EAST MISSISSIPPI COMMUNITY COLLEGE

ADN Handbook

Associate Degree Nursing Student Handbook

East Mississippi Community College

2026 - 2027

ADN Handbook

East Mississippi Community College is committed to assuring that the College and its programs are free from discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Office of the Director of Human Resources, Payroll and EEOC/OCR
1512 Kemper Street
Scooba, Mississippi 39358
(662) 476-5274

Office of the Campus Director and Dean of Students Golden Triangle Campus
Disability Services Coordinator
8731 South Frontage Road
Mayhew, MS 39753
(662) 243-1979

Office of the Vice President for Student Life
Title IX Coordinator
1512 Kemper Street
Scooba, Mississippi 39358
(662) 476-5274

EMCC is in compliance with the Student Right to Know and Campus Security Act (Public Law 101-542), the Campus SaVE Act, and the Higher Education Technical Amendments of 1991 (Public Law 102-26).

EMCC agrees to comply with The Principles of Accreditation: Foundations for Quality Enhancement and all related stipulations of the Southern Association of Colleges and Schools Commission on Colleges.

NOTICE

East Mississippi Community College reserves the right to add, delete or modify policies and procedures stated herein as determined necessary for the proper functioning and orderly operation of the institution.

ADN Handbook

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WELCOME

Welcome to East Mississippi Community College. East Mississippi Community College (EMCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call (404) 679-4500 for questions about the accreditation of EMCC. The Commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college related information should be addressed directly to the College and NOT to the office of the Commission on Colleges.

This program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning. IHL contact information: Address, 3825 Ridgewood Road Jackson, MS 39211: telephone, (601) 432-6198, fax, (601) 432-6972, website, http://www.ihl.state.ms.us.

This nursing education unit is accredited by the Accreditation Commission for Education in Nursing (ACEN). Information about the Accreditation of EMCC's Associate Degree Nursing program with ACEN can be obtained from their website by writing to Accreditation Commission for Education in Nursing, 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326. (404) 975-5000. Graduates of the program receive the Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse (NCLEX-RN®).

The purpose of the program is to prepare men and women for the role of the registered nurse, competent to function as a beginning professional and valuable member of the health care team in providing care for individuals, families, and communities.

Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or

addiction to alcohol or other drugs. Please see the National Council of State Boards of Nursing website, www.ncsbn.org, for more information.

Criminal background checks for students are valid for two years, as long as the student is continuously attending the program. If the student is not continuously enrolled in the ADN program, a new "clear" background check will be required prior to readmission. Please see the National Council of State Boards of Nursing website, www.ncsbn.org, for more information.

As your faculty we are here to help you meet your goal. If we can be of any assistance to you, please do not hesitate to let us know. We have prepared this handbook to help you along your journey. In it you will find the nursing curriculum, policies and guidelines that are specific to this program only. Please refer to the EMCC student handbook for general college policies.

Again, welcome to EMCC. Please familiarize yourself with this handbook as well as the college catalog/handbook as you are held responsible for its contents.

Sincerely,

Nursing Faculty

HISTORY OF THE ASSOCIATE DEGREE NURSING PROGRAM

August 2, 1981 East Mississippi Community College graduated its first class of Associate Degree RN students. The graduating class had a 100% rate on the NCLEX-RN®. Although the first class was very successful, it was decided that the program could not be offered the next year.

In 2005, college administration and members of various health and community agencies in the Golden Triangle area identified a need for more registered nurses in the entire state of Mississippi. In October 2008, the Mississippi Institutes of Higher Learning (IHL) granted approval to establish an Associate Degree Program in Nursing at East Mississippi Community College. Initial accreditation and permission to admit students was granted by IHL in October 2009.

In April of 2012 this nursing education received full accreditation by the National League for Nursing Accrediting Commission (now ACEN).

THE MISSION OF EAST MISSISSIPPI COMMUNITY COLLEGE

East Mississippi Community College is a public community college serving six counties in East Central Mississippi, offering university-parallel programs, career-technical programs, and workforce programs. EMCC is dedicated to improving the quality of life for our students, our community, and our personnel through instructional opportunities, with specific focus on a healthy mind, body, and spirit.

VALUES

1. Leadership built on respect for self and others and demonstrated in our local communities
2. Excellence in education, service and lifelong learning
3. Access to instructional opportunities on campus and online
4. Freedom in teaching and learning within a supportive, communicative, diverse, and caring environment

EXPECTATIONS OF THE COLLEGE

Students at East Mississippi Community College who have specialized in an academic area and who have received an associate degree should be prepared to meet the requirements for continuing academic work. Similarly, those students who graduate with an associate of arts degree or are certified in technical or career training areas should be prepared to succeed in employment opportunities in their field of preparation.

Any person reached by the College through participation in instructional, cultural, or workforce services should be aided in achieving the best quality of life possible. This development of the individual will lead to district citizenry being well prepared to meet the needs and challenges of the region, the nation, and the world.

DISTANCE LEARNING MISSION STATEMENT

East Mississippi Community College seeks to provide distance learning opportunities for its district's constituents who are unable, for a variety of reasons, to attend classes on one of the College's campuses. The distance learning opportunities meet all quality standards set forth for traditional on campus classes to carry out the mission of the College.

ADN MISSION STATEMENT

The faculty of the Department of Nursing upholds the mission and values of East Mississippi Community College by supporting the educational and lifelong learning needs of our students and community. The faculty is dedicated to providing excellence in nursing education and evidence-based practice, and incorporating innovations aimed at improving quality of life, development of individuals, and service to the community. Additionally, the faculty will seek to instill the values of: the dignity and worth of people, respect for self and others, Acceptance of cultural and ethnic differences, and civic mindedness. The school of nursing provides quality education which prepares the graduate for entry-level practice of nursing, for lifelong learning and for future leadership roles.

ADN PHILOSOPHY

The Faculty of the EMCC Associate Degree Nursing program holds certain values and beliefs about nursing and nursing education. The Program philosophy was written by the faculty and is

a reflection of their beliefs regarding the four foundational concepts of person, society, health, and nursing. These beliefs and values form the framework in which learning activities move in a logical progression from simple to complex.

The faculty of the Department of Associate Degree Nursing believes that:

Person-The person is an individual, family or community. Although unique, each person shares common needs in relation to biological, psychological, sociocultural, and spiritual processes throughout the lifespan. Each person has inherent worth and responsibility to fulfill their own potential. The person has the right to access to health care and to participate in decisions related to their health care. The person is holistic; alterations in one aspect of a person's life affect the person as a whole.

Society - Society is composed of communities, families, and individuals. Society influences human responses to actual and potential health problems. Society responds to and adapts to changes in the environment.

Health - Health is the highest level of physiological, psychological, sociocultural, and spiritual function the person is capable of achieving. Health is a dynamic state of being resulting from the adaptation to the interaction of person and environment.

Nursing - Nursing is an art, a science, and a profession. Nursing has a scientific body of knowledge that is uniquely nursing. Nursing is focused on assisting individuals, families, and communities to reach their optimal level of functioning.

Nursing education is most appropriately based in an institute of higher learning. It is a continuous and dynamic process that is shared by students and faculty. Nursing education facilitates the learning of critical thinking, clinical reasoning, and problem-solving skills. Clinical experiences are an essential component of all nursing classes. Although the responsibility for learning lies solely with the learner, the educator is responsible for creating an atmosphere that fosters learning. The educator must incorporate diverse teaching styles and strategies in the classroom and clinical setting to meet the individualized needs of the learner. The faculty strives to provide a learning environment that both supports and challenges the student using a variety of instructional techniques and to instill the value of lifelong learning, to assure that practice is continually evidence based. Associate Degree Nursing education should build a foundation for the novice nurse to continue to the level of expert.

CONCEPTUAL FRAMEWORK

The curriculum design is an extension of the mission and philosophy of the ADN department. The end of program student learning outcomes is aligned with the Quality and Safety Education for Nursing (QSEN) competencies and program concepts of patient-centered care, teamwork and collaboration, quality improvement and safety, informatics, professionalism, and evidence-based practice. These concepts provide direction for course descriptions, course objectives, content delivery, and clinical experiences. Each course outcome is linked back to these competencies, with individual unit objectives supporting the course outcomes. Learning activities and evaluation methodologies support the end-of-program student learning outcomes, moving from simple to complex, building higher levels of conceptualization. The end program competencies are used as a measurement of student achievement of knowledge, skills, and attitudes essential to the practice of nursing.

END OF PROGRAM COMPETENCIES

Measurable knowledge, skills, and attitudes essential to the practice of nursing.

1. **Patient-centered care** - Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and educational needs.
2. **Teamwork and collaboration** - Collaborate with members of the inter-professional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
3. **Quality improvement/safety** - Demonstrate effective use of evidence-based quality improvement processes and strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare.
4. **Informatics** - Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
5. **Professionalism** - Incorporate integrity and accountability, leadership, management, and priority-setting skills into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered care.
6. **Evidence-based practice** - Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.

East Mississippi Community College
Associate Degree Nursing-Generic Track
PROGRAM OF STUDY

The Associate of Applied Science degree is a 62-hour program. The program consists of 26 hours of general academic classes and 36 hours of nursing classes. The program is designed to be completed within 2 years of entrance into the first nursing class. All students must take nursing classes in sequential order.

PRE-REQUISITES:

BIO 2514—ANATOMY AND PHYSIOLOGY I	4 HOURS
BIO 2524—ANATOMY AND PHYSIOLOGY II	4 HOURS
MAT 1313—COLLEGE ALGEBRA	3 HOURS
TOTAL PRE-REQUISITE HOURS	11 HOURS

FRESHMAN		SOPHOMORE	
FIRST SEMESTER	HOURS	FIRST SEMESTER	HOURS
NUR 1119 NURSING I	9	NUR 2219 NURSING III	9
ENG 1113 ENGLISH COMP I	3	SOC 2113 INTRO TO SOCIOLOGY	3
PSY 1513 GENERAL PSYCHOLOGY	3	SPT 1113 PUBLIC SPEAKING I	3
TOTAL: 15 HOURS		**TOTAL: 15 HOURS**	
SECOND SEMESTER	HOURS	SECOND SEMESTER	HOURS
NUR 1219NURSING II	9	NUR 2229 NURSING IV	9
		FINE ARTS ELECTIVE	3
TOTAL: 9 HOURS		**TOTAL: 12 HOURS**	
TOTAL HOURS 62			

East Mississippi Community College
Associate Degree Nursing-LPN to RN Transition Track
PROGRAM OF STUDY

The LPN to RN Transition track is designed for LPNs desiring to continue their education and become a Registered Nurse. It builds upon knowledge, education, and experience as an LPN. The program consists of the following:

Prerequisites

Successful completion of an approved LPN program as evidenced by licensed as a practical nurse in the state of Mississippi.

BIO 2514	Anatomy and Physiology I	4 hours
BIO 2524	Anatomy and Physiology II	4 hours
MAT 1313	College Algebra	3 hours
PSY 1513	General Psychology	3 hours
ENG 1113	English Composition I	3 hours
Total		**17 hours**

Course Number	Course Name	Semester Hours
First Semester		
NUR 1214	Role Transitions for the LPN to RN	4
	Total Hours	**4**
Second Semester		
NUR 2219	Nursing III	9
SOC 2113	Intro to Sociology	3
SPT 1113	Public Speaking	3
	Total Hours	**15**
Third Semester		
	Fine Arts Elective	3
NUR 2229	Nursing IV	9
	Total Hours	**12**

Upon successful completion of the first semester, 14 hours credit given for LPN completion. All students enrolled in the LPN to RN Transition Track are expected to abide by all policies outlined in the Nursing Handbook, including but not limited to: general policies, attendance, ATI, exams, promotion/retention.

Associate Degree Nursing-LPN to RN Transition Track

The LPN to RN Transition track is designed for LPNs desiring to continue their education and become a Registered Nurse. It builds upon knowledge, education, and experience as an LPN.

Admission Procedure:
To be considered for the LPN to RN Transition Track program, applicants submit all required paperwork by October 1st of each year for spring admission (Scooba campus) and May 1st of each year for summer admission (Mayhew campus). All pre-requisites must be completed with the required grade prior to the October 1st deadline for spring admission and May 1st for summer admission.

Mayhew Campus:
All 3 semesters that include: NUR 1214 (summer), NUR 2219 (fall), and NUR 2229 (spring) are offered in the hybrid format. If the student successfully completes NUR 1214 and would like to transition to face- to -face instruction for NUR 2219 and NUR 2229, you will be allowed to. Once you opt out of hybrid format, you will not be allowed to switch back to hybrid format. Students selecting this campus are allowed to transfer to the Scooba campus in the face-to-face option if they are unsuccessful in NUR 2219 or NUR 2229 if they meet readmission to transfer campus requirements and dependent on seat availability.

Scooba Campus:
NUR 1214 is offered in the spring semester in hybrid format. NUR 2219 and NUR 2229 are offered face-to-face only. Students selecting this campus are allowed to transfer to the Mayhew campus in the face-to-face option, not hybrid format, if they are unsuccessful in NUR 2219 or NUR 2229. Student must meet readmission to transfer campus requirements and transfer is dependent on seat availability. Students are not allowed to transfer to the Mayhew campus once they begin on this campus to enroll in the hybrid format program.

PROGRAM OUTCOMES

Expectations for student performance at the completion of ADN program of study.

1. Annual licensure examination pass rate will be at least 80% for all first-time test-takers and repeaters during the same 12-month period.
2. Fifty percent (50%) of students admitted to the program will complete the program in 100% of the allotted time.
3. Ninety percent (90%) of graduates successful on the NCLEX will have employment as a registered nurse within nine months of graduation.
4. Ninety percent (90%) of graduates responding to a nine-month survey will rate their educational experience as satisfactory or better.

STUDENT ACTIVITIES

Phi Theta Kappa - Phi Theta Kappa, an international society for the two-year Colleges, is recognized by the American Association of Junior and Community Colleges as the official honor society. The East Mississippi Community College chapters are Eta Upsilon (Scooba) and Beta Iota Zeta (Golden Triangle). The society promotes scholarship, develops character, and provides opportunity for the development of leadership and service. Invitations are extended to academic and technical students who make the President's List on a minimum of twelve academic hours and who exemplify good character and qualities of leadership.

Student Government Association - Each campus has a Student Government Association that is comprised of elected representatives of the student body and serves through executive and advisory function as the voice of the students. The SGA plans recreational and social activities, encourages student discussion of campus concerns, presents recommendations to the faculty and administration, and acts in an advisory capacity to the students of each of the campuses.

Mississippi Association of Student Nurses (MASN) - is open to all Associate Degree Nursing students in the state of Mississippi. The purpose of this organization is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interest and

concerns and aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of the people in all walks of life. Membership in the Mississippi Association of Student Nurses (MASN) is optional for all students admitted into the Associate Degree Nursing Program. Students will receive information about the benefits of membership in the organization the first week of school.

STUDENT PARTICIPATION IN GOVERNANCE

Student participation in governance is important to the nursing faculty. Students have an opportunity to participate in the following areas:

1. Curriculum committee- 1 student
2. Advisory committee- 1 upper-level student and 1 former student
3. Graduation Committee- 1 student from each class
4. Student officers- selected by peers from upper and lower-level students
5. Faculty meetings- 1 representative from each class. When items of a confidential nature are discussed, the student representative will be asked to leave the meeting.

GENERAL POLICIES

HEALTH

Prior to being fully admitted into the ADN program, students must submit

1. Health Form (physical must be within **45 days** of the beginning of class).
2. All pending students must have a drug screen performed at a time and location designated by the school. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case-by-case basis prior to final acceptance into the nursing program. Cost of the drug screen is the responsibility of the applicant. **Please note: EMCC clinical affiliates will not accept a positive drug screen for marijuana (cannabis) even if the student has a medical cannabis card. Therefore, the student will be unable to meet clinical requirements for the completion of the program.**
3. Current CPR card. The CPR card has to be an American Heart Association BLS (cannot expire before the end of the program). If you need CPR, you may contact the Health Sciences Office manager at 662-243-1910 for available times. You may also call your local hospital to see if classes are scheduled.

4. Current Immunization form and proof of tetanus vaccination within the last 10 years.
5. A negative two step TB skin Test or proof of a previous two step with a current yearly TB skin test. A negative Chest X-ray or QuantiFERON result in lieu of skin test for students with history of positive skin tests is acceptable. Your healthcare provider will determine which test is necessary. This is a yearly requirement.
6. Proof of vaccination for Hepatitis B or titer.
7. Proof of vaccination for Varicella or titer.
8. Flu vaccination - Students will be required to follow each third-party clinical affiliate's (e.g., hospitals, long-term care facilities, and other healthcare providers) Flu protocol. The college has no control over policies mandated by these clinical affiliates. Clinical affiliates may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum. If a participating clinical affiliate allows certain medical and religious exemptions to Flu vaccination mandates and the student wishes to apply for such an exemption, the student must first apply for an exemption with the EMCC Nursing and Health Sciences Clinical Review Committee. If approved by the committee, the student may use such approval as support for requesting an exemption with clinical affiliates, as necessary. An approved exemption by the committee is no guarantee that any or all of the clinical affiliates will approve an exemption. Furthermore, the student understands that an exemption application does not guarantee that the student will be eligible to complete clinical requirements of their particular Nursing and Health Science program as set forth by the college and accrediting body.
9. COVID 19 vaccination - Students will be required to follow each third-party clinical affiliate's (e.g., hospitals, long-term care facilities, and other healthcare providers) COVID-19 protocol. The college has no control over policies mandated by these clinical affiliates. Clinical affiliates may require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of the College's health science curriculum. If a participating clinical affiliate allows certain medical and religious exemptions to COVID-19 vaccination mandates and the student wishes to apply for such an exemption, the student must first apply for an exemption with the EMCC Nursing and Health Sciences Clinical Review Committee. If approved by the committee, the student may use such approval as support for requesting an exemption with clinical affiliates, as necessary. An approved exemption by the committee is no guarantee that any or all of the clinical affiliates will approve an exemption. Furthermore, the student understands that an exemption application does not guarantee that the student will be eligible to complete clinical requirements of their particular Nursing and Health Science program as set forth by the college and accrediting body.

INFECTION CONTROL AND EXPOSURE

Health Science students and faculty should be particularly aware of the potential exposure from infectious agents in the health care environment. Clients with transmissible disease may not be readily identified. Therefore, it is imperative for health care providers to treat all clients at all times as though they were a potential source of infection. This is called "Standard Precautions" by the Center for Disease Control (CDC). All students will receive information regarding infection control during orientation. Rigorous adherence to these guidelines will be required of all students and faculty. Failure to follow standard precautions will result in disciplinary action ranging from written counseling to removal from the program, depending on severity of the breech.

An exposure is considered one in which a person comes into contact with a communicable disease that could potentially lead to acquiring the disease. Examples of exposure include:

1. A puncture wound from a source contaminated with blood or body fluids.
2. Direct contact of non-intact skin with blood or body fluids.
3. Mucous membrane contact of blood or body fluids.

In the event of exposure to a blood borne pathogen in the clinical setting the faculty member and student should follow the agency's exposure policy. The faculty/student will:

1. Notify the appropriate agency representative
2. Initiate immediate treatment by:

   a. Cleansing the wound/skin area with soap and water.

   b. Flushing mucous membranes with tap water or saline.

3. Notify the Director of Nursing

Additionally, students must promptly report to the faculty of the nursing program any signs or symptoms of a communicable illness. Students will be referred to their private physician for evaluation and may be excluded from client contact based on recommendation of physician and facility policy. Student must have written permission from their health care provider to return to school/clinical. The faculty member is responsible for documenting the information and notifying the Program Director. The program policy regarding absences due to illness will be adhered to.

COMPROMISED IMMUNE SYSTEM

Health care workers are at high risk for exposure to Hepatitis B and other contagious diseases. The immunizations suggested by the department may reduce the risk but does not completely eliminate the risk. Additionally, students with impaired or deficient immune systems may be at higher risk for contracting serious illness. Students with impaired immune systems must have written permission from their personal physician before beginning a clinical rotation. This policy is designed to protect the student from undue exposure to communicable diseases. It is the responsibility of the students covered under this policy to notify faculty of any changes in their health status. All course and clinical objectives must be met in order to progress in the program.

PREGNANT STUDENTS

Pregnant students may be required to submit a written statement from their obstetrician giving permission for classroom attendance, laboratory work, or before beginning each clinical rotation. Absences during pregnancy will be considered the same as any other absence under the Department of Associate Degree Nursing attendance policy. All course and clinical objectives must be met in order to progress in the program. Pregnant students are responsible for notifying the faculty of any change in their condition that will affect their ability to attend class, laboratory work or clinical work.

CRIMINAL BACKGROUND RECORD CHECK

Pursuant to Section 37-29-232 of the Mississippi Code of 1972, Annotated, and Section 43-11-13 of the Mississippi Code of 1972, Annotated, nursing and allied health students must submit to a fingerprint background check prior to any clinical activity in a licensed healthcare facility. Each student pending admission must receive a "clear" criminal background check in order to be fully admitted to the program. Payment for the background check is the responsibility of the student. In addition to the disqualifiers listed in section 43-31-13, (felony possession of or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, any sex offense listed in Section 45-33-23(f), child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult, or that any such conviction or plea was reversed on appeal or a pardon was granted for the conviction or plea.) a healthcare facility has the right to deny any student access to their facility for clinical purposes that they feel is unsuitable for employment or for the clinical setting. If a student is barred from any clinical agency for any reason, they will not be eligible to enter or continue in the program.

EMCC will fingerprint each provisional student and submit those prints to the Mississippi State Department of Health (MSDH). The MSDH will send the finger prints to the MS Criminal Information Center (Department of Public Safety) and from there, the prints will be sent to the FBI for a national criminal history record check.

The MSDH Background Check Unit will review all healthcare rap sheets and make final eligibility determinations.

If, after review of the rap sheet, the MSDH legal team identifies a disqualifying charge per the disqualifying events outlined in Miss Code §43-11-13, the rap sheet will be mailed directly to the applicant. The applicant will be given 45 days to appeal the decision and submit any relevant legal documentation to the MSDH background check unit.

FBI, CJIS Division
Attn: SCU, Mod. D-2
1000 Custer Hollow Rd
Clarksburg, WV 26306

• If legal documentation is provided proving the applicant was found not guilty, charges were dropped, and/or the case was dismissed, the MSDH Criminal History Fingerprint Unit will issue an "OK" letter in SAFER.

• If the applicant is unable to provide sufficient legal documentation, the MSDH Background Check Unit will issue a "NO" letter in SAFER.

If the background check reveals a disqualifying event as outlined in State Code 43-11-13, Mississippi Code Annotated and the student does not appeal and receive an "OK" letter a week to the first day of class, the student admission will be rescinded with no opportunity for appeal.

If an "OK" letter is provided in SAFER, the student will be issued that letter from the Director of Nursing Programs that is good for two years, as long as the student is continuously enrolled. The "OK" letter can be used for school purposes only.

Graduates of the program receive an Associate of Applied Science in Nursing Degree which meets the educational requirement needed to apply for the National Council of State Boards of Nursing licensure examination for the Registered Nurse. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for the exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

DRUG & ALCOHOL SCREEN POLICY

A drug screen performed at a time and location designated by the school is required prior to admission. No other results will be accepted. Offer of admission will be rescinded if the student fails to keep the assigned time or location of their drug screen for any reason. All non-negative drug screens will be reviewed on a case-by-case basis prior to final acceptance into the Nursing program. Cost of the drug screen is the responsibility of the applicant.

Admission will be withdrawn for students with positive drug screens and no documented medical reason for those drugs. Students may be required to have random drug and/or alcohol screen at any point during their enrollment in the Nursing program. Drug and alcohol screens for probable cause (reasonable suspicion) may be conducted. The student will be notified in writing when they are selected for a random drug and/ or alcohol screen, or screening for cause. When notified, the student must have the screen at the scheduled time. If the drug screen results are positive for random and/ or suspicion testing, the student will be required to provide evidence from their physician of the reason for the positive result. Failure to provide appropriate documentation or failure to have the lab work done within 24 hours will result in dismissal from the program. If tested for drugs and/or alcohol due to suspicion, the student will be suspended from class, lab, and/or clinical pending test. The cost of all drug and/or alcohol screens will be the responsibility of the student.

CARDIOPULMONARY RESUSCITATION (CPR)

American Heart Association Health Care Provider CPR certification must remain current while enrolled in the program.

HEALTH INSURANCE

All students are encouraged to maintain an acceptable health insurance policy since students are responsible for their own health care costs. Neither East Mississippi Community College nor the clinical agencies assume any responsibility for student health care expenses. While clinical facilities will provide emergency care for nursing students, when necessary, students are responsible for payment of care provided and any transportation required.

LIABILITY INSURANCE

All students enrolled in the EMCC nursing program will be covered under professional liability insurance. Insurance will be purchased by the school with student fees which will be paid during registration. Each student will be covered in the amount of $1,000,000 limit each claim and $5,000,000 limit aggregate.

CODE OF CONDUCT

Standards of Conduct

- Be Accountable and Responsible for your actions
- Demonstrate Professional Behavior
- Maintain Academic Honesty
- Dress Appropriately
- Demonstrate Respect

The American Nurses Association (ANA) advances the nursing profession by fostering high standards of nursing practice, promoting a safe and ethical work environment, bolstering the health and wellness of nurses, and advocating on health care issues that affect nurses and the public (ANA, 2015). The Code of Ethics for Nurses with Interpretive Statements (The Code) was developed as a guide for carrying out nursing responsibilities in a manner consistent with

quality in nursing care and the ethical obligations of the profession. It is stated below and also available online at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

American Nurses Association Code of Ethics for Nurses with Interpretive Statements

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
- Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
- Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
- Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work those fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
- Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
- Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
- Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
- Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
- Provision 10: Nursing, through organizations and associations, participates in the global

nursing and health community to promote human and environmental health, well-being, and flourishing.

Personal Attributes and Professional Behavior

While preparing to enter the profession of nursing, students are expected to demonstrate professional behaviors and personal attributes. The integrity and honesty of the nursing student must be above reproach. The nursing student must accept accountability and responsibility for all actions.

Students will fulfill professional nursing roles including client advocate, direct care provider, and educator, and will treat peers, faculty, members of the healthcare team, and clients with respect and compassion. Clients and their families come from different cultural backgrounds and hold different values. Students will respect these differences providing professional, empathetic and holistic health care for all.

Each student is expected to display behaviors that represent the profession of nursing. In order to exhibit the quality and caliber of professionalism deemed appropriate for the East Mississippi Community College student nurse, it is expected that the student will display the professional behaviors addressed in the guidelines.

Clinical and Classroom Expectations

Students enrolled in nursing courses are expected to attend all classes, laboratories and clinical experiences in order to fulfill credit requirements for each course. Students are expected to arrive on time and be prepared for all class/lab/clinical activities; this includes administration of safe and appropriate nursing care. Any student reporting to clinical or lab under the influence of any substance, whether prescribed or illicit, that may interfere with the cognitive and/or physical ability to render safe patient care will be sent home and reprimanded according to school policy. All students are expected to maintain professional behavior in both the clinical and classroom settings. This professional behavior includes, but is not limited to:

- Attending all class, lab and clinical activities.
- Taking exams as scheduled (including ATI proctored exams).
- Arriving on time and leaving class/clinical as scheduled.

- Adhering to the EMCC Division of Nursing clinical dress code for all clinical activities.

- Accepting responsibility and accountability for one's own actions. This includes completing assignments on time. Failure to complete assignments on time can impact your successful completion of the program.
- Giving prior notification in writing, email, or personal faculty contact according to course guidelines. When possible, speaking directly to the faculty when he/she is unable to meet commitments is preferred. Students are to check with course faculty as to the method of communication required for concerns or questions regarding attendance.
- Faculty acknowledge that life emergencies do exist and will work with the student in these situations as they arise.
- Interacting with others (peers, faculty, and patients/clients) in a respectful, sensitive and nonjudgmental manner.
- In the clinical setting, professional behavior must be maintained at all times including your time during patient preparation, breaks, lunch, and any other time you are at the clinical agency.
- Addressing faculty in a respectful manner by use of appropriate titles: Dean, Professor, Mr. or Mrs. and last name. Do not assume a first name basis is acceptable.
- Use of professional language (no profanity and/or inappropriate gestures).
- Accountability for preparation for class/clinical.
- Demonstrating constructive verbal and non-verbal behavior (such as asking questions relevant to the discussion, making relevant observations or comments, demonstrating active listening, courtesy, manners, maintaining eye contact, appropriate facial and body gestures, etc.)
- Care for others in an empathetic manner.
- Honest, open, assertive communication.
- Confidentiality of all patient information.
- Teamwork and helping behavior for peers.
- Respecting all individuals' differences (i.e., culture, ethnicity, religion, work experience, gender, age, sexual orientation, etc.)

- Refrain from personal conversations and comments during lectures & other class presentations.
- Avoid using laptops for purposes other than educational or class activities and only as directed by course faculty.
- Wait until it is declared appropriate by the professor to gather things for breaks and at the end of class.
- Avoid leaving the room in the middle of a lecture or exam.
- The nursing student must assure that interaction with assigned patients is maintained at a professional level.
- The nursing student must recognize that all patient information is confidential and therefore, to be shared only with other health personnel who are directly involved in the care of that patient.
- Nursing student/patient interaction is restricted to the clinical hours when the student is assigned to care for the patient. Personal contacts (phone calls, visits, etc.) outside of assigned clinical hours are unethical inappropriate and are a violation of confidentiality and expected professional behavior.
- Avoid all public displays of physical affection and sexual exploitation
- Avoid ethnicity, gender, or racially offensive statements

Examples of serious violations include, but are not limited to:

- Illegally removing healthcare agency or patient property from the premises.
- Destruction to any healthcare agency or patient property.
- Falsifying or fabricating clinical experiences, medical or legal excuses, preceptor or nursing staff signatures
- Calling in sick for clinical under false pretenses.
- Documenting nursing care that was not performed. (Documentation in advance of nursing performance or falsifying any documentation is illegal).

Bullying or Lateral Acts of Violence

Bullying or other lateral acts of violence will not be tolerated in the Nursing program. Bullying is the demeaning, and downgrading of an individual through vicious words and cruel acts that undermine confidence and self-esteem. Bullying can involve both psychological and physical actions that can include, but is not limited to, social media, written, and verbal material that results in psychological or physical harm. Any student engaging in this type of behavior may be subject to disciplinary action as outlined in the EMCC Student Handbook.

Maintain Academic Honesty

The East Mississippi Community College nursing student may be required to submit original written work as part of meeting course requirements. While it is necessary to use other resources to complete these assignments, plagiarism goes against ethical standards. Any sources used for assignments must be properly cited. Cheating and plagiarism are not tolerated and disciplinary action will adhere to the East Mississippi Community College plagiarism and cheating policy. See course syllabus and/or EMCC Handbook for complete details.

Demonstrate Respect

Respect for every individual is fundamental to the ethics of nursing. Mutual respect between students, as novice members of the profession, and their instructors, as experienced and esteemed professionals, is essential for nurturing that principle. Given the inherently hierarchical nature of the instructor/learner relationship, instructors have a special obligation to ensure that students are always treated respectfully.

Students should:

- Be courteous to staff, instructors and fellow students, employees of all clinical agencies, patients and their families and visitors, and anyone else they interact with at the clinical site, in class, or through social networking forums
- Be prepared and on time for all activities including class, lab, and clinical
- Be active, enthusiastic, curious learners who work to enhance a positive learning environment

- Demonstrate professional behavior in all settings and anytime a student represents EMMC – i.e. wearing EMMC branded clothing, verbalizing they are an EMMC student, wearing an EMMC uniform, etc.
- Recognize that not all learning stems from formal and structured activities
- Recognize their responsibility to establish learning objectives and to participate as an active learner
- Demonstrate a commitment to life-long learning, a practice that is essential to the profession of nursing
- Recognize personal limitations and seek help as needed
- Display honesty, integrity and compassion; these attributes include the responsibility of reporting dishonest or unprofessional behavior to the appropriate individual
- Recognize the privileges and assume the responsibilities coming from the opportunity to work with patients in clinical settings
- Recognize the duty to place patient welfare above their own
- Recognize and respect patients' rights to privacy and maintain confidentiality as to patient records and information
- Provide instructors and the Nursing Programs with constructive feedback that can be used to improve the educational experience
- Solicit feedback on their performance and recognize that constructive feedback is essential to the learning process
- Information covered under Health Insurance Portability and Accountability Act of 1996 (HIPAA) or Family Educational Rights and Privacy Act (FERPA) regulations may not be discussed on social media or any electronic communication.

Sanctions For Nonadherence

A student may be dismissed from the Nursing Program for any of the following reasons:

- Failure to meet the academic standards.
- Behavior which is contrary to the ethical code of the nursing profession. This includes any violations against current HIPAA regulations.
- **Whether occurring in a classroom, clinical, or lab setting three disciplinary alerts issued during the course of a semester or clinical rotation will result in referral to the Director of Nursing for disciplinary action.**

Students whose behavior does not comply with the Code of Professional Conduct presented in this document will receive sanctions which may include, but are not limited to, the following:

- **REPRIMAND**- official warning in writing that continuation or repetition of wrongful conduct may result in further disciplinary action (e.g. academic alert notice, documentation in clinical evaluation).
- **DISCIPLINARY PROBATION**- may be imposed for any misconduct, failure to follow the Code of Professional Conduct, or any other violations that do not warrant suspension from the nursing program, but require further consequences. Disciplinary probation is imposed for a designated period of time determined by the Director of Nursing Programs. This probationary status includes the probability of further penalties if the student commits additional acts of misconduct or fails to comply in any probation contract details.
- **CAMPUS AND/OR COMMUNITY SERVICE**- requirement that services will be offered for a specified period to an appropriate nonprofit community agency and/or to the campus community.
- **RESTITUTION-** reimbursement for damage to or loss of property which occurred as a result of the misconduct.
- **DISMISSAL**- permanent termination of admission and enrollment status in the Nursing Program.

All disciplinary actions, including reprimands, disciplinary actions/probation, and dismissal, shall be included in the student's permanent academic record.

Procedure for Professional Disciplinary Action

An allegation of professional misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students. The allegation of misconduct should be submitted in written form to the faculty member in whose class or clinical setting the misconduct occurred and the Director of Nursing Programs. Information about the misconduct should include:

- Date, time, location, and description of the incident.
- Names of all parties involved and witnesses.
- Supporting facts and justification for the complaint.
- Brief description of efforts to resolve the complaint.
    - Date and signature of the person(s) making the allegation of misconduct.

Students should first discuss any conduct allegations with the faculty member responsible for the clinical or classroom setting in which the infraction occurred. A faculty member who

witnesses or observes a student will discuss the situation with the Director of Nursing Programs or designated faculty as directed by the Director. The Director of Nursing Programs has the right to impose sanctions as deemed appropriate and may involve faculty members as needed. The Director may also refer the student to the Appeal Process as described in the EMCC Student Handbook.

Example of disciplinary process:

-Verbal reprimand issued/infraction discussed

-First Written report completed/placed in academic file and student given an assignment regarding violation per instructor

-Second Written report completed/placed in academic file and assigned campus or community service

-Third Written report referred to Director of Nursing/Dean of Health Sciences - Disciplinary probation

-After Third Written report, referred to Director/ Dean of Health Sciences- Recommendation for dismissal

CONFIDENTIALITY

All students must adhere to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") in classroom, practice laboratory, and clinical placements. Information obtained by the student through their activities and experiences in nursing classroom, practice laboratory, or clinical situations related to patients, personnel, peers, and facilitates shall be considered confidential and should not be recorded in any way. Such matters may be discussed for the purpose of learning in nursing conferences and classes only. No photographs of classroom or practice laboratory may be uploaded to any public or social network site. Papers related to clinical/laboratory experiences shall not identify any person by name, other than the student and instructor. Students in violation of this policy are subject to dismissal from the Associate degree program.

APPROPRIATE USE OF TECHNOLOGY

The use of any personal computational, video, audio, or communications devices in the classroom, laboratory, or clinical setting is subject to the approval of the course instructor. This includes (but is not limited to) calculators, cameras, computers, text messengers, pagers, cell phones, smart watches and Personal digital assistants. Any use of such devices without explicit instructor approval is NOT permitted. Any student found to be in possession of an unauthorized electronic device during class, lab, or clinical time will be asked to leave the setting. Cell phones,

smart watches, and any type of electronic devices are explicitly prohibited in the lab area, clinical area, and any testing area. Students should not bring a cell phone into any clinical area. Missed time will be deducted from the student and any graded assignments during the time missed will receive a grade of zero.

During simulation time, audio video recording of student performance of nursing skills may be required. Any audio and/or video recordings submitted as part of a course requirement, will be handled according to FERPA guidelines. All recordings of student performance will be viewed by faculty to determine if course requirements have been met. Recordings will be stored in a secure location for an appropriate amount of time (until the end of the course, the student graduates, or as required by law).

TRAVEL AND TRANSPORTATION

Students are responsible for providing their own transportation for clinical and other required experiences, some of which may be located outside of the Golden Triangle Area. Lack of transportation is not an acceptable excuse for missing any type of required experience.

SOCIAL MEDIA

The faculty understands that social media sites are becoming important communication tools in our society. The following policy will help guide the student in making wise choices regarding social media while in school and as a new nurse.

1. Canvas is the official form of communication for all students and is the most reliable form of online communication other than direct school emails. For this reason, all students must be able to access Canvas.
2. Faculty or staff will not communicate any information about school related functions via social media, unless it is the officially sanctioned EMCC page/website.
3. Students may not set up any groups using the EMCC name without the written permission of the Dean of Students and a faculty member to monitor the site.
4. In order to avoid any appearances of favoritism, students are not allowed to “friend” faculty on social media sites.
5. ROARcast, television and radio, and the EMCC web site will be used in the event of an emergency. Any information from other sources may not be accurate.

EXAMINATION POLICY

1. In the event of illness which prevents the student from taking the exam, it is the student's responsibility to notify the appropriate course faculty prior to the time of test administration. If unable to speak directly to an instructor, please email your instructor. (Please refer to Attendance Policy.) It is the student's responsibility to present an excuse related to their extenuating circumstance to faculty no later than their first day returning to class/lab/ or clinical prior to scheduling a make-up exam. **All make-up exams will be scheduled after your last unit exam in that course but prior to your final exam according to faculty discretion.** All make-up exams will cover the missed unit's content but will consist of different questions than the original exam. A grade of 0 will be given for students arriving 10 minutes late or failing to show up for the make-up exam.
2. A student who is 10 minutes late or more will not be permitted to take the exam.
3. A grade of 0 will be given for exams missed without an acceptable excuse.
4. Unannounced/Pop quizzes will be given at the discretion of the faculty. These quizzes cannot be made up for any reason. This will not affect the student's grade if they have an acceptable excuse.
5. There will be a tabletop review following each unit exam and final exam. Any student scoring below 80 on a unit exam must meet with their advisor prior to the next scheduled exam.

During the examination:

1. Place all personal items at the side/back/front of the classroom. You may have only a pencil/pen at your computer/table. No cell phones, smart watches, smart glasses of any type allowed. No food or drinks are allowed in the computer room or while using a laptop.

2. Academic dishonesty of any sort will not be tolerated. Any student cheating on an exam or graded assignment of any type will receive a zero on the work and is subject to possible further disciplinary action. Behavior that may be perceived as cheating include, but are not limited to:

   a. Talking immediately before, or during the administration of an exam
   b. Use of any type electronic device while taking an exam- this includes the presence of a smart watch or cell phone.

c. Looking in the direction of another student's exam
d. Fumbling through a book bag, bag, purse, etc.
e. Presence of scrap paper that is not blank prior to administration of an exam.

3. Place all cell phones, beepers, and other electronic devices on OFF in an area designated by your instructor. Electronic devices (including cell phones and smart watches) CANNOT be used for any reason during any exam. Students found with electronic devices, unauthorized calculators or papers during a lab validation, exam of any type or any clinical setting will be asked to leave the area immediately and will receive a grade of zero for that exam/lab validation or clinical time.
4. Once you have logged on to ATI, go to the test tab, find the correct test, and click begin. In the event there is a paper and pencil exam, please read and listen to any instructions given by the proctor. Wait until the proctor says that you may begin the exam.
5. Make sure that you answer all questions before submitting your test. Any questions not answered will be counted as incorrect.
6. All exams, quizzes, and calculation quizzes are timed. If a student must leave the room during the exam they may do so but they will not be allowed extra time to complete the exam.
7. When you have finished your exam, submit it for grading and turn in any test booklets, answer sheets, scratch paper and instruction pages to the test proctor. If you have a question during the exam, remain in your seat and raise your hand. The test proctor will come to you.
8. Any student scoring below 80 on a unit exam must complete remediation as assigned by their faculty advisor prior to the next scheduled exam.

Student Exam Review

1. A table top review of exam questions will be conducted following each unit exam and final exam.
2. Drug calculations and daily quizzes may be reviewed in class at the discretion of the instructor.
3. Exam review will be conducted in the specified classroom beginning 30 minutes after the start of the exam and ending 30 minutes after the completion of the exam (start and end times are provided on the student calendar).
4. One faculty member will be assigned to proctor the table top review. The proctor is responsible for ensuring the integrity of the review and preventing any compromise of the exam.
5. A maximum of 5 students at one time will be allowed in the review for a maximum of 15 minutes/student. Students must sign in and out of the review and may only enter the review once.
6. No personal items are allowed in the review classroom. No cell phones or smart watches of any type allowed. No food or drinks are allowed.
7. Absolutely NO talking or communication of any kind will be tolerated. This includes communication with the proctor. Anyone attempting to communicate with the proctor

or another student will be escorted out of the room and will forfeit his/her exam review.

8. Anyone suspected of compromising the security of the test (talking, writing on something other than the provided paper, use of smart phone, smart glasses, or watch, fumbling through pockets) will be escorted out of the room and will forfeit his/her exam review. The student may also be subject to referral to the director or dean of students for disciplinary action.

STUDENT ADVISING

The following policy has been developed by the faculty of EMCC to enhance a student's success in the Associate Degree Nursing Program:

1. Each student in the Associate Degree Nursing program is assigned a faculty advisor who will assist in planning courses on a semester-to-semester basis. The student is responsible for the completion of the nursing program requirements. Advisors will be posted and the administrative assistant will keep a list.
2. Associate Degree Nursing students will schedule an appointment to meet with their faculty advisor every semester during pre-registration for evaluation of their transcript for completion of required courses. Scheduling appointments during pre-registration allows adequate time for evaluation of courses taken and for planning the appropriate course of study. Students who have not completed the appropriate courses according to the curriculum will be unable to progress to the next semester.
3. If a student is unsuccessful in a required nursing course, they must see their faculty advisor to withdraw from the necessary courses and to schedule an exit interview.
4. Any student who achieves less than an 80 on a unit exam must complete the following required remediation:
    - Academic Conference form
    - Complete remediation as assigned by faculty advisor
    - Students must submit all assigned remediation by the designated date and time prior to the next scheduled unit exam. Students will be deducted 5 points for failure to submit completed remediation by due date.
    - Referral to Nurse Navigator per advisor discretion based on academic performance
5. During the course of each semester and during the final semester of the program each student will be administered a comprehensive specialty proctored ATI exam. Standardized assessment testing provides students the opportunity to practice their test taking skills and demonstrate knowledge of subject content. If a student fails to achieve a satisfactory level on any of these exams, a faculty adviser will meet with the student to explore their options for remediation.
6. In order to progress in each course, it is mandatory that students follow the ATI plan, remediation and other activities assigned by the course faculty. The student must provide their advisor written confirmation that they have appropriately completed the mandatory remediation.

DIVISION OF NURSING AND HEALTH SCIENCES

ACADEMIC CONFERENCE FORM
NAME:
DATE:
TEST GRADE:
Hours worked per week:
Hours studied per week:
Interruptions to study:
Methods used to prepare for the test:
Attitude toward testing:
Reasons you think you did poorly:
Recommendations:
Student plan for self-improvement:

_____ _____

Faculty Advisor **Student**

Faculty follow up: **Date:** **Has student followed recommendations:**
Has student followed plan of self-improvement:

GRADES AND GRADING SCALE

All course assignments, unit tests, projects, quizzes, and final exam must average an 80. (NOTE: Only the final average will be rounded. 79.5 rounds to 80 but 79.45 does not). An overall theory grade of 80 or higher, a final clinical grade/evaluation of satisfactory in each of the clinical evaluation areas and successful completion of the ATI test plan (including any assigned remediation) is required for completion of each course. Any student not meeting theory or clinical requirements at midterm will be counseled by the instructors and may be assigned remediation.

Completion of all assigned work (including, but not limited to: remediation, computer work, computer testing, computer training class, daily assignments) is a requirement for progression in each course. Failure to complete all assigned work will result in failure of the course.

The instructor will not calculate tentative averages such as a cumulative course average. The instructor will not advise the student as to what they should make on their final exam in order to pass the course. The instructor will not advise as to whether or not a student should withdraw from the course. Only the student is capable of knowing their potential for future success. Extra credit assignments will not be given in the nursing program.

Below is the grade scale used in the Associate Degree Nursing program:

GRADING SCALE
100-94 A
93-88 B
87-80 C
Below 80 F

PROMOTION, RETENTION AND READMISSION

1. Students must maintain an overall grade point average of 2.0 with a “C” or better in all coursework in order to continue in the nursing program and to be eligible to graduate.
2. Students must demonstrate continuous progress in the nursing sequence.
3. Students who fail to maintain a grade point average of 2.0 or fail a nursing course must repeat that class the next time it is offered, or restart the program from the beginning.
4. Students must take and pass each nursing course in sequence.

5. Students must demonstrate proficiency in drug calculations and medication administration prior to entering the clinical areas. Validation of drug calculations will be by written exam and or quiz. Students must achieve a score of at least 90 on a calculation quiz in the following courses: NUR 1119, NUR 1214, NUR1219, NUR 2219, and NUR 2229. Students unable to score at least a 90 on calculation quizzes within three attempts will be withdrawn from all nursing classes.
6. A "satisfactory" grade must be earned for all clinical rotations in order to progress in the program.
7. All assignments and all ATI testing and assigned remediation must be satisfactorily completed in order to progress in each course.

ASSOCIATE DEGREE NURSING READMISSION POLICY

An overall theory grade of 80 or higher, a final clinical grade/evaluation of satisfactory in each of the clinical evaluation areas and successful completion of the ATI test plan (including any assigned remediation) is required for completion of the program. If a final grade below 80 is received in any nursing class, the student will be withdrawn from the program. Any student leaving the Nursing program before their anticipated graduation date must follow one of the policies below:

1. **If the student leaves the program <u>before successfully completing the first semester</u> he/she must:**

The student must reapply to the program by the published application deadline and complete the full admissions process as a new applicant.

2. If a student successfully completes a semester and then withdraws or is unsuccessful in a subsequent semester, the following is required for readmission:

Request readmission in writing to the Director of Nursing. Requests for readmission must be received within one month of leaving the program. The following information must be included in the letter:

- Reasons why the student was unsuccessful
- How circumstances leading to failure or withdrawal have changed
- A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. No student will be readmitted without a detailed plan of academic readiness.
- Current contact information including: address, phone number, email address
- Which semester the student wishes to be readmitted

ADN Handbook

- No more than 10% of the total admission will be composed of readmission students.

3. **READMISSSION TO TRANSFER CAMPUS** : A student who fails or withdraws from Semester II, III, or IV will be considered for readmission and transfer to the other campus for these semesters, **the next semester**, if there is space available at the campus. The following is required for request to transfer:
    - The student must be in good standing **without** referral to the Director due to disciplinary sanction.
    - The student should request readmission to transfer campus in writing to the Director of Nursing.
        - Requests for readmission must be received within one month of leaving the program.

    The following information must be included in the letter:
    - Reasons why the student was unsuccessful
    - How circumstances leading to failure or withdrawal have changed
    - A detailed plan outlining how the student plans to be successful if readmitted into the nursing program. The plan must be signed and will become a contract that the student will follow throughout the rest of the nursing program. If at any time the student fails to follow their plan of academic readiness, they may be dismissed from the nursing program. No student will be readmitted without a detailed plan of academic readiness.
    - Current contact information including: address, phone number, email address
    - Which semester the student wishes to be readmitted

The Director of Nursing and instructors will review the readmission request. Readmission will be granted if the Director and instructors believe the student has a sound academic readiness plan, potential to complete the program and there is an opening in the requested semester.

The student will be given credit for any semester satisfactorily completed within the previous twelve (12) months, and will only be required to repeat any nursing course they were unsuccessful in or withdrew from. The student must complete the remainder of the program during this admission.

Although readmission depends on openings in the class every consideration and opportunity will be given to help students reach their goal of completing the nursing program. If there are more applicants than space, applicants meeting all requirements will be ranked using the Associate of Applied Science Nursing applicant scoring sheet included in this packet. The

highest ranked applicant will be offered admission first. If there is a tie, the applicant with the highest GPA will be offered admission first. If there is still a tie, the applicant with the higher ACT score will be offered admission first.

Any student readmitted into the program will follow policies in the handbook in use during his/her readmission. Please be aware that EMCC requires a 2.0 GPA in order to graduate in any of the Associate Degree Programs. These qualifications MUST be met prior to graduating from the RN program.

Any applicant who has ever attended another nursing program must have a letter of good standing from their former nursing school director sent directly to the EMCC Director of Nursing and Allied Health. A letter of good standing states that you are currently eligible to re-enter your former nursing program. Applicants without letters of good standing from previous nursing schools will not be considered for this program. Applicants with two unsuccessful attempts (includes withdrawals and failures) in any nursing program will not be considered for admission to or readmission to the EMCC Associate Degree Program for a period of 5 years after the last date attended.

Nursing courses taken at other institutions will not transfer to EMCC's ADN Program.

After being terminated due to drug or alcohol problem, a lapse of two (2) years, documentation of completion of a rehabilitation program, and repeating all previous levels of the program will be required. Successful completion of the nursing program does not guarantee eligibility to sit for the NCLEX-RN® or application for licensure. The Board of Nursing will conduct a criminal background check on each student (at the student's expense) prior to graduation and may, at its discretion, deny any application to sit for exam or application for licensure due to, but not limited to, conviction of a felony, commission of fraud or deceit in the application process or addiction to alcohol or other drugs.

All students selected for readmission are considered pending admission until all required paperwork is turned in, a "clear" criminal background check is received, and a negative drug screen is received.

All students meeting the requirements for readmission will be sent a letter stating they are pending admission, or were not accepted.

ATTENDANCE POLICY

1. Attendance at all scheduled classes, laboratory and clinical experiences is required. If one must be absent, the instructor must be notified prior to the absence. Documentation of the students extenuating circumstance must be presented upon the next attended class meeting. A grade of zero will be given for that day's work. It is further expected that every student will be present on time and prepared to

participate in the class session.

2. Students who enter a class meeting late during the first 10 minutes will be counted as tardy. Students should note that three (3) documented tardies will equal one (1) absence based on the scheduled class meetings in which the tardies occurred. At ten (10) minutes after class begins the door will be closed and students should not disrupt class by entering. The student should wait until the next break. When returning from break or lunch, the instructor will set the return time and will close the door at that time. Students may not enter the classroom until the next break. Students who leave the class early must have a documented excuse in order to return to class. Time missed (tardies, absences, and early departures) will be documented on the students' record.

3. Students are allowed a maximum of 18 hours of absence from scheduled courses each semester. Of those 18 hours, students may miss no more than one scheduled on-site clinical day. Clinical absences must be due to an extenuating circumstance, supported by appropriate documentation, and approved by the nursing faculty.

4. If the submitted documentation and circumstances are approved by the nursing faculty, students may be required to complete clinical make-up hours to meet the meet required clinical hours, course outcomes, and progression requirements.

5. Neither the school nor the instructors are under any obligation to secure clinical sites for students missing clinical. All missed scheduled clinical experiences will be made up at the discretion of the faculty.

6. Students who exceed the 18-hour absence allowance, miss more than one scheduled on-site clinical day, fail to provide required documentation when requested, or fail to complete assigned clinical make-up requirements will be administratively withdrawn from the nursing program.

7. Students dismissed from a clinical experience for disciplinary, professional conduct, safety, or policy violations are not eligible for a clinical make-up. Time missed due to disciplinary dismissal may affect the student's ability to meet required clinical hours, successfully complete the course, or progress in the nursing program.

8. If a student is subpoenaed for jury duty, the student must present the subpoena to the nursing director so that a letter may be written and presented to the court for consideration of release from the jury duty. Subpoenas for duty as a material witness in a trial will be accepted and time absent from class or clinical will be excused. All work missed must be completed within two (2) days of return to school. Time missed from class or clinical as a result of arrest or a court appearance will not be excused.

9. The make-up of all work missed while absent is the responsibility of the student immediately upon return to school. The student is responsible for contacting the faculty immediately upon returning to school and completing all missed work within two (2)

days of return. Failure to follow this policy will result in a grade of zero (0) on all work missed.

10. Pop quizzes will not be made up. Unexcused absences will receive a grade of zero. In the case of students with a medical (physician or nurse practitioner) or legal excuse there will be no grade penalty for missing the quiz.

11. Students are to schedule personal appointments after class or clinical. This includes doctor, dentist, and other appointments.

12. Any student arriving ten (10) minutes or more late to any lab or clinical setting will be sent home and counted as absent for the clinical or lab experience at the faculty discretion.

13. During inclement weather, listen to the radio for an announcement of the closure of East Mississippi Community College. Closure of the school will be announced by the CEO of the school as early as possible. Absence without official closure will be treated as an unexcused absence. If you live outside this area, and it is dangerous to drive, or if the roads are closed, call the nursing instructor as soon as possible. The instructor may request verifiable documentation to support your report.

14. Students will not be allowed to leave clinical settings for reasons other than illness or a family emergency. Prior to leaving, the student must report first to the nursing instructor and then to the primary nurse. Upon return to school, students must present an acceptable excuse.

15. Any school related function the student is required to attend is considered official school time and all school policies, general regulations, and Associate Degree Nursing Handbook are enforceable and must be followed. Students are also required to abide by all rules and regulations of host facilities and clinical sites.

16. Students must have access to a personal car or other appropriate transportation to clinical sites at various facilities.

ATI Assessment and Review Policy

What does ATI offer?

- Assessment Technologies Institute (ATI) offers an assessment driven comprehensive review program designed to enhance student NCLEX® success.
- The comprehensive ATI review program offers multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources such as the ATI Plan can be accessed from "My ATI" tab. Itis highly recommended that you spend time navigating through these orientation materials.

Review Modules/eBooks:

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

Assessments:

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Focused Reviews/Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX®. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required

Content Mastery Series | Grading Rubric

PRACTICE ASSESSMENT & REMEDIATION 4 POINTS	
Complete Practice Assessment A ***Must be completed & Individual Profile Must be uploaded to canvas drop box on specified date to be eligible to take Proctored Practice Assessment B and the Proctored Assessment.***	**Complete Proctored Practice Assessment B** ***Remediation Completed & Individual Profile Sheet must be uploaded to canvas drop box on specified date to be eligible to take Proctored Assessment.***

Standardized Proctored Assessment			
Level 3 = 4 points	**Level 2 = 3 points**	**Level 1 = 2 points**	**Below Level 1 = 1 point**
Remediation = 2 points: • Complete Focused Review • Upload Individual Profile Sheet • For each sub topic with a score <65%, complete a handwritten Or typed active learning template Both must be submitted to canvas drop box on specified date to receive full credit	**Remediation = 2 points:** • Complete Focused Review • Upload Individual Profile Sheet • For each sub topic with a score <65%, complete a handwritten Or typed active learning template Both must be submitted to canvas drop box on specified date to receive full credit	**Remediation = 2 points:** • Complete Focused Review • Upload Individual Profile Sheet • For each sub topic with a score <65%, complete a handwritten Or typed active learning template Both must be submitted to canvas drop box on specified date to receive full credit	**Remediation = 2 points:** • Complete Focused Review • Upload Individual Profile Sheet • For each sub topic with a score <65%, complete a handwritten Or typed active learning template Both must be submitted to canvas on specified date to receive full credit
10/10 points	**9/10 points**	**8/10 points**	**7/10 points**

No retake	No retake	Retake required Retakes scored above the original score will earn +1 point.	Retake required Retakes scored above the original score will earn +1 point.

- **Students absent on a proctored exam day may take a makeup exam only with an acceptable excuse submitted upon returning to school. Without an acceptable excuse, a grade of zero will be assigned.**
- **Students who do not complete Practice Assessment A will receive zero points for the ATI grade and are not eligible to take Proctored Practice Assessment B.**
- **Retakes scored above the original score will earn +1 point. If the retake score is not higher than the original score, your grade will not be reduced. The retake is intended only as an opportunity to improve your ATI grade.**

Comprehensive Predictor | Grading Rubric

PRACTICE ASSESSMENT & REMEDIATION	
4 points	
Complete Practice assessment A *Must be completed & Individual Profile* *Must be uploaded to canvas drop box on specified date to be eligible to take Proctored Practice Assessment B and the Proctored Comprehensive Predictor Assessment*	*Proctored Practice assessment B* *Remediation Completed & Individual Profile Sheet must be uploaded to canvas drop box on specified date to be eligible to take Proctored Assessment.*

Comprehensive Predictor Assessment			
95 percent or above Passing predictability = 4 points	90 percent or above Passing predictability = 3 points	85 percent or above Passing predictability = 2 points	84 percent or below Passing predictability = 1 point
Remediation = 2 points • Complete Focused Review • For each sub topic with a score <65%, complete a handwritten Or typed active learning template	Remediation = 2 points • Complete Focused Review • For each sub topic with a score <65%, complete a handwritten Or typed active learning template	Remediation = 2 points • Complete Focused Review • For each sub topic with a score <65%, complete a handwritten Or typed active learning template	Remediation = 2 points • Complete Focused Review • For each sub topic with a score <65%, complete a handwritten Or typed active learning template
10/10 points	9/10 points	8/10 points	7/10 points
Comprehensive Predictor Assessment Retake*			
No Retake	No Retake	Retake Required Retakes scored above the original score will earn +1 point.	Retake Required Retakes scored above the original score will earn +1 point.

Student Acknowledgement

Initial all and sign below:

_____I have received a copy of and have read and understand East Mississippi Community College's ATI Assessment and Review Policy.

_____I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI, as designated by East Mississippi Community College.

_____ _____

Student printed name Date

_____

Student signature

Castle Branch Management Compliance Tracking System

Castle Branch platform acts as your hub for managing important milestones and requirements throughout your education and clinical experience. It allows you to collaborate with your school and clinical affiliation in one central location.

To participate in laboratory/clinical setting, all students are required to have current immunizations as specified by the clinical affiliation guidelines. Students who fail to meet these requirements **will not** be permitted to attend or participate in any hands-on activities in the lab setting or clinical experience.

Students must submit proof of their immunization status to Castle Branch by the designated date provided in orientation. Documentation may include vaccination records, laboratory test results (titers), or other acceptable forms of verification. Students must ensure that their immunizations remain up to date and students will be required to submit updated documentation when necessary.

SKILLS VALIDATION

Clinical skills are essential to the practice of nursing. Students will be required to demonstrate mastery of clinical skills before being allowed to perform those skills in the clinical setting. Each skill has an associated validation/Check off sheet. Students will be provided requirements for successful completion of each required skill. A student will receive theory content, written instructions, ATI video demonstrating skill and practice time for each skill. A student has three attempts to successfully complete a skill.

Failure to validate mastery of any skill within three attempts will result in failure of that class. Failure of a nursing class renders a student unable to progress in the nursing program.

Skill modules must be complete by due date to be successful in validation. If skill module is not completed, first validation attempt is forfeited. Overall score decreases by 10 points on each attempt.

SIX OVERALL U's OR THREE UNSUCCESSFUL ATTEMPTS OF ANY ONE SKILL WILL RESULT IN A FAILING GRADE AND WILL RESULT IN TERMINATION FROM THE ADN PROGRAM.

CLASSROOM DRESS CODE GUIDELINES

1. Students must bathe daily, use deodorant, and practice good oral hygiene.

2. Students are required to wear any color clean and wrinkle free scrubs with appropriate tennis shoes or nursing shoes on all days except lab/clinical days and Fridays. On Fridays, students may wear any EMCC or nursing t-shirt with appropriate jeans (no rips or tears and comfortable fit) unless it's a lab day.

3. Students must keep hair (including beards) well- groomed and of a natural coloring. Decorative hair ornaments including hair jewelry, scarfs, bonnets, durags, hats, hooded coats, hooded jackets, hair wraps, wig bands or straps, scrub caps, or hooded pullovers are not allowed during class settings.

4. Neutral underclothes must be worn at all times. No thongs or G-strings.

LAB AND CLINICAL UNIFORM DRESS CODE GUIDELINES

1. The regulation (gray) uniform must be worn in the clinical setting.
2. Uniforms (gray) and lab coats are to be worn only to clinical experience areas.
3. Uniforms must be clean and pressed at all times, including the lab coat.
4. Uniform (dress) should not be shorter than the middle of the knee.
5. Name pins must be worn in the upper left-hand corner of the uniform and lab coat at all times. Patches should be centered one inch below the shoulder of left arm of the lab coat.
6. The student must wear the lab coat and name pin to and from the clinical facility. The lab coat must be worn when leaving the unit. The lab coat must be removed when performing direct patient care. The name pin must be present at all times. A plain white long sleeve, round collar undershirt may be worn under clinical or lab uniform. Undershirt must be free of spots, designs, logos, trim.
7. For all clinical experiences, students are required to wear the official gray scrub suit with the school patch and lab coat, unless instructed otherwise. The gray scrub suits are required for all lab time. The white lab coat is required with gray scrubs on lab day and is to be worn to and from class.
8. Students must bathe daily, use deodorant, and practice good oral hygiene.
9. Students must keep hair (including beards) well-groomed and of a natural coloring. Long hair must be off collar, pulled back in a ponytail, or other instructor approved upswept style in lab and clinical settings. Decorative hair ornaments including hair jewelry, scarfs, bonnets, durags, hats, coats, jackets, hair wraps, wig bands or straps, and pullovers, are not allowed during lab or clinical settings.
10. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones and a watch with a second hand. No earrings are allowed. No other visible jewelry will be allowed; this includes but is not limited to necklaces, bracelets, rings, nose rings, tongue rings, lip rings, eyebrow piercings, or chokers.
11. No smart watches, iPad's, cell phones, air pods/ear pods are allowed in the clinical or lab settings unless prior approval from faculty is obtained for educational purposes.
12. Nails must be clean, short, and without nail polish. Artificial, gel, powder dipped, and/or acrylic nails must not be worn in the clinical or lab settings.
13. Artificial/enhanced eyelashes are not allowed in lab or clinical setting.

14. Perfumes and colognes are not to be worn to clinical.
15. If make -up is worn, it must be worn in moderation.
16. Visual tattoos must be covered while in the lab/clinical setting.
17. Neutral or white underclothes must be worn at all times. No thongs or G-strings.
18. Hosiery must be white, clean and without runs. Students wearing pants should wear plain (without design) knee or calf length white socks. No show, ankle, and crew socks are NOT allowed.
19. Uniform shoes must be white leather with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.

PINNING CEREMONY DRESS CODE GUIDELINES

1. In order to participate in the Pinning Ceremony, the regulation (white) uniform must be worn.
2. Uniform shoes must be white leather with rubber soles. The ties must be clean and the shoes polished at all times. Solid white leather tennis shoes may be worn. Canvas shoes or shoes with open toes or heels are not allowed.
3. Jewelry must be conservative. Acceptable jewelry includes: a solid wedding band without stones, a watch with a second hand, and one pair of small stud earrings for pierced ears, no hoops allowed. Only a single ear piercing is allowed. No other visible jewelry will be allowed; this includes but is not limited to necklaces, bracelets, rings, nose rings, tongue rings, lip rings, eyebrow piercings, or chokers.
4. Artificial, gel, powder dipped, and/or acrylic nails can be worn but must be at a professional length and color as specified by instructor.
5. Students must keep hair (including beards) well- groomed and of a natural coloring. Decorative hair ornaments including hair jewelry, scarfs, bonnets, durags, hats, coats, jackets, hair wraps, wig bands or straps, scrub caps, and pullovers, are not allowed.
6. Visual tattoos must be covered.
7. Artificial/enhanced eyelashes are allowed but of professional length and design as specified by instructor.
8. If make -up is worn, it must be worn in moderation.

CLASSROOM COMPLAINTS/APPEALS PROCESS

The following policy should be followed in all cases of complaints or appeals involving the nursing department.

1. Discuss the problem with the faculty member, staff member or administrator involved. Direct communication between the parties usually resolves most conflicts.

2. If informal efforts to resolve the problem are not productive, the complainant should then contact the Director of Nursing for assistance in resolving the issue.

3. If the complainant wishes to file a formal complaint/appeal, she/he should express the specific nature of the complaint in writing and within 24 hours to the Director of Nursing. If the matter cannot be resolved, the Director will refer it to the proper authority at the College for disposition.

STUDENTS MUST REMAIN IN CLASS WHILE AN APPEAL IS IN PROGRESS.

CONFIDENTIALITY STATEMENT

As part of your educational preparedness, you will encounter certain confidential information. According to the federal Health Insurance Portability and Accountability Act (HIPAA), this includes protected health information (PHI), which is defined as information about an individual which is received from or created on behalf of East Mississippi Community College, its affiliated health care organizations, and other sources. In the course of your nursing education, you will be providing care to an individual or group of individuals, and may have access to that individual's PHI.

It is the legal and ethical responsibility of this college and its clinical affiliated health care organizations to maintain confidentiality and protect the privacy of clients in our care. The privilege of the clinical experience obligates students to comply with and protect PHI and its contents.

PHI must only be discussed with appropriate individuals in the designated areas, and used only for educational purposes. During the course of clinical assignments, I agree that I will not access or view any unnecessary protected health information or records. I will not discuss any PHI in areas where unauthorized persons may hear even if specifics related to patient identifiers are not used. I further agree not to remove, copy, photograph/ scan, or transmit any part of PHI. (Examples of PHI may include medical records, information related to a patient's past, present, or future medical or mental condition or conditions; information related to demographic and/or payment for health care services, and any other unique identifying characteristic, number, or code).

By my signature below, I agree to comply with all parts of this confidentiality statement as a requirement for my continued affiliation with East Mississippi Community College's Associate Degree Nursing program.

_____ _____

Student Printed Name **Date**

_____ _____

Student Signature **Parent Signature (anyone under 21)**

EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
VERIFICATION OF RECEIPT OF STUDENTHANDBOOK

I have read and understand the Associated Degree Nursing Handbook. I have been given the opportunity to ask questions and I understand that compliance with these policies is mandatory. Failure to abide by the Handbook policies will be grounds for dismissal from the program.

In addition, I HEREBY RELEASE East Mississippi Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting from any required nursing experience or travel.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date _____

Adopted January 2013
Revised 2014
Revised 2015
Revised 2016
Revised 2017
Revised 2018
Revised 2019
Revised 2020
Revised 2021
Revised 2022
Revised 2023
Revised 2024
Revised 2025
Revised 2026

EAST MISSISSIPPI COMMUNITY COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM
VERIFICATION OF RECEIPT OF COLLEGE CATALOG AND EMCC STUDENT HANDBOOK

To access the college catalog and EMCC student handbook go to:

https://catalog.eastms.edu/content.php?catoid=3&navoid=219

I have been given instructions on how to access the college catalog and handbook and am aware I am responsible for knowing and following its rules and regulations.

Student Name (print) _____

Student signature _____

Witness _____

Class enrolled in _____

Date _____