

# Glen Oaks Division of Nursing Student Handbook

2025-2026



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**THIS HANDBOOK IS SUBJECT TO CHANGE. THE UPDATED VERSION WILL BE MAINTAINED ON THE NURSING PAGE ON THE GOCC WEBSITE.**

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## Introduction

The Nursing Student Handbook provides essential information about Glen Oaks Community College (GOCC) Nursing Program, including its curriculum, policies, and other important details necessary for successful program completion. It is critical that all nursing students:

- Read and become familiar with this handbook.
- Refer to it regularly throughout their studies.
- Comply with the policies outlined herein.

This handbook contains rules governing appropriate student conduct and participation in classroom, clinical, and related activities, as well as the program's policies and procedures.

All students are responsible for adhering to the current rules, policies and procedures contained in this handbook. These are subject to change at the discretion of the College and/or the Nursing Program. Students must comply with all updates promptly. Additionally, nursing students are required to follow all other published rules, policies, and procedures of Glen Oaks Community College.

Glen Oaks Community College offers an Associate of Applied Science in Nursing program designed to meet the educational needs of students with varying backgrounds, capabilities, ambitions, and career goals. This program prepares students nurses with diverse competencies to meet the employment needs within the surrounding community.

Graduates of the Associate of Applied Science in Nursing program are eligible to apply for Registered Nurse (RN) licensure.

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## An Open Letter to Nursing Students

Beginning the nursing program is comparable to starting a new job. Just like employment, success in the nursing program is built on hard work and dedication.

Consider the following parallels between the nursing program and the workplace:

- **Attendance and Punctuality:**  
Employers expect employees to be present every day, on time, dressed

appropriately, and prepared. Similarly, nursing students must attend classes, labs, and clinicals regularly and punctually.

- If you are ill, notify the appropriate faculty member as soon as possible.
- Sick days are limited; excessive absences may result in grade reduction or failure.
- **Participation:**

Just as employees are expected to attend and contribute in meetings, students are expected to attend all classes and actively participate in discussions.

  - Preparation by reviewing assigned materials prior to class is essential.
  - Lack of participation may negatively impact your grade.
- **Timely Submission of Assignments:**

Employers require reports to be submitted on time to maintain operations. Likewise, assignments, tests, and papers must be completed according to the deadlines in each course syllabus.

  - Late submissions can lead to grade penalties.
- **Performance Reviews:**

Periodic evaluations at work measure success and areas for improvement. Nursing students undergo “performance reviews” through tests and clinical evaluations, which assess both knowledge and application in clinical settings.

  - Your grade reflects your performance.

The faculty at Glen Oaks Community College are committed to supporting your development into a skilled nurse and valued future employee. By attending class, engaging in discussions, preparing thoroughly, and meeting all expectations, you have the potential to excel.

**Welcome and best wishes!**

-Nursing Faculty & Staff

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## Philosophy of Nursing Education

The nursing faculty at Glen Oaks Community College believes that all clients exist in a dynamic state of change. Clients, along with their families and significant others living in a rural community, require holistic nursing care to promote or maintain optimal health throughout the wellness-illness continuum.

Nursing integrates the art of compassion with the science of evidence-based practice to deliver individualized, client-centered care. Nurses provide care that upholds human dignity through the nursing process, which includes:

- Assessment
- Diagnosis
- Planning
- Implementation
- Evaluation

This process guides critical thinking, decision-making, and collaborative teamwork.

Effective communication skills are essential to the nursing process. These skills involve the exchange of information verbally, in writing, and through the use of information technology. The nursing faculty prioritize accessibility and encourage ongoing dialogue to support students as they progress to become novice nurses upon graduation.

Professional nursing behaviors encompass:

- Adherence to established professional nursing standards
- Accountability for one's own actions
- Application of safe, legal, and ethical principles in nursing practice

A professional nurse is committed to lifelong self-enrichment and continuing education.

Nursing education is an interactive, ongoing, collaborative teaching and learning process that progresses from simple to complex concepts. The educational framework is strengthened by continuous use of the nursing process, critical thinking, scientific theories and developmental theories, leading to the acquisition of knowledge and behavioral change.

The nursing faculty believes that every individual deserves the opportunity to develop to their fullest potential. The nursing division serves a diverse student body with varying interests and capabilities and is committed to providing equal access to education regardless of:

- Race
  - Color
  - Sex
  - Age
  - Religion
  - National Origin
  - Sexual Orientation
  - Disability
  - Veterans Status
  - Or any other status protected by law
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## Glen Oaks Vision Statement

Glen Oaks Community College empowers learners and advances regional growth through innovative education, strong community partnerships, and pathways to lifelong success.

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## Glen Oaks Mission Statement

The mission of Glen Oaks Community College is to provide opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

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## Nursing Vision Statement

The Division of Nursing at Glen Oaks Community College educates future nurses in an interdisciplinary environment to promote changing lives, improving health outcomes, and advancing the nursing profession.

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## Nursing Division Mission Statement

The Division of Nursing supports the mission of Glen Oaks Community College and is committed to:

- Providing evidence-based nursing education
  - Disseminating contemporary nursing knowledge
  - Demonstrating excellence in nursing practice
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- Promoting teamwork and collaboration in an environment that is accountable and respectful
  - Sharing expertise and leadership through service to the diverse communities we serve
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## Nursing Division Values

### Caring

Often a motivator for the nursing profession, caring involves kindness and concern for others through empathy, respect, and commitment to preserve human dignity.

### Integrity

A core principle expressed through honesty, accountability, and ethical behavior. (“Integrity is doing the right thing when no one is watching.” - C.S. Lewis)

### Diversity

Recognizing and affirms the differences and uniqueness of all people based on individual preferences, values, and beliefs.

### Excellence

Encompasses the qualities of caring, integrity, and attention to diversity while providing quality education.

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## Student Representation within the Program

Student representation will be sought for input throughout the nursing program. Two students will be selected from each cohort group:

- One representative will be selected by the cohort student body.
- One representative will be selected by the GOCC Nursing Faculty.

These student representatives will participate in Division of Nursing meetings and the GOCC Health Advisory Committee.

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# Glen Oaks Community College Student Learning Outcomes

Glen Oaks Community College strives to help students develop life-long abilities in the following areas:

## 1. *Think Critically*

Our students will:

- Analyze information beyond their own options and beliefs and recognize bias
- Translate theory into practice and apply prior knowledge to new situations
- Locate needed information when necessary and assess source credibility
- Solve problems logically

## 2. *Communicate Effectively*

Our students will:

- Express themselves orally, in writing, and visually
- Convey beliefs, thoughts, and actions in a manner that is understood by others
- Be active listeners
- Communicate reasoning and understanding clearly, convincingly, and precisely within a discipline

## 3. *Exhibit Information Competency*

Our students will:

- Determine the extent of information needed to accomplish a specific purpose
- Locate and appropriately use credible sources
- Evaluate the credibility and relevance of information
- Understand how to legally and ethically use information
- Maintain an objective stance

#### 4. *Recognize Diverse Perspectives*

Our students will:

- Recognize their own worldview
- Recognize the worldview of others

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## Technical Standards for Admission, Progression and Graduation

Since nursing is a licensed profession involving direct care of others, each student must meet a minimum level of competency. Failure to meet the following Technical Standards (“criteria”) may result in denial of admission or progression in the nursing program.

Glen Oaks Community College fully complies with the Americans with Disabilities Act (ADA) and applicable state laws. A student requiring reasonable accommodations to meet these criteria must notify the College Disability Support Services Coordinator in writing. Each request will be reviewed on a case-by-case basis.

- If it is determined that the student cannot meet the criteria, the student will, subject to the due process procedure, be required to leave the program.
- Applicants denied admission or progression based on failure to meet the criteria may petition for reconsideration under the due process procedure.

## Technical Standards for Admission and Progression

To ensure the safety and well-being of clients and uphold the integrity of the nursing profession, students must meet the following technical standards for admission and progression. These standards represent necessary functional abilities and performance skills required of the nursing student. Examples are illustrative and not all-inclusive.

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## Functional Abilities and Examples

Issue	Standard	Example of Necessary Activities
<i>Critical Thinking</i>	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations; develop nursing care plans.
<i>Interpersonal</i>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues; exhibit a professional appearance and attitude; stay focused to gather or provide pertinent information.
<i>Communication</i>	Communication abilities sufficient for clear interaction with others in verbal and written form.	Explain treatment procedures; initiate health teaching; document and interpret nursing actions and client responses; validate understanding of communication.
<i>Mobility</i>	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move in client rooms, workspaces, and treatment areas; administer cardiopulmonary procedures.
<i>Motor Skills</i>	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients; draw up solutions in a syringe.
<i>Hearing</i>	Auditory ability sufficient to monitor and assess health needs.	Hear monitor alarms, emergency signals, auscultatory sounds, cries for help and percussive sounds.
<i>Visual</i>	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe client responses; read syringes, calibrations and other small equipment; identify color changes in skin, fluids, etc.
<i>Tactile</i>	Tactile ability sufficient for physical assessment.	Perform palpation; conduct physical exams; insert catheters; detect temperature, turgor and size changes.

## Professional and Emotional Standards

<b>Issue</b>	<b>Standard</b>	<b>Examples of Necessary Activities</b>
<i>Professionalism</i>	Capable of exercising good judgement, developing therapeutic relationships, and tolerating close contact with diverse populations.	Foster and maintain collegial relationships with peers, faculty, healthcare team members, clients, families and staff at clinical sites and the college. Present professionally in demeanor and appearance. Establish rapport with clients and colleagues.
<i>Emotional Stability</i>	Emotional stability and behavior appropriate to assume responsibility and accountability.	Self-regulated behavior; maintain composure during stressful or sensitive client care; respond appropriately to constructive criticism in all healthcare environments.

## Nursing Course Progression

<b>Associate of Applied Science in Nursing Year One</b>					
<b>Summer Semester (Pre-Requisites)</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
ALH 218 - Medical Terminology	3	45		45	3
BIO 120 - Intro to Biology	3	45	37.5	82.5	5
BIO 210 - Anatomy & Physiology I	4	45	45	90	6
ENG 121 - English Composition I	3	45		45	3
<b>Semester Totals:</b>	<b>13</b>	<b>180</b>	<b>82.5</b>	<b>262.5</b>	<b>17</b>
<b>Fall Semester</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
BIO 211 - Anatomy & Physiology II	4	45	45	90	6
NUR 101 - Fundamentals of Nursing	7	60	135	195	13
NUR 109 - Pharmacology I	1	15		15	1
<b>Semester Totals:</b>	<b>12</b>	<b>120</b>	<b>180</b>	<b>300</b>	<b>20</b>
<b>Winter Semester</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
NUR 111- Medical/Surgical Nursing I	8	60	180	240	15
NUR 119 - Pharmacology II	2	30		30	2
PSY 101 - Intro to Psychology	3	60		60	3
<b>Semester Totals:</b>	<b>13</b>	<b>150</b>	<b>180</b>	<b>330</b>	<b>20</b>

Associate of Applied Science in Nursing Year Two					
<b>Winter Semester</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
NUR 204 - Nursing Role Transitions <i>(LPN to RN Track Only)</i>	3	30	45	75	5
<b>Fall Semester</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
ENG 122 - English Composition II	3	45		45	3
NUR 211 - Medical/Surgical Nursing II	5.9	60	84	144	9.6
NUR 218 - Mental Health Nursing	4.4	45	63	108	7.2
NUR 219 - Pharmacology III	2	30		30	2
<b>Semester Totals:</b>	<b>15.3</b>	<b>180</b>	<b>147</b>	<b>327</b>	<b>21.8</b>
<b>Winter Semester</b>	<b>Credit Hours</b>	<b>Class Hours</b>	<b>Clinical/Lab Contact Hours</b>	<b>Contact Hours Total</b>	<b>Contact Hours</b>
NUR 221 - Medical/Surgical Nursing III	5.4	60	63	123	8.2
NUR 224 - Family Nursing	6.4	75	63	138	9.2
NUR 230 - Professional Issues in Nursing	2	30		30	2
<b>Semester Totals:</b>	<b>13.8</b>	<b>165</b>	<b>126</b>	<b>291</b>	<b>19.4</b>
<b>ADN Program Totals (Traditional Track):</b>	<b>67.1</b>	<b>795</b>	<b>715.5</b>	<b>1,510.5</b>	<b>100.2</b>
<b>AND Program Totals (LPN to RN Track):</b>	<b>62.1*</b> (*30 Credits from PN Coursework)	<b>375</b>	<b>318</b>	<b>693</b>	<b>46.2</b>

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## Licensure Notification

Effective July 1, 2024, the U.S. Department of Education requires post-secondary institutions to attest that programs preparing students for licensure satisfy the educational requirements in:

- The state in which the institution is located.
- The state in which the student is located at the time of initial enrollment, or the state where the student attests they intend to seek employment.

### Federal Regulation 34 CFR 668.14 (b)(32)(ii)

Glen Oaks Community College has determined that the **Association of Applied Science in Nursing** program meet licensure/certification requirements in the following states:

- Michigan
- Indiana
- Maryland

Glen Oaks Community College has **not yet determined** whether the program meets licensure/certification requirements in states other than **those listed above**.

For assistance with licensure requirements in another state, please contact: Sara Birch, Dean of Health & Natural Sciences at sbirch@glenoaks.edu or 269-294-4287.

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## End of Program Student Learning Outcomes

Upon completion of the nursing program, graduates will demonstrate the role and function of the registered nurse through the following core concepts:

Concept	Outcome
Client-Centered Care	Coordinate client-centered care to diverse populations across the lifespan.
Safety	Integrate nursing care that promotes safe practice.
Teamwork & Collaboration	Collaborate within nursing and interdisciplinary teams to deliver optimal care.
Evidence-Based Practice	Integrate current evidence-based practice in clinical decision-making.
Critical Thinking	Demonstrate critical thinking to affect optimal client outcomes.
Information & Technology	Incorporate information and electronic technology to support decision-making.

# Standardized Nursing Exams

The Glen Oaks Community College Nursing Program utilizes Kaplan to design, monitor, and evaluate standardized nursing exams. These exams are based on the Detailed NCLEX Test Plan, which guides the development of the NCLEX-RN exam that students must pass to become licensed registered nurses.

## Purpose and Format

- Exams are administered in a proctored setting and are time-limited.
- Questions mirror NCLEX-style formatting to familiarize students with licensure exam expectations.
- Students receive feedback to identify areas for improvement and are ranked by percentile on a state, national, and jurisdictional level.
- Faculty use test data to assess student performance and evaluate curriculum effectiveness.

Students are assigned practice questions to prepare for the proctored exams.

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## Specific Course Proctored Exams

- These exams support curriculum evaluation and provide faculty with data to assess instructional effectiveness.
  - They also help students prepare for the Kaplan Secure Predictor Exam and ultimately the NCLEX-RN exam after graduation.
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## Kaplan Secure Predictor Exam

To ensure NCLEX readiness, students must achieve a minimum score of 60% on the Kaplan Secure Predictor Exam. If this benchmark is not met:

1. The student must complete 75 Kaplan-assigned remediation questions at the application and analysis level, achieving at least 60% on this assignment.
  2. The student must notify the course faculty upon completion of the remediation.
  3. Remediation must be completed within one week of the Kaplan Secure Predictor Exam.
-

## Test Accommodations

Students requiring accommodations must:

- Submit a formal request to Student Services
- Provide appropriate documentation
- Ensure the request is made in advance of the exam

It is the responsibility of the student to initiate and follow through with accommodation procedures.

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## Financial Aid/Scholarships/Expenses

### Nursing Scholarships

Glen Oaks Community College offers several donor-funded scholarships specifically designated for nursing students.

- Eligibility criteria and application details can be obtained by contacting the Director of Financial Aid.

### Board of Nursing Scholarships

Scholarship funds from the Board of Nursing will be distributed through the Financial Aid Office.

- Students will be notified when funds are available.

### Financial Aid and Student Loans

Glen Oaks Community College provides a comprehensive financial aid program that includes grants, scholarships and loans.

- For detailed information, refer to the Financial Aid section of the College Catalog or contact the Financial Aid Office directly.
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## Student Expenses other than Tuition, Fees and Books

In addition to tuition, fees and textbooks, nursing students are responsible for the following expenses:

- Personal health requirements (physical examination and history)

- Current TB testing, immunizations and required titers
- Current BLS Certification for Healthcare Providers from the American Heart Association (proof required via CPR card)
- Drug screening
- Criminal background check
- Transportation costs to and from clinical sites
- Clinical equipment:
  - Stethoscope
  - Bandage scissors
  - Penlight
  - Pocket notepad
  - Black ink pen
- Uniforms, clinical shoes and socks
- Basic calculator (graphing calculators not permitted)
- Watch with second hand or digital seconds display
- Nursing pin (purchased prior to graduation)
- Optional: Sitting fee for class composite photo
- NCLEX application fee
- State licensure application fee, including Live Scan fingerprinting (required prior to taking the NCLEX)
- Health insurance and expenses related to illness, injury or random drug/alcohol screening are the responsibility of the student.

Students are advised to plan accordingly and maintain up-to-date health and credential records throughout the program.

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## Student Nurse Scope of Practice

- Students are legally and ethically responsible for their actions or inactions. Clients are entitled to safe, competent and professional nursing care at all times.
- Students will be assigned tasks and procedures appropriate to their level of education and course/program outcomes. All clinical activities must be completed under the supervision of a faculty member or a registered nurse with faculty knowledge and approval.
- Students shall not perform any clinical task that has not been covered in the course or practiced in lab unless directly supervised by faculty.

- If a student is requested to perform a procedure in which they feel unprepared or incompetent, they must refrain from performing the task until reviewed and discussed with faculty.
  - Students must comply with clinical site policies and procedures in addition to the Glen Oaks Community College Division of Nursing policies.
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## Clinical Experiences

**Note:** *Students may not complete clinical hours in their current place of employment unless assigned to a different unit or floor.*

### Student Schedules

1. Clinical schedules will be coordinated by the faculty and the Dean of Health & Natural Sciences.
2. Students must adhere to the College Academic Calendar.
3. Clinical rotations may be scheduled on weekends, evenings or overnights.
4. Clinical assignments align with concurrent classroom instruction.
5. Faculty may remove a fatigued student from the clinical setting if it impairs safe, critical care. This will be recorded as an absence and may affect clinical progression.
6. Students are expected to arrive on time for all clinical experiences.
  - In cases of inclement weather, students should monitor GOCC text alerts, text messages or local TV/radio stations for closures.
  - The clinical instructor will communicate changes or delays in clinical sessions through the designated group communication method.

### Client Assignments

1. Assignments are made to support client safety and provide a meaningful learning experience.
2. The clinical faculty is responsible for making client assignments.
3. Students will care for clients with a variety of conditions and healthcare needs.
4. Students are expected to:
  - Attend shift report
  - Gather instructions from assigned staff and the client's medical record
  - Perform a complete client assessment at the start of the shift
  - Document assessment and safety checks regularly
5. Client care must be delivered only after adequate preparation and under the direct supervision of faculty or a qualified agency professional.

6. Students are personally accountable for the care they provide.
7. All documentation must follow legal and ethical standards, recognizing its medico-legal significance.
8. Students must maintain confidentiality of all client information at all times. (See HIPAA policy)
9. Access to records of unassigned clients is only permitted:
  - With faculty approval
  - During clinical hours
  - For educational purposes only (See HIPAA policy)

## Emergencies

1. Students should provide a copy of their clinical schedule (including time, site and contact info) to family and child care providers to ensure they can be contacted during emergencies.
2. Any change of address, phone number or email must be reported promptly to the nursing office.

## Student Nurse Liability

1. Student nurse liability insurance is provided through Glen Oaks and included in general college fees.
2. If a student is injured during a clinical rotation and requires treatment in an emergency department, the student is financially responsible for all expenses incurred.
  - Liability insurance does not cover personal injury.
  - Even if the student opts to seek care from a personal provider rather than the emergency department, an incident report must still be completed.

## Healthcare Issues

1. Students are responsible for obtaining a signed health release form from their healthcare provider, authorized participation in clinical activities. This form must include verification of any restrictions or special instructions from the healthcare provider.
2. Falsification of medical information required by the nursing program will result in immediate dismissal from the program.
3. Students must notify the nursing office of any health-related limitations or the use of any prescription or non-prescription medications or substances that may impair judgement, performance or otherwise adversely affect mental or physical functioning.
4. Healthcare insurance is strongly recommended for all students.

## Clinical/Lab Dress Code

*Note: The dress code may be modified for specific classes as identified in the course syllabus.*

1. Students must purchase black scrub tops and black scrub pants. Exceptions may be made for religious preferences or sizing concerns.
2. A white or black undershirt may be worn beneath the scrub top.
3. A short white lab coat is required.
4. Black shoes (any brand, all black with black laces). No sandals or open-toed shoes allowed. Exceptions for size concerns may be made.
5. Uniforms must be wrinkle-free and shoes kept clean.
6. A name badge with photo and badge buddy is required (must be worn with the black GOCC scrub top). Only first names will be displayed. Badges are free and available from the Student Services Office.
7. Hair must be neatly secured off the collar and away from the face. No long hair, loose ponytails, bows, or large hair clips. No unnatural hair colors.
8. Male students must be clean-shaven or have neatly trimmed facial hair that does not interfere with facemask fitting.
9. Nails must be clean, short (not extending beyond fingertips) with no nail polish or artificial nails.
10. Jewelry is limited to one small pair of post earrings (no hoops), no visible body piercings, no gauges, and plain wedding bands only. Medical alert jewelry is permitted.
11. Tattoos may be visible at faculty discretion but must not be offensive, rude or contain swearing or nudity.
12. No gum chewing, smoking or use of tobacco products including electronics cigarettes and vaping.
13. Avoid scented products such as perfume, lotion, aftershave or other strong fragrances. Students must be clean, well-groomed and free of offensive odors, including cigarette smoke.
14. Students must bring the following equipment to clinical:
  - Watch with second hand (no smart watches)
  - Penlight (no LED lights)
  - Clinical equipment: stethoscope, scissors, black ballpoint pen, pocket-sized notepad

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## Clinical Resources

### *(Affiliating Agencies)*

The following agencies may be used throughout Year 1 and Year 2 clinical experiences. This list is subject to change and is not all-inclusive. As a small rural college, Glen Oaks students may travel widely to fulfill clinical requirements; many sites may be distant from students' homes.

- Beacon Kalamazoo (Formerly Borgess) - Kalamazoo, MI
- Beacon Health System (Elkhart General Hospital) - Elkhart, IN
- Beacon Three Rivers Health - Three Rivers, MI
- Beacon Three Rivers Health Homecare & Hospice - Three Rivers, MI
- Beacon Three Rivers Health Pediatric Clinic - Three Rivers, MI
- Beacon Three Rivers Health Women's Clinic - Three Rivers, MI
- Branch-Hillsdale-St. Joseph Community Health Dept - Coldwater & Three Rivers, MI
- Bronson/Battle Creek - Battle Creek, MI
- Bronson Methodist Hospital - Kalamazoo, MI
- Fairview Nursing & Rehabilitation Center (Atrium Centers) - Centreville, MI
- Goshen Health (Hospital) - Goshen, MI
- LaGrange County Health Department - LaGrange, IN
- Maple Lawn Medical Care Facility - Coldwater, MI
- New Eden Birthing Center - Topeka, IN
- Oaklawn Hospital - Marshall, MI
- Optalis Healthcare - Three Rivers, MI
- Pivotal Certified Community Behavioral Health Clinic - Centreville, MI
- Private Physicians' Offices - Michigan & Indiana
- Insight Hospital - Coldwater, MI
- The Share Center - Battle Creek, MI
- The Waters of LaGrange - LaGrange, IN
- Thurston Woods/Froh Community Home & Rehabilitation - Sturgis, MI
- Topeka Professional Clinic - Topeka, IN

## Nursing Simulation

The Nursing Division integrates simulation scenarios into selected nursing courses to enhance clinical learning.

Simulation provides students the opportunity to rehearse, repeat and master essential clinical skills in a safe, controlled environment. These scenarios enable students to apply classroom knowledge to realistic clinical situations, building confidence without the risk of harm.

Simulation activities help students practice and develop key competencies, including:

- Communication skills
- Patient assessment
- Teamwork and collaboration
- Patient and family teaching
- Medication administration and dosage calculation

Active participation is expected. Students should engage fully in simulation exercises, demonstrating effective teamwork and communication. Students are encouraged to care for the manikins with the same professionalism and attention as they would real patients in a healthcare setting.

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# Grading Policy Within the Nursing Division

The Nursing Division uses a 0.0 to 4.0 grading scale for final course grades with the following numeric equivalents:

Grade Point	Percentage Range
4.0	95-100%
3.5	90-94%
3.0	85-89%
2.5	80-84%
2.0	75-79%
1.5	70-74%
1.0	65-69%
0.0	64% and below

## Calculation of Course Grade

### IMPORTANT:

The classroom average must be 80% or higher before clinical, Kaplan and other assignments are included in the final grade calculation. An overall minimum grade of 2.5 (80%) must be achieved to pass the course.

- Faculty record each graded assignment to the hundredths place without rounding.  
Example: Score of 94.482 is recorded as 94.48

Final GPA rounding:

If the tenth place is 5 or higher, round up.

If less than 5, round down.

Example: 94.82 rounds to 95.00

## Important Program Policy

If a student fails two (2) nursing courses in different semesters, they will be dismissed and not eligible for readmission to the program.



## Calculating Classroom Grades - Answer Key

### Test Grades = 40% of Classroom Grade

- 1) 77.89
- 2) 85.04
- 3) 80.00
- 4) 82.00
- 5) 79.45
- 6) 74.32

---

$$478.70 \text{ divided by } 6 = 79.78 \times 40\% = 31.91$$

### Final Exam = 15% of Classroom Grade

- 1)  $79.98 \times 15\% = 11.99$

### Weighted Formula

$$31.91 + 11.99 = 43.90 \text{ divided by (total possible) } 55 = \mathbf{79.81\%*}$$

**\*Remember:** Only after the classroom percentage has been averaged based on classroom testing (example: quizzes, exams, tests, midterm, final exam) and is 80% or higher will the clinical Kaplan and other assignments be factored into the final grade.

(Rounding only occurs when recording the Final GPA)

**Scoring Result:** Student has failed the course and will receive a GPA of 2.0

---

## Classroom Progression Policy

- Students accepted into the Nursing Program must earn a grade of 2.5 (80%) or higher in each required nursing course to progress in the program.
- This minimum grade requirement also applies to general education courses.
- Students who received a final grade below 2.5 in any required nursing course must repeat the course and achieve at least 2.5 before advancing to the next nursing course.

---

## Clinical Progression Policy

- Students are required to meet with their clinical faculty member at midterm (if applicable) and at the end of the clinical rotation to participate in a self-evaluation and faculty evaluation of clinical performance.
- The evaluations provide feedback to reinforce strengths and address areas needing improvement.
- Both student and faculty must complete and sign the Clinical Performance Evaluation at midterm and final.
- Students must achieve a “satisfactory” rating on every component of the final Clinical Performance Evaluation to pass the clinical portion of the course.
- Failure to pass the lab/clinical performance evaluation results in a maximum final course grade of 2.0, regardless of the theory portion grade.

---

## Classroom Testing Policy

### General Testing Guidelines

1. Test questions will progress from knowledge-level to application and analysis throughout the curriculum.
2. Test questions will align with NCLEX Clint Need Categories relevant to each course.
3. The college retains ownership of all tests, test blueprints and analysis.
4. Test results will be posted and reviewed with students within one week after all have completed the exam.

5. Faculty will store completed tests for 30 days after final grade submission; tests are not to be distributed to students.
  6. Special testing accommodations are provided only for students with documented disabilities approved by the Student Support Services Disabilities Coordinator; scheduling is the student's responsibility.
  7. Students with testing accommodations must schedule exams through the Learning Commons to coincide with course exam times.
  8. The course syllabus will specify the quiz/exam schedule and weight. Scores will be recorded to two decimal places; no rounding on quiz/exam scores.
  9. No extra credit opportunities will be provided.
  10. Each exam will include a minimum of two dosage calculation questions.
  11. Students must maintain a mean exam grade of 80% or higher to pass. Only after achieving this will clinical, Kaplan, and other assignments be factored into the final grade.
  12. Academic dishonesty results in immediate dismissal from the program and a final GPA of 0.0 for the involved course(s).
  13. Use of faculty test bank materials by students is considered academic dishonesty and results in a 0.0 final grade.
  14. Exams may be administered via an online platform at faculty discretion.
  15. Students taking exams late without prior arrangement will receive a 5% reduction on that exam score. Exceptions apply for pre-approved early testing.
  16. If online exams cannot be administered, paper versions will be provided.
- 

### Test Administration

1. Students are allowed 1.5 minutes per question unless extra time is approved; for NUR-109, 2 minutes per question applies.
2. No cell phones, smart watches, or electronic devices allowed during testing.
3. Desks must be clear of books, notes and study materials.
4. Scratch paper may be provided and must be returned at the exam's end.
5. Only basic calculators are permitted; no graphing or shared calculators.
6. Foam earplugs may be used with the instructor approval.
7. Head coverings are prohibited except for religious reasons.
8. Water, mints, hard candies and cough drops are allowed with instructor approval; eating during exams is prohibited.
9. Students may not leave the room during the exam unless an emergency occurs and is approved by the instructor.
10. No content questions will be addressed during the exam.

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## Late Arrival or Absence on Exam/Quiz Day

1. Late students will have only the remaining scheduled time to complete the exam; no extra time for unexcused tardiness.
2. The course syllabus outlines policies for missed exams/quizzes.
3. For unexpected, excused absences (illness, accident, death in the family), students must notify the instructor before the exam.
4. Makeup exams must be scheduled promptly and will be proctored.
5. Students anticipating absence must arrange makeup exams with faculty beforehand.

---

## Exam Review

1. Students may review exams but may not take notes, photos or recordings.
2. Professional and respectful communication is expected during reviews.
3. Faculty will not discuss or change grades during review sessions.

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## Guidelines for Item Writing

1. Each question stem ends with a clear question.
2. “Select all that apply” items include 5 answer options; instructions are bolded.
3. Use “clint” in the stem; avoid unnecessary age, gender, race unless essential.
4. Avoid “except” or “least” in stems.
5. Bold critical words like highest, priority, most, first, best.
6. Application-level questions involve a nurse and/or client/family member.
7. Use generic drug names only, spelled out without abbreviations for with full term first.
8. Use respectful language, e.g., “older adults” instead of “the elderly”, “client reports” instead of “complains”.
9. Number items sequentially; label answers A, B, C, D.
10. Distractors should be similar in category (e.g., all medications, not mixing meds and diseases).
11. Avoid “all of the above” or “none of the above”.
12. Avoid “of the following” in the stem.

## Exam/Quiz Construction

1. All theory exams use a test blueprint including:  
Course Student Learning Outcomes (SLOs)  
Cognitive Level  
NCLEX RN test plan topics  
Course topics
  2. Alternative question formats may include:  
Select All That Apply (partial credit awarded)  
Label/Diagram (1 point per correct label)  
Matching (1 point per correct match)  
Chart Exhibit questions based on provided data
- 

## Analyzing Test Results

1. Faculty are responsible for test analysis using the Summary of Test Plan, Review and Analysis from.
2. Scoring will be electronic when available; otherwise manual.
3. Questions with >50% incorrect responses will be reviewed.
4. Discrimination Index will guide item retention or removal:

<b>Discrimination Index</b>	<b>Action</b>
.30 and above	Very good item
.20 - .29	Reasonably good item
.09 - .19	Marginally acceptable item
Below .09	Poor item (review or nullify)

5. For unacceptable questions, faculty may:
    - \* Award credit for multiple answers (preferred)
    - \* Nullify the question by awarding credit to all choices
    - \* Remove the question and recalculate the exam score (least preferred)
- 

## Attendance Policy

### General Attendance

- Students missing 15% of total clinical, classroom or lab hours may have their final course grade lowered by a full letter grade. For example, a final grade of 3.5 would be reduced to 2.5.

- Students missing 20% or more of total hours in clinical, classroom or lab settings may fail the course regardless of other grades, receiving a final grade of 2.0.

### Clinical Attendance

- Attendance in clinical is mandatory as students apply knowledge gained in lab and lecture.
- In rare cases of emergency or illness resulting in a clinical absence, the student will be assigned a clinical learning activity by the clinical instructor.
- This activity must be completed and submitted within one week of the absence and must meet a minimum rubric score of 80%. Failure to meet this score may result in clinical failure.
- It is the student's responsibility to contact the clinical instructor to receive instructions for the make-up activity.
- Missing half or more of a scheduled clinical day counts as a full absence; missing less than half of the day is considered tardy.

### Tardiness

- Being late to lectures, labs or clinical sessions disrupts the learning environment and is not tolerated.
- After three tardies (in any combination of class, lab/or clinical) a learning contract will be initiated. This contract will be reviewed by the student, faculty and Dean outlining a plan for improvement.
- Any additional tardy after the contract will result in a .5 grade reduction in the final course grade (e.g. 3.0 lowered to 2.5).

### Notification

- Students must notify the lead faculty by email or phone at least one hour prior to class if they will be absent or tardy.
- In emergencies, notification should be made as soon as possible.
- If absent from clinical students must notify **both** clinical and lead faculty by phone immediately.

Refer to individual course syllabi for any additional attendance requirements or procedures.

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# Pregnancy Policy

Glen Oaks Community College is committed to creating an accessible and inclusive environment for pregnant and parenting students.

## What is Title IX?

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex in education programs or activities that receive federal financial assistance. This includes discrimination based on pregnancy, childbirth, termination of pregnancy, or recovery from any of these conditions.

## Accommodations

Students may request reasonable accommodations based on pregnancy or related conditions to ensure equal access to the College's education program or activity. Colleges must treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery the same as any other temporary disability with respect to hospital or medical benefit, service, plan, or policy for students.

Examples of common accommodations include:

- A larger desk or alternative classroom seating
- Elevator access
- Frequent trips to the restroom

## Leaves of Absence

Students may take a leave of absence for pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery for as long as the student's physician deems medically necessary. After that leave, the student must be reinstated to the status the student held when the leave began.

## Lactation Space

Glen Oaks Community College's lactation space is located just inside the entrance to the upper-level F Wing. The lactation space is equipped with a sink, mirror, microwave, small refrigerator, seat, table, electrical outlet, and locked door. The College is not responsible for the security or integrity of breast milk.

## Title IX Coordinator

Students who wish to discuss or request accommodations based on pregnancy or related conditions should contact the College's Title IX Coordinator:

Tonya Howden  
Vice President of Student Services/Title IX Coordinator  
Office A53

thowden@glenoaks.edu  
269-294-4230

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## Jury Duty

- Students summoned for jury duty should make every effort to be excused by informing the appropriate designee of class and clinical schedules.
- If unable to be excused, students must notify both faculty and the Dean promptly.

## Criteria for Issuing a Learning Contract

The following criteria serve as non-exclusive guidelines for issuing a written Learning Contract:

1. ***Unsatisfactory Achievement***  
Failure to meet course objectives, clinical objectives or clinical performance standards.
  2. ***Unsafe Clinical Nursing Practice***  
Unsafe practice may include repetitive or combined examples of the following:
    - a. Errors in medication calculation or administration.
    - b. Administering medication without faculty approval.
    - c. Violations of nursing principles resulting in actual or potential client harm.
    - d. Failure to demonstrate critical thinking sufficient for safe clinical judgment.
    - e. Inadequate preparation for clinical experiences, including insufficient knowledge of pathophysiology, medications and nursing interventions.
    - f. Unprofessional, ineffective or non-therapeutic communication or teamwork with healthcare members, faculty, clients or families.
  3. ***Failure to Meet Student Responsibilities***
    - a. Excessive tardiness or absences.
    - b. Unprofessional personal appearance or hygiene.
    - c. Repeated failure to submit required assignments on time.
  4. ***Violations of Nursing Code of Ethics***  
Includes breaches of the American Nurses Association Code of Ethics (ANA, 2025)
-

## Incivility

According to the American Nurses Association (ANA) Position Statement, all nurses and employers have an ethical, moral and legal responsibility to foster a healthy and safe work environment. Nurses must promote an ethical culture of civility and kindness, treating all colleagues, students, healthcare team members and patients with dignity and respect. Acts of incivility may result in a Learning Contract or immediate dismissal from the program.

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## Learning Contract Guidelines

### A. Issuance of Learning Contract

1. **Problem Identification:**  
The faculty member will document in writing the specific reasons for the Learning Contract, including detailed examples of unsatisfactory behavior. Contracts will be issued promptly.
  2. **Resolution Timeline:**  
A probation period will be established verbally and documented in writing, specifying the deadline for correcting the issue. This agreement will be signed by both the faculty member and the student.
  3. **Student Responsibility:**  
The student must address the identified issues within the probation period.
  4. **Distribution:**  
Copies of the Learning Contract will be provided to the student, faculty member and Dean. The Dean's copy will be kept in the student's file.
- 

### B. Student Reply to Learning Contract

- The student must submit a written response within one week, including:
    - i) Their perspective on the unsatisfactory behavior.
    - ii) Awareness of the potential consequences.
    - iii) Strategies to correct the behavior.
  - Copies of the reply will be distributed to the student, faculty and Dean (filed in the student's file).
  - Both student and faculty will review, sign and date the original Learning Contract and reply.
-

## C. Resolution of the Learning Contract

At the probation period's end, a conference will assess progress. If the student has moved to a different clinical area, both the issuing and current faculty will evaluate the student.

- 1. Satisfactory Improvement:**

A written Resolution of Learning Contract will document the progress, signed by the student and faculty. This document remains on file until graduation. Copies will be provided to the student, faculty and Dean.

- 2. Unsatisfactory Improvement:**

Failure to improve may result in course failure. The student retains the right to appeal this decision.

**Glen Oaks Community College**  
**Division of Nursing**

**LEARNING CONTRACT (A)**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

1. UNSATISFACTORY PERFORMANCE/CONDUCT:

2. PROBATIONARY PERIOD TO EXTEND FROM:

Date: \_\_\_\_\_ to \_\_\_\_\_

3. LEARNING CONTRACT REPLY DUE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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Student's Signature	Date	Faculty Signature	Date
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Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Distribution: Dean of Health & Natural Sciences, Faculty, Student

**Glen Oaks Community College**  
**Division of Nursing**

**LEARNING CONTRACT REPLY (B)**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

I have been counseled that my behavior is Unsatisfactory/Questionable. (Circle One)

PERCEPTION OF UNSATISFACTORY PERFORMANCE/CONDUCT:

CONSEQUENCES OF UNSATISFACTORY PERFORMANCE/CONDUCT:

METHODS TO BE USED TO CORRECT UNSATISFACTORY PERFORMANCE/CONDUCT:

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Student's Signature	Date	Faculty Signature	Date
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**REPLY FORM DUE ONE WEEK FROM ISSUANCE OF LEARNING CONTRACT NOTICE**  
(Additional pages may be added)

Distribution: Dean of Health & Natural Sciences, Faculty, Student

**Glen Oaks Community College**  
**Division of Nursing**

**RESOLUTION OF LEARNING CONTRACT (C)**

Student: \_\_\_\_\_

Course: \_\_\_\_\_

Date: \_\_\_\_\_

STATEMENT OF RESOLUTION:

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Student's Signature

Date

Faculty Signature

Date

Distribution: Dean of Health & Natural Sciences, Faculty, Student

## Criteria for Immediate Dismissal from the Program

The following examples illustrate critical behaviors that will not be tolerated and may result in immediate dismissal from the nursing program. This list is not exhaustive. Students dismissed under these criteria will receive a final course GPA of 0.0 for all involved courses.

1. Academic dishonesty (e.g., cheating, plagiarism).
2. Violation of client confidentiality (HIPPA violations).
3. Sexual harassment or sexual misconduct.
4. Verbal or physical threats or threatening behavior towards clients, staff, peers, faculty or administrators.
5. Conviction of a felony, high misdemeanor or misdemeanor involving controlled substances or alcohol.
6. Injury to a client, staff, peer or faculty due to negligence, abuse or unsafe nursing practice.
7. Reporting to class or clinical under the influence of drugs or alcohol.
8. Carrying weapons such as knives or guns to class or clinical sites.
9. Violations for the Michigan Public Health Codes, the Indiana Nurse Practice Act, the Patient Bill of Rights or the ANA Code of Ethics.
10. Leaving a clinical site during a clinical experience without notifying the clinical instructor.

Refer to the college catalog for additional behaviors addressed under the Student Code of Conduct.

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## Artificial Intelligence Policy

The nursing program at GOCC acknowledges the growing role of Artificial Intelligence (AI) in research and development. However, the use of AI tools to complete academic assignments is prohibited in all nursing courses.

We are dedicated to fostering critical thinking, creativity and personal growth through independent learning. Using AI to complete assignments undermines the mission by removing the opportunity for students to engage authentically with course materials and develop their own insights.

Effective immediately, students may not use AI-generated text, automated essay writers, machine learning algorithms or similar tools for assignments within the nursing program.

Students are expected to uphold the highest standards of academic integrity by submitting only their original work. Violations of this policy will result in disciplinary action, which may include expulsion from the nursing program.

For additional details, please refer to your course syllabus.

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## Criteria for Dismissal from the Program

Dismissal may result from, but is not limited to, the following academic or clinical failures:

- Excessive absences as outlined in the course syllabus or college catalog.
  - A final course grade below 2.5 in any required nursing curriculum course.
  - Unsatisfactory final lab or clinical performance evaluation resulting in failure.
  - Any student earning a grade below 2.5 in a nursing course must repeat the course. Contact the Dean to inquire about available seats if you wish to return.
  - Students who fail or withdrew from two nursing courses (NUR) across two separate semesters will be dismissed and are not eligible for re-admission.
- 

## Withdrawal Policy

Students who need to withdraw from the Nursing Program must file an official withdrawal form with the Registrar's Office. Failure to complete this process may result in failing grades for all classes from which the student did not officially withdraw, as well as loss of eligibility for any tuition refunds that may be available at the time of the withdrawal.

Students are highly encouraged to meet with their instructor or professor prior to withdrawing from any class.

Withdrawal guidelines based on the academic period are as follows:

1. If withdrawal occurs the first 10% of the academic period, no grade will be recorded.
2. Withdrawals made after the first 10% but before 90% of the academic period will result in an automatic "W" grade.
3. Withdrawals during the final 10% of the academic period will not result in a "W" grade and may affect the student's transcript accordingly.

Note: A “W” grade will not be calculated in the student’s Grade Point Average (GPA).

---

## Readmission to the Nursing Program

Nursing students who have withdrawn or been dismissed from the Nursing Program, for any reason, are not guaranteed admission.

### A. Readmission Within One Year

Students seeking readmission to the next immediately available class (no later than one year after withdrawal or dismissal) must follow the process below:

1. Submit a Request for Readmission Letter addressing the following:
  - A detailed explanation of the circumstances that led to the student’s exit from the program.
  - Specific interventions that student has successfully implemented to resolve those circumstances. Supporting documentation should be provided, if applicable.

The Nursing Faculty Readmission Committee will review the letter to determine if the student has adequately addressed the issues that led to withdrawal, failure, or dismissal.

### B. Readmission After One Year

Students seeking readmission more than one year after withdrawal or dismissal must:

- Take the Kaplan Entrance Exam and meet the same criteria as newly entering students, in addition to fulfilling the above readmission requirements.
- Students who have been out of the program for longer than one year will be evaluated individually by the Nursing Readmission Committee and ranked alongside new applicants.

### C. Appeals Process

If readmission is denied by the Nursing Faculty Readmission Committee, the student may appeal the decision as follows:

1. Appeal to the Dean of Health & Natural Sciences.
2. If the Dean denies the appeal, the student may further appeal to the Vice President of Academics.
3. The decision of the Vice President is final.

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## Immunization Policy

Immunization records are maintained in the Nursing Office to meet clinical site requirements. Admission to the program requires compliance with all immunization policies.

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## Required Immunizations

### Measles, Mumps and Rubella (MMR)

- **Born 1957 or later:**  
Provide proof of two (2) MMR vaccinations administered at least one month apart.  
If no proof, titers showing immunity may be substituted. Otherwise, vaccinations are required.
- **Born before 1957:**  
Provide proof of one (1) documented MMR vaccination.  
Submit a Rubella titer showing immunity.

Note: Tuberculin testing should be delayed 4-6 weeks after MMR vaccination. MMR is contraindicated for pregnant women or those planning pregnancy within 3 months.

### Hepatitis B

- Provide proof of immunity via:  
Completed 3-dose Hepatitis B vaccination series or  
Hepatitis B Surface Antibody (Anti-HBs) titer.
- At least two doses must be completed before clinicals begin. The series takes approximately 5-7 months.

### Chickenpox (Varicella)

- Provide proof of immunity via:  
Positive varicella titer, or  
Two varicella vaccinations.

## Tuberculin (TB) Testing

- Annual negative TB test required.
- For previous positive tests, a chest X-ray showing no active TB is required every 2 years.

## Tdap (Tetanus, Diphtheria, Pertussis)

- One-time Tdap vaccine required if not previously received.
- Td boosters every 10 years thereafter.

## Influenza Vaccine (Flu Shot)

- Annual flu shot required by October 31 each academic year.
- Required for clinical attendance unless exemption is approved.
- Failure to comply results in a learning contract for unprofessionalism.

## COVID-19 Vaccination

- Completion of the FDA-authorized vaccination series required unless exemption approved.

Contact the Nursing Office (269-294-4333) with questions or for clarification.

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## Latex Allergy Policy

Allergic reactions to latex can be life-threatening. You must inform the Nursing Office if you suspect a latex allergy. Testing to confirm the allergy must be completed prior to admission or upon manifestation.

Students with a known latex allergy must:

- Obtain a physician's release for clinical rotations.
- Sign a letter of understanding releasing the College and clinical agencies from liability should a reaction occur.

The College provides latex and powder-free gloves for nursing labs.

If your clinical site does not provide latex-free gloves, you are responsible for supplying your own.

For severe allergies, carrying an epinephrine auto-injector (epi-pen) at all times is required.

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## Closure/Delay Policy

- When severe weather conditions develop, the Director of Building & Grounds will consult with the College President or designee.
  - If the State Police or County Sheriff officially close roads, travel is prohibited.
  - The President or designee decides whether to delay start times or close the College.
  - Notification will be made to media outlets by 5:30am, including:  
WLKM (95.9FM), WMSH (99.3FM), WNWN (98.5FM), WKFR (103.3FM), WRKR (107.7FM), WTHD (105.5FM - LaGrange), WKZO (96.5FM), WWMT (Channel 3), WOOD TV8 (Channels 8 & 41), FOX 28, WNDU (Channel 16).
  - The College website and Channel 3 News are primary sources for updates.
  - Evening closures follow similar notification procedures by 4pm.
  - In case of a delayed start (usually 2 hours), all on-campus classes start at the delayed time. Classes that would normally end before that time are canceled.
  - The President or designee will initiate phone calls and send email/text alerts to employees and students who have signed up for that option.
  - Due to geographic spread, individuals must use their best judgement about travel safety.
- 

## Clinical Cancellation Policy

Clinical experiences will be canceled when the College officially closes due to inclement weather or other emergencies.

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## Criminal Background Check Policy

- To maintain patient safety, Glen Oaks Community College requires nursing and allied health students to complete background checks in accordance with The Joint Commission and Michigan law.
- Background checks must be completed before clinical placement; students bear the cost either directly or through course fees.
- Contact the Health Sciences department prior to starting background checks to ensure compliance.
- Admission or readmission will be denied for:

- Certain felony convictions or attempts within 15 years, including but not limited to criminal sexual conduct, abuse or neglect, health care fraud involving a firearm, prescription drugs or similar felonies.\*
- Certain misdemeanors within 10 years, including abuse, neglect, assault, battery, criminal sexual conduct, fraud or theft against vulnerable adults and controlled substance offenses.\*

\*For a full list please see MCL 333.20173a at <http://www.legislature.mi.gov> (Michigan Public Act 167 of 2017)

### Criminal Background Change Reporting Policy

- Once admitted to an Allied Health or Nursing Program or Nurse Aide course, students who are subsequently convicted of any crimes listed in the background check policy will be dismissed from their program or course.
  - It is the student's responsibility to report any changes in the status of their criminal background to the Director of Allied Health or the Dean of Health & Natural Sciences within 3 days of the occurrence.
- 

## Substance Abuse Policy

Many federal and state laws are in place to protect the safety of clients. Healthcare agencies are required to take specific actions to protect the public from employees working under the influence of drugs and/or alcohol or who have criminal backgrounds. Students in nursing and healthcare programs must comply with these agency requirements to participate in clinical experiences and externships.

- **Drug Screenings:**  
Drug screening is part of the health status evaluation required before entrance into each Nursing and Allied Health program.
  - A positive drug test will result in immediate dismissal from the program.
  - Students are responsible for the cost of drug screening. The Nursing and Allied Health departments contract with an external agency to conduct these tests.
- **Additional Screening:**  
GOCC reserves the right to require drug screening at any time when behavior or conduct raises suspicion of substance abuse. Students will be responsible for any costs incurred.

- **Clinical Agency Screening:**  
Some healthcare agencies used for clinical experiences/externships may require random drug screening of staff and students.
  - **Refusal Policy:**  
Refusal to submit to mandatory or requested drug screens will result in immediate dismissal from the program and may lead to further disciplinary actions as outlined in the Glen Oaks Community College Student Code of Conduct.
- 

## Legalization of Marijuana - No change to GOCC Policy

- GOCC prohibits students, employees and visitors from possessing or using marijuana (whether adult legal or medicinal) on college property, in student housing or during college activities.
  - As a recipient of federal funding, GOCC complies with the Safe and Drug-Free School and Communities Act and the Drug-Free Workplace Act.
  - Students found possessing, using or under the influence of marijuana on college property will face sanctions under the Student Code of Conduct.
  - Details on the Alcohol and Drug Policy and Student Code of Conduct are available in the college catalog at [www.glenoaks.edu](http://www.glenoaks.edu).
  - Students living in Devier Student Suites are also subject to additional policies outlined in the Student Housing Handbook.
  - This information is provided to help students comply with the Michigan Regulation and Taxation of Marijuana Act, as well as applicable GOCC Policies.
- 

## Social Networking Policy

### American Nurses Association (ANA) Principles for Social Networking

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions and employers may view postings.

4. Nurses should use privacy settings and seek to separate personal and professional information online.
5. Nurses should report content that could harm a patient's privacy, rights or welfare to appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

## 6 Tips to Avoid Problems

1. Remember the standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media, online contact with patients and faculty blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report any breach of confidentiality or privacy.

## Social Media Conduct

Students must maintain professional boundaries in the use of electronic media and uphold all privacy requirements related to class, lab and clinical sessions. Therefore, students may not record, text, post or discuss any information regarding students, the College, clinical agencies, staff or clients on social media platforms.

Students are encouraged to review the National Council of State Boards of Nursing (NCSBN) resources on social media use.

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## Cell Phone Use Policy\*

\*As it pertains to nursing students during class, clinical or lab.

### Class/Lab:

- Cell phones and smart watches must be turned off during class and lab unless faculty grant permission.
- Calls or texting should occur only during breaks, lunch or between classes.
- Special arrangements must be made with faculty in advance.

- Violations will result in dismissal from class and a learning contract. Repeated violations may lead to progressive discipline, including dismissal from the program.

### Clinicals (Acute Care Facilities and Other Healthcare Agencies):

- Cell phone use is restricted to contacting or receiving calls from the instructor only.
- Personal calls, texting or photographing for personal use is prohibited during clinical hours. Such activities must be done off the client unit and during breaks or lunch.
- Family and friends should be instructed to send emergency calls only to the clinical unit.
- Cell phone cameras are prohibited in client areas due to HIPAA regulations. Taking photos of clients is strictly forbidden.
- Violations may result in dismissal from the Clinical Site with a Learning Contract. Repeated violations may result in progressive discipline, up to dismissal from the program.

Note: Clinical agency cell phone policies supersede this College policy when applicable.

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## Student Concerns within the Nursing Division

1. **Initial Step:** Students with concerns or issues involving a faculty member should first request a private appointment with that faculty member to discuss the matter.
2. **Escalation:** If the concern is not resolved to the student's satisfaction, the student may request an appointment with the Dean of Health & Natural Sciences.
3. **Joint Meeting:** After meeting with the Dean, a meeting involving the student, faculty member and Dean will be scheduled to attempt resolution of the concern.
4. **Further Action:** If no resolution is reached within the Nursing Division, the student may complete a Student Concern Report (Form 3.65A) and submit it to the Vice President of Academics.

For full details, refer to the Glen Oaks Community College Student Concern Procedure in the College Catalog.

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## Children in the Classroom

To maintain an optimal learning environment, no children are allowed in the classroom or lab settings. Even quiet children can cause distractions that interfere with the educational process.

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## Graduation

### Application for Graduation (Audit)

Each student wishing to receive a degree or certificate from Glen Oaks Community College must file an application for graduation. This application should be submitted to the Registrar no later than two weeks prior to the start of the third semester.

- The Application for Graduation is separate from participation in the graduation ceremony (“walking”).
- The graduation audit must be completed before the College can submit the Certificate of Completion to the state, which permits the student to sit for the NCLEX exam.
- There is no fee associated with filing the application for graduation.

### Graduation Requirements

To be eligible for graduation, a candidate must:

- Earn a minimum of 2.5 in each required nursing course.
- Maintain an overall GPA of at least 2.5.
- Successfully complete all specified curriculum requirements.
- Settle all financial obligations owed to the College.

Only Glen Oaks Community College approved sashes, cords and nursing caps are permitted to be worn at both the graduation and pinning ceremonies.

Nursing students are strongly encouraged to attend both the formal commencement exercises and the Health Sciences Pinning Ceremony.

- Graduation ceremonies are by invitation only.
  - The Health Sciences Pinning Ceremony is open to all guests.
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## Health Science Pinning Ceremony

- The Pinning Ceremony is a time-honored tradition symbolizing your official initiation into the nursing profession's brotherhood and sisterhood. Rich in symbolism, its origins trace back to the Crusades of the 12th century.
  - The modern ceremony dates to the 1860s when Florence Nightingale was awarded the Red Cross of St. George for her tireless service during the Crimean War. In turn, she presented a medal of excellence to her brightest graduates. By 1916, the practice of pinning new graduates became standard across the United States.
  - The nursing pin is far more than jewelry or a simple graduation memento, such as a tassel or mortarboard. It represents a historical connection between each Glen Oaks nurse and every nurse who has ever accepted the responsibility of the profession, both nationally and worldwide.
  - Wearing the nursing pin is a privilege earned by graduates of nursing programs across the country. It is a symbol of nursing practice and the educational preparation of the wearer. Like many nursing schools, Glen Oaks proudly honors its graduates with a pinning ceremony.
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## How to Register for License and NCLEX

- **Registering for a Michigan Nursing License**  
To apply for a Michigan Nursing License, visit the Michigan Department of Licensing and Regulatory Affairs website and review their Nursing Licensing Guide. This guide provides detailed instructions, costs and requirements for licensing in Michigan  
<https://www.michigan.gov/lara/bureau-list/bpl/miplus-assistant>
- **Registering for an Indiana Nursing License**  
To apply for an Indian Nursing License, visit the Indiana Professional Licensing Agency's Nursing Licensing Information. The website outlines the application process, fees and requirements for Indiana.  
*Important: If you plan to apply for an Indiana license, notify the Nursing Office so your Certificate of Completion can be sent to Indiana instead of Michigan.*  
<https://www.in.gov/pla/professions/nursing-home/nursing-licensing-information/>

- **Applying for the NCLEX Exam**

To register for the NCLEX exam, visit <https://www.nclex.com/register.page>.

Use the following program code for the Glen Oaks Community College Nursing Program: **US09401000** (NCLEX RN ADN)

- **Reminder:** Completion of the mandatory Kaplan Review on campus is required to be eligible to sit for the NCLEX exam.

# Signature Pages

(Do not remove from handbook)

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## Social Networking Policy Acknowledgement

I, \_\_\_\_\_, have read and understand the Social Networking Statement. I acknowledge that this will be the policy moving forward to address any concerns within the Nursing Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Cell Phone Use Policy Acknowledgement

I, \_\_\_\_\_, have read and understand the Cell Phone Use Statement. I acknowledge that this will be the policy moving forward to address any concerns within the Nursing Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Student Concern Policy Acknowledgement

I, \_\_\_\_\_, have read and understand the Student Concern Statement. I acknowledge that this will be the policy moving forward to address any concerns within the Nursing Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Immunization Records Acknowledgement

I, \_\_\_\_\_, understand that my Immunization Records must be up to date prior to clinical rotations. I consent to allow my immunization records to be shared with clinical sites as required for clinical education.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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All Nursing Division policies are subject to change at the discretion of the Dean of Health & Natural Sciences.

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## Student Confidentiality Statement

I, \_\_\_\_\_, understand that in the performance of my duties as a nursing student, I may have access to and process client care data. I agree to maintain the confidentiality of this information at all times, on and off duty and to comply with the Health Insurance Portability and Accountability Act (HIPAA). I understand that any violation may result in disciplinary action, including dismissal from the program and could lead to legal penalties and/or fines.

I certify by my signature that the importance of maintaining confidentiality has been explained to me in all aspects related to client privacy.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Handbook Receipt

I verify that I have received the Student Nurse Handbook. I understand that it is my responsibility to read, understand and comply with the policies and procedures outlines therein.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Exemplar Student Work Consent

I consent to allow the Division of Nursing to utilize my exemplary academic or clinical work for the purpose of ongoing program development and improvement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Students should retain a copy of these signed pages for their records. A copy will be placed in the student's official nursing program file.