DIMAN REGIONAL TECHNICAL INSTITUTE

SCHOOL OF PRACTICAL NURSING



STUDENT GUIDELINES 2026-2027

Brian S. Bentley M.Ed. Superintendent-Director

Lisa A. Young MSN, RN

Program Administrator

These guidelines are subject to revision. Students will be notified of any changes.

Effective: 8/13/26

CONTACT INFORMATION

Location:	Bristol Community College – B110
	777 Elsbree Street, Fall River, MA 02720
	Fall River, MA 02720
Telephone:	508-672-2970
Fax:	508-672-2973
Website:	www.dimanregional.org/our-programs/practical-nursing
Email:	dimanlpn@dimanregional.org

The Practical Nurse program, in conjunction with the district, reserves the right to add/revise/delete policies and/or information contained in these Guidelines for the purpose of maintaining adherence to regulatory and/or accreditation standards or requirements. Written notification will be provided to students via school email and all changes will be posted under Program Announcements on Google Classroom.

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*** Indicates a policy required by the Massachusetts Board of Registration in Nursing**

- Academic Integrity
- Admission
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- Graduation
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- Military Advanced Placement
- Progression
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- Withdrawal

Revised 5/2024, 4/2025

Section A – GENERAL INFORMATION

Welcome

The Program Administrator and nursing faculty of Diman Regional Technical Institute School of Practical Nursing (DRTISPN) are pleased that you have decided to enter the exciting and rewarding career of practical nursing and have chosen our program as your training site. We welcome you into a rewarding, lifelong career in the discipline of nursing.

General Information

This handbook has been prepared to acquaint the practical nurse student with rules, regulations, and policies of Diman Regional Technical Institute School of Practical Nursing. Students of the Practical Nurse program are bound by all rules of Diman Regional Vocational Technical High School as well as the nursing program. Please review this content to familiarize yourself with all aspects of the program.

The Practical Nurse Program policies contained in this handbook are current at the time of publication and are subject to ongoing review and revision. Students will be notified of any policy updates or revisions as they are approved.

Faculty reserve the right to make changes to this handbook as the need arises to maintain the integrity of the Program and will supply copies of all changes to students as they occur.

Statement of Non-Discrimination

Diman Regional Technical Institute School of Practical Nursing is in compliance with Federal Regulations, Title II, Title VI, Title IX and Section 504 and the Commonwealth of Massachusetts Regulations under Chapter 622 of the Acts of 1972. The school does not discriminate in educational opportunities, admissions, recruitment, hiring or employment practices based on race, color, sexual orientation, sex, age, religion, nationality, or ethnic origin, handicap, or disability. Inquiries regarding Title II, Title VI, Section 504, or Chapter 622 will be directed to the Superintendent- Director.

Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are foundational values in our community and are essential to the practice of nursing. We are committed to creating a welcoming and inclusive environment where all individuals, regardless of race, ethnicity, gender identity, sexual orientation, religion, disability, or socioeconomic status, feel valued, respected, and supported. We recognize the importance of embracing and celebrating our differences, as they enrich our learning experiences and enhance the quality of care we provide. Through promoting diversity, equity, and inclusion, we strive to cultivate a culture of compassion, empathy, and understanding, both within our classrooms and clinical settings, and in our interactions with patients, families, and colleagues. By embracing diversity and fostering a culture of equity and inclusion, we uphold the highest standards of professionalism and ensure that every individual has equal opportunities to succeed and thrive.

Accommodations Due to Disability

The student with a disability must be able to meet essential eligibility requirements for licensure as Licensed Practical Nurse in Massachusetts. These requirements, as specified in Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a board-approved nursing program, achievement of a pass grade on the National Council Licensure Exam (NCLEX-PN), and demonstration of compliance with good moral character licensure requirements.

Eligible students will receive approved examination accommodations in accordance with their documented accommodation plans. Accommodations will provide equitable access to examinations while preserving the integrity, validity, reliability, and security of the examination. Examination modifications that change the intended assessment of student knowledge or compromise examination security are not permitted.

A student has no obligation to inform the Program Administrator or faculty that he/she has a disability; however, if the student wants an academic accommodation or if the student wants disability-related services, the student must identify himself or herself as having a documented disability. The student must present documentation signed by their treating MD stating the diagnosis of disability and provide supporting information as to how the student's current ability to function is limited because of his or her disability, how the disability affects the current academic performance, and the type of accommodation being requested and rationale. Reports must be submitted on letterhead and include the diagnostician's name, title, and date. The disclosure of a disability is voluntary. However, should the student choose not to disclose a disability, having not received accommodations cannot be used as a basis for a grade appeal or grievance at a later time.

For additional information, please see Students with Disabilities Preparing for Post-Secondary Education: Know your Rights and Responsibilities, US. Department of Education, 2001, at *http://www2.ed.gov/about/offices/list/ocr/transition.html*

Students requesting accommodations should schedule a meeting with the Program Administrator.

In order to request accommodations for NCLEX-PN testing, students must show proof of Accommodation in the nursing program.

Valor Act

In accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)] the VALOR Act II protects students enrolled in the Practical Nursing Program from incurring academic or financial penalties because of performing military service. A student called to or enlisting in active duty is allowed the option of completing the course(s) at a later date without penalty or withdrawing from the course(s) with a full refund of fees and tuition paid. If a student chooses to complete the course(s) at a later date and the course(s) is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit (clock hours) without penalty. If a student chooses to withdraw from the course(s), the student's academic record (transcript) will reflect that the withdrawal was due to active-duty military service.

Program Philosophy

The Program Administrator and Faculty of the Diman Regional Technical Institute School of Practical Nursing, accept the Philosophy of the parenting institution. We believe that an educational opportunity that exists in Practical Nursing should be made available to any individual who meets the admission requirements, without regard to race, color, ethnic origin, creed, sex, age, marital status, or qualified handicap. We further believe that:

The Practical Nursing Program believes that each individual is a unique person with physical, emotional, social, cultural, spiritual, and developmental needs. Individual, families, and communities exist within a dynamic environment that influences health and well-being throughout the lifespan. Health is viewed as a continuum, and individuals respond to changing health needs through adaptation, health promotion, disease prevention, treatment, rehabilitation, and end-of-life care.

Nursing is both an art and a science grounded in evidence-based practice, clinical judgment, compassion, and ethical decision-making. Practical nursing is an integral part of the nursing profession, providing safe, competent, patient-centered care within the scope of practice and in collaboration with the interprofessional healthcare team. Practical nurses are accountable for delivering quality care that promotes positive patient outcomes.

The faculty believe that learning occurs through meaningful collaboration between students and educators in an environment that fosters inquiry, analytical thinking, professionalism, and respect. The curriculum prepares

graduates with the knowledge, skills, attitudes, and values necessary for entry-level practical nursing practice while promoting lifelong learning, adaptability, and professional growth. Graduates are prepared to provide safe, evidence-based nursing care to individuals and families across the lifespan in a variety of healthcare settings.

Institutional Mission & Vision

Mission Statement

The mission of Diman Regional Vocational Technical High School is to develop the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions that are needed to achieve personal, academic, vocational/technical, and civic goals.

Vision Statement

Diman Regional Vocational Technical High School graduates will be occupationally skilled workers who's academic, vocational/technical and workplace competencies will make them responsive to socioeconomic, technological and environmental challenges in a complex and changing society.

Practical Nurse Program Mission & Vision Mission Statement Mission

Statement

The mission of Diman Regional Technical Institute School of Practical Nursing is

to develop the unique potential of each learner by enabling students to acquire knowledge, skills, and dispositions that are needed to achieve the theoretical and technical skills required to function as an entry level Licensed Practical Nurse.

Vision Statement

Diman Regional Technical Institute School of Practical Nursing graduates are technically skilled workers strengthened by academic, vocational, and workplace competencies that prepare them to be responsive to diverse socioeconomic, technological, and environmental changes in a complex and ever-changing healthcare environment.

Faculty Commitment

Practical nursing education is a dynamic and interactive process that works best when the curriculum progresses from simple to complex concepts. The clinical experience closely aligns with classroom instruction and the entire curriculum blends together to create a program that is cohesive. The Practical Nursing faculty is committed to providing students with a solid foundation that enables them to continue their education and further their career by matriculating into professional nursing education programs.

Faculty

Program Administrator

Lisa A. Young MSN, RN

MSN, Chamberlin University

BSN, Southeastern Massachusetts University

lyoung@dimanregional.org

Full Time Faculty

Caitlin Bird MSN, RN

MSN, Chamberlain University

BSN, Southern New Hampshire University

ADN, Bristol Community College

LPN, Bristol Plymouth School of Practical Nursing

cbird@dimanregional.org

Kimberly Harrison BSN, RN, PMH-BC

BSN, Western Governors University

ADN, Bristol Community College

kharrison@dimanregional.org

Rebecca Mello BSN, RN

BSN, UMASS Dartmouth

rmello@dimanregional.org

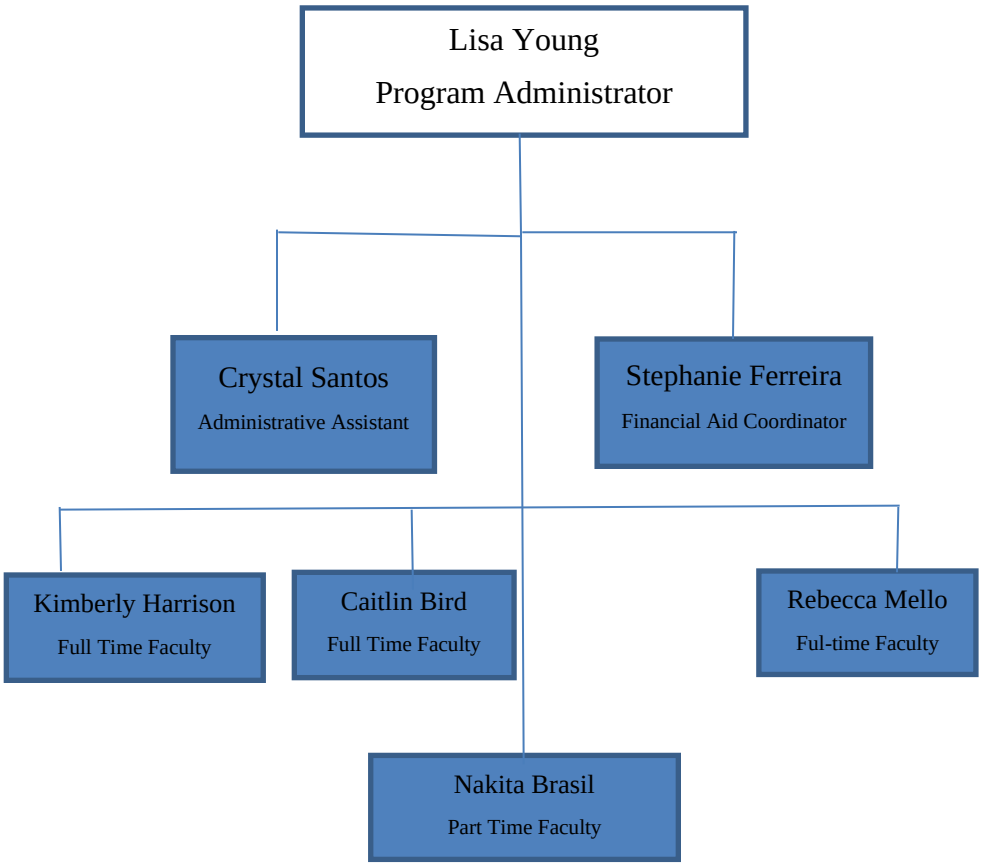
Part Time Faculty

Nakita Brasil BSN, RN

BSN, MCPHS University

nbrasil@dimanregional.org

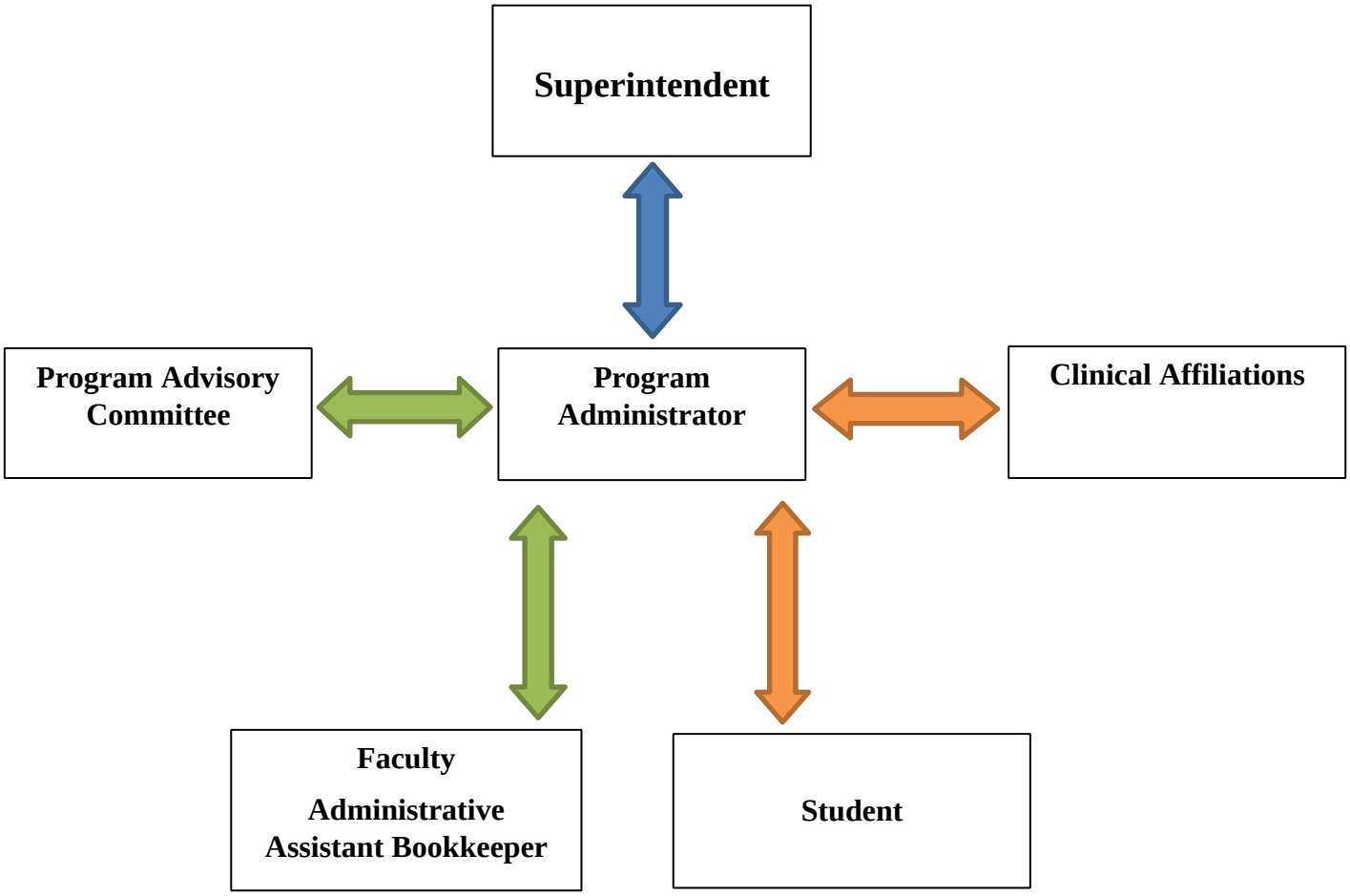
DRTISPN FACULTY CHART

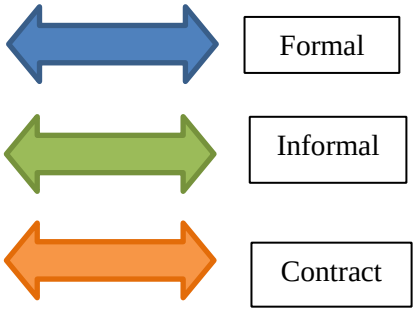


Diman Regional Technical Institute School of Practical Nursing

Organizational Chart

2026-2027





About the Nursing Program

The Practical Nursing Program offers one full-time day cohort. The curriculum is delivered over four (4) academic terms and is completed in a forty (40)-week program of study.

In July of 2026, the Program moved to an off-campus location at 777 Elsbree Street building B Room 110 in Fall River, MA. The space consists of one (1) classroom, one (1) separate lab space, one (1) simulation room, one (1) conference room, a resource/study area, and offices.

The school utilizes clinical facilities at various skilled nursing, rehabilitation, and subacute agencies as well as several community agencies in the Greater Fall River / New Bedford area for training. The program includes the use of virtual and high-fidelity simulation to supplement clinical practice.

History

The Diman Practical Nursing Program was established by the Fall River School Department in 1959. There was an organizational structure change in 1968 when a new school was built. The name of the school was changed to *Diman Regional Vocational Technical High School* and the legal authority to conduct the School to the Greater Fall River School District Committee and at this time *Diman Regional Technical Institute* was created to serve the post-secondary population. One of the programs under this Technical Institute was the School of Practical Nursing. The name of the practical nursing school was changed to Diman Regional School of Practical Nursing with approval of the Board of Registration.

A part-time evening Program was approved in 1993, and the first class entered in January 1994. A full-time day New Bedford satellite was started in September 2004 and closed in 2008. A part- time day Program was approved in 2009, with the first class beginning in August 2009. As of July 2026, the part-time day Program has been permanently suspended.

Outstanding Vocational Student Award

The Outstanding Vocational Student Award is a district-wide recognition presented by the Diman Regional Vocational Technical School District to honor students who demonstrate exceptional achievement in their chosen vocational program. Each year, the Practical Nursing faculty nominate one student whose academic excellence, clinical performance, professionalism, leadership, and commitment to the nursing profession exemplify the highest standards of the Program.

National Association of Licensed Practical Nurses (NALPN)

The National Association of Licensed Practical Nurses (NALPN) offers a recognition program for practical and vocational nursing students who achieve and maintain a minimum grade of 84%or better in all their nursing ***ACADEMIC*** coursework (which does NOT include any transferred credits) based on the averages at the end of the year, with program faculty recommendation. Students are encouraged to enroll at no cost to the student. Information on this can be found at http://www.nalpn.org/.

Skills USA

Skills USA Massachusetts is the state association of Skills USA, a national career and technical student organization serving more than 444,000 middle school, high school, college/postsecondary students, and professional members enrolled in career and technical education programs, including health occupations.

Practical Nursing students are eligible to participate in SkillsUSA leadership and skills competitions at the state and national levels. Through SkillsUSA, students develop leadership, teamwork, communication, professionalism, and technical skills while preparing for success in their chosen profession. Practical Nursing faculty serve as SkillsUSA advisors, providing guidance and support throughout the competition process. Advisor meetings, practice sessions, and competition preparation may occur outside of regular school hours.

Accreditations, Approvals, Affiliations

Effective July 8, 2026 The Board of Registration in Nursing placed the Diman School of Practical Nursing on ***Approval with Warning Status*. Approval with Warning status means the program remains approved while implementing corrective actions required by the Board. The Full-Time Practical Nursing Program continues to operate, and graduates remain eligible to apply for and take the NCLEX-PN upon successful completion of the program and meeting all Board licensure requirements.

Commonwealth of Massachusetts

Executive Office of Health and Human Services Department of Public Health Board of Registration in Nursing

250 Washington Street

Boston, MA 02108

617-973-0900

http://www.mass.gov/dph/boards

Diman Regional Technical Institute School of Practical Nursing is accredited by the:

Council on Occupational Education

7840 Roswell Road

Building 300, Suite 325

Atlanta, GA 30350

800-917-2081

www.council.org

Accreditation Commission for Education in Nursing Candidacy

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

1-404-975-5000

www.acennursing.org

Diman Regional Vocational Technical High School is fully accredited by the:

New England Association of Schools and Colleges

209 Burlington Road, Suite 201

Bedford, MA 01730-1433

781-271-0022

www.neasc.org

Affiliations:

National Association for Practical Nurse Education & Services

New England League for Nurse Educators (NELNE)

Rev 2/7/2024, 4/28/25

End of Program Student Learning Outcomes

The graduate of the Diman Regional Technical Institute School of Practical Nursing will be able to function within the following entry-level competencies:

Integrated Concepts

Nursing Process

Synthesize knowledge from the behavioral and natural sciences when implementing the nursing process utilizing evidence-based practice standards to facilitate the care of culturally diverse clients/families across the lifespan in all health care settings.

Safety

Provide safe, competent, effective, efficient care for individuals and groups of culturally diverse clients/patients across the lifespan.

Communication

Effectively communicate and collaborate with clients/families, support person(s), and members of the interdisciplinary health care team incorporating interpersonal and therapeutic communication skills.

Professionalism

Practice within the ethical and legal framework consistent with the licensing laws, while adhering to the NAPNES/NFLPN Code of Ethics, and demonstrating recognition of political, ethical, and economic issues which affect practical nursing.

Life-long learning

Utilize educational opportunities for life- long learning and maintenance of professional competence.

Technology/Informatics

Demonstrate effective use of technology within the medical field.

At the completion of the Practical Nurse Program, graduates are eligible to take the National Council State Board of Nursing Licensing Examination for Practical Nurses (NCLEX-PN). Successful completion of all educational outcomes by the graduates and achievement of a passing score on the NCLEX-PN indicates they are prepared for entry-level practice as a Licensed Practical Nurse.

Revised 5/2024

CLINICAL OUTCOMES BY TERM

Competencies	Term 1	Term 2	Term 3	Term 4
Nurse of The Future	Knowledge, Skills, and Attitudes	Knowledge, Skills, and Attitudes	Knowledge, Skills, and Attitudes	Knowledge, Skills, and Attitudes
	At the end of the term student will:	At the end of the term student will:	At the end of the term student will:	At the end of the term student will:
Nursing Process	Define the steps of the nursing process and begin to recognize normal versus abnormal clinical data utilizing acquired knowledge from nursing fundamentals, behavioral, and natural sciences.	Interpret relevant clinical data and implement the steps of the nursing process, utilizing fundamental clinical reasoning.	Apply further knowledge of the nursing process to prioritize client plan of care and goals based on clinical reasoning that demonstrates appropriate rationale for nursing interventions.	Execute the nursing process related to client's plan of care and established goals, demonstrating clinical reasoning to evaluate client outcomes.
Safety	Identify basic concepts in nursing skills and demonstrate fundamental, safe practice while caring for clients in both the laboratory and clinical setting	Utilize acquired knowledge and nursing skills to provide safe nursing care for clients in both Simulation and the clinical setting	Apply further knowledge of nursing skills to implement safe, effective clinical care in both Simulation and the clinical setting	Execute acquired nursing skills to provide safe, effective care across the client's lifespan in all practice environments
Communication	Describe verbal, non-verbal, and Written communication techniques related to client care.	Utilize verbal, non- verbal Communication skills to establish a therapeutic relationship with client and written communication skills while documenting data related to client care.	Apply further knowledge of Communication skills and adapt techniques and communication styles while providing client care in a variety of healthcare settings.	Execute acquired Communication skills, related to the physiological, psychosocial, developmental, spiritual, and cultural assessment of clients to facilitate continuity of care with interdisciplinary team.

Professionalism	Recognize the concepts of professionalism and can define the ethical, legal, and licensure standards of nursing practice	Utilize concepts of professionalism and accountability to provide client care within licensure standards of nursing practice	Apply further knowledge of professional and ethical nursing practice that demonstrates compliance with licensure standards while providing client care in a variety of healthcare settings	Execute knowledge that demonstrates professional accountability for nursing practice complying with licensure standards that promote and sustains a positive image of nursing
Lifelong Learning	Define concepts of evidence-based practice as it relates to fundamental nursing practice.	Identify nursing interventions related to client care needs utilizing current evidence-based practice	Apply further knowledge of evidence-based practice which supports the rationale for the selected nursing interventions in client care	Evaluate research related to clinical practice that will improve client outcomes in a variety of healthcare settings
Technology & Informatics	Identify components of technology related to documentation of client care following the legal standards of electronic health record (EHR)	Demonstrate correct use of technology related to documentation of client care while maintaining legal standards of EHR	Implement legal standards in the use of technology while demonstrating compliance with nursing documentation in the provision of client care	Execute clear, concise nursing documentation reflecting legal standards related to client care in a variety of healthcare settings

Adopted 8/17 Revised 5/19, 6/21

*Educational Mobility Policy

Policy Purpose

The purpose of this policy is to provide students with information regarding educational advancement opportunities following completion of the Practical Nursing Program and to support informed academic and career planning. This policy also outlines the Program's role in providing information about articulation agreements, transfer opportunities, and employment resources while recognizing that transfer credit decisions are made by the receiving institution.

Scope and Applicability: This policy applies to all students enrolled in the Diman Regional Technical Institute School of Practical Nursing.

Definitions

Articulation Agreement: A formal agreement between educational institutions that establishes conditions under which eligible coursework may be accepted toward another academic program.

Bridge Program: A nursing education program that provides Licensed Practical Nurses (LPNs) with a pathway to earn a Registered Nurse (RN) or Bachelor of Science in Nursing (BSN) degree.

Educational Advancement: Opportunities for graduates to pursue additional nursing education through associate, bachelor's, or higher degree nursing programs.

Policy Statement

The mission of the Diman Regional Technical Institute School of Practical Nursing is to provide students with opportunities to achieve the program learning outcomes and prepare for entry-level practical nursing practice. Consistent with this mission, the Program provides students with information regarding educational advancement opportunities to support informed academic and career decisions.

The Practical Nursing Program provides information regarding LPN-to-RN and LPN-to-BSN educational pathways offered by colleges and universities. Information regarding these opportunities is intended to assist students in planning future educational goals.

The Program maintains a formal articulation agreement with Bristol Community College for its LPN-to-RN Bridge Program. Information regarding additional educational opportunities at other colleges and universities may also be provided as available.

The Diman Regional Technical Institute School of Practical Nursing does not guarantee admission to another institution or acceptance of transfer credit. Admission decisions and transfer credit evaluations are determined solely by the receiving institution in accordance with its published policies and procedures.

The Program also provides students with information regarding employment opportunities through clinical learning experiences, career fairs, employer recruitment activities, and interactions with healthcare organizations. Healthcare organizations may choose to share employment information, application materials, and career pathway opportunities with students.

Roles and Responsibilities

Program Administrator

- Maintains current information regarding educational articulation agreements and opportunities for academic advancement.
- Ensures students have access to available educational and career resources.

Faculty

- Provide students with information regarding educational advancement and employment opportunities as available.
- Refer students to appropriate institutional resources for academic and career planning.

Students

- Review educational advancement opportunities and contact prospective institutions regarding admission requirements and transfer credit policies.
- Verify admission requirements and transferability of coursework with the receiving institution.

Procedures

1. Information regarding educational advancement opportunities is made available to students during the Practical Nursing Program.
2. Information regarding articulation agreements and bridge programs is provided through program resources and academic advising.
3. Students considering transfer to another nursing program should contact the receiving institution to determine admission requirements and transfer credit eligibility.
4. Information regarding employment opportunities may be shared through clinical partners, healthcare organizations, career fairs, and other program-sponsored activities as available.
5. Students seeking additional guidance regarding educational advancement may meet with the Program Administrator or designated faculty advisor.

Enforcement and Consequences

This policy is informational in nature and does not establish disciplinary requirements. Students are responsible for complying with the admission and transfer requirements established by the receiving institution. The Practical Nursing Program is not responsible for admission decisions or transfer credit determinations made by other institutions.

Class Schedule

Classes for the Full-time Day program are normally held from 7:45 a.m.- 2:45 p.m., Monday - Friday. Full-time day clinical affiliation times are normally 7:00 a.m.-2:00 p.m.; however, clinical schedules may vary based on clinical agency requirements, student learning needs, and faculty availability. Some evening rotations can be necessary due to limitations of clinical sites and to gain additional experiences. Students will be notified of any changes to their assigned clinical schedule.

Clinical practice will be scheduled in a variety of agencies (long-term care facilities, hospitals, offices, clinics, etc.). Transportation to clinical practice is the students' responsibility. **Students can be required to drive significant distances from home or school**. Every student will rotate through a variety of agencies. **No guarantees related to distance can be given.**

Full Time Day Program (40 weeks)

Term 1 (360 clock hrs.)	Term 2 (252 clock hrs.)	Term 3 (240 clock hrs.)	Term 4 (254 clock hrs.)
14 weeks	9 weeks	9 weeks	8 weeks
9/2/26 – 12/4/26	12/7/26 – 2/12/27	2/22/27 – 4/30/27	5/3/27 – 6/25/27

Miscellaneous Costs/Charges not included in Tuition

Seat/Orientation Fee	$500
Student class/lab shirts (short sleeve/long sleeve) (purchased through the school only)	$14/$18
Student clinical uniforms (S, M, L, XL) (2XL) (purchased through The Company Store)	$87/$100+
Nursing shoe	$33 & up
Optional Fleece purchase (S, M, L, XL) (2XL)	$34/$36
BLS CPR Training	$65 & up
Textbooks/Resources (F.A. Davis – Growth and Development- discounted price)	$57.95
Textbooks/Resources/Course Point Learning Platform (Lippincott - discounted price)	$1000.01
Additional textbook for A&P (JB Learning discounted price)	$69.71
ATI, and ATI NCLEX-PN Live Review	$1,338.00
Mandatory Liability Insurance - purchased through the school only!	$15.00
Graduation Expenses (white uniform, nurse's cap & shoes)	$100 & up
NCLEX-PN Application	$430.00
Estimated total	**$3,776.67**

Other miscellaneous expenses include: pens, pencils, loose leaf notebooks, assignment notebooks, a wrist watch with a second hand and a stethoscope.

REV. 8/2023, 5/2024, 8/2024, 8/2025, 8/2026

Course Textbooks / Learning Platforms

Rev

Author (Platform)	Title
Donnelly-Moreno (Course Point)	Timby's Nursing Skills and Concepts 13th edition
Donnelly-Moreno & Moseley (Course Point)	Timby's Introductory Medical-Surgical Nursing 14th edition
Tucker (Course point)	Karch's Focus on Nursing Pharmacology 10th edition
Dudek (Course Point)	Nutrition Essentials for Nursing Practice 9th edition
Polan Textbook Only	Journey Across the Lifespan 7th edition
Ricci/Kyle/Carman (Course Point)	Maternity and Pediatric Nursing 5th edition
Kurzen (Textbook only)	Contemporary Practical/Vocational Nursing 9th edition
Memmler (JB Learning)	The Human Body in Health & Disease 14th edition
Memmler (JB Learning)	The Human Body in Health & Disease 14th edition Study Guide (Optional)
Wolters Kluwer (Course Point)	VSim for Nursing
Wolters Kluwer (Course Point)	Lippincott Skills for Nursing Education 2.0
Wolters Kluwer (Course Point)	Lippincott DocuCare Enhanced
Wolters Kluwer (Course Point)	Lippincott Dosage Calculation
Assessment Technologies Institute	ATI – Testing / Learning Platform

5/2024,8/2025,8/2026

* Admissions Policy

Policy Purpose: The purpose of this policy is to establish fair, consistent, and transparent admission requirements and procedures for applicants seeking admission to the Diman Regional Technical Institute School of Practical Nursing. This policy outlines the admission process, required documentation, post-acceptance requirements, and conditions that may affect admission or continued eligibility to enroll.

Scope and Applicability: This policy applies to all individuals applying for admission to the Diman Regional Technical Institute School of Practical Nursing.

Definitions

Applicant: An individual who has submitted an application for admission to the Practical Nursing Program.

Accepted Student: An applicant who has received written notification of admission and has accepted a seat in the program.

Clinical Agency: A healthcare organization that provides clinical learning experiences for students and establishes requirements for participation in clinical education.

Health Clearance: Documentation demonstrating compliance with the health, immunization, and screening requirements established by applicable laws, regulations, and clinical agencies.

TEAS Examination: The Assessment Technologies Institute (ATI) Test of Essential Academic Skills used as one component of the admission process.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing is committed to providing an equitable admissions process based on published eligibility requirements, measurable admission criteria, and documented review procedures. All applicants are evaluated using consistent standards without discrimination prohibited by applicable federal or state law.

Admission to the Practical Nursing Program is competitive and contingent upon successful completion of all admission requirements, submission of required documentation by stated deadlines, available program capacity, and compliance with clinical placement requirements.

Acceptance into the Program does not guarantee eligibility for clinical placement, program progression, or future eligibility for practical nurse licensure. Students must meet all Program, Massachusetts Board of Registration in Nursing, and assigned clinical agency requirements to participate in clinical education and remain eligible for continued enrollment.

Roles and Responsibilities

Program Administrator

- Oversees implementation of the admissions process.
- Ensures admission requirements are applied consistently and in accordance with institutional policies.
- Reviews applicant eligibility.
- Participates in applicant interviews.
- Makes final admission decisions or recommendations in accordance with established admission criteria.

Admissions Committee

- Reviews completed applications.
- Participates in applicant interviews.
- Evaluates applicants using established admission criteria.
- Makes admission recommendations to the Program Administrator.

Administrative Assistant

- Prepares and distributes admissions application materials.
- Prepares admissions interview packets and acceptance packets.
- Coordinates and schedules applicant interviews.
- Proctors the ATI Test of Essential Academic Skills (TEAS) examinations in accordance with ATI testing procedures.
- Collects and processes application fees, seat/orientation fees, tuition payments, and other required program fees.
- Establishes and maintains applicant and student admission records.

- Collects, reviews, and maintains health, immunization, and compliance documentation required for enrollment and clinical participation.
- Maintains student health records in accordance with applicable privacy and record retention requirements.
- Assists with communication regarding admission requirements, deadlines, and required documentation.

Applicants

- Submit complete and accurate application materials by established deadlines.
- Provide all required documentation.
- Complete required admission testing and interviews.
- Meet all published admission requirements.

Accepted Students

- Complete all post-acceptance requirements by published deadlines.
- Maintain compliance with all health, safety, and clinical requirements throughout enrollment.
- Notify the Program of any changes that may affect eligibility for enrollment or clinical placement.

Procedures

A. Application Requirements

Applicants must submit the following:

1. A completed application, required essay, and non-refundable application fee.
2. Official documentation of one of the following:
   - High school diploma and official transcript;
   - GED or HiSET credential; or
   - Official transcript demonstrating completion of a degree from an accredited United States college or university.

Applicants educated outside the United States must provide:

   - Official transcripts translated into English; and
   - A credential evaluation demonstrating equivalency to a United States high school diploma or higher education credential from a nationally recognized credential evaluation service.
3. Completion of the ATI Test of Essential Academic Skills (TEAS).

Applicants must achieve the minimum admission scores established by the Program:

- Reading: 65.0% or higher
- Mathematics: 63.0% or higher
- Science: 42.0% or higher
- English: 55.0% or higher

OR

- An overall TEAS score within the ATI Proficient performance level, as defined by the current ATI TEAS score report (**58.7%-79.3%).**

The TEAS examination is administered in person by the Diman Regional Technical Institute School of Practical Nursing. Only official TEAS results issued directly by the testing process administered at the School will be accepted. Student-supplied copies of TEAS score reports are not accepted.

TEAS scores must be no more than one (1) year old on the application deadline date for the admission cycle.

Applicants must wait a minimum of thirty (30) days between TEAS attempts No more than three (3) attempts completed within twelve (12) months immediately preceding the application deadline will be considered for admission.

Applicants receive information regarding TEAS registration procedures and study resources.

4. Applicants who meet the published admission requirements may be invited to participate in an admissions interview with the Program Administrator and Admissions Committee.
5. Following the interview, applicants shall submit three professional references using program-approved reference forms.

B. Admission Evaluation and Selection

Completed applications are evaluated using the following admission criteria:

Admission Criterion	Maximum Points
TEAS VII Score Rubric	25
Interview Rubric	30
Essay Rubric	10
Three Professional Reference Forms	5

The point values shown represent the maximum score available for each admission criterion.

Selection for admission is based on the applicant's total evaluation score, successful completion of all admission requirements, available program capacity, and satisfaction of all post-acceptance enrollment requirements. The Program will maintain written rubrics for each scored criterion and apply those rubrics consistently to all applicants in the same admission cycle.

Applicants are ranked according to the established admission criteria contained in this policy. Based on the final rankings, applicants may receive one of the following admission decisions:

- Accepted
- Placed on the Wait List
- Not Accepted

A wait list will be established when qualified applicants exceed available program capacity. The wait list is valid only for the academic year for which the applicant applied.

When applicants receive identical final evaluation scores, the Program will apply the institutional tie-breaker. In-district residency will be used as the first tie-breaker, and applicants must provide acceptable proof of residency upon notification. If applicants remain tied, the applicant with the higher TEAS (Test of Essential Academic Skills) score will be selected.

All applicants will receive written notification of their admission status.

Final enrollment is contingent upon successful completion of all post-acceptance requirements by published deadlines, including satisfactory Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) screening, when applicable, required health clearance, proof of required immunization compliance, and current Basic Life Support (BLS) certification.

C. Admission Decision Review

Applicants who are not accepted or who are placed on the wait list may request a review of the admission decision by submitting a written request for an appointment with the Program Administrator.

The Program Administrator will review the request and provide a written response within thirty (30) calendar days.

If the applicant wishes to request further review, a written request may be submitted to the Superintendent-Director. The Superintendent-Director will review the request and provide a written response within thirty (30) calendar days. The Superintendent-Director's decision is final.

D. Post-Acceptance Requirements

Accepted students must complete all required documentation before the published deadline and prior to participation in any classroom, laboratory, or clinical experiences.

Required documentation includes:

1. Payment of the required seat/orientation fee by the deadline stated in the acceptance letter.
2. Satisfactory completion of all required background screening processes, including:

- Criminal Offender Record Information (CORI)
- Sex Offender Registry Information (SORI)

Additional background screening may be required by assigned clinical agencies, including federal background checks when applicable.

3. Proof of residency
4. Documentation of current health insurance coverage, maintained throughout enrollment.
5. Payment of required student nurse liability insurance.
6. Documentation demonstrating compliance with current health and immunization requirements for Massachusetts postsecondary students in health science programs who may have patient contact, as well as requirements established by:

- Massachusetts Department of Public Health (DPH)
- Assigned clinical agencies
- Other applicable public health authorities, when required.

Required documentation may include:

- COVID-19 vaccination or current year booster, exemption documentation, and other communicable disease documentation when required by applicable law, public health guidance, the Program or clinical agencies.
- Seasonal influenza vaccination for the current flu season, unless an approved exemption or declination process is accepted by the Program and clinical agency.
- Hepatitis B vaccination series and evidence of immunity, exemption, or documented declination when permitted by the Program and assigned clinical agencies.
- MMR (Measles, Mumps, Rubella) vaccination or acceptable evidence of immunity consistent with current Massachusetts Department of Health and clinical agency requirements.
- Varicella (Chickenpox) vaccination and evidence of immunity.
- Tuberculosis screening consistent with current public health guidelines, Program requirements, and assigned clinical agency requirements.

- Negative TB skin test (PPD), if accepted by the assigned clinical agency

- Negative interferon-gamma release essay, such as QuantiFERON-TB Gold, if accepted by the assigned clinical agency.
- Chest X-ray documentation and provider clearance for individuals with a history of a positive TB screening, as required by the Program or clinical agency.

- Documentation of a **Tdap vaccination** or **Td booster** administered within the past ten (10) years.
- Negative drug screening completed through the Program-approved process when required by the Program or assigned clinical agencies.
- Documentation of a physical examination completed within twelve (12) months before the first day of program attendance.
- Current American Heart Association Basic Life Support (BLS) Provider certification, including AED training, maintained throughout enrollment.
- Compliance with any additional requirements established by assigned clinical agencies that are necessary for participation in clinical education.

Enforcement and Consequences

The Diman Regional Technical Institute School of Practical Nursing reserves the right to withdraw an offer of admission if an accepted applicant fails to satisfy the requirements for enrollment established by the Program, applicable laws and regulations, the Massachusetts Board of Registration in Nursing, or assigned clinical agencies.

Failure to meet any of the following requirements will result in withdrawal of the offer of admission:

- Failure to complete or submit all required admission or enrollment documentation by the established deadline.
- Failure to obtain required health clearance or maintain compliance with required immunizations and health screening requirements.
- A positive drug screen that does not meet Program or clinical agency requirements.
- Failure to satisfactorily complete required Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI), or other required background screening processes.
- Determination that the applicant does not meet the Massachusetts Board of Registration in Nursing Good Moral Character requirements for nursing licensure, when applicable.
- Ineligibility for participation in required clinical experiences based on clinical agency requirements or applicable federal or state laws and regulations.

Applicants whose admission is withdrawn will be notified in writing of the reason for the withdrawal, when permitted by law and institutional policy.

PROGRAM TUITION AND FEES 2026-2027

In-District Tuition (Fall River, Somerset, Swansea, and Westport) - $11,600.00

Out-of-District Tuition (Massachusetts residents) - $18,000.00

Out-of-State - $19,400.00

Tuition includes a lab fee of $525. This program cost is incurred at the beginning of the program and is non-refundable.

A $500.00 ($100.00 non-refundable) seat/orientation fee is not part of the tuition and is payable within 30 business days of the mailing date of an acceptance letter into the program. Payment of the fee ensures your seat in the Practical Nursing Program for the upcoming school year and orientation materials.

Tuition Payment Schedule

Total Tuition Less Anticipated Financial Aid = Balance to be divided into **four payments** to be made on the following dates:

Term 1 Payment: Due August 21, 2026
Term 2 Payment: Due November 20, 2026
Term 3 Payment: Due January 25, 2027
Term 4 Payment: Due April 5, 2027

Please note that if anticipated financial aid is not realized due to a change in circumstance, the student will be responsible for any remaining tuition.

Revised 12/1/23, 5/2024, 4/2025, 8/2026

Acceptable Methods of Payment

Payments can be made by cash, check, official bank check, money order, or by credit card (VISA & MasterCard) in the PN office during school hours. Checks should be made payable to Diman Regional.

Following an administrative review, a student's enrollment in the Program will be suspended if tuition payments are not made by the established payment deadline.

Tuition Hardship Appeals

Students who experience a change in income, a reduction in financial aid, or a loss of financial aid funding may request a revision to their tuition payment schedule by submitting a written appeal to the Program Administrator, along with any required supporting documentation. The Program Administrator and Financial Aid Coordinator will review the appeal and, if appropriate, recommend a revised tuition payment schedule to the District's Director of Finance. The Director of Finance will forward the recommendation to the Superintendent for final approval. Once approved, the revised payment plan, including payment amounts and due dates, will be provided to the student by mail and/or email. The student is required to review and acknowledge the payment plan and its terms. Failure to make payments as agreed may result in the account being referred to a collections agency.

Veterans Benefits and Transition Act of 2018, Section 103

- *A Covered Individual* is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.
- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.
- Your policy must permit any covered individual to attend or participate in the course education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "statement of Benefits" obtained from the Department of Veteran's Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:
  - The date on which payment from VA is made to the institution.

Rev 9/2026

Tuition changes are subject to the School Committee, State revisions and data provided by the Department of Education. In-district includes residents of Fall River, Somerset, Swansea, and Westport. Residency will be determined by the address of the acceptance letter and will be in effect for the duration of the upcoming school year. The applicant will be required to submit three (3) verifications of address if there are any questions of residency.

Withdrawal-Financial Aid Recipients

When a financial aid recipient withdraws or is dismissed from the program, Diman Regional Technical Institute School of Practical Nursing (DRTISPN) is required to apply a pro-rated reduction on the financial aid that has been awarded. This proration, called Return of Title IV funds, is required to be in effect through the 60% point in your program (completion of at least 664 clock hours).

Payment period sample:

Semester Hours	0-450	451-900	901-1106
60% point in Hours	270	721	1024

Up until the 60% point in the payment period, a student has only earned a percentage of the financial aid that had been awarded, based on the percentage of hours the student has attended. The result of this policy is that even if the student had a financial aid award that covered institutional costs, the student could have a balance with DRTISPN if he/she withdrew. If you have any questions regarding this regulation, please contact the Financial Aid Coordinator.

Federal Title IV Financial Aid Refund Policy Notice to Students

The following policy applies to Title IV financial aid recipients and this statement is made available via the student Financial Aid handbook:

If you withdraw during a payment period while enrolled at DRTISPN, the school will follow this policy to determine the amount of Federal Title IV financial assistance you earned for your period of enrollment in the Program. *This policy is different and distinct from the school's refund policy*. The Title IV awards that are covered by this regulation are: Federal Pell Grants, Federal Unsubsidized Stafford Loan, Federal Subsidized Stafford Loan, and Federal Plus Loan. When you withdraw during your payment period, the Federal Title IV financial assistance that you have earned up to that point is determined by a specific formula as prescribed in Section 484B of the HEA Amendments

Financial Aid Withdrawal – Official

1. Should a student determine they need to withdraw from the program, they must contact the Financial Aid Coordinator.
2. The Financial Aid Coordinator reviews the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. The Financial Aid Coordinator reviews how monies returned to Title IV have a direct impact on the monies the student may owe to the school. The Financial Aid Coordinator further reviews that while Title IV monies may have paid for institutional charges, the return of those funds causes the student to then be responsible based on the institution's refund policy. The Financial Aid Coordinator also reviews the consequences of withdrawing such as monies will be owed directly to the school; unpaid balances could be referred to a collection company; and a student's credit rating could be affected. Unpaid balances owed back to the federal Government by the student could result in a default status preventing the student from utilizing Title IV funds at another educational facility, tax refunds being attached, wages being attached and an adverse credit rating.
3. The student is informed to complete the Exit Loan Counseling.

Financial Aid Withdrawal – Unofficial

1. Once it has been determined that a student is not returning to school or a student has called to say they are withdrawing but they will not come in to meet with the Financial Aid Coordinator, the procedures closely following an official withdrawal.
2. The Financial Aid Coordinator prepares the Return to Title IV documents, the Refund Policy documents and the repayment to the school document if applicable. An email is also prepared explaining these documents as outlined in number 2 in the Official Withdrawal Policy. This adverse effects of non-repayment of Title IV are also explained when the student completes exit counseling.

3. Exit documents are also prepared showing the student the Pell and Direct Loan amounts they received.
4. All of the documents are then mailed to the most recent address on file for the student.

Financial Aid Contact

Students have the right to contact the US Department of Education with any concerns or questions. The Federal Student Aid Information Center can be can be contacted at 1-800-433-3243. TTY users can call

1-800-730-8913.

Information is also available on the Website at www.studentaid.ed.gov/sa/resources.

***Also refer to the Financial Aid Handbook 2026-2027**

Default

A student will be in default if she/he fails to pay what she/he owes to DRTISPN. If the Business Office at DRTISPN refers your default to an attorney or collection agency, the student will be responsible for paying the institutional cost of collection, whether a suit is brought. As the financial aid amounts are received, it will be credited to your account towards your current year outstanding balance.

Refund Policy

The following policy has been established and approved by the Greater Fall River School District School Committee. Please remember that the $500.00 ($100.00 non-refundable) seat/orientation fee is not part of the tuition. Additionally, the lab fee, ($525.00) which is included in the tuition, is non- refundable. The fee will be retained to cover the cost of nursing lab supplies and other program support materials provided at the start of the program.

Any refund owed to a student will be processed automatically without requiring a separate request from the student. Refunds will be issued within 45 days of the applicable date: (1) the student's last day of attendance if the institution receives written notification of withdrawal from the student, or (2) the date the institution terminates the student's enrollment or determines that the student has withdrawn.

REFUND SCHEDULE:

After acceptance but:

- More than one (1) week before the first day of class: Students who withdraw prior to this timeframe will receive a 100% tuition refund, less a $100 processing fee.
- One (1) week before through the first week of class: Students who withdraw during this timeframe will receive a 70% tuition refund, less a $100 processing fee.
- During the second or third week of class, tuition refunded at 30%, less
- $100 for processing costs
- After the third week of class, no tuition refund will be made
- Due to dismissals, as outlined in the Student Handbook, no tuition refund will be made

Program Withdrawal or Dismissal Notification

The Program Administrator shall notify the Financial Aid Coordinator within one (1) week of a student officially withdrawing or from the date of determining a dismissal. Students receiving Title IV Federal Financial Assistance are subject to federal refund policy R2T4. R2T4 calculations are completed within 45 days from the date of determination.

A student wishing to withdraw from the Practical Nursing Program must submit a written withdrawal request to the Program Administrator. After the request is received, the student will be required to meet with the Program Administrator to discuss the withdrawal process.

Following the meeting, the Program Administrator will forward the withdrawal request to the Director of Finance. Within forty-eight (48) hours, the student's written request, financial aid status, and any applicable supporting documentation will be reviewed to determine whether an outstanding balance exists. If a balance is due, a payment schedule will be established.

All refunds will be made within a 45-day period.

Third-Party Payments

When a student is receiving funds from a third party, if this third party should withdraw or not make payments for any reason, the student is responsible for tuition and other expenses prior to graduation. Students receiving third party payments must have total payment applied to the entire tuition bill before generating a credit balance.

Surveys

Diman Regional Technical Institute School of Practical Nursing participates in Title IV federal financial aid programs. As a result, surveys will be administered in October, the end of the Program and when any change in enrollment takes place (withdrawal, etc.). The information gathered on these surveys is used to satisfy Section 487 (a) (17) of the Higher Education Act of 1965 and the Department of Education regulations at 34 C.F.R.668.14 (b) (19). This information is not used individually, but in aggregate.

Student Responsibility

It is the student's responsibility to report any changes in their income and/or family (married, children) status; report financial awards to any other agency when required; and make restitution to other agencies, should there be an agreement to do so.

Regardless of any third-party payment, should this party withdraw approval or not make payment for any reason, the student is responsible for full tuition and other

expenses in accordance with the tuition payment schedule. Students failing to make tuition payments in accordance with the tuition payment schedule will be terminated from the program.

Scholarship

Various scholarships are available throughout the school year and will be announced to the class and posted in the Practical Nurse Office. If the student is receiving Federal funds and is awarded a scholarship, the financial aid office must be notified so that the student's award letter can be revised.

All questions regarding financial aid should be directed to the Financial Aid Coordinator at finaid@dimanregional.org.

*Course Exemption Policy

Policy Purpose: The purpose of this policy is to establish the requirements regarding course exemptions within the Diman Regional Technical Institute School of Practical Nursing.

Scope and Applicability: This policy applies to all applicants and students enrolled in the Diman Regional Technical Institute School of Practical Nursing.

Definitions:

Course Exemption: The process of waiving a required Practical Nursing Program course based on prior education, training, certification, employment experience, demonstrated competency, or other qualifications. For purposes of

this policy, course exemption does not include transfer credit, readmission placement, advanced placement, or credit for prior learning unless those processes are addressed in a separate, approved institutional or program policy.

Program Requirement: A required course, learning experience, or competency that must be successfully completed to meet Practical Nursing Program completion requirements.

Full Curriculum Sequence: The complete series of required theory, laboratory, simulation, clinical, and evaluation components approved by the Program and required graduation eligibility.

Policy Statement:

The Diman Regional Technical Institute School of Practical Nursing does not grant exemptions or waivers or any required Practical Nursing Program course or required course component.

All students admitted to the Program are required to complete the full curriculum sequence, including all required theory, laboratory, simulation, and clinical learning experiences, evaluations, and competencies as established by the Program.

Prior education, coursework, certifications, employment experience, or demonstrated competencies do not exempt students from completing required Practical Nursing Program courses.

Roles and Responsibilities:

Program Administrator

- Ensures implementation of the Course Exemption Policy.
- Communicates course exemption information to applicants and students.
- Ensures students follow the established curriculum sequence and program completion requirements.

Admissions Committee

- Applies the Course Exemption Policy consistently during the admissions process.
- Provides information regarding course completion requirements when reviewing applicants.

Faculty

- Educate students regarding curriculum requirements and expectations.
- Ensure students complete assigned courses and learning experiences according to program standards.

Administrative Assistant

- Provides applicants and students with program policy information.
- Maintains documentation related to student records and program requirements.

Students

- Complete all required Practical Nursing Program courses and learning experiences.
- Follow the established curriculum sequence and program requirements.

Procedures

1. Applicants and students are informed during the admissions and enrollment processes that course exemptions for required Practical Nursing Program courses or required course components are not available.

2. All admitted students must complete each required Practical Nursing Program course, regardless of previous education, training, certification, or healthcare experience.
3. Requests for exemption from required Practical Nursing Program courses or required course components will not be approved.

Enforcement and Consequences

Requests for course exemptions will not be approved.

Students must successfully complete all required Practical Nursing Program courses, learning experiences, and competencies to meet graduation requirements.

*Advanced Placement Policy

Policy Purpose: The purpose of this policy is to establish and communicate the requirements regarding advanced placement opportunities within the Diman Regional Technical Institute School of Practical Nursing.

Scope and Applicability: This policy applies to all applicants seeking admission to the Diman Regional Technical Institute School of Practical Nursing.

Definitions

Advanced Placement: Admission into a nursing program with advanced standing or placement into a course or level beyond the initial program entry point based on previous education, nursing coursework, healthcare training, certification, licensure, or professional experience.

Advanced Standing: Academic placement that allows a student to enter a program at a level beyond the beginning of the curriculum based on previously completed educational requirements or demonstrated competencies.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing does not offer advanced placement or advanced standing into the Practical Nursing Program.

All students admitted to the Program are required to complete the full Practical Nursing curriculum, including all required theory, laboratory, simulation, and clinical learning experiences, regardless of previous education, healthcare experience, certifications, or coursework completed at another institution.

Prior coursework, healthcare employment, military medical training, certification, licensure, or other experiential learning may support general admission review only if allowed under the Program's admission criteria. These experiences do not waive, substitute for, shorten, or satisfy any required nursing course, clinical hour, laboratory hour, simulation experience, competency evaluation, or program progression requirement.

Roles and Responsibilities

Program Administrator

- Ensures the Advanced Placement Policy is implemented consistently.
- Communicates advanced placement requirements and limitations to applicants.
- Ensures admission decisions are made in accordance with published program policies.

Admissions Committee

- Applies the Advanced Placement Policy consistently during the admissions review process.
- Ensures applicants are evaluated according to established admission requirements.

Administrative Assistant

- Provides applicants with admission information, including the Advanced Placement Policy.
- Maintains documentation related to applicant inquiries and admissions materials.

Applicants

- Review and understand the Program's Advanced Placement Policy.
- Provide accurate information regarding prior education, coursework, certifications, and healthcare experience during the admission process.

Accepted Students

- Complete the full Practical Nursing curriculum as required by the Program.
- Fulfill all program completion requirements, including theory, laboratory, simulation, and clinical learning experiences.

Procedures

1. Applicants are informed during the admission process that the Practical Nursing Program does not offer advanced placement or advanced standing.
2. Requests for placement beyond the beginning of the curriculum based on previous nursing education, healthcare training, certifications, licensure, or work experience will not be approved.
3. All admitted students must successfully complete the required Practical Nursing curriculum in its entirety to meet graduation requirements.
4. Previous educational experiences may be considered for general admission eligibility; however, they do not result in advanced placement within the Practical Nursing Program.
5. Each applicant has access to this policy before enrollment, such as through Student guidelines, admissions material, website or application packet.
6. The program does not grant advanced placement, advanced standing, course substitution, clinical hour waiver, or curriculum acceleration within the Practical Nursing Program.

Enforcement and Consequences

Requests for advanced placement or advanced standing will not be approved.

Students who are admitted to the Practical Nursing Program are required to complete all program requirements as outlined in the curriculum and applicable program policies to be eligible for graduation.

*Advanced Placement or Transfer of Military Education, Training for Service Credit for a Military Health Occupation

Policy Purpose

The purpose of this policy is to define how prior military education, training, or service experience is considered within the Diman Regional Technical Institute School of Practical Nursing. This policy establishes consistent procedures regarding advanced placement, course waivers, and recognition of prior military healthcare education or training.

Scope and Applicability

This policy applies to all applicants and students who have completed military education, training, or service related to healthcare occupations and are seeking admission to or enrollment in the Diman Regional Technical Institute School of Practical Nursing.

Definitions

Military Education and Training: Educational programs, training activities, certifications, or competencies completed through a branch of the United States Armed Forces.

Military Healthcare Experience: Healthcare-related duties, responsibilities, or occupational experience obtained through military service.

Advanced Placement: Admission into a program with placement beyond the beginning level of the curriculum based on prior education, training, experience, or demonstrated competency.

Course Waiver: An approved exemption from a required nursing course or program requirement based on documented prior education, training, or equivalent learning. A course waiver does not apply to clinical requirements unless specifically approved by the program.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing recognizes the value of military education, training, and service experience. However, the Program does not grant advanced placement, transfer of military education or training, or waivers of required nursing courses based solely on prior military healthcare education, training, certifications, or occupational experience.

All students admitted to the Practical Nursing Program must complete the required curriculum sequence and all program requirements as published, including required theory, laboratory, simulation, and clinical learning experiences.

Roles and Responsibilities

Program Administrator

- Ensures implementation of this policy in accordance with program and institutional requirements.
- Communicates requirements related to military education, training, and service experience to applicants.
- Ensures admission and progression decisions are applied consistently.

Admissions Committee

- Reviews applicant information using established admission criteria.
- Applies this policy consistently when evaluating applicants with prior military education, training, or healthcare experience.

Administrative Assistant

- Provides applicants with admissions information related to military education, training, and service credit.
- Maintains documentation related to applicant records and admissions materials.

Applicants/Students

- Provide accurate information regarding prior military education, training, certifications, and healthcare experience.
- Review and understand program requirements related to curriculum completion and progression.

Procedures

1. Applicants with prior military education, training, or healthcare experience must complete the standard admission process established by the Practical Nursing Program.
2. Applicants may submit documentation of prior military education, training, or service experience as part of the admissions process; however, such documentation does not result in advanced placement or exemption from required nursing courses.
3. All admitted students must complete the full Practical Nursing curriculum, including required classroom, laboratory, simulation, and clinical experiences.
4. Program completion requirements remain the same for all students regardless of previous military education, training, or healthcare experience.

Enforcement and Consequences

Requests for advanced placement, transfer of military education or training, or waiver of required nursing courses based on prior military education, training, or service experience will not be approved.

Students must successfully complete all required Practical Nursing Program courses and learning experiences to meet graduation requirements.

*Transfer Credit Policy

Policy Purpose: The purpose of this policy is to establish the criteria and procedures for evaluating and granting transfer credit for eligible coursework completed at another post-secondary institution. This policy ensures that transfer credit decisions are made consistently, fairly, and in accordance with program requirements and applicable regulatory standards.

Scope and Applicability: This policy applies to applicants and enrolled students of the Diman Regional Technical Institute School of Practical Nursing who request evaluation of previously completed coursework for potential transfer credit toward Practical Nursing Program requirements.

Definitions

Transfer Credit: Academic credit awarded for eligible coursework completed at another approved post-secondary institution that is determined to be equivalent to a required course within the Practical Nursing Program.

Non-Nursing Credit: Coursework completed outside of nursing-specific courses that supports the Practical Nursing curriculum.

Institutionally Accredited Institution: A post-secondary institution accredited by a recognized accrediting agency approved for higher education accreditation.

Transfer Credit Request Form: A program document submitted by a student requesting evaluation of previously completed coursework for potential transfer credit.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing recognizes that students may have completed prior coursework that supports achievement of program outcomes. The Program may grant transfer credit for eligible non-nursing coursework when the course content, learning objectives, competencies, and instructional hours are determined to be equivalent to the corresponding Practical Nursing Program requirements

Transfer credit is evaluated on an individual basis and is not automatically granted based solely on completion of prior coursework.

Eligible courses for transfer credit consideration may include:

- Anatomy & Physiology I
- Anatomy & Physiology II
- General Psychology
- Child Developmental Psychology
- Nutrition

Coursework submitted for transfer credit evaluation must have been completed at a regionally accredited or approved post-secondary institution and must meet the requirements established by the Program.

Roles and Responsibilities

Program Administrator

- Reviews transfer credit requests and supporting documentation.
- Determines whether previously completed coursework meets program equivalency requirements.
- Ensures transfer credit decisions are consistent with program policies and requirements.
- Approves or denies transfer credit requests.

Administrative Assistant

- Provides students with transfer credit request information and required forms.
- Receives completed Transfer Credit Request Forms and supporting documentation.
- Maintains transfer credit documentation within student records.
- Processes applicable administrative fees.

Students

- Submit completed Transfer Credit Request Forms and required documentation by established deadlines.
- Provide official transcripts and additional course documentation when requested.
- Determine whether approved transfer credit affects financial aid eligibility, when applicable.

Procedures

1. Students requesting transfer credit must submit a completed Transfer Credit Request Form to the Program Administrative Assistant prior to the first day of class.
2. An official transcript from the previous institution must accompany the Transfer Credit Request Form.
3. Students must provide course syllabi, catalog information, learning objectives, or other documentation when requested by the Program Administrator to support evaluation of course equivalency.
4. Submitted coursework will be reviewed to determine equivalency based on:
5. The Program will consider the total instructional hours of the prior course when determining transfer credit equivalency. The instructional hours must be comparable to those of the corresponding Practical Nursing Program course, in addition to alignment of course content, learning objectives, and competencies.
6. Coursework submitted after the first day of class will not be considered for transfer credit evaluation; no exceptions.
7. Only completed non-nursing courses meeting the following criteria will be considered:

- Minimum grade of C or its equivalent, based on the grading scale of the institution awarding the credit.
- Course must have been successfully completed no more than three (3) years prior to the date the transfer credit is requested.
- Completion at a regionally accredited or approved post-secondary institution.

8. Approved transfer credits will be recorded on the student's transcript with a grade of "T" (Transfer). Transfer credits are not included in grade point calculations or National Association of Licensed Practical Nurses (NALPN) eligibility determinations.
9. Tuition adjustments for approved transfer credit will be calculated based on:

- Number of approved clock hours transferred; and
- Applicable residency status.

10. A $50.00 administrative fee is required for each course submitted for transfer credit evaluation. The fee is due upon submission of the Transfer Credit Request Form.

Enforcement and Consequences

Failure to submit required documentation by established deadlines may result in denial of the transfer credit request.

Transfer credit will not be awarded for coursework that does not meet established equivalency requirements, does not meet minimum grade requirements, or is submitted after the stated deadline.

The Diman Regional Technical Institute School of Practical Nursing reserves the right to deny transfer credit when previously completed coursework does not demonstrate equivalency with program requirements.

Program Completion

Pinning Ceremony

In keeping with nursing school tradition, a Pinning Ceremony is held to recognize

and celebrate the transition from student to nurse. A school pin will be provided by the school. The pinning is held during the graduation ceremony at the end of the year.

*Graduation Policy

Policy Purpose: The purpose of this policy is to define the requirements for completion of the Diman Regional Technical Institute School of Practical Nursing Program and to provide information regarding graduate eligibility for application to the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and the Massachusetts practical nurse licensure process.

Scope and Applicability: This policy applies to all students enrolled in the Diman Regional Technical Institute School of Practical Nursing and outlines requirements for program completion, issuance of a certificate of completion, and eligibility to apply for practical nurse licensure.

Definitions

Program Completion: Successful completion of all required Practical Nursing Program curriculum requirements, including theory, laboratory, simulation, clinical experiences, and other program requirements.

Graduate: A student who has successfully completed all requirements of the Practical Nursing Program and has been awarded a certificate of completion.

NCLEX-PN: The National Council Licensure Examination for Practical Nurses, a standardized examination required for individuals seeking initial practical nurse licensure.

Good Moral Character: A requirement established by the Massachusetts Board of Registration in Nursing (MA BORN), not the school, for initial nurse licensure applicants. The Board's process includes review of required disclosures and background checks as part of initial licensure eligibility.

CORI: Criminal Offender Record Information used to conduct criminal history record checks in Massachusetts.

SORI: Sex Offender Registry Information used to identify individuals listed on the Massachusetts Sex Offender Registry.

Policy Statement

Students who successfully complete all Practical Nursing Program requirements, satisfy all financial obligations to Diman Regional Technical Institute, and complete required program surveys and exit requirements will be awarded a certificate from the Diman Regional Technical Institute School of Practical Nursing.

Graduates of the Program are eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Completion of the Practical Nursing Program does not guarantee licensure. Licensure eligibility and approval to take the NCLEX-PN are determined by the Massachusetts Board of Registration in Nursing (MA BORN) in accordance with applicable regulations.

"Students are informed that Massachusetts requires applicants for initial RN or LPN licensure to meet Good Moral character requirements and complete applicable background checks before licensure or Authorization to Test, as determined by the Board."

Graduates are educationally prepared for entry-level practical nursing practice; however, they may not practice as practical nurses in Massachusetts until a license is issued and active.

Roles and Responsibilities

Program Administrator

- Ensures students are informed of program completion and licensure requirements.
- Verifies completion of program requirements prior to graduation.
- Provides information regarding the NCLEX-PN application process and licensure requirements.
- Ensures required graduate documentation is completed and submitted.

Faculty

- Assist students in preparing for successful completion of program requirements and transition to professional nursing practice.
- Provide instruction related to the role and responsibilities of the practical nurse.
- Reinforce licensure requirements and professional responsibilities.

Administrative Assistant

- Maintains graduation records and required documentation.
- Processes required graduation paperwork.
- Collects required surveys and completion documents.
- Assists graduates with access to NCLEX-PN and licensure application information.

Students/Graduates

- Complete all program requirements.
- Satisfy all financial obligations prior to receiving a certificate.

- Complete required program surveys and exit requirements.
- Complete the NCLEX-PN application and licensure process according to MA BORN requirements.

Procedures

1. Students must successfully complete all required Practical Nursing Program courses, clinical experiences, and program requirements to qualify for graduation.
2. Prior to receiving a certificate of completion, students must:
   - Meet all academic and clinical requirements;
   - Satisfy all financial obligations to the institution; and
   - Complete all program-required surveys by the deadline established by the Program. Surveys must be completed and submitted through the designated electronic survey platform. The Program Administrator or designee will verify completion using the survey completion records provided by the designated platform. Students are responsible for completing each required survey by the stated deadline.
3. General information regarding the Massachusetts practical nurse licensure process, including application requirements, Good Moral Character and the NCLEX-PN examination, is provided to students during program orientation.
4. The NCLEX-PN application process, licensure requirements, and professional responsibilities are reviewed in greater detail prior to program completion.
5. Graduates must complete the MA BORN application process and meet all licensure requirements established by the Board.
6. Graduates must comply with any required criminal background review processes established by the MA BORN, including CORI and SORI requirements, when applicable.

Enforcement and Consequences

Students who do not successfully complete program requirements, satisfy financial obligations, or submit required completion documentation will not be eligible to receive a certificate of completion.

Graduates who do not meet Massachusetts Board of Registration in Nursing requirements may be ineligible for licensure or approval to take the NCLEX-PN until requirements established by the Board are satisfied.

The Diman Regional Technical Institute School of Practical Nursing does not determine licensure eligibility and does not guarantee successful completion of the NCLEX-PN examination or issuance of a practical nurse license.

No School Notice

School Cancellation Notification Procedures

In the event it becomes necessary to alter the school day by canceling, dismissing early or having a delayed start, the following procedure will be used:

Canceling or Delayed Start:

- Notification will be sent using Parent Square and the BCCalert Systems
- LPN students will follow all BCC protocols for a cancelled school day.
- Diman Regional Technical Institute SPN will also post cancellation to our Diman LPN Facebook page.

Early Dismissal:

- If a dismissal is necessary while students are in school, the Program Administrator will notify the instructors, who will then inform the students.

- If you are home and an EARLY DISMISSAL is anticipated, you will be notified using Parent Square/or BCCalert systems.

Change of Name, Address, Telephone Number

Any change in name, address or telephone number while the student is enrolled in the school shall be reported to the Program Administrative Assistant, in writing within seven (7) business days. Alumni of the School of Nursing should keep their records in order by reporting changes to the Administrative Assistant.

Liability Insurance Coverage

Practical Nurse students shall be required to purchase Liability Insurance Coverage. Cost per student: $15.00/yr. (price subject to change). Payment must be received prior to the first day of class.

Valuable Articles/Money

Items of significant value or large sums of money should never be brought to campus or to clinical sites; be mindful of the safety of all possessions. There is limited space for storage of personal items in the classroom, lab, and clinical agencies.

Building Security

The safety and security of students, faculty, staff, and visitors are a priority. Campus Police provide emergency and non-emergency assistance to the Bristol Community College campus. Campus Police emergency and non-emergency telephone numbers are available in the **BCC Emergency Response Guide**, located near the light switches in the classroom and reception area. Emergency call stations are located throughout the campus and connect directly to Campus Police for immediate assistance. For building security, access to the facility is restricted between 10:00 p.m. and 7:00 a.m.

Break / Lunch

Break / Lunch time will be noted on each class schedule. **ALL drinks brought into the classroom area must be in a spill proof water bottle/container at all times**. Students can purchase coffee, snacks, lunch items in the cafeteria, located in building G. Hours of operation are: Mon-Thurs 7:00am-2pm and Fridays 7:00am-1:30pm. The Hawks Nest, located in the Siegel Health Technology Building (C building), has grab and Go breakfast, lunch and dinner items; hours of operation are: Mon-Thurs 7:00am-2pm and Fridays 7:00am-1:30pm. If leaving the building during break/lunch, the student is responsible to be back in class at the scheduled time or will be counted as absent. Students are welcome to bring food from home. Lunches should be packed in an insulated lunch bag with an ice pack to help maintain food safety.

Clean Up

No drinks are to be left in the classroom. All students are expected to participate in clean-up duties, in the classroom and the lab. Students will wipe down desks in the classroom with antiseptic wipes and return their Chromebook to the cart ensuring it is plugged in at the end of each day. Students will clean up the lab area as directed by the instructors.

Classroom Etiquette

To maintain a positive environment that is conducive to learning, all students are expected to abide by the following principles:

1. Be ready to start class on time. Students should be in their seats ready to start class at the appointed time. It is not acceptable to arrive late to class. Students arriving late will be initially marked as absent and will need a slip from the Administrative assistant in order to enter the classroom.

2. Students are expected to remain in class for the entire scheduled session. If a student must leave early, they must notify the assigned faculty member before the start of class. At the conclusion of class, students should remain seated and refrain from conversations, standing, or putting away materials or Chromebooks until the faculty member has officially dismissed the class. Time missed due to leaving class early will be recorded as absent time.
3. When class is in session, talking between students is inappropriate and disrespectful to the faculty. Talking or chattering is distracting to both faculty and peers making it difficult for your classmates to hear what is being discussed and presented. If you require clarification of something presented by faculty, please raise your hand and request faculty repeat or further explain concepts, refrain from obtaining information from your peers during class.
4. Faculty encourage students to ask questions to seek clarification or further information on a topic or concept being discussed. The classroom is a professional learning environment and should not be used as a forum for confrontational or disruptive behavior toward faculty. Questions that are not appropriate to the topic of the class should be asked via email or in private discussion. Argumentative or hostile interactions between student and faculty are not appropriate in the classroom and will not be tolerated. This behavior will result in Student incident warning.
5. Students are expected to conduct themselves in a manner that supports a positive learning environment. Behaviors that disrupt or distract from faculty instruction or interfere with the learning of others are not permitted.

Examples of such behavior include:

- Doing work/reading non-class material.
- Using electronic devices in a way that is distracting and irrelevant to class. **This includes internet sites, text messaging, emailing faculty or anyone else during class or surfing the internet.**
- Improper usage of Chromebooks during class will lead to the loss of privileges for computer usage.
- Intentionally making loud noises or rude remarks that compete with the lecturer for classroom attention
- Frequently leaving class, going in and out of class during lectures, presentations by faculty and/or peers
- Sharing unsolicited comments on material being taught

6. Sleeping during class will not be tolerated. Sleeping during class demonstrates that the student is not actively engaged in the learning process, and he/she will be asked to leave the room.
7. Students are expected to respect the faculty's authority to establish and enforce classroom policies and protocols that support an effective learning environment. Faculty may implement guidelines for a variety of reasons, including maintaining classroom organization, promoting engagement, and minimizing distractions. Students are responsible for following all classroom expectations, which may include, but are not limited to, the appropriate use of electronic devices and computers, classroom access procedures, waiting until designated times to ask questions, and other practices that support the learning process. If a student has concerns regarding a classroom policy or protocol, the concern should be communicated respectfully to the faculty member in writing for review and discussion.

Professional Courtesy

Faculty members will be addressed professionally as "Mr.", "Mrs.", "Ms." or "Miss" only. No first names, initials, or terms of endearment.

Cell Phone Policy

1. Cell phones and all electronic devices, including smart watches, brought into the school must be turned off and stored in the designated area during class time. Students may access their devices outside of the classroom during scheduled breaks or lunch periods.
2. If a cell phone or smart watch is visible during a testing period, the device will be confiscated, and the student will be removed from the classroom to meet with the Program Administrator. The incident will be reviewed to determine the appropriate course of action, including any disciplinary action, if warranted.
3. Students shall NOT be permitted to be in possession of cell phones or Smart Watches while on the clinical unit. Under no circumstances should a student make/receive phone calls from a phone on a clinical unit.
4. Students should instruct family members, daycare providers, etc. to contact the nursing school (508-672-2970) if they need to be reached for an emergency during class or clinical hours; the student will be notified by the Administrative Assistant.

Failure to comply with this policy will result in the student being required to surrender the device until the end of the class session and will receive a verbal warning. A second violation will result in a Student Incident Report being completed and a required meeting with the Program Administrator. Additional violations may result in disciplinary action, up to and including dismissal from the program, based on the severity, frequency, and circumstances of the violation.

Student Driving and Parking

Parking is available in any parking lot on the BCC campus; however, Parking lot B is directly in front of and closest to building B where the LPN program is located.

Library

A resource area located within the lab room is available as a private space for student use. The area contains a variety of reference materials and may be utilized by students for studying, reviewing course materials, or completing class assignments.

Online library access through Diman Regional Vocational Technical High School is available; students will receive a password to access online reference materials if needed.

Students can also use the facilities of the Learning Resource Center at Bristol Community College-Elsbree Street.

Student Rights and Responsibilities Policy

Policy Purpose: The purpose of this policy is to define the rights and responsibilities of students enrolled in the Diman Regional Technical Institute School of Practical Nursing. This policy promotes a respectful learning environment, establishes expectations for student conduct, and provides guidance regarding student accountability, communication, and resolution of concerns.

Scope and Applicability: This policy applies to all students enrolled in the Diman Regional Technical Institute School of Practical Nursing.

Definitions

Student Rights: The protections, privileges, and opportunities afforded to students in accordance with applicable laws, regulations, institutional policies, and program procedures.

Student Responsibilities: The expectations and obligations students must fulfill to support their academic success, professional development, and the effective operation of the Practical Nursing Program.

Appeal: A formal request by a student for review of a decision or action in accordance with established institutional or program procedures.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing is committed to recognizing and supporting the rights of all students while establishing corresponding responsibilities necessary to maintain a safe, respectful, and effective learning environment.

Students have the right to be treated with respect, fairness, and consistency in accordance with applicable laws, institutional policies, and program standards.

Students also have the responsibility to demonstrate professional behavior, respect the rights of others, and comply with program policies and procedures.

Students are encouraged to seek clarification, address concerns, or appeal decisions when they believe a review is appropriate. Students should follow established communication pathways and procedures outlined in the Student Handbook.

Students are responsible for monitoring their academic progress, maintaining accurate records of their performance, completing assignments by established deadlines, and utilizing available program resources to support successful completion of the Practical Nursing Program.

Roles and Responsibilities

Program Administrator

- Ensures student rights and responsibilities are communicated and applied consistently.
- Provides guidance regarding student concerns, appeals, and resolution processes.
- Ensures program policies are implemented in accordance with institutional requirements.

Faculty

- Provide students with course syllabi, implementation guides, program schedules, and other learning resources necessary for student success.
- Communicate academic expectations, assignment requirements, and deadlines.
- Provide feedback and guidance regarding student progress.
- Support students in understanding and fulfilling program expectations.

Administrative Assistant

- Provides access to student handbook information and program documents.
- Maintains student records in accordance with institutional procedures.
- Assists with communication regarding program policies and procedures.

Students

- Review and comply with program policies, procedures, and expectations.
- Demonstrate respectful, professional, and appropriate behavior in all learning environments.
- Respect the rights, privacy, and dignity of others.
- Monitor academic progress and maintain personal records of academic performance.
- Complete assignments and program requirements by established deadlines.

- Seek assistance and clarification when needed.

Procedures

1. Students are provided access to program policies, procedures, and expectations through the Student Handbook and other program resources.
2. Students who have questions, concerns, or believe a decision or action requires review should:

- Discuss the concern with the appropriate faculty member or Program Administrator;
- Follow established appeal or grievance procedures when applicable.

3. Faculty provide students with course and program resources, including:

- Course syllabi;
- Implementation guides;
- Program schedules;
- Assignment expectations and deadlines;
- Additional resources to support student achievement.

4. Students are responsible for maintaining records of their academic performance, including examination results and other relevant progress information, to support self-monitoring of academic achievement.
5. Students should communicate concerns in a timely manner to allow appropriate review and resolution.

Enforcement and Consequences

Student conduct concerns, academic concerns, or violations of program expectations will be addressed consistently and according to established policies.

Students who believe their rights have not been appropriately addressed may utilize the applicable appeal, grievance, or complaint resolution procedures outlined in the Student Handbook.

Student failure to meet responsibilities or comply with program policies is managed through established corrective action procedures in accordance with institutional and program requirements.

Classroom Dress Code

1. All students are expected to come to school neat and clean in dress and appearance and present themselves in a professional manner outside of
2. the school, as well. Students must wear attire that does not interfere with the learning environment or compromise the health and safety of themselves or others. Photo ID badges must be visibly worn while in the school building. Students are required to cover the cost of any replacement ID, Diman shall provide the first photo ID badge.
3. Class T-shirts (long sleeve or short) are required in class and lab with scrub pants. Scrub pant colors are the choice of the student.
4. For reasons of security and safety, hats, caps, “flip-flop” sandals, backless footwear, “hoodies”, and bandanas or scarves will not be worn in any academic classroom, lab, corridor, or any other area of the school building.
5. Students are only allowed to wear Diman school approved attire in the classroom, including outerwear. No hoodies or slipover sweatshirts are allowed in class. The only outerwear allowed to be worn in class are the Diman Fleece jackets.

Failure to comply with any dress code requirement will result in progressive disciplinary action. A first offense will result in a verbal warning. A second offense will result in a Student Incident Report and may include a disciplinary warning or probation, as determined by the Program Administrator.

Section B – PROGRAM SPECIFIC

CORI/SORI Requirement

All students will have a Criminal Offenders Record Information (CORI) and Sexual Offenders Record Information (SORI) checks done through Diman Regional Vocational Technical High School as a requirement for admission. In addition, any affiliating clinical facility reserves the right to conduct a CORI or SORI prior to a student's clinical affiliation. The outcome of the CORI or SORI will impact the student's ability to participate in the clinical experience. All clinical facilities have the right to refuse to have a student affiliate based on the student's CORI or SORI. Since graduation requires completion of concurrent clinical and academic hours, the student who is refused clinical affiliation based on CORI or SORI would not be able to complete the program. In order to sit for the NCLEX-PN, students must complete a CORI form.

Good Moral Character Compliance

Applicants for initial licensure examination from the Massachusetts Board of Registration in Nursing must comply with "the Good Moral character" (GMC) requirements specified at MGL Chapter 112, section 74A that requires nursing licensure applicants to be of good moral character. The Board requires all applicants to answer specific questions related to criminal convictions or disciplinary actions when applying for licensure to ensure that the conduct of each applicant to whom it grants a license does not pose an unacceptable risk to the public health, safety and welfare. Further information can be found at **https://www.mass.gov/orgs/board-of-registration-in-nursing**

Medical Clearance

The Practical Nurse program reserves the right to request that a student provide medical documentation for a declared mental, emotional, or physical illness from the student's healthcare provider to participate in class and clinical experiences.

A pregnant student in the Practical Nursing Program is required to make her condition known to the Program Administrator as soon as possible. Students who are pregnant during their nursing studies will continue in the program with the approval of their attending Health Care Provider (HCP). A release will be required. (Forms are provided by Diman)

Please be advised that students can be required by a clinical agency to submit to and pass a drug-screening analysis (at student cost) to be eligible for placement in that clinical facility. Certain facilities will also require students to submit to and pass random drug screening analysis to remain at that facility. If a student either fails to pass or refuses to submit to a drug screening analysis, the student will be ineligible for clinical placement and must meet with the Program Administrator within 24 hours.

Any change in physical or mental health must be reported to the Program Administrator as soon as they occur or are diagnosed.

Students must provide appropriate medical clearance from a licensed healthcare provider before returning to the classroom or clinical setting following an infectious illness, accident or injury, pregnancy, or a medical leave of absence.

Any event requiring medical or surgical intervention or for any condition that is a change to the student's health status and/or renders the individual contagious and/or incapable of performing nursing student responsibilities must submit health clearance from the appropriate health care provider who was/is providing treatment, prior to returning to the program. Documentation must be signed and dated, stating the student is free of any health condition which can be a potential risk to students, patients, faculty, or other personnel and/or can interfere with the safe performance of his/her nursing student responsibilities including, but not limited to, habituation or addiction to drugs or substances that can alter the individual's behavior.

After treatment or hospitalization, if the health care provider identifies a condition(s) that would limit the student's ability to participate in the PN program and perform nursing activities, the health care provider must specify that the condition(s) do not pose a risk to safe nursing practice and document any limitations, rationale for, and duration of the specific limitations.

Please be advised that the nature of healthcare has inherent risks that can include (but not limited to) exposure to hepatitis C, Clostridium difficile (also known as C. diff), COVID-19, and other infectious disorders. It is imperative that students always follow all health and safety guidelines to reduce their risk of exposure.

Health Program

1. Pre-entrance physical examinations and urine drug screens are required for the Program prior to the first day of class. The student is responsible for making appointments, obtaining documentation and any costs incurred. Each student is responsible to meet the established deadlines for submission of the documentation as announced by the Program Administrator and Administrative Assistant during the applicant interview and orientation process.
2. Required immunizations for Health Care Personnel (HCP) as mandated by the MA Department of Public Health that govern the Program and affiliating sites must be completed. No exemptions.
3. Health insurance: Students assume the financial obligations for illness, accidents, and dental care. Each student must provide proof of active health insurance coverage no later than the first day of the class. Any change in health insurance must be reported to the Administrative Assistant as soon as possible. Inability to obtain health clearance or proper immunizations will result in a Withdrawal of Admission.
4. The law does not permit the Nursing faculty to treat or recommend treatment. A first aid kit is available for emergencies, and students will be sent to the nearest hospital via emergency services as needed. Illness/accidents occurring at school are reported to the Program Administrator and a student incident report filed. The student is referred to his/her own physician for necessary follow- up care at his/her own expense.
5. Post-secondary students can bring prescribed medications to School in a container properly labeled by the physician or pharmacy to be kept on their person. Over-the-counter medications should be kept in a secure personal area.
6. The Administration Office shall maintain an Emergency Information Sheet on each student. It is extremely important that the school be able to reach someone designated to care for a student in case of emergency.
7. On clinical days, incidents must be reported to their clinical instructor and appropriate reports filed per facility protocol.

*Attendance Policy

Policy Purpose: The purpose of this policy is to establish attendance, punctuality, and participation expectations for students enrolled in the Diman Regional Technical Institute School of Practical Nursing. Regular attendance and timely participation in classroom, laboratory, simulation, and clinical experiences are essential components of nursing education and are necessary for students to achieve program outcomes and meet graduation requirements.This policy establishes procedures for reporting absences, requesting excused absences, completing missed learning experiences, and addressing attendance concerns in a consistent and equitable manner.

Scope and Applicability: This policy applies to all students enrolled in the Diman Regional Technical Institute School of Practical Nursing and includes attendance requirements for classroom, laboratory, simulation, and clinical learning experiences.

Definitions

Attendance: A student's presence and active participation in scheduled classroom, laboratory, simulation, and clinical learning experiences.

Absence: Failure to attend a scheduled learning experience or assigned program activity.

Excused Absence: An absence that is approved by the Program based on established criteria and appropriate supporting documentation.

Unexcused Absence: An absence that does not meet the criteria for an excused absence or is not supported by required documentation.

Tardiness: Arrival after the scheduled start time of a class, laboratory, simulation, or clinical experience, or failure to return on time following scheduled breaks or lunch periods.

Early Dismissal: Leaving a scheduled learning experience before the designated completion time without prior approval.

Clinical Make-Up: A required replacement of missed clinical hours to ensure completion of required clinical experiences and achievement of course and program outcomes.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing recognizes attendance, punctuality, preparation, and professional behavior as essential components of nursing education and professional nursing practice.

Students are expected to attend and actively participate in all scheduled classroom, laboratory, simulation, and clinical experiences. Attendance is necessary for students to demonstrate achievement of course competencies, program outcomes, and clinical performance expectations.

The Practical Nursing Program requires students to complete all program hours, clinical learning experiences, and course requirements approved for the program. A minimum of 1080 instructional hours, including a minimum of 540 clinical practice hours are required to prepare students for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The Diman Regional Technical Institute School of Practical Nursing full-time program meets and exceeds these requirements with a total of 1106 instructional hours; 568 clinical hours and 538 didactic hours.

The full-time Practical Nursing Program is completed over 40 weeks. Classroom and laboratory experiences are scheduled from 7:45 a.m. to 2:45 p.m. Students are expected to be present, prepared, and ready to participate at the scheduled start time.

Clinical experiences begin at 7:00 a.m., unless otherwise assigned. Students are expected to arrive prepared and ready to begin their assigned clinical responsibilities at the designated start time.

Attendance is monitored cumulatively throughout each term. Attendance records include absences, tardiness, and early dismissals.

Roles and Responsibilities

Program Administrator

- Ensures implementation of the Attendance and Punctuality Policy.
- Reviews attendance concerns and ensures consistent application of attendance procedures.
- Evaluates attendance issues in collaboration with faculty.
- Determines appropriate action when attendance concerns affect achievement of course or program outcomes.

Faculty

- Communicate attendance expectations, schedules, and course requirements.
- Maintain accurate attendance records for assigned classroom, laboratory, simulation, and clinical experiences.

- Notify students of attendance concerns.
- Assist students in identifying strategies to successfully meet course and program requirements.
- Evaluate student achievement of course objectives and competencies related to attendance and participation.

Administrative Assistant

- Maintains attendance documentation.
- Receives student notifications regarding absences and tardiness.
- Maintains required attendance records and supporting documentation.
- Assists students with attendance-related procedures and documentation requirements.

Students

- Attend all scheduled classroom, laboratory, simulation, and clinical experiences.
- Arrive on time and prepared to participate.
- Notify the Program according to established procedures when unable to attend or when arriving late.
- Submit required documentation for absences requiring verification.
- Complete all missed assignments, learning activities, and clinical requirements within established timelines.
- Monitor personal attendance records and progress toward meeting program requirements.

Procedures

A. Attendance Expectations

1. Students are expected to attend all scheduled classroom, laboratory, simulation, and clinical experiences.
2. Students are expected to be present for the entire scheduled learning experience unless dismissed by faculty or authorized program personnel.
3. Students are responsible for completing all missed academic work, laboratory activities, simulation experiences, and clinical requirements following an absence.
4. Students are encouraged to schedule personal appointments and obligations outside of scheduled program hours.
5. Students are responsible for maintaining personal records of attendance, academic performance, and progress toward program completion.

B. Excused Absences

An absence is considered excused when the student provides appropriate documentation, notifies the Program according to established attendance procedures, and receives written approval from the Program administrator or designee. Excused absences do not count toward the thirty (30) hour cumulative absence limit.,

Examples of circumstances that may qualify for an excused absence include:

1. Court Appearance

- Required documentation includes a court summons, subpoena, or court-issued verification of attendance.

2. Contagious Illness

- Documentation from a licensed healthcare provider verifying that the student is unable to safely participate in classroom or clinical activities or must be excluded due to public health or healthcare facility requirements.

- The Program requires medical clearance before the student returns to classroom, laboratory, simulation, or clinical activities when health concerns affect the student's ability to safely participate.

3. Hospitalization of the Student or Student's Child (overnight admission or longer)

- An absence is excused only when the student or their child is admitted to the hospital for at least one overnight stay. Hospital discharge documentation from a provider is required. ER visits without an overnight admission do not qualify.

4. Death of an Immediate Family Member or Significant Person

- Documentation includes one of the following: an obituary, funeral or memorial service program, funeral home documentation, documentation from a clergy member/officiant, or other documentation approved by the Program Administrator.

Bereavement leave is provided as follows:

- Three (3) days for the death of an immediate family member, including spouse, partner, child, parent, stepparent, sibling, grandparent, grandchild, parent-in-law, sister-in-law, or brother-in-law.
- Two (2) days for the death of an aunt, uncle, niece, or nephew.

The Program Administrator reserves the right to request additional documentation when necessary to verify the reason for an absence.

The Program Administrator determines whether an absence meets the criteria for an excused absence based on the circumstances and documentation provided.

C. Unexcused Absences

The maximum allowable absence time for the Practical Nursing Program is thirty (30) cumulative clock hours of combined classroom, laboratory, simulation, and clinical hours unless otherwise required by an approved accommodation or applicable law. The thirty (30) hour cumulative limit includes: unexcused absences, tardiness, early dismissals, and clinical absences.

1. Attendance hours are calculated cumulatively throughout the program.
2. When a full-time student reaches fifteen (15) hours of absence, the student will be placed on attendance probation.
3. Students who accumulate more than thirty (30) total hours of absence during the program jeopardize their ability to achieve course and program outcomes and are subject to immediate review by the Program Administrator and faculty. Students will have an opportunity to provide documentation related to the absences, the Program administrator will decide on dismissal of the student. Continued enrollment is contingent upon the student's ability to meet attendance requirements and program outcomes.
4. Failure to meet attendance requirements is reviewed by the Program Administrator and faculty. When attendance prevents the student from achieving course and program outcomes, dismissal from the Program will occur.

D. Clinical Absences

1. Students absent from clinical experiences must notify the Program and the assigned unit from your clinical agency. When reporting your absence, ask to speak to the supervisor or charge nurse on the unit and state your name, school and time of your scheduled clinical experience.
2. Failure to notify the Program and clinical agency of an absence before the required reporting time is considered a failure to follow professional attendance expectations.

3. Missed clinical hours must be completed hour-for-hour through the clinical make-up procedure. Clinical makeup is required to ensure students have sufficient opportunities to meet clinical objectives and program outcomes. Once clinical hours are made up, absence hours are returned to the total.
4. Students must complete required clinical make-up hours before progressing to the next term or completing program requirements.

E. Illness During Classroom, Laboratory, Simulation, or Clinical Experiences

1. If a student becomes unable to safely participate due to illness or physical limitations during a scheduled learning experience, faculty will evaluate the student and determine appropriate action when illness or physical limitations prevent safe participation in the learning activity. An absence will be recorded for the time missed.
2. The Program requires medical clearance from a licensed healthcare provider before the student returns to classroom or clinical activities when the student's health status affects the ability to safely participate.
3. Medical clearance must verify that the student can safely resume academic and clinical responsibilities.

F. Tardiness and Early Dismissal

Punctuality is an essential professional responsibility in nursing practice.

1. Students are expected to arrive at the assigned location and be prepared to begin at the scheduled start time.
2. Tardiness includes:
    - Arrival after 7:45 a.m. for classroom/laboratory experiences;
    - Arrival after 7:00 a.m. for clinical experiences unless another start time is assigned;
    - Late return from scheduled breaks or lunch;
    - Leaving class, laboratory, simulation, or clinical experiences before dismissal without authorization.
3. Attendance will be recorded at the beginning of scheduled activities, after breaks, and after lunch.
4. Tardiness and early dismissal time will be calculated toward the total allowable absence hours.
5. Clinical tardiness will be documented in clinical evaluations and may affect clinical performance evaluation.
6. A student arriving thirty (30) minutes or later to clinical will meet with the clinical instructor to determine the appropriate action. Actions may include a late clinical start, dismissal from clinical, partial clinical participation, a clinical warning, or a clinical makeup. All missed clinical time is considered absent time and must be made up.

G. Reporting Absences and Tardiness

Classroom/Laboratory Absences or Tardiness

Students must notify the Administrative Assistant by email or telephone before 7:45 a.m.

Students should:

- Email the Administrative Assistant; or
- Call 508-672-2970 Ext. 8111.

Students should not contact faculty office extensions or the Program Administrator for routine attendance notifications.

Clinical Absences or Tardiness

Students must:

Notify the Administrative Assistant by email or telephone before 6:00 a.m. and leave a message.

1. Notify the assigned clinical agency, when applicable, before 6:00 a.m.
2. Provide the student's name, school name, assigned clinical unit, and reason for absence.
3. Notify the clinical instructor by email.

H. Missed Theory/Classroom Experiences

Students are responsible for obtaining missed information, including:

- Class notes
- Handouts
- Assignments
- Course explanations
- Learning materials

Faculty may provide guidance regarding missed content; however, students are responsible for completing missed academic requirements.

I. Missed Clinical Orientation

Clinical orientation is required by the Practical Nursing Program and assigned clinical agencies.

Students who do not complete required clinical orientation will not participate in clinical experiences until orientation requirements are completed.

Failure to complete required clinical orientation prevents the student from meeting clinical objectives and results in an evaluation by the Program Administrator and faculty. Continued enrollment requires the student to demonstrate the ability to meet clinical requirements and program outcomes.

J. Clinical Make-Up Procedure

1. Missed clinical hours must be completed hour-for-hour during the term in which the absence occurs.
2. Clinical make-up experiences will be scheduled by the Program Administrator and/or faculty at an approved clinical site under faculty supervision. Make-up experiences will be comparable in level, supervision, and learning objectives to the missed experience, when feasible.
3. All clinical make-up hours must be completed by the final day of the term in which the absence occurs.
4. Clinical make-up hours may be scheduled outside regular school hours, including after school, evenings, or weekends, based on faculty and clinical site availability.
5. Students are responsible for payment of clinical make-up hours scheduled outside faculty regularly assigned work hours. Fees apply only when additional faculty compensation is required. Fees are refundable if the make-up is cancelled by the Program or clinical agency.

Clinical make-up fees for the 2026–2027 academic year are:

- In-district: $10.50/hour ($84.00 for an eight-hour clinical day)
- Out-of-district: $16.00/hour ($128.00 for an eight-hour clinical day)
- Out-of-state: $17.00/hour ($136.00 for an eight-hour clinical day)

6. Payment must be received by the Administrative Assistant before the scheduled clinical make-up experience.
7. Students who do not submit payment before the scheduled make-up experience will not be permitted to attend the clinical make-up.

8. Failure to complete required clinical hours prevents achievement of clinical objectives and may result in dismissal from the Program.
9. Students receiving financial aid should consult the Satisfactory Academic Progress (SAP) Policy, as changes in enrollment status or completion requirements may affect financial aid eligibility.

Enforcement and Consequences

The Diman Regional Technical Institute School of Practical Nursing monitors attendance and punctuality throughout enrollment to ensure students have sufficient opportunities to achieve course competencies, clinical objectives, and program outcomes.

Failure to meet attendance requirements or follow established attendance procedures results in review and corrective action in accordance with program policies.

Attendance concerns are addressed through the following process:

1. Attendance Review

- Attendance records are reviewed throughout each term by faculty and the Program Administrator.
- Students demonstrating attendance concerns that interfere with achievement of course or program outcomes are notified and provided with an opportunity to review expectations and available resources.
- The Program Administrator and faculty determine appropriate corrective action based on the student's attendance record, documented circumstances, and impact on the student's ability to meet program requirements.

2. Attendance Probation

Students are placed on attendance probation when they reach fifteen (15) hours of cumulative absence in the full-time Practical Nursing Program.

Attendance probation includes:

- Review of attendance expectations with the student;
- Documentation of the attendance concern;
- Development of a plan to support successful completion of program requirements;
- Continued monitoring of attendance.

3. Clinical Attendance Violations

Failure to follow clinical attendance procedures, including failure to provide required notification of a clinical absence, is considered a violation of professional expectations.

Clinical attendance violations are addressed through progressive corrective action, which includes:

- Clinical warning;
- Clinical probation;
- Review with the Program Administrator;
- Dismissal from the Program when the student is unable to meet clinical expectations or program outcomes.

4. Tardiness and Early Dismissal Consequences

Repeated tardiness or early dismissal is reviewed as an attendance concern.

Students with excessive tardiness or early dismissal:

- Receive notification of the attendance concern;
- Meet with faculty and/or the Program Administrator;

- Receive corrective action based on the impact of attendance on course and program outcomes.

Corrective action includes:

- Attendance warning;
- Attendance probation;
- Dismissal from the Program when attendance concerns prevent the student from meeting program requirements.

5. Program Dismissal Related to Attendance

A student will be dismissed from the Practical Nursing Program when the student:

- Exceeds the maximum allowable absence limit of thirty (30) hours, resulting in the inability to meet course, clinical, or program outcomes due to attendance-related deficiencies.
- Fails to complete required clinical make-up hours
- Fails to follow required attendance notification procedures, resulting in inability to safely participate in required learning experiences.

Revised: 5/25, 8/25, 8/2026, 9/26

*Progression

Policy Purpose: The purpose of this policy is to establish the academic and clinical performance requirements for student progression through the Diman Regional Technical Institute School of Practical Nursing Program. The policy establishes minimum grade requirements, progression standards, and procedures for unsuccessful course completion. **Students must achieve a minimum grade of 75% in all theory courses and clinical experiences. Grades will not be rounded.**

Scope and Applicability: This policy applies to all students enrolled in the Diman Regional Technical Institute School of Practical Nursing Program.

Definitions

Academic Course: A required course within the Practical Nursing curriculum that includes classroom-based instruction and evaluation of student learning outcomes.

Clinical Course: A required nursing course that includes supervised clinical practice experiences designed to develop nursing competencies.

Final Grade: The official grade assigned at the completion of a course or term based on the grading requirements outlined in the course syllabus.

Progression: Advancement from one academic term to the next after successful completion of required courses and achievement of established program outcomes.

Course Failure: Failure to achieve the minimum passing grade established by the Program for an academic or clinical course.

Policy Statement

Students enrolled in the Diman Regional Technical Institute School of Practical Nursing must achieve a minimum final grade of 75% in all required course components to progress to the next term of the Program.

Final grades are issued at the completion of each academic term. Course-specific grading criteria such as grading weights, minimum passing requirements, evaluation methods, are outlined in individual course syllabi.

Theory, laboratory skills, simulation, and clinical experiences are integrated components of the nursing curriculum. To progress within the curriculum sequence, students must successfully complete all required components of each

nursing course, including laboratory skills, simulation and clinical experiences, attendance requirements, safety standards, and other course-specific requirements.

Roles and Responsibilities

Program Administrator

- Ensures implementation of academic progression and grading requirements.
- Reviews student academic standing and progression decisions.
- Provides guidance regarding readmission procedures when applicable.
- Ensures grading and progression decisions are applied consistently.
- Verifies that progression decisions are documented, communicated to students in writing, and retained in accordance with institutional record retention requirements.

Faculty

- Establish and communicate course grading requirements through course syllabi.
- Evaluate student achievement of course objectives and competencies.
- Maintain accurate records of student performance.
- Notify students of academic concerns and progression issues as soon as they are identified and provide written notification when formal action is required.

Administrative Assistant

- Maintains official student academic records and documentation.
- Assists with communication related to progression decisions and required documentation.

Students

- Review and understand course grading requirements.
- Complete all academic, laboratory, simulation, and clinical requirements.
- Monitor academic progress and seek assistance when academic concerns arise.
- Maintain satisfactory academic standing according to program requirements.

Procedures

1. Students must achieve a minimum final grade of 75% in each academic and clinical course to progress to the next term. Rounding of the grade is not permitted.
2. Final grades are calculated and issued at the conclusion of each term according to the grading criteria established in each course syllabus.
3. Students who fail a required course will be unable to progress to the next term or graduate.
4. Students who fail a nursing theory course or clinical component must repeat all required components of the course, including theory, clinical, and laboratory experiences, in accordance with the Readmission Policy if approved to return to the Program.
5. Theory, laboratory skills, simulation, and clinical experiences within nursing courses must be completed successfully and concurrently in accordance with the curriculum sequence.
6. At the time of course failure, the student's official transcript reflects a grade of "F" (Failed) for the unsuccessful course.

7. Students who are unsuccessful in required mathematics computation and medication calculation requirements after three (3) attempts will result in course failure and subsequent dismissal from the program. The student must follow the Readmission Policy for consideration of return to the Program.

Enforcement and Consequences

Students who fail to achieve the required minimum grade of 75% in a required course are not eligible to progress to the next term or graduate.

Students who fail an academic or clinical course are subject to the requirements outlined in the Readmission Policy.

Students who fail required mathematics computation and medication calculation requirements after the established number of attempts are dismissed from the Program and are eligible to seek readmission according to Program readmission requirements.

Students approved for readmission must meet all current Program requirements and complete any required assessments, remediation, or fees established by the program.

*Withdrawal Procedure/Program Withdrawal

Policy Purpose: To establish a clear and consistent process for students who voluntarily withdraw from the Practical Nursing Program and to outline student and Program responsibilities, required timelines, documentation expectations, and potential academic, financial aid, and readmission consequences associated with withdrawal.

Scope and Applicability: This policy applies to all students enrolled in the Practical Nursing Program who elect to voluntarily withdraw from the Program for personal, academic, clinical, financial, or other reasons.

Definitions

Voluntary Withdrawal:
The formal process by which a student notifies the Program of their decision to discontinue enrollment.

Withdrawal/Dismissal Form:
The official Program document completed by the student to formally withdraw from the Program.

Program Abandonment:
Failure to attend scheduled classes or clinical experiences for fourteen (14) consecutive school days without notifying the Program Administrator or completing the official withdrawal process. School days are defined as days on which the Program is scheduled to meet and exclude weekends, holidays, institutional closures, and approved academic breaks.

Policy Statement

Students may voluntarily withdraw from the Practical Nursing Program at any time. Withdrawal from the Program must be completed through the official withdrawal process. Failure to follow the established procedure may affect academic records, financial aid eligibility, and future consideration for readmission.

Students seeking future readmission to the Program must complete the official withdrawal procedure and meet all requirements outlined in the Program Readmission Policy.

Non-attendance alone does not constitute an official withdrawal from the Program.

Roles and Responsibilities

Student Responsibilities

Students withdrawing from the Program are responsible for:

- Notifying the Program Administrator immediately, both verbally and in writing, of their intent to withdraw.

- Meeting with the Program Administrator.
- Submitting a completed, signed, and dated Withdrawal/Dismissal/ Form within seventy-two (72) hours of notifying the Program Administrator. If the student is unable to submit the form within this timeframe, the student must provide written communication explaining the delay, and the Program Administrator must document the communication in the student record.
- Meeting with the Director of Finance to discuss all outstanding financial obligations owed to the institution.
- Meeting with the Financial Aid Coordinator, if financial aid has been received, to complete required exit counseling and review any obligations related to the return of unearned grant funds or repayment of loan funds, in accordance with applicable federal regulations and the terms of the promissory note.
- Returning the student identification badge by the final withdrawal meeting or another documented deadline established by the program.
- Requesting consideration for readmission, if desired, in accordance with the Program Readmission Policy.

Program Administrator Responsibilities

The Program Administrator is responsible for:

- Meeting with the student to review the withdrawal process.
- Processing withdrawal documentation which includes student's withdrawal date, last date of attendance, completion status of required forms, financial aid referral, return of Program property, and readmission eligibility considerations in the student record.

Procedures

1. The student notifies the Program Administrator, verbally and in writing, of their intent to withdraw.
2. The student meets with the Program Administrator to review the withdrawal process.
3. The student submits the signed Withdrawal/Dismissal Form within seventy-two (72) hours.
4. Students receiving financial aid complete all required financial aid exit procedures, including federal student loan exit counseling when applicable, and meet with the Financial Aid Coordinator to review any potential return of unearned Title IV funds or other repayment obligations.
5. The student returns all Program property by the documented deadline.
6. All financial obligations must be satisfied before the withdrawal process is considered complete.
7. Students wishing to be considered for future enrollment must complete the withdrawal process and follow the Program Readmission Policy.

Enforcement and Consequences

- Students who fail to complete the official withdrawal procedure may receive a failing grade in all courses in which they are enrolled.
- Students who are absent for fourteen (14) consecutive school days without notifying the Program Administrator or completing the withdrawal process will be considered to have abandoned the Program and may be dismissed. Before dismissal is finalized, the Program should document reasonable outreach attempts, including the dates, methods, and outcomes of those attempts. The student record will be documented accordingly.
- Failure to officially withdraw may adversely affect eligibility for future readmission.
- Upon completion of the withdrawal process, the student's academic transcript will reflect one of the following designations, as appropriate and defined in the institution's published grading policy:
  - **W** – Withdrawn

- **WF** – Withdrawn Failing
- **D** – Dismissed

*Readmission Policy

Policy Purpose: The purpose of this policy is to establish consistent criteria and procedures for the readmission of former students to the Diman Regional Technical Institute School of Practical Nursing. This policy outlines eligibility requirements, timelines, conditions for readmission, and progression requirements following readmission.

Scope and Applicability: This policy applies to former students who voluntarily withdrew from the Practical Nursing Program in good academic and clinical standing or who were dismissed due to unsuccessful completion of a nursing course during enrollment in the Program and are requesting readmission.

This policy does not apply to applicants seeking initial admission to the Practical Nursing Program.

Definitions

Readmission: The process by which a former student is approved to re-enter the Practical Nursing Program after withdrawal or dismissal in accordance with Program requirements.

Good Standing:

- Achieve the minimum passing grade required by the Program.
- Receive satisfactory clinical evaluations in all completed clinical experiences.
- Have no active academic or clinical remediation or probation at the time of the readmission request.
- Complete all required clock hours and clinical hours for courses previously attempted.
- Resolve all outstanding financial holds or obligations before readmission.

Space Available: Placement in the Program is subject to available seats after all currently enrolled students have been accommodated and must remain within Board-approved enrollment limits.

Policy Statement

The Diman Regional Technical Institute School of Practical Nursing recognizes that circumstances may require a student to interrupt enrollment. Eligible former students may be considered for readmission when all published requirements are satisfied and space is available.

Readmission is not guaranteed. Approval is based on compliance with this policy, successful completion of all required readmission requirements, Program Administrator review with faculty input, and available space within the cohort.

Students are eligible for **one (1) approved return to enrollment, readmission,** to the Practical Nursing Program.

A student dismissed for unsafe clinical practice, academic dishonesty, unethical conduct, or conduct subject to disciplinary action under applicable federal or state law, institutional policy, or Massachusetts General Laws, including **M.G.L. Chapter 71, §§37H and 37H½**, is not eligible for readmission.

Students who have been unsuccessful in a nursing program prior to enrollment at the Diman Regional Technical Institute School of Practical Nursing and who subsequently have an unsuccessful nursing course or program outcome at Diman are not eligible for readmission.

Roles and Responsibilities

Program Administrator

- Reviews all readmission requests.

- Verifies eligibility for readmission.
- Conducts readmission interviews.
- Communicates readmission decisions in writing.

Faculty

- Review previous academic and clinical performance.

Administrative Assistant

- Receives readmission requests and supporting documentation.
- Maintains readmission records.
- Collects required administrative fees and tuition.
- Verifies submission of required enrollment documentation.

Applicant for Readmission

- Submit all required documentation by established deadlines.
- Maintain compliance with all enrollment and clinical requirements.
- Meet all financial obligations before readmission.

Procedures

A. Eligibility for Readmission

Former students are eligible to apply for readmission when they:

1. Voluntarily withdrew while in good academic and clinical standing; or
2. Were dismissed following a first-time course failure and meet all readmission requirements.

B. Application Process

Applicants requesting readmission must:

1. Submit a written request to the Program Administrator at least three (3) months before the start of the academic year in which readmission is requested.
2. Participate in a review of previous academic and clinical performance.
3. Participate in an interview with the Program Administrator.
4. Submit current health, immunization, CPR, liability insurance, CORI, SORI, and other required enrollment documentation. Requirements must be current through the first scheduled clinical experience and must meet Program and clinical agency requirements.
5. Pay all outstanding financial obligations before readmission.
6. Complete any additional readmission requirements established in the Program's Readmission Policy and communicated in writing prior to the readmission decision.

C. Placement Following Readmission

Students applying for readmission within one (1) year through three (3) years following the date of withdrawal or dismissal:

- Previously completed non-nursing coursework is recognized.
- Students will restart the nursing curriculum beginning with Term 1.

- Applicable tuition adjustments are based on residency status and required clock hours.

Students applying more than three (3) years from the date of withdrawal or dismissal:

- Must complete the standard admissions process as a new applicant.

D. Tuition and Financial Aid

1. Tuition for readmitted students is determined according to residency status and the number of required clock hours.
2. **A one-time administrative fee of $150.00 is required upon readmission.**
3. Financial aid eligibility is determined according to the Program's Satisfactory Academic Progress (SAP) Policy and applicable federal financial aid regulations.
4. Students approved for readmission should consult the Financial Aid Office regarding the effect of readmission on financial aid eligibility.

E. Repeated Coursework

Students must complete all course requirements, including examinations, assignments, laboratory activities, simulation experiences, and clinical requirements.

Students must receive the required minimum course grades of 75%, satisfactory clinical evaluations, meet attendance requirements and successful completion of clinical hours.

Previously earned examination grades or other course assessments are not carried forward into a repeated course.

Enforcement and Consequences

Applicants who fail to satisfy all readmission requirements or submit required documentation by established deadlines are not eligible for readmission.

Readmission approval is contingent upon available space within the appropriate cohort and successful completion of all Program requirements.

Students approved for readmission are required to comply with all current Program policies, curriculum requirements, and graduation requirements in effect at the time of re-entry.

Dismissible Offenses

The school reserves the right to terminate any student at any time for the following reasons:

1. Failure to meet Promotion requirements. *
2. Failure to follow ethical/legal/safe care practices in clinical, lab, or classroom setting as evaluated by the faculty or clinical agency (i.e., violation of HIPAA).
3. Any infraction of established rules and regulations.
4. Positive drug screen (as per school policy).
5. Improper conduct (i.e., use of drug, alcohol, hazing, bullying, sexual harassment). *
6. Committing a civil/criminal act as per Massachusetts General Law Chapter 71: Section 37H & 37H1/2.
7. Physical or mental health problems that interfere with a student’s academic and/or clinical learning as evaluated by the Faculty and the Program Administrator.
8. Failure to meet attendance requirements. *
9. Failure to call out for clinical absences.

10. Violation of "Code of Behavior." *
11. Violation of social media policy.
12. Failure to pay tuition in accordance with the tuition payment schedule. *
13. Incivility and/or insubordination toward a peer, and/or school employee (defined as a constant or continuing intentional refusal to follow a written or verbal directive given by a designated person in authority includes, but not limited to, regularly assigned administrators, instructors, or designees.
14. Failure to obtain necessary vaccinations required by clinical affiliations.
15. Any other reason determined by the administration to be just cause.

***See specific sections in this Guidelines**

BYLAWS-STUDENT GOVERNANCE POLICY ARTICLE 1: Student Class Officers and Elections

1. Students who wish to serve as class officers may nominate themselves for election. Class officers are elected by a majority vote of their classmates early during Term I.
2. Nominations will be accepted for the offices of Student Representative, President, Vice President, and Secretary/Treasurer. Students may run for only one office during the election.
3. Class officers serve from the time of their election through the completion of the program, unless they resign or are otherwise unable to fulfill their responsibilities. If a vacancy occurs, a special election will be held to fill the position for the remainder of the term.
4. Class officers are responsible for coordinating class activities, assisting with fundraising efforts, participating in program governance, and representing the student body. Class officers will be invited to selected faculty meetings throughout the year.
5. Student officers serve as a liaison between the class and Program administrator by communicating student ideas, concerns, and recommendations for program improvement.

ARTICLE 2: DUTIES OF THE OFFICERS

Section l. Student Representative

1. Represent the class by attending faculty meetings when invited.
2. Attend meetings with Program Administrator when invited.
3. Present student concerns to faculty.
4. Report issues discussed at faculty meetings to the class.
5. Attend Health Assisting Advisory meetings for Parent organization.
6. Present student suggestions and/or requests to the Program Administrator.

Section ll. President

1. Represent the class by attending faculty meetings when invited.
2. Attend meetings with Program Administrator when invited.
3. Schedule all class meetings
4. Prepare agenda for all class meetings.
5. Preside at all class meetings.
6. Delegate duties.

Section Ill. Vice-President

1. Represent the class by attending faculty meetings when invited.
2. Attend meetings with Program Administrator when invited.
3. Assume the President's duties in his/her absence.
4. Carry out activities as can be delegated by the President.

Section IV. Treasurer/Secretary

1. Represent the class by attending faculty meetings when invited.
2. Attend meetings with Program Administrator when invited.
3. Submits all raised funds to the administrative assistant following all fundraising events. The Administrative assistant will prepare the deposit and forward it to the business office for deposit into the student activity account.
4. Funds will be verified by the treasurer and administrative assistant; both signing to confirm the total.
5. Maintain an accurate account of receipts and disbursements to report at every student officer meeting.
6. Notify student officers and students of scheduled meetings.
7. Keep minutes of every meeting and report at the next meeting.
8. Forward minutes to student peers.

Rev 6/21, 8/25, 8/2026

Student Records

The Practical Nursing Program maintains student records in accordance with applicable federal and state laws and regulations. During a student's enrollment, the school maintains a temporary student record and a separate health record. Upon graduation, withdrawal, or dismissal from the program, a permanent academic record is maintained in accordance with applicable record retention requirements.

Permanent Academic Record

The school maintains a permanent academic record for each student for sixty (60) years after the student graduates, withdraws, or is dismissed from the program.

The permanent academic record consists of the student's official transcript of grades. For students who withdraw or are dismissed from the program, the permanent academic record also includes documentation of the student's withdrawal or dismissal. Permanent academic records are maintained in a secure format within the Practical Nursing Program and may be stored electronically or in hard copy, as appropriate.

Temporary Student Record

The temporary student record for each enrolled student is maintained in a secure, locked file within the Practical Nursing Program office and contains documentation related to the student's admission, enrollment, academic progress, and participation in the program, including, but not limited to:

- Application and admission essay;
- Official high school transcript, GED, or HISET credential, if applicable;
- Entrance examination results;
- Admission interview documentation, including the pre-admission essay, essay rubric, and admission procedure form;

- Reference forms;
- Official post-secondary transcripts, if applicable;
- Student Handbook Acknowledgment Form and required signature pages;
- Student evaluations;
- Attendance, tardiness, and dismissal records;
- Written correspondence to and from faculty and/or the student;
- Disciplinary and performance documentation;
- Learning contracts and remediation plans; and
- Other supporting documents related to the student's admission, enrollment, academic progress, and participation in the program.

The temporary student record is retained for five (5) years after the student graduates, withdraws, or is dismissed from the program. Upon expiration of the retention period, the temporary student record is securely destroyed in a manner that protects the confidentiality of student information.

Health Record

A separate health record is maintained for each student throughout enrollment in the Practical Nursing Program. The health record contains documentation required for participation in classroom, laboratory, and clinical experiences, including, but not limited to:

- Health history and physical examination documentation;
- Immunization records and titer results;
- Tuberculosis screening results;
- CPR (BLS Provider) certification;
- First Aid certification, if applicable;
- Drug screening results, if applicable;
- Clinical compliance documentation;
- Demographic and emergency contact information; and
- Other required health-related documentation.

The health record is maintained separately from the student's permanent academic record and temporary student record. Upon graduation, withdrawal, or dismissal from the program, the student's original health record is returned to the student.

Student Access to Records

Students have the right to inspect and review their student records. Requests to review records must be submitted to the Program Administrator. Student records will be made available within five (5) business days of receipt of the request.

Students may obtain copies of records maintained by the school. A reasonable fee may be charged to cover the cost of duplication.

Confidentiality

The Practical Nursing Program maintains student records in accordance with applicable federal and state privacy laws. Student records are considered confidential and are accessible only to authorized personnel or as otherwise permitted or required by law.

Amendment of Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), an eligible student has the right to request the amendment of information contained in their student record if they believe it is inaccurate, misleading, or otherwise in violation of their privacy rights.

Requests to amend a student record must be submitted to the Program Administrator. The student may request a meeting to discuss the requested amendment and will receive a written decision regarding the request.

If the student is dissatisfied with the decision, they may appeal in accordance with the Grievance Procedure (Section E).

The FERPA amendment process may be used to challenge factual information that a student believes has been inaccurately recorded. It may not be used to challenge grades, professional judgments, opinions, or other substantive academic or disciplinary decisions made by the school.

Students are informed of their rights under FERPA and the Practical Nursing Program's student records policies through the Student Handbook and during program orientation. A copy of the student records policy is available upon request from the program office.

Directory Information Notice

In accordance with the Family Educational Rights and Privacy Act (FERPA) and the Massachusetts Student Records Regulations (603 CMR 23.00), the Practical Nursing Program has designated certain information contained in a student's education record as directory information.

Directory information may be disclosed without the student's prior written consent unless the student submits a written request to withhold the release of such information.

The following information is considered directory information:

- Student name
- Program of study
- Dates of attendance
- Degrees, honors, and awards received

Students who do not wish to have directory information disclosed must submit a written request to the Program Administrator. Once received, the request will remain in effect unless the student submits written authorization revoking the request.

Students who elect to withhold directory information understand that the Practical Nursing Program will not release directory information without the student's written consent, except as otherwise permitted or required by law.

Student Transcript Policy

Official student transcripts are maintained electronically as part of each student's permanent academic record in accordance with the Practical Nursing Program's record retention policy.

Current students, former students, and graduates may request official or unofficial transcripts by submitting a completed

Transcript Request Form.

Each student is entitled to one (1) transcript at no charge upon request. A fee of **$5.00** will be charged for each additional transcript requested.

Official transcripts are released only with the student's written authorization, except as otherwise permitted or required by law. Official transcripts may be mailed directly to the educational institution, employer, licensing agency, or other designated recipient identified on the Transcript Request Form. Upon request, an official transcript

may also be released directly to the student in a sealed envelope. Unofficial transcripts are clearly marked **"Student Copy."**

Student Transcript Request Procedure

1. Complete a Transcript Request Form.
2. Submit the completed form to the Practical Nursing Program office at the following address:

   Bristol Community College

   ATTN: Diman Regional Technical Institute School of Practical Nursing – B110

   777 Elsbree Street

   Fall River, MA 02720
3. The first transcript requested is provided at no charge. A fee of **$5.00** will be charged for each additional transcript requested.
4. Allow approximately five (5) to seven (7) business days for processing.

Questions regarding transcript requests may be directed to the Practical Nursing Program office during normal business hours.

Adopted: 4/01

Revised: 3/11, 7/17, 8/18, 7/19, 7/21, 2/24, 8/26

*Social Media Policy

Policy Purpose: To establish expectations for the appropriate and professional use of social media and electronic communication by Practical Nursing students and to protect the privacy, confidentiality, and rights of patients, faculty, staff, fellow students, and clinical partners.

Scope and Applicability: This policy applies to all students enrolled in the Practical Nursing Program and governs the use of social media, electronic communication platforms, digital photography, audio or video recording, artificial intelligence or digital transcription tools, and other forms of electronic media in academic, laboratory, simulation, clinical, and Program-related activities. This includes activity that is conducted on personal devices or personal accounts when connected to Program, clinical, patient faculty, staff, or student matters.

Definitions

Social Media: Internet-based platforms and applications that allow users to create, share, or exchange information and content. Examples include, but are not limited to, Facebook, Instagram, TikTok, Snapchat, X (formerly Twitter), YouTube, blogs, discussion forums, and professional networking or social media websites.

Electronic Communication: Any digital communication transmitted through social media, email, text messaging, messaging applications, blogs, discussion boards, websites, or other electronic platforms.

Protected Health Information (PHI): Individually identifiable health information protected under the Health Insurance Portability and Accountability Act (HIPAA).

Cyberbullying: The use of electronic communication to harass, intimidate, threaten, or harm another individual.

Policy Statement

Students are expected to use social media and electronic communication responsibly, ethically, and professionally at all times. Conduct occurring through electronic media is subject to the same standards of professionalism, confidentiality, integrity, accountability, reliability, and respectful behavior expected in the classroom, laboratory, clinical setting, and all Program-related activities.

Students are responsible for all content they publish or share through electronic media. Information posted online may become public, remain permanently accessible, and may be viewed by faculty, employers, patients, clinical agencies, licensing boards, and others regardless of privacy settings.

Students shall not post, transmit, record, photograph discuss or disclose confidential, proprietary, or protected or individually identifiable information related to patients, clinical agencies, faculty, staff, fellow students, or the Practical Nursing Program unless the disclosure is specifically authorized in writing by the appropriate Program or clinical agency representative and permitted by applicable law and policy.

All students must comply with applicable federal and state privacy and confidentiality laws, including HIPAA, as well as the confidentiality and privacy requirements established by the Program and each clinical agency.

Roles and Responsibilities

Student Responsibilities

Students are responsible for:

- Demonstrating professionalism and respectful communication in all electronic communications and social media activities.
- Protecting the confidentiality and privacy of patients, clinical agencies, faculty, staff, and fellow students.
- Complying with HIPAA and all applicable confidentiality requirements.
- Refraining from posting or sharing any information, photographs, videos, recordings, or descriptions that could identify a patient, clinical agency, employee, visitor, faculty member, staff member, or fellow student without appropriate authorization.
- Understanding that privacy settings do not guarantee confidentiality or prevent information from being copied, shared, or redistributed.
- Ensuring all online conduct reflects the ethical and professional standards expected of nursing students.
- Reporting suspected or actual breaches of confidentiality, privacy, or inappropriate electronic communication to the faculty member, Program Administrator, or designated school official immediately, and no later than the next scheduled Program Day.

Faculty and Program Responsibilities

Faculty and the Program Administrator are responsible for:

- Providing guidance regarding professional expectations for social media use.
- Determining when photography, recording, or digital image capture is appropriate within classroom or laboratory settings.
- Addressing reported violations of this policy in accordance with Program policies and procedures.
- Documenting reported concerns, actions taken, student notification, and follow-up in accordance with Program policy, clinical agency requirements, and applicable confidentiality expectations.

Procedures

1. Students shall not disclose confidential or protected information obtained through classroom, laboratory, simulation, or clinical experiences using any electronic platform.
2. Students shall not photograph, video record, audio record, livestream, capture digital images or use transcription or artificial intelligence tools within any clinical setting where patients, visitors, clinical personnel, protected health information, or agency-specific information may be present. within any clinical setting where patients, visitors, or clinical personnel are present.

3. Photographs, videos, audio recordings, digital recordings in classrooms, laboratories, or simulation areas may only be taken with the prior verbal or written permission of the faculty member and the Program Administrator.
4. Students shall not engage in cyberbullying, harassment, discrimination, threats, intimidation, retaliation, sexual harassment, sexually explicit electronic communication, or other inappropriate electronic communications involving patients, faculty, staff, fellow students, visitors or clinical partners.
5. Students are expected to exercise sound professional judgment before posting any content that could reasonably affect their professional reputation or the reputation of the Practical Nursing Program.

Enforcement and Consequences

Students who violate this policy are subject to disciplinary action in accordance with the Student Code of Conduct and Practical Nursing Program policies.

Examples of violations include, but are not limited to:

- Disclosure of confidential or protected patient information.
- Violation of HIPAA or other privacy laws.
- Unauthorized photography, video recording, or digital image capture.
- Cyberbullying, harassment, intimidation, or other unprofessional online conduct.
- Posting content that compromises patient privacy, Program confidentiality, or the professional standards of nursing.

A violation involving the disclosure of protected health information (PHI) or other breach of HIPAA confidentiality requirements constitutes a **dismissible offense** and may also result in clinical agency action, regulatory review, and civil or criminal penalties under applicable federal and state laws.

Students may also be subject to disciplinary action by affiliated clinical agencies, state licensing boards, or other regulatory authorities, when applicable.

Impaired Student Policy

The Practical Nursing Program is committed to providing a safe learning environment for students, patients, faculty, staff, and the public. A student who is suspected of being impaired by alcohol, drugs, or another condition that affects safe performance may be removed from classroom, laboratory, or clinical activities pending evaluation.

In accordance with the Massachusetts Board of Registration in Nursing Standards of Conduct (244 CMR 9.02), impaired is defined as the inability to practice nursing with reasonable judgment, skill, and safety due to alcohol or drug use, a physical or mental illness or condition, or any combination of these factors.

Clinical Setting

If a clinical faculty member reasonably suspects that a student is impaired, the faculty member will:

- Inform the student of the observed behaviors and concerns.
- Immediately remove the student from patient care responsibilities.
- If the student is experiencing a medical emergency, 911 will be activated immediately. The student's designated emergency contact will be notified as soon as reasonably possible. If the situation is not an emergency but medical evaluation is recommended, the student is responsible for arranging their own transportation and is not permitted to drive if their condition could impair their ability to do so.
- Notify the Program Administrator.
- Require the student to meet with the Program Administrator, preferably within 24 hours, for further evaluation. The student may be required to undergo a drug and/or alcohol screening arranged by the Program.

- Students have the right to refuse drug or alcohol testing; however, refusal may be considered during the disciplinary process.

Classroom or Campus Setting

Any student who is reasonably suspected of being impaired or who consumes, possesses, distributes, or is under the influence of alcohol or illegal drugs while on campus, in the classroom, laboratory, or at any Program-sponsored activity may be subject to:

- Immediate removal from Program activities.
- Referral to law enforcement, when appropriate.
- Drug and/or alcohol screening at the student's expense.
- Disciplinary action, up to and including dismissal from the Program, in accordance with Program policies.

Reasonable Suspicion

The Program reserves the right to require drug and/or alcohol testing when there is reasonable suspicion that a student is impaired.

Reasonable suspicion may be based on, but is not limited to:

- Bloodshot eyes, odor of alcohol or drugs, slurred speech, impaired coordination, or disorientation.
- Erratic, unusual, or unsafe behavior.
- Inability to follow instructions or perform assigned responsibilities safely.
- Direct observation of alcohol or drug use or possession.
- Reliable, corroborated information regarding substance use.
- Evidence of tampering with a previous drug test.
- Arrest or conviction for an alcohol- or drug-related offense when relevant to Program participation.

Prescription Medications

Students who are prescribed medications that may impair judgment, alertness, or the ability to safely participate in classroom, laboratory, or clinical activities are responsible for notifying the Program Administrator before participating in Program activities. The Program will maintain the student's privacy and work collaboratively with the student to determine whether the student can safely participate in Program activities.

Adopted 8/2016 Revised 8/2017, Revised 6/2022, 12/1/23, 8/2026

Section C – ACADEMIC/TECHNICAL INFORMATION

Program of Study

Term 1 **14 weeks**	**Course Hours**	**Total Term Hours**
Anatomy & Physiology Nutrition Growth, Development and Behavior Foundations of Nursing – (FON) Theory Foundations of Nursing – (FON) Lab Skills Foundations of Nursing – (FON) Clinical Pharmacology 1/Medical Math	58 34 36 79 53 90 10	**360**
Term 2 **9 weeks**	**Course Hours**	**Total Term Hours**
Medical Surgical Nursing 1 – Theory- includes Pediatric content Pharmacology 2 Medical Surgical Nursing 1 – Clinical	82 10 160	**252**
Term 3 **9 weeks**	**Course Hours**	**Total Term Hours**
Medical Surgical Nursing 2 – Theory- includes Pediatric content Pharmacology 3 Medical Surgical Nursing 2 – Clinical	82 10 148	**240**
Term 4 **8 weeks**	**Course Hours**	**Total Term Hours**
Leadership/Management in Nursing – Theory Leadership/Management in Nursing – Clinical Family Centered Nursing – Theory Family Centered Nursing – Clinical	40 140 44 30	**254**
		Total Program Hours **1106**

Course Information

Course Syllabi are distributed at the beginning of each course and are available on the student Google Classroom site. The faculty reserves the right to alter a course syllabus whenever necessary to ensure the integrity of the program. Any changes that are made to the course will be posted under the specific course Program Announcements and verbal notification to students. Students are required to sign an acknowledgment form indicating they have received, reviewed, and understand the revisions.

Academic Warning/Probation/Evaluation

Student academic progress is reviewed by the nursing faculty on an ongoing basis, including at midterm and the end of each term.

A student who earns a failing grade in the theory component of a course that includes a clinical component will also fail the clinical component because the course objectives have not been met.

Academic Warning

At midterm, students with a course average of 75%–79% will be placed on Academic Warning. Students are encouraged to meet with their assigned academic advisor and/or course instructor for academic support. Assistance is available by scheduled appointment, and every reasonable effort will be made to accommodate these requests.

Academic Probation

At midterm, students with a course average below 75% will be placed on Academic Probation and must comply with the Program's Academic Probation requirements.

Students on Academic Probation will:

- Receive written notification of their probationary status.
- Be provided with specific recommendations and expectations for academic improvement.
- Meet with their assigned academic advisor, who will monitor their progress throughout the probationary period.

A student will be removed from Academic Probation upon achieving the minimum required course average of 75%.

Clinical Warning/Probation

The Clinical Instructor evaluates each student's clinical performance on an ongoing basis and provides regular feedback throughout the clinical rotation.

If a student's clinical performance is determined to be unsatisfactory at any time during the rotation, the student may be placed on Clinical Probation. The student will receive written documentation outlining the areas requiring improvement, specific recommendations, and the timeframe in which satisfactory progress is expected.

At the conclusion of each clinical rotation, students will participate in a face-to-face evaluation with the Clinical Instructor and receive a written clinical evaluation.

Students who do not successfully meet the clinical objectives of the course will receive a failing grade in the clinical component. Because theory and clinical are integrated, the student will be required to repeat both the theory and clinical components of the course in accordance with the Program's Readmission Policy.

A student who receives a failing clinical grade will meet with the Program Administrator and Clinical Instructor to review their performance, discuss program status, and determine eligibility for readmission in accordance with the Readmission Policy. Students dismissed from the Program due to unsafe clinical practice are not eligible for readmission.

Requirements for Maintaining Acceptable Student Standing

The Practical Nursing Program consists of four (4) academic terms. Student academic progress is evaluated throughout each term, and final grades are recorded in the official academic record at the end of each term.

I. Grading Guidelines

Numerical marking will be used for each academic and clinical courses and grades will be issued each Term. In order to progress to the next term, students must achieve 75% or better in each academic subject and clinical rotation. Students must earn a passing grade in all theory and clinical courses each term to remain enrolled in the Practical Nursing Program and qualify for graduation.

Grades are calculated to the 100th decimal point and are NOT rounded up. Students must achieve a 75.00% (not 74.99%) final course and clinical grade to progress.

D. Incomplete Grade

An "I" (incomplete) will be used only as a mark due to a student's medically documented illness and/or hospitalization. It will indicate that a student is required to enter a learning contract immediately upon his/her return

to school. Missed work is expected to be made up as early as is reasonably possible, the incomplete must be converted to a numerical grade before the end of the term in order to progress. Written justification of absence from a Health Care Provider must be received in the DRTISPN office upon return to School (first day) or prior to returning to School for consideration of make-up. Prolonged illness or hospitalization will make it impossible for students to complete work in a timely manner, meet required clinical objectives; thus, necessitating voluntary withdrawal or dismissal from the Program.

Academic Grading

GRADE	NUMERIC VALUE
A	**94-100**
A-	**90-93**
B+	**87-89**
B	**84-86**
B-	**80-83**
C+	**77-79**
C	**75-76 (Passing)**

Exam Policy

Students are expected to be in attendance for all scheduled class exams:

- Students who arrive late on the day of an exam will be marked absent for that class period. The student will be permitted to complete the exam upon arrival; however, the exam must be administered and proctored by a faculty member. An automatic 10-point deduction will be applied to the exam grade.

Missed Exam/Make-Up Exam Protocol

- If a student is absent, the student must plan on taking the exam upon the first day he/she returns to class or clinical. It is the student's responsibility to coordinate with the faculty member or Program Administrator to schedule a make-up examination.
- Missing an exam due to an **UNEXCUSED absence will result in an automatic 10-point grade deduction for 1st missed day and 5 points each subsequent day. On the 4th day, without specific arrangements with the instructor or Program Administrator, the student will receive a zero for the exam.**
- Exceptions to deductions: Refer to the Excused Absences section for exceptions to attendance deductions.

Revised 12/1/23, 8/2026

STUDENT EXAM CONDUCT

The **expectations for the student** practical nurse during testing include:

1. Independent completion of all exam material.
2. Electronic devices (cell phones) will be off and placed in the designated area.
3. Eating, drinking or talking is not allowed.
4. Use of approved calculators only, no scientific calculators are allowed.
5. At completion of the exam, the student must submit the exam as instructed, remain in their seat, close the laptop, and sit quietly (no phones, books, notebooks, etc. can be opened during the exam) until exam time is completed. Leaving the classroom during the exam is not allowed.
6. Students are **strongly encouraged** to use the restroom before testing.
7. Electronic submission is required at the conclusion of the exam period.
8. Students are responsible for accessing their own exam grades from the Aspen Portal.
9. Any student suspected of cheating will be subject to procedures outlined in Plagiarism and Cheating Policy.

Rev 12/1/23, 5/2024, 8/2026

Expectations for faculty related to testing include:

1. All exams are proctored by a faculty member in the classroom.
2. Start all exams promptly at scheduled time.
3. Course exams will have a minimum of 40 questions and will not exceed 60 questions. Final Exams will be 80-100 questions.
4. Required Math exams will have a minimum of 20 questions and a maximum of 30 questions.
5. The exam format will be a NCLEX-PN approved format and will be given on the ATI learning management system.
6. All Tests must be reviewed before the test is to be administered.
7. Faculty will review and correct grading errors at any time when identified. Any necessary correction may result in an adjustment to the student's grade, including an increase or decrease.
8. Exams will be corrected, and grades posted within five (5) weekdays after faculty have analyzed and reviewed each exam and grade for accuracy. Grades not posted within five (5) weekdays can be subject to Grievance policy.

Revised 12/1/23, 8/2026

Post Exam

Students who do not achieve a passing score on an examination are encouraged to contact their faculty advisor via email within 24 hours to schedule a meeting. The purpose of the meeting is to review exam performance, identify areas for improvement, and develop an individualized plan for academic success.

The follow-up plan may include, but is not limited to:

- Reviewing missed concepts and course content.
- Developing a study and time-management plan.
- Completing assigned remediation activities.
- Attending tutoring, faculty office hours, or other academic support services, as recommended.
- Scheduling follow-up meetings to monitor progress.
- Test review sessions will be scheduled as needed.

During group exam review sessions, faculty will not address individual test grade questions, requests for clarification, or disputes regarding exam answers. Students who wish to challenge an exam question or request clarification must follow the Test Grade Query Procedure.

Students are expected to conduct themselves in a professional and respectful manner during all test review sessions. Disputing or debating examination questions in a group setting is not permitted.

To maintain exam security and the integrity of the testing process, students may not have notebooks, paper, writing instruments, laptops, backpacks, purses, cell phones, or on their person during the exam review session.

Rev 7/2023, 12/1/23, 5/2024, 8/2026

Test or Written Work Grade Query

If a student chooses to question an exam answer or any other written assignment during the academic year, the following guidelines must be followed:

1. Upon receiving the grade, a written request for clarification must be submitted by email within **three (3) school days** after grade is posted to the Program Administrator. Each clarification request must be written on a separate form. The written clarification request must specifically identify the questions or content being questioned with the appropriate rationale(s) documented to support the query using course textbooks and faculty PowerPoint slides **(see student test item query form). Only completed queries** will be reviewed.
2. Verbal discussion will not be considered a formal clarification and no grade review will be conducted.
3. Program Administrator will respond within five (5) school days with a written determination.
4. All faculty decisions are final, and queries will not be returned.
5. Should the result of the query have implications for other students, grade adjustments will be made to all grades affected.

Late Assignments

Assignments are to be submitted on the due date by 7:45am or the specified time via email or as instructed. Late assignments will receive an automatic 10-point deduction for an assignment turned in after the assigned time on the day it is due up to 24 hours, followed by 5 points per day late. On the fourth (4th) day, a zero will be recorded for that assignment in the gradebook. This deduction includes weekends, holidays, and vacation days. If absent on assignment due date, the 10-point deduction applies as well.

Assignments, such as lab quizzes, virtual sim scenarios, and computer-based assignments are due on the date and time assigned and are not eligible for late credit. A zero will be recorded for that assignment in the gradebook.

Weekly clinical assignments include ALL components. If one part of the assignment is turned in late, there will be deductions off the final grade for that week.

Revised 7/17, 8/18, 7/19, 7/20, 6/21, 6/22, 4/23, 8/2026

Guidance and Counseling

The Program Administrator and Faculty are available for the purpose of guiding/advising students on matters related to their learning needs, employment, and advanced educational opportunities upon graduation.

The Program Administrator is available to confer with students and faculty as the need arises for students reporting crisis situations. Crisis resources are available (see Appendix R). The final decision concerning the retention of a student related to crisis issues shall be made by the Administrator.

Student Advisement

Students enrolled in the Practical Nursing Program are assigned a Faculty Academic Advisor. A list will be posted on Google Classroom and on classroom and resource area bulletin boards. Communication with the student advisor is important to monitor progress and assist with problems that can arise through the program. The students will have the same faculty advisor for their duration of the program.

The assigned faculty advisor will meet with their advisees at the beginning of Term 1, Mid-Term, and as needed. Students that are on academic probation and/or warning will meet more frequently. If the student needs to meet with an advisor prior to midterm (or for emergent issues), they should schedule an appointment with their advisor using the advisor's assigned email address.

The purpose of the advisory meeting is to monitor student's progress with the program plan of study, including identification of potential barriers to student success, i.e., time management, financial resources, previous academic difficulties, etc. Advisors will also provide information on such things as, but not limited to, time management, academic support services, learning resources, career plans, clinical concerns, and scholarship information.

Rev 5/2024, Rev 8/2024

Remediation/After School Help

All instructors are available for after school help sessions (instructor schedule posted on Google Classroom and on classroom and resource area bulletin boards). Students can seek help and should make an appointment with assigned faculty for the day and must identify the reason for the appointment, i.e., review theory content, math remediation, writing skills, etc. If students have specific questions regarding a course, students are encouraged to arrange a meeting with the faculty member teaching that course by scheduling an appointment via email.

*Academic Integrity

Policy Purpose

The Practical Nursing Program is committed to maintaining the highest standards of academic integrity, honesty, and professionalism. Integrity is an essential component of safe, ethical, and competent nursing practice. This policy establishes expectations for academic conduct, defines violations of academic integrity, and outlines the procedures and consequences for violations.

Scope and Applicability

This policy applies to all students enrolled in the Practical Nursing Program and pertains to all academic, laboratory, simulation, clinical, and testing activities, whether completed in person or electronically. This includes learning management systems, shared files, program email, recordings, messaging platforms, electronic submission, and any other program-sponsored or program related communication or documentation.

Definitions

Academic Integrity: The expectation that students complete all academic work honestly, ethically, and independently unless collaboration has been specifically authorized by faculty. Faculty will identify permitted collaboration, if any, in assignment instructions, clinical expectations, or testing procedures.
Cheating: Giving, receiving, using, or attempting to use unauthorized assistance, information, materials, devices, or communication during quizzes, examinations, assignments, clinical experiences, simulations, or other academic activities.

Examples include, but are not limited to:

- Copying another student's work.
- Providing answers or assistance to another student without authorization.
- Using unauthorized notes, electronic devices, or resources during an examination.
- Sharing or obtaining quiz, examination, or assignment content without permission.
- Submitting work completed by another individual.

Plagiarism:
Representing another person's words, ideas, work, or intellectual property as one's own without appropriate acknowledgment.

Examples include, but are not limited to:

- Submitting another person's work as your own.
- Copying words or ideas without proper citation.
- Failing to use quotation marks when quoting directly.
- Providing inaccurate or incomplete source citations.

- Paraphrasing another source without proper attribution.
- Using artificial intelligence (AI) tools, including ChatGPT or similar platforms, in a manner not authorized by faculty or presenting AI-generated work as one's own.

Copyright Infringement:
The unauthorized reproduction, distribution, or use of copyrighted materials in violation of applicable copyright laws.

Intellectual Property:
Instructional materials, examinations, presentations, recordings, handouts, and other educational resources created by faculty or the Practical Nursing Program that are protected by intellectual property rights.

Clinical Academic Integrity: Falsification, alteration, omission, or misrepresentation of information in clinical assignments or other required clinical coursework.

Artificial Intelligence Use: Use of artificial intelligence (AI) tools is permitted only when specifically authorized by faculty. When permitted, AI may be used only to edit, proofread, or improve the clarity of the student's own original work and ideas. Students are responsible for ensuring that all submitted work reflects their own knowledge, understanding, and original ideas. AI may not be used to generate, complete, paraphrase, substantially revise, or create academic work that is submitted as the student's own. Failure to follow these requirements constitutes an academic integrity violation.

Policy Statement

Students are expected to demonstrate honesty, integrity, accountability, and professionalism in all academic and clinical activities.

Unless expressly authorized by faculty, students shall complete all assignments independently and shall not collaborate, share information, provide or receive unauthorized assistance, use unauthorized resources, or submit work that includes another individual's ideas, words, or work or AI-generated content without proper acknowledgment and faculty permission.

Students are responsible for understanding and adhering to the standards of academic integrity established by the Practical Nursing Program.

Written assignments shall be prepared using the current edition of APA formatting unless otherwise directed by faculty.

Citation or formatting errors may be addressed through grading feedback when they appear unintentional. Intentional misinterpretation, failure to acknowledge sources, unauthorized use of another person’s work, or unauthorized use of AI may be addressed as an academic integrity violation.

If a student is uncertain whether an action constitutes plagiarism or another violation of academic integrity, the student is responsible for consulting the course faculty member before submitting the assignment.

Roles and Responsibilities

Students

Students are responsible for:

- Maintaining academic honesty in all coursework and examinations.
- Completing assignments independently unless collaboration has been authorized.
- Properly citing all sources used in academic work.
- Using AI technologies only as permitted by faculty.
- Seeking clarification from faculty regarding academic integrity expectations when needed.

Faculty

Faculty are responsible for:

- Communicating expectations regarding academic integrity.
- Monitoring academic activities for potential violations.
- Addressing suspected violations in accordance with this policy.
- Documenting incidents and notifying the Program Administrator when appropriate.

Program Administrator

The Program Administrator is responsible for:

- Participating in the review of reported academic integrity violations.
- Ensuring that students are provided an opportunity to respond to allegations.
- Determining appropriate sanctions in collaboration with faculty, consistent with program policies.

Procedures

Academic Integrity Violations

If a faculty member has a reasonable basis to suspect cheating, plagiarism, clinical integrity concerns, unauthorized AI use, or another violation of this policy.

1. The faculty member will document the suspected violation.
2. The Program Administrator will be notified.
3. The student will be informed of the alleged violation.
4. The student will be provided an opportunity to meet with the faculty member and the Program Administrator to discuss the incident before a determination is made.
5. Following consideration of the available information, the faculty member and Program Administrator will determine whether a violation has occurred and identify the appropriate consequence.
6. When feasible, the student will be notified of the alleged violation within five business days of the documented concern. The meeting will be scheduled within a reasonable time frame, generally, within five business days of notification, unless an extension is necessary due to availability, investigation needs, clinical agency requirements, or other documented circumstances.

Testing Procedures

During quizzes and examinations, faculty may take reasonable measures to maintain testing integrity, including:

- Requiring students to change seats.
- Changing computer workstations.
- Removing a student from the testing environment if academic misconduct is suspected.
- Securing the examination, documenting the concern, notifying the Program Administrator, and providing the student an opportunity to respond before a final determination is made.

Enforcement and Consequences

Violations of this policy are considered serious breaches of professional and academic standards.

When a violation is substantiated, consequences will be based on the nature, severity, and circumstances of the offense. Sanctions may include one or more of the following:

In determining consequences, the faculty member and Program Administrator may consider the nature and severity of the violation, whether the act was intentional or neglect, the student's prior history of violations, the relationship to patient safety or professional conduct, the extent of unauthorized assistance or resource use, and the student's response during the review process.

- Written warning.
- Grade of zero (0%) on the quiz, examination, assignment, or activity.
- Failure of the course.
- Dismissal from the Practical Nursing Program.

Students have the right to appeal sanctions in accordance with the Practical Nursing Program's established appeals process and timelines as published in the Student Handbook or applicable parent institution policy.

Copyright and Intellectual Property

Faculty-developed instructional materials, including examinations, presentations, handouts, electronic resources, recordings, and other educational content, are the protected instructional materials of the faculty member, Practical Nursing Program, and/or parent institution as applicable under institutional policy. These materials shall not be copied, photographed, recorded, reproduced, distributed, posted online, or shared with others without prior written authorization.

Copyright infringement is prohibited under the Copyright Act (Title 17, United States Code). Unauthorized reproduction, distribution, or use of copyrighted materials may result in civil and/or criminal penalties in addition to disciplinary action by the Practical Nursing Program.

Code of Behavior

Students are to always display respect for themselves and others by their behavior. This includes refraining from the use of profanity and disrespectful language.

Creating an undesirable or uncomfortable environment for a person through any form of harassment or bullying, including cyber bullying, (sexual or otherwise) and/or discrimination **will not be tolerated**.

Violations of this policy will be addressed through progressive disciplinary action, taking into consideration the nature and severity of the violation, the student's prior conduct, and any relevant circumstances. Disciplinary action may include, but is not limited to:

- Verbal warning
- Written Student Incident Report/Warning
- Academic probation
- Additional disciplinary action, including program dismissal, for repeated or serious violations

The Program reserves the right to impose a higher level of disciplinary action, including immediate program dismissal, when the severity of the violation warrants such action.

Each student is expected to assume responsibility for this Code of Behavior as it relates to themselves, peers, faculty and the school.

Computer Information and Resources

Each student will be assigned a numbered laptop as well as a user ID to log into Diman Regional Technical Institute School of Practical Nursing. Chromebooks are the property of the school, which allows use by the students, but privilege of use can be revoked at any time by faculty for inappropriate use. Students will be responsible to create a secure user password. No account, username or password can be shared with anyone. Each user is responsible for activity

conducted under that account or username. No user can attempt to access another user's account. Passwords must be always safeguarded. Attempts to login as a system administrator will result in cancellation of user privileges.

Computer and Internet use

Not all the information freely available on the Internet is reliable or helpful. Students must evaluate the source of the information as well as the information itself to determine its appropriateness and usefulness. In addition to providing information, the Internet can provide the means to communicate directly with others via "instant or provide messaging" programs, video conferencing programs, and other means. Downloading or loading of software on Diman Regional's laptops are prohibited. There is an enormous quality and variety of free software available on the Internet. Widespread downloading of such software on the school's laptop has cumulative negative effects and can result in substantial degradation of performance, additional maintenance time and increased threat of virus infestation. Students cannot use school laptops to access any Internet site or sites that contain information that is inappropriate for educational purposes.

Internet use is not guaranteed to be private. Use of Diman's network is electronically monitored and controlled. You can expect only limited privacy in the content of your personal files or record of internet research activities. Violations of the Computer and Internet Use Policy or applicable laws identified through routine system monitoring or maintenance will result in appropriate disciplinary action and, when applicable, referral to the appropriate authorities.

Information sent or received via internet, or other means, over computers owned by the school is the property of Diman Regional Technical Institute and can be accessed at any time for review. Inappropriate language or materials are NOT to be communicated by any user of technology, nor should any material be accessed that does not fall under the guidelines of appropriate school behavior. Should a student accidentally encounter questionable materials, they should report it to faculty immediately and disconnect from the site. Faculty should report such encounters to their supervisor. Practical nursing students must abide by the Network and Internet Acceptable Use Policy (Appendix O). All students sign the Computer and Internet Use Policy acknowledgement on orientation.

Email Accounts

For electronic communication, students will be assigned a @dimanregional.org email address, your email will be your first initial and then your last name followed by lpn and year of graduation. Example: jdoelpn26@dimanregional.org – All school email correspondence will be sent to the student's Diman email address. When contacting Practical Nurse Program Faculty/staff by email, students should use their school email address to avoid being marked as 'spam' and sending it to the faculty school email address. Students are responsible to check their email account daily, including messages on Google Classroom. Note that electronic mail is not guaranteed to be private. Diman system administrators do have access to all email. Messages relating to or in support of illegal activities will be reported to the authorities.

Logging on to your Diman email:

1. Open your web browser (Firefox, Chrome, etc.)
2. In the address bar enter dimanregional.org, this will bring you to the school website. At the bottom of the homepage is a Gmail icon, click on this icon to open the sign in for the Gmail server.
3. In the username type your assigned username -1st initial followed by last name jdoelpn26@dimanregional.org
4. In the password field, type the new personal password that you created during orientation (case sensitive) and you will be notified at certain intervals when the password will be expiring and you must change the password before the expiration date or you will be locked out of the computer.

Student Google Classroom Site:

Google Classroom is the Learning Management system utilized at Diman Regional Technical Institute School of Practical Nursing and the center of all online program activity (i.e. weekly schedules, course syllabi, testing, lecture PowerPoints, online resources and links, course and/or program notices, clinical information, student guidelines, etc.).

To access the site, follow these steps:

Students access Google Classroom by signing in with their assigned institutional Google account. After signing in, students should navigate to Google Classroom and select the appropriate course classroom(s) using the class code or invitation provided by faculty. Students are responsible for ensuring they can access Google Classroom and for regularly monitoring the platform for course announcements, assignments, instructional materials, and faculty communications.

Student Information Portal: Aspen

To assist students to monitor their academic progress, Diman Regional Technical Institute provides students with access to their grades through the Aspen Portal. Access can be obtained anywhere there is a secure internet connection.

Online access to this information is a privilege, not a right, and inappropriate use will result in cancellation of access to the Aspen Portal. Students are expected to be responsible and ethical in retrieving grade information. The System Administrator will deny, revoke, or suspend a specific user account at the request of Administration, faculty or staff for any deemed inappropriate use.

Accessing the ATI Site:

ATI testing will be used to complete several assessments and course tests throughout the program. It is imperative for students to be able to access the ATI site to retrieve their individual test results.

Follow the steps:

1. Open your web browser (Firefox, Chrome, etc.)
2. In the address bar, type https://atitesting.com. This will bring you to the ATI testing homepage.
3. Using the user ID and password you created when you took the TEAS pre-entrance exam, log into the ATI site.
4. Students will sign up on the ATI site prior to the first day of class.

Course Point:

Course Point is an adaptive learning platform that is integrated into selected nursing courses and is accessed via https://thepoint.lww.com/.

Rev 5/2/24, 8/2024, 8/2025, 8/2026

Section D - CLINICAL/SIMULATION INFORMATION

Clinical Dress Code/Simulation Lab

Your appearance while in uniform should reflect pride in yourself and this Program. Being neat and well-groomed is a reflection on your professional attitude. The uniform will be worn to all clinical assignments and at other times as directed. It is not worn to class.

1. Uniform: clean, ironed and uniform style designated by the DRTISPN only.
2. Shoes: White clinical (nursing shoes or all white leather sneakers), closed styles, clean with clean laces acceptable (open toes/sling backs/thong sandals, flip flops, backless shoes, or Crocs NOT acceptable)
3. Hose: Navy blue socks (above the ankle) and/or hose. Support hose is recommended. No half socks or quarter socks are allowed with the nursing program uniform.
4. Name Pin and Identification Patch: must be worn with uniform and/or lab coat. The pin must be easily seen. Massachusetts State Regulations now require identification.
5. Undergarments: are not to be visible while in school uniform
6. Hair: Hair clean, neat and off the collar with no hair hanging over the eyes; long hair should be neatly tied back in a bun. Hair clips are not allowed. Students must maintain a natural hair color. Hair dyed in fantasy, fashion, or vivid shades, such as blue, pink, purple, green, turquoise or other non-natural colors, is not permitted.
7. Facial Hair: short and neatly trimmed
8. Fingernails: short natural (no longer than end of finger), well groomed, unchipped clear nail polish only. This is for client safety as well as infection control. No Acrylic, gel, artificial nails are allowed due to infection control issues.
9. Make-up: natural look, no excessive make-up. No bright eye make-up, blush or lipstick, no artificial/false eyelash extenders.
10. Fragrances/After shave lotion: Fragrances can be an airway irritant; for client, staff, and classmate's safety, heavy perfumes, aftershaves, or scents are not allowed in the classroom or clinical setting.
11. Jewelry: watch and wedding band acceptable, earrings: one (1) pair small stud type (silver/gold/white) worn at the natural earring location is acceptable. No jewelry with stones, these could injure clients and are a potential source of infection. NO OTHER RINGS, BRACELETS OR NECKLACES ALLOWED.
12. Body piercing, on visible locations of the body (other than ear lobes), must be removed. This includes: facial, tongue, eyebrows, ear cartilage, nose, and lip piercings.
13. Tattoos will need to be covered. Students will need to purchase approved long sleeve navy tee shirts from the uniform supplier to cover tattoos. Tattoos not covered by the uniform (neck, face) will need to be covered either with the use of makeup (that is designated to cover tattoos) or a bandage EXCEPT on hands.
14. Sweaters, fleece jackets, or sweatshirts cannot be worn in the clinical setting, only the approved navy-blue uniform coat or long-sleeved tee shirt can be worn.
15. Absolutely no chewing gum and/or chewing tobacco or smoking is allowed while in uniform.

Skills Laboratory Dress Code

Students should be in proper attire and prepared to begin skills:

1. Appropriate lab attire includes a school tee shirt, scrub pants. Fleece jackets are not allowed in the laboratory.

2. Picture ID badges must be visibly worn while in the school building.
3. Shoes: sneakers (backless shoes, or Crocs are NOT acceptable).
4. Hair: Hair clean, neat and off the collar, out of the eyes, and tied back. Hair clips and head bands are not allowed. Students must maintain a natural hair color. Hair dyed in fantasy, fashion, or vivid shades, such as blue, pink, purple, green, turquoise or other non-natural colors, is not permitted.
5. Facial hair: trimmed and neat
6. Fingernails: short natural (no longer than end of finger), well groomed, unchipped clear nail polish only. This is for client safety as well as infection control. No Acrylic, gel, artificial nails are allowed due to infection control issues.
7. Make-up: not excessive, NO artificial/false eyelash extenders.
8. Jewelry: watch (Smart watches not permitted) and wedding band acceptable; earrings (small stud type, silver/gold/white acceptable - multiple studs are acceptable). No jewelry with stones, potential source of infection. NO OTHER RINGS, BRACELETS OR NECKLACES.
9. Body piercing, on visible locations of the body (other than lower ear lobes), must be removed or replaced with a clear piercing. This includes: facial, tongue, eyebrows, ear cartilage, nose and lip.
10. Tattoos do not need to be covered.

Student Conduct/Nursing Skills Lab

The purpose of the skills lab is to assist the student in developing the basic nursing skills required of a practical nurse. Students must complete prerequisite assignments in order to be allowed into the laboratory.

Students must complete basic nursing skills in the lab before being allowed to perform the skill in the clinical setting. There can be more than one way to perform a skill; however, to be consistent, the faculty expects that students utilize the method taught in the skills lab. In the clinical setting, implementation of a skill will follow the guidelines found in the procedure manual of each agency.

To pass the Fundamentals of Nursing lab component, students must attain a satisfactory outcome for each required skill. Evaluation of a student's competency in each skill is determined by direct observation of the student. Competency is established by attaining a satisfactory outcome on a skill set. If a student receives "unsatisfactory" on a skill set, the student must remediate the skill after school. Skill lab faculty will complete a Skills Lab Remediation Form for any student requiring remediation. The form will document the specific skill requiring remediation, the identified area(s) of concern, and the recommended actions to support student improvement and successful skill attainment. Upon remediation, the student will be evaluated by a different instructor.

The following rules apply when in the lab:

1. Food and beverages are **never allowed**.
2. No sitting or lying on beds unless a student is playing the role of the patient. Socks are required when lying in bed.
3. There should be no yelling or loud talking during any lab
4. There will be no chewing of gum in the lab

Maintain the lab in a neat, clean manner; picking up papers, notebooks and the simulation area as if it was a patient/client room. Clean up of the lab area will be directed by the faculty.

Rev 5/2024, 8/2026, 9/26

Student Expectations for Clinical Simulation Experiences

Simulation is a teaching and learning strategy that recreates clinical experiences in a safe, controlled environment. It provides students with opportunities to apply nursing knowledge, develop skills, practice clinical decision-making, and receive feedback through guided reflection and debriefing **(The Healthcare Simulation Dictionary, 3rd Edition (2024/2025).**

1. Simulation experiences are to be considered the same as a clinical patient experience and will be considered a clinical day (unless otherwise stated).
2. Students will follow the Clinical/Simulation Uniform Dress Code. Students are required to bring all necessary clinical equipment.
3. Clinical paperwork and preparation will be required prior to the simulation scenario. Simulation assignments will be required after the Simulation.
4. It is expected that students will treat the experience as a patient encounter and will demonstrate appropriate respect for the patient and team members during practice.
5. When exiting the simulation experience, it is expected that the patient care area will be left in an appropriate manner; supplies replaced and put in appropriate cabinets.
6. Scenarios are not to be discussed with others outside the assigned peer group.
7. Recording of scenarios and student participation in scenarios will occur, and students will be given time to view their performance after debriefing.
8. Debriefing with instructors and peers will occur after the scenario, in a professional manner, with respect for all involved.

Clinical Community Experiences

Students will be assigned to clinical community experiences as part of a clinical rotation. Students will follow guidelines and objectives for all clinical experiences in various community settings. The student has the responsibility to complete the community clinical experience assignment and submit it to their clinical community faculty member as directed. The clinical community faculty member is responsible for assessing the student performance in meeting the objectives of the community experience by reviewing and grading the assignments submitted and to obtain student evaluation from the assigned facility. This will be graded as part of the student's clinical evaluation for the term.

Rev 5/2024, 8/2026

Nursing Skills Laboratory (Lab) Make-up time

To meet course and program outcomes, students are required to complete any missed Skills Lab time. Missed lab hours will continue to count toward the student's total accumulated absences. Skills Lab make-up opportunities are dependent upon faculty availability and cannot be guaranteed. Students are strongly encouraged to attend all scheduled classes, laboratory sessions, and clinical experiences to support successful progression and completion of the program.

CPR Certification Requirement

Students are **required** to obtain and maintain American Heart Association – Basic Life support (BLS) Provider Cardiopulmonary Resuscitation (CPR) certification throughout the duration of the program. Students must present a valid document prior to the start of clinical experience. Students will not be allowed to participate in the clinical experience without current CPR certification, resulting in a clinical absence(s).

Adopted 7/17

Revised 5/19, 7/20, 6/21, 6/22, 4/23, 12/1/23, 8/25/25

Section E –SCHOOL DISTRICT INFORMATION/POLICIES

Greater Fall River Vocational School District Bullying Prevention and Intervention Plan Priority statements: Diman Regional Technical Institute School of Practical Nursing expects that all members of the school community will treat each other in a civil manner and with respect for differences.

- DRTISPN is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.
- DRTISPN will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying, or retaliation, in our school building, on school grounds, or in school-related activities. We will promptly investigate all reports and complaints of bullying, cyber bullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, and staff development.

Harassment, Hazing, Bullying, and Retaliation

(The following is an excerpt from the full policy, which is found on the Diman website. Students are asked to review the full policy for discussion.)

It is the policy of the Greater Fall River School District to provide learning and working atmosphere for students, employees and visitors free from sexual harassment, bullying, cyber bullying, hazing, and intimidation, these terms are referenced herein as" harassment".

Such action can occur on the basis of race, color, sex, religion, national origin, sexual orientation, or disability or for any other reason. Please familiarize yourself with the MA General Law chapter 269, section 17, which includes hazing, organizing or participating, Chapter 18 Failure to report hazing, Chapter 19, Reporting Hazing, and Chapter 71 School bullying which encompasses cyber- bullying located on the Diman Regional Vocational Technical High School's home webpage.

It is a violation of this policy for any administrator, teacher or other employee, or any student to engage in or condone harassment in school or to fail to report or otherwise take reasonable corrective measures when they become aware of an incident of harassment.

This policy is not designed or intended to limit the school's authority to take disciplinary action or to take remedial action when such harassment occurs out of school but has a connection to school, or is disruptive to employees' or student's work or participation in school related activities.

Reports of cyber bullying by electronic or other means, occurring in or out of school will be reviewed and, when a connection to work or school exists, will result in discipline. Students alleged to have engaged in cyber harassment will be required to attend a meeting at which the activity, words or images subject to the

complaint will be reviewed by the Program Administrator. A student disciplined for cyber bullying will not be readmitted to the Program until s/he attends such a meeting.

It is the responsibility of every employee, and student, to recognize acts of harassment and take every action necessary to ensure that the applicable policies and procedures of this school district are implemented. Any employee or student who believes that he or she has been subjected to harassment has the right to file a complaint and to receive prompt and appropriate handling of the complaint.

Further, all reasonable efforts shall be made to maintain the confidentiality and protect the privacy of all parties, but proper enforcement of this policy will require disclosure of any or all information received. The Program Administrator shall be responsible for assisting employees and students seeking guidance or support in addressing matters relating to any form of harassment.

STUDENT TO STUDENT HARASSMENT

Harassment of students by other students will not be tolerated in the Greater Fall River Vocational School District. This policy is in effect while students are on school grounds, school district property, or property within the jurisdiction of the school district, or attending or engaging in school activities.

Harassment prohibited by the district includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, national origin, sexual orientation, religion, marital status, or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including dismissal of the program.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb, or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities.
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above can include, but is not limited to the following:

- Verbal, physical, or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

Procedures:

Definitions-Sexual Harassment Prohibited:

"**Sexual harassment**" means unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronically transmitted, or physical conduct of a sexual nature, including but not limited to unwelcome comments, touching, written notes, pictures/cartoons or other inappropriate conduct, such as leering, whistling, brushing up against the body, commenting on sexual activity or body parts or any other activity that constitutes sexual harassment. Harassment has the effect of creating an intimidating, hostile, or offensive work or learning environment that takes place under any of the following circumstances:

- When submission to such conduct is made explicitly or implicitly, a term or condition of employment, instruction, or participation in school activities or programs.
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personal or academic decisions affecting the individual subjected to sexual advances; or
- When such conduct has the effect of unreasonably interfering with the individual's work, attendance at school or participation in academic or curricular activities.
- When such conduct has the effect of creating an intimidating, hostile, or offensive work or learning environment.

Definitions-Bullying Prohibited:

“Bullying” is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim’s property;

- places the victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that can be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying can occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families (as applicable) are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- Through the use of technology or an electronic device owned, leased or used by the district;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the school district if the act or acts in question:

- create a hostile environment at school for the victim;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Reporting

Students, who believe that they are a victim of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to Program administrator or faculty member. The victim shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A faculty member shall immediately report any instance of bullying that has been witnessed or become aware of to the Program Administrator.

Retaliation

Retaliation against a person, who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Victim Assistance

The Greater Fall River Vocational School District shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both victims and perpetrators, affected by bullying, as necessary.

Definitions-Hazing Prohibited:

The term "hazing" shall mean any conduct or method of initiation, even if consented to, into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

DUTY TO REPORT HAZING

Whoever knows that another person is the victim of hazing and is at the scene of such activity, shall, to the extent that such person can do so without danger or peril to himself or others, report such activity to an appropriate law enforcement official as soon as reasonably practicable. Students and employees of the District are obligated by law to report incidents of hazing to the police department. Whoever fails to report such behavior shall be subject to discipline.

Complaints of Harassment:

If any Diman employees or students believe that they are the victims of harassment, the employee or student has the right to file a complaint with the school district, either orally or in writing.

For further information about these guidelines or help with any form of harassment, consult:

Superintendent-Director

Diman Regional Vocational Technical High School 251 Stonehaven Road Fall River, MA 02723

This individual is also available to discuss any related concerns and to provide information about our policy on harassment and our complaint process.

Guidelines for Investigating Harassment Claims:

The District will promptly and reasonably investigate allegations of harassment. Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action.

Investigation: The Principal / Program Administrator or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved. During the investigation, the Principal / Program Administrator or designee can, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

REGULATIONS FOR TITLE IX AND CHAPTER 62

Regulations relating to Title IX of the Education Amendments of 1972 (Federal legislation) and Chapter 622 of the Acts of 1971 (State legislation) are currently in effect at the Diman Regional Technical Institute School of Practical Nursing. These laws protect students from discrimination based on sex or physical disability.

Title IX prohibits sex discrimination in all educational activities and programs operated by public schools. Chapter 622 prohibits discrimination based on race, color, national origin and religion as well as gender.

Any student who feels they have been excluded from participation in, denied the benefits of, or subjected to discrimination from any educational program or activity at Diman Regional Technical Institute School of Practical Nursing on the basis of sex should bring their grievance (see Student Grievance Policy SECTION E) to the Title IX Coordinator for the school – Director of Guidance (508-672-2891 ext. 1250).

Students who feel they have been deprived of their rights or discriminated against on the basis of Chapter 622 provisions (race, color, national origin, religion and sex) can file a grievance following the Student Grievance Procedure (SECTION E) with the Chapter 622 Coordinator Director of Guidance (see contact information above) or by filing a complaint with the:

Office for Civil Rights, Boston Office

U.S. Department of Education

5 Post Office Square, 8th Floor

Boston, MA 02109-3921

Rev 12/1/23, 8/2024

*Student Grievance and Appeals Policy

Policy Purpose: The Practical Nursing Program is committed to providing students with a fair, timely, and impartial process for resolving academic and non-academic grievances. This policy establishes procedures for addressing concerns while promoting respectful communication and due process.

Scope and Applicability: This policy applies to all students enrolled in the Practical Nursing Program who wish to appeal an academic decision or file a grievance regarding the alleged violation, misinterpretation, or inequitable application of a program or institutional policy, procedure, or regulation.

Definitions

Grievance: A formal complaint involving an academic or non-academic matter in which a student alleges a violation, misinterpretation, or inequitable application of a program or institutional policy, procedure, or regulation.

Appeal: A formal request for review of a decision made by program or institutional personnel.

Policy Statement

Students are encouraged to resolve concerns at the lowest appropriate level whenever possible. If a concern cannot be resolved informally, students have the right to pursue the formal grievance and appeals process outlined below.

Students shall not be subjected to retaliation for filing a grievance or participating in the grievance process in good faith.

Roles and Responsibilities

Student

The student is responsible for:

- Initiating the grievance within the required timeframes.
- Providing written documentation describing the concern and requested resolution.
- Participating in meetings related to the grievance.
- Following each step of the grievance process before proceeding to the next level, unless otherwise permitted by this policy.

Faculty

Faculty are responsible for:

- Making reasonable efforts to resolve concerns informally.
- Participating in meetings related to the grievance.
- Responding within the required timeframe.

Program Administrator

The Program Administrator is responsible for:

- Reviewing formal grievances.
- Meeting with the student and other involved parties.
- Issuing a written decision within the required timeframe.

Superintendent-Director

The Superintendent-Director is responsible for:

- Reviewing appeals submitted after completion of the Program Administrator review.
- Issuing a written decision within the required timeframe.

School Committee

The School Committee is responsible for:

- Conducting a hearing when requested following the Superintendent-Director's decision.
- Issuing a final written decision.

Procedures

Step 1 – Informal Resolution

Within **five (5) business days** of the event or decision giving rise to the concern, the student shall discuss the matter with the appropriate faculty member in an attempt to resolve the issue informally.

The faculty member shall respond to the student **within five (5) business days** following the discussion.

Step 2 – Formal Grievance to the Program Administrator

If the matter is not resolved, the student shall submit a written grievance to the Program Administrator **within five (5) business days** after receiving the faculty member's response or after the informal resolution period has concluded.

The Program Administrator shall:

- Meet with the student and any other appropriate individuals within five (5) business days of receiving the written grievance.
- Issue a written decision within five (5) business days following the meeting.

Step 3 – Appeal to the Superintendent-Director

If the student is dissatisfied with the Program Administrator's decision, the student may submit a written appeal to the Superintendent-Director **within five (5) business** days of receiving the written decision.

The appeal shall include:

- A copy of the original grievance.
- Supporting documentation.
- The Program Administrator's written decision.
- The reason for the appeal.

The Superintendent-Director shall review the appeal and issue a written decision **within ten (10) business days** of receiving the appeal.

Step 4 – Appeal to the School Committee

If the student remains dissatisfied with the Superintendent-Director's decision, the student may submit a written request for a hearing before the School Committee **within ten (10) business days** of receiving the Superintendent-Director's decision.

The School Committee shall:

- Schedule the hearing **within thirty (30) calendar days**, when practicable.
- Provide written notification of the hearing to all parties.
- Issue a written decision **within ten (10) business days** following the hearing.

The decision of the School Committee is considered the final institutional decision.

Step 5 – External Complaint

After completing the institution's grievance process, or if the student believes exceptional circumstances warrant external review, the student may file a complaint with the:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: 800-917-2081 or 770-396-3898
Fax: 770-396-3790

General Provisions

1. If the institution fails to issue a written response within the specified timeframe, the student may proceed to the next step of the grievance process.
2. If the student fails to submit a grievance or appeal within the required timeframe, the decision at the previous step shall be considered final unless an extension is granted by the Program Administrator or Superintendent-Director due to extenuating circumstances.
3. No student or employee shall be subjected to retaliation, intimidation, or adverse action for filing or participating in a grievance in good faith.

4. A grievance affecting multiple students or involving a program-wide concern may be submitted directly to the Superintendent-Director without first completing Step 2.

Enforcement and Recordkeeping

All grievance records, supporting documentation, meeting notes, and written decisions shall be maintained by the Practical Nursing Program in accordance with institutional record retention policies.

Students retain the right to pursue any additional appeal processes available under institutional, state, or accrediting agency policies, as applicable.

Revised 3/12, 6/14, 7/15, 8/16, 6/21, 12/1/23, 8/2026

Student Sickness, Accidents, and Emergency Plan

Safety Manual: A Safety Manual binder is available in the administrator's office, all faculty offices, and classrooms. It is to be readily VISIBLE and ACCESSIBLE. All faculty and students should have thorough knowledge of the information contained in this plan.

Student Injury or Accident Procedure:

1. Call 911 in the event of a medical emergency
2. All student injuries or accidents must be reported to the Program Administrator.
3. An accident report (available in the Program office) must be completed within 24 hours of the incident.
4. If a student refuses treatment, notify Program Administrator.
5. If an accident or injury occurs, the student must provide a doctor's note to the Program Administrator before they return to school.
6. If an injury occurs at clinical:

a. Call 911 in the event of a medical emergency

b. Follow agency protocols

c. File an accident report within 24 hours and report to Program Administrator

d. Student must obtain a doctor's note before returning to school

Emergency Response Guidelines:

All staff and students should follow BCC Emergency Response Guide Protocols.

Rev 8/23, 12/1/23, 8/2026

TOBACCO USE BY STUDENTS

Effective June 18, 1993, smoking, chewing, or other use or tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property. In addition, tobacco use by students is banned at all school-sponsored events, even if the event does not take place on school grounds. **Students are prohibited from smoking while wearing the clinical uniform.**

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes, marijuana, steroids, opioids, or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

The Bristol Community College Campus is a tobacco and vaping-free campus. Smoking is only permitted in private vehicles parked on campus or on the street off campus.

Additionally, any student who is under the influence of drugs or alcoholic beverages or in possession of drug paraphernalia prior to, or during, attendance at or participation in a school- sponsored activity (clinical experiences/community observation experiences), will be barred from that activity and will be subject to disciplinary action including dismissal from the program.

Failure to comply with this policy will result in the student receiving a verbal warning. A second violation will result in a Student Incident Report being completed and a required meeting with the Program Administrator. Additional violations may result in disciplinary action, up to and including dismissal from the program, based on the severity, frequency, and circumstances of the violation.

Abuse of Regulated/Controlled Substances

The student's wellbeing and safety are paramount to their success in the program. Students are responsible for notifying the Program Administrator of any change in their physical or mental health status that may affect their ability to safely meet the essential functions of the program, participate in classroom, laboratory, or clinical activities, or comply with program requirements. Notification should occur as soon as reasonably possible so that appropriate support, accommodations (when applicable), and safety considerations can be addressed in accordance with Program policies.

Use of prescribed medications by the student is not considered substance abuse, unless the student does not follow the prescribed uses and dosages of the prescribed medication. To maintain a safe learning environment the Program Administrator will notify faculty regarding change in the student's health status and an alternate clinical assignment will be made available for the student as necessary. Additionally, any student who is under the influence of drugs or alcoholic beverages or in possession of drug paraphernalia prior to, or during, attendance at or participation in a school- sponsored activity (clinical experiences/community observation experiences), will be barred from that activity and will be subject to disciplinary action including dismissal from the program.

Abuse of regulated/controlled substances is strictly prohibited. All students are expected to abide by all laws regarding such substances. Non-prescribed controlled substance use is not allowed on BCC/Diman grounds or at any clinical agency. If any student is found to be in possession of, or under the influence of, any non-prescribed controlled substance; he/she will be subject to immediate disciplinary action, including dismissal from the Program. Law enforcement agencies will be notified in all cases.

The following are considered regulated / controlled substances:

- Alcohol
- Illegal 'street drugs'
- Misused prescription drugs
- Over-the-counter drugs used for purposes other than those intended by the manufacturer
- Any substance not included above but which creates a change in mental or physical behavior that can jeopardize yourself, or others', personal safety or well-being

Information on treatment is available through the Program Administrator's office. The Program, while abiding by the local, state and federal laws, will assist the student in finding appropriate counseling if requested.

Revised 3/12, 6/14, 7/15, 8/16, 8/17, 6/22, 12/1/23, 8/2026

SUBSTANCE ABUSE PREVENTION

The Massachusetts Substance Abuse Information and Education Helpline provides free and confidential information and referrals for alcohol and other drug abuse problems and related concerns. The Helpline is

committed to linking consumers with comprehensive, accurate, and current information about treatment and prevention services throughout Massachusetts.

Services are available Monday through Friday from 8:00 am to 10:00 pm and on Saturday and Sunday from 8:00 am to 6:00 pm., Language interpreters are always available.

Call: (800) 327-5050.

TTY: (800) 439-2370. Email: helpline@hria.org

Search and Seizure:

School officials maintain the right to seize items in a student's possession and to search school property assigned to a student under the following guidelines:

There is a reasonable suspicion to believe that items in possession are illegal or in violation of school rules or constitute a hazard to health and safety of the students or others.

Diman Regional Technical Institute will work cooperatively with law enforcement agencies and the K-9 unit to search school property.

Diman Regional Technical Institute assures that no individual rights will be violated in conjunction with the searches. Students who, in the opinion of any faculty member or administrator, may be in possession of, or under the influence of any controlled substance or may be in possession of any materials dangerous to the student or other students, can be asked to empty their pockets and/or possessions and will be subject to a search. Examples of items subject to this regulation include, but are not limited to, drugs, alcohol, weapons, pornography, stolen goods, fireworks, explosives, and/or tobacco products. It is not the intent of the school district to violate individual liberties; however, the obligation of the school is to provide a safe environment conducive to learning for all students.

Revised 12/1/23

Criminal Behavior:

If a student engages in criminal behavior on school premises or at a clinical site, school personnel should request police to respond, after which issuance of a criminal complaint can occur. Within five (5) days of the reported incident, the investigating Police officer must submit a report to the Superintendent of the school.

Disciplinary Sanctions:

Infractions of Student Guidelines regulations pertaining to: Smoking and

Cell Phone Use (or any electronic device) will be disciplined as follows:

- FIRST offense - Verbal warning by the faculty
- SECOND offense – Student Incident Report completed by Faculty, and meeting with Program Administrator
- THIRD offense – Additional violations may result in disciplinary action, up to and including dismissal from the program, based on the severity, frequency, and circumstances on the violation.

Use of Tape Recorders

According to MA General Laws Chapter 272, s.99, Interception of wire and oral communications, [https://malegislature.gov/laws/generallaws/partiv/titlei/chapter72/section99] taping of any conversation whether oral or by wire, without the consent of all involved is a crime. Violation penalty is a fine of up to $10,000 and a jail sentence of up to five years.

Disclosure of contents of an illegally recorded conversation, when accompanied by the knowledge that it was obtained illegally, is a misdemeanor that can be punished by a fine and imprisonment.

Use of Tape Recorders

Students are not permitted to record faculty lectures unless they have an approved written accommodation plan that specifically authorizes lecture recording. When recording is permitted, the recording device must remain on the desk and visible to the faculty member and class throughout the lecture. Recording is not permitted during quiz reviews.

Students approved to record lectures must sign the following acknowledgment:

The student signing below acknowledges that any recorded class content is the property of the faculty member and may only be used by the student for the purpose of reviewing and learning course material. The student agrees that the recording will not be shared, distributed, reproduced, or used for any other purpose. Unauthorized use of recorded material may result in liability for copyright infringement and/or disciplinary action. Recordings may only be accessed and used by the individual student in a private setting.

Students will be notified in advance when a class session is scheduled to be recorded. Students should be aware that questions, comments, and class discussions may be included in any authorized recording.

Revised 5/12, 7/15, 8/16, 8/17, 7/19, 6/21, 12/1/23, 8/2026

Student Employment:

Any student who is working while enrolled in the program should discuss this with the Program Administrator and their advisor.

In order to maximize student success in the PN Program, the Administration and faculty encourages all practical nursing students to devote as much time to their studies as possible and to minimize working commitments.

Latex Allergy Management:

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the Program Administrator to plan for his/her safety. Diman Regional Technical Institute School of Practical Nursing strives to maintain a latex-free environment whenever possible; however, latex-containing materials may not always be readily identifiable within the academic setting. It is necessary for the student to monitor their environment for possible risk of exposure. Prior to the start of a clinical rotation, a student may request latex free gloves to be provided at the clinical site.

Procedure:

Nursing students who suspect or have a confirmed latex allergy must provide medical documentation.

Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding latex whenever possible.

The Nursing Program makes reasonable efforts to minimize the presence of latex-containing materials in the clinical laboratory. However, because some products and equipment may contain latex that is not readily identifiable or cannot be reasonably substituted, the Program cannot guarantee a completely latex-free environment.

Students agree to allow communication of their latex allergy status to appropriate clinical agencies by the Nursing program to facilitate placement and planning.

Protocol:

Students with concerns regarding a possible Latex allergy should bring this to the attention of the Program Administrator as soon as possible and if needed, will be provided a latex allergy release form.

Food or Medication Allergy Management:

Students who have been identified as having a food/medication allergy/sensitivity or have been medically advised to avoid the identified food/medication should coordinate with each clinical instructor and the Program

Administrator to plan for his/her safety. Food/medication allergy/sensitivity is a lifelong health issue, and the student will provide documentation of the verified allergen, a copy of the physician's order for the use of an EPI-pen or treatment plan, and the student will be responsible to have an EPI-pen on their person at all times if ordered by the physician. Diman Regional Technical Institute School of Practical Nursing will post signs identifying food/drink free areas within the practical nurse academic space. It is necessary for the student to monitor their environment for possible risk of exposure. Prior to the start of a clinical rotation, a student affected by food/ medication allergy/ sensitivity will notify their assigned clinical instructor.

Procedure:

Nursing students who suspect or have a confirmed food/medication allergy must provide medical documentation.

Students with an allergy status will be required to sign a waiver, acknowledging their risk and responsibility for avoiding the food/medication whenever possible.

Students who have been prescribed an epinephrine auto-injector (EpiPen) are responsible for maintaining a current prescription and carrying the medication with them, as prescribed, while participating in classroom, laboratory, and clinical activities. Students should ensure that the medication is readily accessible and has not expired.

The Nursing Program will make reasonable efforts to establish and maintain an area as free from the food as possible.

Students agree to allow communication of their food/medication allergy status to appropriate clinical agencies by the Nursing Program to facilitate placement and planning.

Protocol:

Students with concerns regarding a possible food/medication allergy should bring this to the attention of the Program Administrator as soon as possible, and if needed the student will be provided a Food allergy release form to be signed. Refer to appendix for form.

APPENDIX A

STUDENT GUIDELINES ACKNOWLEDGEMENT FORM

I acknowledge that I have received, read, and understand the **2026–2027 Student Guidelines for Diman Regional Technical Institute School of Practical Nursing**. I have participated in orientation and have been provided with a copy of the Student Guidelines. The rules and regulations of the School and Program, as well as applicable state laws and policies, have been explained to me.

I understand and acknowledge the following:

- I agree to abide by the rules and regulations of the Practical Nursing Program and the policies and procedures of Diman Regional Technical Institute.
- I understand that Diman Regional Technical Institute School of Practical Nursing requires a **CORI/SORI check as an enrollment criterion**.
- I understand that, at any time during my training, additional **CORI/SORI checks, Nurse Aide Registry checks, drug analysis/testing, and federal background checks, including fingerprinting**, may be required.
- I agree to submit to any required checks and to pay any associated fees, if requested.
- I understand that failure to comply with required checks or failure to meet the standards of an affiliated agency may be grounds for dismissal from the Program. I further understand that the Program is not responsible for providing or finding an alternative clinical experience if I do not meet an agency's requirements.
- I understand the Program's tuition and refund policies and acknowledge that, following an administrative review, my enrollment in the Practical Nursing Program will be suspended if tuition payments are not made by the established payment deadline.
- I understand that the **tuition for the program is incurred at the start of each term** and that, should I withdraw from or be dismissed from the Program, any remaining balance of tuition owed becomes my responsibility, subject to the applicable tuition refund policy.

By signing below, I acknowledge that I have received and reviewed the Student Guidelines and Enrollment Agreement, have had the opportunity to ask questions and seek clarification, and understand and agree to comply with the requirements, policies, procedures, and financial obligations described above.

Student Signature Date

Print Name

Lisa A. Young MSN, RN Date

Program Administrator

Revised 7/15, 8/16, 7/17, 8/18, 6/19, 7/20, 6/21, 6/22, 5/23, 12/23, 5/24, 4/25

APPENDIX B

NETWORK AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS

Diman Regional Technical Institute School of Practical Nursing provides technology resources to its DRTISPN students for educational purposes. The goal in providing these resources is to promote educational excellence in Diman by facilitating resource sharing, innovation and communication with the support and supervision of the faculty and administration. The use of technology is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be of value in the context of the school setting. Diman firmly believes that the value of information, interaction, and the available research capabilities outweighs the possibility that students may obtain materials not consistent with the educational goals of the district.

Diman Regional Technical Institute School of Practical Nursing expects that all students in the LPN program use the computers and computer networks in a responsible, ethical and respectful manner. This policy intends to clarify these expectations. Violations of this policy will result in disciplinary action, a loss of computer privileges, and if appropriate, legal action.

Diman Regional Technical Institute School of Practical Nursing will cooperate with local, state or federal officials conducting an investigation related to any allegedly illegal activities conducted through the Diman computer network. Further, any work on school computers generates an electronic record that will be subject to public disclosure.

Students cannot use personal laptop computers in school. Students who use school assistive technology devices must turn in the device at the end of each school day or upon request. Failure to do so, or damage or loss of such a device will result in the student being required to pay replacement costs.

Users are expected to abide by the following guidelines for acceptable use of technology resources including the Internet. Users are personally responsible for their actions in accessing and using the school's computer resources.

- Computers, peripherals, and other technologies, such as personal assistants, are to be used for legitimate educational activities.
- Use the Internet only to access educationally relevant materials. Use of "remote proxies" in an attempt to visit blocked websites is a violation of this policy.
- Illegal activities, including violation of copyright or other contracts, and unauthorized access including "hacking," are strictly forbidden.
- Respect the rights of copyright owners and do not plagiarize work that you find on the Internet.
- Cite your sources. The APA style for electronic sources is recommended. (https://apastyle.apa.org/)
- Use appropriate language and do not swear, use vulgarities, or any other inappropriate language.
- Do not participate in "chat rooms" or "instant messaging."
- Do not knowingly post or forward any information that is not true.
- Do not post private information about another person or post personal communications without the author's consent.
- Do not send any material that is likely to be offensive or objectionable to recipients.
- Do not reveal your personal address or phone number or the personal address or phone number of other students, faculty, or administration.
- Do not trespass into anyone else's files, folders, or work.
- Do not share your personal account with anyone or leave the account open or unattended.
- Do not use an account assigned to another user.
- Do not attempt to download or install any software.

- Do not do anything to damage any computer, software, system, or service that you are using and never send anyone else a file or command that may damage theirs.
- Network storage areas can be evaluated by network administrators to maintain system integrity and to ensure that the students are using the system responsibly.
- Computer storage space is not private, and contents can be viewed at any time.
- It is unacceptable for users to access school resources for:
    - furthering any political or religious purpose;
    - engaging in any commercial or fundraising purpose;
    - sending threatening or harassing messages;
    - gaining unauthorized access to computer or telecommunications networks;
    - interfering with the operations of technology resources, including placing a computer virus on any computer system, including the Diman system, accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials;
    - intercepting communications intended for other persons;
    - attempting to gain unauthorized access to the Diman system;
    - logging in through another person's account or attempting to access another user's password or files;
    - sending defamatory or libelous material concerning a person or group of people;
    - furthering any illegal act, including infringing on any intellectual property rights;
    - downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project;
    - downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws; and
    - Students are not allowed to use teacher computers at any time.

      Revised 12/1/23

Sanctions:

1. Violators will result in a loss of computer access.
2. Additional disciplinary action will be taken by the administration in accordance with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved.

APPENDIX C

Diman Regional Vocational Technical High School & Diman Regional technical Institute School of Practical Nursing

Internet, Computer and Technology Acceptable Use Policy Student Signature Page

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ACCEPTABLE USE STUDENT AGREEMENT

I have read the Internet, Computer and Technology Acceptable Use Policy. Failure to observe this policy shall result in termination of my Diman accounts. Any inappropriate activities will be grounds for disciplinary action up to and including termination of use. Diman will also advise law enforcement agencies of illegal activities conducted through any Diman resources and will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through Diman resources. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I understand that Diman does not control the content of these Internet networks. I understand that I can keep this account as long as the procedures described in the District Internet, Computer and Technology Acceptable Use Policy are followed.

Assigned Computer #: _____

Printed Name:

Student Signature: DATE

APPENDIX D

LAPTOP PROTOCOL

Once you have been issued a numbered laptop, this is the only laptop you are authorized to use throughout the school year, while on school property. Students will not be allowed to use a laptop until a signed acknowledgement sheet has been returned.

Students will need to carefully unplug the laptop power source when removing the laptop from the cart and reconnect the power cord when returning the laptop.

Immediately upon encountering a problem with the laptop, it should be brought to the instructor's attention and documented on the dated Laptop Sign-out Sheet. Any problem not documented immediately becomes the student's responsibility.

No work should be saved on the laptop. Students should use flash drives or web-based storage to save their work. Students are required to use school email accounts only; no outside email accounts should be used.

Laptops should be powered off before returning them to the cart.

I understand my responsibilities regarding the use and maintenance of the laptop issued to me.

Printed Name: _____

Student Signature: _____ DATE _____

APPENDIX E

TEST WRITTEN QUERY FORM

Name: _____

Test name: _____

Test date: _____

Item number on test: _____

Why I believe the keyed answer is NOT correct:

What I believe to be the correct answer (provide rationale/evidence for your answer):

Reference: (cite one or two published references that support why you believe the keyed answer is incorrect) A published reference is from an acceptable source such as a textbook, journal, or valid website.

Revised 7/30/13, 6/14, 7/15, 8/16, 8/18, 6/22, 6/23

APPENDIX F

Food Allergy Release Form

Food/medication allergy/sensitivity has grown as a health care concern in recent years. It is imperative that all applicants and participants of a health care program be made aware of this concern.

I understand that, if I have been diagnosed with a food/medication allergy/sensitivity now or in the future, it is MY RESPONSIBILITY to pay the cost of any test to confirm the food/medication allergy/ sensitivity. I am responsible for supplying my own EPI-pen, (If Ordered by my physician), and I will always carry an active (Unexpired) EPI-pen on my person to meet my medical needs. I also understand that if I suspect; know that I may be or that I am allergic to any substance, it is MY Responsibility to inform the faculty and Program Administrator.

I hereby release Diman Regional Technical Institute School of Practical Nursing, its employees, and teaching affiliates from all liability that may be incurred as a result of participating in educational experiences in the nursing program.

STUDENT'S NAME (PRINT)

STUDENT'S NAME (SIGNATURE) **DATE**

PROGRAM ADMINISTRATOR **DATE**

LISA A. YOUNG MSN, RN

APPENDIX G

DIMAN REGIONAL TECHNICAL INSTITUTE SCHOOL OF PRACTICAL NURSING

Latex Allergy Release

Latex sensitivity and allergy has grown as a health care concern in recent years. Since a number of products used in healthcare are made of latex (gloves, syringes, tubing, etc.), it is imperative that all applicants to a health care program be made aware of this concern. Researchers suggest that early recognition and diagnosis of latex sensitivity may prevent the evolution of the sensitivity to more severe symptoms.

I understand that, if I am latex sensitive, it is **MY RESPONSIBILITY** to pay the cost of any test to confirm the latex sensitivity. I also understand that if I suspect or know that I may be or that I am allergic to latex, that it is my responsibility to inform the faculty and Program Administrator.

I hereby release Diman Regional Technical Institute School of Practical Nursing, its employees, and teaching affiliates from all liability, which may be incurred as a result of participating in educational experiences in the nursing program.

STUDENT'S NAME (PRINT)

STUDENT'S NAME (SIGNATURE) **DATE**

PROGRAM ADMINISTRATOR **DATE**

LISA A. YOUNG MSN, RN

Revised 3/12, 6/14, 7/15, 8/16, 6/21, 5/24, 4/25

APPENDIX H

Withdrawal/Dismissal FORM

Dear Program Administrator,

I applied and was accepted into the School of Practical Nursing Program, which started on _____.

☐ I wish to apply for a voluntary withdrawal/transfer to take effect on _____for the following reason:
_____
_____

☐ Dismissal, effective: _____Reason:
_____
_____

(Office only) Name of courses completed at time of withdrawal: _____ GDB _____ A&P_____ FON ____FON Clinical _____Nutrition _____Pharm MS 1 _____MS 1 Clinical____MS 2 _____MS 2 Clinical _____Other

Hours scheduled as of the last date of attendance: _____

Course hours completed: _____

Included on October 1st report: _____yes ___no

1. I understand that I will **not** be receiving a tuition refund and further refunds
2. I understand that if I re-apply all outstanding tuition **must** be paid to be reconsidered.
3. If re-accepted, I **must** pay full tuition at the current year's program rate.

Per the Program Tuition and Fees Policy, if you are receiving financial aid you must meet with the Financial Aid Coordinator for an Exit Interview.

_____	_____	_____
Student Name (Printed)	**Student Signature**	**Date**
_____		_____
Lisa A. Young MSN, RN		**Date**
Program Administrator		
_____		_____
Financial Aid Coordinator		**Date**

Please check off the following as it applies to this student:

Pell: _____State Scholarship: _____Student loan: _____Other Describe: _____

- € **Withdrawing from: Course (please indicate course name): _____**
- € **Transferring from Program: _____to _____**
- € **Dismissal**

Revised 6/14, 7/15, 8/16, 8/17, 8/18, 5/19, 6/21, 6/23, 5/24, 8/25

APPENDIX I

HARASSMENT, HAZING, BULLYING, CYBERBULLYING & RETALIATION ACKNOWLEDGEMENT FORM

I acknowledge that I have received, read, and understand the Section E policies on sexual harassment, student-to-student harassment, bullying, cyberbullying, hazing, intimidation, and retaliation. I understand that prohibited conduct includes unwelcome sexual conduct; repeated verbal, written, electronic, or physical bullying; cyberbullying through email, messaging, online postings, impersonation, images, blogs, social media, or other electronic means; and hazing that endangers a person's physical or mental health, even when the person appears to consent. I understand that retaliation against anyone who reports a concern, participates in an investigation, serves as a witness, or provides information is prohibited. I understand that these policies apply on school grounds, at school-sponsored or school-related activities, through school technology, and to off-campus or online conduct when it has a connection to school or disrupts the learning environment. I understand my responsibility to report bullying or harassment to the Program Administrator or faculty, that harassment complaints may be made orally or in writing, and that the hazing reporting obligations described in the Guidelines and applicable Massachusetts law apply. I understand that violations may result in disciplinary action, up to and including dismissal from the Practical Nursing Program. By signing below, I confirm that I have reviewed these policies and agree to comply with them throughout my enrollment.

STUDENT'S NAME (PRINT)

STUDENT'S NAME (SIGNATURE) **DATE**

PROGRAM ADMINISTRATOR **DATE**

LISA A. YOUNG MSN, RN

Revised 7/15, 8/16, 7/17, 8/18, 7/20, 6/21, 6/22, 5/2024, 8/26

Appendix J

Diman Regional Technical Institute **ACADEMIC**
SCHOOL OF PRACTICAL NURSING **WARNING**
777 Elsbree Street – B110
Fall River, MA 02720

Student's Full Name:

Date:

Course:

Average:

Academic Warning: This is to inform you that your cumulative average in the above course is 75-79. If this grade falls below a 75 you will be placed on academic probation. At the end of this course you must have a 75 average to successfully complete this required program course. Please refer to the student guidelines for more information on grading.

The following are recommendations for displaying improvement:

- Review the assigned chapters in each section
- Join a study group
- Attend scheduled after school sessions for help
- Utilize learning resources in the course platform

I understand that a final average of 75 is required for each course in order to remain enrolled in the Practical Nursing program.

Student Signature: Date:

Academic Advisor: _____Date: _____

Program Administrator: Date:

ACADEMIC WARING REV. 5/24

Appendix K

Diman Regional Technical Institute ACADEMIC
SCHOOL OF PRACTICAL NURSING PROBATION
777 Elsbree Street – B110
Fall River, MA 02720

Student's Full Name:

Date:

COURSE:

Course Average:

Academic Probation: This is to inform you that your cumulative average in the above course is below 75 and you are in jeopardy of failing. At the end of this course, you must have a 75 average to successfully complete this required program course. Please refer to the student guidelines for more information on grading.

The following are recommendations for displaying improvement:

- Read the assigned chapters in each section
- Join a study group
- Attend after school sessions for help
- Arrange a meeting with the Advisor to complete a test review for remainder of Term

I understand that a final average of 75 is required for each course in order to remain enrolled in the Practical nursing program.

Student Signature: _____Date: _____

Academic Advisor: _____Date: _____

Program Administrator: _____Date: _____

_____Removal from probation Date: _____

_____Notification of Program Administrator Date: _____

_____Failure of course Date: _____

ACADEMIC PROBATION REV 5/24, 8/25

Appendix L

Diman Regional Technical Institute
SCHOOL OF PRACTICAL NURSING
777 Elsbree Street – B110
Fall River, MA 02720

CLINICAL
WARNING

Student:

Date:

Course:

It has been determined by your clinical instructor _____ that you are displaying unsatisfactory performance in the following areas: (check all that apply)

_____Skills
_____Assignment Completion
_____Clinical Misconduct
_____ Grade of 75-79
_____Attendance/Tardiness
_____Other:_____

It is expected that you will show continuous, sustained improvement by _____.
_____
_____
_____

The following are recommendations for displaying improvement:

_____Return to lab for practice or review (schedule with faculty)
_____Clinical paperwork review with clinical instructor
_____Review student guideline policies related to clinical expectations and absences
_____Other

_____

_____

_____

Failure to meet expectation by the above date will result in clinical probation.

Student Signature **Date**

Clinical Instructor _____ **Date**_____

Program Administrator **Date**

CLINICAL Warning FORM Rev 5/2024, 8/2025

Appendix M

Diman Regional Technical Institute **CLINICAL**
SCHOOL OF PRACTICAL NURSING **PROBATION**
777 Elsbree Street – B110
Fall River, MA 02720

Student:

Date:

Course:

It has been determined by your clinical instructor,_____
that you are displaying unsatisfactory performance in the following areas: (check all that apply)

_____Skills_____ _____Failing Grade less than 75

_____Safety awareness/Unsafe Practice _____Attendance/Tardiness

_____Clinical Misconduct _____Other: _____

It is expected that you will show continuous, sustained improvement by_____.

The following are recommendations for displaying improvement:

_____Work one on one with assigned instructor

_____Review student guideline policies related to clinical expectations and absences

_____Other: _____

Failure to meet expectation by the above date will result in dismissal from the program.

Student Signature: _____ Date: _____

Clinical Instructor: _____ Date: _____

Program Administrator: _____ Date: _____

_____ Removal from probation Date: _____

_____ Notification of Program Administrator Date: _____

_____ Failure of course Date: _____

Appendix N

Diman Regional Technical Institute **ATTENDANCE**
SCHOOL OF PRACTICAL NURSING **PROBATION**
777 Elsbree Street – B110
Fall River, MA 02720

Student's Full Name:

Date:

Number of hours missed:_____

Attendance Probation: You have been informed that the Diman Regional Technical Institute School of Practical Nursing Program is a clock-hour program.

You are only allowed a total of **30** hours of absenteeism for the **ENTIRE** program.

Students who miss **15** hours of attendance placed on an attendance probation.

The following are recommendations for displaying improvement:

- Review student attendance policy in your Student Handbook
- Improve daily attendance and tardiness
- Monitor hours missed

I understand that I cannot miss more than 30 hours in order to remain in the program.

Student Signature: _____ Date: _____

Academic Advisor: _____ Date: _____

Program Administrator: _____ Date: _____

_____ **Removal from probation** **Date:_____**

_____ **Notification of Program Administrator** **Date: _____**

_____ **Failure of course** **Date: _____**

ATTENDANCE PROBATION Rev 5/24

Appendix O

Diman Regional Technical Institute
SCHOOL OF PRACTICAL NURSING
777 Elsbree Street – B110
Fall River, MA 02720

STUDENT INCIDENT WARNING

Student:

Date:

It has been determined by your instructor, _____
that you have displaying unsatisfactory performance in the following areas: (check all that apply)

_____Skills
_____Documentation
_____Safety awareness
_____Completion of assignments
_____Inappropriate/unprofessional behavior
_____Other: _____

It is expected that you will show continuous, sustained improvement by (Two weeks).

The following are recommendations for displaying improvement:

_____Return to lab practice/review
_____Documentation review clinical/classroom instructor
_____Other

Failure to meet expectation by the above date will result in a dismissal from the program.

Student Signature: _____ Date: _____

Faculty: _____ Academic Advisor: _____

Program Administrator: _____ Date: _____

Appendix P

Diman Regional Technical Institute Maternity Release
SCHOOL OF PRACTICAL NURSING **FORM**
777 Elsbree Street – B110
Fall River, MA 02720

Student:

Date:

The clinical portion of the student's PN training brings the student into health care settings where there is an increased risk of exposure to strenuous activity, communicable diseases, and toxic substances.

The above student at Diman Regional Technical Institute School of Practical Nursing has reported that she is pregnant and requires a medical clearance to continue participation in the clinical experience of her Practical Nursing Program.

Please answer ALL of the questions below, sign and **return this "original" form** to Diman Regional Technical Institute **within 5 days** of the student's notification date. **(Faxed copies are not acceptable)**

Do you approve of your patient continuing her clinical rotations as a Practical Nursing Student, with no restrictions, in her present condition? _____

On what date, because of her present condition, should she discontinue clinical rotations: _____

What is her expected delivery date? _____

If the patient's condition should change where continuing her clinical rotations may adversely affect her or her baby, we would appreciate you notifying us immediately.

Physician's Name:

Complete Address:

Telephone: _____Date: _____

Signature: _____Printed Name: _____

APPENDIX Q

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Diman Regional Technical Institute School of Practical Nursing ("School" or "Institution") receives a request for access. A student should submit to the Program Administrator a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Diman Regional Technical Institute School of Practical Nursing to amend a record should write to the Program Administrator, clearly identify the part of the record the student wants changed and specify why it should be changed. If Diman Regional Technical Institute School of Practical Nursing decides not to amend the record as requested, Diman Regional Technical Institute School of Practical Nursing will notify the student in writing of the decision and the student's right to file a grievance regarding the request for amendment. Students must follow the Grievance procedure as outlined in the Student Guidelines.
3. The right to provide written consent before Diman Regional Technical Institute School of Practical Nursing discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Diman Regional Technical Institute School of Practical Nursing discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Diman Regional Vocational Technical School in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Diman Regional Vocational Technical High School.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Diman Regional Technical Institute School of Practical Nursing to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400

Maryland Avenue,

SW Washington, DC 20202

Additionally, FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the

disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution can disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*3*) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision will be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate d designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37.(§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure will only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14)) To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)

APPENDIX R

Crisis Services

REGION	Towns served	24-hour Access Number
Southern Coast	Acushnet, Carver, Cuttyhunk, Dartmouth, Duxbury, Fairhaven, Halifax, Hanover, Hanson, Kingston, Marion, Marshfield, Mattapoisett, New Bedford, Onset, Pembroke, Plymouth, Plympton, Rochester, Wareham	Child and Family Services of new Bedford (508) 996-3154
Fall River	Fall River, Freetown, Somerset, Swansea, Westport	Corrigan Mental Health Center (877) 425-0048
Taunton, Attleboro	Attleboro, Berkley, Dighton, Lakeville, Mansfield, Middleborough, North Attleboro, Norton, Raynham, Rehoboth, Seekonk, Taunton	Norton emergency Services (800) 660-4300
Rhode Island	Fellowship health Resources - Statewide	BH Link (401) 414-5465

Affiliations

REGION	Towns served	
South Coast	Dartmouth, Fall River, New Bedford, Swansea, Somerset, Westport	Balanced Learning Center 45 Rock St. Fall River, MA 508-942-9948 M-F By Appointment

APPENDIX S

Diman Regional Technical Institute
School of Practical Nursing

Starting Dates:

Orientation Part 1 - All FTD students	August 26, 2026 from 8AM-2:45PM
Orientation Part 2 – All FTD students	September 2, 2026 – Full Day 7:45AM to 2:45PM
First Day of class- all students	September 3, 2026 – Full Day 7:45AM to 2:45PM

Holidays and Vacations:

July 4, 2026	Independence Day
September 4, 2026	No School
September 7, 2026	Labor Day, no school
September 8, 2026	Classes resume
October 12, 2026	Columbus Day, no school
October 30, 2026	Professional Development Day, no school for students
November 6, 2026	12:00 Early Dismissal
November 8, 2026	Open House 1-3pm
November 11, 2026	Veterans Day observed, no school
November 25-27, 2026	Thanksgiving recess begins at 11:00 on 11/25/26
December 11, 2026	12:00PM Early Dismissal
December 23, 2026	Holiday Break begins at 11:00 AM on 12/23/26
January 4, 2027	Classes resume
January 13, 2027	12:00PM Early Dismissal
January 18, 2027	Martin Luther King Day, no school
February 3, 2027	12:00PM Early Dismissal
February 15-19, 2027	Winter recess, no school
February 22, 2027	Classes resume
March 26, 2027	Good Friday – No school
April 19-23, 2027	Spring recess, No school
April 26, 2027	Classes resume
April 30, 2027	12:00PM Early Dismissal
May 21, 2027	12:00PM Early Dismissal
May 31, 2027	Memorial Day, No school
June 16, 2027	12:00PM Early Dismissal
June 18, 2027	Juneteenth Day No School
June 23, 2027	Tentative Graduation Rehearsal Date
June 24, 2027	Tentative Graduation Day
June 28-30 2027	Tentative ATI Live Review

Full Time Day Program (40 weeks)

Term 1 (360 clock hrs.)	Term 2 (252 clock hrs.)	Term 3 (240 clock hrs.)	Term 4 (254 clock hrs.)
14 weeks	9 weeks	9 weeks	8 weeks
9/2/26 – 12/4/26	12/7/26 – 2/12/27	2/22/27– 4/30/27	5/3/27 – 6/25/27

PROGRAM CALENDAR 2026-2027

APPENDIX T

Clinical / Community Agency Partners

- Alden Court Nursing Care
- Catholic Memorial Home
- Community Connections
- Citizens for Citizens: Head Start & Early Head Start
- High Point Treatment Center / WATC
- Highland Pediatrics
- Kimwell Nursing & Rehabilitation
- New Bedford Child & family Services YCCS /ACCS
- Pediatric Associates of Fall River
- Sacred Heart Home
- Southcoast Health