



NORTHWEST

MISSISSIPPI COMMUNITY COLLEGE

SCHOOL OF HEALTH SCIENCES

Practical Nursing Program

Student Handbook

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Introduction

The Practical Nursing (PN) Student Handbook provides information regarding courses, grades, policies, and other valuable information to help with student success. The faculty, staff, and administration seek to educate each student in order to achieve personal and professional goals. A signature page will also attest to the student's acknowledgement of the required policies and the personal responsibility to meet all criteria.

Definition of the Practical Nurse

"The 'practice of nursing' by a licensed practical nurse means the performance for compensation of services requiring basic knowledge of the biological, physical, behavioral, psychological and sociological sciences, and of nursing procedures which do not require the substantial skill, judgement, and knowledge required of a registered nurse. These services are performed under the direction of a registered nurse, a licensed physician or licensed dentist and utilize standardization procedures in the observation and care of the ill, injured and infirm; in the maintenance of health; in action to safeguard life and health; and in the administration of medications and treatments prescribed by any licensed physician or licensed dentist authorized by state law to prescribe. On a selected basis, and within safe limits, the role of the licensed practical nurse shall be expanded by the board under its rule-making authority to more complex procedures and setting commensurate with additional preparation and experience." Mississippi Code Annotated § 73-15-5

https://www.msbn.ms.gov/sites/default/files/documents/LPNAssessment_2012.pdf

History of the Program

The Northwest Mississippi Community College (NWCC) Practical Nursing Program is located on four campuses. The main campus is located in Senatobia, MS with satellite campuses in Southaven, Oxford, and Ashland, MS. Implementation of the Practical Nursing Program began at the Oxford campus in 1983. The Senatobia campus started in 1987, Southaven campus in 1988, and the Ashland campus in 1992. The Practical Nursing Program begins in the fall at every campus. The Oxford and Senatobia campuses have a day class beginning every January. The Oxford and DeSoto campuses offer an 18-month evening/weekend program, beginning fall on the even years. The part-time Day option at the Senatobia campus will begin in the Fall of 2023 and has enrollment on the odd years.

Mission

The mission of the Practical Nursing Program is to provide excellent academic instruction for effective learning and competent nursing care by emphasizing the safety and cultural needs of the client. The faculty seek to educate the student on the vital qualities and core values required to meet the needs of the healthcare community.

Core Values

- Integrity
- Accountability
- Proficiency

- Compassion
- Professionalism

Program Philosophy

The NWCC faculty believe:

- Students, regardless of race, creed, age, gender, or ethnic origin have the right to a quality education, which challenges their intellect and prepare them to become effective members of the health care team.
- Nursing is an art and science through which optimal physical and psychosocial care meets the needs of the society. The profession of nursing has its own body of knowledge and domain of practice. The focus of the nursing discipline is on health promotion, maintenance, restoration, and disease prevention of individuals.
- Promotion of professional values and lifelong learning are essential for goal obtainment in both nursing education and the profession. The nursing faculty will act as role models by maintaining current skills and knowledge. An emphasis on the importance of evidence-based practice will serve as a guide for the implementation of practice skill and knowledge. The nursing faculty will provide learning environments, which promote mutual respect and adhere to the nursing standards. Woven throughout the nursing profession and education is an emphasis on individual responsibility for self-discipline, self-evaluation, and lifelong learning.
- Presentation of nursing concepts from simple to complex, promotes a progressive learning concept. The application of information from basic understanding to development of critical thinking skills supports the obtainment of the program and student learning outcomes.
- Practical Nursing is an integral component of all nursing. The Licensed Practical Nurse (LPN) functions as an essential member of the health care team under the supervision of a licensed physician, licensed dentist, and/or registered nurse. The LPN helps in assessing, planning, implementing, and evaluating nursing care and patient education.
- Teaching and learning is an interactive process. Learners and faculty share responsibility for the learning environment. Individual learners must assume responsibility for their own learning process and experiences. The faculty accept the responsibility for teaching, supervision, mentoring, and evaluating students' professional development.
- The curriculum fosters obtainment of knowledge, skills, abilities, and values necessary for entry employment in the practical nursing profession. The classroom, campus laboratory, and clinical instruction are teaching avenues used to promote evidence-based practice. Through a qualified nursing curriculum and education, the practical nursing student becomes a productive member of the nursing profession. Meeting the needs of a diverse and multicultural population in an ever-changing health care environment occurs through the implementation of an effective nursing curriculum framework and instruction.

Non-Discrimination Policy

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation. The Practical Nursing Program has special requirements related to selection, admission, progression, grading, health requirements, and criminal background checks. These requirements assist the PN student with the baseline competencies needed for achievement of student and program learning outcomes.

Program Learning Outcomes

The program learning outcomes of the Practical Nursing Program are built upon the educational experience in which students learn to develop critical thinking skills, apply acquired knowledge, and become a valued member of the health care industry. Providing safe, effective, competent client care is priority in goal attainment. Achievement of sequential development occurs through instruction, practice, and clinical experiences. The students will learn the essential skills to provide necessary care of clients, with a variety of health care needs, under the supervision of a registered nurse, licensed physician, and/or licensed dentist. The focus of providing students with outstanding educational opportunities, supports the program learning outcomes. Professionalism, teamwork, and practice responsibilities are characteristics woven throughout the program curriculum that support the achievement of the Practical Nursing Program Learning Outcomes.

The NWCC Practical Nursing Program follows the *2020 Mississippi Community College Standards for Practical Nursing Accreditation* for program learning outcomes achievement. The NCLEX-PN® pass rate goal is to be equal to or greater than the national average. Other program goals focus on achievement of the program completion, program satisfaction, and job placement benchmarks.

Student Learning Outcomes

The *2018 Mississippi Curriculum Framework Postsecondary Practical Nursing* provides guidance for the student learning outcomes. Each course has a measurable, student-learning outcome, evaluated at the end of each semester. The student achieves attainment of the student learning outcomes through effective education, instruction, and implementation self-directed learning and professional growth. They include the following:

1. Safe and Effective Care Environment
2. Health Promotion and Maintenance
3. Psychosocial Integrity
4. Physiological Integrity
5. Clinical Problem-Solving Process (Nursing Process)
6. Caring

7. Communication and Documentation

8. Teaching and Learning

The standards for *Client Needs Categories* from the 2023 NCLEX-PN® Test Plan connect the essential concepts for achievement of the student learning outcomes. The NCLEX-PN® Test follows these client needs and percentages for creating the NCLEX-PN® Test.

Client Needs	Percentage of Items from Each
	Category/Subcategory
Safe and Effective Care Environment	
<input type="checkbox"/> Coordinated Care	18–24%
<input type="checkbox"/> Safety and Infection Control	10–16%
Health Promotion and Maintenance	6–12%
Psychosocial Integrity	9–15%
Physiological Integrity	
<input type="checkbox"/> Basic Care and Comfort	7–13%
<input type="checkbox"/> Pharmacological Therapies	10–16%
<input type="checkbox"/> Reduction of Risk Potential	9–15%
<input type="checkbox"/> Physiological Adaptation	7–13%

https://www.ncsbn.org/public-files/2023_PN_Test%20Plan_FINAL.pdf

Admission Policy

Applications for fall enrollment for Senatobia, Ashland, DeSoto, and Oxford will occur from February 1st through the last Friday in April of each year. HESI testing will occur once applications close.

Applications for fall enrollment for the evening/weekend program at the DeSoto and Oxford campuses will occur from February 1st through the last Friday in April of every even year. HESI testing will occur once applications close.

Applications for the day spring-start class, at the Senatobia and Oxford campuses, will occur from July 1st through the last Friday of September. HESI testing will occur once applications close.

Students desiring to enter the Practical Nursing Program must meet all of the following criteria:

- Applicants must be at least 18 years of age at the time of clinical rotations.
- Applicants must have a high school diploma or GED equivalency.
- Applicants must have an enhanced ACT composite score of 16 or greater.
- Applicants must have an NWCC application on file with the Office of Admissions and Registration.
- Applicants must **apply only one** Practical Nursing Program on file per application period.
- Once a prospective student has met the criteria above, they can register on-line to take the HESI test. Students may only test one time per application. Rescheduling of the HESI testing is not permitted unless an extreme emergency. Any student who fails to come to their testing time is not guaranteed a spot for testing. The applicant will be required to take the HESI test and score on the proficient level at 65 or higher. The HESI test will only test math and reading comprehension. The fee for the HESI test is \$57. All payments for HESI are made online. Instructions for registering and payment for all HESI testing are found in the application link on the NWCC PN webpage at <https://www.northwestms.edu/programs/healthsciences/practical-nursing> If the applicant achieves a 65 or higher on the HESI test, consideration for enrollment will occur.

- All applications and registration for the HESI test are completed on-line at <https://www.northwestms.edu/programs/healthsciences/practical-nursing> under the application link. The HESI will focus on math and reading comprehension. There are various study guides available on-line for studying. Once a prospective student has completed the application and obtained a HESI score greater than 65, the Practical Nursing Program admission's scoring system is utilized to rank the applicants. ACT score, HESI reading score, HESI math score, GPA, previous college experience, and healthcare experience/certifications are all considered in the ranking system. See the NWCC PN Admission Grading Rubric that is located on the NWCC PN website. You **MUST** take the HESI exam at the campus you desire to attend with the exception of Ashland, which will take place at the Senatobia campus.

Once accepted into the program, applicants must complete the following:

- Student Health Record
- Negative 10-panel drug screen. Only drug screens collected under the direction of the PN program will be considered. All applicants are subject to drug screening and responsible for the test results, regardless of the timing of urine collection or use of drug.
- TB Skin Test
- Copy of immunization records
- Completed Hepatitis B vaccine or waiver form
- Provide certificate of liability insurance for a health provider
- Obtain CPR Health Provider Card
- Clinical Agreement Form (COVID)
- Fingerprinting report - The cost of fingerprinting will be the responsibility of the student.



Practical Nursing Program Admission Rubric

Student Name: _____ ID #: _____

Admission Rating: _____ / 218 points maximum

HESI Cumulative Score: _____

Campus Attending: Ashland ____ DeSoto ____ Oxford ____ Senatobia ____

Components:	Ratings:	Possible Points:	Student Points:
Prior College	Yes = 1 No = 2		
College GPA	Attended College 2.5 - 2.99 3.0 - 3.49 3.5 - 3.75 3.79 - 4.0	1 2 3 4 5	
HESI Reading*	55 questions	100 points	
HESI Math*	55 questions	100 points	
ACT**	16 17 - 20 21 - 24 25 - 29 30+	1 2 3 4 5	
Healthcare experience (Must upload SHS letter with application for credit.)	Yes No	1 0	
Previous Degree Earned	Certificate Associate's Bachelor's Master's	1 2 3 4	
NWCC Healthcare Certification (ex: MOT, HCA, Surg Tech, EMT, Cardiovascular Tech, Respiratory Therapy Tech)	Yes No	1 0	

* Students must have a HESI Cumulative score of 65 or greater to be considered for the LPN program.

** Students must have a minimum ACT composite score of 16 to be considered for the LPN program

Criminal Background Check Policy

The 2020 Mississippi Code § 37-29-232 mandates a fingerprint collection for all “health care professional/vocational technical students”. The MS code states, “If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(h), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/vocational technical academic program of study”. This is a state mandate and if the fingerprint results are noted after the student has received an acceptance letter, the acceptance into the program will be nullified according to the law. Therefore, any student who receives a report documenting any of the above felony findings will receive a letter from the Program Director for immediate withdrawal from the program. The student will receive an administrative “W” for all classes if the student has already registered for classes. There is no appeal to remain in the program as this is in accordance with the 2020 Mississippi Code § 37-29-232. Fingerprinting is not required by the state of MS Funeral Service Board. However, if a clinical agency should require funeral service students to obtain, students would have to comply with the clinical agency requirements.

If fingerprinting report results in any other findings besides a report of “no violations”, the student must provide proof of the disposition of charges to the Program Director. Failure to disclose the disposition of the charges is grounds for dismissal from the program. The Program Director will review the documentation and may report the infraction to the clinical site without disclosing the student’s identity. If the clinical site denies the student placement based on the criminal background findings, the student will be unable to complete the clinical requirement resulting in dismissal from the program. The student may be fingerprinted at any time for a criminal background check as required by clinical agencies. Subsequent Criminal Background Checks are required for licensure eligibility in the state of Mississippi for many of the programs within the School of Health Sciences. Please refer to the program’s handbook for the specific timing and cost of the fingerprint screening.

Approval to attend clinical assignments in an SHS program does not guarantee the student will receive licensure/certification at the conclusion of the program.

Readmission Policy

Any student who withdraws, fails, or dismissed from the Practical Nursing Program will not receive any credit for previous work. Submission of the application requirements, according to the Practical Nursing admission policy criteria, are required for reentry into the program. Student enrollment into the program is limited to **two admittances** or as deemed by the appeals committee which would include the campus lead faculty, faculty instructors at campus student attends, a Student Services Representative, and the PN Director. The decision will be final.

Program Withdrawal

If a student finds it necessary to withdraw from the program for any reason, the official steps as outlined in the NWCC Bulletin are required. Before a student withdraws, they are required to speak to someone in the NWCC Business Office. A student who properly and officially withdraws will receive a grade of “W” (official withdrawal). Withdrawal is required prior to the withdrawal date in the NWCC Bulletin. An unofficial withdrawal is attributed to a student who leaves the program without going through the published withdrawal procedures. This unofficial withdrawal will result in the student receiving an “F” in all classes.

Grievance and Arbitration Procedures

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 intuitional 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 has been denied in such areas as admissions, financial assistance, residence hall assignment, disciplinary actions, or other campus matters may seek to resolve them according to the steps outlined in the NWCC Bulletin.

Cheating/Plagiarism Policy

Students who wish to appeal the decision of their instructor with regard to an allegation of cheating or plagiarism should notify the Dean of the School of Health Sciences in writing within one (1) week of the formal decision by their instructor. The Dean of the School of Health Sciences will, within a reasonable amount of time, 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 the School 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.

Graduation Policy

One must successfully complete all phases of the program with a minimum score of 80% or higher. In a course with clinical experience, as outlined in the *2018 Mississippi Curriculum Framework Postsecondary Practical Nursing*, the student must have a passing average in each segment of the course. Upon successful completion of the program, the student will receive a certificate stating he/she has met the educational requirements as outlined in the NWCC Bulletin. The student is responsible for completing the NWCC intent to graduate form by the designated deadline to insure appropriate degree will be awarded.

Disaster Plan

Review of the Disaster Plan occurs during the first day of each class. The Disaster Plan is visible to students during their attendance as well as updated on revisions.

Medical Coverage

All students are responsible for providing their own medical and, if necessary, hospital care. NWCC does not assume responsibility for medical care of students.

Counseling Services

Free counseling services are available to all students on campus. Students may contact Student Services to schedule an appointment. It is the desire of NWCC to provide assistance in helping students achieve the program and student learning outcomes. Student Counseling can be reached at 662-562-3320.

Grading Scale for the Practical Nursing Program

All students must achieve an average of 80% in each class/lab/clinical in the Practical Nursing Program for progression. If a student does not maintain an 80% or above in a course or on any unit test, the student is required to attend mandatory retention sessions. These sessions are to promote student success in the program. A student who fails to follow through with the mandatory retention sessions will receive a critical incident.

A=94-100

B=87-93

C=80-86

D=79 or below

Determination of Grade for Each Lecture Only Classes

These classes include:

- PNV 1213 – Body Structure and Function
- PNV 1426 – Fundamentals of Nursing
- PNV 1614 – Medical/Surgical Nursing Theory
- PNV 1634 – Alterations in Adult Health Theory

Unit Tests	60%
Homework/Quiz/ATI	10%
<u>Final Exam</u>	<u>30%</u>
Total	100%

Determination of Grade for Each Class that Has Lab/Clinical Hours

These classes include:

- PNV 1437 – Fundamentals of Nursing Lab/Clinical

- PNV 1622 – Medical/Surgical Nursing Clinical
- PNV 1642 – Alteration in Adult Health Clinical

Laboratory performance will be based on a numerical grade based on the attempt the student is successful on. A student is allotted three attempts to pass a skills check-off in order to be considered proficient in the skill and be able to advance into the clinical site. For attempt #1 and #2, one instructor will perform the observation of the student to ensure all standards are met. For attempt #3, two instructors will perform the observation and the skill will be videotaped to provide clarity in the event the student is unsuccessful. For each attempt, the student will have different instructors. The Lead instructor will be one of the instructors in the 3rd attempt. If the program does not have more than two instructors, an instructor from another program that is proficient in the skill will be utilized. Students will not be allowed to perform skills that they have not been checked off as being proficient in. In addition, a student must not perform a skill in the clinical site without an instructor present.

- 1st attempt = 100 %
 - if not proficient, will advance to 2nd attempt with a different instructor after remediating the skill
- 2nd attempt = 90%
 - if not proficient, will advance to 3rd attempt with two different instructors after remediating the skill
 - **3rd attempt will be videotaped**
- 3rd attempt = 80%
 - if not proficient, a grade of 70/F will be received
 - all attempts have been utilized
 - student has not achieved a proficient level

A numerical grade will be given every 2 weeks in the clinical phase. The clinical grade must be an average of 80% or greater to pass the clinical site.

If a student is unsuccessful prior to the withdrawal date, the student may withdraw from the program. If the student is unsuccessful after the withdrawal date has passed, the student will receive a “F” in the class.

If the student wishes to appeal the clinical check-off procedure and/or believes they performed the skill successfully and have been unjustly graded, they may appeal the clinical check-off using the Skills-Check off Grade appeal process.

Skills-Check off Grade Appeal

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 skills check-off grade can be achieved. If unable to resolve with the instructor proceed to step #2.
2. Submit the appeal in writing via email to the Director of the Program within 1 business day from the date the grade was received. Once this letter is submitted, the student is allowed to participate in lab, simulation, or classroom activities. The student is not allowed to attend clinical. If the Director of the Program is the instructor the student may begin at step #4.
3. 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 appeal was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
4. If unable to resolve step #3, the student may submit the appeal to the Dean of the School of Health Sciences within 1 business day from the date of the dissolution of step #3. 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 Sciences will render a decision and inform the student of this decision within 24 hours of the conference.

5. If the Dean of the School of Health Sciences does not resolve the complaint the student may request a hearing before the SHS Appeals Committee. This request must be submitted in writing to the Dean of the Health Sciences within 1 business day following the Dean of the School of Health Science's decision in the matter.
6. The SHS Appeals Committee will meet with the student within seven business days. The SHS Appeals Committee shall be composed of seven members including a Chairperson who is an unaffiliated program director, three faculty members, and three students who are assigned by the Dean of Health Sciences.
7. After the committee has met, the committee will render a decision within 24 hours. The decision of the SHS Appeals Committee is final.

Determination of Grade for Each Class that Has Lecture/Lab/Clinical Hours

These classes include:

- PNV 1524 – IV Therapy/Pharmacology (Theory and Lab)
- PNV 1714 – Maternal/Child Nursing (Theory and Clinical)
- PNV 1814 – Mental Health Concepts (Theory and Clinical)
- PNV 1914 – Nursing Transition (Theory and Clinical)

PNV 1424 IV Therapy/Pharmacology

Unit Tests	60%
Homework/Quiz/ATI	10%
<u>Final Exam</u>	<u>30%</u>
Total	100%

The laboratory portion of PNV 1524 IV Therapy/Pharmacology must be mastered at 100 percent. Failure to be successful in the laboratory portion of PNV 1524 IV Therapy/Pharmacology will result in failure of the course, regardless of the total theory grade. Failure to be successful in the theory grade (greater than or equal to 80%) of PNV 1524 IV Therapy/Pharmacology will result in failure of the course, regardless if the student successfully passes the laboratory portion of PNV 1524 IV Therapy/Pharmacology.

PNV 1714 Maternal/Child; PNV 1814 Mental Health Concepts

Unit Tests	50%
Homework/Quiz/ATI	10%
Final Exam	20%
<u>Clinical</u>	<u>20%</u>
Total	100%

PNV 1914 Nursing Transition Theory

Unit Tests	60%
Homework/Quiz/ATI	10%
<u>Final Exam</u>	<u>30%</u>
Total	100%

***ATI Capstone is a 200-point unit test grade and ATI Virtual is a 200-point test grade. Failure to complete the ATI Capstone & Virtual will result in failure for the course.**

The final grade for Nursing Transition Includes:

Total Theory Grade	50%
Total Clinical Grade	50%

Completion of ATI Capstone & Virtual Contract

Total Nursing PNV 1914 Grade 100%

- The clinical portion of PNV 1914 Nursing Transition must be at 80% or higher to pass. The theory portion of PNV 1914 Nursing Transition must be passed at 80% or higher. These two grades will be averaged together to comprise the final grade for PNV 1914 Nursing Transition.
- The ATI Capstone and ATI Virtual are mandatory for completion of PNV 1914 Nursing Transition. A breach of the signed ATI Contract will result in an failing grade in the PNV 1914 Nursing Transition class. Please refer to the ATI Contract.

Theory Content Delivery & Expectations

All students are required to complete all lecture posted assignments on their Canvas course. The faculty will post PowerPoints, videos, handouts, Zoom meetings, or other modalities to present the course content. Failure of the students to participate in any given online assignments will affect their grade and attendance records. The faculty will provide the students with a weekly assignment list and outline of the course schedule in the beginning of each semester. Students are also responsible for completing any assignments provided verbally or via written materials as well.

Evaluation of Clinical Performance

Prior to beginning the clinical portion of the program, all students must demonstrate satisfactory attainment of basic nursing skills in the nursing skills laboratory. A student will not be allowed to participate in clinical experiences until he/she has shown satisfactory performance in the laboratory skills. The student will have written or verbal feedback from the instructor at least every two weeks. Discussion and evaluation of the student's clinical will provide recommendations for improvement and goal achievements. The school reserves the right to dismiss any student whose clinical performance is of such poor quality that it could endanger the safety or wellbeing of the client, staff, classmates, instructors, and/or the student.

These modalities include case studies, online simulation, ATI assignments, ATI virtual assignments, and any other clinical modality the faculty chooses in the event of clinical site restricting student access for a period of time. The

faculty will provide a grading rubric for each online clinical assessment. A passing grade of 80% or higher is required for online clinical assignments. On campus, simulation will be considered if environmental circumstances should change.

Confidentiality Policy

Students will abide by the rules of NWCC and all affiliating clinical facilities concerning client confidentiality. Guidelines set forth by Health Insurance Portability and Accountability Act (HIPAA) laws will be followed. Information made available through written, verbal, electronic, or any other format is treated as confidential and is not to be disclosed in any manner outside the realm of a clinical/educational assignment. Any violation of confidentiality will result in the student, faculty, and director meeting to discuss the issue and determine if a critical incident will be filled out.

Social Media and Communication Policy

The NWCC Practical Nursing Program strongly discourages the use of negative, derogatory, or unprofessional comments. This also applies to any written form of communication including but not limited to social media, such as Facebook, Twitter, Snapchat, blogging, and email. There is a zero tolerance for written, verbal, or non-verbal communication inconsistent with the mission of the Practical Nursing Program, nursing profession, or NWCC. Derogatory comments may potentially disrupt the learning environment and are not tolerated. The mention of any clients, client care, and/or clinical sites is strictly forbidden under the Health Insurance Portability and Accountability Act (HIPAA). Any photographs, regardless of device, are NOT allowed in the clinical sites or laboratory settings at any time. The Practical Nursing Program will adhere to policies pertaining to the use of computers as outlined in the NWCC Bulletin. Any breach of these policies may result in disciplinary action.

Any form of written or verbal comments that do not reflect the core values of the Practical Nursing Program will be addressed and a Critical Incident Form will be kept in the student's file. Any action, not in accordance with the core values of NWCC and/or the PN Program will be address and a critical incident form will be kept in the student's file.

The information provided to you online, for example lecture, case studies, quizzes, tests, etc., are property of NWCC and the faculty developer. Students **are not allowed** to take pictures of any screens or share content in any way with another student or the public.

Convention Policy and MS LPN Association Membership

Mississippi LPN Convention attendance is strongly encouraged for all students in the Practical Nursing Program. The cost of convention, travel, meals, hotel, etc. is the responsibility of the student. If the convention should take place in the spring of 2023, student will be informed of all details.

It is mandatory that each student become a member of the National Federation of Licensed Practical Nurses – Northwest Chapter. The cost is \$25 plus processing fees for a one-year membership.

Fundraising Policy

Any money raised/collected by a Practical Nursing student in the name of NWCC Practical Nursing Program for attending a Practical Nursing related event **MUST** be used for the intended activity/event. If a student is unsuccessful in the program, the money raised/collected by that student will remain in the PN Club account for other PN students.

Cell Phone Policy

Cell phone use in the classroom, laboratory, and clinical is **strictly prohibited**. Cell phone use is limited to break time and/or lunchtime. This includes texting, internet browsing, and taking photos. Cell phones are **never** to be brought into the clinical area. Any infraction of this policy will result in disciplinary action.

Cell phones are **not** to be used if you are attending a Zoom meeting through a computer source. If a phone is being used for Zoom meetings, the student is not allowed to make calls, answer calls, text, or surf the internet on their phone.

Dress Code Policy

Daily classroom and lab dress code will consist of solid color (top, pant, skirt) scrubs. Color choices allowed are navy blue, red, and white. Colors may be worn in any combination desired. Enclosed shoes are required in the classroom and in the lab. A white short-sleeve/long-sleeve t-shirt or turtleneck is allowed to be worn under scrub tops. It is unacceptable for undergarments to be showing at any time. Undergarments must be a solid neutral color, i.e. flesh, black, or white, and not visible under clothing. **No smartwatches** allowed in the classroom. Sometimes, the classroom is cool. If approved by the instructor, students may wear a northwest sweatshirt (not hoodie) with their scrub uniform. Students are required to wear the classroom scrub top as mentioned above under the sweatshirt. No other sweatshirts are allowed. Northwest t-shirts, long or short-sleeve, are not allowed, except on days designated per the instructor. On days designated by the instructor, students may wear only Northwest shirt/sweatshirt with approved classroom scrubs underneath.

Clinical dress will consist of a navy uniform top with the NWCC patch sewn onto the left upper arm. Pants or skirts are to be navy blue. White socks or hose are required at all times. Shoes must be white leather/vinyl (waterproof) footwear with an enclosed toe and heel. A white lab coat is required with the NWCC patch sewn on the left upper arm. A plain white, without any designs or wording, short/long-sleeve shirt may be worn under uniform top with approval from clinical instructor. All students must have a watch with a second-hand. **No smartwatches** are allowed during the clinical rotation. Students must have all necessary equipment to perform the nursing skills at the clinical site (stethoscope, name badge, pen, pen light, scissors, etc.).

In both the clinical and classroom setting, the following statements apply: All dress must be kept clean, neat, and free of stains and wrinkles. Scrubs, uniforms, and lab coats must fit properly, i.e. large enough to allow movement and performance of duties. Shoes and shoelaces must be kept clean at all times. **No piercings;** except one in each ear lobe for females. Ear spacers, spikes, tongue rings, nose or facial piercings, and gauges are **not allowed**. Violation of this policy will result in a Critical Incident. **No other body piercings should be visible at any time.** Earrings must be small and not dangle. Males are **not** allowed any piercings. A wedding band or set may be worn. Males who choose to have a

beard, must keep the beard well groomed. This includes keeping the beard clean and trimmed. Any hair growth on the neck region must be shaved. **The student's physical appearance in the classroom and the clinical area should remain professional.** This includes proper hygiene, use of deodorant, and shampooing and styling hair appropriately.

Professional hairstyles worn off the color and out of the face are required in the clinical area. If the hair is longer than the nape of the neck, it should be worn in a ponytail or off the nape of the neck. If the hair, even when pulled up, continues to pass the student's shoulders when leaning forward, the hair must be additionally secured. The hair does not have to be pulled up in the classroom setting. No hair fashion colors or ornaments (i.e. red, blue, purple, green, orange, etc.) will be accepted in the **classroom or clinical site**. Jewelry, beads, hair ribbons, or any item outside of a ponytail holder, bobby-pin, or neutral hair clip are not allowed in the clinical area. If PPE equipment is required in the clinical area, the hair **must** have the ability to be easily covered. Hair that is excessively tall on the head does not meet this criterion. Students are allowed to wear hair extensions as long as they are a natural hair color, without jewelry and can be confined within the Protective Personal Equipment (PPE) head covering.

False eyelashes of any sort are not allowed in the classroom, laboratory setting, or clinical setting. These are at risk of falling out and causing contamination.

Fingernails should be kept short in length. Clear nail polish can be worn. Nails are not to pass the fingertips. Acrylic/gel/dip or nail extensions are not allowed in the **classroom, lab, or clinical areas**.

All tattoos must be covered at all times during **clinical, classroom, and professional events** when representing NWCC. If tattoos cannot be covered discretely, the student will be required to wear a short/long-sleeve white shirt under their scrubs to adequately cover the area. If neck tattoos cannot be covered discreetly, the student will be required to wear a white turtleneck shirt.

Students are to adhere to the **daily classroom** dress code for any visual meetings, such as Zoom.

Failure in complying with the dress code policy will result in the student being sent home for the day and receiving an absence. Depending on the severity, a Critical Incident Form may be completed.

Textbooks

A list of required textbooks for each semester will be provided. In addition, listed on the Northwest Practical Nursing website under “resources”

Statement of Authority

Obstruction of teaching or disruption of the learning environment is prohibited. The instructor reserves the right to remove from the classroom any student whose conduct is disruptive or disrespectful.

Students with Disabilities

Any student with documented disabilities should notify the Student Support Services prior to the first day of class. This is necessary for arrangements of appropriate services and/or reasonable accommodations during your time at NWCC. The Disability Support Services personnel as detailed in the NWCC Bulletin assists with accommodating and assigning

appropriate services. The Student Support Services can be reached at 662-562-3323. Student Disabilities Services can be reached at 662-560-3320.

Pregnancy Policy

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

The Title IX Coordinator is Dr. Tonyalle Rush, Associate Vice President for Student Services & Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409 and e-mail address trush@northwestms.edu.

The School of Health Sciences supports the safety and well-being of all students; therefore, students who become pregnant are strongly encouraged to complete the pregnancy form located at <https://nwcc.wufoo.com/forms/qw0giag1h0yvlp/> as soon as they become aware of their pregnancy. The Title IX coordinator will inform the student of their rights to access education and the forms needed for documentation. If a pregnant student is unable to participate in clinical or laboratory but is able to attend the theory or didactic portion; the student will be marked present for all classes in campus key. This modality may be through an online format or in person. If the student is attending virtually, the student must complete the assigned work as required of all students in the course to be counted as present. If a student is able to complete the didactic portion of the class but has not been released to complete the clinical/laboratory hours, the student will receive an incomplete until the hours have been completed. The student and the director will begin formulating a plan for clinical as soon as the estimated date of birth is determined. If a student is unable to attend virtually and cannot complete clinical, the student will be marked absent and given the option to receive an incomplete or withdraw from the course. The decision to withdraw or return to class will be the student's decision. The director and/or faculty member will document all discussions regarding the pregnancy and course requirements. Copies of these discussions will be provided to the Title IX Coordinator. It will be the intent of every director and faculty member to help all students succeed and complete their degree path.

Steps Required for Success

1. Notify your faculty member and/or director at your campus as soon as you become aware of your pregnancy status.
2. Complete the online Title IX form at this link <https://nwcc.wufoo.com/forms/qw0giag1h0yvlp/>. The Title IX Coordinator will contact the Program Director once your form is received.
3. Complete the **Pregnancy Release-Student Form** and give it to your faculty member. The Program faculty would provide the Program Director and the Title IX Coordinator with a copy.

4. Complete the **Pregnancy Healthcare Provider Information Form** and give it to your faculty member. The Program faculty would provide the Program Director and the Title IX Coordinator with a copy.
5. Obtain a completed **Pregnancy Release – Health Care Provider Form** after **EVERY** obstetrical appointment and submit to both the faculty member and the Title IX Coordinator.
6. Remain in constant contact with Title IX Coordinator and faculty member throughout the pregnancy, delivery, and post-delivery to ensure all forms are submitted, updates are provided, and a plan of educational success is achieved.
7. Develop an educational plan of success with the faculty member as soon as the estimated date of delivery is known and adapt the plan as needed for any unforeseeable date changes or restriction applications.
8. After delivery, obtain a completed **Pregnancy Release – Health Care Provider Form** and provide a copy to the faculty member and the Title IX Coordinator. Without the release, the student cannot participate in any educational activities.

Absences related to Pregnancy

Absence(s) related to the pregnancy will be documented in campus key comments as “Title IX” until the Program Director receives confirmation from the Title IX Coordinator that the student has submitted the Pregnancy Release – Health Care Provider Form. The Program Director will contact the campus instructor about the student’s assigned absentee status. The instructor will change the absence(s) to present. However, if a notification has not been received by the Title IX coordinator, the absence(s) will remain. If a student is absent related to pregnancy, alternative lecture modalities should be inquired by the student and established with the faculty member. If the student has missed a significant amount of time from classroom theory, laboratory/simulation, and/or clinical, the student may have the decision to withdraw from the class and/or semester or receive an incomplete for any course. If the student chooses to receive an incomplete, the student must complete all required assignments in the next semester. This does not apply to the summer semester. If a student received an incomplete for a course in the spring semester, the student must complete all requirements in the fall semester of the same year. If a student received an incomplete in the fall semester, they must complete all requirements in the spring semester following the incomplete fall course. It is important to note, a student who chooses to take an incomplete and who is unsuccessful in completing all the requirements in the next semester will receive an “F” in those courses.

Note: Some clinical environments may be harmful to pregnancy, such as those with formaldehyde, high risk of radiation exposure, etc. Students may have to pause their clinical rotation during this high-risk time. Students are to refer to the SHS program’s handbook for further information.

Compliance Policy

The Practical Nursing Program at NWCC will follow the compliance policy as stated in the NWCC Bulletin.

Personal Liability Release

Students in the Practical Nursing Program at NWCC agree to release NWCC, NWCC employees, and affiliating agents, as well as any other persons representing NWCC from liability for any injury resulting from any cause whatsoever occurring at any time while attending class, meeting, clinical assignments, or on-the-job training, including travel to and from said meetings.

Release of Information

NWCC can/will release any information about student records established while in training that would be relevant to current training, securing employment, or further training. This information may be given to the employment service, prospective employers, officials of the Armed Services, educational institutions, or any other related requesting agencies or persons.

Student Code of Conduct

The Practical Nursing Program supports the Code of Student Conduct found in the NWCC Bulletin. It is the intent of the Practical Nursing Program to educate students to be responsible, trustworthy, and highly respected in the healthcare profession. Any behavior outside of the Code of Student Conduct will jeopardize the student's completion of the program. Any inappropriate language, disrespect for others, or actions unbecoming of a Practical Nursing student will be reviewed and the student may be dismissed from the program. This policy remains in effect from the student's acceptance into the program until graduation. Clinical safety is of utmost concern. Any student, demonstrating unsafe clinical practices, may be immediately removed from the course resulting in failure.

Civility Standards

The Mississippi Board of Nursing Administrative Code § 73-15-17 outlines unprofessional conduct that could require sanction or punishment. Therefore, our nursing students are held to the same standards of professionalism and personal conduct. Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/lab/clinical activities.

Students are expected to follow the NWCC Code of Student Conduct outlined in the NWCC Bulletin. Actions or any forms of communication, which are abusive or disrespectful in nature, are not tolerated. This includes insults, rudeness, sarcasm, profane language, and any other methods of disrespect. Any student who does not conform to the regulations and policies of the college and Practical Nursing Program will be subject to the disciplinary action as outlined in the NWCC Bulletin, the NWCC Practical Nursing Program Handbook, and the School of Health Science Handbook.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the NWCC Campus Police, Critical Incident Report placed in student's file, and/or other appropriate authorized penalty in accordance with local, state, and federal law.

The instructor has the authority to determine the disciplinary action for any disruptive behavior in or outside the classroom/clinical. The student is responsible for maintaining civility standards at all times. A violation of civility

standards will result in immediate disciplinary action. This action may result in immediate removal from the program. A Critical Incident Report will be completed and maintained in the student's file. These standards are categorized but not limited to class/clinical behavioral issues, physical threats, communication (written, verbal, and non-verbal), and compliance with student handbook policies. The faculty have discretion on determining violation of civility standards.

Critical Incident Policy

This policy addresses unsafe practices, illegal misconduct, professional misconduct, noncompliance with the health professional code of conduct and civility requirements, and/ or academic misconduct. These terms are defined as follows:

Unsafe Practice

- Student behaviors or patterns of behaviors that cause or have the potential to cause harm or result in physical, psychological, or financial threats to the client or others.
- Any behavior which requires interventions by an instructor or personnel to prevent harm to a client or others.
- Failure to meet the rules and regulations, standards of care, and/or critical criteria as defined by the NWCC School of Health Sciences program in which the student is enrolled and/or the clinical facility being utilized.

Illegal Misconduct

Any violation of the governing law, either local, state, or national that details the scope of practice, licensure, and/or certification for the School of Health Sciences program. Students are to refer to their program's handbook for further information.

Professional Misconduct/ Academic Misconduct

- Behavior that is professionally unsuitable, inappropriate, incompetent, abusive, illegal, or potentially dangerous to clients or others.
- Failure to adequately prepare for a clinical simulation or other assignment as outlined by course syllabi.
- Failure to notify the instructor of absence on the day of a clinical or simulation experience as noted in the syllabus/course outline.
- Academic misconduct as stated in the *NWCC Bulletin, School of Health Sciences Student Resource Handbook*, and individual program handbook.
- Inability to meet the *SHS Healthcare Professional Code of Conduct and Civility Requirements*.

Procedure for Critical Incident Report

- For unsafe practice, illegal misconduct, professional misconduct, and/or academic misconduct, a Critical Incident Report or an Interim Progress Report will be completed by the instructor or Director.
- The student will be notified that a critical incident has occurred within three school days of the violation and a

conference will be scheduled.

- The conference will be held with the student, which will include the class/lab/clinical instructor, course coordinator/lead faculty, or other faculty member and/or director to discuss the violation and possible course of action.
- Upon the conclusion of the conference, the faculty will determine the appropriate course of action and notify the student in writing via email within three (3) business days.
- The student and appropriate parties will sign the critical incident report, and the report will be placed in the student's file.
- An accumulation of three (3) critical incidents incurred while in the SHS program will result in dismissal from the program; however, depending on the severity, any single Critical Incident may result in dismissal.
- The student may appeal only a critical incident that results in dismissal from the program. The student must notify the program director in writing within one (1) business day of receiving the Critical Incident Report's course of action.
- The Critical Incident Form can be located in the Forms section of this handbook

Critical Incident Appeal

The critical incident appeal is in place for students who wish to appeal any final critical incident that results in withdrawal or dismissal from the SHS program.

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 critical incident report can be achieved. If unable to resolve with the instructor, proceed to step #2.
2. Submit the appeal in writing via email to the Director of the Program within one (1) business day from the date the withdrawal or dismissal was received. Once this letter is submitted, the student may be allowed to participate in class, lab, or clinical unless the Director feels the behavior would be detrimental to the profession, student health, and/or patient safety. This decision will be up to the Director and will be communicated upon receipt of the appeal via email correspondence. If the Director of the Program is the instructor the student may begin at step #4.
3. The Director of the Program will attempt to resolve the appeal in a conference between the student and the instructor, to be held within two (2) business days from the date the appeal was received. The Director of the Program will render a decision and inform the student of this decision within 24 hours of the conference.
4. If unable to resolve step #3, the student may submit the appeal to the Dean of the School of Health Sciences within one (1) business day from the date of the dissolution of step #3. The Dean will attempt to resolve the appeal in a conference with the student to be held within two (2) business days from the date the appeal was received by the Dean. The Dean of the School of Health Sciences will render a decision and inform the student of this decision within 24 hours of the conference.

5. If the Dean of the School of Health Sciences does not resolve the appeal the student may request a hearing before the SHS Critical Incident Appeals Committee. This request must be submitted in writing to the Dean of the Health Sciences within one (1) business day following the Dean of the School of Health Sciences' decision in the matter.
6. The SHS Critical Incident Appeals Committee will meet with the student within seven (7) business days. The SHS Critical Incident Appeals Committee shall be composed of seven members including a Chairperson who is an unaffiliated SHS program director, three SHS faculty members, and three SHS students who are assigned by the Dean of Health Sciences.
7. After the committee has met, the committee will render a decision within 24 hours. The decision of the SHS Critical Incident Appeals Committee is final.

Interim Progress Policy

In the classroom, lab, simulation, or clinical area the faculty member is responsible for exercising professional judgment in determining whether a student is performing duties at a satisfactory level. If the student is performing unsatisfactorily but has not reached the severity of a critical incident, during the classroom, lab, simulation, or clinical, the faculty member may submit an Interim Progress Report. The report will summarize the situation as it relates to the required outcomes, as well as the expectations for student improvement. At the discretion of the instructor, a student can be removed from the classroom, lab, simulation, or clinical at any point for not being prepared to safely care for the client, unsafe practices, inappropriate behavior, illness, emotional instability, or suspected chemical impairment. The classroom, lab, simulation, or clinical faculty member is also responsible for exercising professional judgment in removing a student who is impaired, incapable of performing nursing duties, or presenting a threat to the safety of the student, other students, faculty, staff, or the client. An accumulation of three (3) Interim Progress Reports is equivocal to one (1) Critical Incident. The Interim Progress Report form can be found in the Forms section of this handbook.

Healthcare Professional Code of Conduct and Civility Requirements

The School of Health Sciences (SHS) is committed to providing a safe highly-skilled, educational environment for all students. The Healthcare Professional Code of Conduct and Civility Requirements (HPCCCR) are listed below to clearly define the expectations for every SHS student from acceptance and throughout their enrollment at NWCC. Students who cannot uphold the Healthcare Professional Code of Conduct and Civility Requirements will have an interim progress report or critical incident report completed. Students who are unable to perform to the expectations of the Healthcare Professional will be unsuccessful in the School of Health Sciences.

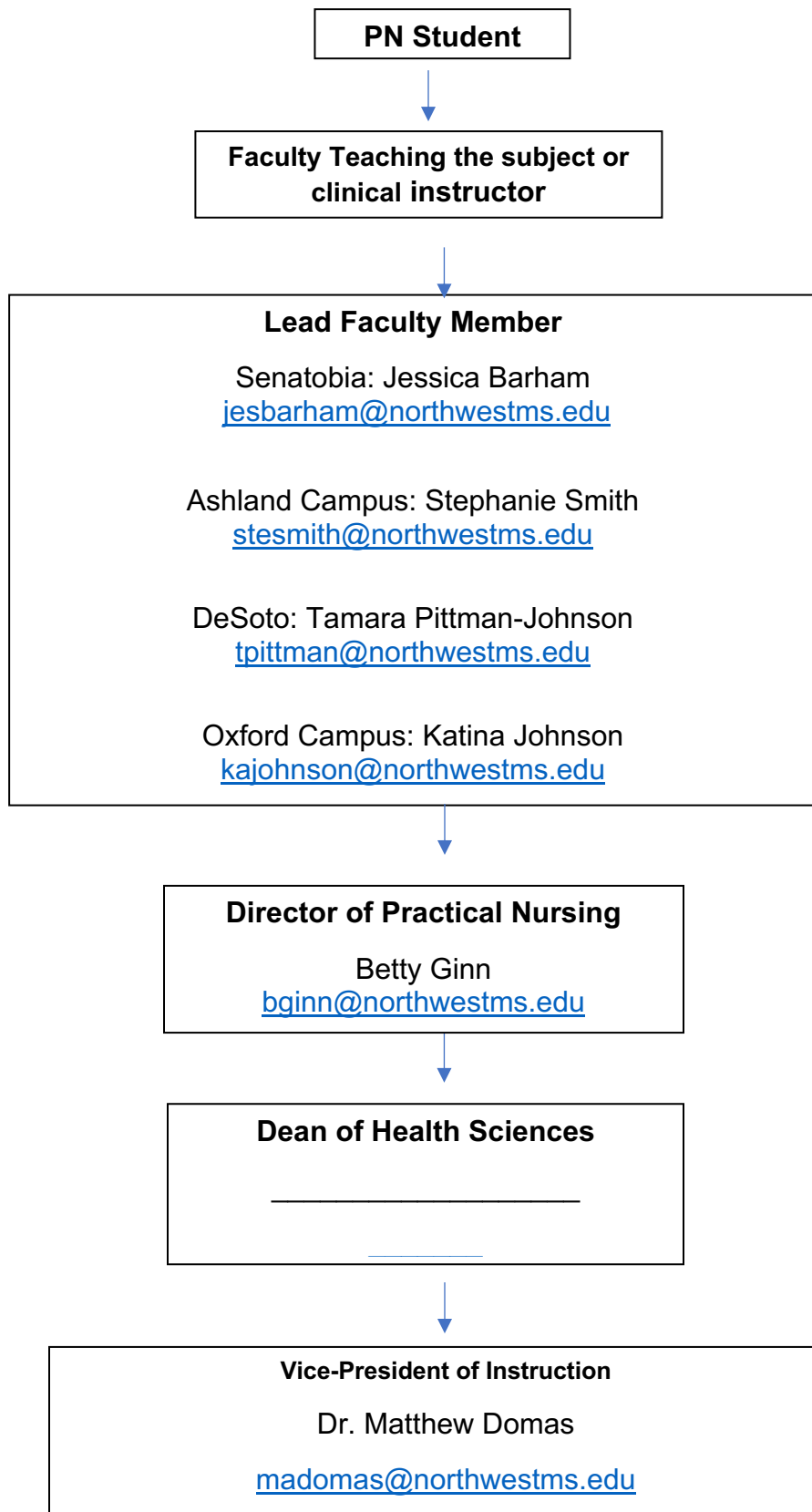
General

- Students will respect people's rights, opinions, and beliefs regardless of age, sex, race, or sexual orientation.
- Harassing, demeaning, or degrading behavior either emotional, physical, or verbal is prohibited. This includes inappropriate sexual or non-sexual touching.
- All dishonesty, including cheating, plagiarism, or knowingly providing false information, either in oral or written form, is prohibited.
- Students are to use professional language at all times both written and verbal. This includes any email, social media, classroom discussion, clinical areas, etc. Actions that are abusive or disrespectful in nature and directed toward college officials, classmates, or any other persons will not be tolerated. This includes insults, rudeness, sarcasm, profane language, and any other disrespectful act (eye rolling, sighing, interruptions, bullying, apathy, etc.). The instructor has the right to remove from the classroom, laboratory, simulated clinical experience (SCE), and/or clinical site any student whose behavior is disruptive to the learning process. The instructor has the authority to determine which behaviors are disruptive. A student who is removed from a classroom for disruptive behavior must report to the Department Director and a critical incident will be completed.
- Students who have been arrested, charged, or pled guilty or no contest after a fingerprint/criminal background check has been completed are to inform the Director immediately as required by the clinical sites.
- Students are to follow all policies and regulations of the clinical facility and the SHS program in which they participate.
- Students are to follow the dress code as outlined in their program syllabus. Unprofessional dress is not appropriate and will not be tolerated.
- Students are to perform all duties without medical/mental limitations and without any drug or alcohol impairment.
- Students are expected to attend scheduled meetings, participate in remediation plans, and seek study skill avenues for learning.
- All students in the SHS programs are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for the welfare of others, both inside and outside the classroom.

Chain of Command Policy

In any healthcare facility, there is a direct chain of command for addressing issues of concern. It is imperative that the student nurse begins to facilitate this form of communication and conflict resolution. Understanding the correct process for problem solving, communication, and learning is vital to the Practical Nursing student's education. Below is a flowsheet for understanding:

NWCC Practical Nursing Program Chain of Command



Absentee Policy

Due to limited clinical hours, clinical absences **are NOT allowed** in Maternal-Child Nursing, Mental Health Nursing, or Nursing Transition. ***A tardy is ten (10) minutes past the starting hour of any class or clinical. Three (3) tardies constitute 1 absence in any class or clinical.*** 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. The Absence Appeal Policy as outlined in the NWCC School of Health Sciences Handbook will be adhered to.

The Attendance Policy meets the standard needed to be eligible to sit for the State Board Examination for Licensure. Students are required to call their instructor and the assigned clinical area before the scheduled start time if they are going to be absent. Only school related absences will be excused. For online instruction, the faculty will provide weekly assignments. Failure to complete the assignments on time will result in an absence for the course. Late assignments are not accepted. Students should prepare in case of internet or computer issues. The faculty will provide clear instructions on time requirements for any online meetings, tests, or assignments.

All missed clinical time that constitutes as an absence is completed on the designated dates provided by the faculty. The students are not allowed to make up clinical on day not designated by the faculty. The clinical make-up hours may be longer than the number of hours missed. For example, if a student leaves clinical early and accrues an absence, their make-up day will be a full day of clinical. Any previous clinical time the student completed on the day of the absence will not count for clinical hours. If the class does not allow clinical absences, such as Maternal-Child Nursing, Mental Health Nursing, or Nursing Transitions, there is NO make-up clinical and the student will be dismissed from the program if they accrue an absence. For other clinical courses that allow two absences, there will be two clinical make-up dates designated by the faculty. If the student is assigned a make-up day and is absent, they will fail the clinical course. If the student is tardy and has already accrued two other tardies, they will fail the clinical course. Any make-up laboratory experience for absences will be at the discretion of the faculty member. For example, if a student misses clinical on Tuesday and Thursday, the student will accrue two absences. These two clinical days will have to be made-up scheduled. Make-up days do not cancel out any absence accrued.

The following are the steps for an Absence Appeal:

1. Go to www.northwestms.edu and click the student tab found at the upper left corner of the webpage.
2. Scroll down and click "Absence Appeal Form" found under "Links and Resources."
3. The student will then complete the Absence Appeal Form
 - The student must list each tardy and absence with the corresponding date and rationale.

The Dean of School of Health Sciences will review the appeal form and render a decision.

Fall Start – Day Program (Senatobia, DeSoto, Ashland, and Oxford campuses) Absentee Policy

Semester One (Fall)

Course	Lecture	Lab	Clinical
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
PNV 1426 Fundamentals of Nursing Theory	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by the faculty.

Semester Two (Spring)

Course	Lecture	Lab	Clinical
PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
PNV 1524 IV Therapy/Pharmacology	2 Absences	1 Absence	N/A

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by faculty.

Semester Three (Summer)

Course	Lecture	Lab	Clinical
PNV 1714 Maternal-Child Nursing	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing	1 Absence	N/A	0 Absences
PNV 1914 Nursing Transition	1 Absence	N/A	0 Absences

Spring Start – Day Program (Senatobia and Oxford campuses) Absentee Policy

Semester One (Spring)

Course	Lecture	Lab	Clinical
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A
PNV 1426 Fundamentals of Nursing	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by faculty.

Semester Two (Summer)

Course	Lecture	Lab	Clinical
PNV 1524 IV Therapy/Pharmacology	2 Absences	1 Absence	N/A
PNV 1714 Maternal-Child Nursing	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing	1 Absence	N/A	0 Absences

Semester Three (Fall)

Course	Lecture	Lab	Clinical
PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences
PNV 1914 Nursing Transitions	1 Absence	N/A	0 Absences

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by faculty.

Fall Start – Evening/Weekend Program (18 months, DeSoto and Oxford campuses)

Semester One (Fall)

Course	Lecture	Lab	Clinical
PNV 1213 Body Structure and Function	3 Absences	N/A	N/A

Semester 2 (Spring)

Course	Lecture	Lab	Clinical
PNV 1426 Fundamentals of Nursing	3 Absences	N/A	N/A
PNV 1437 Fundamentals of Nursing Lab/Clinical	N/A	2 Absences	2 Absences
(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by faculty.			

Semester 3 (Summer)

Course	Lecture	Lab	Clinical
PNV 1524 IV Therapy/Pharmacology	2 Absences	1 Absence	N/A

Semester Four (Fall)

Course	Lecture	Lab	Clinical
PNV 1614 Medical/Surgical Nursing Theory	2 Absences	N/A	N/A
PNV 1622 Medical/Surgical Nursing Clinical	N/A	N/A	2 Absences
PNV 1634 Alterations in Adult Health Theory	2 Absences	N/A	N/A
PNV 1642 Alterations in Adult Health Clinical	N/A	N/A	2 Absences

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by faculty.

Semester Five (Spring)

Course	Lecture	Lab	Clinical
PNV 1714 Maternal-Child Nursing	1 Absences	N/A	0 Absences
PNV 1814 Mental Health Nursing	1 Absence	N/A	0 Absences
PNV 1914 Nursing Transitions	1 Absence	N/A	0 Absences

Fall Start – Part-Time Day Program (18 months, DeSoto campus)

Semester One (Fall)

	Lecture	Lab	Clinical
PNV 1213 Body Structure and Function	3 absences	NA	NA
PNV 1426 Fundamentals of Nursing	3 absences	NA	NA

Semester Two (Spring)

PNV 1437 Fundamentals of Nursing lab/Clinical	NA	2 absences	2 absences
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(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by the faculty.

Semester Three (Summer)

PNV 1524 IV Therapy & Pharmacology	2 absences	1 absence	NA
PNV 1814 Mental Health Nursing	1 absence	NA	0 absences

Semester Four (Fall 2024)

PNV 1614 Medical Surgical Nursing, 4 hours	2 absences	NA	NA
PNV 1622 Medical Surgical Clinical, 2 hours	NA	NA	2 absences
PNV 1634 Alterations in Healthcare, 4 hours	2 absences	NA	NA
PNV 1642 Alterations in Healthcare Clinical, 2 hours	NA	NA	2 absences

(Note: These absences will not carry over and cannot be interchanged.) All missed clinical time will be completed on designated date determined by the faculty.

Semester Five (Spring 2025)

PNV 1714 Maternal-Child Nursing	1 absence	NA	0 absences
PNV 1914 Nursing Transitions	1 absence	NA	0 absences

Mandatory Online Requirements

It is **MANDATORY** for you to have a computer or iPad with working internet capability in order to be successful in this program. A computer or iPad with functional internet services is mandatory beginning with PN orientation. Students must also have the ability to have webcam services and lockdown browser capability. There is no exception to this rule. Each semester will be evaluated and class delivery will be dependent on various factors. These methods of delivery include, but are not limited to: **on and off campus instruction**; simulation; lecture, laboratory; and testing. Consideration for online testing will be evaluated in the event of a crisis, such as COVID-19, natural disaster, or any other situation that eliminates the campus facility from providing on campus testing.

Test Day Absentee Policy

If a student is absent on a unit test day, you must notify the instructor prior to the beginning of the test. Failure to do so will result in you not being allowed to make up the unit test and you will receive a “0” (zero) for that test grade. It is your responsibility to schedule a make-up test time with the instructor. Failure to do so immediately upon returning to school will result in a failure as well. The instructor reserves the right to appoint a time for the make-up test. The type of test is left to the discretion of the instructor.

Drug and Alcohol Policy and Procedure

It is the intent of NWCC to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the School of Health Sciences that students be free of any chemical impairment during participating in any activities related to client care in the classroom, laboratory, and clinical settings. The overall purpose of the policy is the provision of safe and effective care to clients by students who are drug and alcohol free. This policy includes the Practical Nursing Program.

Possession and/or use of an illegal drug, and/or an unprescribed controlled drug, or use of alcoholic beverages by a Practical Nursing student is strictly prohibited in the classroom, laboratory, clinical setting, or on campus property. Within the scope of the policy, students are prohibited from using, possessing, distributing, manufacturing, or selling or attempting to sell illegal drugs. Students are prohibited from being under the influence of illegal drugs, unprescribed controlled drugs, alcohol, or inhalants while on campus, in campus vehicles, or in an affiliated clinical facility.

The School of Health Sciences may perform:

- Neutral Selection (Random) Testing - mechanism to select students for a drug test that results in an equal probability that any student from a group of students subject to the mechanism will be selected,
OR
- Reasonable Suspicion Testing – drug and alcohol testing based on a belief that a student is using or has used drugs in violation of the Division of Practical Nursing Drug and Alcohol Policy. This may be based on observable phenomenon, such as direct observation of drug use and/or the physical symptoms of manifestations of being under the influence of a drug in the classroom, laboratory, and/or in the clinical setting. Some examples may include: abnormal conduct or erratic behavior, report of drug use provided by reliable and credible sources and which has been independently corroborated, evidence that an individual has caused or contributed to an accident while enrolled in the Practical Nursing Program or at its affiliated clinical agency, evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs while in the Practical Nursing Program or at one of its affiliated clinical agencies, and evidence of an unaccounted loss of drugs where the student has had access to those drugs.

The student will pay all drug-screening costs. This includes random drug screens, reasonable suspicion screening, as well as any individual/group drug screens done for admission or readmission to the program. The admission drug screening will be conducted at the NWCC campus with a contracted facility. Random class drug screening may occur

during any course or semester. Drug testing will be under the direction of a contracted facility within a controlled environment. Failure to submit a negative drug screen at the time of the collection will result in withdrawal from the Practical Nursing Program. Failure to provide acceptable supporting documentation, such as a personal legal prescription or not returning the Medical Review Officer's (MRO) phone call will result in withdrawal from the Practical Nursing Program.

All students admitted to the Practical Nursing Program at Northwest Mississippi Community College will be required to sign a statement indicating that the student has read and understands the Practical Nursing Program Drug and Alcohol Policy.

Legal Limitations for Licensure as a Practical Nurse

Legality is the application of legal codes, laws, rules, and regulations of society to the practice of nursing. Ethics is a set of philosophical principles and values governing the right code of conduct. The Mississippi Board of Nursing defines nursing, levels of nursing, and functions of nursing through these two principles. Ethical and legal principles for the Practical Nursing Program in general are privacy, confidentiality, professionalism, and ramifications of care of clients in various health care settings. These practice principles are required at all times.

Students who fail to conform to these principles may be placed on probation, suspended, or dismissed from the program. Graduates of a Practical Nursing Program must apply to the Mississippi Board of Nursing for licensure to practice as a licensed practical nurse. All applicants should be advised that the Mississippi Board of Nursing reserves the right to allow or decline the applicant to test for the NCLEX-PN®.

According to MS State Law, an individual may not be eligible for employment in a healthcare agency if the person has ever been convicted of a felony, or plead guilty to, or plead no contend to a felony of possession or sell of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

COVID-19

With the daily changes occurring in our world, nation, and state, NWCC is also adapting to the concerns and needs of the community, faculty, and student learners. Currently, wearing a mask is mandatory in the healthcare setting; therefore, if a student is unable to wear a mask, they will not be able to meet the clinical guidelines as stated and result in removal from the program.

If a student is presenting symptoms of Covid or has been exposed, the student needs to refrain from coming to class, clinical, or laboratory. The student should report to a healthcare provider, have a Covid test performed, complete a Student Self-Reporting form on NWCC website (<https://www.northwestms.edu/news-events/covid-19-corona>), and await instructions from NWCC. It will be on the student to ensure he/she communicates with the instructor as soon as possible so Zoom option can be implemented. By signing the acknowledgement sheet, the student is agreeing to comply with

NWCC PN COVID-19 Policy. The student is also aware the COVID-19 Policy is ever-changing and may be adapted during their program.

In addition, NWCC does not require the Covid-19 vaccination. Clinical sites have the right to require vaccinations and such. We do not release clinical site information to students.

FORMS.....

NWCC Practical Nursing Program

PERSONAL DATA FORM

(PLEASE PRINT IN BLACK INK)

Student Enrollment Year: 2023 Campus: _____ Starting Term: _____ NWCC ID: _____

Last Name: _____ First Name: _____ MI: _____

Address: _____

Age: _____ Date of Birth _____ (last 6 digits SS) _____

Cell Phone (_____) _____ email not NWCC account _____

Marital Status: (Circle One) Single Married Widowed Divorced

Spouse's Name: _____

Spouse's Phone Number: _____

English is second language: (Circle One) YES NO

Have you had employment outside of the home prior to school enrollment? (Circle One) YES NO

EMERGENCY CONTACT AND PHONE NUMBER OF SOMEONE NOT LIVING IN YOUR HOME.

Name: _____

Student ID # _____

Phone Number: _____

Relationship to Student: _____

Please list any Nursing Schools/ Healthcare programs you have attended.

School and State attended _____

Dates: _____

Completion date: _____

If you did not complete the program, please list reasons why you did not.

Personal Liability Release

Students in the Practical Nursing program at NWCC agree to release NWCC, NWCC employees, and affiliating agents as well as any other persons representing NWCC from liability for any injury resulting from any cause whatsoever occurring at any time while attending class, meetings, or on the job training including travel to and from said meetings.

I have read and understand this information.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

DRUG/ALCOHOL SCREEN CONSENT AND RELEASE

I hereby voluntarily authorize the agent of NWCC's choice to collect and test me for the presence of drugs, alcohol, marijuana and any other prohibited substances. I agree to be randomly tested for drugs/alcohol at any point in time while enrolled in the Practical Nursing Program as determined by the appropriate authority. It is my responsibility to be honest in any information given to my faculty member and/or the drug testing agency if questioned. I understand if the test is positive, I will be asked to withdraw from the Practical Nursing Program and seek rehabilitation. I will be considered for readmission following appropriate treatment if admission guidelines are met.

I authorize the release of the results of these tests to NWCC faculty, staff, administration or any of its agents. Furthermore, I hold NWCC, its administration, faculty and staff harmless in the use of the test results for the purpose of its drug and alcohol prevention policy. I understand that a documented "chain of custody" exists to ensure the identity and integrity of my specimen throughout the collection and testing process.

I HAVE READ THIS CONSENT AND RELEASE FROM AND FULLY UNDERSTAND ITS CONTENTS AND IMPLICATIONS.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER

Student Handbook
Acknowledgment Form

I have read and understand the policies contained in the NWCC Practical Nursing Handbook, and the NWCC Bulletin. I have access to the Practical Nursing Handbook and NWCC Bulletin as a reference throughout my learning experience in the Practical Nursing Program. I understand if I do not abide by these policies and procedures that I am subject to disciplinary action or termination from the program. I also am aware of the current COVID-19 policy; but understand the nature of the pandemic may cause a revision in the policy while I am in the program. By signing, I am stating compliance and implementation of the policy as defined. I also understand I will be required to have working internet, computer/iPad with lockdown browser capability and webcam. Lack of these items will not support my success in the program. It is my responsibility to become familiar with the rules as set forth in this handbook and the NWCC Bulletin.

STUDENT SIGNATURE

DATE

PRINT NAME

ID NUMBER



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

The Northwest Mississippi Community College Practical Nursing student handbook states the following, “It is the intent of NWCC to maintain a learning and teaching environment that is drug and alcohol free in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. It is also the intent of the School of Health Sciences that students be free of any chemical impairment during participation in any activities related to client care in the classroom, laboratory, and clinical settings. The overall purpose of the policy is the provision of safe and effective care to clients by students who are drug and alcohol free. This policy includes the Practical Nursing Program.”

The Practical Nursing Handbook also states, “The student will pay all drug-screening costs. This includes random drug screens, reasonable suspicion screening, as well as any individual/group drug screens done for admission or readmission to the program. The admission drug screening will be conducted at the NWCC campus with a contracted facility. Random class drug screening may occur during any course or semester. Drug testing will be under the direction of a contracted facility within a controlled environment. Failure to submit a negative drug screen will result in withdrawal from the Practical Nursing Program. Failure to provide acceptable supporting documentation, such as a personal legal prescription, for any substance found in a positive drug screen will result in withdrawal from the Practical Nursing Program.

I, _____ (student name), understand that a positive Urine Drug Screen (UDS) is grounds for withdrawal from the Practical Nursing Program. By performing the UDS on _____ (date), and having a positive test, I understand as outlined I am no longer a candidate for the _____ (Fall, Spring, Summer) _____ (Year) _____ semester; therefore forfeiting my seat. I understand that I can reapply for the next upcoming Practical Nursing class. I have been counseled by _____ & _____ (instructors names) and notified of the Northwest counseling services available to me in light of the findings of this UDS result.

(Student signature)

(date)

(Instructor signature)

(date)

(Instructor signature)

(date)



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Student Medical Release Form

I _____, hereby release Northwest Mississippi Community College and the _____ Program of any responsibility for any injury or untoward complications occurring while in the classroom, clinical, laboratory, or simulation area. In the case that a medical event arises, I will present an updated SHS Physical Examination/Medical Release Form from my physician or Nurse Practitioner stating I may return to class, clinical, laboratory, and/or simulation area without restriction. I understand I will not be able to return to class, clinical, laboratory, or simulation until I provide documentation from a medical provider.

Name: (print) _____ Student ID: _____

Signature: _____

Witness: _____

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.



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Pregnancy Release

I hereby relieve Northwest Mississippi Community College and _____ of any responsibility for any injury or untoward complications occurring during my pregnancy, while in the classroom/clinical/laboratory/simulation area. I will submit my Health Care Provider's release after every obstetrical appointment and complete the Healthcare Provider Information Form. I will be active in planning my educational plan and abiding by all assignments as determined by my instructor.

Name (Print)

Student ID#:

Signature

Witness



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Pregnancy Release – Health Care Provider

Student Name _____ Student ID: _____

- Must be completed at each obstetrical appointment
- Must be completed after delivery for release to return

Place health care provider/health care facility stamp below:

If stamps are not available, health care provider, please print name, address and provider signature:

Name:	_____
Address:	_____ _____
Phone:	_____
Signature:	_____
Date:	_____

The student may return to classroom instruction without restriction: Circle: YES NO

The student may return to simulation/laboratory without restriction: Circle: YES NO

The student may return to the hospital/clinical experience without restriction: Circle: YES NO

List any restrictions noted for the student to perform in the classroom, simulation, lab, hospital, or clinical experience.



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Pregnancy Health Care Provider Information Form

Student Name: _____

Student ID: _____

Student Program: _____

Please answer the following questions to the best of your ability in order to establish an educational plan that will help you be successful in your educational endeavors.

Are you currently pregnant: Y ☐ No ☐ If yes, when is your estimated due date? _____

Have you seen an obstetric healthcare provider for you and your baby's care? ☐ Yes ☐ No

If yes, what is your healthcare provider's name and address?

If no, which healthcare provider will you be seeing and when is your scheduled appointment?

Do you plan to remain in school while you are pregnant? ☐ Yes ☐ No Comments:

When do you plan to return to school after your delivery?

If you have already seen an obstetric healthcare provider, please provide a physician release after every obstetrical appointment to participate in the classroom, lab, and clinical activities required by your chosen professional field.



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Medical Release- (non-Pregnancy)

Student Name _____

Student ID: _____

- Must be completed by MD, DO, or NP
- Must be completed if medically treated in ER, Hospital setting, or seen by a physician/NP in an outpatient setting or clinic.

Place health care provider/health care facility stamp below:

If stamps are not available, health care provider, please print name, address, and provider signature:

Name:	_____
Address:	_____ _____
Phone:	_____
Signature:	_____
Date:	_____

The student may return _____ to classroom instruction
without restriction: Circle: YES NO

The student may return to simulation/laboratory without restriction: Circle: YES NO

The student may return to the hospital/clinical experience without restriction: Circle: YES NO

List any restrictions noted for the student to perform in the classroom, simulation, lab, hospital, or clinical experience.



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Critical Incident Report

Student Name: _____ Date: _____

Program: _____ Course: _____

Clinical Agency/Location: _____

Faculty Involved: _____

Description of Incident:

Witnesses to Incident: _____

Faculty Response: _____

Potential/Actual Consequences to Client or Others: _____

Plan of Action: _____

Student Comments: _____

Student _____

Date: _____

Faculty _____

Date: _____

Director _____

Date: _____



NORTHWEST
MISSISSIPPI COMMUNITY COLLEGE
SCHOOL OF HEALTH SCIENCES

Interim Progress Report

Student Name: _____ Date: _____

Program: _____ Course: _____

Summary Report of Situation:

Faculty Expectations:

Student Comments:

Student _____ Date: _____

Faculty _____ Date: _____

Accreditation:

Northwest Mississippi Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate of Arts and Associate of Applied Science Degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Northwest Mississippi Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org)

Affirmative Action:

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran or disabled veteran in all its programs and activities. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity or sexual orientation. The following have been designated to handle inquiries regarding non-discrimination policies: Americans with Disabilities Act of 1990/Section 504 of the Rehabilitation Act of 1973

Disability Support Services:

Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address mkelsay@northwestms.edu; Title II of the Age Discrimination Act: Vice President for Finance and Administration, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address jhorton@northwestms.edu; Title IX of the Educational Amendments of 1972/Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.

Amendments of 1972/Title VII of the Civil Rights Act of 1964:

(For student-related matters) Title VII of the Civil Rights Act of 1964: Associate Vice President for Student Services and Enrollment Management, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3409, e-mail address trush@northwestms.edu.