



Trenholm State
COMMUNITY COLLEGE

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2026-2027

Nursing Student Handbook

DEPARTMENT OF NURSING

Practical Nursing (Standalone) and Associate Degree Nursing (ADN)

Revised June 23, 2026

Prepared by the faculty and staff of the Nursing Programs | Montgomery, Alabama

Disclaimer

The 2026-2027 Nursing Student Handbook applies to all students enrolled in a Trenholm State Community College (TSCC) Nursing Program, supersedes all previously published editions, and remains in effect until a subsequent Nursing Student Handbook is published in print or online at www.trenholmstate.edu. The program content in this handbook supersedes the TSCC Catalog and Student Handbook where nursing-specific policies apply.

All matters of student conduct are governed by the TSCC Student Code of Conduct published in the current TSCC Catalog and Student Handbook. For any alleged conduct violation, the TSCC Student Code of Conduct controls and supersedes this handbook, and conduct violations are adjudicated under the College's disciplinary and due-process procedures. The nursing-specific academic and clinical policies in this handbook apply in addition to, and not in place of, the Student Code of Conduct.

Trenholm State Community College reserves the right to change items contained herein as circumstantially dictated. All such changes are effective immediately, as determined by the proper authorities, and may apply to both prospective and currently enrolled students. Students will be notified of substantial changes and provided a supplemental acknowledgment form to be signed and placed in their file.

All formats, guidelines, and evaluation criteria published in this handbook are subject to modification at the discretion of the nursing faculty to meet the changing professional objectives of nursing courses. Such modifications will be published in the respective course syllabi and posted in the course management system (Canvas).

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A Message from the TSCC Director of Nursing Programs

Dear Nursing Student,

Welcome to the Nursing Programs at H. Councill Trenholm State Community College. Whether you are entering the Practical Nursing (PN) program or the Associate Degree Nursing program, you have chosen a profession that asks a great deal of you and gives back even more. On behalf of our faculty and staff, I am honored that you have chosen to begin your nursing education with us.

The journey ahead will stretch you. You will be asked to think critically, act with integrity, and care for patients during some of the most vulnerable moments of their lives. Our faculty are committed to walking alongside you through every course, every clinical rotation, and every milestone. We hold high standards because the patients you will one day serve deserve nothing less, and because we believe in your ability to meet them.

Excellence is our expectation, and it is also what we model. We expect you to arrive prepared, to hold yourself accountable, to communicate professionally, and to give your patients your very best on the days when that is easy and on the days when it is not. In turn, you should expect excellence from us: current, evidence-based instruction, clinical experiences that build real competence, faculty who are present and invested in your progress, and a program that holds itself to the same standard it asks of you. Excellence here is not a slogan. It is a daily practice, and it is the measure we apply to your work and to our own.

This handbook is your guide. It outlines the policies, expectations, and resources that will shape your time in the program, and it reflects the standards of the Alabama Board of Nursing, our accreditors, and the nursing profession. Please read it carefully, keep it within reach, and return to it often. When questions arise, your instructors and I are here to help you find the answers.

You are joining a program with a proud history and a bright future. I encourage you to engage fully, support your classmates, and never lose sight of the reason you began this path. We are glad you are here, and we look forward to celebrating your success at pinning and well beyond.

Warm regards,



Dr. Alicia M. Logan, DNP, MS, BS, BSN, RN

Director of Nursing Programs

H. Councill Trenholm State Community College

Nursing Honor Code Pledge

I join my fellow students today to pledge my commitment to the highest ideals and academic standards of my education as a nursing student at Trenholm State Community College.

I recognize I am entering a profession in which I have responsibility for the lives of others. With that responsibility comes accountability for my actions.

Therefore, as a representative of the nursing program at TSCC, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism in all my written work, spoken words, actions, and interactions with patients, families, peers, and faculty.

I pledge to work together with my peers, to support one another in the pursuit of excellence in our nursing education, and to report unethical behavior.

I will work to safeguard the health and welfare of the clients who have placed their trust in me and will advocate for the client's best interest.

I recognize that these responsibilities do not end with graduation but are a lifelong endeavor.

Introduction

Welcome to the Nursing Programs at Trenholm State Community College. The first Nursing Program at TSCC received initial accreditation in June 1982. The programs comply with the Alabama Board of Nursing Administrative Code Chapter 610-X-3, Nursing Education Programs, and are accredited by the Accreditation Commission for Education in Nursing (ACEN). The Associate Degree Nursing (ADN) program was approved by the Alabama Board of Nursing (ABN) in November 2018 and aligns with the seamless curriculum pattern developed and approved by the Alabama Community College System (ACCS).

This Nursing Student Handbook provides nursing students with information about the policies and procedures within the Nursing Programs. It is the responsibility of each nursing student to read this handbook carefully and understand its contents. If, for any reason, routine progression through the enrolled program is interrupted, the policies in the Nursing Student Handbook in effect at the time of reinstatement will apply. This handbook is used in conjunction with the TSCC Catalog, the TSCC Student Handbook, and your course syllabi.

Progression through the nursing program is the student's full-time responsibility. Nursing education is rigorous and time-intensive, and students should treat their enrollment as a full-time obligation. Students are responsible for knowing and meeting every academic, clinical, health, and professional requirement and deadline in this handbook and in each course syllabus, whether or not they are

reminded. Outside employment, family, and personal obligations are arranged around the program, not the reverse.

After reading this handbook in its entirety and having the opportunity to ask questions, please sign the Acknowledgment Forms at the back of the handbook. All signed forms should be given to the Health Sciences Administrative Assistant to be placed in your permanent file. The faculty and staff at Trenholm State Community College are committed to your success. Again, welcome to the Nursing Programs at TSCC.

Nondiscrimination Statement

It is the policy of the Alabama Community College System Board of Trustees and Trenholm State Community College that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. The nursing faculty accepts this policy as their own, will consider all qualified applicants without discrimination, and will provide equal educational opportunity to those accepted into the program.

Nursing Faculty and Staff

Faculty and staff are assigned across the Trenholm Campus and the Baptist site. Students may reach any faculty member by email using the address listed below.

Name	Role	Location	Email Address
Dr. Alicia M. Logan	Director of Nursing Programs	Trenholm Campus	alogan@trenholmstate.edu
Ms. Nike'erra Bell	Clinical Coordinator	Trenholm Campus	nbell@trenholmstate.edu
Dr. Lynnette Hall	Nursing Faculty	Trenholm Campus	lhall@trenholmstate.edu
Dr. Andrea Johnson	Nursing Faculty	Trenholm Campus	anjohnson@trenholmstate.edu
Ms. Fontella Artis	Nursing Faculty	Baptist Site	fartis@trenholmstate.edu
Ms. Amber Brown	Nursing Faculty	Baptist Site	ambrown@trenholmstate.edu
Ms. Yolanda Brown	Staff	Trenholm Campus	ybrown@trenholmstate.edu

Nursing Program Office: Location Building A/B Trenholm Campus

Phone: (334) 420-4420

Program Information

Trenholm State Community College Mission

Trenholm State Community College promotes student success and is committed to enriching our community by offering accessible, quality, and engaging educational opportunities through academic transfer, career and technical education, workforce development, and adult education.

State Approval and National Accreditation Status

Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The Nursing Programs consist of a Practical Nursing (PN) standalone track and an Associate Degree Nursing (ADN) track. Both tracks are accredited by the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing (ABN).

ACEN accreditation status expiration: **Fall 2029**. Most recent ABN on-site visit: **April 2026**.

Graduates of the Practical Nursing and Associate Degree Nursing programs are eligible to apply to write the National Council Licensure Examination (NCLEX) appropriate to the program completed. Comments or complaints may be directed to the agencies below.

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

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, GA 30033, 404-679-4500, www.sacscoc.org

Alabama Board of Nursing (ABN), 770 Washington Avenue, Montgomery, AL 36104, 334-293-5200, www.abn.alabama.gov

ACCS Nursing Program Mission and Philosophy

Mission. The mission of the nursing programs of the Alabama Community College System (ACCS) is to prepare graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to provide full and equal access to opportunities for educational success to meet the community's needs.

Philosophy. We believe that nursing is a dynamic profession, blending science with evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care. We believe learning is an interactive process in which faculty and students share responsibility to meet program outcomes, presented from simple to complex. We have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and the National League for Nursing (NLN) into our philosophy as core values.

Core Competencies (QSEN and NLN)

- Human Flourishing (NLN): Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- Patient-Centered Care (QSEN): Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs.
- Nursing Judgment (NLN): Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care.
- Safety (QSEN): Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics (QSEN): Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- Professional Identity (NLN): Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practice, and an evolving professional identity.
- Teamwork and Collaboration (QSEN): Function effectively within nursing and inter-professional teams.
- Spirit of Inquiry (NLN): Examine the evidence that underlies clinical nursing practice to improve the quality of care.
- Evidence-Based Practice (QSEN): Integrate best current evidence with clinical expertise and patient and family preferences and values.
- Quality Improvement (QSEN): Use data to monitor outcomes and improvement methods to continuously improve the quality and safety of health care systems.

ACCS Conceptual Framework

The conceptual framework derived from the philosophy forms a basis for the organization and structure of the nursing curriculum and serves as a guide for nursing instruction in the attainment of student learning outcomes. NLN competencies define the competencies of the graduate nurse, and QSEN competencies reflect current contemporary practice. Each competency includes knowledge, skills, and attitudes that serve as a basis for consistent performance expectations across academic and practice settings.

ACCS Nursing Program Outcomes

Outcome	Expected Level of Achievement (ELA)
Performance on Licensure Examination	The most recent annual NCLEX pass rate will be at least 80% for all first-time test-takers during the same 12-month period.
Program Completion	At least 60% of students admitted will graduate within 100% of the stated program length, beginning with the first required nursing course: Associate Degree Nursing, seven semesters (two prerequisite semesters plus five nursing

Outcome	Expected Level of Achievement (ELA)
	semesters); Practical Nursing certificate, five semesters (two prerequisite semesters plus three nursing semesters).
Job Placement	At least 90% of graduates seeking employment will be employed within one year of graduation in a position for which the program prepared them.

End-of-Program Student Learning Outcomes and Graduate Competencies

Competency	Practical Nursing (PN)	Associate Degree Nursing (ADN)
Human Flourishing	Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.	Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
Patient-Centered Care	Advocate for the patient and family in the provision of compassionate and coordinated care to support health, safety, and well-being.	Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care.
Nursing Judgment	Provide a rationale for judgments used in safe, quality care and for decisions that promote the health of patients within a family context.	Make judgments substantiated with evidence that integrate nursing science in the provision of safe, quality care.
Safety	Demonstrate effective use of strategies to reduce risk of harm to self or others.	Minimize risk of harm to patients and providers through system effectiveness and individual performance.
Informatics	Incorporate information and technology within own scope of practice to support safe processes of care.	Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
Professional Identity	Demonstrate awareness of good practice, boundaries of practice, and professional identity formation.	Implement one's role as a nurse in ways that reflect integrity, responsibility, and ethical practice.
Teamwork and Collaboration	Function competently within own scope of practice as a member of the health care team.	Function effectively within nursing and inter-professional teams.
Spirit of Inquiry	Collaborate with team members, using evidence, tradition, and patient preferences to promote optimal health status.	Examine the evidence that underlies clinical nursing practice to improve quality of care.
Quality Improvement	Use various sources of information to review outcomes of care and identify areas for improvement.	Use data to monitor outcomes and improvement methods to continuously improve quality and

Competency	Practical Nursing (PN)	Associate Degree Nursing (ADN)
		safety.
Evidence-Based Practice	Implement evidence-based practice in the provision of individualized health care.	Integrate best evidence-based practice with clinical expertise and patient and family preferences and values.

Admission and Selection of Applicants

Admission to the TSCC Nursing Programs is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimum requirements does not guarantee acceptance. Detailed admission criteria, application periods, and the points-based selection process are published in the current TSCC Catalog and on the Nursing Programs web page. Final selection is made by the Nursing Program Admissions Committee. Applicants are notified of acceptance or non-acceptance, and students selected for admission are required to attend a mandatory New Student Orientation.

- Applicants must have unconditional admission to the College and be in good standing.
- Applicants must meet the essential functions for nursing with or without reasonable accommodation (see Student Health Information).
- Applicants must complete and submit all required documents within the published application period.
- For current admission criteria, point values, and deadlines, refer to the TSCC Catalog and the Nursing Programs web page.

Curriculum Requirements

All prerequisite general education coursework must be completed prior to entry into the nursing sequence. The admissions process requires that every prerequisite listed below be complete before a student begins the first nursing course. Students must complete PSY 210 Human Growth and Development, not PSY 200 General Psychology. Students transferring to TSCC are responsible for verifying whether transfer credit has been received. It is not the responsibility of Health Sciences faculty or staff to notify students of incomplete general education coursework. The Humanities elective in the Associate Degree Nursing program is completed during the designated nursing semester; a student who fails to complete it during that semester will not progress in the nursing program.

Practical Nursing Certificate, Standalone (Five Semesters Total)

All prerequisite courses must be completed prior to entry into the nursing sequence.

Course	Credit Hours	Contact Hours	Area	Course Notes
Semester 1 PRE-NUR (Prerequisites)				
ENG 101 English Composition I	3	3	I	
BIO 201 Human Anatomy and Physiology I	4	5	III	Prerequisite: BIO 103
MTH 100 Intermediate Algebra or higher	3	3	III	
ORI 101 College Orientation	1	1	V	
Term Total	11	12		
Semester 2 PRE-NUR (Prerequisites)				
BIO 202 Human Anatomy and Physiology II	4	5	III	
PSY 210 Human Growth and Development	3	3	IV	
SPH 106 or SPH 107 Fundamentals of Public Speaking	3	3	III	
Term Total	10	11		

Nursing Sequence (Three Semesters)

Course	Theory	Lab	Clinical	Credit	Contact
Nursing Semester 1					
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
Term Total	4	2	1	7	13
Nursing Semester 2					
NUR 113 Nursing Concepts I	4	1	3	8	16
Term Total	4	1	3	8	16
Nursing Semester 3					
NUR 114 Nursing Concepts II	5	-	3	8	14
NUR 115 Evidence-Based Clinical Reasoning	1	-	1	2	4
Term Total	6	-	4	10	18

Practical Nursing Program Totals: Nursing Credit 25, Academic Credit 21, Total Credit Hours 46. Total program length is five semesters, consisting of two prerequisite semesters and three nursing semesters.

Contact hours below reflect the ACCS standardized concept-based curriculum.

Component	Contact Hours
Nursing Theory	210
Nursing Lab	135
Nursing Clinical	360
Academic Theory	270
Academic Lab	60
Total Program Contact Hours	1,035

Associate Degree Nursing (Seven Semesters Total)

All prerequisite courses must be completed prior to entry into the nursing sequence. The Humanities elective is completed during the designated nursing semester.

Course	Credit Hours	Contact Hours	Area	Course Notes
Semester 1 PRE-ADN (Prerequisites)				
ENG 101 English Composition I	3	3	I	
BIO 201 Human Anatomy and Physiology I	4	5	III	
MTH 100 Intermediate Algebra or higher	3	3	III	
ORI 101 College Orientation	1	1	V	
BIO 103 Principles of Biology I	4	5	III	Prerequisite for BIO 220
Term Total	15	17		
Semester 2 PRE-ADN (Prerequisites)				
BIO 202 Human Anatomy and Physiology II	4	5	III	
PSY 210 Human Growth and Development	3	3	IV	
SPH 106 or SPH 107 Fundamentals of Public Speaking	3	3	III	
BIO 220 General Microbiology	4	6	III	
Term Total	14	17		

Nursing Sequence (Five Semesters)

Course	Theory	Lab	Clinical	Credit	Contact
Nursing Semester 1					
NUR 112 Fundamental Concepts of Nursing	4	2	1	7	13
Term Total	4	2	1	7	13
Nursing Semester 2					
NUR 113 Nursing Concepts I	4	1	3	8	16
Term Total	4	1	3	8	16
Nursing Semester 3					
NUR 114 Nursing Concepts II	5	-	3	8	14
NUR 115 Evidence-Based Clinical Reasoning	1	-	1	2	4
Term Total	6	-	4	10	18
Nursing Semester 4					
NUR 211 Advanced Nursing Concepts	4	-	3	7	13
Term Total	4	-	3	7	13
Nursing Semester 5					
Humanities Elective (Ethics preferred)	3	-	-	3	3
NUR 221 Advanced Evidence-Based Clinical Reasoning	3	-	4	7	15
Term Total	6	-	4	10	18

Associate Degree Nursing Program Totals: Nursing Credit 39, Academic Credit 32, Total Credit Hours 71. Total program length is seven semesters, consisting of two prerequisite semesters and five nursing semesters.

Contact hours below reflect the ACCS standardized concept-based curriculum.

Component	Contact Hours
Nursing Theory	315
Nursing Lab	135
Nursing Clinical	675
Academic Theory	345
Academic Lab	120
Total Program Contact Hours	1,590

In addition to the ACCS standardized curriculum, TSCC requires ORI 101 College Orientation (1 credit hour, 1 contact hour) for both programs and BIO 103 Principles of Biology I (4 credit hours, 5 contact hours) as a prerequisite for the Associate

Degree Nursing program. Including these requirements, total credit hours are 46 for the Practical Nursing certificate and 71 for the Associate Degree Nursing program.

Tuition, Fees, and Expenses

The estimated costs below are provided to help students plan for the full length of each program, including prerequisite coursework. Costs are shown separately for the Practical Nursing certificate and the Associate Degree Nursing program because the two differ substantially. The middle column identifies whether an item is billed by the College, in which case it may be covered by financial aid, or paid by the student directly to a vendor.

Item	Billed by College or Paid to Vendor	Practical Nursing	Associate Degree Nursing
Uniforms and Clinical Supplies			
Uniforms, shoes, and clinical supplies (royal blue embroidered scrub top and pants, lab jacket, white leather shoes, stethoscope, penlight, bandage scissors, watch with a second hand)	Vendor (Serendipity)	\$1,100	\$1,100
Subtotal		\$1,100	\$1,100
Tuition and Program Fees			
Tuition, maintenance, and instruction fees at \$187 per credit hour	College	\$8,602 (46 hours)	\$13,277 (71 hours)
ATI Complete Partnership, including course texts, launch fee, and NCLEX preparation resources	College, attached as a course fee	\$3,000	\$4,600
Nurse pack	College, attached as a course fee	\$300	\$300
Student liability insurance at \$51 per nursing course	College, attached as a course fee	\$204	\$306
NCLEX voucher, attached to the capstone course	College, attached as a course fee	\$200	\$200
ACEMAPP clinical documentation platform, billed by calendar year	Vendor	\$50	\$100

Item	Billed by College or Paid to Vendor	Practical Nursing	Associate Degree Nursing
Verified Credentials background check, billed by calendar year	Vendor	\$50	\$100
Drug screen, at entrance and again prior to NUR 221 for ADN	Vendor	\$30	\$60
Graduation application fee	College	\$25	\$25
Additional required texts as assigned by course faculty	Vendor	Varies	Varies
Subtotal		\$12,461	\$18,968
Total Approximate Required Cost		\$13,561	\$20,068
Optional Costs			
Cap and gown for the graduation ceremony	Vendor	Approximately \$100	Approximately \$100
Composite pictures	Vendor	Varies	Varies
Nursing pin and lamp	Vendor	Varies	Varies
Temporary work permit	Alabama Board of Nursing	See the ABN fee schedule	See the ABN fee schedule
National Student Nurses Association dues	NSNA	See nsna.org	See nsna.org

Tuition and fees are due by the day of registration. In the event of non-payment, students may not be issued transcripts or allowed to register until financial obligations are satisfied. ATI is provided through the College under the ATI Complete Partnership and School Pay, so students are not separately invoiced for ATI products.

All amounts shown are estimates and are subject to change. Tuition is set by the Alabama Community College System and is subject to action by the Board of Trustees. ACEMAPP and Verified Credentials are billed on a calendar-year basis; the number of years a student pays depends on the program start date and the length of enrollment. The amounts above assume one year for the Practical Nursing certificate and two years for the Associate Degree Nursing program.

Late Registration, Drop and Add, and Auditing

There is no late registration for nursing courses. Late registration may be allowed for academic co-requisite courses, dependent on space availability, until the end of the Schedule Change and Late Registration period. Nursing courses cannot be added after the registration period and must be taken in sequence; a student who drops or withdraws from a nursing course cannot progress until the required courses are complete. Students who audit do not attend the clinical component, and the enrollment cost is the same for auditing as for taking the course.

Student Services and General Information

Nursing Scholarships

Several scholarships are available to nursing students through the TSCC Foundation and outside organizations. Information is made available by the Nursing Programs and posted in the course management system (Canvas). Some clinical facilities award tuition and expenses in exchange for an agreement to work at the facility upon graduation; students interested should contact the facility directly.

Advising and Educational Planning

College advising staff serve as pre-admission advisors for prospective nursing students. Nursing faculty serve as academic advisors to enrolled students. Office hours are posted outside each faculty member's office, and additional hours may be arranged by appointment. The Health Sciences office maintains student records after admission.

Claims of Harassment at a Clinical Agency

Complaints of harassment of any type by a student at a clinical agency should be reported to the clinical instructor. The clinical instructor will make complete written documentation of the incident and submit it to the Director of Nursing Programs and the appropriate College official. Reporting to the clinical instructor does not replace the College's reporting obligations. Any complaint involving sex-based harassment, sexual harassment, or sex discrimination is reported to the TSCC Title IX Coordinator and is handled under the College's Title IX grievance procedure, regardless of whether the conduct occurred on campus or at a clinical site. A student may report directly to the Title IX Coordinator at any time and is not required to report to nursing faculty first. Contact information for the Title IX Coordinator is published in the current TSCC Catalog and Student Handbook.

Academic Support Services

Nursing Computer Laboratory

The nursing computer laboratory provides access to required online testing programs and applications. No food, drink, or gum is allowed. The laboratory is to be used only by authorized students under supervision. Students must show TSCC identification when requested, and software and hardware problems should be reported to the IT Department.

Library Services

Nursing students have access to library resources and study rooms and to the Alabama Virtual Library for periodicals, audiovisuals, books, and other materials. Nursing students are subject to all library rules and fines.

General Information

College Activities

Nursing students may participate in campus activities that broaden the total academic experience, as described in the current TSCC Catalog and Student Handbook and coordinated through the Office of Student Development. All student organizations are approved by the Associate Dean of Student Development and Success.

Use of Tobacco Products

TSCC is a smoke-free and vape-free campus. The use of tobacco products and vaping is prohibited on campus and at all clinical sites. Students smoking at a clinical site will receive a clinical unsatisfactory and will be sent home for the clinical day.

Profanity

Students represent TSCC on and off campus. Profanity will not be tolerated in the classroom, lab, or clinical setting, and students may be asked to leave or be counseled by nursing faculty.

Food and Drink

No food or drinks are allowed in classrooms, labs, or the Learning Resource Center.

Cell Phones

Cell phones must be silenced during class. Use during class is at the instructor's discretion, and faculty may require phones be deposited at the front of the room. Cell phone use during any test is strictly prohibited. Personal cell phone use in the clinical or lab setting is strictly prohibited. Cell phone use for clinical or lab information purposes (for example, digital textbooks or completion of evaluations) may be permitted at the discretion of the clinical instructor. Taking pictures, recording video, or having conversations during class or clinical may violate HIPAA or FERPA and is subject to disciplinary action.

Use of Computer Resources and Official Communication

TSCC makes on-campus computer resources available to students under the College Acceptable Use Policy. All messages created, sent, or retrieved over the College system are College property. The College has adopted TSCC email as the official means of communication. Students and faculty must use TSCC email for all official communication involving academic work. Faculty are not obligated to respond to contact outside typical TSCC channels or posted office hours. Grades are not emailed. Grades are posted in the course management system (Canvas) and are available to the student there.

Calculators and Electronic Devices

Policies regarding calculators and electronic devices vary by course; see the individual course syllabus. The use of personal electronic devices or smartphones is never permitted during testing. Students may not disseminate recordings of lectures, including posting to websites or social media or distributing to other students.

Program Tools

Students are required to purchase or have access to the following learning tools, which are vital to successful program completion:

- A laptop is required.
- Required textbooks (electronic or traditional). Optional texts are at the student's discretion.
- Required educational software and platforms as integrated into each course per the syllabus, including ATI (see the ATI section), ACEMAPP, and Verified Credentials.
- Stethoscope, penlight, bandage scissors, sphygmomanometer, and a wristwatch with a second hand.
- A nurse pack, supplied through Coursey Enterprises and shipped to the school. The nurse pack is attached as a course fee and billed by the College; students do not order or pay for it separately.

Failure to obtain required program tools will result in an inability to complete coursework, attend clinical rotations, and progress in the program. Students must immediately communicate any issue that could delay payment to the course instructor.

Academic Dishonesty

Academic dishonesty includes cheating and plagiarism. Cheating includes submitting work that is not yours, using unauthorized materials or devices, fabricating information, violating procedures that protect the integrity of an assessment, and collaborating without faculty consent. Plagiarism includes quoting or using the words, ideas, or work of others without proper attribution. If an instructor determines that academic dishonesty occurred, the student may be required to retake an examination or resubmit an assignment, receive a grade of F on the exam or assignment, receive a grade of F for the course, or be dismissed from the nursing program. These are academic consequences imposed by the Nursing Programs. Academic dishonesty is also a violation of the TSCC Student Code of Conduct and is reported to the Dean of Student Affairs. College disciplinary sanctions, which may include suspension or expulsion, are determined by the College through its disciplinary and due-process procedures and not by the Nursing Programs. A student may appeal an academic consequence through the grade

appeal process and may appeal a College disciplinary sanction under the TSCC Student Code of Conduct.

Chain of Command

Should a problem arise, the student should first attempt to resolve it with the instructor or student involved. If unresolved, the student should consult the Director of Nursing Programs, then the Dean of Allied Health, then the Vice President of Instructional Services. Students should follow the chain of command in all situations.

If a concern is not resolved through the chain of command above, the student may pursue the College process. Under the TSCC Informal Student Complaint Process, students are encouraged to resolve concerns directly with the faculty or staff member, then with that person's supervisor. If the matter remains unresolved, the student may file a formal complaint on the Student Complaint Form with the Vice President of Instructional Services for academic matters or the Dean of Student Affairs for non-academic matters. Where the complaint involves a specific occurrence, the College requires that the formal complaint be made within ten working days of the occurrence. Complaints that may fall under Title IX are directed to the Title IX Coordinator. Complete complaint and grievance procedures are published in the current TSCC Catalog and Student Handbook.

Students' Access to Instructors

Students may meet with instructors during designated office hours posted outside each instructor's office or by appointment scheduled at a mutually convenient time. Students should use faculty office phones, TSCC email, or Canvas to contact instructors and should not use personal faculty emails, social media, or cell phones.

Visitors

Students may not have visitors in class, lab, or clinical. Per TSCC policy, minor children are not permitted in classrooms or laboratories at any time. Anyone needing to reach a student should report to the Health Sciences Office.

Parking

Students must park in designated lots on campus and follow parking assignments at clinical facilities. Students are responsible for any tickets or fees. Failure to respond to a parking ticket may result in a hold on the student account, a delay in registration, or a clinical unsatisfactory.

Bulletin Boards, Identification Cards, and Lost and Found

Designated bulletin boards near the nursing classrooms are used to notify students of events and schedule changes; all posted items must be pre-approved. All students must have an official TSCC student ID, worn as part of the nursing uniform

and used for identification at clinical agencies. Lost or misplaced items may be found in the designated lost and found in the nursing area.

Dress and Appearance

New students must wear the designated uniform for their cohort. Returning or transferring students must wear the uniform that matches the cohort they are entering. The student is responsible for purchasing required items. Approved uniforms are available for purchase from Serendipity.

Item	Standard
Clinical Uniform	Royal blue scrub pants and scrub top with TSCC embroidery, clean and wrinkle-free. A solid white or black crew-neck t-shirt may be worn underneath. A white scrub jacket with school embroidery may be worn for warmth or as required by the instructor or clinical agency. When a uniform dress or skirt is worn, the length must be no shorter than the top of the knee.
Lab Uniform	Royal blue scrub pants with the designated TSCC clinical uniform for the skills and simulation lab. A royal blue clinical uniform jacket may be worn in the lab.
ID Badge	A TSCC student ID badge must be worn above the waist with photo, name, and title always visible. Employee badges from clinical institutions may not be used.
Footwear	Solid white leather nursing shoes that fully cover the toes and top of the foot. Sandals, cloth shoes, and flip-flops are prohibited.
Jewelry and Piercings	Jewelry must not be an interference, distraction, or safety hazard. Necklaces and bracelets are not worn in lab or clinical. No more than one earring per ear; no other visible body-piercing jewelry.
Fingernails	Neat, clean, and no longer than one-quarter inch beyond the fingertip. Artificial nails, wraps, gel, and acrylics are prohibited. Polish, if worn, must be clear and unchipped.
Hair and Hygiene	Hair neat, clean, off the shoulders, and a natural color. Facial hair neatly trimmed. Students maintain personal hygiene; heavily scented products and false eyelashes are not permitted in lab or clinical. Underclothing must be worn and should be white or neutral, solid in color, and not visible through the uniform.
Tattoos	Tattoos and body art must be covered while in lab or clinical uniform.
Watches and Masks	A watch with a second hand is worn during lab and clinical; smartwatches may not be worn during testing or in the clinical setting. Students must wear surgical masks or N95 respirators in clinical when directed by the site. Students may also be required to wear reusable face masks in the lab and classroom as mandated by the State, ACCS, or the College, and a face shield in the clinical setting when directed by the site.
Miscellaneous	Students carry a stethoscope, functioning penlight, bandage scissors, and a black ballpoint pen during clinical. Chewing gum is not permitted in clinical or lab settings.

This dress code is adapted from the dress and appearance policies of clinical affiliates. The clinical agency code prevails when more stringent. Faculty may use professional judgment in determining compliance, and violations may result in disciplinary action documented on the uniform evaluation form.

Use of Photographs

Photographs of students may be taken throughout the program for class projects or public relations. A student who does not consent must provide a written request to a Health Sciences staff or faculty member. Absent a written request, permission is presumed.

Student Organizations and Honors

National Student Nurses Association

Students may elect to participate in the National Student Nurses Association (NSNA), a pre-professional organization that promotes interest in professional nursing and offers opportunities for leadership and committee work. A nursing faculty member serves as advisor. Information is available at New Student Orientation and through the faculty advisor.

Student Class Representatives

A minimum of two individuals from each cohort serve as student class representatives, elected by their peers by majority vote at the beginning of each academic semester and subject to approval by the nursing faculty. Representatives serve as a liaison between students and faculty, provide students an opportunity to express their views, coordinate class activities, and represent the program in TSCC activities. Representatives must maintain a minimum cumulative GPA of 3.0, must not be subject to disciplinary action or a documented clinical unsatisfactory, and must attend at least one Health Sciences Student Advisory meeting per semester.

Nursing Curriculum Committee

Student class representatives may serve on the Nursing Curriculum Committee as needed. The committee provides for the development, implementation, evaluation, and modification of the curriculum and policies. Student concerns are submitted in writing through their representatives.

Student Participation in Program Evaluation

Students can participate in the development, conduct, and evaluation of the program. Students may contribute through semester evaluation of the coursework and instructors, and evaluation of the program and curriculum after completion of the program.

The semester evaluation is distributed at the end of each semester to all college students and solicits anonymous comments regarding course content, instructors, instructional tools, assigned coursework, and examinations. End-of-the-semester conferences and evaluations with faculty provide students with one-on-one feedback. Students are asked to evaluate the entire curriculum upon completion of the program and six months to one year after graduation. Additionally, one student representative and one alternate are elected from each nursing cohort at the beginning of each academic year and may serve as non-voting representatives at Health Sciences Student Advisory meetings. All health sciences students are welcome to attend. The Health Sciences Student Advisory Board meets a minimum of twice per year, once in the fall semester and once in the spring semester.

Academic Honors and Awards

Students who are outstanding in academics, clinical performance, leadership, personal qualities, and classmate support may be recognized during the pinning ceremony and any program recognition events. Award recipients are selected by the nursing faculty. The Nursing Programs may confer the following recognitions:

- Excellence in Nursing Award, presented to the graduate who demonstrates excellence, clinical competence, leadership, and personal qualities.
- Spirit of Nursing Award, presented to the student who best demonstrates the spirit of nursing through leadership, dedication, and enthusiasm for the profession.
- Outstanding Practical Nursing Student and Outstanding Associate Degree Nursing Student Awards, presented to graduating students who demonstrate exemplary behavior in the classroom and clinical setting.

Classroom Information

Student Responsibility for Learning

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. That does not mean that teachers bear sole responsibility for students' education. Students need to follow a teacher's guidance, study, do homework, and prepare for class to master the information and skills being taught. Students cannot expect a good grade in a course without putting in several hours of studying for each hour of scheduled class time. The recommended amount of study time is two hours per day for each hour of class.

Extra-curricular activities, including jobs, will not affect teachers' expectations and should not interfere with students' preparation for classes. Teachers should use their expertise and experience to prepare and present the subject of a course in the best possible way.

Instructors will do their best to provide a disciplined yet comfortable and supportive learning environment. They will encourage questions and questioning, although students should remember that insight often comes from struggling with a problem rather than being given the answer.

The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, learning is the student's responsibility. Learning is hard work, and full-time students should consider being a student a full-time job. A college's priority is its students. While students pay tuition to attend school, the tuition provides the student with access to the expertise of the faculty members, not a grade. Students must EARN their grades. Students are responsible for evaluating their instructors honestly and candidly to contribute to each teacher's effectiveness and professional growth.

Course Evaluation and Progression of Testing

All testing within the nursing program reflects progression and becomes progressively more difficult as the student moves from novice toward entry-level competence. Every nursing course includes module assessments and a comprehensive final. Nationally normed computerized testing is used throughout the curriculum to prepare students for graduation and NCLEX readiness.

Textbooks and Achievement Tests

Each nursing course has one or more required textbooks containing information pertinent to the course. Textbooks should be obtained prior to the first day of class. Students are encouraged to retain nursing textbooks as references and in preparation for the NCLEX. Nationally normed achievement and standardized assessments are administered throughout the curriculum; all students are required to take them, and fees are provided through program fees as described in the ATI section.

Grading Policy

All nursing courses use a percentage-based grading scale consistent with the Alabama Community College System Nursing Program grading policy and with the standardized nursing course syllabi:

Letter Grade	Percentage Range
A	90 to 100
B	80 to 89
C	75 to 79
D	60 to 74
F	Below 60

A minimum grade of C in theory (75% or above) and a satisfactory clinical performance are required to successfully complete the course and progress within the program. The following grading rules apply in all nursing courses:

- There is no rounding of individual test or assessment grades. All grades are recorded through the one hundredth, for example 81.27, 68.50, and 80.10.
- At the completion of the course, all grades are averaged as specified in the course syllabus, and the final grade only is rounded, if necessary, to the nearest whole number. Rounding is affected only by the number in the tenth place. A final average of 74.499 is recorded as 74, and a final average of 74.5 is recorded as 75.
- There are no bonus or extra credit questions or points given on any nursing examination or in any nursing course.
- Students earn the grades they are given. Points will not be granted for tuition payment, hard work and participation, life experiences or circumstances, or proximity to the next higher grade.

Dosage Calculation Competency

Safe medication administration requires demonstrated competency in dosage calculation. Students must achieve a minimum score of 85% on the designated dosage calculation competency assessment in each course in which it is required, as specified in the course syllabus. In NUR 112 the dosage calculation competency is administered as a paper assessment. In all subsequent courses the dosage calculation competency is embedded within module assessments.

- A student is allowed a maximum of three attempts to achieve the required 85%. A student who does not achieve 85% on the first attempt completes required remediation and a documented remediation plan developed with the course faculty before each subsequent attempt.
- Dosage calculation competency is a progression benchmark administered on a benchmark-and-remediation basis. Failure to demonstrate the required 85% competency after the third attempt may result in failure of the course.

Standardized Assessments versus Module Assessments

Module assessments examine how much a student has learned from material presented in lecture, reading, skills lab, and clinical, and are scored on the grading scale above. Standardized assessments are broad and assess student knowledge in comparison to the end-of-program comprehensive exam and the NCLEX blueprint. Because standardized assessments may cover material a student has not yet seen, a student's score on a nationally normed proctored exam is not interpreted the same way as a module assessment. Standardized assessments identify content areas for continued coursework, review, and remediation, are used on a benchmark-and-remediation basis, and are not the sole criterion for course success.

Classroom Attendance and Tardy Policy

Students are expected to attend every class and laboratory session, arrive on time, and remain for the entire session. Students are responsible for course content, assignments, assessments, and deadlines whether or not they are present. To comply with federal financial aid guidelines, instructors verify attendance at two points: the first day of class (a student absent on the roster is reported as a no-show, NS) and the sixty-percent completion date (a student who has stopped attending is reported as non-attending, NA). A student reported as NS or NA is administratively withdrawn with a grade of W.

Students must attend a minimum of 75% of scheduled didactic sessions. For a course meeting fifteen times in a term, this means attending at least twelve of the fifteen scheduled sessions. Attendance below this threshold constitutes excessive absenteeism as described in the Professional Behavior and Domain Violations section.

Tardiness for class is defined as arrival five or more minutes past the announced starting time. A student who arrives fifteen or more minutes past the announced starting time is recorded as absent for that session. When reporting an absence or tardiness, one student may not bear the message for another student who is absent or tardy.

In the event of an extenuating circumstance necessitating absence, the student must contact the instructor within 24 hours and must submit original documentation within 72 hours of the absence. Extenuating circumstances, the documentation standards that apply to them, and the make-up rules are defined in the Extenuating Circumstances and Make-up Work section of this handbook.

Course Syllabi

Each nursing course has a syllabus that is the student-teacher agreement for that course, containing course objectives, requirements, and evaluation methods. Course syllabi are projections of activities; faculty reserve the right to modify activities for unforeseen circumstances. Changes are announced in class or provided in writing via the course management system (Canvas).

Student Expectations

All classroom interactions are expected to be honest and respectful. Unsanctioned talking, eating, sleeping, and reading unrelated material during class are considered disruptive, and students may be asked to leave. A student asked to leave must meet with the faculty member and the Director of Nursing Programs before returning. The recommended amount of study time is two hours per day for each hour of class.

Testing

Students must complete course-based and nationally normed tests throughout the curriculum and must take all exams at the assigned times or arrange in advance (not the day of the test) with the faculty member. All make-up assessments are administered during finals week of the term in which the assessment was missed. There are no exceptions to this schedule. Make-up assessments are granted only for a documented extenuating circumstance and are not guaranteed. A student may take only one make-up assessment per course per semester. A student who wishes to challenge a test question must do so in writing within 24 hours of the end of the test administration, with documentation. Students may not challenge the final exam and may not challenge or appeal any grade earned on a nationally normed standardized exam. A make-up examination is granted only for a documented extenuating circumstance as defined in the Extenuating Circumstances and Make-up Work section.

Examination Policy and Reviews

To ensure equal opportunity and prevent distractions, instructors may control seating, departures from the room, and the placement of personal belongings. Caps, sunglasses, cell phones, and smart devices are prohibited during testing. Nationally normed computerized exams are proctored and may use ATI remote proctoring; students deposit personal belongings at the front of the room and may not access email, the internet, or other applications. Students may not photograph or write down test questions. Examination reviews, if conducted, are at the discretion of the instructor and held in a professional manner; students who are argumentative or disruptive may be excused. A student who has not taken the assessment may not attend the review. If a scoring discrepancy is identified during a review, the resulting adjustment is applied to the grades of all affected students, not only to the student who raised it. There are no make-up assessment reviews. Violations of testing policy are referred to the Dean of Student Affairs and may result in dismissal from the program.

Extenuating Circumstances and Make-up Work

In the event of extenuating circumstances necessitating absence from class, clinical, or other work assignments, it is the responsibility of the student to contact the instructor within 24 hours to discuss missed time and potential make-up requirements. A student who has begun or completed an examination is not eligible for a make-up or retake of that examination on the basis of illness or distress reported after the examination has started. Extenuating circumstances are defined as:

- Documented student illness or hospitalization. Documentation must be submitted on hospital or physician letterhead with an appropriate original signature, or on an original prescription pad with legible documentation and signature, including contact information. No photocopies or duplicates are accepted, and photographs are not acceptable documentation. Documentation should include the student's name, dates of illness or

hospitalization, and a statement safely releasing the student back to class and/or clinical.

- Serious family emergency involving an immediate family member. Documentation may be requested as defined above.
- Documented motor vehicle accident involving a student. Documentation must be submitted by law enforcement in the form of an original or original duplicate and must include the student's name and the date of the incident.
- Bereavement due to the death of an immediate family member. An immediate family member is defined as a parent, spouse, child, sibling, grandparent, or cohabiting or life partner.
- Jury duty.
- Military service.

Students will be expected to provide written documentation to explain the extenuating circumstances. Original documentation must be submitted within 72 hours of the absence. All make-up assessments are administered during finals week of the term in which the assessment was missed, without exception. The determination of extenuating circumstances is at the discretion of the instructor and/or the Health Sciences Director. An absence may be excused due to extenuating circumstances at the discretion of the instructor and/or the Health Sciences Director.

Self-Remediation

A student who scores below 75 on a module assessment is required to complete the Nursing Student Self-Remediation Form (provided in the appendices) and meet with the instructor at least three days prior to the next scheduled module assessment to discuss an improvement plan. A student who fails to complete and submit this form and meet with the instructor as required may not be permitted to take the next module assessment.

Progression Assessments and Benchmarks

The Nursing Programs use progression assessments to document student achievement against standards of nursing knowledge and competent practice. A progression assessment is any assessment that affects progression, including lab performance validations, the dosage calculation proctored assessment, and final comprehensive exams. Progression assessments are administered on a benchmark-and-remediation basis, and students who do not meet a benchmark are offered remediation. Specific progression requirements are detailed in each course syllabus.

Grade Appeals

It is the policy of TSCC that students should have the opportunity to appeal any grade that a student has reason to believe does not accurately and fairly represent the nature of the class work that the student has performed. The College has therefore established a grade appeal procedure to be used if a student has a valid

reason to believe that the grade received for an examination, a written or oral presentation, a project, or other required classroom activity is either inaccurate or unfair.

A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For final examination grades and final course grades, the seven-day nursing timeline supersedes the general College timeline due to the pace and requirements of the nursing program.

In appealing a grade, the student may have the concern about the grade reviewed but must follow the appropriate chain of command, beginning with the instructor for the course in which the grade is being appealed.

Clinical Information

Clinical Rotations

Students complete clinical hours that are educational in nature and designed to develop skills necessary for entry-level competence, in a variety of settings: health care facilities, the TSCC skills lab, and the TSCC simulation lab. Students should not expect compensation for participation in clinical courses, are not promised a job as a result of clinical experiences, and will be withdrawn from the program if refused by a clinical agency because of a criminal background check or drug screen.

Clinical Scheduling

Clinical rotations are scheduled based on the availability of clinical sites, faculty, and program resources. Students must understand and accept the following:

- Clinical rotations may be scheduled on any day of the week, including weekends.
- Clinical rotations may be scheduled during day, evening, or night shifts based on clinical site availability.
- Clinical start times may be as early as 7:00 a.m. and end times may extend into evening or night hours depending on the assigned site and rotation.
- Clinical schedules are not guaranteed to accommodate a student's employment, childcare, or personal schedule. Students are expected to arrange their personal and work obligations around their assigned clinical schedule.

- Clinical assignments are coordinated through ACEMAPP and are contingent on completed health documentation, background check, and drug screen. Students are added to the clinical schedule only after all required documentation is verified.

The specific days, shifts, and sites for each course are provided in the course clinical schedule distributed by the program. Clinical schedules will be provided to students in advance and will not be modified immediately prior to a scheduled clinical experience except in unavoidable circumstances.

Clinical Attendance and Tardy Policy

All simulation lab and clinical experiences are considered clinical. Students are expected to attend all clinical rotations required for each course. One make-up day is scheduled for missed clinical per semester; if the student does not attend the make-up day, this results in clinical failure. Clinical make-up is not guaranteed and depends on faculty and clinical space availability. If more than one day of clinical is missed, this is a clinical failure. Because the clinical evaluation tool requires attendance at 100% of scheduled clinical time, any missed clinical day must be made up in full through the scheduled make-up day in order for the student to meet the attendance requirement for a satisfactory clinical evaluation. When unable to attend, the student must notify the instructor, the Health Sciences office, or the assigned unit at least 30 to 60 minutes before the clinical start time via TSCC email or telephone. Tardiness in clinical of more than five minutes is unacceptable; a student tardy over five minutes will be sent home and counted as absent for that clinical day. Students who are tardy more than once will receive an unsatisfactory for the clinical day.

Travel to Clinical Sites

Nursing students are responsible for their transportation to clinical agencies and for any expenses incurred. The amount of travel varies by clinical course. Students are encouraged to carpool when possible. Due to insurance restrictions, students may not transport patients in their vehicles.

Professional Attire When Not in Uniform

Before entering a clinical site to gather information in preparation for a clinical experience, students wear conservative, professional attire with the designated lab coat and the TSCC clinical photo ID badge, or the complete uniform as directed. Inappropriate attire includes sweatpants, sweatshirts, plain or logo t-shirts, leggings, pajama-style clothing, jeans, shorts, revealing tops, open-toed shoes, flip-flops, and hats.

Preparation for Clinical Experiences

Students are expected to arrive at clinical prepared to provide safe patient care according to the student learning outcomes for the course. Students who are not

prepared as outlined in the course will be sent home, and the missed time will be counted as a clinical absence. Some rotations require advance preparation, such as gathering patient data or completing a pre-clinical assessment, as directed by the clinical instructor. A student may enter a clinical facility in the role of a TSCC nursing student only at scheduled clinical times, when preparing for client care as arranged by a faculty member, when special arrangements have been made through a faculty member to complete course requirements, and when wearing the approved uniform and TSCC identification badge. A student who provides client care while presenting as a TSCC nursing student outside an approved, College-related learning experience is subject to disciplinary action.

Clinical Written Assignment Guidelines

Written clinical assignments, care plans, and preparation work are submitted as directed by the clinical instructor at the beginning of the clinical day or during pre-clinical conference. Failure to submit required written preparation may result in dismissal from the clinical unit and an unsatisfactory for that clinical day.

Documentation may be a simulated electronic medical record, a traditional nursing note or care plan, or other documentation designed by the instructor.

Release of Clinical Information

Health Sciences students must give TSCC permission to release information regarding clinical and classroom performance to clinical agencies, including those to which the student applies for employment, and permission for required clinical documentation (immunizations, TB skin test, CPR, and criminal background checks) to be released to clinical agencies as requested.

Clinical Evaluation and Clinical Grade Descriptions

Clinical evaluation ascertains that the student has met the measurable objectives deemed necessary for competent nursing practice and demonstrates progression. Each nursing course with a clinical component uses the standardized TSCC clinical evaluation tool for that course. The tool is completed at midterm and at final, with paired Self and Faculty columns; the student completes the Self columns and the Student Self Evaluation and Reflection section before each evaluation conference, and faculty complete the Faculty columns independently, supported by ongoing anecdotal notes and clinical documentation. Ratings are compared and discussed in a scheduled evaluation conference and signatures are obtained. Each behavior is rated using the following scale:

- Satisfactory (S): the student consistently demonstrates behavior at or above accepted standards with an average amount of assistance.
- Needs Improvement (NI): the student demonstrates inconsistent behavior at a minimal or substandard level requiring an above-average amount of assistance; these areas must improve to acceptable standards by the end of the semester.

- Unsatisfactory (U): the student consistently demonstrates substandard behavior at or below the minimum acceptable level.
- Not Applicable (NA): the behavior was not observed or was not applicable during the evaluation period. A critical behavior may not be left marked NA at the final evaluation.
- Behaviors identified on the tool with a double asterisk are critical behaviors. An Unsatisfactory rating on any critical behavior at the final evaluation indicates actual or potential client harm, results in clinical failure and a grade of F for the course regardless of the theory grade, and the student will not be allowed reinstatement and must reapply as a new student.

To receive a satisfactory summative clinical evaluation and pass the clinical component of the course, the student must:

- Earn and maintain a Satisfactory rating on 100% of the critical behaviors identified on the evaluation tool;
- Receive no more than five non-critical behaviors rated Unsatisfactory; and
- Attend 100% of the scheduled clinical time, with any missed day made up as provided in the Clinical Attendance and Tardy Policy.

A clinical grade of Satisfactory is required to pass the course. The student must satisfactorily complete both the clinical and the theory components in order to progress in the program.

Completion of Clinical Evaluations

Students review the clinical evaluation tool at the beginning of the semester, self-evaluate at interval and final evaluations, and meet with the clinical instructor to discuss strengths and areas for improvement. All clinical evaluation forms must be completed, signed, and submitted prior to the final exam for the student to be eligible to take the final exam. A student may not be given an unsatisfactory clinical grade for the same clinical behavior twice during their academic tenure.

Clinical Misconduct

Any act by a nursing student considered to be unprofessional behavior is defined as clinical misconduct and is cause for disciplinary action. Guidelines for evaluating clinical misconduct include the Alabama Nurse Practice Act, the American Nurses Association Code of Ethics, and the policies of the College, the Nursing Programs, and the clinical agency. Behaviors considered clinical misconduct include breach of confidentiality, legality, or accountability; violation of HIPAA; non-adherence to agency or program policy; any act in violation of safe nursing practice; falsifying records; unprofessional attitudes or behavior; and demonstrating impairment of judgment or the inability to provide safe care, including being under the influence of alcohol or drugs. A student whose conduct is judged clinically unsafe will be dismissed from the clinical unit at any time and may receive a clinical grade of unsatisfactory, resulting in a grade of F for the course.

Clinical Misconduct Procedure

When clinical misconduct is identified, the following procedure is followed:

1. The clinical faculty member observes the behavior directly or verifies the report of another person who was present.
2. The faculty member determines, based on professional nursing knowledge, that the behavior was unsafe or injurious. This judgment does not require further confirmation.
3. The faculty member informs the student and dismisses the student from the clinical area.
4. The faculty member consults the Director of Nursing Programs, describes the situation in writing, and provides a copy to the Director, the student, and the Dean of Allied Health.
5. The Director of Nursing Programs and the Dean of Allied Health make the final decision regarding the appropriate course of action.

The student is prohibited from further clinical attendance pending the outcome of any appeal. The student has the right to appeal any penalty imposed for clinical misconduct and is assured a fair and impartial review and due process. Appeal procedures are published in the TSCC Catalog and Student Handbook and, for matters of student conduct, are governed by the TSCC Student Code of Conduct.

Clinical Probation Policy and Procedure

Clinical probation provides the student with communication and documentation of unsatisfactory clinical performance and an opportunity to remediate before dismissal. A student may be placed on clinical probation for less than satisfactory or unsafe clinical performance, less than satisfactory validation of required skills, or unprofessional behavior such as failure to maintain confidentiality, falsifying records, inappropriate dress, or non-compliance with attendance requirements. When a student is placed on clinical probation, the faculty and student collaboratively develop a written Clinical Probation Contract specifying areas of weakness, expectations for improvement, and a defined time frame, signed by the instructor and student. During probation, the student is closely observed and must demonstrate competency. Failure to meet the terms of the contract, or any demonstration of unsafe nursing practice, results in an unsatisfactory clinical grade and ineligibility to progress. The Clinical Probation Contract form is provided in the appendices.

General Policies for Clinical and Lab

6. The clinical instructor arranges orientation to clinical agencies prior to patient care, including fire, HIPAA, infection control, and OSHA blood-borne pathogen policies.
7. Students make their assigned patients aware of their student status and wear the complete uniform unless directed otherwise.

8. Students perform only those procedures for which they have had classroom instruction, skills lab practice, and a satisfactory check-off by the clinical instructor.
9. Students do not take physicians' verbal orders; they explain their student status and locate a qualified person to take the order.
10. Students have no access to locked narcotic storage; the clinical instructor accompanies the student to obtain and observes administration of any narcotic.
11. Students have nursing documentation approved and verified by the clinical instructor.
12. Students provide the staff RN a complete verbal report of the patient's condition before leaving or terminating the clinical day, and attend beginning and end-of-shift reports.
13. Any admission or discharge procedure completed by a student is reviewed and co-signed by the staff RN responsible for the patient.
14. Students handle, decontaminate, and dispose of specimens and contaminated material according to agency policy.
15. Students remain on the assigned unit unless authorized by the clinical instructor or staff RN to leave, and report status when leaving for breaks or meals.
16. Breaks are limited to one fifteen-minute break and one thirty-minute lunch during the clinical day.
17. Students do not use clinical unit telephones for personal calls and follow agency policy on devices that support nursing software.
18. Confidentiality of patient information must be maintained; no information is removed from the patient care area, and patient information is not divulged over the telephone.
19. A student notifies the clinical instructor when she suspects she is pregnant and provides physician documentation each semester during and after pregnancy.
20. Students do not report to or remain on the clinical unit if physically or emotionally impaired, and keep communication with patients patient-centered.
21. Students do not give or receive gifts from patients and are respectful and courteous to others.
22. Upon completion of assignments, students use available time productively, including time with patients, assisting other students, and research about assigned patients or the clinical objective.
23. Anecdotal notes may be used to communicate satisfactory and unsatisfactory behaviors (see the appendices).

24. Students who do not have preclinical preparation completed, or who cannot discuss the care of their assigned patient, will be dismissed from the clinical area, and the time missed is counted as a clinical absence.

Observational Experiences

Students assigned to an observational experience may not perform skills or assist with patient transfer, medication administration, or documentation unless under the direct supervision of the assigned nurse.

National Patient Safety Goals

The Nursing Programs encourage and support practices that follow the current National Patient Safety Goals, which are updated annually by the Joint Commission and available at www.jointcommission.org.

Injury During Didactic and Clinical Experiences

Didactic and Campus Injuries

A student injured during a didactic class, skills lab, or simulation experience on campus must immediately notify the instructor. The instructor will arrange for appropriate care according to TSCC procedures, which may include contacting campus security or emergency services (911) for a serious injury. The student completes the TSCC Student Exposure or Incident Report (provided in the appendices), and a copy is forwarded to the Director of Nursing Programs. Because students are not employees of the College, the student is financially responsible for any resulting medical care and is required to carry health, hospitalization, and accident insurance. The student must provide medical clearance to return to class, lab, or clinical when the injury affects the ability to meet the essential functions.

Clinical Injuries and Exposures

Students may be exposed to health and safety hazards during clinical rotations. The student is financially responsible for any illness or injury occurring during clinical rotations, as students are not employees of the clinical agency or the College; students are required to carry health, hospitalization, and accident insurance. TSCC and its employees, officials, agents, and representatives are released from any claim of liability for injury, loss, damage, or death arising from the student's clinical experience. A student injured or exposed during clinical (for example, a needle stick) must immediately notify the clinical instructor, complete the agency incident or variance report, and complete the TSCC Student Exposure or Incident Report (provided in the appendices). For a needle stick or direct risk exposure, the most effective post-exposure treatment must begin within two hours of exposure; the cost of laboratory tests and medications is the student's responsibility. The program maintains an OSHA Exposure Control Plan (provided in the appendices).

Malpractice Insurance

Each student must maintain current malpractice insurance throughout enrollment, including semesters without a clinical component. Malpractice insurance is purchased through TSCC at approximately 51 dollars per nursing course at the 2,000,000 dollar per 5,000,000 dollar level, and is attached as a course fee and included in student tuition and fees. This coverage applies only while the student is participating in an approved, program-arranged clinical or laboratory learning experience. It does not extend to a student who is working as a paid employee in any health care role, including nurse aide, patient care technician, or licensed practical nurse. Students employed in a health care role while enrolled are not covered by the College's insurance when acting in that role and must not identify themselves as TSCC nursing students while working as employees.

Nursing Student Licensure and CPR Certification

All students enrolled in the ADN program who hold an LPN license must submit and maintain current, unencumbered practical nursing licensure. Students must maintain a valid American Heart Association or American Red Cross BLS Provider CPR certification throughout the program. If a CPR card expires, the student will not be permitted into the clinical site, which could result in course failure and non-progression. A student unable to perform CPR at any time during lab or clinical will receive a clinical unsatisfactory (0) for patient safety, resulting in course failure and non-progression.

Clinical Skills and Simulation Lab Policy

The skills and simulation labs provide active learning environments for hands-on practice. Students must participate as outlined in individual course syllabi and must competently demonstrate skills as identified. Students have three opportunities in the clinical skills lab to demonstrate competency of identified skills; failure to complete the skills by the third attempt results in course failure and non-progression. A student who is not successful on the first attempt of a skills validation must complete remediation, documented on the Skills Lab Remediation Form (provided in the appendices), prior to revalidation. All persons using the simulation lab must sign a confidentiality agreement that also includes consent to be filmed and recorded. Students must wear closed-toe shoes, the required uniform, and an ID badge during all lab and simulation experiences.

Skills Lab General Rules

- No eating, drinking, or gum in the skills lab. Students place items not needed for practice in the designated area.
- All parenteral or invasive procedures are demonstrated on mannequins only; no finger sticks are performed on students or faculty.
- Needles and syringes are disposed of in the sharps container; a needle-stick injury is reported to the instructor and documented on an incident report.

- Equipment and supplies remain in the designated area; removal requires permission and a completed request form, and checked-out items are returned within the agreed time.
- Students leave the lab clean and orderly, report damaged or inoperative equipment, and are present in the lab only with an instructor.

Legal Responsibilities in the Clinical Setting

Nursing students must comply with the legal, moral, and legislative standards of the Alabama Board of Nursing Administrative Code (www.abn.alabama.gov/laws). Student nurses are held to the same standard of patient care as professional nurses and are liable for negligence if injury results. The clinical instructor is responsible for determining whether the student demonstrates the clinical and critical thinking skills required to provide safe patient care and may deny clinical access if the student cannot provide safe care.

Confidentiality and HIPAA

Title II of the Health Insurance Portability and Accountability Act of 1996 requires the protection of all individually identifiable health information, whether electronic, paper, or oral. All patient information is confidential. Noncompliance with HIPAA can result in monetary, civil, and criminal penalties. The following disciplinary actions apply:

- A negligent HIPAA violation results in a reprimand and counseling by the instructor.
- A repeated HIPAA violation results in a written reprimand placed in the student's file and probation for the remainder of the program.
- An intentional HIPAA violation results in academic withdrawal from nursing courses and the readmission process; readmission is not guaranteed and is space-available.
- An intentional and malicious HIPAA violation results in academic withdrawal without the option of returning to the nursing program or any Health Sciences program at TSCC.

General confidentiality guidelines: do not discuss patient information except with clinical personnel and those involved in the educational program; no part of a patient record may leave the clinical agency in any form; do not save patient-sensitive information on personal devices; do not include patient-identifying information in clinical paperwork or email; and photocopying or printing patient information is not permitted in any clinical setting.

Use of Social Media

Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Removal of an individual's name, face, or image is not sufficient to protect identity, and privacy settings do not guarantee privacy. Consistent with NCSBN guidance, students must

always maintain patient privacy and confidentiality, must not transmit any patient image or information by electronic media, must not photograph or video patients, must maintain professional boundaries, must report any breach of confidentiality, and may not speak on behalf of the school or a clinical agency. The Health Programs Social Networking Policy is provided in the appendices.

Netiquette

The Health Sciences Division has adopted rules of netiquette for professional online communication: no foul, threatening, or abusive language; no harassing or offensive remarks; do not reply when angry; use proper spelling, grammar, and punctuation; address instructors with appropriate titles; do not communicate confidential patient information by email; and demonstrate professionalism in all communication.

Universal Precautions and Care of Infectious Respiratory Patients

Universal precautions and the use of personal protective equipment are covered as they relate to content areas and reinforced throughout the program. It is the student's responsibility to seek guidance regarding correct procedures. Because N95 respirators are individually fitted, students are not assigned to provide nursing care to patients with infectious respiratory illnesses that require an N95 respirator unless fit-tested and cleared by the clinical agency. Every student must complete bloodborne pathogen and exposure control training before the first clinical assignment and annually thereafter, and must sign the Exposure Control Class Attendance Verification. This training is completed through the modules assigned in ACEMAPP for Baptist and other clinical entity requirements and through the TSCC Exposure Control class. Documented completion is a condition of clinical participation. The complete OSHA Exposure Control Plan and post-exposure procedure are provided in the appendices.

Professional Behavior and Domain Violations

Professional behavior is an essential competency, not an optional one, and is evaluated across the professional domains of nursing: accountability and integrity, communication and civility, professional appearance and dress, attendance and punctuality, confidentiality, and safe practice. Conduct that falls below the standard in any domain is a professional domain violation and is documented by faculty. When a student acts as a recognized representative of TSCC or participates in a program-sponsored activity, these same standards apply both on and off campus. Such conduct includes disrespectful or hostile communication, failure to notify appropriate persons of absence (no call, no show), dishonesty, failure to adhere to the dress code, unsafe practice, and failure to maintain confidentiality.

Faculty Documentation Procedure

Any faculty or staff member who observes or verifies a professional domain violation documents it on the Professional Domain Violation Notice (provided in the appendices) and reviews it with the student. A signed copy is provided to the

student and placed in the student's file. The judgment of the faculty member, based on professional knowledge, does not require further confirmation. A student who declines to sign acknowledges only receipt, not agreement, and the notice is still placed in the file.

Progressive Consequences

- First violation: documented verbal counseling and, where appropriate, an improvement plan.
- Second violation: written warning placed in the student's file and an improvement plan.
- Third violation: recommendation for non-progression or dismissal from the nursing program, with referral to the Dean of Student Affairs and the right to appeal under the TSCC Student Code of Conduct.
- A single act of unsafe practice, or a serious conduct violation, may result in immediate dismissal regardless of prior history.

Excessive Absenteeism

Excessive absenteeism is itself a professional domain violation. Excessive absenteeism means falling below 75% attendance in class or clinical, as documented in Canvas or by other means. A student who attends fewer than 75% of didactic sessions may fail the course regardless of the numeric average earned in other components, and a student who exceeds the clinical absence limits in the Clinical Attendance and Tardy Policy is subject to clinical failure.

All professional domain violations are also subject to the TSCC Student Code of Conduct, which governs matters of student conduct and supersedes this handbook for conduct violations.

Health Sciences Incivility and Bullying Policy

Civility is being polite, courteous, and respectful to others. Incivility and bullying are rude or disruptive behaviors that result in psychological or physiological distress and will not be tolerated from students, faculty, or staff in any venue, including classroom, clinical, skills lab, simulation lab, or any Health Sciences function. A student experiencing incivility or bullying should first attempt to address it with the individual, unless uncomfortable, threatened, or unsafe, and then speak with a faculty or staff member, and if unresolved, follow up with the Director of Nursing Programs and Department Head. The disciplinary process follows the Health Sciences Division Student Disciplinary Policy: a first violation results in a verbal warning, a second in a written warning and documentation, and a third in recommendation for dismissal with referral to the Dean of Student Affairs and a right to appeal.

Student Health Information

Health Policy

All students admitted to the TSCC Nursing Program must submit required documentation in hard copy to the Health Sciences office and electronically via ACEMAPP, as listed in the Student Health Records section. Students may be exposed to contagious diseases during clinical education and must use personal protective equipment and universal precautions. A student diagnosed with a communicable disease must contact the clinical instructor immediately. Students who are pregnant or have a chronic illness must present an original, signed medical release on physician letterhead stating it is permissible to continue in the program, outlining any physical limitations and ability to comply with the Essential Functions. Discharge instructions are not considered a medical release.

HIV and HBV Reporting

Students must comply with Public Law 102-141, Section 633, and the Alabama Infected Health Care Worker Management Act, which requires HIV or HBV-infected health care workers, including students, to report their condition to the State Health Officer within 30 days of becoming aware of the infection. Any physician providing care to an infected health care worker must notify the State Health Officer within seven days of the diagnosis.

Student Health Records and Required Accounts

- ACEMAPP. Used by clinical affiliates for the management of immunizations, certifications, and clinical scheduling. Payment is 50 dollars upon program entrance, then annually until program completion, paid by the student. The Health Sciences office creates the account.
- Verified Credentials. Used by clinical affiliates for background checks. Payment is 50 dollars upon program entrance, then annually until program completion, paid by the student.
- Drug screens are performed by the laboratory designated by the College at approximately 30 dollars per screening. The drug screen and background check must be repeated prior to NUR 221 for the ADN program.

It is the responsibility of every student to monitor and maintain personal health requirements for the entire duration of enrollment, including tracking expiration dates. The Health Sciences faculty and staff are not responsible for notifying students of expiring documentation. Students must submit proof of any renewal via ACEMAPP prior to the first day of class in the semester in which the documentation expires. Failure to complete an ACEMAPP profile, submit all required documentation, or submit the required background check and drug screen results in exclusion from the clinical schedule and inability to attend clinical rotations, which may result in course failure and non-progression.

When a clinical requirement deadline has passed, the following applies. One week after the deadline, the Director of Nursing Programs sends the student written notice that, until the student is compliant, the student will not be permitted to

attend class, clinical, or laboratory. The student must receive authorization of compliance from the Nursing Programs before resuming attendance. There is no mechanism for clinical make-up beyond the provisions of the Clinical Attendance and Tardy Policy. A Corrective Action Plan may be initiated by the Director of Nursing Programs and completed with the student.

Required Health Documentation

Item	Documentation Required
BLS	Current BLS Provider CPR certification by the American Heart Association or American Red Cross (adult, child, infant, AED). Current for two years and must remain current throughout the program.
Background Check	Complete and clear status through Verified Credentials. Required upon program entrance and annually. A new background check is required when reinstated after two or more consecutive non-enrolled semesters.
COVID	Documentation of COVID vaccination or a waiver for those who decline or are unable to receive the series. Updated annually.
TSCC Essential Functions	Form signed by a physician, physician assistant, or nurse practitioner. A new form is required after serious illness, pregnancy, or childbirth. Valid for the program duration unless admission is inactive for more than two semesters.
TSCC Physical	Completed on the TSCC Health Sciences physical form, signed by a physician, physician assistant, or nurse practitioner. Valid for the program duration unless admission is inactive for more than two semesters.
Photo ID	Clear image of a valid driver license, state ID, or TSCC student ID.
Drug Screen	Complete and clear status on the designated drug screen. Required upon program entrance and repeated prior to NUR 221 for the ADN program.
Health Insurance	Proof of current health insurance: an insurer letter listing the student's name or images of the front and back of the insurance card.
Hepatitis B	Individuals over 21: positive titer indicating immunity. Individuals 21 or under: immunization series (three doses) or positive titer. Non-immune titer: proof of first dose after the titer date plus a signed Hep B waiver, updated annually, with proof of second and third doses as received. See the Hepatitis B Vaccination Policy in the appendices.
Influenza	Documentation of seasonal flu immunization for the current season, or a religious or medical exemption waiver (a mask is required in clinical settings during flu season). Updated annually.
MMR	Individuals over 21: positive titer. Individuals 21 or under: positive titer or two documented doses of each component. Non-immune titer: proof of booster after the titer date or a physician letter.
TB	Negative PPD with lab results updated annually, or negative QuantiFERON TB Gold updated annually, or for a positive history, a current negative chest x-ray (current for five years) plus the TSCC

Item	Documentation Required
	PPD waiver form, updated annually.
TDAP	Documentation of TDAP within the last 10 years. Tetanus or TD alone is not acceptable.
Varicella	Positive titer indicating immunity for all students regardless of age. Non-immune titer: proof of varicella vaccination after the titer date or a physician letter.

Students are responsible for keeping a copy of all health documentation for their records. Once submitted, documents become the property of the Health Sciences Department and will not be copied back to the student due to FERPA and HIPAA. All expenses related to obtaining and maintaining health documentation are the responsibility of the student. Students not enrolled in a nursing course for longer than two consecutive semesters must submit updated health documents, including an updated background check and drug screen.

Drug Testing

All students enrolled in a nursing program who participate in courses with a clinical component must complete an initial preclinical drug screen by the established deadline and randomly thereafter, and must abide by the Alabama Community College System Drug Screen Policy and the policies of the assigned clinical agency, including preclinical, random, and reasonable-suspicion screening. The complete Drug Screen Policy is provided in the appendices.

Preclinical, Random, and Reasonable-Suspicion Screening

- Preclinical: screening is conducted by a laboratory designated by the College; the fee is paid by the student, and a chain-of-custody form or electronic verification is submitted with other health documents by the deadline. Failure to complete screening or provide a negative result prohibits clinical participation and may result in withdrawal.
- Random: students may be asked at any time to submit a specimen while enrolled. A student failing to report at the designated time and place must complete testing within 24 hours and provide documentation of extenuating circumstances or be dismissed. Students are responsible for the payment of random screens.
- Reasonable suspicion: a student whose behavior is noted as suspicious will be immediately dismissed from the clinical agency, classroom, or laboratory pending screening at the designated laboratory; the fee is paid by the student.

The screen includes, but is not limited to, alcohol, amphetamines, barbiturates, benzodiazepines, cocaine metabolites, cannabinoids, methadone, methaqualone, opiates, oxycodone, phencyclidine, and propoxyphene. Positive screens are confirmed by the Medical Review Officer, who may request a prescription. Students are informed of positive results by the Director of Nursing Programs within seven

working days. A prescription for a legally prescribed drug does not, in itself, excuse a student from the effect of this policy. A student with a positive screen may pursue split-specimen testing at the student's expense. To be considered for readmission after dismissal for a positive screen, the student must provide a letter from an approved treatment agency verifying completion of a substance abuse treatment program and submit to an unannounced drug screen at the student's expense prior to readmission; a positive screen results in ineligibility for readmission.

Background Checks

Health Sciences programs are contractually obligated to comply with clinical affiliate requirements, including background checks. A student denied clinical access by any clinical affiliate will be dismissed from the program, as failure to participate in clinical learning experiences results in failure of the course. Background checks are scheduled and conducted by the designated vendor; the student is responsible for the cost and for clearing any discrepancies with the vendor. Positive findings are reported to the clinical affiliate's designee, who determines whether the student may participate. Findings that may render a student ineligible include certain convictions or charges that could jeopardize patient health and safety, and sanctions or debarment. Students should be aware that positive findings can have licensure implications. The complete Background Screening Policy is provided in the appendices.

Essential Functions

The Alabama Community College System endorses the Americans with Disabilities Act. Physical, cognitive, psychomotor, affective, and social abilities are required to provide safe and effective nursing care. The applicant or student must be able to meet the essential functions with or without reasonable accommodation throughout the program. Admission, progression, and graduation are contingent on the ability to demonstrate the essential functions. The essential functions include, but are not limited to, the ability to:

1. Sensory Perception

- Visual: observe and discern subtle changes; visualize color spectrums and changes; read fine print in varying light; read for prolonged periods; read cursive writing; read at varying distances; and read data displayed on monitors and equipment.
- Auditory: interpret monitoring devices; distinguish muffled sounds through a stethoscope; hear and discriminate high and low frequency body and environmental sounds; and hear effectively to communicate.
- Tactile: discern tremors, vibrations, pulses, textures, temperature, shape, size, location, and other physical characteristics.
- Olfactory: detect body and environmental odors.

2. Communication and Interpersonal Relationships

- Engage in two-way communication verbally and in writing and interact effectively with others from a variety of social, emotional, cultural, and intellectual backgrounds; work effectively in groups and independently; discern and interpret nonverbal communication; express ideas and feelings clearly; communicate accurately and in a timely manner; and obtain communications from a computer.

3. Cognitive and Critical Thinking

- Effectively read, write, and comprehend the English language; consistently engage in critical thinking to formulate and implement safe, ethical nursing decisions; demonstrate satisfactory performance on written examinations, including mathematical computations consistent with course requirements; and satisfactorily achieve the program objectives.

4. Motor Functions

- Manage small, delicate equipment without extraneous movement or contamination; move, position, transfer, and assist with lifting clients without injury; maintain balance; coordinate hand and eye movements; push and pull heavy objects safely; stand, bend, walk, or sit for 6 to 12 hours in a clinical setting; respond rapidly to emergencies; perform CPR and physical assessment; and operate a computer.

5. Professional Behavior

- Convey caring, respect, sensitivity, tact, compassion, empathy, and tolerance; demonstrate an age-appropriate, mentally healthy attitude; manage multiple tasks concurrently; understand and follow College and clinical agency policies; meet qualifications for licensure as stipulated by the Alabama Board of Nursing; not pose a threat to self or others; adapt to changing environments; remain free of chemical dependency; report promptly and remain for 6 to 12 hours as assigned; accept responsibility and accountability; seek supervision in a timely manner; and modify one's own behavior when it interferes with nursing care or learning.

A student who wishes to request a reasonable accommodation must contact the TSCC Office of Disability Services, which is the College office responsible for determining eligibility and coordinating accommodations. Students seeking accommodations are required to submit documentation of the disability to that office, which determines the acceptability of the documentation. Nursing faculty do not grant accommodations directly. Once accommodations are approved by the Office of Disability Services, the Nursing Programs will implement them, provided the student remains able to meet the essential functions and provided the accommodation does not fundamentally alter the nature of the program or compromise patient safety. Contact information for the Office of Disability Services and the ADA Coordinator is published in the current TSCC Catalog and Student Handbook.

Program Progression

Student Responsibility for Matriculation

Matriculation through the nursing program is the student's full-time responsibility. Students are expected to organize their employment, family, and personal commitments around the demands of the program rather than the reverse. Each student is responsible for knowing and meeting every academic, clinical, health, professional, and deadline requirement set out in this handbook and in each course syllabus, whether or not a reminder is given. Faculty and staff are not responsible for tracking individual student requirements or deadlines on a student's behalf.

Nursing Program Progression Policy

To progress in the nursing program, the student must have completed all prerequisite coursework prior to entry and must complete the Humanities elective during or before the designated semester; achieve a grade of C or better in all required general education and nursing courses; be acceptable to all clinical agencies for clinical experiences; maintain the ability to meet the essential functions with or without reasonable accommodation; and maintain all program health requirements. A total of two unsuccessful attempts in two separate semesters (D, F, or W) in the nursing program results in dismissal. A student may be reinstated only once; reinstatement is not guaranteed due to limitations in clinical spaces, and all admission standards in effect at the time of reinstatement must be met. A student must have a 2.5 cumulative GPA at the current institution for reinstatement. Students who are unsuccessful in NUR 112 must reapply to the TSCC Nursing Program as a new student.

Progression Definitions

- Reinstatement: A student who has a withdrawal or failure in a nursing course and is eligible to return to that course will be considered for reinstatement.
- Readmission: A student not eligible for reinstatement may apply for program admission as a new student and must submit all application criteria. If accepted, the student must take or retake all nursing courses.

Process for Reinstatement

Reinstatement to the TSCC Nursing Program is never guaranteed. All reinstatement is based on the availability of clinical space, faculty, and program resources, and on the student meeting every admission and progression standard in effect at the time of reinstatement. Meeting the criteria below does not guarantee reinstatement.

- Apply for readmission to the College if not currently enrolled, by published deadlines.
- Apply for reinstatement to the nursing program and submit the Reinstatement Application (provided in the appendices) with ACT or ATI TEAS

results meeting the minimum accepted value (unless already on file) and a letter of intent by the published deadline.

- Schedule an appointment with the Director of Nursing Programs to complete a remediation plan and determine reinstatement eligibility.
- Update immunizations, BLS, drug screen, and background check according to program policy.
- Demonstrate psychomotor and cognitive competency for previously completed courses prior to reentry, as described below.

Validation of psychomotor and cognitive competency is completed within the six weeks prior to the intended reentry date and is arranged through the Director of Nursing Programs.

Psychomotor validation. A student who has been out of the clinical setting for one semester or more validates the skills designated for the courses previously completed, which may include vital signs, medication administration by all routes, head-to-toe physical assessment, intravenous therapy technique, and selected sterile procedures. The student is allowed two attempts per skill. The student is responsible for independent practice and for providing required supplies, and must schedule faculty assistance at least five working days in advance. Requests for lab time and faculty assistance do not supersede the needs of currently enrolled students.

Cognitive validation. The student completes a written validation assessment for each nursing course previously taken, reflecting the currently required course materials, and must score at least 75% on each assessment. Only one attempt is permitted on the proctored cognitive assessments. In addition, the student completes a pharmacology dosage calculation assessment and must score at least 85%, consistent with the Dosage Calculation Competency section of this handbook. A maximum of three attempts is permitted on the dosage calculation assessment.

A student who is unsuccessful in demonstrating competency on psychomotor or cognitive validation may be denied reinstatement to the Nursing Program.

Transfer Policy

The transfer policy applies to students transferring between Alabama Community College System institutions. Criteria for transfer: meet minimum admission standards; have a grade of C or better in all nursing program required courses taken at another institution and at least a 2.5 cumulative GPA at the time of transfer; provide a letter of eligibility for progression from the Dean or Director of the previous nursing program; comply with all program policy requirements at the accepting institution; complete at least 25% of the nursing program required courses at the accepting institution; and meet acceptability criteria for clinical placement. Acceptance is limited by the number of faculty and clinical facilities available.

Transient Student Policy

The transient policy applies only to students transferring between Alabama Community College System institutions. Criteria for transient status mirror the transfer criteria, require a letter of eligibility for progression from the primary institution, and require permission from the primary institution and completion of the required forms. Acceptance is limited by the number of faculty and clinical facilities available.

Letters of Good Standing and Eligibility for Progression

Upon request, the Nursing Programs will issue a Letter of Good Standing or a Letter of Eligibility for Progression to a current or former TSCC nursing student who needs to document their status to another nursing program or institution, for example when transferring or applying as a transient student.

Eligibility

- The student is in or completed good academic standing (a grade of C or better in nursing courses attempted, consistent with program records).
- The student is in good clinical standing, with no pending disciplinary action and no documented clinical unsatisfactory for patient safety.
- The student has no unresolved holds related to health documentation, background check, or drug screen at the time of the request.

Process

- The student submits a written request to the Director of Nursing Programs using the Letter of Good Standing or Eligibility for Progression Request Form (provided in the appendices), identifying the receiving institution and the type of letter needed.
- The Director of Nursing Programs reviews program records and, if the eligibility criteria are met, issues the letter within 3 to 5 business days of a complete request, depending on the time of year.
- The letter attests to the student's enrollment dates, courses completed, current academic and clinical standing, and eligibility (or ineligibility) to progress in the TSCC Nursing Program at the time of departure.
- The Director of Nursing Programs is the signing authority for letters of good standing and eligibility for progression.

Program Completion

Students who complete NUR 112, 113, 114, and 115 and the required academic courses are awarded the Practical Nursing certificate. Students who complete the required academic courses and continue through NUR 211 and 221 are awarded the Associate Degree in Nursing. Students are responsible for meeting all progression and graduation requirements, including graduation fees.

Student-Initiated Withdrawal from the Nursing Program

A student who chooses to withdraw from the Nursing Program, as distinct from being administratively withdrawn or dismissed, must complete the following steps in addition to the College withdrawal procedures published in the TSCC Catalog and Student Handbook:

- Complete and submit the College withdrawal form on or before the last day designated to withdraw;
- Schedule and attend an exit interview with the Director of Nursing Programs; and
- Return all equipment, books, badges, and other property belonging to the Nursing Programs and the Health Sciences Division.

A withdrawal from a nursing course for any reason and at any point in the semester is counted as one unsuccessful attempt at that course. A student who leaves the College or the Nursing Program without filing formal withdrawal notices and following these procedures will receive a failing grade in all courses in which the student is enrolled and may be denied reinstatement to the program.

Practical Nursing Progression to Associate Degree Nursing

A student who completes NUR 112, NUR 113, NUR 114, and NUR 115 at an institution that offers only the Practical Nursing program, and who wishes to transfer to another institution to complete the Associate Degree Nursing program, must meet the requirement to complete at least twenty-five percent of the nursing program required courses at the college of graduation. A student who cannot meet the twenty-five percent requirement must apply and complete additional coursework as directed by the receiving institution.

Midterm Grade Reports, Administrative Withdrawal, and Dismissal

Students receive midterm grade reports in all nursing courses no later than the week prior to the last day to drop with a W. A student may be administratively dropped for failure to complete registration, falsification of records, failure to comply with conduct standards, failure to attend classes, or failure to comply with the Standards of Practice established by the Alabama Board of Nursing. A student may be dismissed from the nursing program for two unsuccessful attempts in two separate semesters or for disciplinary reasons, including HIPAA or FERPA violation, cheating, or any Student Code of Conduct violation warranting suspension or expulsion.

Informing Students of Program Changes

Students can access policies through the Nursing Student Handbook, the course management system (Canvas), the TSCC Catalog and Student Handbook, and the institutional website. Each student is responsible for reviewing the current Nursing Student Handbook upon entering the program and annually (fall semester) when

the new edition is available, and for knowing its contents. When a revision is necessary mid-cycle, students are provided a memo reflecting updated information to be signed and placed in their file.

Applying for Graduation, Ceremonies, and Pinning

Students are responsible for applying for graduation by the established deadlines through the My Trenholm portal (Student tab, Student Records, Graduation Application). Students in the ADN program applying for the Practical Nursing certificate must contact the Admissions Office for a paper application. The degree and certificate application fee is 25 dollars, and the cap and gown is approximately 100 dollars. TSCC holds a graduation ceremony at the end of the spring semester. Nursing students who complete the program have the option of participating in the Nursing Pinning Ceremony, a symbolic event marking the transition from student to professional. Only graduates of the TSCC Nursing Programs are entitled to wear the TSCC nursing pin; instructions for obtaining pins are provided during the final semester.

Licensure

Each nursing student should be aware of the eligibility requirements for initial and continuing licensure in the state where they intend to pursue licensure, obtained from each state's Board of Nursing website. Effective January 1, 2020, Alabama became part of the Enhanced Nurse Licensure Compact (eNLC); applicants who meet the requirements for multistate licensure under ABN Administrative Code 610-X-4 may apply for licensure under the eNLC. As TSCC is an Alabama institution, the licensure information in this handbook addresses Alabama Board of Nursing information and policies.

Legal Limitations for Licensure and Employment

Under the Nurse Practice Act of Alabama, application for licensure may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, or displays other grounds for denial as specified by law. Most health care facilities will not employ a person, even if licensed, who has been convicted of a felony or who has habits including alcohol or drug abuse. Passing a criminal background check does not ensure the ability to take a licensure exam. Final approval to take the licensure examination is subject to action by the Board of Nursing.

Denial of a License

Grounds for denial of an RN or LPN license by examination include, but are not limited to, failure to meet any requirement established by law or Board rule; fraud, misrepresentation, deception, or concealment of a material fact; a course of conduct that would be grounds for discipline; pending or prior disciplinary action in

any jurisdiction; court-martial or administrative military discharge for disqualifying conduct; conduct inconsistent with good moral character; and non-compliance with a monitoring agreement.

Application for Licensure: Special Circumstances

The application for licensure by examination includes questions that must be answered honestly; failure to do so could result in denial of licensure. An affirmative response may require additional documentation before the applicant is eligible to take the NCLEX:

- Previous convictions: the applicant must submit a detailed letter of explanation, certified copies of the charges and disposition, and evidence of meeting court conditions; drug or alcohol related convictions require verification of treatment and support group attendance.
- Hospitalization or treatment for mental illness or chemical dependency: the applicant must submit a detailed letter and a statement from a health care provider regarding diagnosis, treatment, stability, and aftercare; chemical dependence requires verification of treatment, aftercare compliance, support group attendance, and sobriety date.
- Disciplinary action by a licensing authority: the applicant must submit a certified copy of the board order, including findings of fact and conclusions of law.

A candidate with questions should contact the Alabama Board of Nursing at abn@abn.alabama.gov or 334-293-5200.

NCLEX Application Process and Information

Official transcripts documenting completion of the program of study are submitted by the College to the Alabama Board of Nursing within thirty days of graduation. The Board of Nursing must review the application and authorize candidacy before a graduate may schedule the NCLEX; successful completion of the program therefore does not guarantee eligibility to sit for the examination. Graduates are expected to sit for the NCLEX within four months of program completion, and a graduate who does not test within that period is strongly encouraged to complete a structured review before testing. Upon successful completion of the TSCC Practical Nursing or Associate Degree Nursing program, graduates are eligible to apply to sit for the NCLEX:

- Apply for licensure or registration to the nursing regulatory body (NRB) where they wish to be licensed. The Alabama Board of Nursing application for new graduates is completed online, with a Citizen Checklist and official transcripts submitted as directed by the ABN.
- Register for the NCLEX with Pearson VUE using the program code. Practical Nursing program code: **US78111200**. Associate Degree Nursing program code: **US78410200**.

- A mandatory NCLEX voucher fee is included in tuition and fees for NUR 221 (ADN) and NUR 115 (standalone PN). The voucher code is supplied by the Health Sciences office prior to graduation. There are no refunds on NCLEX fees.
- Receive the Acknowledgment of Receipt of Registration and the Authorization to Test (ATT) from Pearson VUE by email, and test within the validity dates on the ATT.
- Schedule the exam appointment and arrive at least 30 minutes early with an acceptable, non-expired, government-issued photo identification bearing name, photograph, and signature.

ATI and Standardized Testing

ATI Partnership and Program Resources

The TSCC Nursing Programs use Assessment Technologies Institute (ATI) as the standardized assessment and NCLEX preparation partner across the curriculum. ATI products are provided to students through the program under the College's ATI Complete Partnership agreement and are integrated into each course as specified in the course syllabus. Because the program participates in School Pay, ATI access is provided through program fees rather than purchased separately by the student. Students are responsible only for any additional service expressly identified in a course syllabus, such as a Virtual-ATI reactivation beyond the included access period.

Use of ATI in the Curriculum

ATI proctored assessments, the Comprehensive Predictor, and related products are used on a benchmark-and-remediation basis. A standardized assessment score is not the sole criterion for course success and is not used as a punitive pass or fail gate. Where a student does not meet a benchmark, the student completes structured remediation as described in the TSCC ATI Remediation Policy and the course syllabus. ATI remote proctoring may be used to enhance test security.

Dosage Calculation

Dosage calculation competency requires a minimum score of 85% as described in the Dosage Calculation Competency section and the applicable course syllabus. In NUR 112 the dosage calculation competency is administered as a paper assessment. In all subsequent courses the dosage calculation competency is embedded within module assessments. ATI Dosage Calculation resources are used for practice and remediation.

NCLEX Preparation

As part of NCLEX preparation, students complete the ATI Comprehensive Predictor and the ATI Capstone in the final term of each program, and participate in Virtual-

ATI and the ATI Live NCLEX Review as scheduled by the program. Students are expected to make every effort to attend all days of the ATI Live NCLEX Review and to engage fully in Virtual-ATI, including working toward the Virtual-ATI Green Light. These activities are graduation-preparation requirements administered on a benchmark-and-remediation basis as detailed in the course syllabi and the TSCC ATI Remediation Policy.

Glossary

Term	Definition
Academic Misconduct	All acts of dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College in an academic matter.
Accreditation	A voluntary, non-governmental process that uses peer review to determine if academic programs meet established standards.
Approval	Authorization of a nursing education program by the state board as meeting the standards defined by the Nurse Practice Act and rules.
Blood-borne Pathogens	Pathogenic microorganisms present in human blood that cause disease, including hepatitis B virus and human immunodeficiency virus.
Clinical Agency	An off-campus health care facility where planned instructional activities occur with patients across the lifespan.
Clinical Evaluation	An appraisal used in the clinical component of each course to determine the extent to which a student is achieving the student learning outcomes.
Clinical Misconduct	Conduct that fails to conform to professional standards or that has the potential to unduly compromise patient safety.
Competencies	Measurable behaviors, knowledge, actions, and skills essential to the practice of nursing.
Co-requisite	An academic course taken concurrently with nursing courses after admission to the program.
Course Syllabus	A document that defines course outcomes, requirements, evaluation methods, and policies for a specific course.
Dismissal	Removal of a student from the clinical area or program pending decisions about an occurrence or incident.
Essential Functions	The physical, sensory, cognitive, and behavioral abilities necessary to function as a student nurse.
Exposure Incident	A specific eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious material.
Progression Assessment	Any assessment that affects a student's progression or non-progression within the program, administered on a benchmark-and-remediation basis.

Term	Definition
Incident Report	An agency or program form used to document an error or accident, such as a medication error or injury.
Licensure	The process by which a governmental agency affirms that an individual has the minimal education, qualifications, and competence to practice safely.
Plagiarism	Representing another's work, ideas, or data as one's own in any academic activity.
Probation	A period of time allowed to correct a deficit or performance standard.
Program Outcome	A measurable, consumer-oriented index used to evaluate the degree to which the program is achieving its mission, such as completion, job placement, and licensure pass rates.
Reinstatement	Consideration for return to a course after a withdrawal, failure, or interruption for a student eligible to return.
Remediation	Structured activities assigned to address identified gaps in knowledge or skills.
Standardized Assessment	A nationally normed, proctored assessment used to gauge student knowledge against the NCLEX blueprint.
Student Learning Outcome	A measurable statement of what a student will know, do, or value at the end of a learning experience.
Termination	Expulsion of a student from the program without readmission privileges.
Unprofessional Conduct	Conduct that brings reproach upon the College or the nursing profession or that is likely to deceive, defraud, or injure the public.

Acknowledgment Forms

Acknowledgment Form 1 of 4: Drug Screen and Criminal Background Check

I understand that during the first semester and randomly thereafter I must submit a drug screen by a certified laboratory, and that if I fail to provide a certified negative result I will be unable to participate in clinical experiences and will be withdrawn from the program. I understand that I may be subject to a reasonable-suspicion drug screen at any time and that payment for all drug screens is my responsibility. I understand that prior to registering for NUR 112 I must submit and pay for a criminal background check, and that failure to achieve an acceptable result will prohibit my participation in the Health Sciences program.

Printed Name

Program

Signature

Date

Acknowledgment Form 2 of 4: Nursing Student Handbook

By submitting this acknowledgment, I certify that I am responsible for reading the 2026-2027 Nursing Student Handbook in its entirety, for agreeing to abide by all policies and procedures within it, and for reviewing and understanding any changes made to the current publication, which will be provided via a supplemental acknowledgment form to be signed and placed in my student file.

Printed Name

Program

Signature

Date

Acknowledgment Form 3 of 4: Release of Information

I give Trenholm State Community College permission to release information regarding my academic and clinical performance to clinical agencies, including those to which I apply for employment. I give permission for required clinical documentation, such as immunizations, TB skin test, CPR, and criminal background checks, to be released to clinical agencies as requested. I give permission for proof of citizenship and associated documents to be released to any State Board of Nursing as required.

Printed Name

Program

Signature

Date

Acknowledgment Form 4 of 4: Accreditation

Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges. The Practical Nursing and Associate Degree Nursing programs are accredited through the Accreditation Commission for Education in Nursing (ACEN) and approved by the Alabama Board of Nursing. Completion of nursing coursework does not guarantee eligibility to sit for the NCLEX or acceptance into any higher-level nursing program; final approval to take the licensure examination is subject to action by the Alabama Board of Nursing. By signing below, I acknowledge that I have received and read this information.

Printed Name

Program

Signature

Date

Appendix A: Nursing Program Essential Functions Attestation

By signing below, I certify that I have read and understand the Nursing Program Essential Functions and that I can (____) or cannot (____) complete the nursing curriculum with or without reasonable accommodations. A student requesting reasonable accommodations should contact the ADA and Section 504 Coordinator. The physician must verify the student's ability to comply with the Essential Functions.

Student Name (print): _____ Student A#:

Student Signature

Date

To be completed by physician: I feel that this student is able (____) or not able (____) to perform the essential functions listed in this handbook. Comments or restrictions:

Physician Signature

Date

Appendix B: Drug Screen Policy and Participation Form

Any student who enrolls in a TSCC Nursing Program and participates in courses with a clinical component is required to complete an initial preclinical drug screen and to submit to random and reasonable-suspicion screening as described in the Student Health Information section. Screening is conducted by a laboratory designated by the College, and the fee is paid by the student. Positive screens are confirmed by the Medical Review Officer, and results are maintained confidentially by the Director of Nursing Programs and the Health Sciences office.

By signing this document, I indicate the following:

- I voluntarily agree to the requirement to complete a preclinical drug screen, random drug screen, and reasonable-suspicion drug screen as required.
- I understand that I must provide a certified negative result prior to participation in the clinical component, and that failure to do so will prohibit clinical participation and may result in withdrawal.
- I have received, read, and understand the Drug Screen Policy, and I consent for the certified laboratory to release the original results to the College.

Student Signature

Date

Witness Signature

Date

Appendix C: Background Screening Policy and Participation Form

Students must comply with the background screening requirements of the College and its clinical affiliates to participate in clinical learning experiences. Background checks are scheduled and conducted by the designated vendor, and the student is responsible for the cost. Questionable or positive findings are reported to the clinical affiliate's designee, who determines whether the student may participate. A student denied clinical access by any clinical affiliate will be unable to complete the required clinical component and will not receive a passing grade for the affected course.

By signing this document, I acknowledge that I have read, understand, and agree to the Background Screening Policy. I authorize the College, through its designated vendor, to complete a background screen prior to clinical assignments and to release the results to the College and its clinical affiliates as required. I release the College and its affiliates from liability related to the completed background screen.

Student Signature

Date

Witness Signature

Date

Appendix D: Reinstatement Application

Name: _____ Student A#: _____

Email: _____ Phone: _____

I hereby apply to be reinstated into the (check one): ____ Practical Nursing Program
____ Associate Degree Nursing Program

I request reinstatement to begin in the _____ semester of
_____.

I was last enrolled in the TSCC Nursing Program during _____
(semester) _____ (year).

Reason(s) for leaving the program:

Reason(s) I request reinstatement:

I understand that this application and a copy of my current transcript must be received by the Director of Nursing Programs at least six weeks prior to the semester in which I plan to seek reinstatement, that a current physical, TB test, Hepatitis B documentation, BLS certification, drug screen, and background check must be completed per policy, and that failure to follow this procedure may result in denial of reinstatement.

Student Signature

Date

Office Use Only: Reinstatement Granted: Yes ____ No ____ Date: _____ Director of Nursing
Programs: _____

Appendix E: Reinstatement Policy and Checklist

Reinstatement to the TSCC Nursing Program is not guaranteed and is subject to instructor availability, program resources, and clinical space. A student absent from the program for more than one year or three semesters must apply as a new student. No nursing course may be repeated more than once. Selection for reinstatement is based on fulfillment of admission criteria, one prior admission, space availability, a minimum 2.5 cumulative GPA, acceptance by clinical agencies, and successful validation of previously completed courses. Students who have been out of the clinical setting for one semester or more may be required to validate psychomotor skills and to pass a cognitive validation and a dosage calculation assessment prior to reentry, conducted within the six weeks prior to the intended reentry date.

Reinstatement Checklist

Item	Yes	No	N/A
Repeated and passed failed course(s)			
Completed an individual plan for success			
Current required documents on file (physical, BLS, Hep B, TB, drug screen, background check)			
Paid premium for liability and accident insurance			
Validated psychomotor skills (if applicable)			
Validated academic content and dosage calculation (if applicable)			
Received and has access to the current Nursing Student Handbook			
Signed conditions of reinstatement (if applicable)			

Appendix F: Hepatitis B Vaccination Policy

The Centers for Disease Control and Prevention recommend that students in health professions be vaccinated against Hepatitis B. All students entering the Nursing Programs must provide proof of previous Hepatitis B vaccination or proof of immunity prior to participating in clinical, or must complete the three-dose series within the required time frame. Students whose titer indicates they are not immune must begin the vaccine series and submit a signed Hepatitis B waiver, updated annually, while completing the series. Verification of each dose, or of a protective titer, must be provided to the Health Sciences office and placed in the student's file. Students are responsible for the full cost of the vaccine and its administration. Refer to the current CDC Hepatitis B Vaccine Information Statement, available at www.cdc.gov/vaccines, for vaccine information.

Hepatitis B Verification

Student Name: _____ Student A#: _____

Dose 1 date: _____ Dose 2 date: _____ Dose 3 date: _____

Titer result (check one): Protected ☐ Not Protected ☐ Titer date: _____

Provider Name and Signature: _____ Date: _____

Appendix G: Change of Health Status Form

Any change in health status while enrolled must be reported to the course coordinator, clinical instructor, and Director of Nursing Programs. Medical clearance from the treating provider and a reevaluation of the Essential Functions are required to continue class and clinical coursework.

Student Name: _____ Student A#: _____ Date: _____

Describe the change in health status:

Are you taking any medications? Yes ____ No ____ If yes, list name, dosage, and frequency: _____

To be completed by physician: the student is able (____) or not able (____) to participate in the nursing program considering the current medical state and ability to perform the Essential Functions. Restrictions or comments:

Physician Signature

Date

Appendix H: OSHA Exposure Control Plan and Post-Exposure Procedure

To reduce the risk of exposure to blood-borne and other pathogens, students observe Standard Precautions in all circumstances and treat all body fluids as potentially infectious. Upon admission, students provide proof of Hepatitis B vaccination, immunity, or a signed waiver with the series in progress. Students participate annually in an Exposure Control class on the OSHA blood-borne pathogen regulations and sign the Exposure Control Class Attendance Verification. Students use appropriate personal protective equipment, handle and dispose of contaminated sharps and materials per agency policy, and never perform parenteral or invasive procedures in the campus skills lab except on mannequins. Failure to follow these procedures may result in an unsatisfactory for the clinical or lab day and may result in dismissal.

Post-Exposure Procedure

In the event of an exposure, the student immediately washes the affected area with soap and water or flushes mucous membranes with water, reports the incident to the clinical instructor and the charge nurse, completes the agency report and the TSCC Student Exposure or Incident Report, and follows the agency's policies. The source individual's blood may be tested per agency policy. The student obtains follow-up care from a private physician at the student's expense and provides verification of follow-up to the Director of Nursing Programs.

Exposure Control Class Attendance Verification

My signature indicates that I attended the TSCC Exposure Control class on the OSHA blood-borne pathogen regulations, that I received the TSCC Exposure Control Plan, and that I understand my responsibility to follow the post-exposure procedure and to obtain follow-up care at my own expense.

Student Signature

Date

Appendix I: Student Exposure or Incident Report

Name: _____ Student A#: _____ Date: _____

Course Name and Number: _____

Location of incident (clinical agency, area):

Type (check all that apply): Needle stick ____ Contact with blood or body fluid ____
Injury ____ Medication error ____ Other ____

Describe the incident, the personal protective equipment in use, and any injuries:

Source of exposure known? Yes ____ No ____ Actions taken and follow-up care:

Recommendations to avoid repetition:

Student Signature

Date

Clinical Instructor Signature

Date

Director of Nursing Programs Signature

Date

Appendix J: Anecdotal Notes

Date: _____ Student Name: _____ Student A#:

Course Name and Number: _____

Comments:

Student Signature

Date

Instructor Signature

Date

Director of Nursing Programs Signature

Date

Appendix K: Nursing Skills Lab Remediation Form

Student Name: _____ Course: _____ Date: _____

Skill requiring remediation:

Remediation requirements: review the designated faculty demonstration and the corresponding ATI module, then schedule practice time in the skills lab prior to revalidation. A student unsuccessful on the first attempt of a skills validation must complete remediation before revalidation. Students are allowed the number of attempts specified in the course syllabus.

Student Signature

Date

Validating Instructor Signature

Date

Appendix L: Nursing Student Self-Remediation Form

Students who score below 75 on a module assessment complete this form and meet with the instructor at least three days prior to the next module assessment to discuss an improvement plan.

Student Name: _____ Course: _____ Test Number: _____

Test Score: _____

How does this score compare with previous tests? Same ____ Lower ____ Higher ____
N/A ____

Content area(s) of questions missed:

My impressions of why I performed below standard:

Plan for success (developed with faculty advisor or instructor): 1.

_____ 2. _____ 3. _____

Student Signature

Date

Instructor Signature

Date

Appendix M: Clinical Probation Contract

This contract documents an opportunity to remediate unsatisfactory clinical performance before dismissal.

Student Name: _____ Course: _____ Date: _____

Identified area(s) of concern:

Expectations and measurable goals for improvement:

Time frame for review:

The student understands that failure to meet the terms of this contract, or any demonstration of unsafe nursing practice, will result in an unsatisfactory clinical grade and ineligibility to progress in the program.

Student Signature

Date

Instructor Signature

Date

Appendix N: Concern and Feedback Form

This form serves as a communication tool for constructive input regarding curriculum, teaching methodologies, resources and services, and other items. Submit to your class representative or to the Director of Nursing Programs.

Date: _____

Concern or feedback:

Suggestion(s):

Signature (optional):

Appendix O: Letter of Good Standing or Eligibility for Progression Request

Complete this form to request a Letter of Good Standing or a Letter of Eligibility for Progression. Submit to the Director of Nursing Programs.

Student Name: _____ Student A#: _____

Program (check one): ____ Practical Nursing (Standalone) ____ Associate Degree Nursing

Type of letter requested (check one): ____ Good Standing ____ Eligibility for Progression

Receiving institution or program:

Last semester enrolled at TSCC: _____ Date needed:

Student Signature

Date

Office Use Only: Eligibility criteria met (Yes / No). Letter issued on _____ by the Director of Nursing Programs.

Appendix P: Social Networking Policy for Health Programs

This policy covers all social networking sites and technologies. Students are advised to use social media cautiously and to avoid disclosing any information that could be considered confidential patient information. Any disclosure, intentional or unintentional, that could lead to the identification of a patient will result in disciplinary action up to and including dismissal. Removal of an individual's name, face, or image is not sufficient to protect identity, and privacy settings do not guarantee privacy. Students must not make negative, disparaging, or unprofessional remarks about students, instructors, patients, visitors, clinical sites, or other professionals. Students must maintain patient privacy at all times, must not transmit any patient-related information or image, must not photograph or video patients, must comply with clinical agency regulations on devices, and must report any breach of confidentiality promptly. A violation of this policy will result in disciplinary action up to and including dismissal.

Student Printed Name

Date

Student Signature

Date

Appendix Q: Professional Domain Violation Notice

This notice documents a professional domain violation and any required improvement plan. A signed copy is provided to the student and placed in the student's file. Refer to the Professional Behavior and Domain Violations section of this handbook for the full policy, faculty procedure, and progressive consequences.

Student Name: _____ Student A#: _____

Course and Number: _____ Date: _____

Professional Domain(s) Involved (check all that apply)

___ Accountability and integrity ___ Communication and civility ___

Professional appearance and dress

___ Attendance and punctuality ___ Confidentiality ___ Safe practice ___

Other: _____

Level of Violation

___ First violation ___ Second violation ___ Third violation ___ Unsafe practice or serious conduct violation

Description of the Violation

Improvement Plan and Expectations

Consequence and Time Frame for Review

The student's signature indicates receipt of this notice, not necessarily agreement. The student may submit a written response and may appeal under the TSCC Student Code of Conduct.

Student Signature

Date

Faculty or Instructor Signature

Date

Director of Nursing Programs Signature

Date