



Craven Community College Nursing Programs

Student Handbook 2026–2027

Associate Degree Nursing (ADN) • Practical Nursing (PN)

Welcome

Dear potential, prospective, incoming and current Nursing Students,

Welcome to the Craven Community College Nursing Program! Whether you are beginning your nursing journey, preparing to join us, or already enrolled on your path toward becoming a nurse, we are honored you chose Craven and are here to support you every step of the way.

Nursing is a profession rooted in compassion, knowledge, flexibility, and resilience. Our strong, dedicated faculty and staff are committed to providing you with a solid academic foundation, hands-on learning opportunities, real-world experiences, and an engaging and supportive learning environment. You are part of a community that values excellence, integrity, and lifelong learning.

This Handbook serves as a guide to help you navigate your academic experience, clarify expectations, and access the many program-specific details and resources available to you. Please take time to review all this information carefully, keep it handy for reference, follow the included links, and reach out if you have questions or need support in-person, virtually, via email or phone.

We are eager and proud to walk alongside you on this rigorous, yet meaningful journey, and we look forward to witnessing the growth, resilience, and positive impact you will make in the lives of others.

Warm regards,

Kelsie McBride, MSN, RN, CMSRN, CNE
Director of Nursing Programs
Craven Community College

“In teaching, you can't do the Bloom stuff until you take care of the Maslow stuff.”

— Alan E. Beck

Disclaimer: Links are provided throughout this document solely for informational and personal reference purposes. While reasonable efforts have been made to ensure the accuracy, currency, and reliability of these links and the information they contain, no guarantee or warranty is expressed or implied. The user assumes full responsibility for verifying the accuracy and applicability of any information obtained through these links.

Quick Reference Guide

Topic	Requirement
CNA Requirement	Current NC CNA I Registry
GPA Requirement	2.5 Minimum
Nursing Course Grade	80% Minimum Overall
CPR	Current AHA BLS Certification
Classroom Attendance	80% Minimum
Lab Attendance	100%
Clinical Attendance	100%
Clinical Compliance	Complio Submission Required
Laptop Requirement	Windows or Mac Laptop
Disability Services	Contact Disability Services Office

Accessibility Statement

Craven Community College is committed to providing accessible educational materials. This handbook has been formatted using ADA-compliant heading styles, accessible tables, descriptive hyperlinks, and plain language whenever possible. Students needing an accommodation should contact Disability Services as early as possible.

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Section 1: Program Mission, Philosophy & Values

Mission

The Practical Nursing and Associate Degree Nursing programs (hereinafter referred to as the Nursing Programs) support and reflect the mission of the North Carolina Community College System and Craven Community College. The Nursing Programs are dedicated to delivering accessible, high-quality nursing education designed to address the diverse and evolving healthcare needs of the college's service area.

The programs are committed to developing competent, entry-level Licensed Practical Nurses (LPNs) and Registered Nurses (RNs) who are prepared to assume professional responsibilities within the healthcare system. Program graduates meet the educational requirements to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) or Registered Nurses (NCLEX-RN).

Philosophy

The Practical Nursing (PN) and Associate Degree Nursing (ADN) programs at Craven Community College prepare students for entry-level nursing practice through a concept-based curriculum that integrates nursing, science, and general education.

The philosophy of the nursing programs is grounded in the concepts of healthcare, quality of life, human potential, the individual, the environment, health, nursing practice, and nursing education. Consistent with this philosophy, faculty are committed to fostering excellence in nursing care for individuals, families, significant others, and communities.

Faculty facilitate learning through classroom, laboratory, simulation, and clinical experiences. Students are responsible for actively participating in all learning activities, meeting program requirements, and demonstrating the knowledge, skills, and professional behaviors necessary for safe nursing practice.

The program promotes:

- Clinical judgment and critical thinking
- Evidence-based nursing practice
- Professionalism and accountability
- Effective communication and collaboration
- Patient-centered care
- Lifelong learning and professional growth

The nursing programs strive to promote optimal health outcomes, enhance quality of life, and support individuals in achieving their highest level of wellness and potential. Graduates are prepared to provide safe, competent, and compassionate nursing care to individuals, families, and communities across diverse healthcare settings.

Guiding Values

The nursing programs are grounded in the following principles based on the NLN Core Values: caring, diversity, excellence, and integrity. The programs also value ethical practice, lifelong learning, evidence-based practice, and patient-centeredness, which are threaded throughout the curriculum (National League for Nursing, 2026). Overall, these guiding values align with the institution's core values: diversity, integrity, learning, quality, respect, service, and trust (Craven Community College, n.d.).

Purpose

The Nursing Programs at Craven Community College are designed to prepare students for safe, professional, and compassionate nursing practice.

Practical Nursing (PN) Program

Students who complete the Practical Nursing program are prepared to become Licensed Practical Nurses (LPNs). LPNs provide nursing care under the supervision of a Registered Nurse (RN) or other qualified healthcare provider. They help assess patient needs, provide care, monitor patient responses, and contribute to the healthcare team.

Associate Degree Nursing (ADN) Program

Students who complete the Associate Degree Nursing program are prepared to become Registered Nurses (RNs). RNs independently use clinical judgment to assess, plan, provide, and evaluate nursing care. They collaborate with patients, families, and healthcare teams to promote health and improve patient outcomes.

Our Approach to Nursing Education

The nursing curriculum is built around three key areas:

- **The Individual** – understanding and respecting each person's unique needs, values, and experiences.
- **The Healthcare System** – learning how healthcare professionals and organizations work together to provide quality care.
- **Nursing** – applying evidence-based knowledge, clinical skills, and professional judgment to deliver safe, patient-centered care.

Learning progresses from basic concepts to more complex nursing situations, helping students build confidence and competence throughout the program.

What You Will Learn

Throughout the program, students develop skills and competencies in:

- Clinical judgment and critical thinking
- Patient-centered care
- Communication and teamwork

- Evidence-based practice
- Quality improvement
- Safety and risk reduction
- Healthcare technology and informatics
- Professionalism and accountability

Our Commitment

Faculty and staff are committed to helping students succeed through classroom, laboratory, simulation, and clinical learning experiences. Students are expected to actively participate in learning, meet program requirements, and demonstrate the knowledge, skills, and professional behaviors necessary for safe nursing practice.

Section 2: Program Learning Outcomes

Outcomes are based on the NLN's Competencies for Graduates of Nursing Programs: Human flourishing, nursing judgement, professional identity, and spirit of inquiry (Competencies for Graduates of Nursing Programs, 2026). These outcomes are part of the four conceptual framework domains of the curriculum.

Our nursing programs prepare students based on QSEN competencies to deliver safe, evidence-based, and patient-centered care. Students develop human flourishing, nursing judgment, professional identity, and a spirit of inquiry while learning to provide compassionate care, collaborate within interprofessional teams, use evidence to guide practice, promote quality improvement and safety, and effectively utilize healthcare technology and informatics (QSEN Institute Competencies, 2022). These competencies are integrated throughout the curriculum to prepare graduates for success in today's healthcare environment.

Practical Nursing (PN)

Graduates of the Practical Nursing Program will:

1. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
2. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
3. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Utilize informatics to access, manage and communicate client information.

6. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life and the achievement of potential.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
8. Participate in collaboration with interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.
9. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients across the life span.
10. Complete and pass the NCLEX-PN exam.
11. Complete the practical nursing program within 150% of the program length.
12. Be employed in nursing within one year of graduation.

Associate Degree Nursing (ADN)

Graduates of the Associate Degree Nursing Program will:

1. Practice professional nursing behavior incorporating personal responsibility and accountability for continued competence.
2. Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
3. Integrate knowledge of the holistic needs of the individual to provide an individualized assessment.
4. Incorporate informatics to mitigate error and formulate evidence-based clinical judgment and management decisions.
5. Implement safe, caring interventions incorporating documented best practices for individuals in diverse settings.
6. Develop a teaching plan for individuals and/or the nursing team, incorporating teaching and learning principles.
7. Collaborate with the interdisciplinary healthcare team to advocate for positive individualized and organizational outcomes using knowledge, skills and attitudes for continuous improvement and quality.
8. Manage healthcare for the individual using cost-effective nursing strategies, critical thinking skills, nursing and quality improvement processes and current technologies.
9. Evaluate nursing interventions and strategies, quality improvement processes and technologies to ensure positive individual and organizational outcomes.
10. Complete and pass the NCLEX-RN exam.
11. Complete the associate degree nursing program within 150% of the program length.
12. Be employed in nursing within one year of graduation.

Clinical Competency Levels and Expectations

Practical Nursing Curriculum

NUR 101 Clinical Competency - Level One

At this level, in the first semester of the nursing program, the students are introduced to nursing concepts and professional behaviors to adhere to and practice under the guidance of experts in the clinical setting. They are expected to carry out the nursing process, perform basic nursing skills, and complete a client's care utilizing a set of rules and provided resources for decision-making

NUR 102 Clinical Competency - Level Two

At this level, students are expected to apply nursing concepts and recognize abnormal physical attributes in clinical settings to clients across the life span, develop the plan of care with instructor or RN guidance, make decisions on the basis of general guidelines or principles derived from previous experiences, and use appropriate resources (clinical instructor/RN) to assist in solving client problems. The student can adapt basic skills and apply guidelines that are based on cues from experts. They attempt to correlate theory with practice.

NUR 103 Clinical Competency - Level Three

At this level, students are expected to continue to apply and adapt nursing concepts to clients across the life span in a variety of community based healthcare settings, modify the plan of care regarding interventions with instructor or RN supervision, make decisions for clients at a variety of developmental stages on the basis of general guidelines or principles derived from previous experiences, organize and prioritize nursing interventions with supervision, and use appropriate resources to assist in solving client problems. The student must be able to adapt basic skills and develop new skills to different age groups by applying guidelines that are based on cues from experts. They attempt to correlate and build on medical-surgical theory and practice. At this level, which comprises the focused client care experience, both traditional clinical and precepting, students must demonstrate mastery of the terminal student learning objectives. See requirements to pass this course in the NUR 103 syllabus.

Associate Degree Nursing Curriculum

NUR 111 Clinical Competency - Level One

At this level, in the first semester of the nursing program, students are introduced to nursing concepts and professional behaviors to adhere to and practice under the guidance of experts in the clinical setting. They are expected to carry out the nursing process, perform basic nursing skills, and complete a client's care utilizing a set of rules and provided resources for decision making.

NUR 112 and NUR 114 Clinical Competency - Level Two

At this level, students are expected to apply nursing concepts and recognize abnormal physical attributes in clinical settings to an identified client population, develop the plan of

care and make decisions based on general guidelines or principles derived from previous experiences, and use appropriate resources to assist in solving client problems. The student can perform basic skills and apply guidelines that are based on cues from experts. They attempt to correlate theory with practice.

NUR 113, NUR 211, and NUR 212 Clinical Competency - Level Three

At this level, students are expected to continue to apply and adapt nursing concepts to clients across the life span in a variety of community-based healthcare settings, modify the plan of care and make decisions for clients at a variety of developmental stages on the basis of general guidelines or principles derived from previous experiences, organize and prioritize nursing interventions with supervision, and use appropriate resources to assist in solving client problems. The student can adapt basic skills, and develops new skills applying guidelines that are based on cues from experts to different age groups. They attempt to correlate and build on medical-surgical theory and practice.

NUR 213 Clinical Competency - Level Four

At this level, which comprises the focused client care experience, students must demonstrate mastery of the terminal student learning objectives. Successful completion of all segments of the course are required to pass this competency level (e.g., classroom, focused care experience, team leader-team member, etc.) See specific requirements to pass course in the NUR 213 syllabus.

Section 3: Student and Faculty Responsibilities

At Craven Community College, the faculty and the student are obligated to meet several responsibilities to each other within the Teacher-Learner relationship.

Student Responsibilities

Students are expected to:

- Students in the Nursing Program are expected to demonstrate professional, ethical, and respectful behavior at all times.
- Attend and actively participate in all classes, labs, simulations, and clinical experiences.
- Prepare for learning activities and complete assignments by established deadlines.
- Communicate professionally with faculty, staff, peers, patients, and clinical agency personnel.
- Monitor college email and Moodle/Canvas daily and seek assistance promptly when academic or personal concerns arise.
- Follow all Craven Community College Nursing Program policies and all clinical agency policies and procedures.
- Maintain patient privacy and confidentiality in accordance with HIPAA and professional nursing standards.
- Conduct yourself in a respectful, courteous, and professional manner. Profane, threatening, discriminatory, or inappropriate language or behavior is not permitted.

- Demonstrate professionalism on social media. Do not share confidential, clinical, or patient-related information or post content that is harmful, discriminatory, harassing, or unprofessional.
- Remain emotionally professional and respectful, even during stressful situations.
- Follow designated clinical agency communication channels. Students should not contact clinical agencies directly regarding placements or assignments unless authorized by faculty.
- Eating, drinking, and chewing gum are permitted only in designated areas of clinical facilities.
- The use of tobacco products, vaping devices, electronic cigarettes, alcohol, illegal drugs, or impairment from any substance while participating in nursing program activities or wearing the clinical uniform is prohibited and may result in immediate dismissal from the program.

Electronic Devices and Testing

- Cell phones, smart watches, and other electronic devices may only be used for approved educational purposes, note-taking, authorized accommodations, or faculty-directed activities.
- Recording lectures, labs, advising sessions, or other activities requires prior written instructor permission. Student must assure that the recording cannot be overheard by others. Test reviews and individual or small group conversations may not be recorded.
- Approved recordings must be used only for educational purposes, not posted or shared, used to challenge test items, and deleted at the end of the semester.
- Devices must be silenced and stored during testing unless specifically authorized by faculty.
- Students expecting an emergency call must notify the instructor before class or testing begins.
- Personal electronic devices may not be used as calculators, for communication, or for accessing unauthorized materials during testing.
- Accessing unauthorized websites, applications, materials, or electronic devices during testing or test review is considered academic misconduct and may result in a grade of zero for the assignment or activity, disciplinary action, or dismissal from the program.

Faculty Responsibilities

Faculty will:

- Prepare for each class, starting on time and providing a full period of instruction.
- Record attendance, communicate course objectives, requirements and evaluation methods.
- Provide clear course expectations.
- Deliver timely instructions.
- Maintain office hours and student support outside of class time.

- Foster an environment of respect and professionalism.
-

Section 4: Admission and Clinical Compliance

Admissions Requirements

Applicants must:

- Meet [published admission requirements](#).
- Submit applications by deadlines.
- Meet the prerequisite course requirements as stated on the [college website](#).
- Maintain a minimum GPA of 2.5.

CPR Certification

Students admitted to the nursing program must maintain current American Heart Association (AHA) Basic Life Support (BLS) certification throughout enrollment.

Failure to maintain certification may affect clinical eligibility and progression.

Note: Students without current CPR certification will not be allowed in the clinical setting. Absences for delinquency in maintaining current CPR will not be excused, leading to release from the program. Students may reapply in accordance with the readmission policy.

Health and Clinical Compliance

Students must obtain, complete and upload the following into a third-party vendor prior to the:

- | | |
|--|---|
| • Physical examination on program's form | • AHA CPR documentation |
| • Immunization records | • Clinical site-specific requirements |
| • Drug screen | • Nursing Student Handbook acknowledgment forms |
| • Criminal background check | |

Clinical agencies have the authority to deny clinical access based on background checks, drug screens, or facility-specific requirements. Students denied access may not be able to progress in the nursing program.

Orientation

Students are required to attend a Craven Community College nursing orientation prior to entering the program. Information will be provided regarding dates and times. Program details and requirements will be reviewed during the orientation. Clinical site orientation is also required by some facilities.

Students must complete all Nursing Program and clinical agency requirements before attending clinical experiences.

CarolinaEast Medical Center (CEMC) aka CarolinaEast Health System (CEHS): Students must complete hospital orientation and an annual orientation packet. New students will receive instructions during Nursing Program Orientation. Continuing students must submit an updated packet each fall.

Carteret Health Care (CHC): Students must create a MyClinicalExchange account and complete all required orientation modules before attending clinical experiences.

Other Clinical Agencies: Additional site-specific requirements may apply and must be completed as directed.

Students may not attend clinical until all required health records, orientation requirements, background checks, drug screens, and other required documentation are current and approved.

Failure to maintain compliance may result in exclusion from clinical experiences, a failing clinical grade, or dismissal from the Nursing Program.

Students reentering the program after a leave of absence or unsuccessful course completion must update all required documentation and complete any required orientations before returning to clinical.

Health Requirements

Upon Admission, Readmission or Program Transfer:

- Students must adhere to compliance standards set forth by the North Carolina Consortium for Clinical Education and Practice (CCEP) Passport, which outlines the universal credentialing requirements for health science students and faculty participating in clinical education.
- Results of criminal background checks are submitted to the vendor and are reviewed by clinical sites. Clinical sites have the right to deny student access based upon the criminal background check, drug screen results and/or sex offender search. If a clinical site denies student access, the student will not be able to participate in the nursing program.
- Students re-admitted to the program will be required to repeat both the background check and the drug screen prior to restarting the program.

Note: A Social Security Number is necessary to complete the criminal background check. In the event a prospective nursing student does not have a social security number, that student must work directly with the vendor to determine if the criminal background check can be completed based on their individual circumstance. The inability to complete a criminal background check will prevent the student from participating in the clinical portion of either nursing program and the student will not be able to start the nursing program.

Technology Requirements

All nursing students are required to have a laptop computer with a Windows or Mac operating

system (no Chromebook™ or iPad®), a webcam, and designated proctoring program(s) for online testing.

At minimum, students must have access to:

- Windows or Mac laptop
- Webcam with microphone
- Current browser
- Microsoft Office 365

Section 5: Professional Conduct and Academic Integrity

Professional Expectations

All nursing students are expected to adhere to the [Student Code of Conduct](#), including, but not limited to:

- Demonstrate [honesty and integrity](#).
- Communicate professionally.
- Follow clinical agency policies.
- Respect patient confidentiality and follow HIPAA requirements.
- Maintain professional boundaries.

Academic Integrity

Nursing Program violations align with the College's Policy.

As a nursing student, you are expected to demonstrate professionalism, respect, and integrity in all academic, clinical, and campus settings.

[Academic Integrity Violations](#)

Violation	Examples
Plagiarism	Using another person's work without citation
Fabrication	Falsifying information or references
Cheating	Unauthorized help on assignments or exams
Unauthorized AI Use	Using AI in course work when prohibited

Professional Behavior

- Treat others with courtesy, respect, and dignity.
- Follow the College Student [Student Code of Conduct](#) and Nursing Program expectations.
- Unprofessional behavior may affect your ability to remain enrolled in nursing courses.
- Always use professional and appropriate language.

Academic Integrity

- Honesty is a core value of the nursing profession.
- The following behaviors are prohibited:
 - Cheating on exams, quizzes, assignments, or other coursework
 - Plagiarism (using another person's work without proper citation)
 - Self-plagiarism (submitting your own previously completed work without permission)
 - Any form of academic dishonesty or misrepresentation

Why It Matters

Nurses are entrusted with the care and safety of patients (Gallup, 2023). Academic dishonesty violates that trust and raises concerns about a student's ability to provide safe, ethical, and honest patient care. Research has shown that students who engage in academic dishonesty are more likely to demonstrate dishonest behaviors in clinical practice, which can negatively affect patient outcomes (Allen, Stanley, Cascoe, & Stennett, 2017).

Consequences

Violations of academic integrity or professional conduct standards may result in disciplinary action, including course failure, dismissal from the nursing program, or other sanctions as outlined in [College](#) and Nursing Program policies.

As such, students who violate academic integrity will upon the:

- *First offense*: the student will be sanctioned by the instructor which may include, but not limited to, a grade of zero, a deduction of a % taken off at the faculty discretion. This will become a part of the student's academic record.
- *Second offense*: A second offense at any time during the program (to include post-re-entry) will lead to dismissal from the nursing program, will result in a grade of "F" for the course, and the student will be ineligible for re-entry into the nursing programs.
- Note: some initial violations may be blatant enough or severe enough that they are grounds for immediate dismissal.
- Purchase or use of textbooks, test banks, or other faculty resources is prohibited. Students found in violation of this code may be immediately dismissed from the nursing program, will receive a grade of "F" for the course, and will be ineligible for re-entry into the nursing programs.
- Stealing, lying, and inappropriate use of social media is grounds for dismissal and will result in a grade of "F" for the course and the student will be ineligible for re-entry into the nursing programs.

Please see [Appendix A](#) for AI Guidelines

SECTION 6: ATTENDANCE

Attendance and Participation

Attendance is essential for developing the knowledge, clinical judgment, skills, and professional behaviors required for safe nursing practice. Students are expected to attend all scheduled learning activities, arrive on time, participate actively, and communicate with faculty regarding any absence.

Attendance Requirements

Learning Activity	Attendance Requirement
Classroom	Minimum 80% attendance
Laboratory	100% attendance
Clinical	100% attendance
Virtual Simulation	Treated as clinical attendance

Failure to meet attendance requirements may result in course failure, withdrawal, or inability to progress in the nursing program.

Classroom Attendance

Students are expected to:

- Attend and remain for the entire class session.
- Participate in learning activities.
- Monitor Moodle and college email daily.
- Obtain missed notes, assignments, and announcements following an absence.
- A student must attend at least 80% of scheduled class time.
- Absences exceeding 20% of class hours may result in withdrawal from the course if before the withdrawal deadline.
- After the withdrawal deadline, a grade of **C** will be assigned, and the student will not be eligible to continue in the nursing program, but may be eligible for readmission.
- Leaving class early counts toward missed class time.

Laboratory Attendance

Laboratory experiences provide essential opportunities for skill practice and development. Students must:

- Attend 100% of scheduled lab hours.
- Notify the lead instructor as soon as possible regarding an absence.
- Complete approved make-up activities within the same calendar week
- Demonstrate safe performance of required skills before participating in clinical activities.

Clinical

Clinical Attendance

Clinical experiences are required and cannot be replaced by classroom instruction alone.

Students must:

- Attend and complete 100% of assigned clinical hours.
- Arrive prepared and on time.
- Complete required pre-clinical assignments.
- Meet all clinical agency requirements before attending clinical.

Only absences due to documented extenuating circumstances may be considered for approval (examples include illness, military duty, or the death of an immediate family member).

Missed clinical hours may be made up through:

- A scheduled clinical make-up day, or
- An alternate learning experience (ALE), as determined by faculty.

Students may not make up more than 20% of required clinical hours. Extended absences may require a leave of absence and re-entry into the program.

Reporting a Clinical Absence

If you cannot attend clinical:

- Notify your clinical instructor using their preferred communication method.
- Notify the lead instructor by email.
- Provide notification before clinical begins whenever possible.

Failure to notify both instructors is considered unprofessional behavior and may result in corrective action before returning to clinical.

Students should maintain contingency plans for transportation, childcare, and other personal responsibilities.

Clinical Tardiness

Students are expected to arrive ready to begin clinical activities at the scheduled start time.

Clinical Tardiness Consequences

Occurrence	Outcome
First	Written documentation and meeting with course instructor
Second	Meeting with Director of Nursing Programs

Occurrence	Outcome
Third	Considered a clinical absence and requires clinical make-up

Students who arrive more than 15 minutes late may be denied entry to clinical and counted

absent because patient assignments and shift report may have already occurred.

Illness During Clinical

Students who arrive ill or become ill during clinical may be sent home at faculty discretion. Time missed will be considered a clinical absence and must be made up according to course requirements.

Virtual Simulation

Virtual simulation hours are considered clinical hours.

Failure to complete assigned virtual simulation activities will be treated as a clinical absence and may require make-up work as determined by faculty.

Additional Absences and Appeals

Requests for approval of additional absences must be submitted to the Director of Nursing Programs and may require supporting documentation.

Students seeking consideration for an excused absence should:

- Submit a written request by email.
- Provide appropriate supporting documentation.
- Complete any required learning contract or make-up activities if approved.

Emergency Closures and Severe Weather

Students should monitor official college communications for emergency announcements and weather-related updates.

Because clinical experiences occur at healthcare facilities, clinical schedules may differ from the College schedule. A campus closure does not automatically mean clinical activities are canceled.

Students must follow directions provided by nursing faculty regarding:

- Clinical cancellations
- Delays
- Make-up requirements
- Alternate learning activities

Students are responsible for completing any required make-up class, laboratory, clinical, or simulation activities needed to meet course outcomes.

SECTION 7: GRADING, TESTING, AND ACADEMIC PERFORMANCE

Academic Standards

Students must maintain:

- Minimum cumulative GPA of 2.5
- Minimum overall course average of 80% in each nursing course
- Successful completion of all clinical requirements
- Compliance with all progression standards

Nursing Program Grading Scale

Grade	Percentage
A	90–100
B	80–89
C	70–79
D	60–69
F	Below 60

Grades below 80% in nursing courses do not meet progression requirements.

Final course grades are calculated to the hundredth decimal place and are not rounded.

Testing Expectations

Students are expected to:

- Arrive on time.
- Secure electronic devices including, but not limited to, watches, glasses, earbuds, headphones, and cellphones.
- Follow faculty instructions.
- Maintain academic integrity including, but not limited to, discussing exam questions, topics, concepts, sharing notes, study guides, resources, homework, or accessing an exam or quiz with a peer, off campus or in a setting without a proctor.
- Not access any computer program, document, app, website or otherwise unauthorized activity during the exam time is prohibited.
- Use only approved scratch paper, pencil, basic calculator, earplugs, computer.

Academic dishonesty during testing may result in a grade of zero and disciplinary action.

Dosage Calculation Competency

Safe medication administration is an essential nursing responsibility.

Students must achieve a score of 90% on dosage calculation assessments.

Attempt	Requirement / Result
First	Minimum score of 90%
Second	Remediation and retest
Third	Final remediation and retest
Unsuccessful Third Attempt	Course withdrawal

Written Assignments

Students are responsible for:

- Submitting work made of their own original work, ideas, and thoughts.

- Following APA guidelines when needed.
- Meeting assignment deadlines.
- Following academic integrity standards.

Any submission may be screened using plagiarism detection software.

Academic Support

Students performing below program expectations may be placed on a Strategic Plan for Success designed to promote academic achievement and progression.

The Strategic Plan for Success may include weekly check-ins with a faculty member, coordinator, campus resource, tutor, or success coach.

SECTION 8: CLINICAL REQUIREMENTS

Clinical Conduct

Students represent Craven Community College and the nursing profession in all healthcare settings.

Students are expected to:

- Demonstrate professionalism.
- Practice safely.
- Maintain confidentiality.
- Follow clinical agency policies.
- Respect patients, families, staff, peers, and faculty.

Uniform and Appearance Standards

Students must wear approved uniforms and maintain professional appearance standards.

Dress Code and Professional Appearance

Professional appearance is an important part of safe, respectful, and professional nursing practice. Students are expected to maintain a clean, professional appearance in all laboratory, simulation, and clinical settings.

Required Uniform

Students must wear the approved Craven Community College nursing uniform during all laboratory, simulation, and clinical experiences.

The required uniform includes:

- Maroon colored nursing uniform top and pants
 - One should be able to stretch, reach, squat and bend freely while maintaining proper coverage
 - No joggers are allowed
- Craven Community College program patch on the left sleeve of the uniform top
- College bookstore name badge worn at eye level
- Solid white or black closed-toe, closed-heel shoes

- Required clinical equipment:
 - Stethoscope
 - Blood pressure cuff
 - Bandage scissors
 - Pen
 - Sharpie
 - Clipboard
 - Penlight
 - Watch with a second hand

Hair

- Hair must be clean, neat, and secured away from the face.
- Hair that extends to the shoulders or longer must be pulled back and secured during clinical and laboratory activities.
- Extreme hairstyles or hair colors are not permitted.
- Hair accessories must be simple and professional in appearance.

Fingernails

- Fingernails must be clean, natural, and not extend beyond the fingertips.
- Artificial nails, nail enhancements, gel polish, shellac, acrylic nails, and nail extenders are prohibited.
- Nail polish, if worn, must be neutral in color and free of chips.

Jewelry and Accessories

Permitted jewelry is limited to:

- One plain wedding band
- One pair of small stud earrings (one per ear)
- A watch with a second hand

Visible body piercings other than approved earrings are not permitted.

Tattoos

- Tattoos on the face or front of the neck must be covered

Cosmetics and Fragrances

- Makeup should be professional and conservative
- False eyelashes, glitter, and extreme makeup styles are not permitted
- Perfumes, colognes, cigarette or other smoke-related odors, and scented lotions are prohibited due to patient sensitivities and allergies

Additional Requirements

- Undergarments must not be visible
- Tobacco products, vaping devices, and alcohol are prohibited while wearing the nursing uniform.
- Clinical uniforms should not be worn for non-school activities or social events.
- Students must follow any additional dress code requirements established by clinical agencies.
- Uniforms must be clean, wrinkle-free, in good repair, and fit appropriately for safe movement and patient care.
- Students must maintain a professional appearance that promotes safety, infection prevention, and patient confidence.

Dress Code Compliance

Students who do not meet dress code requirements may be ineligible to participate in laboratory, simulation, or clinical activities until the issue is corrected. Dress code violations may be documented as unprofessional behavior.

Professional Liability Insurance

All nursing students are required to maintain professional liability insurance while enrolled in clinical courses.

Craven Community College provides this coverage through a program fee. Personal liability insurance policies do not meet this requirement and will not be accepted.

Student Accident Insurance

Students are covered by the College's accident insurance program for approved educational activities, including:

- School-sponsored and supervised activities
- Approved travel associated with educational activities
- Travel directly to and from approved educational activities

Students should contact the Nursing Program for claim procedures following an injury.

Injury, Exposure, or Needlestick Incidents

Any injury, exposure, or needlestick incident must be reported immediately to the clinical instructor.

Students must:

- Follow the clinical agency's exposure procedures.
- Seek medical evaluation when appropriate.
- Complete all required facility and College incident reports.
- Provide required documentation to the Director of Nursing Programs.

Students are responsible for any medical expenses incurred as a result of treatment or follow-up care.

Clinical Identification Badges

Many healthcare facilities require students to use facility-issued identification badges and electronic access credentials during clinical experiences.

Students must:

- Wear the required badge at all times during clinical activities.
- Use badges only for authorized educational purposes.
- Report lost badges immediately.
- Return all badges and access devices as instructed by the College or clinical agency.

Failure to follow badge usage requirements may result in disciplinary action, fees for replacement, or loss of clinical privileges.

Clinical Safety Expectations

Students are responsible for:

- Reporting safety concerns immediately to the clinical instructor.

- Following infection control procedures.
- Following HIPAA requirements.
- Working within the student's scope of practice.

Clinical Evaluation

Clinical performance is evaluated throughout each course based on the clinical objectives and the Clinical Evaluation Tool (CET).

Students must meet all clinical competencies by the end of each clinical component to successfully complete the nursing course.

Clinical Incidents and Safety Events

When a clinical error or safety event occurs, student must ensure:

1. Patient safety is addressed immediately.
2. Faculty are notified as soon as possible.
3. Required documentation is completed.
 - Remediation is assigned when appropriate.

Any incidents of care errors, including but not limited to medication errors, will be reported to the Director of Nursing Programs immediately by the clinical faculty. Both the faculty and the student will write a synopsis of the event. The North Carolina Board of [Nursing Student Practice Event Evaluation Tool \(SPEET\)](#) may be used as part of event review processes. The clinical faculty should complete the Student Practice Event Evaluation Tool (SPEET) and develop a remedial improvement plan. No violation of confidentiality/HIPAA will occur in this documentation.

Clinical Safety, Professional Conduct, and Documentation Expectations

Illness During Clinical Experiences

Students who become physically ill during a clinical experience may be excused from the clinical setting if their condition could compromise the safety of patients, students, faculty, or others. Depending on the circumstances, the student may be sent home or assigned an alternative learning activity in place of direct patient care.

Unsafe Clinical Practice or Conduct

Students who demonstrate behavior that compromises patient safety or fails to meet professional nursing standards will be removed from direct patient care. A conference will be scheduled with the clinical faculty and the Director of Nursing Programs. Consequences will be determined based on the nature and severity of the incident, in accordance with program policies and professional nursing standards.

Suspected Substance Use or Impairment

If a student's behavior causes faculty to suspect impairment related to alcohol, drugs, or

other substances, the student will be removed from direct patient care and required to meet with the clinical faculty and the Director of Nursing Programs. As a condition of enrollment, students agree to submit to urine and/or blood drug screening when requested by nursing faculty. Testing costs are the responsibility of the student. Refusal to submit to testing or a positive result indicating the use of an illegal or abused substance may result in dismissal from the nursing program. Requests for readmission will be considered only after documented successful completion of an approved substance use treatment or rehabilitation program.

Physical or Emotional Health Concerns Affecting Clinical Performance

Students whose physical or emotional health interferes with their ability to provide safe patient care may be removed from the clinical setting and required to meet with the clinical faculty and the Director of Nursing Programs. If the concern does not improve with appropriate treatment, support services, or counseling within a timeframe that allows successful completion of program requirements, progression in the program may be affected.

Clinical Preparation Requirements

Completion of all assigned clinical preparation activities is required before participating in clinical experiences.

First occurrence of inadequate preparation: A Strategic Success Plan will be initiated, and the student will be assigned activities to ensure readiness for patient care.

Repeated occurrences: The student will be removed from direct patient care and required to meet with the clinical faculty and the Director of Nursing Programs to develop a corrective action plan.

In either situation, the student will receive a non-passing clinical day grade. Additional assignments or remediation activities may be required by the Director of Nursing Programs.

Clinical Documentation Standards

Students are expected to document patient care accurately, completely, concisely, and within required timeframes. Failure to complete assigned clinical documentation as required, or knowingly falsifying any clinical record or documentation, is considered a serious violation of professional and ethical nursing standards. Consequences will be determined based on the nature and severity of the violation by the clinical faculty and the Director of Nursing Programs and may include disciplinary action up to and including dismissal from the program.

Conferences and Disciplinary Actions

After reviewing the circumstances and consulting with nursing faculty, the Director of Nursing Programs will determine the appropriate action. Possible outcomes include:

Return to Clinical Practice

The student may return to the clinical setting if safety concerns have been resolved and program requirements can be met.

Corrective Action Agreement

The student may be required to sign a written agreement outlining specific expectations, conditions, and deadlines for continued enrollment.
Failure to comply with any term of the agreement may result in dismissal from the program.

Dismissal from the Nursing Program

In consultation with the Dean of Health Programs, the Director of Nursing Programs may dismiss a student from the nursing program.
Students dismissed from the program will receive a course grade of **D** if dismissal occurs before successful course completion.

Unsafe Patient Care

A student who engages in unsafe patient care may receive disciplinary action up to and including immediate dismissal, may receive a course grade of **D** and may not be eligible for readmission.

Serious Professional Misconduct

Immediate dismissal may occur for conduct inconsistent with the ethical, legal, or professional standards of nursing, including but not limited to:

- Substance impairment or diversion
- Patient abandonment
- Breach of confidentiality
- Falsification of records or documentation
- Fraudulent, deceptive, or dishonest conduct
- Actions that jeopardize patient, student, faculty, or public safety

North Carolina Board of Nursing Standards

In accordance with applicable North Carolina Board of Nursing regulations, a student may be dismissed for:

- Physical or emotional conditions that impair safe nursing practice and do not improve sufficiently to meet program requirements.
- Behavior that conflicts with standards essential to safe nursing practice.
- Conduct that endangers patients or the public, demonstrates incompetence, or violates legal, ethical, or professional standards.

Note: The examples above are not all-inclusive. The Nursing Program reserves the right to address misconduct not specifically listed in this handbook.

Professional Communication

Students are expected to communicate professionally with faculty, patients, staff, and healthcare providers at all times.

Students must:

- Use respectful and professional language in all verbal, written, and electronic

communication.

- Use their college email account for official program correspondence.
- Check college email and learning management system announcements regularly.
- Address faculty and healthcare professionals by their appropriate title unless instructed otherwise.

Failure to maintain professional communication standards may result in disciplinary action.

Conduct and Professionalism Violations

Professional conduct is required in all classroom, laboratory, clinical, and electronic environments.

- Repeated violations may result in dismissal, with the nature, severity, frequency, and circumstances of the violations considered in the decision.
- The Nursing Program reserves the right to impose immediate disciplinary action for conduct that threatens patient safety, violates legal or ethical standards, or substantially disrupts the learning environment.
- Social media activity that violates confidentiality, misrepresents the nursing profession, or reflects adversely on the program may result in disciplinary action.
- Faculty may review assignments for evidence of unauthorized assistance. Violations will be addressed through the College's Academic Integrity process.
- Students dismissed for conduct, professionalism, or academic integrity may receive a D for the course and not be eligible for readmission; however, the Nursing Program reserves the right to review circumstances on a case-by-case basis, allowing consideration of severity, frequency, and patient safety impact.

Accountability and Professionalism Paper Requirements

- **Length:** 3–5 pages (excluding title and reference pages)
- **Sources:** Minimum of three peer-reviewed sources published within the last five years
- **Format:** APA format, 12-point font, double-spaced
- **Submission:** Turnitin within one week of assignment
- **Follow-Up:** Meeting with course faculty after submission

Content

The paper must:

1. Describe the conduct violation.
2. Accept responsibility for the behavior.
3. Explain the professionalism issue involved.
4. Discuss potential consequences to patients, the profession, or the healthcare team.
5. Present a specific plan to prevent recurrence.

Academic Integrity

The paper must represent the student's original work and comply with College academic integrity policies. AI detection tools may be used to evaluate originality.

Students found using any AI tools (including Grammarly) may receive a zero, be required to rewrite the paper, be placed on a strategic plan for professionalism, and/or be referred for academic integrity review.

Students may use institutional writing centers for in-person support (ASC, Writing Center, Library/Librarians)

Appeals

Students may appeal disciplinary decisions according to the College Student Appeals Procedure. A copy of the procedure can be found in the College's current student handbook, online at [Student Handbook](#)

Appeals must:

- Be submitted within the timelines established by College policy.
- Include supporting documentation.
- Follow procedures outlined in the College Student Handbook.

Failure to follow established procedures or deadlines may result in the appeal not being considered.

Criteria	Excellent	Proficient	Developing	Unacceptable	Points Earned
Explains the Offense and Accepts Accountability	Demonstrates deep understanding of accountability in nursing; addresses multiple dimensions (ethics, communication, behavior, accountability, appearance) with clear, thoughtful insights	Addresses key aspects of accountability with moderate depth and clarity	Addresses accountability but with superficial analysis or missing important elements	Content is off-topic, lacks clarity, or fails to define accountability adequately	____/20
Explains the Professionalism Issue	Demonstrates deep understanding of professionalism in nursing; addresses multiple dimensions (ethics, communication, behavior, accountability, appearance) with clear, thoughtful insights	Addresses key aspects of professionalism with moderate depth and clarity	Addresses professionalism but with superficial analysis or missing important elements	Content is off-topic, lacks clarity, or fails to define professionalism adequately	____/20
Describes an Action Plan	Describes a detailed action plan to ensure the offense does not happen again	Generally covers an action plan	Vaguely discusses an action plan	Does not include an action plan	____/20

Use of Evidence	Integrates 3 or more current (within 5 years), peer-reviewed sources with strong synthesis; sources clearly support key arguments	Uses at least 3 appropriate sources; some integration and connection to main points	Fewer than 3 sources or limited relevance; poor integration of evidence	Sources are outdated, inappropriate, or not used effectively	___/5
Length	At least 3-5 pages	N/A	More than 5 pages or less than 3 pages	N/A	___/10
Organization & Structure	Clear, logical flow with strong thesis, well-developed paragraphs, smooth transitions	Mostly organized with identifiable thesis and logical progression	Disorganized or choppy; weak points or unclear structure	No clear structure or flow; difficult to follow	___/5
APA Formatting	Adherence to APA (title page, in-text citations, references, spacing, font, margins)	Minor APA errors; generally follows format	Multiple APA errors; format inconsistent	APA not followed; formatting issues	___/5
Grammar & Mechanics	Writing is clear, error-free, and reflects professional tone and academic rigor	Minor grammar or spelling issues; mostly clear writing	Frequent grammatical errors; writing sometimes unclear or unprofessional	Numerous errors make writing hard to understand	___/5
Originality & Academic Integrity	Submitted via Turnitin with <30% similarity index; clear evidence of student's own work	Turnitin score slightly above threshold (31-40%); mostly original work	Turnitin shows 41-50% similarity; evidence of heavy paraphrasing or unoriginal content	>51% similarity score	___/10

Total Points: ___/100 Additional Notes:

Clinical Skill Limitations

See [Appendix D](#) for Clinical Scope and Skill Limitations.

SECTION 9: PROGRESSION, READMISSION, AND TRANSFER

Academic Progression

To progress students must:

- Maintain a cumulative GPA of 2.5 or higher.
- Earn at least 80% in each nursing course.
- Complete all clinical requirements.
- Maintain current compliance credentials.

Course Repetition

Students may repeat only one unsuccessful nursing course.

Students who are unsuccessful in more than one nursing course become ineligible for re-admission into that nursing program.

Students may withdraw from a second course. For example, if a student is unsuccessful Term A in NUR 112, they may choose to continue with NUR 114 and then withdraw. That student is eligible for readmission. However, if the student continues with NUR 114 and is unsuccessful, that is a second unsuccessful course and the student is no longer eligible for readmission.

ADN students in this situation may transition to the PN program if there is space. The student may not return to the Transition Bridge Program.

Graduation Requirements

Students must:

- Successfully complete all curriculum requirements.
- Meet progression standards.
- Maintain a minimum cumulative GPA of 2.5.
- Satisfy graduation requirements established by the College.
- Apply for graduation and pay the required fee.

Readmission

Students who withdraw or are unsuccessful may be eligible for readmission based on:

- Space availability
- Academic performance
- Professional conduct
- Completion of required remediation
- Progression Committee review

Transfer Students

Qualified students transferring from another nursing program may be considered for admission based on:

- Prior academic performance
- Curriculum equivalency
- Progression Committee review
- Availability of program space

SECTION 10: STUDENT SUCCESS RESOURCES

Student Support Philosophy

Craven Community College is committed to supporting student success through academic, personal, and professional development resources. Students are encouraged to seek help early when challenges arise.

Academic Support Services

Students may access:

- Academic Support Center
- Writing Center
- Library Services
- Tutoring Services
- ATI Resources
- Faculty Office Hours

Technology Resources

Students have access to:

- Moodle
- Microsoft Office 365
- Library databases
- Simulation resources
- ATI learning products
- Open lab

Disability Services

Students with documented disabilities may request accommodation through Disability Services.

Reasonable accommodations are provided following applicable laws and institutional policies.

Student Success Planning

Faculty may start a Strategic Plan for Success when students need additional support related to:

- Academic performance
- Professionalism
- Clinical performance
- Attendance
- Study strategies

SECTION 11: PROGRAM INFORMATION

Employment While Enrolled

Employment decisions are the responsibility of the student.

Students should carefully balance work obligations with academic responsibilities to promote success and safe clinical practice.

Students may not work the night shift before class or clinical hours.

Transportation

Students are responsible for transportation to:

- Campus locations
- Clinical facilities
- Community-based experiences
- Simulation activities

Clinical assignments may occur outside Craven County.

Clinical Scheduling

Students should expect:

- Day shifts
- Evening shifts
- Weekend experiences
- Community-based assignments

Clinical schedules vary throughout the curriculum and are based on educational requirements and agency availability.

Clinical agencies have different clearance requirements and must be completed prior to attending clinical.

Student Nurse Association

The Student Nurse Association promotes:

- Leadership development
- Professional involvement
- Service learning
- Community engagement
- Peer support

Pinning Ceremony

The Craven Community College Nursing Pinning Ceremony recognizes completion of nursing education and readiness for professional practice.

- Participation is voluntary but strongly encouraged.
- Students who participate will be awarded the Craven Community College nursing pin.
- The ceremony is typically held on the Craven Community College campus.
- Guest attendance may be limited based on venue capacity and graduating class size.
- Specific ceremony information, attire requirements, and participation details will be provided by the Director of Nursing Programs and faculty.
- Students participating in the ceremony must wear the designated professional nursing attire and adhere to all nursing program dress and grooming standards.

Appendix A: Nursing Student Guidelines for Using AI Tools

Appropriate Uses of AI With Faculty Approval or as Allowed by Course Policy

Appropriate Uses of AI (Permitted as a Study Aid)	Inappropriate Uses of AI (Prohibited or Restricted)
Review nursing concepts (anatomy, pharmacology, pathophysiology, etc.)	Completing or generating care plans
Generate NCLEX-style practice questions	Writing professionalism papers
Summarize topics for personal study and review (<u>not</u> for submission)	Using AI in place of required reading, research, or critical thinking
Brainstorm or outline ideas for assignments when permitted by the instructor	Creating critical thinking journals, concept maps, medication templates, system disorder templates, ATI templates, or other clinical documentation
Identify grammar and spelling errors (students must make corrections themselves; do not submit AI-rewritten text)	Submitting AI-generated content as your own work (plagiarism)
Create resumes and cover letters	Using AI to write or complete any graded assignment without instructor permission
Practice clinical reasoning using generic AI-generated case studies	Asking AI to generate citations or references to use as scholarly sources
Develop mnemonics, memory aids, and study tools	Entering real patient information or making clinical decisions

AI Citation Guidelines (When AI Use Is Allowed)

Requirement	Guidance
Cite AI use	Always acknowledge AI if it contributed to your work.
Example Reference (APA)	Microsoft. (2025). <i>Copilot (GPT-4)</i> https://copilot.microsoft.com/
Example In-Text Citation	(Microsoft, 2025) or "According to Microsoft (2025)..."
Scholarly Sources	AI should not be used as a substitute for peer-reviewed, evidence-based, or scholarly sources.

Important Reminders

- AI is a support tool, not a replacement for learning, research, or critical thinking.
- Always follow your instructor's directions regarding AI use.
- If you are unsure whether AI is permitted for an assignment, ask your instructor before using it.
- Misuse of AI may result in academic integrity violations and disciplinary action.
- AI use is strictly prohibited for:
 - Care plans
 - ATI templates and clinical documentation
 - Professionalism papers

Appendix B: QSEN Crosswalk for Craven Community College ADN & PN Programs

Quality and Safety Education for Nurses (QSEN) Competencies

Using the Institute of Medicine competencies, QSEN faculty and a National Advisory Board defined quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency. The competencies for pre-licensure students include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety and informatics. The full QSEN competencies can be found at [QSEN](#).

- Patient-centered care: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
- Teamwork and Collaboration: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- Evidence-based practice: Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- Quality improvement: Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- Safety: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- Informatics: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

QSEN → NLN CNEA 2026 Standards Crosswalk

QSEN Competency	2026 NLN CNEA Standard	Example Program Outcome	Evidence Sources
Patient-Centered Care	V-E, V-F	Provide individualized, compassionate, culturally responsive nursing care	Clinical evaluations, simulations, patient care plans
Teamwork & Collaboration	V-E, V-F	Collaborate effectively with healthcare team members	Clinical evaluations, interprofessional activities, simulations
Evidence-Based Practice	V-D, V-E	Integrate best evidence into nursing practice	EBP assignments, case studies, concept maps

Quality Improvement	I-A, V-J	Use data to improve patient outcomes and nursing practice	CQI projects, SEP reviews, course analyses
Safety	V-B, V-F	Promote safe patient care and risk reduction	ATI results, simulation scoring, clinical evaluations
Informatics	V-I	Use technology and information systems to support care delivery	EHR activities, ATI, Davis Advantage, simulation documentation

Appendix C: [Technical Standards](#)

Practical Nursing: North Carolina Nurse Practice Act

According to the NC Nurse Practice Act, the “practice of nursing by a Practical Nurse” consists of the following seven components:

1. Participating in the assessment of the patient’s physical and mental health, including the patient’s reaction to illnesses and treatment regimens.
2. Recording and reporting the results of the nursing care assessment.
3. Participating in implementing the healthcare plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks assigned or delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide the supervision.
4. Assigning or delegating nursing interventions to other qualified personnel under the supervision of the registered nurse.
5. Participating in the teaching and counseling of patients as assigned by a registered nurse, physician, or other qualified professional licensed to practice in North Carolina.
6. Reporting and recording the nursing care rendered and the patient’s response to that care.
7. Maintaining safe and effective nursing care, whether rendered directly or indirectly.

National Association for Practical Nurse Education and Service, Inc. Standards ([NAPNES](#))

NAPNES is a national organization that advocates for the practice, education and regulation of Licensed Practical Nurses and Licensed Vocational Nurses. Education standards include: Professional behaviors, communication, assessment with data collection within established protocols, contributing to planning care, caring interventions and assisting in managing client care.

Registered Nursing: North Carolina Nurse Practice Act

According to the NC Nurse Practice Act, the “practice of nursing by a Registered Nurse” consists of the following ten components:

1. Assessing the patient’s physical and mental health including the patient’s reaction to illnesses and treatment regimens.
2. Recording and reporting the results of the nursing assessment.
3. Planning, initiating, delivering and evaluating appropriate nursing acts.
4. Teaching, assigning, delegating to or supervising other personnel in implementing the treatment regimen.
5. Collaborating with other healthcare providers in determining the appropriate healthcare for a patient but, subject to the provisions of G.S. 90-18.2, not prescribing a medical treatment regimen or making a medical diagnosis, except under the supervision of a licensed physician.
6. Implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe the regimen.
7. Providing teaching and counseling about the patient’s health.
8. Reporting and recording the plan for care, nursing care given, and that patient’s response to that care.
9. Supervising, teaching and evaluating those who perform or are preparing to perform nursing functions and administering nursing programs and nursing services.
10. Providing for the maintenance of safe and effective nursing care, whether rendered directly or indirectly.

Practical Nursing Program Learning Outcomes

Upon completion of the Practical Nursing program, the graduate will upon licensure:

1. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
2. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
3. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Utilize informatics to access, manage and communicate client information.
6. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life and the achievement of potential.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the registered nurse, changes to improve the client care process.
8. Participate in collaboration with interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost-effective manner.

9. Demonstrate caring behaviors in implementing culturally competent, client-centered nursing care to diverse clients across the life span.
10. Take and pass the NCLEX-PN exam.
11. Complete the practical nursing program within 150% of the program length.
12. Be employed in nursing within one year of graduation.

Appendix D: Clinical Scope and Skill Limitations (“Do Not Do”)

Nursing Student Clinical “DO NOT PERFORM” Skills List

- Administer IV chemotherapy agents, rejection medications, epidurals, or experimental drugs and thrombolytic agents (tPA, etc.)
- Insert an IV on preceptor, faculty, another student, or visitor.
- Titrate continuous IV infusions of vasoactive medications or medications which alter level of consciousness (such as sedatives or narcotics).
- Discontinue or insert PICC, central lines, epidural catheters, thoracotomy tubes, or arterial lines.
- Withdraw blood from arterial lines.
- Access implantable ports (i.e., Port-a-cath).
- Administer medications into the reservoir of an implanted pump.
- Insert and/or manipulate intraosseous and intrathecal medication or fluid administration.
- Perform arterial blood punctures or obtain arterial blood gases.
- Administer, restart, or otherwise verify blood products to be administered.
- Measure or perform cardiac outputs or pulmonary wedge pressures.
- Manipulate or remove arterial catheters, sheaths, dialysis catheters, or any invasive monitoring lines or pacing wires.
- Access dialysis devices (no dialysis needle insertion) or manipulate any dialysis therapy and/or continuous renal replacement therapy.
- Perform or manipulate peritoneal dialysis.
- Insert, tape, extubate, or manipulate endotracheal tubes.
- Manipulate respiratory ventilator equipment.
- Accompany transport via helicopter or land transportation.
- Accompany or transport patients off unit independently (except for discharge).
- Serve as an interpreter (unless certification is held).
- Serve as a sitter for a patient.
- Perform procedural or conscious sedation.
- Perform defibrillation or cardioversion.
- Take verbal/telephone orders.
- Transcribe provider orders off the chart or electronic medical record.
- Access narcotics or controlled medications (without instructor supervision), count or waste narcotics or controlled medications.
- Use staff’s medication access code.
- Titrate or administer cardiac drips (Cardizem, nitroglycerin, etc.).
- Administer loading doses of tikosyn or sotalol.
- Insert fetal scalp electrodes.

- Administer IV Pitocin during induction or augmentation of labor.
- Administer nitrous oxide.
- Perform any procedure or use any equipment that agency requires certification or specialized training that has not been provided to the student (Examples: lifts or ambulation/transfer devices).
- If a student is pregnant, she should not be exposed to nitrous oxide and ethylene oxide that may be found in Engineering, Plant Maintenance, Central Sterile Supply, Operating Room or PACU.
- If a student is pregnant, she should not be assigned to a client that has chemo infusing or had chemo in last two (2) days.
- Witness legal documents (i.e., informed consent).
- Change dressings on central IV lines (including PICC lines).

Note: Removal of catheters and/or tubes that are on the "Do Not Perform" list is allowed on non-living patients at the instructor's discretion.

Students MAY perform the following skills under DIRECT SUPERVISION of an RN, per agency policy (must be onsite and physically present during the procedure):

- Perform vaginal examination according to agency policy.
- Perform IV venipunctures (including obtaining venous blood samples).
- Administer IV bolus (push) medications via venous (including Midline catheters) or central IV lines (including PICC lines, and ports that have already been accessed) in accordance with agency policy.
- Administer IV narcotics.
- Hang lipids and TPN.
- Withdraw blood and flush central IV lines and PICC lines per agency protocol.
- Remove or replace narcotics for Patient Controlled Analgesia (PCA) pumps.
- Adjust or change IV rate of heparin.
- Wound Vac dressing changes.
- Special client population considerations:
 - Any patient considered high risk from a legal, domestic, or safety standpoint should not be assigned to a student.
 - Examples include, but are not limited to:
 - Patients involved in risk management referrals or cases
 - Airborne precautions
 - If a student becomes aware that a client's risk status is high, clarification of the assignment shall be obtained from the clinical instructor or preceptor before beginning/resuming care.

Note: This is not an all-inclusive list. Questions should be referred to the appropriate faculty. Agency policy/procedures may restrict practice, but not expand the scope of nursing students.

Appendix E: Plans of Study & Fees

[Nursing Estimated Fee Costs Per Program](#)

Successful completion of all courses as outlined in the plan of study — NUR courses must be completed with a B or higher and general education courses with a C or higher.

The [Plans of Study](#) are the standard curriculum for the above Program track. Any deviation from the prescribed curriculum must have approval in advance. All prerequisite course requirements must be met. To graduate, the student must successfully complete all the required courses, the required credit hours for electives, and have at least a 2.5 overall grade point average. This Plan of Study is subject to change when the college determines such action is in the best interest of the student or the Program. It is the responsibility of the student to meet the [requirements for graduation](#). If accepted students do not enroll for three successive semesters, they must contact the Admissions Office to determine if readmission is necessary.

NOTE:

NUR 111 Introduction to Health Care Concepts, NUR 112 Health-Illness Concepts, and NUR 114 Holistic Health Concepts will be waived for Transition Nursing Program students upon successful completion of NUR 214 Nursing Transition Concepts.

Transition Nursing Program students will enter the third semester of the traditional ADN Program provided they have completed all co-requisites for semester one.

Approval and Accreditation:

Craven Community College Nursing Programs (ADN and PN) are approved by the North Carolina Board of Nursing.

The Associate Degree in Nursing program at Craven Community College is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487

Appendix F: Glossary

- Caring: "Caring is promoting health, healing, and hope in response to the human condition" (NLN, 2010).
- Client: any human being, regardless of sex or age. A person, family (or significant other), or community who enters the healthcare delivery system for assistance in meeting health needs. The recipient of care provided by healthcare providers including the practical nurse and the registered nurse. The term client denotes one who is a participant or collaborator in healthcare decisions affecting self or significant other(s).
- Collaboration: Participation in an interdisciplinary healthcare team to promote safe, effective care and positive client outcomes.
- Communication: Interactive process of exchange of information that may occur verbally, nonverbally, or through information technology.
- Community: A group of people who reside in a specific locality, share government, and often have a common cultural historical heritage, a social, religious, occupation, or other group sharing common interests or a common heritage, the public, or society.
- Competency: Demonstrated cognitive, affective, and/or psychomotor capability derived from the activities of a nursing student in the various roles of the practice setting. Stated in broad performance terms, a competency is the integration of specific behaviors.
- Concept: A concept is an organizing principle, or a classification of information (Giddens, 2017).
- Core Competencies: Discrete and measurable skills, essential for the practice of nursing, that are developed by the faculty in schools of nursing to meet established program outcomes.
- Core Values: Those beliefs or ideals, which form the foundation for the work of a governing organization and/or nursing program.
- Critical Thinking: Identifying, evaluating, and using evidence to guide decision making by means of logic and reasoning.
- Culture: Comparative study and analysis of different cultures and subcultures in the world with respect to their caring behavior, nursing, care and health-illness values, beliefs, and patterns of behavior.

- Differentiated Practice: Assignment of roles, functions, and work of nurses according to education, clinical reference, and defined competency and decision-making skills.
- Distance Education: internet-based courses to allow students to participate in learning outside of the traditional class.
- Delivery methods are internet, hybrid, and web enhanced.
- Internet: internet students receive course instruction using online content, email, and textbooks. Internet students complete their courses without on-campus meetings. Before beginning online courses, however, all internet students are required to complete an online evaluation of their computer, email and internet skills.
- Hybrid: courses combine online learning with face-to-face instruction. All hybrid courses will meet on campus on specified days. The remaining instruction and course content will be delivered as an Internet course.
- Web-Enhanced: a traditional, face-to-face class section that offers supplemental class communications through Moodle. The meeting schedule will remain the same as scheduled.
- Diversity: Recognizing the differences among persons, ideas, values, and ethnicities while affirming the uniqueness of each (NLN, 2010).
- Education: The process of imparting knowledge or skill through systematic instruction and the obtaining of knowledge or skill through such a process.
- Ethics: Ethics in nursing integrates knowledge with human caring and compassion, while respecting the dignity, self-determination, and worth of all persons (NLN, 2010).
- Evidence-based practice: Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research. Integrate best research with clinical expertise and patient values for optimum care and participate in learning and research activities to the extent feasible (Finkelman, 2017).
- Excellence: Commitment to continuous growth, improvement, and understanding (NLN, 2007). Exemplar: Exemplars of a concept are specific examples that illustrate the broader concept and present alterations from the "normal."
- Holism: All living organisms are interacting, unified wholes that are more than the sums of their parts (Berman and Snyder, 2008).
- Human Flourishing: Encompasses the uniqueness, dignity, diversity, freedom, happiness, and holistic well-being of the individual within the larger family, community, and population (NLN, 2010).

- Informatics: “Communicate, manage knowledge, mitigate error, and support decision making using information technology” (Finkelman, 2017).
- Institute of Medicine Competencies: The five core competencies identified by the National Academy for Medicine (formerly IOM) for healthcare providers are patient-centered care, interdisciplinary teams, evidence-based practice, quality improvement, and informatics (National Research Council, 2003).
- Integrity: Respecting the dignity and moral wholeness of every person without conditions or limitations (NLN, 2010).
- Interdisciplinary Team: a group of healthcare providers from a variety of disciplines, who cooperate, collaborate, communicate, and integrate client care and health promotion.
- Learning: A continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning are an interactive process between teacher and learner. Learning is a lifelong process.
- Life Span: the normal expected stages of growth and development from conception through advanced age.
- Managing Care: Integration of resources focusing on coordination of client care and supervision of nurses in the delivery of quality care.
- NLN Core Values: The core values as outlined by NLN: caring, diversity, excellence, integrity, ethics, patient-centeredness, and holism. (NLN, 2010).
- NLN Outcomes/Competencies: The outcomes/competencies for graduates of Practical Nursing and Associate degree programs include: human flourishing, nursing judgment, professional identity and spirit of inquiry (NLN, 2010).
- Nursing Judgment: Encompasses three processes: critical thinking, clinical judgment, and the integration of best evidence into practice (NLN, 2010).
- Nursing Process: A problem-solving approach to the identification of a client’s needs and the utilization of nursing interventions designed to promote adaptation in maintaining, restoring, and supporting health status. The major components of the process are assessment, analysis/diagnosis, planning, implementation, and evaluation.
- Objectives: Specific, measurable behaviors. A hierarchy of objectives including educational objectives/outcomes, level objectives, course objectives, unit objectives, and specific learning objectives used in the Craven Community College nursing programs as a guide for attaining desirable behaviors essential for the practice of nursing. The educational outcomes describe desirable behaviors in broad terms, while learning objectives are specific.

- Patient-centered: patient-centeredness is an orientation to care that incorporates and reflects the uniqueness of an individual patient's background, personal preferences, culture, values, traditions, and family. Patient-centeredness supports the respectful, efficient, safe, and well-coordinated transition of the patient through all levels of care (NLN, 2010).
- Patient Needs: Something essential for the physical and psychological well-being of humans. Categories of client needs are described as: safe, effective care environment, physiological integrity, psychosocial integrity, and health promotion/maintenance in accordance with the NCLEX-PN and RN Test Plan.
- Professional Identity: Involves the internalization of core values and perspectives recognized as integral to the art and science of nursing (NLN, 2010).
- Professionalism: The consistent demonstration of behaviors that promote safe patient care, ethical nursing practice, respect for others, accountability, integrity, effective communication, and compliance with program, college, and clinical agency policies.
- Program Outcomes: Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include but are not limited to: program completion rates, job placement rates, licensure/certification exam pass rates, graduate satisfaction, and employer satisfaction.
- Quality Improvement: Systematic processes to measure client outcomes, identify hazards and errors, and develop changes to improve client care.
- Scholarship: Activities that facilitate the enhancement of expertise and achievement of the goals and outcomes of the nursing education unit. This may include, but are not limited to application of knowledge, teaching, service, practice, and research.
- Significant Other: a person or group of people likely to have influence on and/or a close relationship with the client.
- Society: the system or condition of living together as a community.
- Spirit of Inquiry: persistent sense of curiosity that informs both learning and practice (NLN, 2010).
- Structured Setting: an environment in which the policies, procedures, and protocols for provision of healthcare are established.
- Student Learning Outcomes (Educational Outcomes): Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of

a course and/or program. Learning outcomes are measurable, learner- oriented abilities that are consistent with standards of professional practice.

- Teaching/Learning: Facilitator/facilitation of the acquisition of knowledge through learning.
- Technology: a combination of equipment and software, used to meet educational outcomes, and to assist with instruction and learning experiences within the classroom.
- Values: assumptions, convictions, or beliefs about the manner in which people should behave, and the principles that should govern behavior.

Appendix G: References

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Appendix H: Student Acknowledgments and Authorizations

As a student enrolled in the Nursing Program at Craven Community College, I acknowledge and agree to the following:

Participation as a Patient in Educational Activities

I understand that, as part of my education, I may be required to serve as a patient for fellow students during classroom, laboratory, and/or clinical experiences. I acknowledge that any physical contact made in these settings, whether I am serving as a patient or a health care provider, will be conducted in a professional, safe, and respectful manner consistent with educational and clinical standards.

Release of Personal Information to Clinical Agencies

I understand that clinical agencies affiliated with the Nursing Program may require the release of certain personal, demographic, health, or background information in order for me to participate in clinical education experiences. I hereby authorize Craven Community College to disclose such required information to affiliated clinical agencies on my behalf, solely for the purpose of facilitating my participation in clinical learning.

Permission to Serve as a Reference

I grant permission to the Nursing Program at Craven Community College, including its faculty, staff, and authorized representatives, to provide reference information regarding my academic and clinical performance to potential employers, scholarship organizations, and/or educational institutions. I release and hold harmless Craven Community College, its faculty, staff, employees, and agents from any and all liability in connection with the provision or non-provision of reference information or related documentation.

Handbook Acknowledgment

_____ I acknowledge that I have access to the Craven Community College Nursing Program Student Handbook.

_____ I have read the handbook in its entirety, had the opportunity to ask questions, and received clarification as needed.

_____ I understand that, as a student in the Nursing Program, I am responsible for complying with all policies, requirements, provisions, and procedures outlined in the handbook and for any program policies implemented while I am enrolled.

_____ I further acknowledge that policies and procedures may be subject to change, and such changes will be communicated to me.

_____ I also understand that it is mandatory that I participate in the NCLEX Review scheduled at the end of my program of study.

Name of Student: _____ Date: _____

Signature of Student : _____

Appendix I: Professional Responsibility Acknowledgment

Purpose

This form explains the professional, legal, and safety expectations for nursing students. It supports safe patient care, ethical practice, and student success. These expectations align with national nursing education standards, including standards for professionalism, student responsibility, accountability and safe practice.

Student Agreement (Initial Each Statement)

By initialing each statement, you confirm that you understand and agree to follow program, clinical, and professional expectations. Failure to follow these expectations may result in removal from clinical, course failure, or dismissal from the program.

_____ I will maintain **all** required compliance items and update **prior to expiration** via Complio (for example: immunizations, certifications, background checks, and required documents).

_____ I will **not** attend clinical or lab experiences until **all** requirements are complete and approved.

_____ I will demonstrate **professional behavior**, including respectful verbal and written communication, appropriate dress, and ethical conduct while in the clinical and classroom setting.

_____ I will report any **health condition or change** that may affect safe participation in clinical learning.

_____ I will report any **criminal charge (misdemeanor or felony)** that occurs while I am in the program.

_____ I **will not attend** clinical if I have been charged with a misdemeanor or felony until I receive clearance from the Nursing Program.

_____ I understand that criminal charges *may* affect my ability to participate in clinical experiences and progress in the program.

_____ I understand that failure to follow professional and compliance expectations *may* result in disciplinary action, including dismissal.

Criminal Background Disclosure

Do you currently have any pending criminal charges (misdemeanor or felony)? ☐ Yes ☐ No

If yes, have you reported this to the Nursing Program? ☐ Yes ☐ No

Student Information

Print Name: _____ Signature: _____

Phone Number: _____ Date: _____

Accessibility Statement

This form is written in clear language and organized for accessibility. If you need this document in another format or need help completing it, please contact the Nursing Program.