

**OCEAN COUNTY COLLEGE  
SCHOOL OF NURSING**

**NURSING STUDENT HANDBOOK**

**FALL 2025**

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**DEDICATION**

*Dedicated to your success as a nursing student.*

## **INTRODUCTION**

Welcome to the School of Nursing at Ocean County College (OCC). This professional nursing program offers day, evening, and Hybrid / On Site Online (OSOL) options. Ocean County College's School of Nursing is a planned, two-year curriculum of classroom study and clinical experience that prepares graduates for employment in the hospital and various health care settings. Successful completion of the program leads to the Associate in Applied Science (AAS.) degree and eligibility to take the licensure examination for Registered Nurses in New Jersey (NJ). The AAS nursing program at OCC meets the state education requirements for an RN nursing license in the state of NJ. OCC has not determined if the AAS nursing program at OCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia. Employment availability is based on market conditions.

This handbook has been prepared for use within the School of Nursing. It contains information essential for student success.

It is the student's responsibility to seek remediation for clinical skills, test review, and course content as needed from available sources as listed throughout handbook.

**Please note all School of Nursing policies and procedures are subject to change.**

## **OUR MISSION**

The School of Nursing's mission is to provide students with an education that uses holistic patient assessment to establish therapeutic interventions for individuals across the life span. Critical thinking is the basis of the nursing process and is essential to the roles of provider of care, manager of care, and member of the profession. The faculty strives to provide a caring teacher/ learner relationship, which is sensitive to the unique and diverse nature of the individual, including faculty/student and nurse/client. This relationship promotes a collaborative educational environment, with broad-based student support, which increases student engagement. The program incorporates a multi-cultural approach toward teaching the value of health maintenance and wellness. Students learn to manage care through delegation of tasks and use of advanced technology. Legal and ethical principles guide the practice of the nurse.

The school ensures a full assessment of student learning and provides for competency-based performance criteria to prepare graduates for entry-level positions in nursing. The program supports mutually beneficial partnerships which offer opportunities for educational enrichment.

## **PHILOSOPHY**

The faculty of the School of Nursing subscribes to the Ocean County College philosophy that higher education awakens the student to learning and teaches about the world through the arts and the sciences. Nursing is a caring profession that uses holistic patient assessments to establish therapeutic interventions for individual patients across the life span. Critical thinking is the basis of the nursing process and is essential to the roles of provider of care, manager of care and member of the discipline.

The faculty believes that people are unique, holistic beings consisting of physiological, psychological, socio-cultural, developmental, and spiritual dimensions. Individuals interact with the environment, including internal and external factors and conditions that can enhance or diminish their ability to meet their health care needs. Health is achieved when individuals reach their optimum potential in the wellness continuum.

Nursing is uniquely qualified to assist clients in meeting their needs through caring behaviors and interventions while maintaining each individual's holistic integrity. This care is based on principles from the liberal arts and sciences and is administered to individuals, families or groups.

The faculty believes in a caring teacher/learner relationship, which is sensitive to the unique and diverse nature of the individual, including faculty/student and nurse/client. This relationship promotes a collaborative educational environment and teaches health maintenance and wellness promotion within a multicultural context.

Associate degree graduates care for clients in a variety of settings. While providing caring interventions across a wellness continuum, nurses communicate and collaborate with clients and other health care providers and manage care through delegation of tasks and use of advanced technology. Legal and ethical principles guide the practices of the nurse.

The School of Nursing competency-based performance criteria prepare graduates for entry-level positions in nursing which offer meaningful career opportunities and provide for educational enrichment. The concept of life-long learning, essential to professional nursing behaviors is emphasized throughout the program, including continuing education as well as matriculation toward advanced degrees

### **ORGANIZATIONAL FRAMEWORK/CORE COMPONENTS OF THE PROGRAM**

1. Assessment
2. Caring Interventions
3. Communication
4. Critical Thinking
5. Teaching and Learning
6. Wellness
7. Collaboration
8. Managing Care
9. Professional Behaviors

### **END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)**

The EPSLOs are based on the National League of Nursing (NLN) Council of Associate Degree Nursing Competencies and the OCC School of Nursing Organizational Framework/Core Components. These EPSLOs are essential to the work of the entry level registered nurse and inherent in the three roles of nursing practice:

provider of care, manager of care, and member within the discipline of nursing. Upon completion of the OCC Nursing Program the graduate will be able to:

1. Assessment  
Demonstrate holistic patient assessment across the life span.
2. Caring Interventions  
Implement caring behaviors and interventions based on principles of liberal arts and science as well as the science of nursing across a variety of settings.
3. Communication  
Communicate effectively with patients, families, and groups in collaboration with other health care professionals.
4. Critical Thinking  
Demonstrate critical thinking in effective clinical decision making through the nursing process across the wellness continuum.
5. Teaching and Learning  
Teach patients to maintain health and promote wellness within a holistic context.
6. Wellness  
Organize holistic care along the health wellness continuum, meeting diverse multicultural needs.
7. Collaboration  
Participate in the team approach to deliver holistic client-focused care across a variety of settings.
8. Managing Care  
Manage care for diverse groups of patients through effective use of delegation, evolving technology and resources.
9. Professional Behaviors  
Adhere to legal, ethical principles that guide professional nursing practice and ongoing professional development.

## **GOVERNANCE AT OCEAN COUNTY COLLEGE SCHOOL OF NURSING**

### **Department Chain of Command:**

The student is to follow the chain of command to address any academic or personal concerns. Chain of command within the School of Nursing is as follows:

- Clinical Instructors
- Faculty
- Assistant Dean, School of Nursing

- Dean, School of Nursing

### **APPOINTMENTS WITH THE DEAN AND ASSISTANT DEAN OF NURSING**

The Dean and Assistant Dean make every effort to be available to the students. All appointments must be made through the nursing office. You will be asked what the appointment is in reference to and if you have followed the Chain of Command so that the matter can be expedited in a timely manner.

### **STUDENT NURSING ORGANIZATION (SNO)**

All prospective and enrolled nursing students are members of SNO through OCC Student Life. SNO is a local chapter of the New Jersey Nursing Student (NJNS, Inc.) and National Student Nurse Association (NSNA). Membership at the national level is voluntary and includes state membership. SNO follows the NSNA protocols and policies.

Objectives of SNO include: elevation of personal and professional standards of nursing students at OCC; promotion of leadership characteristics and teamwork within SNO; and promotion of health awareness and community service to OCC and the local community. The structure of SNO includes elected officers who serve as the SNO executive board along and elected course-level representatives. The Executive Board serves to:

- Act as a liaison between department committees and the student.
- Act as the governing body for the SNO.
- Consider and act upon written recommendations and reports at the scheduled monthly SNO meetings.
- Organize and implement SNO activities.

### **The American Nurses Association (ANA) Benefits for Student Subscribers**

Nursing students may become ANA Student Subscribers at no cost. For details and enrollment instructions go to:

<https://www.nursingworld.org/resources/individual/welcome-to-the-profession/Student-Nurses/>

***Members of the National Student Nurses Association (NSNA) may become Student Subscribers for free.***

Student Subscribers receive digital access to the following:

- Full access to the digital Welcome to the Profession Kit
- Student Nurse online community
- Full ANA Position and Policy papers on important nursing issues
- Members-only content on Nursingworld.org
- ANA publications such as *American Nurse Today*, *OJIN: The Online Journal of Issues in Nursing* as well as ANA SmartBrief

### **Nursing Students Committees:**

Students, through the SNO, are offered to have a representative at the following department committees:

- a) Monthly Department Meetings
- b) Appeal Committee

### **OCEAN CONNECT/NURSING COMMUNITY**

General student information is posted on Ocean Connect under Nursing Community or Nursing Lab. The Nursing Lab schedule and other nursing course information are also frequently (but not exclusively) communicated via Ocean Connect. Ocean Connect may be used by the Dean, faculty, and staff to update information.

It is the student's responsibility to check Ocean Connect daily for updated information. Faculty will notify you of how individual course information and announcements will be disseminated.

### **TRANSFER OF CREDITS**

Nursing students must complete all general education courses that are part of the curriculum for the AAS in Nursing. Students admitted to the program via a bachelor's degree or SAT scores, who did not complete all general education courses *prior* to beginning NURS 175 (Nursing I), must complete any outstanding general education courses while in the program. Graduation must occur at the completion of the clinical program; therefore, all general education coursework must be completed or in progress at the point of beginning Nursing IV (NURS 274).

General education courses taken at another accredited college can be considered. Transcripts are evaluated by the Registration and Records Office for possible transfer in to Ocean County College.

Nursing courses are not transferred in to OCC. Only through the Career Mobility Track would credit be awarded for NURS 175 (Nursing I) based on the Credit by Examination policy (college policy #5140).

### **FINANCIAL AID**

Financial Aid is available to all students who qualify. Consult the OCC College Catalog for information.

### **ACADEMIC PROGRESS**

The student is responsible for monitoring their progress in the nursing courses through ongoing communication with classroom and clinical instructors. Full-time faculty office hours are posted outside the faculty suite. Clinical instructors are usually available before and/or after clinical session. Faculty may initiate discussions of a student's progress, especially if there are problem areas affecting the student's achievement. At these times, the Faculty Student Conference Record and Contract or the College Lab Referral Form is used to record the conference discussion. **It is the student's responsibility to follow the recommendations for corrective action and/or improvement by the due date.**

### **Nursing Program Course Sequence:**

Once accepted into the AAS. Nursing Program, program-specific courses\* are taken as follows:

#### **Semester 1:**

NURS 175 (Nursing I)

#### **Semester 2:**

NURS 176 (Nursing II)

NURS 174 (Nutrition)

#### **Semester 3:**

NURS 273 (Nursing III)

BIOL 232 (Microbiology): Unless taken previously

#### **Semester 4:**

NURS 274 (Nursing IV)

NURS 275 (Contemporary Nursing)

\*Note this does not include any general education courses you may still need to complete.

### **REGISTRATION AND ADVISEMENT**

Successful matriculation through the nursing curriculum requires planning and the scheduling of necessary courses in their designated sequence. In order to register, approval must be given by the School of Nursing for any “NURS” designated course. Each semester specific instructions are provided to students prior to the registration period. Faculty will provide advisement to students upon request.

All nursing students must register by the end of the **first day in January** that the college is open for **spring semester** and the end of the **last week in July** for the **fall semester**. Failure to register jeopardizes your seat for the upcoming semester. Seats in a course or course sections will not be guaranteed to a student seeking registration beyond these dates. These seats will be offered to students seeking reentry.

Early registration is essential to ensure clinical placement, scheduling of clinical facility orientation, and placement of re-entry of students. Not registering prevents you from having access to announcements and important information.

Failure to pay tuition could result in being dropped from your courses. If you need to re-register, there is no guarantee you will get the same section. Students having difficulty securing financial aid are also subject to being dropped for no pay. If waiting for financial aid, it is suggested you secure your seat by using the college payment plan until all financial aid issues are resolved.

Students may not change course sections without approval from the School of Nursing. Once clinical sites are posted no changes to the course schedule can be made even after drop for no pay. If students require special consideration for clinical sites they must notify the nursing office immediately, before the

next semester begins. Only students with special circumstances that can be documented will be considered.

## **OVERVIEW OF THE NURSING CURRICULUM**

The Nursing Curriculum is competency based and practicum oriented. The student studies in order to achieve specific objectives. Mastery must be demonstrated on written tests, college lab practicums, and in clinical performance. Cognitive, affective, and psychomotor objectives are addressed in course overviews which have been written by the teaching faculty. The student is judged either competent or unsatisfactory in achieving these objectives. Testing is cumulative based on all prior nursing course requirements.

The School of Nursing at Ocean County College does not discriminate on the basis of race, color, creed, sex, national origin, religion, marital status, sexual orientation, disability, ancestry, veteran's status, or Vietnam-era status, in accordance with college policy.

## **DISABILITY ACCOMMODATIONS**

Reasonable accommodations for students with disabilities are determined and approved by Disability Services. If you, as a student, believe you are eligible for accommodations (e.g. testing, captioning, ASL, large print) but have not obtained approval please contact Disability Services immediately at 732-255-0456 (voice), 711 (NJ Relay), or email at [accommodations@ocean.edu](mailto:accommodations@ocean.edu). Disability Services notifies students of their approved academic reasonable accommodations and coordinates implementation of those accommodations. It is the student's responsibility to provide a copy of the individualized accommodation plan to each faculty member. Students are encouraged to discuss details of the implementation of individual accommodations. Please see the Technical Standards for the Nursing Program for more specific information.

## **OCEAN COUNTY COLLEGE NURSING PROGRAM TECHNICAL STANDARDS**

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, when requested, Ocean County College may provide reasonable accommodations for individuals with disabilities. Ocean County College has academic as well as technical standards that must be met by students in order to successfully progress in and graduate from its programs. Admission, progression and graduation are contingent upon one's ability to meet the technical standards defined for the nursing program with or without reasonable accommodations. The nursing program and/or its affiliated clinical sites may identify additional technical standards. The nursing program reserves the right to revise the technical standards as deemed necessary.

**Technical Standards:** Ocean County College Nursing Program provides the following description/examples of technical standards to inform prospective and enrolled students. The outlined technical standards reflect examples of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing program. The standards are not requirements of admission into the program.

Individuals interested in applying for admission to the program should review these standards to develop a better understanding of the skills, abilities and behavioral characteristics required to successfully complete the program.

Key areas for technical standards in nursing include having abilities and skills in the areas of:

- Acquiring essential knowledge
- Developing communication skills
- Interpreting data
- Integrating knowledge to establish clinical judgment
- Incorporating appropriate professional attitudes and behaviors into nursing practice

The technical standards outlined are those deemed necessary by the Ocean County College nursing program. No representation regarding future employment standards is implied. Similarly, any reasonable accommodations made in employment will vary dependent on the healthcare employer's standards.

An individual who discloses a disability can request reasonable accommodations. Students applying for accommodations must disclose they are taking a clinical course to Disability Services. Individuals will be asked to provide documentation of the disability to Disability Services in order to assist with the provision of reasonable accommodations. Ocean County College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue financial burden or danger to self or others.

To be qualified for Ocean County College Nursing Program individuals must be able to meet both our academic standards and the technical standards, with or without reasonable accommodations. Requests for reasonable accommodations should be directed to Disability Services, 732-255-0456 or [accommodations@ocean.edu](mailto:accommodations@ocean.edu)

Requirements	Standards	Examples
Acquiring essential knowledge	<ol style="list-style-type: none"><li>1. Ability to learn in classroom and educational settings including skills and simulation labs as well as clinical facilities</li><li>2. Ability to find sources of knowledge and acquire understanding</li><li>3. Innovative and adaptive thinking</li></ol>	<ul style="list-style-type: none"><li>• Acquire, conceptualize and use evidence-based information from demonstrations and experiences in the basic and applied nursing curriculum, including but not limited to information conveyed through online coursework, lecture, group seminar, small group activities and physical demonstrations</li><li>• Observe and discern subtle changes in physical conditions and the environment</li></ul>

<b>Requirements</b>	<b>Standards</b>	<b>Examples</b>
Developing communication skills	<ol style="list-style-type: none"> <li>1. Communication abilities for effective interaction with the health care team (other professional and non-professional team members)</li> <li>2. Social awareness</li> </ol>	<ul style="list-style-type: none"> <li>• Accurately elicit or interpret information: medical history and other information to adequately and effectively evaluate a client or patient's condition</li> <li>• Communicate verbally and in writing, engage in two-way communication and effectively interact and engage in two-way communication with others from a variety of social, emotional, cultural and intellectual backgrounds</li> <li>• Work effectively in groups/teams/independently</li> <li>• Discern and interpret nonverbal communication</li> <li>• Communicate with others accurately in a timely manner</li> <li>• Obtain communications from a computer/online system</li> </ul>
Interpreting data	<ol style="list-style-type: none"> <li>1. Ability to observe patient conditions and responses to health and illness</li> <li>2. Ability to assess and monitor health needs</li> <li>3. Computational ability</li> <li>4. Cognitive &amp; Critical Thinking Ability</li> </ol>	<ul style="list-style-type: none"> <li>• Obtain and interpret information utilizing assessment skills such as assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.</li> <li>• Obtain and interpret information from diagnostic representations of physiologic phenomena during a comprehensive assessment of patients</li> <li>• Obtain and interpret information from assessment of the patient's environment</li> <li>• Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions and care in a variety of health care settings</li> <li>• Demonstrate satisfactory performance on written examinations including mathematical computations</li> </ul>

<b>Requirements</b>	<b>Standards</b>	<b>Examples</b>
Integrating knowledge to establish clinical judgment	<ol style="list-style-type: none"> <li>1. Critical thinking, problem-solving and decision-making ability needed to care for persons, families and/or communities across the health field and within their environments</li> <li>2. Intellectual and conceptual abilities to accomplish the essential functions of the nursing program</li> </ol>	<ul style="list-style-type: none"> <li>• Accomplish, direct or interpret assessment of persons, families and/or communities and develop, implement and evaluate plans of care or direct the development, implementation and evaluation of care</li> <li>• Literacy in the English language and ability to understand concepts across disciplines</li> </ul>
Incorporating appropriate professional attitudes and behaviors into nursing practice	<ol style="list-style-type: none"> <li>1. Concern for others, integrity, ethical conduct, accountability, interest and motivation</li> <li>2. Acquire interpersonal skills for professional interactions with a diverse population of individuals, families and communities</li> <li>3. Acquire interpersonal skills for professional interactions with members of the health care team including patients, their supports, other health care professionals and team members</li> <li>4. Multicultural competency</li> </ol>	<ul style="list-style-type: none"> <li>• Maintain effective caring, compassionate mature, and sensitive relationships with clients/patients, students, faculty, staff and other professionals under all circumstances</li> <li>• Make proper judgments regarding safe and quality care</li> <li>• Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</li> <li>• Handle multiple tasks concurrently</li> <li>• Function effectively under stress and adapt to changing environments including clinical practice</li> <li>• Demonstrate professional role in interactions with patients, intra and inter professional teams</li> <li>• Operate in different cultural settings</li> <li>• Understand and follow the policies and procedures of the College and clinical agencies</li> </ul>

Technical Standards adopted from: Marks, B & Ailey, S. A. (2014) White Paper on Inclusion of Students with Disabilities in Nursing Educational Programs. Sacramento, CA: California Committee on Employment of People with Disabilities (CCEPD).

## **MANDATORY REQUIREMENTS FOR THE NURSING PROGRAM**

Students are required to submit the following to the Nursing Office by the date designated each semester:

- Physical Examination Paperwork
- Validation of Administration of Vaccine(s)
- Validation of Blood Titer(s)
- Updated CPR Certificate
- Updated Criminal Background Check
- Annual Drug Screening

Failure to submit any of the above by the designated date will prevent the student from continuing in the Nursing Program.

Please be aware that public health concerns may necessitate changes or additions to the current screening requirements and medical testing on campus and/or at clinical facilities. Students must comply with any changes in such requirements by the dates set forth by the School of Nursing.

## **DRUG SCREENING AND BACKGROUND CHECK**

Clinical agencies require evidence of a negative drug screening. Therefore, all students must complete a urine drug test before admission into the nursing program and annually thereafter in the timeframe provided. If a student refuses to complete the initial or annual test, they will not be permitted to enter or continue in the program.

The drug test will be completed by an external vendor. This service requires students to register and pay for the test. Information on registering for the test is provided to students prior to admission into the Nursing Program. Results of the test are sent to the student and the School of Nursing.

If the test is “Non-Negative/Positive” the vendor’s Medical Review Officer (MRO) will contact the student to confirm proof of prescriptions, make any necessary updates to the positive test result. If the test is “Positive” without documentation of medical necessity the student may not enter/continue in the program.

If a test is “Negative – Dilute”, one additional re-test is permitted. If the second test is normal (not dilute) “Negative”, the test is considered complete and satisfies the program requirement of a normal drug screen. If the second test is “Negative-Dilute”, the student may not enter or continue in the Nursing Program.

Background checks are good for 3 years. If they are going to expire, please renew at least a month before. See section on Background Screening (page 20) for additional information.

Follow the link below to place your order for drug screening and/or a background check renewal:  
<https://portal.castlebranch.com/OY49>

It is not necessary to send a copy to the nursing office as we receive a copy automatically.

**Students are responsible to monitor the expiration of their drug screening and criminal background check and to renew prior to that date. Failure to do so will prevent you from attending class and clinical and will count as an unexcused absence. You must allow sufficient time for the results to be completed prior to the expiration date.**

## **PHYSICAL AND MEDICAL REQUIREMENTS**

All nursing students, which includes traditional, career mobility, and Hybrid/On Site Online (OSOL) students, must have a completed physical examination by a physician or Licensed Independent Practitioner (LIP) in order to begin the program and annually thereafter. It is the students’ responsibility to inform the Nursing Office of changes in Health Status.

**Students who do not comply with the designated date for all required documentation will lose their seat in the nursing program.**

The following must be submitted with the completed physical examination form to the School of Nursing Office:

- Complete Blood Count (CBC)
- Urinalysis (UA)
- QuantiFERON (QFT)

**NOTE:** If a student has a positive QFT blood test, a chest x-ray is required. A copy of the results of the chest x-ray must be submitted to the School of Nursing Office.

- Tdap adult vaccination (Adacel® or Boostrix®) or proof of vaccination within ten years
- Screenings for Rubella, Rubeola, Mumps, and Varicella

**NOTE:** If a student is found to be non-immune to any titer, an immunization must be administered and documentation submitted with the physical exam form to the School of Nursing Office.

- Hepatitis B Screening

**NOTE:** If the student is found to be non-immune to Hepatitis B, the first injection vaccine series should be administered. Subsequent injections of Hepatitis B and post-vaccination screening for Hepatitis B surface antibody must be completed by the end of the first year in the nursing program. Written documentation of each hepatitis B vaccination and post vaccination screening results must be submitted to the School of Nursing Office as each one is completed.

If a student does not sero-convert after receiving the Hepatitis B vaccine series and booster vaccinations, the student must submit a letter to the School of Nursing stating that he/she did not sero-convert after receiving the Hepatitis B vaccine series and booster vaccinations and that the student is aware of the risk of contracting Hepatitis B.

- Flu Vaccine: To meet annual clinical requirements, students must provide documentation of immunization annually.

These medical requirements are mandated by our clinical affiliates to provide patient care in their facilities. Students who do not meet these requirements cannot attend clinical experiences and, therefore, are unable to remain in the nursing program.

**Physical and Medical Requirements may change as a direct result of health care agency mandates. Students are not permitted to contact clinical facilities with questions or concerns related to health care requirements.**

**Medical forms and test results become the property of the School of Nursing. Please make copies of any results before you hand them into the office. We cannot provide copies of medical records for students.**

If a student cannot complete a health requirement due to a medical problem, the student will not be able to continue in the program until that issue is resolved and the student is able to fulfill the medical requirements as outlined.

**Health-related absences of any length require a medical clearance before return to clinical or lab. Extended health-related absences may require clearance to return to class.**

**Students must be 100% fit for duty with no restrictions at all times. (See Appendix for Medical Release Form.)**

All health requirements for student nurses entering in the **Fall semester** must be current and received in the School of Nursing office by the designated date stated in the nursing program letter to incoming freshman or transfer nursing students.

All health requirements for student nurses entering in the **Spring semester** must be current and received in the School of Nursing office by the designated date stated in the nursing program letter issued to incoming freshmen or transfer nursing students.

**Students (current or returning) who do not comply with all physical/medical requirements by the due date(s) will not be permitted to attend class, clinical, or college lab and will lose their current seat in the nursing program, necessitating them to apply for re-entry.**

It is the student's responsibility to complete all health requirements (including test results and/or vaccines) and submit them to the OCC School of Nursing Office. Health requirements must be hand delivered by the student in a sealed examiner's business envelope to the OCC School of Nursing Office (Room 218), located within the H. Hovnanian Health Sciences building, or mailed to:

Ocean County College  
School of Nursing Office  
1 College Drive  
Toms River, NJ 08754

To assure all documentation has been received by the School of Nursing, students are responsible to call the Nursing Office at 732-255- 2223 one week before the requirement is due.

Students may be subjected to health screenings and must adhere to all required precautions prior to entering campus buildings or clinical facilities. Failure to comply with such screenings and precautions will prevent access to these facilities. This will preclude students from participating in class or clinical resulting in an unexcused clinical absence for that day.

**Students who knowingly submit falsified medical documentation will be subject to discipline, including possible removal from the Nursing Program.**

It is the student's responsibility to inform the nursing office of any change in health status or any change in medical/health status requiring ongoing care.

### **Readmission to school following change in health status:**

Readmission to school following absence or leaving clinical early due to a change in health status requires a **healthcare practitioner's written clearance indicating a return to full student activity without limitations**. The healthcare practitioner must complete the School of Nursing Medical Release Form (see appendix) with an official stamp from the practitioner's office. Students must submit this documentation to the office for placement in their file.

NOTE: Students who are unable to successfully fulfill all clinical requirements of the course due to absences such as described above will receive a grade of Incomplete for the course and are referred to OCC Policy #5154. A student will not be permitted to proceed to the next level nursing course unless the current clinical course has been successfully completed.

The clinical portion of the course is meant to be taken concurrently with the lecture portion of the course. Extended clinical absences may negatively impact the student's ability to complete course requirements and may result in course failure.

### **Health Information**

Health information received about the student that could put the health/safety of others at risk is shared with the Dean of Nursing and Health Sciences who in turn informs involved faculty on a need to know basis. Facilities may have specific requirements for rotations.

*There are no exceptions to any of the health requirements.*

### **LIABILITY INSURANCE**

The required Student Nurse Professional Liability Insurance is provided to all students in the nursing program on a group basis. The cost of this is included in course fees.

### **HEALTH INSURANCE**

Ocean County College does not provide health insurance coverage to students. It is the student's responsibility to pay any and all medical expenses related to their own health.

Neither Ocean County College nor any clinical medical facility, to which a nursing student is assigned by Ocean County College, is responsible for payment of any medical bills incurred by a student for any type of medical care.

All students are required to sign the Health Insurance Acknowledgement and Waiver prior to each semester before participating in clinical experiences. Students who do not complete this acknowledgement and waiver will not be allowed in the clinical area until it is completed. Days missed due to non-compliance will count as clinical absences.

## **TEXTBOOKS, UNIFORMS, AND COURSE MATERIALS**

Students are responsible to order their course materials every semester. These may comprise of hardcopy and/or electronic textbooks, as well as codes for additional products. Hardcopy reference books are considered rentals and must be returned to the Bookstore at the end of the semester. Electronic textbooks have two or three-year access terms but may also be downloaded to your personal devices.

**All codes must be redeemed at the start of every semester**, whether or not you still have access to that product from the previous semester. Failure to do so may result in access expiring during the semester, necessitating the purchase of an additional code from the bookstore at the student's expense.

Students are responsible for purchasing a uniform through the College Bookstore as they are customized for OCC Nursing. It is recommended that you order two uniforms and two name badges. Uniform fitting dates are sent in the acceptance packet.

Nursing students will need a laptop with WIFI capability and system requirements (see System Requirements p) to complete nursing coursework.

## **INCIDENT REPORT**

If a student is injured during clinical they are required to complete the (1) clinical agency & (2) OCC Incident Report Forms. The School of Nursing office must be notified on the same day preferably immediately following the incident. Incident Report forms are to be submitted to the School of Nursing office within a week of the incident. The student is responsible for any cost incurred due to the incident.

## **CPR CERTIFICATION**

**Basic Life Support (BLS for Healthcare Provider) certification in CPR** (Cardiopulmonary Resuscitation) is required before beginning the first clinical course. ***On line CPR certification is not acceptable.*** CPR cards must be certified (and shown on the card) through the **American Heart Association** only.

Students are required to give **a copy** of a current CPR card to the School of Nursing office **before the first clinical day**. Subsequently, students are expected to be re-certify according to CPR guidelines and provide a copy to the Nursing Office. **If the CPR certificate is expired the student will not be allowed to attend class, college lab, or clinical on the day after the renewal date, and therefore risks failing the course** (see clinical absence protocol). There are no exceptions.

American Heart Association courses are available through OCC Workforce and Professional Education or various health care agencies, or the American Heart Association.

## **BACKGROUND SCREENING**

As per Federal/State statutes and clinical agency requirements students must comply with criminal background checks. Health care facilities have the right to choose a criminal background system to be used for their facility. This may require students to pay for and complete more than one criminal background check.

Clinical agencies require criminal history background checks for all individuals engaged in patient care; therefore, all potential students must undergo criminal history background checks before official admission into the nursing program is confirmed and every 3 years thereafter. Accordingly, a background report must be “clear” (no “hits”) to be eligible for official admission into the nursing program. Any applicant with a background report that is NOT “clear” is not eligible for consideration or admission into the nursing program. A student may reapply to the program after he/she has rectified this situation and can produce a “clear” background check.

The program requires a repeated background check three years after the first one.

If a change in circumstance arises and the background report is NOT “clear” the student may not continue in the program. A student may reapply to the program after they have rectified this situation and can produce a “clear” background check.

**If a student is not enrolled in a nursing course due to course failure or withdrawal for more than one semester, they may be required to complete an updated criminal background check at their expense.** Failure to do so will prohibit the student from participating in clinical. Accordingly, a background report must be “clear” to be eligible for reentry into the nursing program. Any applicant with a background report that is NOT “clear” is not eligible for consideration for reentry into the nursing program. A student may reapply to the program after they have rectified this situation and can produce a “clear” background check.

**NOTE: Following completion of the nursing program, graduates will be required by the state to complete a criminal background check prior to obtaining licensure for practice as a Registered Nurse. Reports that are not “clear” may prevent the state from granting the graduate licensure to practice.**

## **CONFIDENTIALITY**

While enrolled in the nursing program students gain access to highly confidential patient information. This information is often acquired during computer access via networks to patient records, at health care facilities, during the reading of the patient record while preparing for clinical assignments, and / or during actual patient contact. Items containing patient information i.e. name, identification number, address, telephone number etc. are not to be removed from the nursing unit or clinical facility and are to be shredded before leaving the clinical facility. In any written work, the patient is identified by initials only.

**No copy (electronic or print) of any part of a patient medical record may be taken out of a clinical site.**

All clinical facilities strictly prohibit any person from photographing or removing any patient sensitive information (i.e. computer print-outs, care plans, etc.) regardless of whether the name and MR number have been removed. All printed patient information must be shredded before leaving the clinical facility.

Consulting other nursing students, colleagues, or peers to discuss a challenging patient or medical problem observed (even without appropriate patient identifiers) is considered a violation of the Health Insurance Portability and Accountability Act (HIPAA). Violating HIPAA regulations can lead to dismissal from the OCC nursing program, fines as high as \$250,000 and possible time in jail.

Breach in confidentiality is a HIPAA violation. **A student who violates confidentiality will be given a formal written warning by their Clinical Instructor and referred to the Dean of Nursing prior to the next scheduled clinical day.**

**Students may not discuss patients or patient care in any non-academic or non-patient care setting. Discussion of patients and patient care is solely for academic purposes. Any breach in confidentiality may warrant termination of the student from the nursing program.**

### **SOCIAL MEDIA/COMMUNICATION**

- Patient and/or clinical information should not be posted on any social media site.
- No photos of patients, patient records, clinical sites, or skill/simulation labs are allowed to be taken.
- Current/active students are prohibited from soliciting faculty, clinical instructors, or lab reservists through social media sites.

Failure to comply with the above may result in immediate dismissal from the School of Nursing.

### **ACADEMIC HONESTY AND PLAGIARISM (Academic Integrity Policy #5180)**

Refer to the Ocean County College Policy # 5180 Academic Integrity.

Please be aware that if you request **Instructor Resources** from the college book publishers this is a violation of OCC Policy #5180. The web pages clearly indicate Instructor versus Student. Use caution when making your selections.

Within the nursing program **exam confidentiality** is reinforced. Every NURS course exam contains the following statement requiring a student's signature. Failure of a student to acknowledge in writing the Examination Confidentiality Form will forfeit the student's eligibility to take the exam.

#### ***EXAMINATION CONFIDENTIALITY***

*I understand that the contents of all examinations are confidential.*

*I agree that I will not share any information related to any examinations nor will I receive any information related to examinations from any individual.*

*Any violation of examination confidentiality may result in dismissal from the Nursing Program*

Discussion of tests, test questions, class or instructor issues is prohibited and can result in dismissal from the nursing program.

Students may not self-plagiarize any work previously submitted in the Nursing Program.

## **COMPUTERIZED EXAMINATIONS**

All nursing examinations are proctored. This may include the use of a proctoring service as part of our ongoing effort to provide the best experience for students. The proctored assessments in this class can be supervised writing, exams, or some other forms of assessments. Proctoring services may prohibit students from using browsers and other devices while in use.

Computerized/In-Class Examinations: Students may be required to take computerized exams. These exams are to be taken on your personal laptop computer, which you will need to bring to class on exam days. Students will be notified of the dates and locations of computerized testing at the beginning of the semester. Computers should be in good working order and fully charged. **All students are responsible for ensuring that their laptop meets the technological requirements (below):**

### **Computer Requirements for Remote Proctoring**

Operating System:

Windows 10

Windows 11

MacOSX 10.14 and higher

ChromeOS

Google Chrome version 120+

Internet Speed: 1.5 Mbps download, 750 Kbps upload

**Note: Currently, computerized testing is incompatible with iPads**

Prior to your first exam you may be asked to complete a Get Started Module. For more information regarding the proctoring system requirements, taking your exam, submitting your exam, and technical support go to <https://www.ocean.edu/programs-and-courses/online-proctoring/>

## **CLINICAL ABSENCE REPORTING PROCESS**

Attendance for the hospital clinical and college laboratory sessions is mandatory. Therefore, the nursing program maintains a zero-absence policy for clinical hours.

**Health-related absences of ANY length require a medical clearance before return to clinical or lab is permitted. Students must be 100% fit for duty with no restrictions at all times.**

### **Clinical Absence**

1. The student **must follow** the clinical absence reporting process which includes contacting (1) clinical instructor and faculty via canvas email and (2) the OCC School of Nursing office prior

- to the start of the clinical day. It is the student's responsibility to assure the clinical absence reporting process is followed and the Clinical Instructor and Faculty are notified immediately.
2. If a student does not have documentation as to the circumstances of the absence (i.e., illness, death in family) and/or does not report the absence as indicated, there will be no consideration for the extraordinary circumstance and it may result in an automatic clinical failure.
  3. When a student is absent, a ***Clinical Absence Warning Notification*** document will be completed and reviewed with the student upon their return.
  4. The faculty/clinical instructor will notify the OCC School of Nursing office on the clinical day that a student is absent and clarify if they have notified the office.
  5. The student must meet the course objectives to successfully pass the clinical component of the course. The student must demonstrate competency in those objectives. If they do not meet the objectives, it will result in a clinical failure.

#### **Clinical Evaluation process in the event of a clinical absence:**

1. If a student is absent it may result in failure of the course if unable to meet the clinical objectives.
2. In order for a student to have consideration for an extenuating circumstance, they will be required to provide documentation regarding the circumstances of the clinical absence (i.e. Practitioner's note on Medical Clearance Form, obituary notice with dates of services)
3. The documentation will be reviewed by the Assistant Dean/Dean. If there is a legitimate reason for being absent, the Assistant Dean/Dean will advise the Faculty/Clinical Instructor of their decision.
4. If a student is not meeting the clinical objectives, he/she may be referred to the lab.
5. ALL clinical absence(s) are subject to Skills Lab Remediation prior to the next clinical day.
6. Following a clinical absence, the student may be required to schedule an appointment to meet with the Dean/Assistant Dean.

Readmission to the nursing program following a change in health status requires written clearance to return to full student activity from a physician or Licensed Independent Practitioner (LIP). The healthcare practitioner must complete the School of Nursing Medical Release Form (see appendix). The completed form is to be submitted by the student to the Nursing Office for placement in the student's file. **This also applies for medical incidents that occur over semester break.**

Students are expected to be on time for all classroom, laboratory, and clinical sessions. Students are required to be punctual for clinical, as well as skills and simulation lab experiences. Students who are **LATE** 30 minutes or more or who miss bedside report or huddle (whichever condition prevails first) **WILL NOT BE PERMITTED TO PARTICIPATE** in the clinical experience for that day.

This absence will be considered a clinical absence; therefore, subject to the rules of a clinical absence.

## **NURSING PROGRAM CLASSROOM ETIQUETTE**

### **Entering/exiting the class**

- Arrive on time for class.
- Stay for the entire class period.
- Late arrivals may be required to wait until the class is given a break to enter the classroom.

### **Noise**

- When class begins, stop conversations.
- Wait until class is completely over before packing up belongings

### **Electronic Devices**

- Cell phones are to be turned to vibrate or off when in the classroom.
- No talking, texting, or emailing on cell phones or laptops during class
- No cell phones or electronic devices are permitted in the skills/simulation lab or clinical areas.
- No taping, filming, or photography without the instructor's written permission including recording of lectures, clinical experiences, or meetings, conducted remotely. Taping of classes is for personal use only if granted permission.
- No listening to electronic recording devices during class.

### **Email Etiquette**

- Writing is to be in a professional correspondence manner.
- Email communication should be courteous and respectful in manner and tone.
- A response will be sent within 48 hours when the college is open.
- Do not post personal information about oneself or others to the class list server.
- It is expected that each student has an appropriate College email account.
- Students are required to use the designated College portal for correspondence with Faculty and Staff. Emails that are not identified as the designated College portal will not receive a response.
- Students are required to check the college portal daily for correspondence and announcements from Faculty, Clinical Instructors, and/or the Nursing Office.

### **Common Courtesy**

- Do not interrupt another who is speaking.
- Food and drink are not permitted in the class or lab; only water is permitted in classrooms.
- Demonstrate respect for the instructor and classmates.
- Any student behaving in a disruptive or disrespectful manner will be removed from class, clinical, lab, simulation, or the campus (See OCC Policy #5247).

## **VIDEO AND AUDIO RECORDING POLICY:**

Ocean County College promotes a mutually respectful learning environment where students and faculty engage in open discussion on topics of intellectual, academic, and personal interest. The college strives to provide an environment where students and faculty alike are free to express their opinions, to protect their intellectual property rights, and explore controversial topics without offense. To that end, any attempt by students to record, transcribe, or in any way memorialize class activities or student/faculty interactions would be likely to detract from the atmosphere for free and open discussion. Students are prohibited from using video or audio recording devices to record lectures, class discussions, conversations, or interactions between and among faculty or between faculty and students, unless prior written approval to record is obtained from the faculty member or, if appropriate, from the Office of Disability Services and with the instructor's knowledge. Students permitted to record lectures or class discussions acknowledge that the recording is for individual use and solely to assist in studying for the course. The recordings may not be shared, released, publicly or electronically posted or distributed. Students who violate this policy will be exposed to academic integrity sanctions and/or other recourse available to the faculty and college.

## **CELL PHONES**

Personal cell phone usage and text messaging are **not permitted** in the classroom or skills lab. Cell phones are not permitted in the clinical agency unless approved or instructed otherwise by faculty and/or clinical instructor.

The clinical agency only permits the use of cell phones in designated areas, such as the cafeteria, which is only to be accessed on breaks and lunch. Students who fail to comply will receive a warning (extenuating circumstances may forego a verbal warning and advance to immediate disciplinary action by their faculty/instructor). **Continued noncompliance or extenuating circumstances will result in a clinical failure and possible dismissal from the nursing program.**

- Cell phones **must be off and not on your person** when in the clinical area, and the ringer must be off or on vibrate when in the classroom.
- Cell phones cannot be used as calculators on the clinical floor or during examinations in the classrooms.

## **ORIENTATION TO A NURSING COURSE**

Orientation to a Nursing course occurs on the first day of the class and is considered an essential and critical component to the success of the student. Extenuating circumstances that involve a student missing orientation will be considered on a case-by-case basis by the Dean.

Each successive nursing course builds on those preceding it. The content, exams, and clinical performance will become increasingly complex as the student progresses through the nursing program. The student is responsible for adhering to the standards set for each course. The directives and expectations of a nursing course are presented in each set of course requirements.

## **ORIENTATION TO THE CLINICAL AGENCY**

The first day of clinical is considered orientation and is mandatory. If a student **does not attend** orientation he/she must make arrangements with the professor to continue in the course to meet clinical objectives and maintain the safety of the patient, student, faculty, clinical instructor and agency staff. Extenuating circumstances that involve a student missing clinical orientation will be considered on a case-by-case basis by the Dean.

## **CLINICAL SCHEDULES FOR NURSING PROGRAM'S COURSES**

**NURS 175, NURS 176, NURS 273, and NURS 274 are divided into didactic and clinical hours.**

Clinical agency experience will be scheduled at the program's discretion to provide the best experience possible and to complete the clinical course objectives/ competencies, which assist the student in relating content to clinical application. Therefore, all courses, including days, evening, and Hybrid / On Site Online (OSOL), may have the clinical portion scheduled anytime from 6:45 a.m. to 7 p.m., weekdays at a clinical agency located anywhere in the State of New Jersey. If necessary, a clinical day can vary from two half days, a long day, or at other times, depending on availability. Students are responsible for providing their own mode of transportation to all clinical requirements.

Clinical groups are assigned at random and will not be changed. **Please do not call the nursing office to request a change in your clinical assignment.** Clinical assignments are posted on Ocean Connect at least one week before the beginning of the semester.

## **COPIERS/PRINTERS**

Copiers/printers in the clinical agencies and/or The School of Nursing office are not for student use. It is expected that students are prepared for class, clinical, and lab experiences with all required documents. Students should keep a copy of all required documents submitted for themselves before handing in originals to the office.

## **NURSING SKILLS & CRITICAL THINKING LABORATORY PREPARATION**

Each classroom/clinical laboratory session has a set of skills and critical thinking competencies. Students are responsible for reading and viewing media before attending the lab. The previewing of the required media is an integral part of the lab preparation. Students who come to the lab unprepared will be dismissed by the instructor for that day, required to remediate, and it will be considered a clinical absence.

**Laboratory hours for remediation need to be scheduled via the lab portal. All students must sign in and out when using the lab on the assigned computer.**

## **SIMULATION**

Simulation has been incorporated in all clinical nursing courses and, as such is a **mandatory requirement**. Simulations are routinely videotaped for educational purposes which allow students to review the learning experience and become cognizant of their own strengths and weaknesses. This process allows for immediate dialogue on the student's performance in relation to critical thinking, patient communication, and nursing skills. The scenarios are not to be discussed outside of the simulation to protect the integrity of the learning experience.

To participate in simulation students must sign the waiver form. (see appendix)

**Any violation of simulation scenarios may result in dismissal from the Nursing Program. Please treat the simulation mannequins and equipment carefully.**

Students are expected to come prepared for simulation by completing their pre-simulation research: reviewing appropriate readings and objectives related to that scenario.

Attendance in the simulation is required, and students will dress in full uniform (*Review the clinical attire section of the handbook*). A Stethoscope, watch, pen, and notepad should be on your person.

Simulation varies from each course. Faculty will instruct each class prior to simulation on preparation, objectives, and desired outcomes.

When a student enters the simulation lab, the student adheres to all appropriate conduct that would be expected if in a clinical agency. The simulated "patient" will be treated with the same respect as any patient. Remember to communicate with your "patient/family members" appropriately, as your "patient" and those "family members" will interact with you.

*Everything you say, and everything you do, do exactly like it is a REAL patient. If you say something (i.e. "This dummy is stupid.") or do something (i.e. take pictures with your cell phone, send text message to your friends, laugh inappropriately, etc.) that we determine to be inappropriate, we will ask you to leave the simulation and appropriate action will be taken*

**NO food or drink is permitted in the Simulation Lab.**

The simulation lab may also be used to practice skills on an individual or group basis. This needs to be arranged with the Skills Lab staff.

### **Rules of Engagement**

The learners will:

- Promote a professional learning environment.
- Suspend disbelief.
- Maintain strict confidentiality.
- Participate in critical reflection.
- Be polite, respectful, and courteous.

## **NURSING, MEDIA AND COMPUTER EQUIPMENT IN LABS**

Practice in the Nursing Skills Lab is essential to gaining control of the knowledge and skills related to nursing practice. The student is expected to arrive prepared to practice and perform. The use of equipment is encouraged in the skills lab setting. Any student caught defacing, destroying, or removing equipment from OCC or clinical affiliates may be dismissed from the program. Computer assisted instruction and media resources are also an important part of a student's learning experience and are readily available. Students must sign in using the computer for all lab experiences, including remediation and tutoring.

## **PRACTICUM**

There are many skills throughout the nursing curriculum that must be learned and practiced. Some of these skills are presented in skills labs, some in self-study units, some in media or class, and some are outlined in learning packets and textbooks. The student must organize, explain and independently perform the skill in a timely manner at a level of safety and control of the knowledge/skill as set by the performance guidelines for that skill. Students are strongly encouraged to practice in the skills lab before attempting practicum. Mandatory lab hours are required for specific practicums prior to the assigned practicum day. Failure to complete the required practice hours will result in the student being ineligible to take the practicum, and they will be placed in automatic re-do status.

If demonstration of the skill does not meet the performance, safety, organizational and time criteria, the instructor prescribes remediation in the skills lab before scheduling a re-do. Remediation that is not completed before the practicum re-do will result in a failure for the practicum and a clinical failure.

Only one re-do per practicum is allowed. Student will be retested on the skill in its entirety: not just the individual unsuccessful component (or components). The student will be reviewed by two faculty members. Students are required to wear their official uniform and adhere to the dress code during lab practicum and re-do. Practicums are considered clinical. Attendance is mandatory.

If a student misses a practicum, they must follow the Absence Reporting Policy for clinical. **If the clinical instructor and School of Nursing office are not informed or the absence is not excused, the student will be evaluated by the Assistant Dean/Dean to determine status: redo status or clinical failure.** Remediation will include all elements in the practicum. Students will be tested on all critical elements.

**Failure of the practicum redo constitutes a clinical failure in the nursing course and an immediate nursing course failure. The student is not permitted to continue** in the course starting with the date of the redo failure and may apply for re-entry into the nursing program for the next semester if eligible. A clinical failure constitutes failure of the course which must be repeated in its entirety if the student is eligible for reentry.

**A student may not withdraw from the course after a failure of a practicum re-do.**

Students must maintain their clinical skills and demonstrate them throughout the nursing program to continue in the program. Students may not share information about a practicum with other students.

## **WRITTEN and ALTERNATE ASSIGNMENT WORK**

Written and alternate assignment grades are either numeric grades or pass/fail. Alternate assignments include journaling, papers, projects, etc.

A student is required to submit all work as outlined in the course syllabus. A student may have the opportunity to resubmit an assignment within the designated time frame by the instructor to achieve the minimum passing grade if an assignment is eligible for resubmission (see Syllabus for details). A student will fail a course if the assignment/assignments are not completed at a satisfactory level.

**Late submission of a written or an alternate assignment without prior approval for an extension by faculty is unacceptable and may result in a course/clinical failure.**

Each successive nursing course builds on those preceding it. The criteria for written and alternate assignment work will become increasingly complex. The student is responsible for adhering to the standards set for each course. The directives and expectations of a nursing course are presented in each set of course requirements.

## **EXAMINATIONS**

Examinations (exams) in the nursing courses at Ocean County College build on previous knowledge. Exams will include previous course content throughout the program. Examinations made be computerize or written format. **The student is held responsible for all prior content in all testing environments.**

Examinations questions may include multiple choice, short answer essay, case study format, and NextGen as used in the NCLEX- RN® format. The weighted value of an exam in any part of the nursing curriculum is clearly stated in the requirements for that course.

Smart watches are not permitted to be worn during examinations.

**All students must pass the exam component of the course with an average equal to or greater than 75.**

Alternate assignments such as papers, journals, or projects, etc. are not calculated into the final grade\*. Although a numeric grade may be assigned in order to determine the program standard of 75% or greater as passing in the overall course grading context it is considered a pass/fail. Alternate assignments must be completed satisfactorily or the student will fail the course.

\*Please note: NURS 174 and NURS 275 evaluations of students, including examinations and assignments may differ. See Professor's Syllabus.

The scheduled date for each exam is included in the course schedule. Types of exams:

- a) Unit exams
- b) Final exam

**All testing options are at the discretion of the nursing faculty/program.** Testing options and weight can change from semester to semester, again at the discretion of the nursing faculty/program.

**Students must adhere to testing/practicum schedules set by the faculty. The student is responsible to advise their professor prior to the exam that they will be absent.** Make-up exams may have a different format than the original scheduled test and may not be a multiple-choice exam.

**If this absence protocol is not followed, no additional opportunities for make-up exams are given and a grade of zero is earned for that exam / practicum etc.**

If a student fails to keep the scheduled appointment for the makeup test, they forfeit their opportunity to take a retest.

**Should a student experience a personal, family, or health crisis prior to an exam and the student does not feel adequately prepared for the exam the student is responsible to speak with the faculty member, proctor, and/or nursing administrator prior to the exam to seek an alternate exam date. If a student chooses to take the test/exam, they cannot appeal their grade based on this reasoning.**

Students who have been granted an extension to complete an examination after the semester ends will receive a grade of "I" until the course work is completed as per the college policy time frames.

When taking an exam, students are to provide answers as directed by the faculty and/or as indicated on the exam directions. **No exceptions will be made.**

Students should not leave the room during an exam. An escort may be required for any student leaving the classroom during an exam.

### **Grade of "I" (Incomplete) Policy [#5154](#)**

In order to be eligible for a grade of "I" (Incomplete), a student shall have a reasonable chance at passing the course at the time of the request, as deemed by the instructor. The grade of "I" (Incomplete) may be awarded by an instructor if he/she approves a Request for Incomplete form received from the student no later than the day of the final examination. A valid reason for the request must be offered. The faculty member must respond to the student completing the Request for Incomplete Form within five (5) business days after the student submits the Request. If the instructor approves the request, the instructor must provide a plan and approved deadlines for the completion of the work. Approval of the request will allow up to 30 days from the completion of the term for which the "I" was issued, for the work to be completed and the final grade to be submitted to the Registrar. If the student is enrolled in a course for which the "I" grade course is a pre-requisite the work for the incomplete course must be made up by the fifth day of the next term or the student will be administratively withdrawn from the higher-level course. When the work is completed, the permanent grade will be recorded by the instructor and a corrected grade report will be

prepared. If the work is not completed by the required due date, the grade of "F" will automatically be recorded. Faculty must maintain a record or file of students' written requests for "I" grades.

## **POST EXAM CONCEPT REVIEW**

### **Unit Exam Concept Review**

In an effort to maintain exam integrity and offer fair and equitable testing practices, students will not be permitted to view their exams after submission. This policy is in place to prevent sharing of exam content and to ensure that all students are assessed under equal conditions. A brief review of unit exam concepts will be provided in class following the posting of grades. Faculty will focus on selected topics to improve student understanding rather than a complete review of the exam. This is an opportunity for students to achieve a better understanding of the missed concept(s).

Students may schedule an appointment with their professor to review concepts and test taking techniques individually. Unsuccessful (<75) students are encouraged to make an appointment.

This is an opportunity for students to achieve a better understanding of the missed concept(s). This review will be conducted in a mutually respectful atmosphere for the purpose of learning.

No additional points will be given to a student based on this process. **A unit exam concept review is only permitted up to 1 week following the date the exam was reviewed in class.**

No phones, recorders, cameras, paper, or pencil are permitted. Students may be asked to remove their watches during an exam and/or exam concept review. Students who violate the academic integrity policy during exams or exam concept reviews may be removed from the program.

### **Final Exam Concept Review**

Following the final exam, a student who was unsuccessful in the **course** (<75%) will be given an opportunity within one week of grade posting to have an exam concept review.

Concept Review is for clarity of missed concepts and not to seek additional points. Reviews will be conducted in a mutually respectful atmosphere for the purpose of learning.

## **RULES FOR EXAMINATION**

The following rules for examination are in addition to those set forth in the Nursing Student Handbook, Course Syllabus, or as set forth by OCC policy.

(A student who fails to comply with these rules will receive a grade of Zero for the exam)

1. Students must follow faculty direction regarding leaving their seats during an examination.
2. You may not have any personal belongings at your desk area (i.e. cell phones, smart devices, smart watches, hats, & handbags).
3. Nothing is to be on the student's desk during exams. All belongings must be placed as directed by the faculty.

4. No hats or hoods are to be worn during testing.
5. Absolutely no communication between students during the examination is permitted.
6. If there are questions or if there is a need for any additional material, the instructor must be asked by the student raising their hand.
7. Students may not share information about an examination with other students.
8. If a student finishes an exam earlier than the time allotted, the student should either go to the nursing lab or leave the building to avoid excess noise and disruption.
9. Make-up examinations may not be taken in the Testing Center during scheduled class time.
10. If the student is late for an examination, no additional time will be given for the examination.
11. Provision will be made for students with accommodations according to College policy.
12. Cell phones are to be turned off, not on vibrate, and placed out of reach/sight.
13. If a calculator is deemed necessary by the instructor only a simple calculator is to be used. The student may not use a cell phone or watch.
14. Students will be asked to remove their watches during an exam.
15. If there is an emergency, please contact the instructor immediately.
16. Students are not permitted to write memorized information on their scrap paper.

### **STUDENT NOTIFICATION OF FINAL EXAM GRADE**

All grades are available via Ocean Connect after the faculty posts and then publishes the grades for student viewing. **The final course grade is verified by the Registrar's office.**

**Final course grades are posted following the college schedule via Ocean Connect.**

### **GRADES – OCC Policy #5154**

In order to fulfill program requirements, students enrolled in the nursing program must obtain at least a “C” in all the courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A “D” or “F” in these courses is a non-passing grade.

### **NURSING PROGRAM GRADING**

The nursing program **does not round any grade**. Please see your syllabus for details. Clinical courses also require a satisfactory clinical performance and passing the medication calculation practicum at the required percentage. Criteria for the achievement of grades are established by the faculty teaching that course and are included in the individual course overview packet and Professor Course Information Syllabus. Students must meet all health and safety regulations to fulfill course requirements.

The letter grade breakdown used in this department is:

A	=	90-100
B+	=	85-89.9
B	=	80-84.9
C+	=	77-79.9
C	=	75-76.9

D	=	70-74.9*
F	=	69.9 and below
I	=	Incomplete (given by instructor)

**\*A Minimum of 75% (“C”) is a passing score in NURS courses.**

## **MEDICATION CALCULATION SKILLS**

Medication calculation competency is an ongoing academic expectation throughout the nursing curriculum. The program uses the formulas “Desired / Have” or Ratio- Proportion as the preferred method of dosage calculation. The program does not teach dimensional analysis; however, the student may choose to use this method as long as the final answer is correct.

### **Medication Calculation Practicum/Competency**

Each clinical nursing course includes information regarding medication calculation skills. These skills are evaluated through a medication calculation practicum/competency. Students will use medication/calculation assignments as well as other college resources to master new content. As appropriate, this mastery is tested in the clinical area as well as on classroom tests.

In addition to the medication calculation practicum/competency, questions will also be included on unit and final exams related to medication calculation. The student’s ability to calculate medication dosages is also assessed in the clinical setting. Students are to use simple calculators during the exams as well as in the clinical area.

**No cell phones or watches are allowed to be used as a calculator in the clinical area or for the practicum, tests, or exams.**

Failure to take an exam in the designated time frame causes the student to be put into automatic re-do status.

Remediation must be completed for each phase as outlined. Failure to do so within the specified time frame will result in a 0% for that particular test and the student moves to the next phase of remediation and is responsible for additional lab hours.

Students are offered remediation if unsuccessful on unit examinations (Grade less than 90% on math section of Unit Exams).

## **NURS 175**

NURS 175 students are required to successfully pass the medication calculation practicum with a score of 90% or above.

If the student is unsuccessful, remediation in the skills lab is required and must be completed by the day prior to the medication calculation practicum re-do. Remediation documentation must be signed by lab personnel. Failure to complete remediation within the designated time frame will result in a failure for the

practicum and a course failure.

The student is permitted one re-do following remediation. **Failure of the practicum re-do constitutes a clinical and course failure in the nursing course.**

If the student is unable to attend the medication calculation practicum or any skills practicums, they must follow the Absence Reporting Policy for clinical. **If the clinical instructor, faculty, and the School of Nursing office are not informed or the absence is not excused, the student will be evaluated by Assistant Dean/Dean to determine status: redo status or clinical failure.** Remediation will include all elements in the practicum. Student will be tested on all critical elements.

### **NURS 176**

Students entering **NURS 176** must pass the medication calculation competency test with a score of 90% or above based on content studied in NURS 175. The medication calculation competency will be administered per the course calendar. Failure to pass the medication calculation competency test at 90% results in a re-do status (see below).

### **NURS 273**

Students entering **NURS 273** must pass the medication calculation competency test with a score of 90% or above based on content studied in NURS 175 and NURS 176. The medication calculation competency will be administered per the course calendar. Failure to pass the medication calculation competency test at 90% results in a re-do status (see below).

### **NURS 274**

Students entering **NURS 274** must pass the medication calculation competency test with a score of 90% or above based on content studied in NURS 175, NURS 176, and NURS 273. The medication calculation competency will be administered per the course calendar. Failure to pass the medication calculation competency test at 90% results in a re-do status (see below).

#### **Re-Do Status (NURS 176, 273, & 274):**

- Failure of the first medication calculation competency test requires remediation in the skills lab for a minimum of 2 hours.
- A second (#2) medication calculation competency test is taken two weeks after the first test and must be passed with a 90% or above.
- Failure to pass the second medication calculation competency test (#2) with a score of 90% or above results in remediation in the skills lab for a minimum of 4 hours.
- A third (#3) medication calculation competency test is taken two weeks after the second test and must be passed with a 90% or above.
- **Failure to pass the third medication calculation competency test (#3) with a score of 90% or above results in a clinical and course failure.**

All remediation must be documented and signed by lab personnel to qualify. Failure to remediate and/or to complete medication calculation competency test within the designated time frame results in 0% for that particular test. The student moves to the next phase of remediation (re-do status) and is responsible for completion of the additional lab hours.

The same protocol for missing an examination applies to the medication calculation competency test. The Professor and the School of Nursing Office must be notified of the absence prior to the scheduled medication calculation competency test. If this process is not followed, the student is placed in an automatic re-do status and the student moves to the next phase of remediation. If this occurs at the time the third medication calculation competency test (#3) is scheduled to be taken, it will result in a clinical and course failure.

NOTE: Students may be sent for remediation if unsuccessful on unit examinations (Grade less than 90% on math section of Unit Exams).

### **SUMMER READING**

Every summer break a book is chosen by the faculty for students to read. The book's content will be threaded through the curriculum and students will be expected to actively participate in any discussions, papers or testing associated with the reading assignment.

### **CLINICAL SITES**

Various clinical agencies throughout the state of New Jersey are used in nursing courses. It is expected that students participate in clinical at any of the agencies. Acceptance and continuation in the program are contingent on the ability to arrive at the clinical agency on time and participate in clinical as assigned. Clinical groups are not configured to accommodate carpooling, child care, work schedule, or closeness to residence.

### **CLINICAL BEHAVIOR AND DRESS REQUIREMENTS**

**Students must be accompanied by their CLINICAL INSTRUCTOR OR FACULTY for all medication preparation, medication administration and/or other procedures.**

Students may not leave the clinical agency during the clinical day. If an emergency occurs, and the student must leave, they are to be dismissed for the remainder of the day. The student must speak directly with their clinical instructor if an emergency occurs.

Students must notify the clinical instructor and/or faculty prior to leaving the clinical unit, including any breaks the student may take.

Nursing students represent Ocean County College and the School of Nursing. Importantly, nursing students are allowed to participate in clinical settings as "guests." Students must adhere to the following

requirements pertaining to nursing student dress. **Students will be sent off the clinical area and considered absent for the day if they are not in compliance with the dress code. The dress code is to be adhered to whenever a student is wearing the school uniform, including practicum or clinical days held on campus, etc. Students must also adhere to and comply with additional requirements as mandated by clinical facilities, which are subject to change at any given time.** Non-compliance with these requirements will result in suspension and possible expulsion from the nursing program.

1. Professional behavior and punctuality are expected at all times as students are guests at the clinical site.
2. Students observed as medically and/or psychologically unable to function in the clinical facility may be required to follow the facility's protocol. This expense will be covered by the student. The course lead faculty and clinical instructor will determine the student's ability to continue in the course.
3. Meticulous personal hygiene and cleanliness are important when caring for patients/clients and must be a part of the dress code.
4. Attention to oral hygiene and the use of an underarm deodorant are essential.
5. Strong perfumes, oils, and powders, as well as aftershaves, can be offensive to patients/clients and are not allowed.
6. Makeup should be conservative. Excessive eye makeup is not appropriate when in uniform.
7. All students enrolled in the nursing program are required to wear the official uniform in the clinical area unless street clothing (business casual attire) is designated by faculty as the appropriate dress.
  - The officially prescribed school uniform must be worn.
  - The uniform must be clean, neat, and properly fitting.
  - Undergarments must not be visible under the uniform.
  - Socks must be worn to clinical.
  - Plain, clean, white nursing shoes or sneakers with no insignias, colors, canvas or cloth. **No clogs, crocs or sling-back shoes are permitted.**
  - Students are permitted to wear a long sleeve white solid shirt underneath the uniform. Sleeves **MUST** be pulled up when delivering patient care.
  - **During Preceptorship, students will wear their school uniform.**
8. In those instances when the official uniform cannot be worn, the student must wear a comparable uniform and display the official Ocean County College name badge as identification.
9. The nursing uniform is only to be worn during School of Nursing clinical-related activities. Students are not to wear the OCC uniform in the performance of work-related activities.
10. All students must wear the official Ocean County College name badge at all times, indicating name, title (nursing student), and Ocean County College. During the mental health / illness (psych) rotation, the student should wear a name tag.
11. In addition to the official Ocean County College name badge, several of the agencies require the student to wear their college picture ID as identification. The clinical instructor will inform you of the need to do so.
12. The short laboratory jacket may be worn for warmth, **except when giving patient care.**

13. Non-uniform attire is business casual as required. When street dress is allowed (i.e. psych rotation), discretion as to what is appropriate must be exercised. For example, jeans, shorts, T-shirts, halter tops, tight street clothing, high heels, or open toe shoes are unacceptable.
14. Students are required to **wear their official uniform during lab practicums.**
15. Jewelry:
  - Acceptable:**
    - A wedding band
    - 1 pair of post earrings
    - Skin tone blank gauge inserts
  - Unacceptable:**
    - Large hoop or dangling earrings
    - Rings
    - Bracelets
    - Pins
    - Necklaces (unless worn under the uniform)
    - No other body piercing jewelry is allowed.
16. Hair is to be neat, trimmed, off the shoulders and out of the eyes; no flowers, no ornamental or decorative ribbons, fancy clips, headbands, or scarves may be worn in the hair. No extreme hairstyles or color (for example, spiking, “buzz” cuts, sculpturing, purple, fuchsia or bright red).
17. Any religious attire must be the color of the school uniform.
18. Students are to be well-groomed. Hair is to be off the collar. Facial hair must be clean shaved or trimmed (no longer than ½”).
19. Fingernails are to be short and well-manicured. Finger nails must be cleaned and trimmed (no longer than 1/8 inch) so as not to interfere with or affect the comfort or safety of patient or team members.
20. Nail polish, if worn, must be a neutral color and have no nail art and be free of chips.
21. **Artificial nails, acrylic nails, wraps, gel overlays, nail jewelry are not permitted** regardless of the length.
22. Tattoos deemed inappropriate by clinical facility policies must be covered. Students must comply with facility policies regarding tattoos.
23. Face, tongue, nose, eyebrow, etc., piercings are to be removed.
24. Chewing gum in uniform is not permitted in clinical or lab.
25. A wristwatch with a second hand must be worn on every clinical day. Smart watches are not permitted in clinical area.

### **Clinical Specialty Area- Additional Dress Code Requirements:**

#### **Mental Health Nursing (Psych.)**

1. Students dress in appropriate business attire in the psychiatric setting, including the above stated rules regarding tattoos, hair, jewelry, etc., if the School uniform is not required to be worn.
2. Business casual shirts for both males and females.
3. Clothes are neat, clean, unwrinkled, and not revealing. Shirts must cover the entire area of the student’s chest and should be loose fitting, and the pants waist is not “low rise” but sits up high on the natural waist area of the torso.
4. Shoes must be closed in the back and the front.

5. Students may not wear sneakers, boots, or high heels in the clinical areas.
6. If boots are worn due to inclement weather, they must be changed before participating in any patient related clinical interactions.
7. A wristwatch with a second hand must be worn on every clinical day.

### **SMOKING/VAPING**

Students must adhere to the clinical agency rules regarding smoking, including vaping. Students must follow the smoke free designation. Students may not leave the clinical agency property at break or lunch to smoke.

### **CELL PHONES AT CLINICAL**

Cell phone usage and text messaging for personal use are **not permitted** in the clinical area. This includes leaving the phone on vibrate on your person unless prior approval has been given by your clinical instructor or faculty member. Clinical agencies only permit the use of cell phones for personal use in designated areas such as the cafeteria and accessed on breaks and lunch only. Students who fail to comply will receive a written warning by their clinical instructor as part of their clinical evaluation. Students who disregard the policy will be terminated from the nursing program.

### **COMPETENCY VALIDATION**

The School of Nursing requires students to validate their ability to perform previously learned clinical skills prior to entering health care facilities. NURS 176, 273, 274 students are required to successfully complete a Competency Validation for skills and critical thinking abilities learned in the previous semesters.

In order to allow for maximum time in the classroom and clinical setting the nursing program will require nursing students entering NURS 176, 273 & 274 to practice clinical skills prior to Competency Validation Testing. To prevent over scheduling during the first few weeks of class, the School of Nursing will set aside the **third and/or fourth week of August for the fall semester and January for the spring semester.**

**Each student is required to sign up for mandatory practice which may include assessment review, medication calculation review or skills sessions.**

Students are not required to wear their uniform for practice sessions. Lab personnel will document completion of the practice sessions for each student.

Competency Validation Testing may be scheduled as early as the first clinical day for NURS 176, 273, & 274.

### **Remediation of Competencies:**

If a student is unable to demonstrate competency during Competency Validation Testing, the student will be referred to the Nursing Skills Lab *by the evaluator* using the *Nursing Lab Referral Form* which

identifies the student's weaknesses.

The student must demonstrate competency on the skill that was failed. If the student fails to complete the remediation phase within the timeframes indicated on the Nursing Lab Referral Form, it is an **automatic clinical failure**. The lab reservist must validate on the referral form that student demonstrated proficiency for the student to meet the clinical objectives of the course. **The student must demonstrate competency on the skills that were failed to the Clinical Instructor or Faculty after remediation by the date indicated on the remediation form.**

## **CLINICAL ASSIGNMENTS and PREPARATION**

Students are required to be prepared for each clinical experience. Assignments are made by the faculty or clinical instructor prior to the clinical experience. Clinical Instructors post the assignment at the clinical facility each clinical day. Scheduling and clinical sites can vary from course to course and assignments are made throughout the State of New Jersey

Clinical preparation includes researching the nursing care by using nursing textbooks and, if appropriate, using the nursing skills lab to practice skill sets. Additional forms of preparation might include: reading from learning packets, textbooks or classroom notes; practicing skills in the skills lab; viewing media or a simulated computer program. Preparation is required and is vitally important.

**Faculty may assign pre-clinical assignments for students the day prior to clinical. Pre-clinical assignments will require the student to complete this preparation the evening prior to their assigned clinical day.** Only prepared students are permitted to care for an assigned client(s). Clinical instructors are responsible for assessing student preparedness. Students will not be permitted to complete clinical if unprepared for the clinical day.

**Failure to prepare for clinical will result in the student being dismissed from the clinical site.**

Unprepared students will be sent to the Skills Lab for remediation. Students may also be sent for remediation if deficient in any skills during the clinical day. A Nursing Lab Referral Form will be completed by the clinical instructor, signed by the student and given to the Nursing Skills Lab staff. It is the student's responsibility to follow through with the remediation. **Remediation must be completed prior to the next clinical day.** Failure to complete remediation will result in dismissal for that clinical day and a possible clinical failure. Failure to demonstrate an appropriate level of theoretical and technical preparation may result in dismissal from the clinical session and an absence is recorded. A faculty-student conference will be scheduled to discuss status and corrective action.

**No copy, including photos of any part of a patient medical record may be taken out of the clinical site. Students are prohibited from accessing an electronic health record outside of the assigned clinical facility. Failure to comply may warrant termination of the student from the nursing program. Any student who violates patient confidentiality may face disciplinary action and may be dismissed from the nursing program.**

Skills labs are taught by nurse faculty as an integral part of clinical nursing courses. The student is

required to attend each of the lab sessions. The student is responsible for the material covered in all sessions. **If a student misses the lab class, the student is required to make arrangements to learn the missed skill within one week of the missed lab.** The student must be prepared for the make-up lab session.

If a clinical experience is held remotely (i.e., Webex), students are expected to be in the OCC school uniform and must have their computer cameras on unless alternate arrangements have been approved by faculty. Students must be available for their clinical experience during the hours of 7 a.m. to 4 p.m. (or 5 p.m. for NURS 274).

### **CLINICAL REMEDIATION**

Clinical remediation **must be completed prior to the subsequent clinical day.** Failure to do so will result in a clinical failure. Remediation does not guarantee successful student performance in the clinical area. Following remediation, the student must be able to successfully perform the actions remediated on.

### **STUDENT/FACULTY EVALUATION CONFERENCES**

Clinical performance is evaluated in both a formative and summative manner. Conferences will be scheduled regarding student progress as needed. A written record of student-faculty conferences is kept. The student is required to meet the clinical objectives in addition to meeting the other requirements in order to pass each clinical nursing course. For each course with a clinical component, a final written evaluation is reviewed with the student after it is completed by both student and clinical instructor/faculty. Students are required to return any identification and/or parking badges by the date designated by their faculty and/or clinical instructors prior to receiving their final clinical evaluation.

### **PRECEPTORSHIP (NURS 274)**

The final segment of the second-year nursing curriculum is called Preceptorship. The clinical day is extended to 12 hours. During preceptorship the student nurse may be assigned to shadow a staff registered nurse from a local agency under the supervision of the faculty or clinical instructor. Students may be required to complete Preceptorship in any clinical agency the program contracts with or any day of the week.

**Student are to wear their school uniform to preceptorship.**

NURS 274 clinical evaluations are given following the conclusion of Preceptorship. Students must satisfactorily pass/attend all Preceptorship experiences to be eligible to take the final examination for NURS 274. Missed Preceptorship experiences must be completed in order to meet the course requirements. Failure to do so will result in a grade of Incomplete.

All NURS 274 students are required to complete a NCLEX-RN® Review Course. This course will be offered during the semester. **Attendance at the entire Review Course is a Mandatory Requirement to complete NURS 274. Failure to attend the course in its entirety will result in a grade of**

**Incomplete for NURS 274, a delay in NCLEX® eligibility with the State of New Jersey, and may require an on-campus Review Course scheduled at the College's discretion.**

### **PATIENT CENTERED PLAN OF CARE**

Clinical nursing courses may require an assigned Patient Centered Plan of Care. These weekly graded Plans of Care are counted towards the student's clinical Pass or Fail grade, therefore, consistently submitting work below course standards may result in clinical failure.

Students are to refer to their Professor's Syllabus and Plan of Care grading rubric for specific grading criteria. Patient Centered Plans of Care will be collected and graded by the assigned clinical instructor with oversight from the course faculty. The clinical instructor will review the Patient Centered Plan of Care rubric with each student.

**Students cannot plagiarize components of their Patient Centered Plan of Care by copying from a book, article, others etc. (or prior previously submitted Patient Centered Plan of Care) A student who fails to submit a Patient Centered Plan of Care on the due date will receive a (U) for unsatisfactory.** Students who do not complete the weekly Plans of Care according to course standards are at risk for clinical failure.

**A student who seeks assistance with a plan of care from the nursing lab must have all the required components included in the plan prior to receiving assistance from the lab. The lab will provide oversight only.**

The failure of a Nursing Process Patient Centered Plan of Care results in the failure of the clinical portion of the course and thus failure of the course.

### **TRANSFERRING FROM HYBRID / ON SITE ONLINE (OSOL) TO TRADITIONAL OR FROM TRADITIONAL TO HYBRID / ON SITE ONLINE (OSOL)**

#### **Hybrid / On Site Online (OSOL) to Traditional:**

A student wishing to transfer from the Hybrid / On Site Online (OSOL) program to the traditional program requires the expressed permission from the Dean/Assistant Dean, School of Nursing. Students will only be considered if they have previously failed a NURS Hybrid / On Site Online (OSOL) course. They must submit a written request to be considered.

#### **Traditional to Hybrid / On Site Online (OSOL):**

A student wishing to transfer from Traditional to Hybrid / On Site Online (OSOL) must submit a written request for consideration to the Dean/Assistant Dean of Nursing stating a valid reason for the request to transfer. In addition to the submission of the request, the student must have successfully completed all previous NURS courses and meet the Hybrid / On Site Online (OSOL) admission criteria at the time of

the request. After the letter is received, the decision for transfer will be made by the Dean of Nursing. Only one curriculum transfer Hybrid / On Site Online (OSOL) to Traditional or vice versa will be permitted during the nursing program based on seating availability.

### **STUDENT WITHDRAWAL (POLICY #5142 and #5154)**

A student who has failed the clinical or lab portions of a NURS course prior to the course withdrawal deadline will be assigned an “F”.

Exceptions regarding withdrawals from an NURS nursing courses for medical/family emergencies may be considered on a case by case basis by the Dean of Nursing. **The emergency must be “*due to a documented emergency or other documented extraordinary circumstance*” per College Policy and Procedure # 5142: Students Withdrawal.** Contact the Assistant Dean if you have questions regarding this policy.

- Withdrawal deadline set by OCC is non-negotiable.

Students enrolled in the nursing program and taking NURS courses (clinical and/or non-clinical) are limited to one withdrawal during the duration of their enrollment in the program. A second withdrawal constitutes removal from the program.

In the case of a NURS course having a co-requisite NURS course, a student must withdraw from both NURS courses (ex. NURS 176 and NURS 174). These withdrawals will be considered one withdrawal instead of two. If a student is unsuccessful or withdraws from both NURS 174 and NURS 176, these courses will be repeated together.

Should a student withdraw from a repeated NURS course, this will be considered a second NURS failure resulting in dismissal from the program.

Failure of a practicum re-do or clinical component precludes a student from withdrawing.

### **GRADES & SCHOLASTIC HONORS (POLICY #5154)**

In order to fulfill program requirements, students enrolled in the Nursing Program must obtain at least a “C” in all courses listed in the Nursing Program curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A “D” or “F” in these courses is a non-passing grade.

A student receiving his/her first non-passing grade in any NURS course (clinical or non-clinical) may repeat the course only once. If unsuccessful on the second attempt, the student is dismissed from the nursing program.

### **Non-passing grade in NURS course:**

2 categories:

Clinical courses including (NURS 175, 176, 273, 274)

Non- clinical courses including (NURS 174 and 275)

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), regardless of how much time elapsed between attempts, he/she will fail out of the Nursing Program.

A student who has failed out of the nursing program due to academic (as opposed to clinical) performance may apply for readmission.

A student who has failed out of the nursing program due to clinical performance in at least one NURS course cannot automatically reapply to the program but may contact the Dean of Nursing for consideration on a case by case basis.

### **Clinical Failure:**

Clinical failure can result from one of the following categories. The faculty member determines which category applies to the clinical failure.

1. Clinical failure with a course grade of “F” with the possibility of dismissal from the program without the option of reentry to the course or readmission to the program occurs from behaviors that are unsafe, life threatening, or injurious to a patient. The student is not permitted to attend either class or clinical if the student seeks an appeal of the faculty decision.
2. Clinical failure with a course grade of “F” with the option for re-entry to the course or readmission to the program occurs for the following reasons: the student fails to demonstrate clinical course competencies; fails to comply with clinical protocols or guidelines established by the faculty member; exhibits excessive absenteeism or tardiness. The protocol for defining the repetition of course will apply. The student may attend class and clinical during the appeal process. If the student has not completed the procedure for filing the appeal by the deadlines designated, they will not be permitted to remain in the course.

Application for readmission to the Nursing Program: see OCC Policy #5156 – Unsatisfactory Academic Progress

### **UNSATISFACTORY ACADEMIC PROGRESS / RE-ENTRY AFTER WITHDRAWAL/FAILURE OF NURS COURSES (POLICY #5156)**

A nursing student may temporarily leave the Nursing Program and return without penalty. While not enrolled in courses, students have inactive status in the program. **Students who plan to seek inactive status must notify the Nursing Office in writing.** Students may have no more than a four-semester period of inactivity. This period of inactivity begins following the last NURS course taken. Students are not guaranteed seats in courses the next time they are offered.

Students who leave for more than one semester must successfully complete the required practicum before re-entering the program. Students are not guaranteed seats in courses the next time they are offered.

If students exceed the four-semester limit (based on the last NURS course taken), they will be automatically dismissed from the Nursing Program. They will be required to re-apply to the program and satisfy all new and/or additional requirements prior to acceptance.

All prior NURS courses must be re-taken, even if the student has been successful in the past.

If a student achieves a second non-passing grade in a subsequent clinical NURS course (NURS 175, 176, 273, 274), regardless of how much time elapsed between attempts, he/she will fail out of the Nursing Program.

### **NURSING PROGRAM PROCEDURE FOR RE-ENTRY**

To re-enter the program after a withdrawal or course failure, the student **MUST** complete the re-entry form (see Appendix) and submit it to the Nursing Office no later than 2 weeks after the semester ends.

NOTE: Do not go to Registration & Records to re-register for the course. You must first get permission from the nursing office to re-enter a Nursing course. Seats are not guaranteed for the following semester.

**Acceptance for re-entry is a decision made by the Dean of Nursing and Health Sciences based on availability, eligibility and consideration of the OCC cumulative GPA. Students are not guaranteed a seat in a NURS course the next time it is offered. The following tasks must also be completed upon approved re-entry prior to the start of the semester:**

- Secure and review the current version of the nursing student handbook.
- Complete the criminal background information within one week of re-entry notification if informed by the nursing office of expiration of previous background check. This is done online and paid with a credit card.
- Register for the semester in the Nursing Office. Do not go directly to Registration and Records.
- Verify that your health record is up-to-date.
- Bring in **a copy** of your current CPR card to the School of Nursing office prior to the re-entering semester.
- All re-entry students unsuccessful in a previous nursing clinical course, must attend re-entry remediation for 4 hours. The 4 hours must be completed prior to the onset of the semester.
  - Re-entry students entering 175 are also required to attend Orientation for Nursing 175
  - Re-entry students entering 176, 273, 274 must also prepare for the Nursing Skills Competency Validation at the beginning of the semester.
  - Reentry will be based on seat availability and the Ocean County College cumulative GPA.

**If for any reason a student decides not to return to the nursing program they should notify the School of Nursing office immediately in writing.**

## **UNSATISFACTORY ACADEMIC PROGRESS (POLICY #5156)**

### **PROGRAM REQUIREMENTS**

Students enrolled in the Nursing Program must meet all requirements in a unit/*course* before progressing to the next unit/*course*. A student failing to meet requirements may appeal this decision in writing to the Appeals Board of the School of Nursing.

#### **Note as indicated in the OCC College Catalog**

In order to fulfill program requirements, students enrolled in the program must obtain at least a “C” in all the courses listed in the School of Nursing curriculum guide, including NURS and BIOL courses and courses satisfying the OCC and general education requirements. A “D” or “F” in these courses is a non-passing grade.

A student who receives a non-passing grade in a BIOL course or in courses satisfying the OCC or general education requirements may repeat the course(s) in an attempt to attain a “C” grade.

## **UNSATISFACTORY ACADEMIC PROGRESS**

### **RE-ADMISSION TO THE NURSING PROGRAM (Failure) (POLICY #5156)**

Following unsatisfactory academic progress in the School of Nursing two options are provided for re-admission to the nursing program.

#### **Option I:**

A student may reapply to the nursing program one time only after retaking Anatomy & Physiology I (BIOL 130), Anatomy & Physiology II (BIOL 131), and a student success course as Ocean County College **Face-to-Face** courses. A student must satisfy any new and/or additional requirements prior to acceptance. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior successful grades.

#### **Option II:**

A student may reapply to the traditional nursing program one time only after successfully achieving an LPN license. A student must satisfy any new and/or additional requirements prior to acceptance. Upon acceptance into the program, the student must repeat all NURS courses regardless of any prior successful grades.

Students must meet all requirements of the Nursing Program at the time of re-admission including but not limited to GPA of 2.7, Background Checks, and health requirements.

## **NURSING PROGRAM APPEALS**

The faculty-student relationship is an integral part of the educational process. The student Appeal Process provides the student unsuccessful in meeting the requirements of a course with an opportunity to appeal a NURS course grade. This process provides an unbiased forum to discuss and dispute a NURS course grade; however, faculty are guaranteed the freedom to teach as well as the responsibility to evaluate students and assign grades. The following procedure has been developed to examine problems which may arise in the faculty-student relationship, while preserving the academic rights of both parties.

The student must meet with the faculty on the date of incident or within five (5) business days (days the college is open) of the incident.

The student completes the Student Grade Appeal Form (see Appendix), briefly describing the incident. The student will provide this form to the faculty member at the meeting, at which time the faculty member will complete the documentation in Step 1. If the student wishes to pursue the appeal process, they must write a letter outlining the basis of his/her appeal and submit to the Assistant Dean within 48 hours of meeting with the faculty (Step 2). No adverse action will be taken against a student who chooses to utilize this process.

### **THE GRADE APPEAL PROCESS MUST BE STARTED FROM THE DATE OF INCIDENT OR WITHIN FIVE (5) BUSINESS DAYS (DAYS THE COLLEGE IS OPEN) OF THE INCIDENT.**

The scope of the School of Nursing Appeal Committee is to hear any issue related to a NURS course grade in which it is perceived that a fundamental fairness has been breached.

The Student Grade Appeal Process includes the following steps:

- A. The student must first meet with the course faculty member and discuss the issue. This must be done within five (5) business days of the incident. The student is responsible to contact the faculty member and schedule an appointment to meet in an attempt to resolve the issue.
- B. If there is no resolution and the student intends to pursue the appeal, the student must obtain a Student Grade Appeal Form from the OCC Nursing Student Handbook. The Student Grade Appeal Form must be completed, dated and signed by the course faculty member. (It is the student's responsibility to *secure the faculty signature following the appointment on the Student Appeal Form-Step 1.*)
- C. A student may remain in class/clinical/lab until the appeal process is decided by the nursing program appeals board unless the failure is related to unsafe clinical practice.
- D. The student submits to the Assistant Dean the completed Student Grade Appeal Form along with the letter outlining the basis of their appeal within 48 hours of meeting with the faculty. The letter must describe: (1) the incident; (2) what steps have been followed to resolve the incident; and (3) the student's desired outcome.
- E. Upon receipt of the letter and the faculty signed Student Grade Appeal Form the Dean of Nursing will conduct an investigation of the situation.
- F. The Dean of Nursing will make every effort to assemble a Nursing Appeal Committee within fifteen (15) academic days of receiving the student's appeal.

(Academic days are defined as a day in which the nursing program classes are in session.)

- G. The Nursing Appeals Committee consists of three (3) program faculty members, none of whom are involved in the grieved incident; one student designee and the Dean of Nursing.
- H. The student will be notified of when the appeal committee will convene. The student will have the option of addressing the committee to support their position.
- I. The Appeals Committee reviews the student appeal and renders its decision.
- J. The Dean of Nursing or Assistant Dean will notify the student of the Committee's decision by phone and/or certified mail.
- K. **The decision of the School of Nursing Appeal Committee is final.** (See Policy #5154 & 5156)

Students are also urged to review the OCC Course Withdrawal policies on the College website.

### **ACADEMIC GRIEVANCES**

College Policy Students Campus Life (Grievances #5230)

Any student who believes he or she has been harmed by the interpretation, application, or violation of college policies and/or procedures may file a complaint through the Vice President or Student Affairs Office.

### **PINNING CEREMONY**

The Pinning Ceremony is held annually usually the Tuesday prior to graduation in May. During the Pinning Ceremony students will wear a clean, white uniform. No large jewelry or hair accessories can be worn. Students must wear school approved nursing shoes. (See Clinical Dress Requirements) **Failure to adhere to dress requirements will result in not being able to participate in the Pinning Ceremony.**

### **OCC LIBRARY**

There is an extensive collection of professional journals in the library which enhance education. Students need to gain comfort in accessing professional references on-line and in the library.

### **CHILDREN IN THE NURSING BUILDING**

No children are permitted in class, skills lab, or in the nursing building while the parent (or other responsible caretaker of the child) is in class or lab. No children are to be at the clinical agencies for any reason.

### **FOOD IN THE NURSING BUILDING**

Food and drink are not permitted in the class or lab; only water is permitted in classrooms.

## **SPECIAL POLICIES**

### **Physical, Mental, Emotional or Learning Problems**

If after admission, the student develops or becomes aware of a physical, mental, emotional, or learning problem that may require a classroom or clinical accommodation, it is the responsibility of the student to provide documentation of such problem, the limitations it may present, and the request for an accommodation by his/her physician to Disability Services.

The Nursing Program will only acknowledge an accommodation plan from Ocean County College's Disability Services office.

## **RELEASE OF STUDENT CLINICAL RECORDS**

Release of clinical evaluation records can only be sent after a student has completed the **INFORMATION RELEASE FORM (FERPA)**.

## **LICENSURE**

Successful completion of the program requirements leads to the Associate in Applied Science (AAS.) degree. Upon completion of the nursing program the student is eligible to take the licensure examination (NCLEX-RN) for Registered Nurses in New Jersey. The AAS nursing program at OCC meets the state education requirements for an RN nursing license in the state of NJ. OCC has not determined if the AAS nursing program at OCC meets the state education requirements in any other state, any U.S. Territory, or the District of Columbia.

## **ACCREDITATION**

The OCC nursing program has full accreditation from the:

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road, NE  
Suite 1400  
Atlanta, GA 30326  
404-975-5000  
[www.acenursing.org](http://www.acenursing.org)

and

New Jersey State Board of Nursing  
124 Halsey Street, 6<sup>th</sup> floor  
Newark, New Jersey 07102  
973-504-6430

Complaints regarding the OCC Nursing Program may be sent to the New Jersey Board of Nursing at the above address.

## **SYSTEM REQUIREMENTS**

Students will need a personal computer, specifics as below.

ThePoint is the one-stop source for the Wolters Kluwer content and tools students need to study more effectively, score higher on exams, and prepare for the working world after graduation. To utilize the full feature set of this platform and digital products, you must have access to the Internet, an up-to-date browser, and a minimum of 4Gb of RAM. The versions of browsers and operating systems listed below represent the minimum system requirements to support all products accessed on thePoint, as of the revision date indicated above.

Browser	Browser Version	Operating System
Microsoft Edge	Most current	Windows 10 and later
Google Chrome	Most current	Windows 8.1 and later Mac OS X 10. 10 and later
Apple Safari	Most current	Mac OS X 10. 10 and later

Internet Explorer is not compatible with Lippincott Clinical Experience. Firefox is not compatible with Virtual Simulations, or CoursePoint+.

### **Next Generation vSim for Nursing**

Browser	Browser Version	Operating System
Microsoft Edge	Most current	Windows 8.1, 64 bit and later
Google Chrome	Most current	Windows 8.1, 64 bit and later MacOS 10.15 and later
Google Chrome for browsing (App only)	Most current	Chrome OS, latest version IOS, latest version Android, latest version
Safari for browsing (App only)	Most current	IOS (latest version)
App only (Google Chrome for browsing)	Most current	Android (latest version)

Devices	
PC/laptops and Mac	See recommended and minimum requirements below
Chromebook	Samsung Chromebook 4 (equivalent or newer)
IOS Tablets	iPad 2018 (equivalent or newer)
Android tablets	Samsung Galaxy Tab S4 2018 (equivalent or newer)

Recommended Requirements	
RAM	8GB or more
Screen resolution	1920x1200 or better
GPU	Discrete UHD620 graphics cards or newer
VRAM for GPU	2GB
Internet download speed	30 Mbps or faster
RAM	4GB
VRAM for GPU	1GB
Processor requirements	Minimum i5
Internet download speed	15Mbps

### **Cookies**

If you filter cookies, you must allow session cookies. JavaScript must also be enabled. (In most browsers, cookies and JavaScript are enabled by default.)

### **Lippincott Clinical Experiences**

The simulations used in Lippincott Clinical Experiences are based on the Unity 3D engine, which will run in Chrome, Edge, and Safari browsers in Windows, and Chrome and Safari in MacOS. LCE will not work on smart phones, iPads, Android tablets, or other mobile devices.

### **Technical Support Assistance**

If you require any assistance with Wolters Kluwer or Lippincott products, or have questions about product registration or activation, contact our technical support team whenever you need help. 1-800-468-1128 or email at [techsupp@lww.com](mailto:techsupp@lww.com)