTARY WITHDRAWAL FROM THE NURSING PROGRAM**

A nursing student who wishes to voluntarily withdraw from the Nursing Program must complete a Voluntary Nursing Program Withdrawal Form found in this Handbook. **This action will result in removal of the nursing program code and return the student to a non-matriculated status.**

### **REQUEST TO BE PLACED ON A WAITLIST**

*\*This is not a withdrawal from the entire Nursing Program or a Leave of Absence request.*

*\*If you are currently in NUR102, NUR116, or NUR126/127, this form does not apply.*

You have indicated that you would like to be placed on a waitlist due to officially withdrawing from your current nursing course, an unsuccessful course attempt (final course grade of C, D+, D, F or W) or a personal request to take a course designated for a different curriculum code.

Here is a list of items meant to help you know how to proceed and what to expect:

#### **Prior to making any decision regarding Withdrawal:**

- Discuss your situation with your course faculty.
- Contact the Financial Aid office to see if there are any effects on your financial aid.
- Refer to the Student Policy Manual.
- Special note: If student "withdraws" from a course, they are not eligible to initiate the grievance procedure since the grievance procedure requires a course grade.
- All related progression policies are on SON website (see Student Handbook/Student Policy Manual).

#### **What Will be Recorded on Student Transcript if Withdrawing**

- If withdrawal is before the College withdrawal date, you will receive a "W" on your transcript.
- If withdrawal is after the College withdrawal date, your final grade will be calculated as determined by SON policy. Any assignments missed after you withdraw are entered as zero.

#### **How to Withdraw:**

- If it is before the College withdrawal date, complete the form called "*Course Withdrawal–By Two-Thirds of Term*" found on the College website and submit as directed.
- If it after the College withdrawal date, complete/submit form called "*Course Withdrawal–After Deadline of Two-Thirds of Term.*" found on the college website.

Instructor approval is required-see instructions on form.

- Complete “*Request to be placed on a Waitlist*” form. Submit to Academic Chair.

**What to Expect After You Withdraw:**

- You may not continue to attend lecture, lab, or clinical once you withdraw or have unsuccessful attempt.
- You may not self-register for any nursing classes (as per School of Nursing policy).
- The Nursing Department will contact you in either late December or late May (immediately prior to the semester when the nursing course you need is next offered). At that time, we will let you know if a seat is available and ask if you would like to return. Seats will be offered based on the date the “*Request to be placed on a Waitlist*” form is submitted to the Academic Chair or as directed by the College.
- If you accept a seat to return, you must complete a Reinstatement Action Plan that includes 10 hand-written ATI templates for topics you struggled with in the course you withdrew from/unsuccessfully attempted as well as any other items as assigned by the Academic Chair. The templates and any other items must be returned to the Nursing Dept. prior to the start of your returning semester, or you may forfeit your opportunity to return.

**Upon your Eventual Return:**

- Submit 10 hand-written ATI templates (as above) to Nursing Department office prior to first day of class.
- ATI Account: Must be up to date on payments or expect to make an ATI payment.
- All Health Requirements must be met and up to date.
- American Heart Association Basic Life Support Certification for Healthcare Providers must be current.
- All documents must be timely submitted and approved in CastleBranch.

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 Day  Registered Nurse Evening  Registered Nurse--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.)

Complete 10 ATI Templates—Topics of your choice. Students requesting to be placed on a Waitlist due to Leave of Absence, course withdrawal, unsuccessful attempt, or any delay in course progression must fulfill the Reinstatement Policy’s Reinstatement Action Plan that includes 10 hand-written ATI templates addressing topics you struggled with in the course you withdrew from/unsuccessfully attempted as well as any other items as assigned by the Academic Chair. The templates and any other items must be returned to the Academic Chair prior to the start of your returning semester, or you may forfeit your opportunity to be reinstated. See the School of Nursing Handbook for complete policies.

\_\_\_\_\_ 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.

5. RN Students Only: I would like to be considered for both day and evening opportunities for this request only

[ ] Yes [ ] No

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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

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**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. Program completion dates will remain inclusive of the semester 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 your Academic Chair

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**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 \_\_\_\_\_

## 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 be considered once this form is submitted. Student must use objective language avoiding 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): \_\_\_\_\_

**Step 1- Page 1 of 2**

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.

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**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:

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**Proposed Resolution**

What specific outcome are you seeking from this grade grievance?

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**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.



## 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 student 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.

**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.

**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.

**Suffolk County Community College Jane F. Shearer School of Nursing**  
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**SUFFOLK COUNTY COMMUNITY COLLEGE**  
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