ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT 529

Associate Degree in Nursing Program

NURSING STUDENT HANDBOOK
2025-2026

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Introduction

Welcome to Illinois Eastern Community Colleges - Associate Degree in Nursing Program! It is important that you read this handbook and familiarize yourself with the academic catalog and your campus of attendance Student Handbook. These documents contain important information regarding resources, services, expectations, and policies. Some information in these publications may become outdated due to changes in Board of Trustees Policy, state law, and program guidelines. In such instances, current board policy, state laws, and program guidelines will prevail. You will be informed, in writing, of any changes that occur in this handbook, as you progress through the program.

The Associate Degree in Nursing Program at Illinois Eastern Community Colleges at the Frontier Community College, Lincoln Trail Community College, Olney Central College and Wabash Valley College campuses and located in Fairfield, Robinson, Olney, and Mt. Carmel, Illinois are accredited by the: Accreditation Commission for Education in Nursing (ACEN).

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The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree in Nursing Program is continuing accreditation with conditions. View the public information disclosed by the ACEN regarding this program on the ACEN website at https://www.acenursing.org/search-programs.

IDFPR has approved the Practical Nursing (PN) "exit" certificate, offered each summer. IDFPR information is located at www.idfpr.illinois.gov .The PN exit is not included in the ACEN accreditation.

The Nursing Program is offered district-wide. Courses are scheduled, whenever possible, on the campus where the student is enrolled. Students may be required to attend another campus for a course, clinical, simulation, lecture, or lab.

It is our desire to help you meet your educational goals. It is our commitment that you receive quality education while enrolled in the Nursing Program.

Nondiscrimination

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category.

More details, including the complaint process, can be found at www.iecc.edu/nondiscrimination.

Required Capabilities

Students enrolled in the IECC-Associate Degree in Nursing Program must possess the physical and psychological capabilities required to meet the classroom and clinical objectives of the curriculum. Curriculum objectives require students to have cognitive, psychomotor, and affective abilities that ensure safe nursing care within the scope of nursing practice. It is IECC policy to provide reasonable accommodations to students with disabilities. Accommodations, for all who qualify under the Americans with Disabilities Act (ADA), will be facilitated through the Academic Success Center. To learn more about the process for requesting reasonable accommodations under ADA, visit https://www.iecc.edu/ada.

Students in the Nursing Program must comply with clinical affiliate requirements. These include up-to-date immunizations, current health physical, American Heart Association BLS certification, and satisfactory background check. Additionally, students will be required to have a satisfactory drug screening and complete skills competency checks. Students must meet the criteria of each clinical site used by the program. Students who do not meet the criteria of assigned clinical facilities at any time during the facility rotation will be unable to attend agency clinical hours which may result in failure of the course.

Educational Mobility

IECC- Nursing Program offers the following educational mobility options:

Certificate in Practical Nursing
Upon successful completion of the first year of the Associate Degree in Nursing Program and NUR 1203 and NUR 1206, the student earns a certificate and becomes eligible to write the National Council Licensure Examination for Practical Nurses NCLEX-PN and apply for licensure as a practical nurse.

Mobility Option
The Associate Degree in Nursing student has the educational mobility option of exiting at the practical nurse level or continuing into the second year to complete studies to become a registered nurse. Licensed practical nurses may apply to the ADN program and complete the second year to become a graduate of the associate degree program.

Associate in Applied Science Degree
Upon successful completion of the second year of nursing, the graduate receives an Associate in Applied Science (AAS) Degree in Nursing and is eligible to write the National Council Licensure Examination NCLEX-RN and apply for licensure as a registered nurse.

Advanced Placement
Transfer students and licensed practical nurses may be granted advanced placement status. Nursing and general education course equivalency must be validated. All first-level, general education courses must be completed prior to admittance into the second year. Credit for Prior Learning (CPL) can be issued for licensed practical nurses within certain guidelines and timeframes. LPNs applying for advanced placement would be eligible to receive CPL for two courses: NUR 1201 and NUR 1202, totaling 20 nursing credit hours. (Reference the Credit for Prior Learning Policy and Procedure at www.iecc.edu/cpl.)

Credit Application Requirements:
- Submission of a hard copy of an unencumbered LPN license.
- Submission of an employment verification form.
- Submission of official transcript.

Employment Experience Requirement:
- Either 1,000 hours of LPN employment within the past calendar year of application, or 2,000 hours of LPN employment within the past 3 years of application.

Professional Licensure Disclosure

This program prepares students to seek a licensure in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at www.iecc.edu/licensuredisclosure for more information.

SECTION I

PROGRAM OF LEARNING

- ♦ **Program Vision**
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PROGRAM VISION

Our vision is to inspire, empower and equip future nurses with the capability of addressing the challenges of a complex and diverse healthcare environment within the community and beyond.

PROGRAM VALUES

Respect- We create a positive environment by treating all people with mutual respect and sensitivity, recognizing the importance of their contribution and diversity.

Ethical Integrity- We endeavor to adhere to a consistent standard of ethical behavior that is grounded in the ANA Code of Ethics for Nurses, respecting the dignity, self-determination, and worth of all persons across the lifespan.

Responsibility- We inspire a supportive environment through continuous improvement in knowledge and understanding. We provide quality care by encouraging personal growth, learning, and accountability for one's actions.

Stewardship- Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to improve health outcomes for the communities we serve.

Accessibility- Providing the support to obtain educational goals through the availability of quality instruction and mentoring, along with financial and academic resources.

The values of the IECC Associate Degree in Nursing Program are congruent with the values of Illinois Eastern Community Colleges, District #529.

PROGRAM MISSION

The mission of the IECC ADN program is to prepare the nursing graduate to function within the scope of practice of the associate degree nurse.

More specifically, curriculum involves the integration of nursing science from basic to complex, including knowledge, practice, and the application of critical thinking and clinical judgment in nursing care. The Nursing Program admits qualified students who develop academic skills and application strategies to become caring, competent, and professional registered nurses. Experienced, knowledgeable, diversified faculty serve as facilitators, educators, advisors, role models, and advocates to stakeholders.

PROGRAM PHILOSOPHY

The vision, values, mission, and philosophy of the Nursing Program supports the mission and purposes of Illinois Eastern Community Colleges. The philosophy reflects the nursing faculty's view of the person, health, nursing practice, nursing education, the teaching-learning process, and the practice and roles of the associate degree nurse.

The nursing faculty believe the following:

- Nursing education is the process by which students engage in learning experiences that develop the cognitive, affective, and psychomotor abilities necessary for safe nursing practice.

- Learning involves three domains: cognitive, affective, and psychomotor. The cognitive domain pertains to knowledge, critical thinking, clinical judgment, and integration of best evidence into practice; the affective domain to attitudes and values; and the psychomotor domain to skills involving physical action.
- The learning process is facilitated when faculty and students function with integrity. The faculty serves as a facilitator and resource person and as a stimulus for critical thinking and intellectual inquiry.
- Faculty/student collaboration is essential in providing a quality and engaging educational experience that prepares students for current nursing practice. Faculty annually review program content and measure student achievement of program learning outcomes to prepare students for transition to practice.

The faculty promote a learning environment conducive to self-motivation and individuality. Within this climate of mutual respect and civility, students and faculty share in a cooperative spirit of inquiry, learning, and teaching. The faculty strive to promote a well-structured, evidenced-based curriculum focused on client-centered care.

ORGANIZATIONAL STRUCTURE

1. Faculty
2. Department Head of Nursing
3. Dean of Health Professions
4. Vice Chancellor of Academic Affairs
5. Chancellor, IECC District 529
6. Board of Trustees, IECC District 529

END OF PROGRAM STUDENT LEARNING OUTCOMES

Upon entry into practice, the graduate of the Nursing Program will be able to:

1. Use clinical judgment to provide holistic client care across the lifespan.
2. Provide safe and effective client centered care through promoting a culture of caring and advocacy that demonstrates inclusion for individual client preferences, values, needs and the diversity of human experience.
3. Collaborate with and delegate to other healthcare providers, based on scope of practice, to deliver evidence-based client care.
4. Utilize informatics by demonstrating effective use of technology to mitigate error and support clinical decision making in the delivery of quality and safe client care.
5. Apply professional and ethical behaviors consistent with the standards of practice and regulatory frameworks of the registered professional nurse into all aspects of decision making and quality improvement.

CURRICULUM DESIGN

There are four major concepts which flow throughout the Program of Learning:
(a) **person's basic needs**, (b) **growth and development**, (c) **wellness-illness**, and (d) **nursing process**. Each nursing course considers the person's basic needs in relation to growth and development on the wellness-illness continuum by utilizing the activities of the nursing process. The nursing process provides organization to the written content in the Program of Learning and for client-centered care. The nurse

applies critical thinking to the nursing process to assess the client, formulate nursing diagnosis, develop client goals and desired client outcomes, implement nursing interventions, and evaluate client outcomes.

The **lower needs** are: oxygenation, circulation, regulatory, nutrition, elimination, motor/sensory, and safety/security. An oxygenation need is the basis for the intake, exchange, distribution, and removal of gases. A circulation need is the basis for transportation of nutrients, gases, and waste products. A regulatory need is the basis for the maintenance of fluid and electrolyte balance, temperature control, and endocrine function. A nutritional need is the basis for ingestion, digestion, absorption, and metabolism. An elimination need is the basis for removal of indigestible materials and waste products of metabolism. A motor/sensory need is the basis for the maintenance of stimulation, perception, and mobility. A safety and security need is the basis for the maintenance of the external environment and internal environment. External environment includes physical, mechanical, microbial, thermal, electrical, economics, and employment. Internal environment includes cellular factors.

The **higher needs** are: psychosocial. A psychosocial need is the basis for the cognitive, affective, and psychomotor (behavioral) activities, and development of self-concept, including spirituality, effective relationships, and communication. This order of basic needs influences the nurse in prioritizing the client's basic needs when the client's needs are altered.

Integrated in the nursing process are **five therapeutic nursing interventions**: skills performance, communication, client teaching, management of client-centered care, and role responsibility.

Skills performance is the action, or procedure, carried out by the nurse while providing client-centered care. The nurse is expected to perform skills safely and competently.

Communication is a nursing action, verbal or non-verbal, through which the nurse helps the client to meet basic needs. Communication techniques are used to initiate and maintain culturally competent therapeutic relationships and implement appropriate nursing interventions. Communication is also used to promote teamwork and collaboration with other members of the health team and make appropriate referrals. Information and technology skills are used to coordinate, communicate, and document nursing care according to ethical and legal guidelines.

Management of client-centered care is the nursing action in which the nurse uses organization, decision-making, and delegation skills to care for a client or a group of clients and demonstrates shared responsibility with other members of the nursing team.

Client teaching is the nursing action in which the nurse provides age-appropriate information, informally and formally, to help the client meet basic needs.

Role responsibility is the nursing action in which the nurse is responsible and accountable for nursing practice within the profession's ethical and legal framework. The nurse is accountable for maintaining competence and recognizing limitations of knowledge and experience. The nurse is responsible for ensuring the client's rights, recognizing client responsibilities, maintaining accountability for care given and care delegated, and for utilization and disbursement of equipment, resources and materials. Integration of these five therapeutic nursing interventions in the nursing process prepares the student for the competencies inherent in three interrelated roles of the associate degree nurse: provider of client-centered care, manager of client-centered care, and member within the profession of nursing.

To meet the challenge of workplace entry, the program subscribes to the goals of The Quality and Safety Education for Nurses (QSEN) Institute. The QSEN Institute has defined core quality and safety competencies for entry level nursing. Competency areas include the knowledge, skills, and attitudes for

client-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. Information can be found at www.qsen.org.

ILLINOIS EASTERN COMMUNITY COLLEGES NURSING
PROGRAM REQUIREMENTS
ASSOCIATE DEGREE IN NURSING PROGRAM

FIRST YEAR   FIRST SEMESTER (1)

COURSE NUMBER	COURSE NAME	Weekly Contact Lecture	Hours Lab	Semester Credit
NUR 1201	Nursing I	5	10	10
LSC 2111	Human Anatomy & Physiology I	3	2	4*
PSY 1101	General Psychology I	3	0	3*
		11	12	17

FIRST YEAR   SECOND SEMESTER (2)

COURSE NUMBER	COURSE NAME	Contact Lecture	Hours Lab	Semester Credit
NUR 1202	Nursing II	5	10	10
LSC 2112	Human Anatomy & Physiology II	3	2	4*
PSY 2109	Human Growth and Development	3	0	3*
ENG 1111	Composition I	3	0	3*
		14	12	20

SECOND YEAR   FIRST SEMESTER (3)

COURSE NUMBER	COURSE NAME	Contact Lecture	Hours Lab	Semester Credit
NUR 2201	Nursing III	5	10	10
LSC 2110	General Microbiology	3	2	4*
SOC 2101	Principles of Sociology	3	0	3*
		11	12	17

SECOND YEAR   SECOND SEMESTER (4)

COURSE NUMBER	COURSE NAME	Contact Lecture	Hours Lab	Semester Credit
NUR 2202	Nursing IV	5	10	10
SPE 1101	Fundamentals of Effective Speaking	3	0	3*
ENG 1121	Composition and Analysis	3	0	3*
NUR 2205	Registered Nurse Review Course	2	0	2
		13	10	18

* General Education Hours   (Total 30)   Total Program Hours   72

OTHER:

COURSE NUMBER	COURSE NAME	Contact Lecture	Hours Lab	Semester Credit
NUR 1203	Clinical Nursing	2	8	6**
NUR 1204	Nursing Constructs	2	2	3***
NUR 1205	Transition to Nursing	(variable credit)		1-4****
NUR 1206	Practical Nurse Review	1	0	1**

**   Students applying for PN Licensure
***   Entering non-IECC LPNs/IECC LPNs who complete first level three years prior to readmittance into second level after CPL granted.
****   Transfer students granted advanced placement.
Prerequisite for LSC 2111 or LSC 2110 is LSC 1101 (General Biology I) or equivalent, or consent of instructor.

General education courses must be completed before or during the semester they are scheduled. Students who do not complete the general education courses early or as scheduled will not be allowed to enroll in the next nursing course.

Nursing students must pass all courses in the program with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program.

SECTION II

ETHICAL AND LEGAL RESPONSIBILITIES

♦ **Ethical-Legal Responsibilities of the Nursing Student**
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♦ **Criminal Background Check and Drug Testing**
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♦ **Core Values and Conduct**
♦ **Conduct at Nursing Agency Laboratory**
♦ **IECC Student Code of Conduct**

ETHICAL-LEGAL RESPONSIBILITIES OF THE NURSING STUDENT

Nursing students will function under the auspices and guidelines of the American Nurses Association (ANA) Code for Nurses and State of Illinois Nurse Practice Act. ANA can be accessed at website, http://www.ana.org

STATE OF ILLINOIS NURSE PRACTICE ACT*

State law regulates requirements for nursing licensure. A state agency, the Illinois Department of Financial and Professional Regulation IDFPR, implements the requirements of licensure laws defined in the State of Illinois Nurse Practice Act, effective January 1, 2018. Students are encouraged to read the copy of the entire State of Illinois Nurse Practice Act and the Rules for Administration* of the Act, which can be accessed at the Illinois Department of Financial and Professional Regulation's website, www.idfpr.illinois.gov.

CRIMINAL BACKGROUND CHECK AND DRUG TESTING

After acceptance into the Nursing Program, a background check is required. Drug testing will also be required to meet clinical affiliate requirements.

An unsatisfactory background check, incomplete background check (omission of any applicable information), or positive/dilute negative drug test may result in negation of admission or withdrawal from the program due to failure to proceed into the agency setting. A positive/dilute negative drug test at any time in the program may be grounds for immediate dismissal from the program. A student whose drug screen result is dilute negative will be required to complete another drug screen at his/her own expense within 1 week of the notification of the dilute negative. If the second drug screen is also a dilute negative, the drug screen may result in negation of admission or dismissal from the program.

Note that while marijuana is legal under Illinois state law, it is illegal under Federal law, and IECC has the legal authority and responsibility to prohibit possession or use of all cannabis, cannabis products, or any substances containing THC (tetrahydrocannabinol) on campus or at any college sponsored event. This includes students within the clinical setting. The prohibited use of cannabis on campus or at any college sponsored event includes those who have medical marijuana cards. Drug screens must be negative for marijuana or THC regardless of medical marijuana status.

A change in student status during the program which results in a criminal conviction may be grounds for dismissal or administrative withdrawal from the program. Students are required to report any incident which might result in a change in criminal history status to the Dean of Health Professions within 5 days. Failure to report a change in status is grounds for immediate dismissal from the program. Readmission to the program after dismissal related to a background check or drug test would require a petition no sooner than 2 years after the dismissal.

SOCIAL NETWORKING

Social networking is not permitted during classes, lab, and clinical education. Information about a client in any context is a possible HIPAA violation. Discussing any clinical information on a social network site is a potential HIPAA violation.

If a social networking issue should arise during enrollment in the program, the consequence could be recommendation for dismissal from the Nursing Program.

Additional information and resources on social media and networking for nurses can be found at the National Council of State Boards of Nursing (NCSBN) website at https://www.ncsbn.org/professional-boundaries.htm.

CORE VALUES AND CONDUCT

The process of becoming an effective member of the nursing profession involves attaining competency in knowledge, skills, and behavior. Students are evaluated with multiple modalities in class and laboratory settings. A shared process of student self-assessment and faculty assessment is used. Underlying all evaluation is the assumption that the student practices the core values of the Nursing Program, the nursing profession, and IECC.

Students will be given feedback, formally and informally, related to conduct. If concerns are identified, the instructor(s) and student will develop a plan for change. If a student does not demonstrate appropriate conduct following counseling, the situation will be reviewed with the campus site nursing faculty. Such review may result in the student being dismissed from the program. The decision to remove a student from the Nursing Program due to violation of core values and/or poor conduct related to the standards of the nursing profession belongs to the Dean of Health Professions. Any violation of IECC values and conduct will be handled by the Dean of Students.

STUDENT CONDUCT AT NURSING AGENCY LABORATORY

Any concerns regarding student conduct at the clinical site including professionalism, HIPAA law, and client safety will immediately be referred to the Dean of Health Professions. If there is subsequent evidence that the student is in violation of professionalism (as expected in the nursing profession), HIPAA laws, or client safety, the student may be dismissed from the program. If dismissed for the above reasons, the student will be unable to petition for return for a time of 3 years.

In addition to meeting the Nursing Program and the IECC student conduct criteria, students must meet the standards of the clinical agency. Dismissal from the clinical agency is grounds for immediate dismissal from the Nursing Program.

IECC STUDENT CODE OF CONDUCT

Illinois Eastern Community Colleges is committed to the personal growth, integrity, freedom of civility, respect, compassion, health and safety of its students, employees, and community. To accomplish this commitment, IECC is dedicated to providing an environment that is free from discrimination, harassment, retaliation, and harmful behavior that hinders students, employees, or community members from pursuing IECC education or services.

IECC's Student Conduct Policy 500.8 establishes the Student Code of Conduct to communicate its expectations of students and to ensure a fair process for determining responsibility and appropriate sanctions when a student's behavior deviates from those expectations. IECC sanctions are independent of other sanctions that may be imposed by other agencies as a result of civil or criminal prosecution.

Students, through the act of registration at Illinois Eastern Community Colleges, obligate themselves to obey all rules and regulations published in the academic catalog, program, and student handbooks, and/or on the website. It's highly recommended that all students review the Student Code of Conduct immediately upon enrolling.

SECTION III

GRADING - EVALUATION

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♦ **Attendance Policy**
    ♦ **Classroom Attendance**
    ♦ **Nursing Laboratory Attendance**

EVALUATION OF STUDENT PERFORMANCE

A grade is awarded at the conclusion of each nursing course. Evaluation of student performance exists on a continuum from program entry to program exit. Student evaluations are shared and reviewed by nursing faculty. This process allows faculty to provide appropriate classroom and laboratory experiences to assist each student in meeting educational outcomes of the program.

DETERMINATION OF A NURSING COURSE GRADE

A course grade is comprised of a classroom grade and a laboratory evaluation/evaluation of professional behaviors. If the classroom grade is passing and the laboratory evaluation/professional behaviors evaluation is satisfactory, the grade earned in the classroom will be the course grade. If the classroom grade is passing and the laboratory/professional behaviors evaluation is unsatisfactory, the course grade will be recorded as "F".

Classroom Grading Scale
A uniform grading scale is used by the Nursing Faculty. The grading scale will be provided to students each semester.

Theory grades will be based on module exams, quizzes, assignments, and a comprehensive final exam. A theory grade of 78% is required to pass the course.

The grading scale is:
> A = 90-100
> B = 83-89
> C = 78-82
> D = 65-77
> F = 0-64

Rounding will not be completed in required Nursing courses. Course grades will be awarded off the exact percentage earned during the course.

Nursing students must pass all courses in the program with at least a C and maintain a minimum term GPA of 2.0 to proceed through the program.

Evaluation of Nursing Laboratory Competencies
Laboratory competency is evaluated on performance in the laboratory, campus and agency, and on written assignments associated with these experiences.

Written Assignments for Nursing Laboratory
Students are required to complete multiple assignments for Nursing Laboratory. Each tool has specific criteria for satisfactory completion. The student submits the completed assignment and a copy of the appropriate evaluation tool.

A. **S** Satisfactory: Nursing written assignment is satisfactory: work is at expected level; meets assignment criteria.
   1. Minimal instructor guidance needed to complete assignment.
   2. Knowledge from nursing and behavioral sciences applied to situation depicted in assignment.
   3. Observations and judgments are at expected level.
   4. Evaluates outcomes and identifies reasons if outcomes not met.

B. **U** Unsatisfactory: Nursing written assignment is below expected level; consistently does not meet assignment criteria.
   1. Maximum instructor guidance needed to complete assignment.
   2. Assignment does not reflect appropriate use of knowledge from nursing and behavioral sciences.
   3. Observations and judgments are below expected level.
   4. Evaluation of outcomes is not appropriate.

   It is the instructor's discretion how unsatisfactory written assignments will be corrected. The instructor will take into consideration the following factors before deciding whether the assignment needs to be rewritten or corrected on future assignments within the semester:
   1. The opportunity will be available for the student to write an assignment in a similar clinical assignment.
   2. The student's verbalization of the written work requirements and clinical experience during a conference.
   3. The student's request for rewriting the assignments for feedback before he/she completes future assignments.
   4. The student's past performance during the semester on similar written assignments.
   5. Ability to gather needed data to correct the written assignment.

Laboratory Competency Evaluation
Any and all laboratory-based assignments will be considered in the Laboratory Competency Evaluation tool. The evaluation will be done at the midterm and final conferences and at other times as deemed necessary to foster student development. There are specific criteria for satisfactory completion of nursing laboratory competencies.

For a satisfactory laboratory evaluation, the student must achieve S or S+ in at least 85% of all categories and sub-categories, and S- in no more than 15% of all categories and sub-categories. By the end of the course no grade of U in any category is acceptable for satisfactory completion. Satisfactory nursing laboratory competency is mandatory for passing a nursing course.

The following terms are descriptors used in measuring student achievement in the nursing laboratory. Although the Laboratory Competency Evaluation tool changes from course to course, the rating scale for each course is:

A. **S+** Outstanding: Nursing laboratory performance is superior; functions consistently above expected level.
   1. Functions safely and effectively.
   2. Demonstrates ability to integrate knowledge from nursing and the behavioral science with nursing laboratory.
   3. Makes appropriate nursing observations and judgments.
   4. Identifies nursing laboratory objectives readily and completely.
   5. Answers questions relating to nursing laboratory objectives.
   6. Identifies rationale underlying his/her actions.
   7. Builds on previous level of learning to fulfill nursing laboratory objectives of the course.

B. **S** Satisfactory: Nursing laboratory performance is safe; functions consistently at expected level.
   1. Functions safely and effectively with minimum instructor guidance.
   2. Demonstrates adequate ability to apply knowledge from nursing and the behavioral sciences with nursing laboratory practice.
   3. Makes expected nursing observations and judgments.

4. Identifies nursing laboratory objectives readily and completely with minimal guidance.
5. Answers questions relating to nursing laboratory objectives with minimal guidance.
6. Identifies rationale underlying his/her actions with minimal instructor guidance.
7. Builds on previous level of learning to fulfill nursing laboratory objectives of the course with minimal guidance.

C. **S-** Minimal: Nursing laboratory performance is safe with guidance; functions at expected level only with guidance.
1. Functions safely with moderate instructor guidance.
2. Demonstrates the ability to utilize knowledge from nursing and the behavioral sciences with nursing laboratory practice with moderate instructor guidance.
3. Makes expected nursing observations and judgments with moderate instructor guidance.
4. Identifies nursing laboratory objectives.
5. Answers questions relating to nursing laboratory objectives with moderate instructor guidance.
6. Identifies rationale underlying his/her actions with moderate instructor guidance.
7. Demonstrates the ability to transfer prior learning to progress toward fulfilling nursing laboratory objectives of the course with moderate instructor guidance.

D. **U** Unsatisfactory: Nursing laboratory performance is unsafe, functions consistently below expected level.
Demonstrates little or no changes in undesirable behaviors after counseling.
1. Functions safely only with maximum instructor guidance.
2. Demonstrates inability to utilize knowledge from nursing and the behavioral sciences with nursing laboratory practice.
3. Does not make expected obvious nursing observations and judgments.
4. Does not identify nursing laboratory objectives.
5. Answers basic questions relating to nursing laboratory objectives only with maximum instructor guidance.
6. Identifies rationale underlying his/her actions only with maximum instructor guidance.
7. Is inconsistent in progress toward meeting nursing laboratory objectives of the course.
8. Transfers prior learning only with maximal guidance; demonstrates no progress toward meeting nursing laboratory objectives of the course.

Critical Areas of Concern
Critical areas of concern include any actions or inactions on the part of the student that increase the risk of or exposure to loss, harm, death, or injury of the client Critical concerns include, but are not limited to, the following:

1. Theft from clients, visitors or agency employees, or the unauthorized removal of supplies, drugs or other property from the premises of the agency.
2. Alteration, falsification, or destruction of any agency records.
3. Refusal to perform assignment at the clinical agency for any reason.
4. Refusal to follow directions of the instructor or appropriate agency personnel.
5. Refusal to follow facility policies and procedures for any reason.
6. Reporting to laboratory or performing at laboratory while under the influence of alcohol and/or controlled substances, drugs, or having possession of same on agency property.
7. Departure from the assigned department or unit, or the facility during scheduled laboratory hours without authorization.
8. Willful conduct which could endanger clients, visitors, or others.
9. Making false, vicious, or malicious statements concerning the agency, its employees, or its services.

10. Use of abusive, threatening, or profane language, or gestures on agency premises.
11. Willful, deliberate, violation of or disregard for the agency's safety and security, and its rules and policies.
12. Solicitation or acceptance of gifts or gratuities from clients their significant others or vendors.
13. Neglect of duty or incompetence either in quantity or quality of work.
14. Breach of confidentiality of the client, significant others, or of the agency and its employees.
15. Evidence of disregard or disrespect of the rights of clients or others, or of the agency and its employees.
16. Witnessed incivility towards peers or instructors.

Such actions or inactions will result in the student being immediately relieved of the nursing laboratory assignment, followed by a faculty review and possible dismissal from the Nursing Program.

The decision to dismiss a student from the Nursing Program related to a violation of the Critical Areas of Concern belongs to the Dean of Health Professions.

If a student is dismissed from the IECC Nursing Program related to a Critical Area of Concern violation, the student will not be permitted to pursue readmission with the IECC Nursing Program at any campus.

The student has the right to appeal according to IECC's complaint policy.

Evaluation of Professional Behaviors
The following behaviors are relevant to the student in all aspects of the educational process and are not limited to formal contacts in class and clinical. These are core behaviors of the profession, which are initiated and developed during the educational process and expanded and refined during practice in the profession.

The student will use the following descriptors and the evaluation form to self-assess professional behaviors. The instructor will also assess the student. These assessments will be done at the midterm and final conferences and at other times as deemed necessary to foster student development. If a student demonstrates behaviors inconsistent with these expectations, the following response(s) will occur:

1. The student will be provided feedback regarding perceived inappropriate behavior(s) and relevant expectations of the instructor/faculty.
2. If a change to more appropriate behavior(s) does not occur with remediation, the campus nursing faculty will review the situation. The student may be dismissed from the program.
3. The following level of achievement is expected by course completion for the associate degree program: NUR-1201 - a minimum of 3 areas at beginning level; NUR-1202 - a minimum of 2 areas at beginning level; NUR-1203 - a minimum of 1 area at beginning level, NUR-2201 - and NUR- 2202 0 areas at beginning level.

Any ranking of less than the stated criterion constitutes unsatisfactory performance. Satisfactory professional behaviors evaluation is mandatory for passing a nursing course.

Spirit of Inquiry
Unsatisfactory
>Fails to utilize available resources for learning
>Demonstrates poor time management; frequently unprepared
>Submits assignments late or incomplete
>Shows minimal interest or motivation toward learning
>Avoids or resists new learning opportunities

Beginning
        Uses existing resources effectively
        Uses scheduled time efficiently
        Completes assignments in timely fashion
        Demonstrates a positive attitude (motivation) toward learning

Developing (builds on preceding level)
        Uses unscheduled time efficiently
        Demonstrates flexibility
        Plans ahead
        Prioritizes information needs
        Welcomes and/or seeks new learning opportunities
        Sets personal and professional goals

Entry (builds on preceding level)
        Recognizes own limitations
        Sets priorities and reorganizes as needed
        Applies new information and re-evaluates situations
        Researches and studies areas where knowledge base is lacking

Nursing Judgment
Unsatisfactory
        Fails to recognize or articulate problems
        Demonstrates limited or no effort to identify solutions
        Ignores or misuses available resources
        Rarely asks questions or contributes ideas
        Shows minimal engagement in critical thinking processes

Beginning
        Recognizes problems; States problem clearly
        Describes known solutions to problems
        Identifies resources needed to develop solutions
        Raises relevant questions; Articulates ideas

Developing (builds on preceding level)
        Prioritizes problems
        Identifies contributors to problem
        Begins to examine multiple solutions to problem
        Considers consequences of possible solutions
        Formulates new ideas; Seeks alternative ideas

Entry (builds on preceding level)
        Implements solutions; Accepts responsibility for implementing solutions
        Evaluates outcomes
        Reassesses solutions; Justifies solutions selected; Determines effectiveness of applied solutions

Professional Identity
Unsatisfactory
        Disregards policies and procedures of the college, program, or clinical agencies
        Demonstrates unprofessional behavior (e.g., tardiness, unreliability)
        Uses inappropriate or ineffective communication (verbal or written)
        Fails to show respect or consideration in interactions with others
        Lacks awareness of professional standards and expectations

Beginning
> Demonstrates awareness of state licensure regulations
> Follows major tenets of Code for Nurses
> Abides by policies and procedures of college, program and clinical agencies
> Projects interest, enthusiasm and commitment to nursing
> Demonstrates dependability; Demonstrates punctuality
> Demonstrates understanding of basic English (verbal and written): uses correct grammar, accurate spelling and expression
> Recognizes impact of verbal and non-verbal communication; own barriers to effective communication
> Communicates with respect and consideration of others

Developing (builds on preceding level)
> Identifies positive professional role models; Projects professional image
> Discusses societal expectations of the profession
> Accepts responsibility for actions and outcomes
> Utilizes feedback for appropriate behavioral change
> Completes assignments without prompting
> Utilizes effective communication techniques; Communicates clearly, verbally and in writing
> Utilizes a variety of communication systems, verbal, written, computer

Entry (builds on preceding level)
> Recognizes impact of health policy on practice
> Practices in accordance with state practice act and Code
> Discusses role of nursing and health care
> Accepts direction
> Utilizes feedback when establishing goals
> Utilizes self assessment for growth
> Provides constructive evaluation of others, assignments, program
> Presents verbal or written message with logical organization and sequencing
> Utilizes communication technology effectively
> Maintains open and constructive communication

USE OF STUDENT COMMUNICATION FORMS

Student Communication forms are used by faculty in the Nursing Program to communicate information on progress within the program, performance concerns, and reinforcement of program objectives.

To support the performance of students in the Nursing Program, the forms may be used by faculty in the following circumstances:

1. Behavior that does not meet classroom or laboratory behavioral criteria.
2. Evaluation of S- or U in a laboratory performance evaluation area:
   a. behaviors will be documented.
   b. remediation plan will be developed with student.
3. Absences—the form will be used for counseling in the case of student absences for more than 10% of nursing laboratory hours. Absences are cumulative only for the semester. However, a pattern of absences throughout the program will be addressed and evaluated by faculty.

If a student refuses to sign, or cannot sign a form, a copy of the form shall be emailed to that student. All student communication forms are retained in the student's file.

ASSIGNMENTS

All assignments must be typewritten or written legibly in black ink, using correct grammar, spelling, sentence structure, and prepared on appropriate forms only. Specifics regarding assignment format will be provided by the faculty member making the assignment. References used for written assignments may not be more than five years old except with permission of instructor. Assignments must be turned in on date due as written or announced by faculty. Penalty for late assignments will be outlined in the course syllabus.

TESTING

The IECC Nursing Program utilizes technology-based testing throughout the program. Specific requirements for technology are provided to incoming students. Technology requirements must be met for a student to continue to proceed successfully in the Nursing Program. Failure to supply the technology on testing dates will result in a forfeit of the ability to take the exam and may result in failure of the course.

Quizzes may be given during classes or skills labs at the discretion of the instructor. **Quizzes will not be allowed to be made up.**

Attendance for examinations and feedback sessions is imperative. All exams must be taken as scheduled, because it is an unfair advantage for the student to take the exam early or delay the examination.

Failure to take an exam as scheduled, for any reason including planned or unplanned reasons, will result in an automatic deduction of 5%. Any subsequent missed exams will have an automatic deduction of 10% applied. The deduction will be applied to the grade earned on the exam. IECC sanctioned activities, if preapproved by the Department Head, will be exempt from this deduction.

In the event a paper test and Scantron card is used for a test, the answer marked on the Scantron will be the one and only answer that is graded. Answers marked on the test itself will not be considered. Scantrons and paper testing will be used as a back-up only for technical difficulties or reasons beyond program control.

All make-up tests will be taken on the scheduled make-up test day. Make-up tests may not be scheduled during a student's laboratory or regular class time. An alternate test may be administered whenever a student takes a make-up test.

Test reviews are an important part of the learning process, and it is highly recommended that students participate. Reviews are conducted outside of scheduled class time. Test review times will be advertised on the class calendar to facilitate student participation. Testing review is conducted in a group setting after the exam. If a student wishes to review his/her individual results, they have to make an appointment with faculty pending faculty availability. No test review may exceed 1 hour to ensure exam reconstruction does not occur. Individual test reviews are not guaranteed.

Any questions regarding individual test results and questions need to be submitted to the faculty the day of the scheduled review. Failure to compose and deliver a written submission with referenced instructional material regarding the exam question within the time frame will negate consideration of the exam question/answer combination. Written submissions without referenced instructional material will not be accepted. The means of submission will be communicated by the campus faculty.

Test review is a privilege which may be revoked due to an aggressive or uncivil atmosphere.

TESTING ADMINISTRATION GUIDELINES

Health Professions is committed to ensuring testing security for all course examinations. To support that directive, the following steps will be observed for all assessments (quiz or exam) in Health Profession courses.

1. All items are to be placed at the designated area of the classroom. This is to include all bags, bookbags, drinks, purses, etc.
2. No items are to be on the desktop except for a writing utensil, approved paper, and calculator (if approved by the campus).
3. No hats are permitted during assessment.
4. Approved paper must be turned in at the end of the assessment with the student's name on the paper.
5. If a student needs to use the restroom during an exam, the technology will remain with the instructor and the exam clock will continue during the student's absence.
6. Any items requested to be on the desktop must be approved by the instructors (such as Kleenex).
7. Faculty will write the start and end times on the whiteboard.
8. If faculty allow a student late entry to an examination, the student must be finished by the end time written on the whiteboard. During technical issues, faculty may change the end time to reflect issues starting the exam.
9. No content questions may be asked during an examination, only questions regarding the technical aspects of the examination.

TECHNOLOGY REQUIREMENTS

As a condition of acceptance into the Illinois Eastern Community Colleges Nursing Program, students are required to provide their own personal technology for participation. Testing in the IECC Nursing Program is administered exclusively via technology.

IECC Nursing uses ATI Technology as the platform for administering both our benchmarking and classroom exams. Therefore, student-provided technology (i.e., laptop) must meet ATI's minimum system requirements and be portable for use in a classroom setting (desktop computers are not permitted). Minimum technical requirements for portable devices are provided at www.atitesting.com/educator/technical-requirements. An iPAD or Android tablet cannot be used to take ATI proctored testing, but can be used to access other ATI products.

Failure to possess a compatible laptop on testing dates will result in the inability to take the exam and may result in failure of the course.

MATH RULES

The following rules for mathematical calculations are applicable throughout the IECC Nursing Program.
- Rounding:
  - For adult patients the answer will be rounded to the nearest tenth. For testing purposes, assume unless stated otherwise the patient/client/resident is an adult. (NOTE: this is consistent with NCLEX Test Plan).
  - For pediatric patients the answer will be rounded to the nearest hundredth.
  - Do NOT do any rounding until the end of the problem.
- IV calculations: (rates: mL/h and gtt/min)

- o Although some IV pumps do allow calibration to the tenth or hundredth, for the purpose of exams, IV rate calculations will be rounded to nearest whole number.
- Equivalents:
  - o Knowledge of equivalents is needed for calculation.
    Metric and Household Equivalents
    - 1 ounce = 30 milliliters (1 oz = 30 mL)
    - 1 tablespoon = 15 milliliters (1 tbsp or 1 T = 15 mL)
    - 1 teaspoon = 5 milliliters (1 tsp or 1 t = 5 mL)
    - 1 inch = 2.5 centimeters (1 in = 2.5 cm)
    - 1 cup = 8 ounces
    Metric to Metric Equivalents
    Weight Conversions
    - 1 kilogram = 2.2 pounds (1 kg = 2.2 lbs)
    - 1 pound = 16 ounces (1 lb = 16 oz)
- Dosage calculation safety considerations:
  - o To promote safety, a zero must be placed to the left of the decimal point in answers that are less than one. No zero is allowed to the right of the decimal point in answers that are whole numbers. Responses that do not follow these safety consideration will be marked incorrect. Examples:
    - .5 mg must be answered as 0.5 mg.
    - 5.0 mg must be answered as 5 mg.
- Labeling:
  - o All answers must be labeled correctly. No label or an incorrect label makes the answer incorrect. Computerized testing may provide label.

TESTING PHILOSOPHY

The faculty believes testing is an integral part of the curriculum. Testing is an observable measurable activity from which inference of learning can be made. Testing requires the student to behave in a predefined way, by testing or performing a task while the teacher observes. By testing, the student demonstrates competencies necessary to obtain the Associate Degree in Nursing or Practical Nursing certificate and therefore is eligible to take the licensure exam.

The faculty is responsible for providing a testing environment that is comfortable and free of distractions. The manner in which tests are administered should be consistent.

The faculty believes return demonstration and implementation of skills is another observable measurable activity from which inference of learning can be made. The faculty uses uniform criteria for evaluation of skills performance.

ATTENDANCE POLICY

Class attendance provides opportunity for the student to interact with faculty and peers to receive maximum benefits from the course.

Classroom Attendance
1. Regular class attendance is encouraged for the student to receive maximum benefits from the course. Attendance is the responsibility of the student.

2. The student is expected to be on time for class and to be ready to participate in the learning process.

3. If absent, the student is responsible for meeting the learning objectives and activities of material presented in class.

4. Attendance on scheduled test dates is **mandatory**. (See Testing.)

5. The student is responsible for alerting the faculty to absences in relation to campus sanctioned activities (i.e. Sports or Student Senate). A plan must be preemptively developed for absences, as the faculty are not required to retroactively address a student's preplanned absences.

6. Students are not allowed to bring their children or dependents to class or lab (campus and agency).

Nursing Laboratory Attendance

1. Agency and campus laboratory experiences are **mandatory**. Students are expected to attend all scheduled hours.

2. Students should be aware that nursing laboratory hours will not be rescheduled as related to individual absences.

3. When an agency experience is missed, the student will be assigned a written assignment to facilitate the student's lost learning opportunity. This does not replace the missed clinical time or any points allotted to the clinical time or work.

4. Simulation laboratory experiences are a portion of agency hours.

If a student is absent from more than 10% but less than 15% of the total laboratory hours required in the semester, the matter will be reviewed by the department head and a plan of action developed.

If a student is absent from more than 15% of the total laboratory hours required in the semester, the matter will be elevated to the Dean of Health Professions for possible dismissal from the program. The final decision to dismiss a student based upon absences will rest with the Dean of Health Professions.

SECTION IV

CRITICAL GUIDELINES FOR NURSING LABORATORY

- ♦ **Nursing Laboratory Expectations**
- ♦ **Client Safety**
- ♦ **Standard Precautions**
- ♦ **Bloodborne Pathogen Exposure Guidelines**
- ♦ **Guidelines for Latex Allergy**
- ♦ **IECC Policy on Alcohol and Drugs**
- ♦ **Policy on Alcohol and Drugs at Agency Laboratory**
- ♦ **Psychiatric or Psychological Examination Guidelines**
- ♦ **Dress Code for Agency Laboratory**
- ♦ **Cell Phone Use**
- ♦ **Exclusion from Agency Laboratory**

NURSING LABORATORY EXPECTATIONS

The importance of the nursing laboratory (campus and/or agency) is accepted as an integral part of achieving competency as an associate degree or practical nurse. It is essential that students be present and punctual for all assigned experiences. The student must inform the nursing instructor and/or the unit in the agency where nursing lab is to take place if unable to attend.

Failure to contact the faculty of an absence prior to the start of the agency time is considered a "No Call, No Show" and demonstrates a lack of professionalism from the student. If a "No Call, No Show" is demonstrated by the student, an automatic beginning will be placed on the Professional Behaviors evaluation. This rating can only be changed by the demonstration of knowledge regarding professionalism in nursing, which may be demonstrated in a number of ways as determined by the faculty member.

Nursing laboratory experiences may occur in a variety of settings (health agencies, hospitals, doctor's offices, childcare centers, mental health centers, campus laboratories, etc.) Transportation to affiliating agencies is the student's responsibility.

CLIENT SAFETY

In order to maintain a minimum level of safety in client care for the contracted agencies, any nursing student who has a 70% or below at midterm or after will not be allowed to give direct client care in agency lab. Students will still attend clinical agency but will be given alternate assignments and not permitted to provide direct client care.

STANDARD PRECAUTIONS

Standard precautions should be demonstrated in all contact with clients and throughout the clinical assignments. Students are expected to follow the agency's protocol for standard precautions.

BLOODBORNE PATHOGEN EXPOSURE GUIDELINES

Students will receive training in bloodborne pathogens before beginning initial clinical rotation, as part of agency onboarding. Nursing students should immediately report to their clinical instructor any exposure or suspected exposure to bloodborne pathogens.

Students are expected to follow the written protocol of the institutions in which they are performing their clinical work. Students will be responsible for meeting the prescribed follow-up care of the institutions. All related exposure costs will be at the student's expense.

GUIDELINES FOR LATEX ALLERGY

Latex allergy is a serious threat to healthcare workers as well as clients. Allergic reactions to latex may be mild, such as skin disturbances, to severe reactions resulting in death. Exposure to latex products may cause hypersensitivity response either locally or systemically. A systemic reaction may occur even with trivial exposure to latex and may result in cardiopulmonary arrest within minutes.

Students are asked to self-identify known latex sensitivity or allergy. This allows the student, faculty and administration to collaborate regarding potential exposures in campus or agency laboratory experiences. The Nursing Program cannot guarantee a latex free laboratory environment at campus sites or agencies.

The following guidelines are recommended by Illinois Eastern Community Colleges. Program to address potential incidences of acquired latex sensitivity by students in the laboratory component of the program.

PROCEDURE:

1. Students should become knowledgeable of latex allergy causes and potential clinical manifestations.

2. Students should immediately report to the nursing instructor actual (or suspected) latex allergic incidences.

3. Students should seek medical care for EARLY diagnosis and treatment of hand dermatoses and symptoms suggestive of latex allergy. Precautions recommended by the practitioner, if any, should be reported to Department Head on the campus attendance site.

4. The Nursing Program provides latex-free gloves for campus laboratory practice and for use in healthcare agencies if unavailable in the agencies.

Please note: The nursing curriculum addresses nursing care for a client with latex allergy. The guidelines above are for nursing students.

IECC POLICY ON ALCOHOL AND DRUGS

IECC is committed to providing a college environment free of substance abuse. Additional information and various resources can be found at www.iecc.edu/drugfree.

POLICY ON ALCOHOL AND DRUGS AT AGENCY LABORATORY

Any student who arrives at the clinical agency and is suspected of drug or alcohol use will not be allowed to continue the clinical assignment. The instructor will ask another nurse to validate the student behavior and/or odor of alcohol or drug-like substances. The other nurse shall be another IECC instructor, the nurse in charge of the unit, or a nurse appointed by the facility. If the two nurses concur that the student may be under the influence of drug or alcohol, the hospital policy for drug screening will be implemented.

If the student is determined to be under the influence of inappropriate drug/alcohol use, the instructor will attempt to arrange transportation home for him/her. The instructor shall notify the Department Head and the Dean of Health Professions as soon as possible. The student will receive no credit for the clinical lab experience.

Inappropriate drug use means: Impaired ability to function safely in the clinical agency.

Prescribed medication may be used as long as judgment or coordination are not impaired.

The following actions will be taken for a student with suspected and/or confirmed drug/alcohol use:

1. The student will be required to have an evaluation by a substance abuse specialist and follow the recommended plan of care. This will be at the student's expense.

2. Each case will be reviewed by the campus nursing faculty, Department Head, and Dean of Health Professions, who will decide regarding the student's continuation in the Nursing Program.

PSYCHIATRIC OR PSYCHOLOGICAL EXAMINATION GUIDELINES

Nursing students who may for any reason appear to be unsafe in the clinical area or who may compromise client safety may be required to submit to a psychiatric or psychological examination at any time at the student's expense. Alcohol/drug screening is included as part of these guidelines.

DRESS CODE FOR AGENCY LABORATORY

In the agency laboratories, the nursing student shall wear:

1. School uniform, clean and neatly pressed.
2. School identification badge clearly placed.
3. Clean, white or black leather shoes (no open toes or open backs; no canvas)
4. No undergarments should be visible. Shirts worn under uniform top must be white with no lettering.
5. Pants should be hemmed, and hem should not touch the floor.
6. Hair in a controlled style that avoids contamination. Hair must be neat and clean.
7. Cosmetics in moderation. No fragrances may be used; body deodorants used as needed.
8. Nails short and neatly trimmed. No nail polish and no artificial nails of any kind are allowed.
9. No jewelry other than one small stud in each ear lobe and one ring. Any facial piercing should be removed or replaced with a clear stud.
10. Males may wear beards and mustaches – short, clean, neat, and well-trimmed.

Agency policy will always prevail over this written dress code.

Nursing uniforms may not be worn except in Nursing Program laboratory experiences. Nursing laboratory coats are not to be worn during client care. No jeans, shorts, or jogging clothes may be worn for any agency laboratory nursing assignment.

CELL PHONE USE

Personal cell phone and/or smart watch use during clinical experiences in client care areas is to be directed by the agency clinical instructor. Inappropriate cell phone usage will result in an unsatisfactory laboratory evaluation which will equate to an "F" in the course.

EXCLUSION FROM AGENCY LABORATORY

Faculty have the authority to exclude a student from a clinical experience. The following is a list of possible reasons for exclusion from clinicals and is not meant to be all inclusive:

- Tardiness greater than 30 minutes
- Student's lack of preparation for the clinical experience
- Student illness
- Impairment of the student to perform safely, which can be for any cause
- Failure of a student to follow clinical affiliating agency and IECC Nursing policies

If a student is excluded from the clinical day, the student will be counted absent for the total contact hours assigned for the day.

Students must remain at the clinical site until dismissed by faculty. Leaving the clinical site early will be counted in the student's total absence time. Students are not allowed to leave and then return to clinical.

Students are responsible for tracking their own absences/tardiness times. Illness, family deaths, accidents, emergencies etc. will not be treated as exceptions. Students are encouraged to conserve absences to cover unforeseen occurrences.

SECTION V

PROGRAM REQUIREMENTS AND COSTS

- ♦ **Required Technology**
- ♦ **CPR Requirements**
- ♦ **Liability Insurance**
- ♦ **Physical Examination and Immunizations**
- ♦ **Health Status/Update**
- ♦ **Health Insurance**
- ♦ **Program Costs**
- ♦ **Nursing Laboratory Items**

REQUIRED TECHNOLOGY

All nursing students are required to have technology for testing purposes as outlined in Section III (Technology Requirements). Incoming students are notified of current guidelines and expected to supply the appropriate technology.

Some information will be communicated through IECC's Entrata system. Students must set up an Entrata e-mail account. Many student learning resources that accompany textbooks must be accessed online. Internet access is required to use Entrata and to access these learning resources. Students who do not have access to the internet through a personal computer may use computers in the campus Learning Commons during regularly scheduled hours.

CPR REQUIREMENTS

All students must provide proof of current CPR certification through the American Heart Association - BLS Healthcare Provider Course.

A copy of the CPR certification card will be provided to nursing faculty for verification. If at any time the student's certification expires, the student may not attend clinical agency and all absence time will accrue, possibly resulting in failure of the course.

This requirement also applies to those individuals who take NUR-1203 or NUR-1204.

LIABILITY INSURANCE

Each student must carry the Professional Personal Liability Insurance Policy provided by IECC. The fees for this policy are paid at the beginning of the fall term each year or at the beginning of NUR-1204 (Nursing Constructs). Students who enter spring semester will pay the same fee.

PHYSICAL EXAMINATION AND IMMUNIZATIONS

All incoming nursing students will have a complete physical exam by a qualified health practitioner of their choice using the approved physical form. Any student who returns to the program following an absence of one or more semesters must also complete a physical exam. Students are required to comply with any additional agency requirements, such as the seasonal flu vaccine. Cost of receiving the flu vaccine is at the student's expense. Changes in health status must be reported to the Department Head if the change interferes with the student's ability to perform the essential functions of a nursing student, such as lifting restrictions. A release from the physician or other healthcare provider may be required to return to laboratory experiences at the discretion of the department head as deemed necessary. This information is necessary to plan for student safety and to meet agency standards. Information from the physical and immunization record shall be made available to the clinical agency upon request of the agency.

HEALTH STATUS/UPDATE

Students are required to have a physical examination completed by a healthcare provider before entry into the first nursing course. In subsequent semesters, students are required to complete a Health Update Form. This allows the instructor to be aware of any health concerns/needs of the student. It is the student's responsibility to notify the instructor of any changes in his/her health condition throughout the program.

HEALTH INSURANCE

It is recommended that all nursing students carry their own personal health insurance. Each student is responsible for healthcare costs including costs related to incidents occurring in the clinical agencies.

Nursing students should immediately report to their clinical instructor any exposure or suspected exposure to bloodborne pathogens or hazardous products, or any injury sustained in the clinical agency. In the event of an untoward incident, students are expected to follow the written protocol of the institution in which they are performing their clinical work. The student is responsible for physician, diagnostic and treatment costs for services rendered by a clinical facility.

PROGRAM COSTS

Nursing Program costs are publicly posted on the IECC nursing website, in accordance with Illinois standards.

NURSING LABORATORY ITEMS

Nursing students are required to purchase the following items.

1. Stethoscope
2. Blood Pressure Cuff
3. Scissors
4. Pen light
5. Identification Badges
6. Program approved uniforms*
7. Watch with second hand

*Uniforms and lab coat must be from the approved selection.

SECTION VI

STUDENT RIGHTS

- ♦ **Student Representation on Committees**
- ♦ **Program Evaluation**
- ♦ **Intercampus Transfers**
- ♦ **Auditing of Nursing Courses**
- ♦ **Noteworthy Student Policies**
  - ♦ **Student Complaint Policy**
  - ♦ **Preventing Sexual Misconduct Policy**
  - ♦ **Privacy of Student Education Records**
  - ♦ **Campus Safety**

STUDENT REPRESENTATION ON COMMITTEES

Students are asked to select representatives to participate in the Nursing Advisory Committee meetings and the Student Advisory Committee meetings. Students are provided opportunities to evaluate learning experiences in the classroom, campus laboratory, and agency laboratories. Campus-based committees are available to nursing students the same as others.

PROGRAM EVALUATION

Student evaluations of faculty, resources, and courses are essential for improvement of the Nursing Program. Students are given the opportunity to complete evaluations of faculty at least once a year. Students also evaluate learning experiences in the classroom, clinical agencies and with preceptors. At graduation, the student completes a program evaluation and self-assessment of educational outcomes.

INTERCAMPUS TRANSFERS

Transfers between campuses are generally discouraged but may be permitted under exceptional circumstances. The primary reason for approving a transfer is a change in the student's residence that is beyond their control.

Students currently enrolled and in good academic standing must submit a written request to the Department Head at their original site at least two months prior to the intended transfer date. Transfer request forms are available from the Nursing Program advisor. Each request will be reviewed on a case-by-case basis.

Students who have accepted a seat in the program but have not yet begun nursing coursework may only be approved for transfer by the Dean of Health Professions.

AUDITING OF NURSING COURSES

Students will be allowed to audit the lecture and campus laboratory portion of a nursing course on a space available basis. There will be no auditing of an agency nursing laboratory. Being allowed to audit a nursing course does not convey in any way acceptance of an auditing student into the IECC Nursing Program.

A nursing student who has passed the Nursing Program but has not passed the NCLEX may audit a class on a space available basis. The requirements for auditing a course must be met (See Auditing a Course).

NOTEWORTHY STUDENT POLICIES

The academic catalog and student handbook are good resources for IECC student policies; the following provides a quick reference to some noteworthy ones.

Student Complaint Policy

Students are encouraged to seek resolution for any complaints by communicating informally with the appropriate individual(s). When a resolution is not reached, students may initiate a formal complaint. IECC's Policy to Address a Complaint establishes a fair, impartial, and timely process to review and/or resolve causes of dissatisfaction in an orderly and systematic manner. The Policy is available at www.iecc.edu/studentcomplaint.

Preventing Sexual Misconduct Policy

Illinois Eastern Community Colleges is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. All forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking are strictly prohibited.

Individuals are encouraged to report allegations of sexual misconduct in a timely manner. Assistance and support are available by completing an IECC Complaint Form, reaching out to IECC personnel directly, or contacting a Confidential Advisor. More information, including the complaint form, can be found at www.iecc.edu/titleix.

Privacy of Student Education Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the
U. S. Department of Education.

The rights afforded students under FERPA include:
1. The right to inspect and review education records.
2. The right to request amendment of education records.
3. The right to consent to disclose personally identifiable information contained in education records.
4. The right to restrict the release of directory information.
5. The right to file a complaint.

To review the complete policy, go to www.iecc.edu/ferpa.

Campus Safety

The IECC website is a source for much information related to safety initiatives, emergency procedures, the annual security report, and more. Visit www.iecc.edu/safety.

SECTION VII

PROGRESSION AND GRADUATION

♦ **Readmission by Petition**
♦ **Graduation**
  ♦ **Graduation Requirements**
  ♦ **Articulation with Senior Institutions**
  ♦ **Licensure Application**
♦ **Post-Graduation Program Evaluation**

READMISSION BY PETITION

Nursing students who leave the college or program by reason of withdrawal, academic deficiency/failure, or dismissal may petition for readmission to the program no sooner than one (1) semester following official notification of status. Such petition will be reviewed by the Academic Standards Committee.

Readmission will be granted only if the student's prior performance did not indicate a lack of capability to complete the course of study in the program and/or college. A petition for readmission must include a description of circumstances which adversely affected the petitioner's ability to meet the academic standards of the program and/or the college.

Petitioners must meet the current college and Nursing Program admission and ranking requirements. Petition approval does not guarantee re-admittance to the Nursing Program. The petitioning process must be completed at least sixty (60) days prior to the semester of readmission. For entry into the spring semester, all other admission requirements must be met on or before the college official fall withdrawal date. For entry into the fall semester, all admission requirements must be met by the application deadline.

If a written petition is denied by the Academic Standards Committee, the petitioner may request a personal appearance before the Academic Standards Committee. If the petition has been denied by the committee following a personal appearance, the petitioner may request a hearing before the Vice Chancellor of Academic Affairs. A request for a rehearing must affirmatively show:
1. That there are new or extraordinary circumstances, not known by or available to the petitioner at the time of the original petition for readmission, which adversely affected the petitioner's ability to meet the academic standards; or
2. That the procedures employed by the committee failed to give the petitioner a fair hearing.

The decision of the Vice Chancellor of Academic Affairs is final and is not subject to review.

A student in the Nursing Program who has been denied readmission may re-petition no sooner than three (3) calendar years from the date of his/her original petition. If the student is readmitted and withdraws or fails, he/she will not be allowed to petition again.

The Academic Standards Committee has the right to review the admission status of any student based on faculty recommendation and documentation of extraordinary circumstances that adversely impacted student performance.

Nursing students who have exhausted their petition options and have not obtained a practical nurse license, may reapply to the first year of the program, one time, after three (3) calendar years from the last program exit, without regard to prior academic performance. The application process must be completed, including any admission testing, and the student must rank with the incoming class. Applicant will also be subject to the following criteria:
1. Student was not dismissed from the program for any safety violations in the clinical setting.
2. Student has not violated any student conduct policies.
3. No violation of critical concerns from the Nursing Handbook during their initial time in the program.

Nursing students may reapply to the second year of the program one time after three years from the last program exit, without regard to prior academic performance, subject to the following criteria:
1. Successful completion of the practical nurse curriculum;
2. Licensure as a practical nurse;
3. Employment as a licensed practical nurse with documentation of at least 2,000 hours of work from the time of the last exit from the Nursing Program.

If readmitted, the student progression/retention will follow the guidelines of a first-time student.

GRADUATION

Graduation Requirements
Nursing students should read the graduation requirements available [here](#). It is each student's responsibility to know the current requirements for Graduation.

Articulation with Senior Institutions
Students desiring to articulate with a senior institution should seek information from counselors of the desired institution for guidance in their curriculum development plan.

Licensure Application
Students who successfully complete requirements of the practical nurse or registered nurse curriculum are eligible to apply for licensure. The State of Illinois Nurse Practice Act explains that actions in the past and/or future, such as a felony, misdemeanor, or substance abuse, could possibly result in refusal to **issue** or renew a license to practice nursing.

POST-GRADUATION PROGRAM EVALUATION
Six months following graduation, the graduate is asked to complete a self-assessment indicating the degree to which the program prepared them for beginning practice as a registered nurse and to evaluate the program and services. The graduate is also asked to provide specific suggestions to improve outcomes. Additionally, the graduate is requested to ask their employer to evaluate the preparation of the graduate to meet the role expectations of an entry-level registered or practical nurse. Survey responses are anonymous. The goal is to evaluate the degree to which the program is meeting its mission and purposes, not to evaluate individuals.

Graduate cooperation is appreciated. This feedback is essential to provide direction for change to maintain a quality Nursing Program.