



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES

Cardiovascular
Technology

Emergency Medical
Technology

Funeral Service
Technology

Health Care
Assistant

LPN-RN
Transitions

Nursing
(RN)

Physical Therapist
Assistant

Practical Nursing
(LPN)

Respiratory
Therapy

Surgical
Technology



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES

Table of Contents

Student Resource Handbook	3
School of Health Sciences Mission.....	3
School of Health Sciences Programs and Locations.....	3
Student Information	4
Tuition Fee	4
SHS Fee	4
Financial Aid.....	4
Disability Reference Information	4
Clinical and Laboratory Requirements.....	5
Needle Stick and Body Fluid Exposure Policy.....	6
Student Issues.....	6
Instructional Organizational Chart.....	7
Grade Appeal	7
Plagiarism/Cheating Appeal.....	8
Absence Appeal	9
Complaint or Grievance Procedure.....	9
Professional Student Conduct	10
Drug and Alcohol Policy	10
Pregnancy Policy	11
Student Organization	11
Statement of Handbook Acceptance	12

Student Resource Handbook

School of Health Sciences Mission

The mission of the School of Health Sciences (SHS) is to provide excellence in academic instruction, instill proficient and safe clinical practices in students, and meet the community needs in which they serve. The collaborative effort of the SHS develops students with a knowledge base including cultural competence and continued advancement through service, professionalism, excellence, and leadership.

As a student of the School of Health Sciences, you are expected to uphold the NWCC core values and those of the health profession including: accountability, integrity, excellence, respect, service, and leadership. You have been selected to enter a program of study preparing you for a career and a calling of service to others. It is an honor to welcome you to the NWCC School of Health Sciences.

Stephanie G. Mullins, DNSc. ACNP, ACNP-BC, Dean of Health Sciences

The SHS Student Resource Handbook, serves as a support manual for the NWCC Bulletin and addresses specific policies pertaining to the SHS programs. In cases where the SHS policy differs from the NWCC Bulletin, these policies will be clearly defined in the Student Resource Handbook. In all other cases, students are referred to the NWCC Bulletin for the policy procedure. The SHS Student Resource Handbook will provide information and a reference directory specific to the SHS. The NWCC Bulletin may change throughout the calendar year. Students must remain familiar with any updated changes on the online version of the NWCC Bulletin located at: <http://catalog.northwestms.edu/>

School of Health Sciences Programs and Locations

Cardiovascular Technology	DeSoto
Emergency Medical Technology	DeSoto, Senatobia, Oxford
Funeral Service Technology	DeSoto
Health Care Assistant	DeSoto, Senatobia, Water Valley
LPN to RN	Senatobia
Nursing Associate Degree (RN)	Senatobia
Paramedic	Senatobia
Physical Therapist Assistant	Senatobia
Practical Nursing (LPN)	DeSoto, Senatobia, Oxford, Ashland
Respiratory Therapy	DeSoto
Surgical Technology	Oxford, DeSoto

Student Information

There are various support systems across the NWCC district for SHS students. This information is located at:

www.northwestms.edu/l/current-students

NWCC Bulletin: <http://catalog.northwestms.edu/>

SHS Student Resource Handbook

Tuition Fee

NWCC full-time student (15 credit hours or more) = \$1600 (fall and spring, NOT summer) (Federal Funds consider full-time at 12 hours or more.)

Part-time student (14 credit hours or less) = \$145 x # credit hours (fall, spring and summer)

Summer tuition is \$145 x # credit hours independent of full-time or part-time status.

SHS Fee

An SHS Fee/Nursing Fee is collected each semester. This fee supports equipment purchases and the required warranty fees to maintain and support the software and mechanisms associated with such purchases. Fees support the IT support necessary for the testing and online components needed for the scholastic learning environment. Credentialing requirements and accreditation standards mandate specific resources including technology platforms, available training modalities, and faculty to student ratio. Each year, NWCC continues to increase these resources for our SHS students and must do so to remain on the cutting edge of healthcare.

Financial Aid

There are many resources to obtain Financial Aid. Initially, the student should access:

<https://northwestmsedu.finalsite.com/financial-aid>

After following these steps at the financial aid website, complete the foundation scholarship application located on this site. NWCC has many scholarship awards that are specified for Health Sciences Students. These scholarships may be awarded outside the designated deadline dates. Therefore, **complete** the scholarship award even if the **deadline date has passed**.

Disability Reference Information

Students with disabilities that require special accommodations must register with the NWCC Disability Coordinator within two (2) weeks of school registration with proper documentation to support accommodations. The Disability Coordinator will notify the course instructor of the list of accommodations required. The student must contact the

disability coordinator within the first two weeks of the semester to insure accommodations are established.

Senatobia Campus:	DeSoto Campus:	Oxford Campus:
Missy Kelsay	Terri Reeves	Betsy Grubbs
662-562-3309	662-280-6123	662-560-7951
mkelsay@northwestms.edu	treeves@northwestms.edu	bgrubbs@northwestms.edu

While attending NWCC, a student may have an unforeseeable medical event. Prior to returning to class, clinical or laboratory instruction, the student must meet with the disability coordinator and present proper documentation demonstrating their ability to perform all the required duties of their professional clinical standards. The documentation requirement should include a complete physical examination, a documentation statement of the ability to perform the physical requirements of the profession, and the ability to mentally process the complexity of problem-solving, mathematics, rational thoughts, and ethical reasoning. A statement from the licensed professional must be included stating the student is deemed to be safe in performing the duties of a School of Health Science student in *the designated program* in the classroom, clinical, and laboratory setting. Once the documents have been received and processed, a decision will be rendered. Administrators reserve the right to make re-entry decisions on a case-by-case basis if the safety of the student, faculty, other students, or the community may be jeopardized.

Clinical and Laboratory Requirements

Attending clinical assignments is a requirement for completion of the SHS programs. Each SHS program enters into a legal clinical agreement with the agency. The agency agrees to provide the clients and/or clinical environment for student learning, and NWCC agrees to abide by the clinical agency requirements. Therefore, any student who does not meet the clinical agency requirements will not be allowed to attend the clinical agency. It is not the responsibility of the SHS to seek other clinical agencies that will accept a student who has been denied at an agency. The student will be considered absent from clinical and may exceed the number of absences from the course. It is the responsibility of the student to refer to the program's clinical requirements, submit all documentation on time, and comply with requirements such as immunizations, negative drug tests, fingerprinting, etc.

For clinical check-offs or skill demonstrations, students may be videotaped by their instructor in the laboratory setting for return demonstration or validation of check-off procedures. Students are not to photograph or video in the laboratory setting. Having phones in the clinical setting is not allowed. A student taking photos or videos in a clinical setting will be immediately removed from the clinical setting and disciplinary action will be taken.

The laboratory setting is a training opportunity for all students. It is expected for students to properly use all equipment in the laboratory appropriately. Students should leave the lab clean and neat. Where beds are present, the beds should be made neatly in the low position with the top two side rails raised. If any injury should occur in the nursing lab, the student is to report the injury immediately to the faculty.

Needle Stick and Body Fluid Exposure Policy

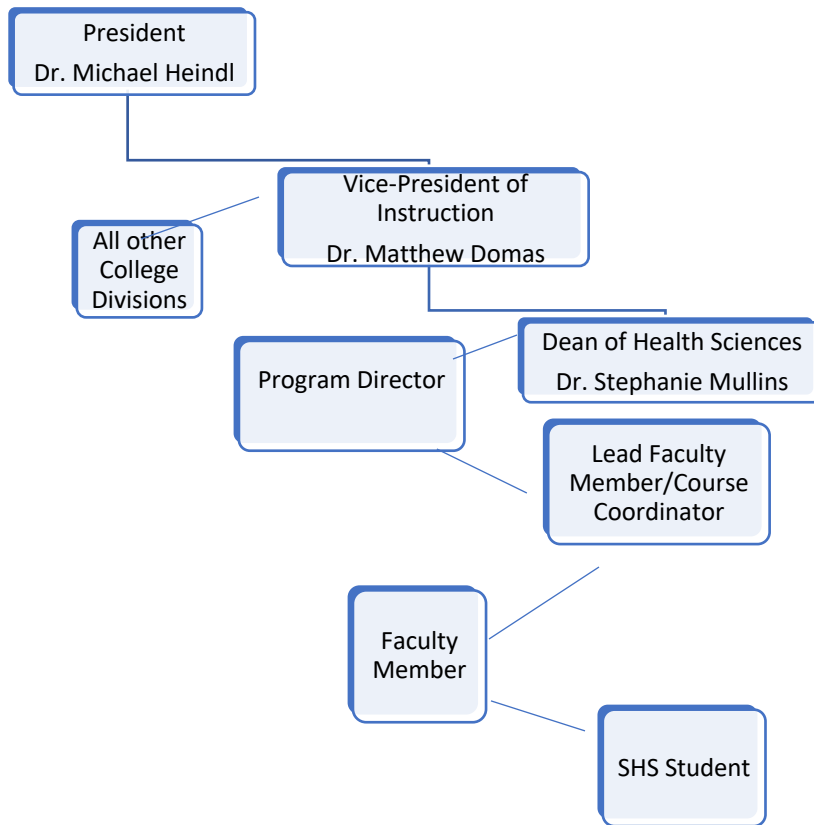
In the clinical setting, it is possible that students may be exposed to blood and body fluids. If this should occur the student should:

- Notify the clinical instructor immediately
- Immediately wash/irrigate the area thoroughly
- Inform the agency's nursing supervisor
- Complete the agency's incident report
- Have blood testing baseline, 6 weeks, 12 weeks, 6 months
- Complete the NWCC Program Incident Report Form

Student Issues

Occasionally, students may have concerns or issues they wish to address while enrolled in a School of Health Science Program. Following the proper procedure is required for optimal outcomes and achievements. When a student does not follow the proper policy procedure, it not only jeopardizes the student's due process; but it negatively influences the perception of the student's behavior in regards to professionalism, excellence, and accountability. Following the chain of command is critical as well as the appeal procedures. Students who do not follow the chain of command will not receive an expeditious process over someone who has executed the steps appropriately.

Instructional Organizational Chart



Grade Appeal

The student is to be respectful and professional at all times. If the student has questions concerning an individual test, the student should review the program's handbook for test question query and follow each step properly. If the program does not have a specific policy for question query, ask the faculty member if a certain question may be re-considered and bring written and referenced documentation to support the answer choice. The student is to schedule a meeting with the faculty member who lectured the content and seek clarification on the content missed. An individual test grade cannot be appealed, only the final course grade. Some classes may have a final grade for a theory portion and a final grade for a clinical portion, in the same course offering. Both of which must be passed to be successful in the course. Each of these final grades are

appealable, but not each individual test or daily clinical grade. Your faculty member will clearly define in the class syllabus if this rule is applicable.

How to Appeal a Final Grade

* This process is specific to the SHS and differs from the NWCC Bulletin*

1. Schedule a meeting with the instructor to see if an understanding or clarification on the final grade can be achieved.
2. Obtain and complete a grade appeal form at www.northwestms.edu under the students' tab, links, and resources, grade appeal form.
3. Submit the complaint in writing to the Director of the Program within 1 business day from the date the grade was received. Once this form is submitted, the student is allowed to participate in lab, simulation, or classroom activities. If the Director of the Program was also the instructor who issued the grade, the student may submit the appeal to the Dean of Health Sciences.
4. The Director of the Program will attempt to resolve the complaint in a conference between the student and the instructor, to be held within 2 business days from the date the complaint was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
5. If the complaint is not resolved in (#4), the student may submit the complaint to the Dean of the School of Health Sciences within 1 business day from the date of the dissolution of step 4. The Dean will attempt to resolve the complaint in a conference with the student to be held within 2 business days from the date the complaint was received by the Dean. The Dean of the School of Health Science will render a decision and inform the student of this decision within 24 hours of the conference.
6. If the Dean of the School of Health Sciences does not resolve the complaint the student may request a hearing before the Student Grade Appeals Committee. This request must be submitted in writing to the Vice President for Instruction within 1 business day following the Dean of the School of Health Science's decision in the matter.
7. The Northwest Mississippi Community College Student Grade Appeals Committee shall be composed of seven members and constituted as follows: A Chairperson designated by the President, three faculty members selected by the President, and three students who are Student Government officers or are enrolled in or have completed the leadership course. Alternate students may be chosen by the Vice President for Instruction. The decision of the grade appeal committee is final.

Plagiarism/Cheating Appeal

A School of Health Sciences student is held to a higher standard. Therefore, both cheating and plagiarism are prohibited. A student who cheats or plagiarizes on an assignment/test will receive a zero for the assignment/test. A student who wishes to appeal the decision of their instructor with the regard to an allegation of cheating or

plagiarism should notify the Dean of Health Sciences in writing within one (1) week of the formal decision by their instructor. The Dean of Health Sciences, within a reasonable amount of time, will convene an Ad Hoc Committee to hear the student's appeal and will notify the student in writing of the date, time, and location of the hearing. The Ad Hoc committee will be chaired by the Dean of Health Sciences and may consist of up to two (2) faculty members and two (2) students. The committee will review all supporting documentation and hear from the accused student in person. The accused student may submit any documentation and present witnesses in his/her defense at that time. The committee will render a decision following the hearing and the decision of the committee is final. Any student cheating or the use of plagiarism is subject to disciplinary actions as noted in the *NWCC bulletin*.

Absence Appeal

Every SHS program and sometimes each course has a different number of allowable absences. It is the student's responsibility to read the course syllabus and become familiar with the course absence number. Students must be on time for all scheduled activities. An absence is defined as being more than 10 minutes late. Three tardies equal one absence. If a student has exceeded the number of allowable absences, they must complete the absence appeal form located at www.northwestms.edu, under the student tab. This includes all doctors' visits, COVID-19-related contact or absences, hospitalizations, family emergencies, or any other reason not present for class. If a student exceeds the number of absences and a doctor's excuse is provided, the student still has exceeded the number of allowable absences and must complete the absence appeal form. The faculty will be requested to comment on the predictability of the student's success if the appeal is granted. The Dean of Health Sciences will review the appeal form and render a decision. The SHS requires any student who is sick to remain at home. The absence appeal procedure is in place for extenuating circumstances and will be carefully considered. Any student who is removed from the program related to exceeding the number of absences will receive a "W" for the course regardless of the withdrawal date.

Complaint or Grievance Procedure

Title IV of the Civil Right Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 as well as NWCC policies prohibit intentional discrimination against students on the basis of race, sex, color, creed, national origin or disability. Students who have reason to believe that their rights under the law or campus policy have been denied in such areas as admissions, financial assistance, residence hall assignment, disciplinary actions or other campus matters may

seek to resolve them in the following manner. Students are to follow the steps as located in the NWCC Bulletin.

Professional Student Conduct

The School of Health Sciences abides by the guidelines and procedures located in the NWCC bulletin. In addition, the professions in which students are seeking and trained, have licensure mandates specific to professional behavior, conduct and safety measures that are deemed inappropriate for a healthcare provider. Students are held to these same licensure mandates. Therefore, students who fail to uphold the standards of a healthcare provider may be dismissed from the program or have other disciplinary repercussions. Classroom/laboratory/clinical civility, safety, integrity, respect, excellence in skills, and outstanding ethical behavior is **required** for continued enrollment in the School of Health Sciences. Any action, outside of this expectation, will not be tolerated. If an action should occur, the student will have a conference with the instructor and documentation will be presented to the Director of the Program. The Program Director will review if any further disciplinary action is needed. If a student has three documented professional conduct issues, the Director of the program will notify the Dean of Health Sciences. Based upon the nature and severity of the professional conduct issue a student may be removed from the School of Health Sciences for any one professional conduct issue. These issues are noted in the NWCC Bulletin and the state licensure requirements.

Drug and Alcohol Policy

School of Health Sciences students are expected to be free of any chemical impairment. Possession and/or use of any illegal drug and/or unprescribed controlled substances, inhalants, and/or possession or use of any alcoholic beverages is strictly prohibited in the classroom, laboratory, and clinical setting at any time. All students are subject to required drug screening for entrance into the School of Health Sciences programs. By accepting a seat in the program, the student understands drug screening may be performed at any given time. The student is responsible for the cost of the drug screen and will be dismissed from the program if a positive result occurs.

The School of Health Sciences may perform drug testing for the following reasons:

- Clinical requirement
- Neutral Selection (Random) testing mechanism to select students for a drug test that results in the equal probability that any student from a group of subjects will be selected
- Reasonable Suspicion Testing for drug and alcohol testing based on a belief that a student is using or has used drugs in violation of the School of Health Sciences or NWCC policies. This may be based on an observable phenomenon, such as direct observation of drug use and/or the physical symptoms of manifestations

of being under the influence of a drug or alcohol in the classroom, laboratory, or clinical setting.

Pregnancy Policy

Students who are pregnant or become pregnant while in the program are encouraged to promote their health and the health of the baby. Your rights under Title IX will be upheld while in the School of Health Sciences. You will need to contact the Title IX Coordinator as soon as you are aware of your pregnancy. This is to insure your educational rights as a pregnant student. At that time, an educational plan will be developed for you to continue your studies.

Student Organization

The School of Health Sciences encourages students to participate and interact in all NWCC student body clubs, organizations, and events of interest and/or related to the field of Healthcare at NWCC.

The Student Alliance Task Force is a committee of faculty-appointed district-wide SHS students, serving in a leadership role by creating cultural understanding and inclusion of all students and faculty in the School of Health Sciences. Any student who is interested in becoming a committee member is encouraged to reach out to their faculty member for a recommendation.

Statement of Handbook Acceptance

My signature below signifies that I have read the SHS Student Resource Handbook and I understand my conduct is expected to meet the professional standards of the healthcare profession. If my conduct should fall below this standard, I will be subject to disciplinary action which may involve removal from the program.

It is my responsibility to:

- Read course material prior to class
- Turn in all assignments on-time
- Avoid social media posts unbecoming of a healthcare professional
- Be in attendance, alert, and interactive during classroom/laboratory/clinical experience
- Be appropriately dressed and follow all dress code policies
- Be respectful and encouraging to all students and faculty
- Assume positive intent in others
- Do not accept being average and strive for excellence

Student Signature: _____ Student ID: _____

Date: _____ Semester: _____ Campus: _____