



Pine Technical &
Community College
NURSING

Associate Degree Nursing Mobility and Practical Nursing

STUDENT HANDBOOK
2025-2026



DISCLAIMER

All students enrolled at Pine Technical and Community College (PTCC) are expected to adhere to policies and procedures in the campus student handbook. Nursing students are also held accountable for the information and guidelines set forth in this Nursing Student Handbook. Every effort has been made to ensure the accuracy of the material contained within this handbook. However, all policies, procedures, clinical information/documentation, program information, and fees are subject to changes at any time by appropriate action of the faculty, College administration, the Dean of Health Sciences, the Director of Nursing, the Minnesota State Colleges and Universities Board of Trustees, the Minnesota Board of Nursing, the Commission for Nursing Education Accreditation (CNEA), or the Minnesota Legislature without prior notification. The provisions of the Nursing Program Handbook do not constitute a contract between the student, the College, or the nursing program. Students will be responsible for and held to changes (addendums) in the handbook. Nursing students will be notified of the addendum (via verbal communication, PTCC student email, or D2L/Brightspace).

Pine Technical and Community College (PTCC) is accredited through the Higher Learning Commission (HLC). The Associate Degree Mobility (AD) and Practical Nursing (PN) Programs at PTCC are national accredited through National League for Nursing (NLN) Commission for Nursing Education Association (CNEA).



This document is available in alternative formats to individuals with disabilities upon request. Please call 800.521.7463. Pine Technical and Community College is an affirmative action, equal opportunity employer and educator.

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Welcome Nursing Student,

Thank you for choosing to pursue your nursing career with us. Pine Technical and Community College values diversity and inclusion; we are committed to a climate of mutual respect and full participation.

The PTCC Nursing Student Handbook has been prepared to help you learn about the structure and expectations of the nursing programs. It also provides the framework for the academic and clinical laboratory policies and requirements in the nursing program. If the Dean of Nursing or Nursing Faculty determines that changes or additions to the Nursing Student Handbook are necessary, students will be informed through their pine.edu email or D2L Brightspace.

Students are expected to read and follow the guidelines outlined in this document. Please use the handbook as a reference throughout your Nursing Program. Students may request an appointment with the Dean of Nursing Programs at any time to clarify information within the handbook.

The PTCC Student Handbook addresses the policies for all students enrolled in the College, including nursing students. Nursing students are to refer to the handbook for all information that is not specific to the nursing programs. This handbook can be found on the PTCC website.

Again, we want to say, *Welcome to Pine Technical and Community College!*

Sincerely,

Pine Technical and Community College Nursing Administration, Staff, and Faculty

NURSING FACULTY AND STAFF

Faculty members and staff are available to support nursing students and to assist, refer, and advise as needed. E-mail communication is the most efficient way to contact nursing faculty and staff.

Offices are located in the Academic Affairs office suite.

ADMINISTRATION	EMAIL
Kristin Madigan, MS, RN <i>Dean and Director of Nursing Programs</i>	kristin.madigan@pine.edu
FACULTY	
Kristen Altmann, BSN, RN <i>Faculty</i>	kristen.altmann@pine.edu
Sarah Golon, MSN, RN <i>Faculty</i>	sarah.golon@pine.edu
Maggie McCallum, MSN, RN <i>Faculty</i>	maggie.mccallum@pine.edu
Brittany Rappl, BSN, RN <i>Faculty</i> <i>Student Advisor</i>	brittany.rappl.2@pine.edu
Elsa Ring, MS, RN <i>Faculty</i> <i>Student Advisor</i>	elsa.ring@pine.edu
Dione Thoma, BSN, RN <i>Faculty</i> <i>Student Advisor</i>	dione.thoma@pine.edu
Brittany Thorhauer, BSN, RN <i>Faculty</i>	brittany.thorhauer.2@pine.edu
ADMINISTRATIVE ASSISTANT	
Mollee Vicklund	
LAB ASSISTANT	



VISION, MISSION, AND VALUES

Vision

In 2030, the people of East Central Minnesota will first turn to Pine Technical and Community College when they want career education, new skills, or general education. More than 1200 FYE will be enrolled in programs; more than 4000 will benefit from training experiences; and the region will enjoy a dynamic, vibrant cultural resource. The heart of the college will be in up-to-date, technology-driven facilities, complemented by satellite sites and online capabilities.

Mission

Known for innovation and contributions to strengthen communities, we make college possible for those starting out or starting over. Whether a student seeks a career program, new skills, or general education transferable to another college or community, Pine Technical and Community College is an excellent choice.

Values

- Student-focused
- Passionate
- Innovative
- Respectful
- Inclusive
- Transparent

Appreciative Campus

Pine Technical and Community College has embraced a transformative journey towards becoming an "Appreciative Campus," drawing inspiration from the principles of Appreciate Education pioneered by Florida Atlantic University's Office of Appreciative Education. By fostering a culture of positivity and growth, PTCC is committed to amplifying strengths and successes within its community. Through intentional dialogue, innovative teaching methodologies, and collaborative learning environments, PTCC aims to empower students, faculty, and staff to flourish academically and personally. Embracing the core tenants of Appreciative Education, PTCC strives to create a supportive and inclusive campus where each individual's potential is recognized, celebrated, and nurtured to foster a vibrant educational experience.

MISSION, PHILOSOPHY, AND VALUES OF PTCC ASSOCIATE DEGREE AND PRACTICAL NURSING

Nursing Program Mission

The mission of Pine Technical and Community College's (PTCC's) Nursing Department is to educate and inspire student nurses to value, demonstrate, and provide quality, safe, competent nursing care to diverse patient populations in our local rural communities and beyond. The Nursing Programs provide a high-quality educational experience designed to prepare nursing student candidates to successfully pass the National Council Licensure Examination (NCLEX).

Philosophy of Nursing Education

The Pine Technical and Community College (PTCC) Nursing Department embraces the College's mission of life-long learning, education accessibility, and mobility. We are committed to fostering a collaborative, respectful learning environment where students and faculty engage as partners in the educational journey.

Our faculty believes learning is an active, student-centered process enriched through diverse teaching strategies, including classroom instruction, clinical practice, and simulation. We recognize and support varied learning styles, ensuring all students are equipped to succeed.

PTCC strongly supports educational mobility through clear pathways for advancement by offering programs from Nursing Assistant to Registered Nurse (RN). The progression is grounded in a curriculum that integrates general education, nursing theory, and hands-on clinical experience. Students build on foundational knowledge and develop crucial thinking and clinical competence through structured real-world learning opportunities.

Central to our philosophy is a commitment to holistic care—recognizing the individual as a whole person with physical, emotional, social, and spiritual needs. Our program prepares students to deliver compassionate, patient-centered care that respects the dignity and diversity of every individual.

By promoting academic progression, holistic practice, and personal and professional growth, PTCC empowers students to advance their nursing careers while meeting the evolving needs of the healthcare system.

PTCC Nursing Department Core Values

1. **Educational Mobility**
We support seamless academic progression, empowering students to advance their careers as desired through accessible, high-quality nursing education.
2. **Lifelong Learning**
We foster a culture of continuous growth, encouraging students and faculty to pursue knowledge, adapt to change, and remain current in nursing practice.
3. **Holistic, Patient-Centered Care**
We prepare nurses to care for the whole person—body, mind, and spirit—while honoring individual dignity, cultural diversity, and personal values.
4. **Collaboration and Respect**
We cultivate a supportive learning environment grounded in mutual respect, trust, and open communication between students, faculty, and the broader healthcare community.

5. Excellence in Teaching and Practice

We are committed to evidence-based instruction and clinical excellence, using innovative teaching methods to engage diverse learners and promote critical thinking.

6. Integrity and Professionalism

We uphold the highest ethical standards in education and practice, modeling accountability, compassion, and responsibility in all interactions.

7. Student Empowerment

We believe students are active participants in their learning journey and share responsibility for achieving personal, academic, and professional success.

8. Inclusiveness and Equity

We value and embrace the diverse backgrounds, identities, and experiences of all students. We are committed to creating an environment where every learner feels respected, supported, and empowered to succeed.

**Note: The Nursing Program Mission, Philosophy, and Values were updated May 2025 by Nursing Faculty and Administration and require Advisory Committee review in October 2025.*

NURSING PROGRAMS CONCEPTUAL FRAMEWORK

Pine Technical and Community College's nursing programs are based on the National League for Nursing Competencies Model (NLN 2010) (PN and RN) (<https://www.nln.org/education/nursing-educationcompetencies/competencies-for-graduates-of-nursing-programs>). This framework creates the foundations in which our curriculum is framed, written, and presented to students.

National League for Nursing (NLN)

The Nursing Department at Pine Technical and Community College upholds the core values: caring, diversity, excellence, and integrity. Through carefully created experiences, the students are engaged in the reflection of their values and those of their patients.

The integrating concepts – context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork, are woven throughout each program and focus on the integration of the core values into the level of nursing in which students are currently studying. As students move through each program, they are encouraged to seek continuing lifelong education as they pursue higher levels of nursing. The apprenticeships change in level as the students move through their education. “These apprenticeships offer a set of specific knowledge, understanding, and skills that nurses should become familiar with as they progress in their learning,” (NLN, 2010).

The program outcomes are centered on four broad integrating concepts: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum. “All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general goals,” (NLN, 2010).

The following table identifies the alignment of National League of Nursing (NLN) concepts and outcomes to Pine Technical and Community College’s nursing programs:

Program Outcomes Alignment Table

NLN Concepts	Practical Nursing Program Learner Outcomes	Associate Degree Nursing Mobility Program Learner Outcomes
Human Flourishing	Demonstrate effective communication while providing culturally competent care to individual patients across the lifespan.	Advocate for patients and families, in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs.
Informatics	Use information and technology in the health care setting.	Use information and technology to communicate, manage knowledge, mitigate errors, and support decision making.
Managing Care of the Individual Patient/Leadership	Work within an established plan of care for an individual patient to organize or assign aspects of care under the direction of an RN or other health care provider.	Demonstrate leadership by delegating and assigning nursing activities to implement the plan of care.
Nursing Judgment/Evidence Based Practice	Utilize evidence-based nursing judgment while prioritizing care, implementing interventions, and promoting the health of individual patients across the lifespan.	Examine evidence-based nursing judgment, clinical expertise, and patient/family preferences for delivery of optimal health care.

NLN Concepts	Practical Nursing Program Learner Outcomes	Associate Degree Nursing Mobility Program Learner Outcomes
Professional Identity	Demonstrate professional behaviors and accountability to legal and ethical nursing practice standard for a competent practical nurse.	Function within the legal and ethical standards of the RN's scope of practice.
Quality Improvement	Participate in Quality Improvement by providing input into the development of policies and procedures and effectively using resources to achieve patient outcomes.	Use quality improvement methods to improve patient care.
Safety	Report changes and responses to interventions to a RN or the appropriate licensed health care provider while providing a safe environment.	Minimize risk of harm to patients through system effectiveness and safe nursing practice.
Teamwork and Collaboration	Participate as a member of the inter-professional team collaborating with other health care providers to promote safe, quality, patient centered care.	Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

NURSING PROGRAMS CURRICULUM

PTCC Nursing Programs' student learner outcomes and curriculum are based on the NLN Conceptual Framework, and Scope of Practice.

PTCC CAMPUS COLLEGE LEARNER OUTCOMES

Each student that graduates from Pine Technical and Community College must meet each of the student learner outcomes through preliminary and program course work. The following are Pine Technical and Community College's (PTCC) Student Learner outcomes:

Technological Literacy

Students will effectively use, manage, and integrate technological tools responsibly for personal and professional purposes.

Communication

Students will communicate effectively using verbal, nonverbal, and written forms in diverse environments.

Critical and Creative Thinking

Students will gather and analyze information to discover and articulate innovative solutions to problems of varying complexity.

Personal and Professional Development

Students will demonstrate personal and professional growth and lifelong learning skills.

Global Citizenship

Students will engage with global issues through informed opinions, civil discourse and the respectful exchange of ideas.

PTCC NURSING PROGRAM OUTCOMES

The ***Practical Nursing Program*** has set outcomes in which objective data is collected from students after completion of the Practical Nursing Program.

1. Program Completion:
 - 70% of students will complete the PN program at 150% of the program length as outlined in the program plan, averaged over the past three school years.
2. Performance on NCLEX-PN Licensure Exam:
 - 80% (or above), of Pine Technical and Community College (PTCC) Practical Nursing (PN) graduates will achieve first-time passing on the NCLEX-PN examination, averaged over three (3) years.
3. Job Placement:
 - 90% of students will either be employed in their field or be pursuing continued education in nursing at 6-12 months-post-graduation.
4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
 - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

The ***Associate Degree Nursing Mobility Program*** has set outcomes in which objective data is collected from students after completion of the program.

1. Program Completion:
 - 75% of students will complete the AD program at 150% of the program length as outlined in the program plan, averaged over the past three school years.
2. Performance on NCLEX-RN Licensure Exam:
 - 80% (or above) of Pine Technical and Community College (PTCC) Associate Degree (AD) Nursing Mobility graduates will achieve first-time passing on the NCLEX-RN examination, averaged over three (3) years.

3. Job Placement:
 - 90% of students will either be employed in their field or be pursuing continued education in nursing at 6-12 months-post-graduation.
4. Program Satisfaction (Advisory Board Members/Faculty/Students/Graduates/Employers):
 - 80% of respondents will agree or strongly agree with survey questions regarding program satisfaction.

**Note: The Nursing Program completion rates were updated May 2025 by Nursing Faculty and Administration and require Advisory Committee review in October 2025.*

AD MOBILITY / PN PROGRAM ADMISSION INFORMATION

Each PTCC Nursing Program prepares students to take the nursing licensure exam (NCLEX-RN or NCLEX-PN) upon successful completion of classroom and clinical coursework. Curriculum is based on a one-year plan (two semesters) for full-time students, after completion of all preliminary courses. There is a four-semester part-time enrollment option for the Practical Nursing Program (Fall start only). There is a three-semester part-time enrollment option for the AD-Mobility Program.

Note: Program Plans can be viewed on the PTCC website. Course descriptions are available for review on the PTCC website.

Students must apply to Pine Technical and Community College. Prospective students should be aware that declaring nursing/practical nursing as a major does not guarantee admission to a PTCC nursing program. Successful completion of program preliminary courses does not guarantee acceptance into the Associate Degree (AD) Mobility or Practical Nursing (PN) Programs. Acceptance into the nursing programs is based on a point ranking system, which is detailed in the application paperwork and reviewed during program information sessions. Copies of the PTCC Nursing Program Applicant Rubrics can be reviewed on the PTCC website. Rubrics are reviewed each application round and updated as needed.

AD/PN Program Admission Table

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>APPLICATION PROCESS</u> Application guidelines and requirements, as well as the application deadlines, can be found on the PTCC website.</p> <p><i>NOTE: Application guidelines and requirements, and deadlines are updated as needed.</i></p>	<p>https://pine.edu/academics/programs-courses/practical-nursing/</p>	<p>https://pine.edu/academics/programs-courses/nursing-mobility-as/</p>

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>APPLICATION TIMEFRAME</u> See PTCC website for application deadlines.</p> <p><i>NOTE: Each program accepts late applications on a space available basis.</i></p>	<p>PN program has two start dates each academic year: fall and spring.</p>	<p>AD program has one start date each academic year in the fall.</p>
<p><u>ACCEPTANCE PROCESS</u> The following information outlines the criteria necessary for acceptance to the nursing programs.</p>		
<p><u>Preliminary Courses/Grade Point Average (GPA)</u> All preliminary courses must be completed with a minimum of a 'C' grade or higher (a grade of C- does not meet requirements) Students may repeat preliminary courses to improve GPA.</p>	<p>2.8 or greater cumulative GPA on preliminary PN program courses or transfer equivalents as identified on program plan.</p>	<p>3.0 or greater cumulative GPA on preliminary AD program courses or transfer equivalents as identified on program plan.</p>
<p><u>Needed Credentials</u> Nursing Assistant Registry or Practical Nursing License</p>	<p>MN or WI Nursing Assistant registry – in good standing</p> <p>Students must be certified within the time frame designated on the application to be considered.</p> <p>Once admitted, it is not required to maintain certification (however, it is recommended that it is maintained).</p>	<p>LPN license – in good standing with no restrictions</p> <p><i>Note: Student must hold a valid nursing license for the entirety of the program</i></p> <p>Recent graduates of a Practical Nursing (PN) program must be licensed within the time frame designated on the application to be considered.</p>
<p><u>ATI - TEAS Entrance Exam</u> <i>The test measures general knowledge in the areas of reading, math, science, and English and language usage. Exam must be taken within 24 months of the application due date.</i></p>	<p>Students must obtain a score of 53 or greater.</p>	<p>Students must obtain a score of 68 or greater.</p>

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>TRANSFER OF CREDITS</u> Student planning to transfer credits from another college follow the Pine Technical and Community College (PTCC) transfer policy (see PTCC Student Handbook). Courses taken at an educational institution other than PTCC and are not a part of Minnesota Transfer Curriculum (MnTC) will be evaluated by PTCC staff and/or faculty in order to determine whether the courses are equivalent to required prerequisite courses.</p> <p><i>NOTE: Nursing courses (PRSG or NURS) from other institutions are non-transferable.</i></p>	<p>Prerequisite technical courses are transferable for up to five years.</p>	
<p><u>AFTER APPLICATION</u> Applicants will be notified of their admission status, via their pine.edu email address, as identified on the website. Applicants who have ranked for admission into either program must indicate acceptance by returning a signed acceptance form by the date designated on the acceptance letter.</p>		
<p><u>AFTER ACCEPTANCE INTO A NURSING PROGRAM</u> Upon acceptance into the program, students will be informed of the time and date, via their pine.edu email, of a mandatory orientation session.</p> <p>For waivers for attendance, (i.e., extenuating circumstances only), contact the administrative assistant or Dean of the Nursing Programs.</p>		

ADMISSION PROGRESSION AND INFORMATION	Information specific to the Practical Nursing Program (LPN)	Information specific to the Associate Degree Mobility Program (RN)
<p><u>Advanced Standing</u> Students admitted to the AD Nursing Program are awarded advanced standing credits (see program plan) with the expectation that they possess a level of knowledge that has prepared them for success.</p> <p>Advanced standing means academic credits are granted to a Licensed Practical Nurse in recognition of prior nursing education and nursing experience. (MN Board of Nursing Rules Statute 6301.2340: Sub. 3 (17)).</p>	<p>Does not apply.</p>	<p>Students are awarded 6 credits for their practical nursing education.</p> <p>Note: Because students are LPN's, the rigor and pace of the program is accelerated.</p>
<p><u>PTCC Nursing Program Applicant Rubric</u></p>	<p>See website for sample PN Applicant Rubric.</p>	<p>See website for sample AD Applicant Rubric.</p>
<p><u>WAITLIST</u> Applicants who are qualified, but not accepted for admission, are placed on a waiting list. If program spaces become available, applicants from the list (based on next highest Applicant Rubric score) will be granted admission. Waiting lists do not carry over from semester to semester. Once the program has started, the waiting list will no longer be in effect and students must reapply. Students who were on the previous admission cycle waitlist will receive 5 bonus points on the program admissions scoring rubric.</p>		

PN Program to AD-Mobility Program Fast-Track Option

Students that apply to begin the PN core coursework (PRSG courses) who also have all of the AD-Mobility preliminary general education courses completed with a GPA of 3.0 or better and a “C” or better in each course and a TEAS score of 68 or better (within the last 2 years) will not need to apply to begin the AD program the fall after they graduate from the PN program. Students will be asked to identify their desire to take a seat in the AD program while taking their last semester of the PN Program.

Option to Progress to a Bachelor’s in Nursing Program (*Operation LEAD*)

PTCC has an agreement with Bemidji State University (BSU) to allow for ease in transition into a Bachelor’s Program. Students enrolled in either the PN Program or the AD-Mobility Program may elect to “hold a seat” in BSU’s on-line Bachelor’s Degree in Nursing. See the Dean of Nursing or Student Advisor, and BSU’s website for further information. [Bemidji State University](#)

Part -Time Option for Practical Nursing Students

PTCC offers a part-time option for Practical Nursing (PN) students. We accept up to 10 students every fall semester into this part-time option. Students indicate on the PN Nursing Program application the desire to enlist into the part-time option.

Students take the same core PRSG courses as the full-time students (in a prescribed sequence), over 4 semesters (fall, spring, fall, spring) versus 2 semesters. Part-time students have the same program expectations/requirements as full-time students, as well as an additional Virtual ATI requirement. At the end of the 4th semester, part-time students are required to complete all Virtual ATI Modules and earn the “Green Light,” to help ensure nursing content is retained prior to graduating and taking NCLEX-PN.

Part-time students will receive an “I” (Incomplete) grade in PRSG 2410, until they have earned the “Green Light.” Virtual ATI will be available for 6 weeks following the end of the 4th semester. Students who do not earn the “Green Light” within the 6 weeks or are unable to earn a “Green Light” must meet with the Dean of Nursing to develop a remediation plan. The plan may require the student to repurchase VATI (approximately \$150) or purchase additional ATI Comprehensive Predictor Assessments (approximately \$75 per assessment). Students who are unable to fulfil the remediation plan may not graduate from the program.

Unresolved “I” (Incomplete) grades will change to “F” by the Registrar at the end of the 8th week of the next term (this includes summer term).

Part -Time Option for AD-Mobility Nursing Students

PTCC offers a part-time option for AD-Mobility students. We accept up to 10 students every fall semester into this part-time option. Students indicate on the AD Nursing Program application the desire to enlist into the part-time option.

Students take the same core NURS courses as the full-time students (in a prescribed sequence), over 3 semesters (fall, spring, summer) versus 2 semesters. Part-time students have the same program expectations/requirements as full-time students, as well as an additional Virtual ATI requirement. At the end of the 3rd semester, part-time students are required to complete all Virtual ATI Modules and earn the “Green Light,” to help ensure nursing content is retained prior to graduating and taking NCLEX-PN.

Part-time students will receive an “I” (Incomplete) grade in NURS 2936, until they have earned the “Green Light.” Virtual ATI will be available for 6 weeks following the end of the 3rd semester. Students who do not earn the “Green Light” within the 6 weeks or are unable to earn a “Green Light” must meet with the Dean of Nursing to develop a remediation plan. The plan may require the student to repurchase VATI (approximately \$150) or purchase additional ATI Comprehensive Predictor Assessments (approximately \$75 per assessment). Students who are unable to fulfil the remediation plan may not graduate from the program.

Unresolved “I” (Incomplete) grades will change to “F” by the Registrar at the end of the 8th week of the next term (this includes summer term).

Registering for Associate Degree (AD) and Practical Nursing (PN) Courses

All core nursing courses (NURS and PRSG courses) have controlled on-line registration and only students admitted into the nursing programs will be allowed to register for these courses via eservices. Students are provided with specific information regarding registration.

Circumstances may warrant modification of a student’s schedule (i.e., class size, lab size, or clinical rotation or location) by the Dean of Nursing, or designated faculty. Students are informed of course schedule changes in writing or via pine.edu email.

ATI Launch

Beginning Spring 2026, as a nursing program requirement, all students will complete the on-line program, “*Launch: Nursing Academic Readiness*” within the first 2 weeks of the semester. This program takes approximately 20 hours to complete. Students who do not earn the “Certificate of Completion” for this program, may not be allowed to continue in their nursing program. Detailed information regarding *Launch* will be provided at the Nursing Program Orientation each semester.

ADMISSION PAPERWORK

Copies of submitted student documentation are stored in secured, individual student nursing files or a secure online repository (i.e. Clinician Nexus). Clinical and practicum agencies may request or review student documents for compliance. Failure to comply, provide, or complete any of the admission documents, may result in the inability to participate or complete clinical nursing courses. This may delay student progression or the ability to complete the program and graduate.

CPR

The only CPR certification accepted is: American Heart Association BLS for HealthCare Providers
CPR certifications must include hands-on skills test out.

Asynchronous (completely online) CPR classes are not allowed.

*It is the student’s responsibility to maintain current certification throughout their program.

Full Name and Date of Birth

Clinical/practicum facilities are provided with the full legal name of students who have been admitted into PTCC nursing programs and may be provided with students' date of birth and social security number for setting up electronic medical record (EMR) access for student use while at clinical/practicum.

Criminal Background Studies

Minnesota (MN) State laws require that any person who has direct contact with patients and residents at health care facilities licensed by the State Department of Health must have a state criminal background check completed. Students may need to have a completed federal background study.

Students must have a cleared, without conditions, MN background study on file in the PTCC nursing department **before** semester classes begin in order to participate in clinical/practicum courses experiences.

Criminal background studies, including fingerprinting, are completed at the time of admission and yearly, if applicable. PTCC cover the cost of 1 MN Background study, per program.

Students having questions about the process or results should direct questions and appeals to the following state agencies:

**Minnesota Department of
Human Services
Licensing Division**
444 Lafayette Boulevard
St. Paul, MN 55155-3842
Phone (651) 431- 6620
Web address: www.dhs.state.mn.us

Students cover the cost associated with the Federal Background Study. Please direct all federal criminal background check questions to the faculty and/or Dean of Nursing.

PTCC reserves the right to run criminal background checks at any time during the nursing program should information be brought forward indicating that the student's background study would no longer be cleared. The Dean of Nursing will contact the student to complete another background study. If there is an incident that could potentially deem any student inappropriate for clinical/practicum, it is the legal and ethical responsibility of the student to report potential issues to the clinical/practicum instructor or Dean of Nursing immediately. If, at any time during the nursing program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be unable to participate in clinical/practicum. This may lead to failure of the course and the inability to progress in the PTCC Nursing Program.

Data Practices and Informed Consent

Health information collected is private data. Our nursing programs assure that each student meets the minimum health requirements set forth by clinical/practicum sites. Clinical facilities may impose additional requirements regarding the health of persons in their facilities and/or require that health information about students be made available to them.

Students are not legally required to provide this information to the College. However, refusal to provide the information requested could mean that a clinical/practicum site may refuse to accept the student at its facility. The Nursing Program does not guarantee an alternative facility placement. If no alternative clinical/practicum placement is available, the student cannot fulfill the clinical/practicum requirements of the program, and therefore is unable to progress in the PTCC Nursing Program and may lead to failure of the course.

Immunization Records/Nursing Performance Standards

Immunization requirements are based on standards set by the Minnesota Department of Health (MDH) and Human Services and Centers for Disease Control (CDC) and Prevention. Individual clinical/practicum sites may require additional immunizations for those students and faculty providing care within their facilities.

Students and the College may not waive health policy or immunization requirements set by clinical affiliates. Students who do not abide by clinical affiliate health policy or immunization requirements may be unable to attend clinicals, which **may result in course failure**. Students must submit documentation of compliance with health policy requirements before specified deadlines. The health policy and immunization requirements set by our clinical affiliates may change at any time during the nursing program.

If a student fails to provide the required immunization data and confirmation of ability to meet nursing performance standards, the clinical/practicum site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. Immunization documentation is reviewed each semester to assure compliance. It is the student's responsibility to assure their records are up to date and uploaded into the online document repository (i.e. Clinician Nexus).

Students are responsible for keeping copies for their personal records, PTCC will not provide student copies. Cost for immunizations and/or proof of immunizations is the responsibility of the student. County Public Health Departments may offer low-cost vaccinations if a student is concerned about the cost of vaccinations requirements.

Performance Standards for Nursing Programs

The Minnesota State College and University System provides examples of performance standards, based on the Minnesota Nurse Practice Act. Nursing students are required to meet and maintain these standards to provide safe and effective care, and be successful and progress in the nursing programs. Each standard includes required skills and a list of example behaviors necessary to provide safe and effective care. The examples listed are for illustrative purposes only and are not intended to be a

complete list of all tasks in a nursing program. Some specific behavioral examples included under each standard vary depending upon the level of education being pursued. Students with documented disabilities, or who believe they may have a protected disability, can request accommodations. For assistance, contact PTCC's Student Success Coordinator.

Copies of the Performance Standards for the Practical Nursing and Associate Degree Nursing Program, in addition to the student signature form, are available upon request. Upon acceptance to the programs, students receive a copy of the Performance Standards.

Reasonable Accommodations

Students should maintain good general health throughout the program to meet expected course and program outcomes. If a student's health status changes, thus impacting the ability to perform expected behaviors and/or academic outcomes, students are required to notify their faculty for further guidance. Students may be required to see their healthcare provider and obtain documentation concerning their ability to fulfill the Performance Standards. Such documentation may include notation from the healthcare provider, on script paper or letterhead, stating that the student:

- ✦ May return to classroom and clinical/practicum...
- ✦ May return with restrictions (detailed restrictions listed) ...
- ✦ Must include an end date for the restrictions...
- If no restrictions, documentation must state "no restrictions" ...

If the clinical site is unable to accommodate students' needs, they cannot be placed at the clinical site. The PTCC nursing department will attempt to find an alternative site; however, one may not be available. Students who do not disclose an injury or change in health, or neglect to follow up with a healthcare provider, may be unable to progress in clinical.

Additional Admission Documents for Signature and Submission

In addition to documents necessary for program entrance, students will be required to review, and sign forms related on the following subjects.

1. Authorization for Release of Information
2. Social Media Policy
3. Nursing Student Program Handbook Review Acknowledgement
4. Retention of Records
5. Confidentiality Statement
6. Consent for Photo/Video/Recording
7. Civility Contract

PERSONAL AND PROFESSIONAL RISKS

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. Clinical/practicum experiences will include caring for clients with infectious diseases. It is the responsibility of the student to meet and maintain program health requirements. Use of standard precautions, transmission-based precautions, and proper body mechanics are necessary to minimize the risks to one's personal health and prevent injury to oneself or client. By enrolling in the nursing program, the student acknowledges these risks.

Health Insurance

Though this is not a requirement for clinical/practicum or program participation, it is highly recommended that students have basic health insurance. College fees do not cover this fee or premium. Student Success Advisors are able to assist students with searching for personal health insurance options. Any health care costs incurred during the time in which the student is in the Nursing Program will be the student's responsibility.

Worker's Compensation

For purposes of Workers' Compensation insurance, the position of the clinical/practicum facilities and PTCC is that, as a nursing student, one is not an employee of either the clinical/practicum facilities to which the student is assigned or the College. Thus, the student is not eligible for workers' compensation, should an incident occur.

Liability Insurance

Nursing liability insurance is required; the cost of this insurance is covered by tuition. Liability insurance does not cover any personal injury or illness. Students may choose to obtain additional student nurse liability insurance. The cost associated with this additional insurance is the responsibility of the student.

Americans with Disabilities Act

It is the intent of Pine Technical and Community College to comply with all provisions of the Americans with Disabilities Act (ADA) of 1990, as well as all state and federal laws, which prohibit discrimination against students. Pine Technical and Community College will provide reasonable accommodations to individuals with documented disabilities enrolled in classes at the college. For further information regarding the College's services, please contact the Dean of Student Success or the Student Success Coordinator at Pine Technical and Community College, 900 Fourth Street, Pine City, MN, 55063 or call 1-800-521-7463 or 320-629-5100.

Inclusive Classroom

Inclusion embraces all dimensions of the human experience, from our differences to our similarities, and creates a climate where all feel valued and appreciated, and there is substantive interaction among all. The programs are designed to provide opportunities for students to share cultural knowledge, engage students in the discussion of real-world problems from diverse perspectives, and involve students through collaborative work. If you feel your differences may in some way isolate you from PTCC's community or if you have a need of any specific accommodations, please speak with the instructor early in the semester about your concerns and what we can do together to help you become an active and engaged member of our classes and community.

PROGRAM ADVISING AND PLANNING

Students are encouraged to seek advice from nursing faculty and attend advising sessions throughout the year to review course schedules and obtain program information. If the student is not taking classes in the nursing department during a semester, it is the responsibility of the student to maintain contact with a program advisor. The designated program advisors are:

- Healthcare Foundations Program/Pre-practical nursing: Brittany Rappl/Dione Thoma
- PN program (for all PRSG courses): Kristen Altmann/Dione Thoma
- Pre-AD Mobility program: Dione Thoma
- AD Mobility program (for all NURS courses): Elsa Ring/Dione Thoma

It is the responsibility of the student to seek advice from faculty to ensure course and graduation requirements are met.

ADDITIONAL COSTS

Students enrolled in the nursing programs should anticipate additional costs associated with participation and completion of courses. A sample of items and estimated costs for each program is available on the website. Students who encounter financial hardship or have financial concerns are encouraged to meet with Student Success staff to discuss potential resources.

FOOD AND BEVERAGES

Individual course syllabi will address guidelines for consumption of food and beverage during classes.

MORAL AND ETHICAL RESPONSIBILITIES

Integral to the profession of nursing is a concern for the welfare of the sick, injured, vulnerable, and for social justice. Therefore, the students enrolled in nursing courses at PTCC accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions' Nursing Code of Ethics (a copy is available upon request).

The American Nurses Association (2015) Code of Ethics for Nurses with Interpretive Statements outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated. This resource is available for reference in the PTCC library.

The Nursing Faculty at PTCC has an obligation to teach, uphold and enforce professional, moral, and ethical principles of the profession of nursing. These behaviors are adhered to in each nursing course. Students who engage in behavior(s) that violate moral and/or ethical standards described in the PTCC Student Handbook, the PTCC Nursing Handbook, Nursing Code of Ethics and/or the 2009 Minnesota Statute 148 (available upon request), have failed to meet program requirements; the consequences of which may range from a warning to program removal. Nurses/Student nurses have an ethical obligation to report when others are engaging in questionable or unprofessional behavior. This could include reporting to an instructor, Dean, charge nurse, or Board of Nursing. Students who have been removed

from the program for professional, moral, or ethical reasons are not eligible to apply for readmission to the nursing program at PTCC.

Behaviors that violate professional, moral, and ethical standards include, but are not limited to:

- Academic dishonesty* (including unauthorized use of AI)
- Behaviors that violate the Student Code of Conduct (see PTCC College Handbook)
- Behaviors unbecoming of the Nursing Profession* (disrespectful, unprofessional)
- Breach of confidentiality* (HIPAA)
- Disrespectful behavior to staff/faculty/patient(s)/student(s)*
- Inappropriate/Unprofessional behaviors*
- Tardiness and/or lack of preparation for clinical/practicum
- Late submission of assignments
- Compromised patient safety
- Incomplete or erroneous documentation
- Sharing an instructor's intellectual property*

**includes any type of Social Media platform.*

If a student is found in violation of any professional, moral, or ethical behavior, they may receive a student conduct violation, be placed on college probation, or be dismissed from the nursing program related to their behavior and actual/potential harm to others. Students have the right to appeal any disciplinary action; see PTCC Student Handbook for more information regarding this process.

USE OF ARTIFICIAL INTELLIGENCE (AI) SOFTWARE PRODUCTS

The use of Artificial Intelligence (AI) software products (i.e. Chat GPT), without consent from course faculty, to produce assignments is considered academic dishonesty. Students who utilize AI when completing an assignment, without prior faculty consent, will receive a zero on the assignment. In addition, the student may fail the course and be removed from the nursing program. Faculty reserve the right to utilize software like *Turnitin* for plagiarism verification.

USE OF ONLINE LEARNING PLATFORMS FOR COURSE-SPECIFIC STUDY RESOURCES

Course materials are the intellectual property of the faculty. Sharing or posting of this material on any online learning platforms is unprofessional and prohibited. Students who are found to have shared course materials will receive a student conduct warning (as described below) and may be removed from the course or program.

USE OF SOCIAL MEDIA

Student nurses have a responsibility to understand the benefits and consequences of participating in social media, including both personal and professional social media use. Any information posted on social media has potential to be public information.

Questionable behavior with social media that is reported to the Dean of Nursing, or any faculty or staff at PTCC will be investigated. If the preponderance of evidence is found that the student is in violation of moral and ethical standards, disciplinary action may range from probation with a student success plan, to dismissal from the program, and/or reporting to a clinical/practicum agency, and/or the Board of Nursing.

STUDENT CONDUCT WARNINGS

Part of the role of the nursing program is to teach and reinforce professional expectations. Faculty, the Director of the Nursing Programs, and/or the Dean of Health Sciences will address students' behaviors which do not align with professional nursing workplace expectations. The following student conduct warning process will be utilized.

1st warning: Students who demonstrate conduct or behaviors of concern will receive a verbal warning (this may be face-to face with a follow up email, or done via email). A copy of the email will be placed in the student's file in the nursing office. A copy of the email confirming the student's receipt of the warning email will also be placed in the student file. Dean of Student Success will also be notified and will follow the PTCC Student Code of Conduct policy.

2nd warning: Student will be assigned to complete a Student Conduct Improvement Plan. PTCC personnel will complete the initial portion of the Student Conduct Improvement document and meet with the student. The Student Conduct Improvement Plan document, as well as the student's response/plan for success, will be placed in the student's file in the nursing office. Dean of Student Success will also be notified and will follow the PTCC Student Code of Conduct policy.

3rd warning: Student will meet with the Dean of Nursing and/or other Administrative Leaders at PTCC. Student may be removed from the Nursing Program based on the outcome of the meeting with the Dean and/or Administrative Leader. Dean of Student Success will be notified of outcome and consult for next steps.

*Note: *If the conduct or behavior is egregious, the process may be advanced.*

CHAIN OF COMMAND

If a student has questions or concerns, he/she/they should follow the chain of command. Always remain professional in your communication. Students should follow the steps below.

1. Check to see what information the syllabus may have.
2. Check to see if there is a policy or language in the Nursing Student Handbook.
3. Check the PTCC Student Handbook.
4. Make an appointment to meet with your instructor.
5. Make an appointment to meet with the Dean of Nursing.

EMAIL AND TECHNOLOGY

To prevent viruses and other malicious malware from attacking computers, PTCC email will be used as the form of official communication for faculty and student services (pine.edu). Faculty may delete emails originating from other accounts without review. The nursing program faculty receives and read emails sent to their PTCC accounts on a regular basis. Email is part of professional, appropriate, and official communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of email is in violation of the PTCC Student Handbook.

Students are responsible for all information sent to their PTCC email account; this email account should be consistently monitored. Students are also accountable for all information posted via D2L Brightspace for each course they are enrolled in.

PTCC nursing students are required to purchase and utilize their own laptop computer (must be in good working condition) throughout the nursing programs. Laptop computer specifications are available on the PTCC website, under programs. Students are expected to have logins memorized or easily accessible, and accounts current. Most nursing courses are hybrid and use D2L Brightspace, ATI, and other web-based learning applications for course delivery and evaluation.

It is highly recommended that students have access to high-speed internet and a printer to meet the academic demands and rigor of the nursing programs. Refer to the website for a detailed list of minimum computer specifications. Computers, printers, and scanners are available for student use at the library.

Students requiring assistance with technology should contact a staff member of the library, the PTCC helpdesk, or resource publishers (i.e. textbook publishers, ATI, etc.).

CAMPUS POLICIES/PROCEDURES

- See the PTCC Student Handbook for information regarding *Student Rights and Responsibilities*, *Code of Conduct*, and *Complaints and Reporting*.

Drug and Alcohol Policy

The Pine Technical and Community College (PTCC) Nursing Department is committed to maintaining an environment that is free from the influence of alcohol or marijuana, misuse of prescription medications or over the counter (OTC) medications, or illegal drugs which may impair or affect the students thinking, behavior, and/or skill performance. To ensure student, employee, faculty, and patient safety in the classroom, lab, and clinical/practicum setting, PTCC upholds a controlled substance-free campus, as identified in the PTCC Student Handbook and extends this policy to clinical/practicum sites off campus. Due to the nature of the nursing profession, should concerns arise in this area, faculty and/or administration reserve the right to address situations on an individual basis.

Complaints

If students have a complaint, they may complete a Student Complaint Form found under Student Forms on the PTCC website.

Student Petitions

If a student wishes to petition a program or campus requirement, they may complete a Student Petition Form found under Student Forms on the PTCC website.

NURSING STUDENT SUCCESS

Student success is the ultimate goal of the Nursing Department and is important to all nursing faculty and staff at PTCC.

Nursing Faculty understand that many students work while attending college; however, to be successful in the program, school must be a priority. Faculty are unable to provide special consideration for work/daycare/family conflicts. Faculty suggest that if students must work, they work no more than 10-15 hours per week. Each student, with the help of a support system, should individually evaluate academic success planning in relation to work, family, and school responsibilities.

Academic Alert

PTCC is committed to student success. If a student stops attending, has poor attendance, falls behind in their assignments, or does poorly on tests/exams/quizzes, faculty may communicate this with them through the Academic Alert System. The alert goes directly to the student's e-mail, as well as to the Mental Health and Academic Wellness Coordinator and the Student Success Coordinator. ***The intention is not punitive***; the goal is to identify, as soon as possible, what types of support a student may need to get back on track for the course and be successful. Students are highly encouraged to meet with the instructor to discuss course progress.

Student Success Plan

Students may be asked to complete a Student Success Plan by a faculty or the Dean of Nursing if their progress in a course or the nursing program is concerning. The intent of this plan is to assist the student with identifying strategies he/she/they may use to yield success. Student Success Plans are conducted with the Student Success Coordinator.

Pine Nursing Student Incident Form/SBAR

This form may be used in the lab, clinical, and classroom setting to report student occurrences that deviate from expected student behavior or student requests which deviate from the course syllabus or Nursing Student Handbook. Students may be directed to complete the form or may submit on their own, related to extenuating circumstances. (e.g. taking exams late, missing clinical or lab, etc.).

The SBAR should be type-written and submitted electronically per instructor directives. Any student-initiated SBAR must be completed within 3 days of the incident/occurrence to be reviewed by faculty for consideration. **N o t e :** Faculty will not review an SBAR submitted at the end of the semester for something that occurred earlier in the course.

Completed SBAR forms will be reviewed by a team of nursing faculty and the Dean of Nursing (and occasionally the Dean of Student Success). Students will be notified of the team's decision via email or in person within 2 weeks of the submission. The decision is based on a quorum.

NURSING PROGRAM EVALUATION CRITERIA

Assignment of a Letter Grade

All exams/tests, quizzes, and assignments are developed to align with campus, program, and/or course objectives. A cumulative grade of “B” (80%) is required for successful completion in each nursing course. The grading scale that is used for all PRSG and NURS courses is found in the table below. Percentages, or grades, are not rounded up. Students must have a “B” or better in all nursing courses to progress in the nursing programs.

Letter Grade	Percentage	GPA
A	90.0% to 100%	4.0
B	80.0% to 89.99%	3.0
C	70.0% to 79.99%	2.0
D	60.0% to 69.99%	1.0
F	59.99% and below	0.0

In addition to the above grading criteria,

- each AD nursing student must attain 80% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. ATI proctored tests are not included in the 80% policy.
- each PN nursing student must attain 78% or greater (cumulatively) on proctored tests/quizzes before additional course points (i.e., assignments, papers, projects) are added to determine the final course grade. ATI proctored tests are not included in the 78% policy.

Each nursing course syllabus identifies the grading method used to evaluate progression through the course.

Faculty believe students benefit from feedback related to performance and/or behavior.

Faculty objectively and clearly identify and document student performance and behavior which supports program success and that which may hinder maximum professional growth and competency.

All assignments must be written and presented professionally, per instructor guidelines. This may include utilizing American Psychological Association (APA) format. Please consult the most current Publication Manual of the American Psychological Association, available in the library. Course syllabi or individual assignments detail faculty guidelines for assignments and evaluations.

ATTENDANCE POLICY

Regular attendance in the classroom, lab, and clinical/practicum settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are responsible for all course content outlined in the course syllabus or schedule regardless of student or faculty absence. It is highly recommended students have a backup plan for daycare, transportation, work, and possible unforeseen circumstances.

Students are held to the same professional standards as those expected within the work environment. For example, students are expected to arrive on time to all classes (theory, lab sessions, and clinical). If a student anticipates that they will miss a classroom, lab, or clinical experience, they are expected to notify the instructor in advance to discuss potential options. Additional course requirements and consequences related to attendance are outlined in course syllabi.

There are some situations in which an absence is unavoidable. Excused absences **DO NOT** apply to courses in which there is an associated time requirement (lab/clinical/practicum courses have time requirements). Excused absences are defined as the following:

- student injury, illness, or hospitalization – Health Care Provider (HCP) statement required
- family member hospitalization* - HCP statement required
- a death in the family** - documentation required
- court-ordered appearances – documentation required
- military service, call to active duty – documentation required
- religious observation – documentation required

NOTE: *Documentation of excused absences must be provided to faculty within 72 hours of absence. Documentation must include dates/time of event(s).*

*In the case of injury, illness, or hospitalization, a family member is defined as the spouse or domestic partner, minor or dependent children/step-children/foster children (including wards and children for whom the student is legal guardian), or parent/step-parent.

**In the case of death, a family member is defined as the spouse or domestic partner, the parents and grandparents of the spouse, the parent/stepparents, grandparents, guardian, children, grandchildren, brothers, sisters, wards, or stepchildren of the student.

Any other unforeseen extenuating circumstances not listed above will be reviewed by faculty and the Dean of Nursing on a case by case basis. The Nursing Program may not offer an alternative opportunity or clinical facility placement due to limited availability.

Note: For clinical/practicum/lab absences refer to the section... THE CLINICAL/PRACTICUM/LAB EXPERIENCE

EVALUATION METHODS

Exams/Tests and Quizzes

Students are expected to take exams/tests, and quizzes when scheduled; they are not given early. If the student is not present for an exam/test or quiz and does not have an excused absence, a deduction of twenty percent (20%) of the achieved score will be assessed on all late evaluations. Students who arrive late for proctored evaluations are expected to finish at the same time as the rest of the class, no additional time will be allotted. If students are unable to take their exam/test/quiz at the scheduled time, they must notify the instructor of the absence as soon as possible.

- Proctored exams, tests, or quizzes must be made up within three instructional days. If the makeup cannot be completed in **three (3)** days (within campus Testing Center posted hours), the grade will be recorded as a zero (0).
- It is the student's responsibility to arrange the makeup of an exam/test, or quiz through the PTCC Testing Center (proctor@pine.edu). Students must notify instructor of the plans arranged with the Testing Center. Students utilizing the Testing Center must arrive at their scheduled time; students who arrive late may have a reduction in time allotted for the exam/test/quiz or may not be able to take their exam/test/quiz that day.
- In extreme circumstances (i.e. hospitalization, death in the family) a student may be unable to complete the required exam/test, or quiz within the three instructional days. In these cases, the student should contact the instructor for guidance.

Exam results will be released within one week, following test analysis and question review. Tests may also include pilot questions (pilot questions are not awarded points and do not affect a student's grade).

Projects and Assignments

Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules, or individual assignments/projects. Due dates are identified, and students are expected to adhere to the dates. If the student does not have an excused absence for the submission of projects and assignments, a deduction of twenty percent (20%) of the achieved score will be assessed on all late submissions. Students have up to 7 days to submit assignments for partial credit; after 7 days the score will be recorded as a zero. Exceptions to this may be granted at the discretion of faculty or per SBAR (student incident report) process.

Skills Lab & Clinical/Practicum Course Evaluation Criteria

Laboratory skills are primarily practiced on campus. Faculty will identify the skills that require successful demonstration in the course syllabus or schedule. Skill evaluation tools will be made available for students prior to evaluation for competency.

Students are expected to remediate/practice skills in which they are unable to demonstrate competency. Competencies may have a limited number of attempts to pass.

Students who complete remediation and are still unable to demonstrate competency will not pass the course (lab or clinical). Students should refer to individual course syllabus or course content for additional evaluation criteria.

Open lab times will be available to students for additional time to practice skills. Students will be notified of available open lab times by faculty and/or the laboratory assistant.

Students are expected to maintain competence in all skills learned throughout the nursing courses, while enrolled in the program. Periodic assessment of skills may occur throughout the program. Continued skill competency is necessary to ensure the safety of clients/patients.

Skill competency testing may include, but is not limited to:

- Medication Math
- Nursing Skills (i.e., sterile gloving/procedures, oral medication administration, injections, head-to-toe assessment, safe patient transfer, etc.)
- Electronic Health/Medical Record Usage

THE CLINICAL/PRACTICUM/LAB EXPERIENCE

Clinical/Practicum courses are graded in accordance to specific course objectives. Currently, PRSG clinical courses and NURS practicum courses utilize the nursing grading scale (listed previously). Clinical evaluation tools will be reviewed by instructor and student; final copies will be placed in the student file for accreditation purposes.

Students are expected to comply with all PTCC clinical/practicum and laboratory guidelines (further details are provided in the clinical/practicum and lab course syllabi) as well as all policies of the agencies where clinical/practicum laboratory experiences are held.

For all skills laboratory and clinical/practicum courses, students can only be absent **one day** of the scheduled lab and clinical/practicum hours to successfully pass the course and achieve course outcomes. If a student does miss more than one day, the student should complete an SBAR form. Students who miss more than one day are at risk for failing the course. Outcome will be determined on an individual basis. Students who receive a failing grade will be unable to progress in the Nursing Program. Faculty absences from courses will not count against the students.

Course expectations include bringing the required tools (i.e. pens, kits, papers, resources, stethoscope, etc.) and wearing the approved uniform. If uniform requirements are not met, a student is considered out of compliance and will be sent home and counted as absent.

Students must notify the instructor (per the instructor's preferred method-by phone/text, email or in person) in advance when it is anticipated that a clinical/practicum/lab experience will be missed. For unanticipated absences, students should notify the instructor and the scheduled clinical/practicum site/unit (as directed). If a student has been sick with a fever or vomiting within the last 24 hours, the student should not attend clinical and must contact the clinical instructor. If a student has been ill and started on antibiotics, they should be fever free, emesis-free, and have been on antibiotics for a full 24 hours prior to attending clinical/practicum.

In extenuating circumstances, make-up sessions with faculty may be possible.

Clinical/Practicum Sites

Students care for patients and residents at a variety of health care facilities within 150-mile radius from the campus. Pine Technical and Community College (PTCC) contracts with local and regional health care facilities to provide clinical experiences. These experiences are scheduled at many different locations and may occur at varied start times, shifts and dates due to site availability. If capstone experiences occur in the second semester of the AD Program, shifts may include days, evenings, nights, and weekends. Students are responsible for arranging their own transportation to and from the clinical/practicum sites. A reliable means of transportation is vital. Issues related to gas, car repairs, car insurance, etc. are the responsibility of the student and are not considered an excused absence. Students having financial concerns are encouraged to contact their Student Success Advisor to inquire about resources.

Clinical/Practicum seats are limited to no more than 10 per instructor, at a clinical/practicum site. There is no guarantee that a student may change to an alternative clinical/practicum site once clinical groups are established. Students with concerns regarding clinical placement, should speak to their clinical instructor by the end of the first week of scheduled classes (first Friday of the semester). Any requests for alterations in clinical placement, due only to extenuating circumstances, will be determined on an individual basis.

Weather Related Cancellation

For nursing theory/clinical/practicum/lab, if the college campus is closed by the president related to weather, classes will not be held, and the hours missed will not need to be made up. However, written assignments may still need to be completed, per faculty request, to meet course outcomes. **Student should not call faculty to inquire if the college is closed or classes are cancelled. Faculty learn about weather related cancellation in the same manner that students do.** Students are encouraged to sign up for Star Alert, PTCC's emergency notification system.

Student Acceptance to Clinical/Practicum Site

Clinical/practicum agencies have the final determination as to whether a student will be permitted to participate in a clinical placement at their facility. If a student is not permitted to participate in clinicals/practicum, PTCC does not guarantee an alternative placement. If no alternative clinical/practicum placement is available, the student is not able to complete clinical/practicum requirements. The student may continue to progress through specific nursing courses as determined upon conclusion of meeting with the Dean of Health Sciences.

Clinical/Practicum Responsibilities and Uniform

Clinical/Practicum experiences occur in a variety of settings in and outside the Pine City area and are scheduled in a variety of health care and community sites. These sites offer students experiences with patients across the life span. Clinical/Practicum experiences may be scheduled during day or evening hours according to clinical/practicum site availability; flexibility is necessary. Clinical schedules are distributed to students at the beginning of the semester, as tentative confirmations with clinical sites are established.

Uniforms and PTCC identification are required in multiple school-related settings. This includes, but is not limited to clinical/practicum sites, on-campus lab setting, volunteer settings, etc. It is the expectation that when the student is off campus in these settings, the complete uniform is worn, including an embroidered uniform top and/or jacket. Please note that only approved styles and colors of uniforms are to be worn in the clinical/practicum (and lab) settings.

Scent Free

To provide a safe, healthy environment for all, clinical/practicum and labs are scent free. Clients/patients, peers, staff, etc., may be sensitive to odors, especially that of tobacco and perfume scents. Students are asked to refrain from using scented products while at a lab or clinical/practicum site. Scents include clothing or hair that smells of smoke (tobacco or wood smoke), heavy perfumes/colognes, scented body lotions, scented powders, body odor (scented deodorant is acceptable), breath odor, or scented hair products.

Clinical/Practicum facilities are non-smoking, this includes parking areas. Smoking is not allowed at any time during clinical rotations, including but not limited to cigarettes, smokeless cigarette devices, chewing tobacco, etc. Students are not permitted to smoke while in their uniform.

If the student's clothing is heavily scented with fragrances/odors the student may be asked to leave clinical/practicum or lab to change. This may result in an unsatisfactory grade for the experience and/or result in an unexcused absence.

Complementary aromatherapy may be utilized in lab/classroom setting, as a teaching resource.

Name Badge

PTCC identification (ID) badges are required as a part of the nursing uniform to be worn during all clinical/practicum experiences. Please see staff in the library for a photo name badge. Additionally, students may be assigned a clinical/practicum facility badge which they are responsible for. The clinical/practicum facility badge must be turned in to the instructor at the end of the clinical/practicum rotation.

Uniform Dress Code

The following outlines uniform expectations to be adhered to while in lab and clinical/practicum settings.

- Only designated brand, style, and color for uniform scrub tops and pants are to be worn.
- Uniforms should be clean and free from excessive wrinkles.
- Uniforms should fit appropriately and allow for free movement.
- May wear a solid-color white, black, or grey shirt underneath the scrub top.
- Shirt cannot be made of lace or thermal/waffle material, and cannot have writing on it, or have thumb holes, or a hood.
- Pants should fit well, and should not touch or drag on the ground/floor.
- If a skirt is worn, it must be solid black, midcalf or longer, should not drag on the ground/floor.
- When wearing skirts, black tights, hose, long black socks, or leggings are to be worn; skirts must hang neatly.
- Approved lab coats or uniform jackets may be worn.
- Clean, solid white, black or gray shoes that enclose the top of the foot and heel should be worn.
- Crocs are not acceptable.
- Shoes should be comfortable, supportive, and be slip-resistant.
- Appropriate socks must be worn. Compression socks may be worn and are recommended.
- Make-up/cosmetics should be applied with discretion.
- Fingernails are to be neat and short.
- Only clear nail polish is acceptable.
- No artificial nails.
- Hair is to be clean.
- Long hair should be pulled back, away from face and off the neck.
- Hair should be secured and not come into contact with clients or equipment.
- Headbands may be worn: no wider than 1inch, may be black, white, gray, or match student's hair color and free from excessive adornments.
- Hair color must be of a "natural" hair color (i.e. no: pink, blue, purple, etc. hair color)
- If a surgical cap, head scarf, or hijab is worn, it must be black or grey in color.
- Mustaches, beards, and sideburns must be kept neatly trimmed.
- Visible tattoos must be non-offensive to patients, staff, and peers (please check with instructor regarding appropriateness of tattoos)
- Jewelry
 - Only wedding or engagement ring may be worn (please keep in mind patient safety).
 - Only small post earrings (no larger than a dime) are allowed.
 - No dangling jewelry is to be worn (earrings, necklaces, bracelets, etc.)
 - Medical alert jewelry is acceptable (please notify instructor)

- No facial piercings are allowed, with the exception of:
 - Small post/stud nose piercing (no hoops/rings are allowed)
 - Tongue studs/piercings (must be removed if it interferes with communication)

Specific clinical/practicum partners may prohibit body art such as tattoos, piercings, henna, etc. In such cases, students will be asked to cover the tattoos and piercings which cannot be removed.

Other necessary items:

- PTCC photo ID badge with appropriate title
- Wristwatch able to count seconds and be disinfected (per clinical site requirements)
- Stethoscope with the ability to be disinfected
- Pen light
- Paper and black ink pen.
- Individual facilities may have additional requirements, in which the instructor will notify the student

Examples of appropriate behavior (not an exhaustive list):

- Use of quiet tone of voice throughout health care facility.
- Use designated areas for charting, discussions, food/beverage consumption.
- Display respectful, considerate behavior to all.
- Place coats, bags, purses, textbooks in designated area.
- Bring textbooks/references to clinical/practicum as directed by faculty.
- Prepare with adequate sleep and nutrition prior to arriving to clinical/practicum site.
- No smoking is allowed on site or while wearing uniform.
- Abide by HIPAA and OSHA regulations, policies, and procedures of clinical/practicum facilities.
- Use of electronic devices at the clinical site will be addressed in course syllabus, orientation, and/or clinical/practicum coursework.
- Appropriate use of cell phones is essential; use of cell phones for personal affairs should take place during break times, away from patient care areas.

Unsatisfactory behavior or appearance

Unsatisfactory behavior is defined as behavior the instructor identifies as:

- Unsafe
- Ineffective
- Inconsistent
- Disrespectful
- Unprofessional
- Non-compliant

as related to program or clinical facility policies or course requirements.

Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.), as determined by the instructor or the clinical/practicum site, may result in:

- the student being dismissed for the day (this will count as an absence) and/or

- the clinical/practicum site refusing to accept the student at their facility* or
- the student being dismissal from the course

*Note: The Nursing Program may not be able offer an alternative opportunity or facility placement due to limited availability; therefore, the student may be at risk for dismissal from the course.

Nurses, including student nurses, have the responsibility to provide for patients' safety at all times. Students are legally responsible for their acts of commission or omission. Any act of unsatisfactory or unsafe behavior requires a meeting between the student and instructor. Additional parties (administration) may be consulted and/or included in the meeting. Outcomes will be determined on an individual basis.

GRADUATION REQUIREMENTS/ACADEMIC PROGRESSION STANDARDS

To ensure nursing students maintain satisfactory progress in the program and to meet college responsibilities, the nursing faculty has established academic progression/graduation requirements. PTCC, in collaboration with nursing faculty, is responsible for graduating safe entry-level nursing practitioners, providing evidence of student competence, and using resources wisely.

Nursing education requires a partnership between faculty and students. Faculty facilitate learning for students to gain nursing knowledge necessary for successful completion of coursework, graduation, and ultimately passing NCLEX. Students are responsible for seeking clarification and monitoring their progress towards graduation. Should it be necessary for a student to drop or withdraw from a course(s) during the semester, the student should contact faculty or the Dean of Health Sciences.

Academic Progression in Practical Nursing and AD-Mobility Programs

- A student must earn a minimum grade of "B" (80%) in each nursing course and maintain a 2.0 GPA to progress in the program sequence. Each student is expected to track his/her academic progress throughout each semester. Students are encouraged to meet with nursing faculty regarding any academic concerns.
- Students may repeat up to two (2) Nursing courses once. If the student fails to achieve a minimum of a "B" grade or higher in the same PRSG/NURS course a second time or fails to achieve a minimum of a "B" grade or higher in three (3) or more PRSG/NURS courses on the first attempt, the student has not met progression requirements and will be removed from the PN or AD Nursing Program. If a student elects to withdraw from a PRSG/NURS course and the student's grade at the time of withdrawal is below a "B", a "W" (withdraw) is considered equivalent to course failure.
- If a student is removed from the PN or AD Nursing Program as a result of not meeting the requirements, the student may reapply to be admitted to the nursing program following the submission and acceptance of a Student Success Plan. Applications for readmission will be placed with the pool of new applicants and will follow the application process.

All students are accepted based on the Application Rubric. If re-admitted, student must start the program from the beginning and repeat all PRSG/NURS courses. All course assignments and assessments will be repeated, previous work will not be accepted.

Process for Out-of-Sequence Students (Repeating Failed/Withdrawn Courses, Stepping Out of Program Course Sequence)

If a student has been unsuccessful in a nursing course(s) or has withdrawn from a course(s) or has stepped out of program course sequence because of academic, personal, or medical issues it is highly recommended the student meet face-to-face with nursing faculty and the Dean of Nursing to discuss options.

Students who become out of sequence are encouraged to meet with their Student Success Advisor, as soon as possible, to ensure financial aid implications are addressed. There may be implications that limits eligibility for funds to be used for some repeated courses.

Courses in the nursing curriculum are sequential; successful completion of all first-semester nursing courses is required before a student can progress to any second-semester courses (and so on, for students taking PRSG or NURS courses on a part time basis). Students who have failed, or withdrawn from a nursing course(s), or stepped out of the program sequence may not register for any nursing course(s) the following semester(s), without prior authorization. Students must complete a success plan with the Student Success Coordinator and obtain permission to return to the program, from the Dean of Nursing, based on available space and individual circumstances.

Students who have failed or withdrawn from a course(s) must repeat the entire course and re-do all assignments in that course (including ATI assignments/assessments), rather than re-submit previous work. Alternate assignments may be given by instructors to students repeating a nursing course.

When a plan for progression has been finalized with the Dean of Nursing, additional sequence requirements will be reviewed with the student. These include:

- The need for a background check to be repeated (if progression was not interrupted for more than 120 days then there may not be a need for a repeat of the study).
- The need to submit updated Nursing Performance Standards statement of health prior to the next clinical course.
- The need for updated immunization and screening forms; review of all requirements and which need updates (such as flu shot, Mantoux etc.), boosters (such as tetanus), etc.
- All admission paperwork (updated as necessary).
- Additional ATI program expectations:

Students who are out of sequence in either the AD Mobility Program or the Practical Nursing Program (for any reason) must successfully complete the following:

- ATI Test Taking Strategies (as course schedules allow)
- ATI Comprehensive Predictor Assessment(s)
- ATI 3-day Live Review
- Virtual ATI (VATI)--see note below
(the cost of VATI is only covered with tuition one time. If a student needs to repeat VATI, the cost is the student's responsibility)

Note: Successful completion of the Virtual ATI (VATI) means the student has completed all associated modules and achieved a “Green Light.” The “Green Light” should be earned within 6 weeks of graduation. Students who do not earn the “Green Light” within 6 weeks of graduation or are unable to earn a “Green Light” must meet with the Dean of Nursing to develop a remediation plan. The plan may require the student to repurchase VATI (approximately \$150) or purchase additional ATI Comprehensive Predictor Assessments (approximately \$75 per assessment). Students who are unable to fulfil the remediation plan may not graduate from the program.

- AD-Mobility and PN students who are out of sequence, in their last semester, will receive an “I” (Incomplete) grade in the course(s) they are taking until a “Green Light” is obtained in VATI or the remediation plan is successfully completed.
- AD-Mobility students who repeated a first semester course, will receive an “I” (Incomplete) grade in NURS 2931, until a “Green Light” is obtained in VATI or the remediation plan is successfully completed.
- PN students who repeated a first semester course (or second or third semester if taking courses on a part time basis), will receive an “I” (Incomplete) grade in PRSG 2410, until a “Green Light” is obtained in VATI or the remediation plan is successfully completed.
- After a student attains the “Green Light” or successfully completes the remediation plan, the course(s) grade will be changed from an “I” (Incomplete) to the earned letter grade.
- Unresolved “I” (Incomplete) grades will change to “F” by the Registrar at the end of the 8th week of the next term (including summer term).