



Nursing Programs Student Handbook

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Introduction and Program Overview

Purpose of this Handbook

The EVIT Nursing Programs Student Handbook establishes the academic, clinical, professional, and behavioral standards for students enrolled in the Practical Nursing (PN) and Associate of Applied Science in Nursing (AAS-RN) programs.

This handbook is intended to supplement the EVIT Postsecondary Catalog. Students are responsible for understanding and complying with all policies, procedures, and requirements outlined in both documents. Unless specifically addressed within this handbook, all policies contained in the EVIT Postsecondary Catalog remain in effect.

The nursing profession requires a high degree of accountability, integrity, professionalism, and commitment to patient safety. Nursing students are expected to demonstrate behaviors consistent with professional standards across all classroom, laboratory, simulation, clinical, and community settings.

The Nursing Programs reserve the right to establish requirements that exceed general institutional expectations when necessary to comply with Arizona State Board of Nursing regulations, accreditation standards, clinical agency requirements, and patient safety expectations.

Nursing Program Philosophy

The EVIT Nursing Programs are committed to preparing competent, compassionate, and professional nurses who provide safe, evidence-based, patient-centered care to diverse populations.

Nursing education is a dynamic process that integrates classroom instruction, laboratory practice, simulation experiences, and direct patient care in clinical settings. Through these experiences, students develop clinical judgment, communication skills, technical competence, professionalism, and a commitment to lifelong learning.

The nursing faculty believe that patient-centered care, quality improvement, safety, teamwork, informatics, and evidence-based practice are essential components of professional nursing practice. Students are expected to accept responsibility for their learning, demonstrate accountability for their actions, and practice in accordance with the legal and ethical standards of the nursing profession.

Graduates of the EVIT Nursing Programs are prepared to enter the healthcare workforce as beginning practitioners who contribute positively to healthcare teams and provide safe, effective care within their respective scopes of practice.

Student Responsibilities

Students accepted into the EVIT Nursing Programs assume responsibility for meeting all academic, clinical, and professional requirements necessary for program completion.

Students are responsible for:

- Reviewing and complying with the EVIT Postsecondary Catalog and Nursing Programs Student Handbook.
- Monitoring EVIT email, Canvas, and other approved communication platforms.
- Maintaining all required clinical compliance documentation throughout enrollment.
- Meeting established deadlines for coursework, clinical requirements, and program documentation.
- Maintaining reliable transportation to assigned clinical, laboratory, simulation, and educational activities.
- Demonstrating professional conduct in all educational and clinical settings.
- Complying with all EVIT, clinical agency, regulatory, and accreditation requirements.
- Reporting changes that may affect clinical eligibility, including criminal charges, fingerprint clearance card status, health conditions, or other factors that may impact participation in clinical education.

Failure to meet program requirements may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Program Approval and Accreditation

The Practical Nursing and Associate of Applied Science in Nursing programs are approved by the Arizona State Board of Nursing.

East Valley Institute of Technology is institutionally accredited by the Council on Occupational Education (COE).

Program approval, accreditation, or successful completion of program requirements does not guarantee eligibility for licensure, certification, employment, or clinical placement. Students must meet all requirements established by regulatory agencies, testing organizations, and clinical partners.

Professional Standards and Conduct

Professional Expectations

Nursing students are expected to demonstrate professionalism at all times and represent the EVIT Nursing Programs positively in all educational and clinical settings. Professional conduct is required in the classroom, laboratory, simulation, clinical, online, and community environments.

As future members of the nursing profession, students are expected to demonstrate:

- Accountability for their actions, decisions, and academic performance.
- Honesty, integrity, and ethical behavior.
- Respect for patients, families, classmates, faculty, staff, and healthcare personnel.
- Professional communication and collaboration.
- Preparedness and punctuality for all educational activities.
- Flexibility and adaptability in response to changes in schedules, assignments, clinical placements, and patient care needs.
- Compliance with program requirements, clinical agency policies, and applicable laws and regulations.
- A commitment to patient safety and quality care.

Students are expected to arrive on time and be prepared for all classroom, laboratory, simulation, and clinical experiences, and actively participate in assigned learning activities. Students are responsible for monitoring EVIT email, Canvas, and other approved communication platforms and complying with all deadlines, requirements, and program communications.

Professional behavior includes demonstrating sound judgment, maintaining confidentiality, accepting constructive feedback, and conducting oneself in a manner consistent with nursing profession standards.

Conduct that is unsafe, unprofessional, unethical, disruptive, or inconsistent with nursing standards may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Chain of Communication

Students are encouraged to resolve concerns at the lowest appropriate level whenever possible. Questions and concerns should generally be addressed in the following order:

1. Course Faculty
2. Nursing Program Assistant Director
3. Nursing Program Director
4. College President

Following the established chain of communication promotes timely resolution of concerns and supports a professional learning environment.

Confidentiality and HIPAA

Students are responsible for maintaining the confidentiality and privacy of all patient, student, employee, and institutional information obtained through classroom, laboratory, simulation, and clinical experiences.

Confidential information may not be discussed, photographed, recorded, copied, transmitted, shared, or otherwise disclosed except as authorized for educational or patient care purposes.

Students must comply with all federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as all confidentiality requirements established by EVIT and clinical partner agencies.

Patient information shall not be removed from clinical facilities, copied for personal use, stored on personal devices, or shared through electronic communication, social media platforms, text messages, email, artificial intelligence applications, or other public or private forums.

Violations of confidentiality or privacy requirements may result in disciplinary action, clinical removal, course failure, program dismissal, and/or legal consequences.

Social Media and Electronic Communication

Students are expected to maintain professional behavior in all electronic communications and online activities.

Students shall not post, share, transmit, or discuss confidential, sensitive, or identifiable information related to patients, clinical agencies, classmates, faculty, staff, or EVIT through social media, text messaging, email, websites, blogs, discussion boards, artificial intelligence platforms, or other electronic communication methods.

The use of photographs, screenshots, audio recordings, video recordings, or other electronic media in classroom, laboratory, simulation, or clinical settings is prohibited unless specifically authorized by faculty and the clinical agency.

Students remain accountable for professional conduct in online environments and may be subject to disciplinary action when electronic communications negatively impact patient privacy, program integrity, clinical partnerships, or the learning environment.

Professional Boundaries

Students are expected to maintain appropriate professional boundaries with patients, families, faculty, staff, healthcare personnel, and classmates.

Students shall not engage in relationships or behaviors that may compromise patient care, create conflicts of interest, exploit professional relationships, interfere with professional judgment, or otherwise violate professional nursing standards.

Professional boundaries must be maintained in all educational and clinical settings and through all forms of communication, including social media and electronic communication.

Student Health and Safety

Students must be physically, mentally, and emotionally capable of safely participating in classroom, laboratory, simulation, and clinical activities.

Students who are unable to safely perform assigned responsibilities due to illness, injury, impairment, emotional distress, fatigue, or other factors may be removed from educational or clinical activities pending further evaluation.

Students are responsible for reporting conditions that may affect their ability to safely participate in program activities or provide patient care. The Nursing Program may require medical clearance, supporting documentation, or additional evaluation when a student's ability to safely participate is in question.

The Nursing Program reserves the right to restrict or suspend participation in classroom, laboratory, simulation, or clinical activities until appropriate documentation has been provided and the student is determined to be able to safely participate.

The health, safety, and well-being of patients, students, faculty, staff, and clinical partners are of primary importance in all nursing program activities.

Classroom, Clinical, Laboratory, and Simulation Requirements

Professional Appearance and Dress Code

The Nursing Department at EVIT believes in preparing students for the workforce. Professionally presenting oneself is an employability skill. Students are expected to demonstrate professionalism at all times and represent their EVIT program positively, both on campus and at any external site to which they are assigned. Failure to adhere to the dress code may result in disciplinary action, ranging from dismissal for the day to removal from the program. The EVIT Nursing uniform consists of the dress code outlined in the Course Catalog with the following additions:

- Didactic & Didactic Test Blocks
 - Students should be in full uniform every day. Full uniform is defined as EVIT scrubs/uniform, medically appropriate shoes, a working watch with a second hand, a blue or black pen, an EVIT-issued ID, and a professional appearance.
 - During class time, the EVIT uniform must remain fully visible. If additional warmth is needed, students may wear a solid-color (white, black, or grey), long-sleeve shirt underneath the uniform, or a solid-color (white, black, or grey) zippered sweatshirt or scrub jacket over their uniform. No hoodies, logos, adornments, or embellishments are permitted.
 - Closed-toe, completely enclosed, medically appropriate, flat, nonslip shoes, such as tennis shoes or medical clogs with an enclosed back, are the only approved EVIT nursing footwear. Croc-type shoes, Ugg-type shoes or boots, etc. are not permitted.
 - Scrubs should be clean, wrinkle-free, and well-kept.
 - Practical Nursing scrub color is grey
 - Associate of Applied Science Nursing scrub color is olive
 - Wired headphones are required for all didactic classes and exams. Bluetooth, AirPods, or wireless headphones are prohibited and may result in the student being dismissed from class or an exam.
 - Smartwatches are not permitted in the classroom, lab, or clinical setting.
 - Students are expected to maintain good personal hygiene. Offensive body odors, including odors associated with tobacco products, are not permitted.

- Hair shall be worn neatly and professionally. Hair color must be of a naturally occurring shade. Facial hair should be kept neat and trimmed.
- Clinical, Skills, and Simulation Labs (in addition to the above)
 - Closed-toe, completely enclosed, medically appropriate, flat, nonslip shoes, such as tennis shoes or medical clogs with an enclosed back, are the only approved EVIT Nursing Program footwear and must be black or white.
 - Students should have a stethoscope, a black pen, a black Sharpie®, a pen light, and a watch/clock with a second hand. Smartwatches are not permitted in the classroom, lab, or clinical setting.
 - Hair and bangs that are longer than shoulder length must be pulled back and off the shoulders. Hair securement devices should be neutral in color. No other types of hair adornments or head coverings are permitted.
 - Makeup should be neutral, minimal, and professional.
 - Nails should be kept clean and trimmed, extending no more than ¼ inch beyond the tip of the finger. No artificial nails or overlays, including gel, dip, polygel, acrylic, tips, wraps, or any other type of nail adornment, are permitted. Only clear nail polish is acceptable.
 - Acceptable jewelry that may be worn with the uniform includes wedding rings and engagement rings without protruding stones.
 - One pair of earrings, not hanging below the lobe, may be worn; one pair of small plain posts may be worn along the external perimeter of the ear; a small hoop daith piercing may be worn in the cartilage of the inner portion of the ear, but may not protrude outside of the ear. A small nose ring stud, not larger than 3mm, may be worn in one nostril. Other facial piercings may have a clear or flesh-toned piercing retainer, or must not be visible.
 - No artificial eyelashes are permitted.

Cell Phone Policy

See EVIT Post Secondary Course Catalog regarding the cell phone policy. Students may be dismissed from the class or program for persistent cell phone usage.

Clinical Compliance Requirements

Participation in clinical activities is contingent upon maintaining all required clinical compliance documentation. Students are responsible for obtaining, submitting, and maintaining all required documentation throughout enrollment in the Nursing Program. Failure to maintain required clinical compliance may result in exclusion from clinical and may affect progression in the program.

Fingerprint Clearance Card

Students must maintain a valid Arizona Level One Fingerprint Clearance Card throughout enrollment in the Nursing Program.

CPR Certification

Students must maintain a current American Heart Association Basic Life Support (BLS) Provider CPR certification throughout enrollment in the Nursing Program.

Immunization Requirements

All students entering the Nursing Program must meet all immunization requirements to participate in clinical education experiences.

Students must upload documentation of the following:

- Measles, Mumps, Rubella
 - Proof of 2 vaccines or Titers showing immunity to all 3 diseases
- Tetanus
 - Proof of TDAP or Td vaccine within 10 years
- Varicella
 - Proof of 2 vaccines or a titer showing immunity
- TB test
 - 2-step PPD skin test or Quantiferon/T Spot Blood test or Chest X-ray performed specifically for TB clearance to be completed annually
- Hepatitis B
 - Proof of 3 vaccine series or a titer showing immunity
- Influenza vaccination
 - Proof of annual vaccination is due by October 1st of each year the student is enrolled.
- COVID vaccination/COVID booster
 - At least 2 doses of any brand, OR 1 dose of the Bivalent vaccine, OR a COVID declination form

Students unable or unwilling to provide documentation of compliance with the immunization requirements will be withdrawn from all nursing courses. Exemptions for any reason are not accepted.

Clinical requirements may vary by partner site. Students will be notified of additional requirements as they occur.

Medical Clearance Requirements

Students must submit a medical clearance form upon admission to the program and following any illness, injury, or medical condition that may affect their ability to safely participate in classroom, laboratory, simulation, or clinical activities.

My Clinical Exchange (MCE)

My Clinical Exchange (MCE) is the compliance management system utilized by the Nursing Program and many clinical partner agencies. Each student is responsible for achieving and maintaining compliance with all Nursing Program and clinical agency requirements. Students must maintain an active MCE account throughout each clinical course and ensure all required compliance documentation is submitted and approved within MCE. Required documentation includes, but is not limited to, immunizations, CPR certification, background screening documentation, drug screening, and any other requirements established by the Nursing Program or clinical agency.

All compliance requirements, including the MCE account subscription, must be submitted by established deadlines and remain current throughout each clinical course. Compliance requirements may not expire during the course. Students who are non-compliant will not be eligible to participate in clinical experiences. Inability to participate in clinical due to non-compliance may affect course progression and may result in failure of the clinical and/or course component.

Clinical Placements and Schedule Changes

Clinical placements, laboratory experiences, simulation activities, and related schedules are coordinated through the Nursing Program in collaboration with clinical partner agencies.

Clinical and simulation experiences are supervised by qualified nursing faculty. The student-to-instructor ratio for clinical and simulation activities will not exceed ten (10) students to one (1) instructor, in accordance with Arizona State Board of Nursing requirements.

Clinical schedules are generally distributed approximately one month prior to the start of each semester; however, schedule release dates may vary based on clinical agency availability, program needs, and scheduling requirements.

Clinical, laboratory, and simulation schedules are subject to change based on program needs, instructor availability, clinical agency requirements, patient care needs, facility availability, regulatory requirements, or other operational considerations.

Students will be notified of schedule changes as soon as possible. It is the student's responsibility to monitor EVIT email, Canvas, and other approved communication platforms for schedule updates and program communications.

Clinical assignments and schedules are determined by the Nursing Program. Requests for specific clinical placements, shifts, instructors, or locations cannot be guaranteed.

Students are responsible for arranging reliable transportation to all assigned educational and clinical activities.

Flexibility and adherence to revised schedules are essential components of professional nursing practice and are expected of all nursing students.

Attendance and Participation Requirements

Attendance Expectations

The Nursing Program expects students to attend 100% of scheduled didactic, laboratory, simulation, and clinical experiences. Attendance requirements outlined in the EVIT Postsecondary Catalog remain in effect.

Absence Notification

If a student misses educational time due to illness or an extreme personal emergency, the student should notify the instructor or program administration fifteen (15) minutes before the scheduled activity begins.

No Call/No Show

Failure to communicate prior to the start of a scheduled class, lab, or clinical experience will be considered a no-call/no-show and may result in disciplinary action, administrative withdrawal, or program dismissal.

Tardiness

Students are expected to arrive on time for all scheduled educational activities. Classroom doors may be secured once instruction begins. Students who arrive after class begins may be required to wait until the next scheduled break before entering the classroom.

Students are responsible for obtaining any information, assignments, or materials missed as a result of tardiness.

Clinical Attendance Requirements

Attendance at all assigned clinical experiences is mandatory. Failure to complete required clinical hours may result in failure of the laboratory/clinical portion of the course and may prevent progression within the program.

There will be no admittance to the clinical day for students who arrive late. Students are expected to arrive on time and be prepared for all scheduled educational activities.

Early Departure from Clinical

Early departure from clinical experiences is prohibited unless approved by the clinical instructor.

Students who leave a clinical experience without instructor approval may be placed on clinical attendance probation and may be subject to disciplinary action, including administrative withdrawal from the program.

Students are expected to arrive prepared for the duration of the clinical experience. Leaving the clinical site to obtain food or beverages or arranging food delivery during clinical hours is prohibited.

Clinical Makeup Opportunities

Clinical make-up opportunities are not guaranteed. Make-up experiences may be offered at the discretion of the Nursing Program, based on clinical site and faculty availability and program requirements.

Skills Laboratory Requirements

The skills laboratory provides students with the opportunity to develop and demonstrate competency in nursing skills in a controlled learning environment. Students are expected to participate safely and professionally, in accordance with instructor guidance.

Skills Validation and Check-Offs

Students must pass each skill. This is a pass or fail grade. Students must achieve a 75% cumulative average in skills to be considered passing in lab courses.

Skills Remediation

If a student demonstrates unsatisfactory or unsafe skill performance, the student will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the skills laboratory with an instructor
- Evaluation of skill performance by another qualified nursing faculty member

- Skills probation
- A failing grade if remediation attempts fail

Skills remediation is required before any subsequent skill check-off attempts. Students will be allowed up to 3 attempts per skill before a failing grade is recorded, and they will need to repeat the course.

Failure to Demonstrate Skill Competency

Students who fail to successfully complete a required skill check-off within three (3) attempts will receive a failing grade for the laboratory course.

Students are expected to successfully complete required skills assignments, including skill check-offs, prior to attending clinical experiences. Students may not perform skills for which competency has not been validated. Non-critical skills may be evaluated and signed off by a clinical instructor during clinical experiences. Critical skills must be successfully completed and validated prior to performance in the clinical setting.

Ineligibility to participate in clinical experiences will result in a failing grade for the laboratory portion of the course. Because didactic and laboratory courses are concurrent enrollment courses, students who fail the laboratory portion of a course will be required to repeat both the laboratory and didactic components.

Simulation Requirements

Simulation is an essential component of nursing education, providing students with the opportunity to develop clinical judgment, critical thinking, communication, and technical skills in a safe, controlled learning environment. Simulation experiences may utilize low-fidelity equipment, such as task trainers and basic mannequins, as well as high-fidelity simulation technology, including advanced mannequins and virtual simulation platforms.

Students are expected to actively participate in simulation activities, demonstrate professional behavior, and use all equipment and resources safely, respectfully, and appropriately. Simulation experiences are designed to support classroom, laboratory, and clinical learning and are considered a required component of the Nursing Program.

Safe Clinical Practice

Patient safety is the primary responsibility of every nursing student. Students are expected to provide care within the scope of their education, demonstrated competencies, and instructor supervision. The Nursing Program reserves the right to restrict or remove a student from clinical activities when patient safety, student safety, or professional standards are at risk.

To successfully complete a clinical assignment, students must demonstrate safe and competent performance during clinical experiences.

Students are expected to arrive on time and be prepared for clinical assignments, and demonstrate appropriate knowledge, skill, judgment, and professionalism when providing patient care.

Scope of Student Practice

Students may perform only those skills and procedures that have been taught, successfully validated through skills check-off, and approved by the clinical instructor.

The clinical instructor must verify student competency before a skill is performed in the clinical setting.

Students may not perform any procedure independently or beyond the scope of their education, training, or assigned clinical responsibilities.

Unsafe Clinical Practice

Examples of unsafe clinical practice include, but are not limited to:

- Performing skills that have not been successfully validated through a skills check-off.
- Failure to follow the instructor's direction or facility policies.
- Breach of patient confidentiality.
- Medication errors.
- Failure to recognize or report significant changes in a patient's condition.
- Inadequate preparation for patient care responsibilities.
- Conduct that places patients, students, faculty, or staff at risk.
- Unprofessional behavior that interferes with safe patient care.

Remediation and Clinical Probation

Students who demonstrate unsatisfactory or unsafe clinical performance may be required to complete remediation before returning to clinical activities.

Remediation may include:

- Additional skills practice in the nursing skills laboratory.
- Evaluation by another clinical instructor.

- Additional assignments or learning activities.
- Clinical probation.
- Other corrective actions deemed appropriate by the Nursing Program.

Failure to successfully complete required remediation may result in course failure, inability to progress in the program, or program dismissal.

Clinical Removal

Students who arrive at the clinical site in violation of the code of conduct or dress code, or who engage in unsafe or unprofessional behavior, may be removed from the clinical site. This dismissal will count as an unexcused absence and cannot be made up, which could result in a failing grade for the lab portion of the class.

Restrictions on Skills Practice

Best nursing practice in prelicensure programs emphasizes competency-based progression. It mandates a scaffolded approach: mastering cognitive theory, conducting deliberate practice in a high-fidelity simulation or lab, and obtaining faculty verification before ever performing an invasive procedure on a live patient.

No student may perform, or permit to be performed, any invasive procedure outside of an approved classroom, laboratory, simulation, or clinical setting. This includes, but is not limited to, needle and IV sticks, and the placement of any type of catheter internally.

Students may not practice invasive skills on classmates, family members, friends, or any other individual outside of approved educational activities.

Students are encouraged to practice non-invasive skills, such as vital signs and physical assessment techniques, on willing volunteers.

Reportable Incidents and Near Misses

Students are expected to provide safe patient care and promptly report any incident, injury, error, or near miss that occurs in the classroom, laboratory, simulation, or clinical setting.

Reportable Incidents

Examples of reportable incidents include, but are not limited to:

- Patient injury resulting from a fall or movement during care.
- Medication administration errors.
- Injury to a student occurring in the classroom, laboratory, simulation, or clinical setting.

- Any event that results in actual harm to a patient, student, faculty member, staff member, or visitor.

Near Misses

Examples of near misses include, but are not limited to:

- Failure to follow the rights of medication administration.
- Medication calculation errors identified before administration.
- Failure to notify the nurse or instructor of a change in a patient's condition.
- Other events that could have resulted in harm but were identified before harm occurred.

Reporting Requirements

Students must immediately report all incidents, injuries, errors, and near misses to the clinical, laboratory, or classroom instructor.

An EVIT incident report will be completed and maintained in accordance with program procedures. When required, additional documentation will be completed in accordance with the clinical agency's policies.

Safety concerns will be evaluated by program faculty and administration. Students may be required to complete remediation, additional training, or other corrective actions before returning to classroom, laboratory, simulation, or clinical activities.

Drug Testing

Drug testing requirements are outlined in the EVIT Postsecondary Catalog and apply to all nursing students.

Students are required to complete a drug screening during the Fundamentals of Nursing course prior to participating in clinical education experiences. Drug screening results remain valid for one (1) year from the date of testing. Students whose drug screening expires before program completion will be required to complete an updated screening. The Nursing Program will provide the necessary screening authorization form. Students must complete the drug screening within seventy-two (72) hours of receiving the authorization form.

Reasonable Suspicion Testing

When a faculty member or clinical instructor observes behaviors that may indicate impairment, including but not limited to slurred speech, unsteady gait, confusion, impaired judgment, or the odor of alcohol, the student may be removed from the classroom, laboratory, simulation, or clinical setting and required to undergo reasonable suspicion drug testing.

When reasonable suspicion testing is required:

- The student will be removed from the educational or clinical setting.
- Appropriate supervising personnel will be notified.
- The supervisor or other qualified medical personnel will be requested to corroborate the student's behavior for validation and incident reporting.
- The student will not be permitted to drive.
- The student's emergency contact may be contacted to arrange transportation.
- Contact information for the designated drug testing facilities will be provided to all students. If requested to leave a campus or clinical site for cause testing, students have 2 hours to appear at the drug testing facility at their own expense. The student will use their EVIT picture ID to identify themselves at the drug testing facility.
- The Program Director will be informed of the student's actions and procedures taken by the faculty.

After Reasonable Suspicion drug testing, the student must meet with the Program Director before being given clearance to return to class or clinical.

- If the drug test results are positive, the student will be administratively withdrawn from the program. Recommendations for counseling intervention will be offered.
- If the results of the test are negative for drugs, alcohol, or other illegal substances or for non-prescribed legal substances, the student will meet and discuss the circumstances surrounding the impaired behavior.
- Based on the information provided in this meeting and any further medical evaluations, the Program Director and/or the clinical instructor will decide whether to return the student to the campus and/or clinical setting.

Refusal to Test

Refusal to submit to a required reasonable suspicion drug screen will be treated as a positive result and may result in dismissal from the Nursing Program.

Academic Requirements and Progression

Academic Standards

Students must meet all grading and academic requirements outlined in the EVIT Postsecondary Catalog.

In addition to institutional grading requirements, nursing students must satisfy all program-specific academic, laboratory, and clinical requirements to progress through the Nursing Program.

Academic Progression Requirements

To be considered passing and eligible to progress in the Nursing Program, students must meet the following minimum academic requirements:

Nursing Courses

- Students must achieve a minimum 75% assessment average in each nursing course.
- Students must achieve a minimum 75% cumulative course average in each nursing course.
- Students enrolled in laboratory courses must achieve a minimum cumulative laboratory grade of 75% and successfully complete all required skills competencies.

General Education Courses

- Students must earn a grade of B or higher in all General Education Science and Math courses.
- Students must maintain a minimum 70% average in all remaining General Education courses.

Students must successfully complete all required courses within a semester before progressing to the next semester. Failure to achieve the required passing standard in any course requires the student to successfully repeat the course before beginning courses in the subsequent semester, pending space availability.

Course Grading

Course grades are calculated using the grading categories and weight distributions identified in the course syllabus.

Students must successfully meet all course, laboratory, clinical, and program progression requirements to advance through the Nursing Program.

Didactic Course Grading Scale

Course grades are calculated using the grading categories and weight distributions identified in the course syllabus.

Category	Percentage of Overall Grade
Classwork	15%
ATI Assignments	20%
Exams	65%
TOTAL	100%

Lab Course Grade Scale

Core nursing laboratory courses are graded on a pass/fail basis. Students must achieve a minimum cumulative laboratory grade of 75% and successfully complete all required skills competencies to receive a passing grade in the laboratory course.

Category	Percentage of Overall Grade
Skill Check	60%
Lab Assignments	40%
TOTAL	100%

The clinical component of each laboratory course is graded on a pass/fail basis. Students must successfully meet all clinical objectives and complete all required clinical requirements to receive a passing clinical evaluation.

Failure of either the laboratory or clinical component will result in failure of the course and may affect progression within the Nursing Program.

Assignments and Late Work

Assignments are due on the assigned due date regardless of the reason for an absence.

Students may submit assignments up to three (3) days after the due date; however, grade deductions will apply regardless of whether the absence is excused or unexcused.

Late assignments will be assessed as follows:

- Day 1: 10% deduction from the earned score
- Day 2: 20% deduction from the earned score
- Day 3: 30% deduction from the earned score

- Day 4: The assignment will receive a grade of zero (0)

Discussion board assignments must be completed within the assigned timeframe and are not eligible for late submission.

Course Completion Requirements

To successfully complete a nursing course, students must:

- Achieve a minimum assessment average of 75%.
- Achieve a minimum cumulative course average of 75%.
- Achieve a minimum cumulative skills average of 75% in laboratory courses.
- Successfully meet all clinical, laboratory, and course requirements.

Failure to meet any of the above requirements will result in course failure.

Program Progression Standards

Students must successfully complete all required courses within a semester before progressing to the next semester of the Nursing Program. A student who fails a course, withdraws from a course, or otherwise does not meet course completion requirements is not eligible to enroll in courses in the subsequent semester until the course has been successfully repeated, pending space availability.

Didactic and laboratory courses are considered concurrent enrollment courses and must be successfully completed together. Failure of either the didactic or laboratory component constitutes failure of the course sequence. Students who fail either component must repeat both the didactic and laboratory courses, including any associated clinical requirements, before progressing in the program.

Progression within the Nursing Program is contingent upon successful completion of all academic, laboratory, and clinical requirements for the semester.

Testing and Examination Requirements

Testing Administration

- Students will need to download Exemplify to their personal computer.
- Refer to the Post Secondary Course Catalog for minimum computer requirements.
- Exams will be held during scheduled exam blocks or during class time.
- The door to the testing room will be closed promptly at the scheduled exam time.

Student Device and Network Expectations

All ExamSoft examinations must be completed on a device connected to the EVIT network unless the instructor or Nursing Program administration approves it in advance. Completing an examination from an unknown IP address or a network not associated with EVIT is considered a violation of academic integrity.

Before beginning an examination, students must confirm that their device is connected to the appropriate EVIT network and not to a personal mobile hotspot, virtual private network (VPN), or other unintended network.

Students are responsible for ensuring that their personal devices meet EVIT and ExamSoft technology requirements and are properly prepared for secure testing.

ExamSoft Security Flags and Device Issues

ExamSoft uses multiple security measures and monitoring tools. If an examination is interrupted, prevented from launching, or flagged because of software or security concerns associated with a student's device, the student may be required to resolve those concerns before being permitted to resume or retake the examination.

Students are responsible for maintaining their personal devices and resolving software conflicts. Students may contact EVIT Information Technology for assistance; however, support may be limited depending on the student's device, software, or configuration.

Standard Nursing ExamSoft Settings

To maintain consistency and examination security across Nursing courses, all quizzes and examinations administered through ExamSoft will use the following standard settings unless an approved accommodation or assessment-specific exception applies:

- Student scores are not displayed upon exit.
- Backward navigation is disabled.
- A response is required for each question.
- Calculator, Text Highlighter, and Notes with Feedback are available.
- All assessments are designated as Secure.
- Question sequence is randomized.
- Answer choices are randomized.
- A standard time limit of 1.5 minutes per question is applied.

Testing Expectations

- Students must place all personal belongings at the front of the room, including, but not limited to, backpacks, purses, phones, smartwatches, smart glasses, water bottles, and hats.
- Once the exam has begun, students may not approach the proctor to ask questions.
- Students should remain seated and raise a hand to indicate to the proctor that they need assistance.
- If a student leaves the room for any reason once the exam has begun, the exam is ended for that student, and the proctor will close the exam.
- Students must be prepared for the exam with their laptops charged and ready to complete the test.

Testing Accommodations

Testing accommodations will be provided only for students with approved accommodation documentation on file with EVIT. All required documentation must be submitted, reviewed, and approved prior to the administration of an examination. Accommodations cannot be applied retroactively and will not be provided until the approval process is complete.

Missed Examinations

Students who fail to communicate with the instructor or program administrator regarding missing an exam will receive a score of zero (0). Makeup exams will be available only to students who notify the instructor or program administrator at least fifteen (15) minutes before the start of the initial scheduled exam.

Make-Up Examinations

If a student is ill or absent on the day of a scheduled exam, the student must schedule a makeup exam and complete it within five (5) business days of the missed exam.

Dosage Calculation Competency

Safe medication administration is an essential component of nursing practice. Students are required to demonstrate competency in dosage calculations throughout the Nursing Program.

Dosage Calculation Requirements

Students will demonstrate ongoing math competency throughout the program to ensure patient safety and quality of care related to medication administration.

A dosage calculation test will be administered during the lab portion of the Fundamentals of Nursing and Medical Surgical Nursing III courses.

A passing score of 100% on the dosage calculation exams is required to progress in the program.

Remediation

For those who do not receive 100%, a retake exam, different from the original, will be required.

Faculty-assigned remediation is required before any retake attempt. It is the student's responsibility to complete the remediation.

Failure to Demonstrate Competency

Failure to achieve 100% by the third dosage calculation attempt will result in a failing grade for the lab course.

Program Evaluations

Students will have the opportunity to complete anonymous evaluations of courses, instructors, clinical sites, program resources, and the overall Nursing Program throughout their enrollment.

Evaluations are generally administered at the conclusion of each course, at the conclusion of a clinical assignment, and upon completion of the Nursing Program. Student feedback is used in the Nursing Program's ongoing evaluation and continuous quality improvement processes.

The Nursing Program values student input and encourages participation in evaluation activities to support program effectiveness, student success, and continuous improvement.

Practical Nursing Program-Specific Information

Program Description

The Practical Nursing Program is a clock-hour program designed to prepare students for entry-level practice as Licensed Practical Nurses (LPNs). The curriculum integrates classroom instruction, laboratory practice, simulation experiences, and supervised clinical learning to develop the knowledge, skills, and professional behaviors necessary for safe nursing practice.

Successful completion of the program qualifies graduates to apply for licensure examination through the Arizona State Board of Nursing.

Transferability of Credit

The Practical Nursing Program is a clock-hour program. Upon program completion, students will receive an official transcript documenting coursework completed through EVIT.

Transferability of coursework is determined solely by the receiving institution. EVIT does not guarantee the transferability of any coursework or credit.

Program Completion Requirements

To be recognized as a program completer and receive a Nursing Completion Certificate, students must:

- Complete a minimum of 1,080 clock hours.
- Successfully complete all required nursing coursework, laboratory experiences, simulation activities, and clinical requirements.
- Achieve all minimum academic standards outlined in this handbook.
- Complete Virtual ATI, including the NCLEX® Live Review.
- Satisfy all financial obligations to EVIT.

The Program Director will review student records and verify completion requirements prior to awarding program completion status and approving the student's graduation affidavit for submission to the Arizona State Board of Nursing.

NCLEX-PN® and Licensure

Successful completion of the Practical Nursing Program does not guarantee eligibility for licensure, successful completion of the NCLEX-PN® examination, or employment as a Licensed Practical Nurse.

Graduates may apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and apply for licensure through the Arizona State Board of Nursing.

Licensure requirements are established by the Arizona State Board of Nursing and are subject to change. Students are responsible for reviewing current licensure requirements and determining their eligibility for licensure.

Students who are arrested, charged with a criminal offense, or become aware of circumstances that may affect licensure eligibility must promptly notify the Nursing Program Director. Students are also responsible for complying with all reporting requirements established by the Arizona State Board of Nursing.

Practical Nursing Program Outcomes

Upon completion of the nursing program, graduates will be able to:

- Demonstrate professional behaviors that align with the Practical Nursing scope of practice and legal and ethical standards.
- Engage in interdisciplinary collaboration to address comprehensive patient needs.
- Utilize effective clinical judgment as a member of an interdisciplinary healthcare team.
- Demonstrate safe, compassionate client care for clients across the lifespan within the Practical Nursing scope of practice.
- Effectively prioritize client care needs and delegation of tasks to unlicensed assistive personnel (UAP).

NCLEX-PN® Application Process

During the final course of the Practical Nursing Program, faculty will assist students with obtaining and completing the application for the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and the application for licensure through the Arizona State Board of Nursing.

Students are responsible for submitting all required applications, fees, fingerprinting requirements, and supporting documentation. Questions regarding licensure eligibility, application requirements, or licensure decisions should be directed to the Arizona State Board of Nursing.

The NCLEX-PN® examination is administered through Pearson VUE.

Practical Nursing Licensure: Arizona

Nursing students should complete the application to the Arizona State Board of Nursing (ASBN) in accordance with the guidelines and instructions available online. The ASBN sets these requirements and provides them to students. Licensure processes in other states may vary. Please contact individual states' Boards of Nursing for information on their licensure processes.

Certification requirements and procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act Statutes, rules, and regulations, independently of any college or school requirements for graduation.

All Practical Nurse applicants for certification must have a legal presence in the United States, as defined in A.R.S. 32-1606 (B)(17), and will not be issued a Practical Nurse certificate if they have one or more felony convictions and have not yet received an absolute discharge from the

sentences for all felony convictions five or more years before the date of applying for certification. Applicants will be fingerprinted to permit the Department of Public Safety to obtain State and Federal criminal history information. All applications with a positive history will be investigated and may be ineligible for certification. All nursing students should refer to the Arizona Nurse Practice Act for information regarding reasons for denial of licensure to practice as a Practical Nurse in Arizona and reasons for disciplinary action by the Arizona State Board of Nursing.

If you have questions regarding certification eligibility, you may contact the nursing education consultant at the Arizona State Board of Nursing at (602) 771-7800 or through the website at <http://www.azbn.gov>.

The AZBN requires that any nurse or nursing assistant with a license in Arizona report any arrests, charges, or potential violations of the Arizona Nurse Practice Act to the AZBN within ten days of the incident. Students are also required to inform the nursing program director. Students who report an incident to the instructor or director will be advised of the potential impact on their training and financial aid. All such discussions will be held in confidence.

Associate of Applied Science Nursing Program-Specific Information

Program Description

The Associate of Applied Science in Nursing (AAS-Nursing) Program is designed to prepare students for entry-level practice as Registered Nurses (RNs). The curriculum integrates classroom instruction, laboratory practice, simulation experiences, and supervised clinical learning to develop the knowledge, skills, clinical judgment, and professional behaviors necessary for safe nursing practice.

Successful completion of the program qualifies graduates to apply for licensure through the Arizona State Board of Nursing and to confer the Associate of Applied Science in Nursing degree.

General Education Program Outcomes

Upon completion of the general education component of the Associate of Applied Science in Nursing Program, students will be able to:

- Demonstrate ethical, civic, environmental, and social responsibility.
- Demonstrate the ability to apply critical thinking and analysis.
- Demonstrate innovative thinking, adaptability, and creative problem-solving skills.

- Demonstrate understanding and respect for cultural and global diversity.
- Demonstrate information competency.

Associate of Applied Science Nursing Program Outcomes

Upon completion of the nursing program, graduates will be able to:

- Deliver compassionate, respectful, and culturally sensitive care that reflects understanding of diverse patient preferences, values, and needs.
- Function effectively within interdisciplinary healthcare teams, fostering therapeutic communication, mutual respect, and shared decision-making to improve patient outcomes.
- Apply quality improvement and evidence-based principles to safe and patient-centered nursing care for diverse patients and populations across the lifespan.
- Exhibit ethical reasoning, accountability, and integrity in practice, upholding professional standards and legal regulations while advocating for the rights and dignity of patients.
- Provide safe, high-quality care by integrating evidence, clinical expertise, and patient preferences, while using information and technology to communicate, manage knowledge, reduce error, and support clinical decision-making.

Program Completion Requirements

To be recognized as a program graduate and be awarded the Associate of Applied Science in Nursing degree, students must:

- Successfully complete all required nursing and general education coursework within the degree program.
- Achieve all minimum academic standards outlined in this handbook.
- Successfully complete all required laboratory, simulation, and clinical requirements.
- Complete Virtual ATI, including the NCLEX® Live Review.
- Satisfy all financial obligations to EVIT.

The Program Director will review student records and verify completion requirements prior to awarding program completion status and approving the student's graduation affidavit for submission to the Arizona State Board of Nursing.

NCLEX-RN® and Licensure

Successful completion of the Associate of Applied Science in Nursing Program does not guarantee eligibility for licensure, successful completion of the NCLEX-RN® examination, or employment as a Registered Nurse.

Graduates may apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and apply for licensure through the Arizona State Board of Nursing.

Licensure requirements are established by the Arizona State Board of Nursing and are subject to change. Students are responsible for reviewing current licensure requirements and determining their eligibility for licensure.

Students who are arrested, charged with a criminal offense, or become aware of circumstances that may affect licensure eligibility must promptly notify the Nursing Program Director. Students are also responsible for complying with all reporting requirements established by the Arizona State Board of Nursing.

NCLEX-RN® Application Process

During the final course of the program, faculty will assist students with obtaining and completing the application for the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) and the application for licensure through the Arizona State Board of Nursing.

Students are responsible for submitting all required applications, fees, fingerprinting requirements, and supporting documentation. Questions regarding licensure eligibility, application requirements, or licensure decisions should be directed to the Arizona State Board of Nursing.

The NCLEX-RN® examination is administered through Pearson VUE.

Registered Nursing Licensure: Arizona

Associate of Applied Science in Nursing students should complete the application to the Arizona State Board of Nursing (ASBN) in accordance with the guidelines and instructions available online. The ASBN sets these requirements and provides them to students. Licensure processes in other states may vary. Please contact individual states' Boards of Nursing for information on their licensure processes.

Certification requirements and procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act Statutes, rules, and regulations, independently of any college or school requirements for graduation.

All Registered Nurse applicants for certification must have a legal presence in the United States, as defined in A.R.S. 32-1606 (B)(17), and will not be issued a Registered Nurse certificate if they have one or more felony convictions and have not yet received an absolute discharge from the sentences for all felony convictions five or more years before the date of applying for certification. Applicants will be fingerprinted to permit the Department of Public Safety to obtain State and Federal criminal history information. All applications with a positive history will be investigated and may be ineligible for certification. All nursing students should refer to the Arizona Nurse Practice Act for information regarding reasons for denial of licensure to practice as a Registered Nurse in Arizona and reasons for disciplinary action by the Arizona State Board of Nursing.

If you have questions regarding certification eligibility, you may contact the nursing education consultant at the Arizona State Board of Nursing at (602) 771-7800 or through the website at <http://www.azbn.gov>.

The AZBN requires that any nurse or nursing assistant with a license in Arizona report any arrests, charges, or potential violations of the Arizona Nurse Practice Act to the AZBN within ten days of the incident. Students are also required to inform the nursing program director. Students who report an incident to the instructor or director will be advised of the impact or potential effects on their training and financial aid. All such discussions will be held in confidence.

EVIT reserves the right to change, with appropriate notice, any materials, information, curriculum, requirements, and regulations in this publication.

Nursing Program Handbook
ACKNOWLEDGMENT AND AGREEMENT FORM

I acknowledge receipt of the East Valley Institute of Technology Nursing Program Handbook.

By signing this acknowledgment and agreement form, I acknowledge that I have received and read the Nursing Program Handbook and the EVIT Postsecondary Course Catalog. I understand the policies and procedures outlined in these documents and agree to comply with all applicable requirements during my enrollment in the program.

Furthermore, I understand that this agreement shall remain in effect throughout my enrollment in the Nursing Program.

Student Signature

Student Print Name

Date